

Prince George's County Public Schools
Internal Audit Department
School/Office: C.H. Flowers High School

Response Date July 16th 2018

| | Findings | Recommendations | Concur Non- Concur Partially Concur | Action Plan | Corrective Action Date | Status Implemented Partially Implemented Not Implemented |
|----|---|---|---|--|---------------------------|---|
| 1. | 2018.01: Missing Funds | The recordkeeping staff should carefully review supporting documentation for funds remitted to ensure accuracy prior to performing verification signature. The principal must hold the recordkeeping staff accountable for compliance. | Partially concur | Explanation: The actual deposit with funds in question (\$100) was mtf#335174. The amount on Mtf \$687, receipts calculated \$787. Sponsor was not sure of reason for miscalculated deposit. Auditor was advised of this concern 6/15/2018. Sponsor replaced funds 6/18 on mtf#363744. Please see attached documentation regarding concern. Action plan: Moving forward the bookkeeper will ensure that all receipts match deposits prior to depositing funds. | 7/1/2018 | Partially Implemented |
| 2. | 2018.02 Mismanagement of Disbursements | The principal should educate staff of the proper procedures for cash disbursements in an effort to change the culture pertaining to the cash disbursement process. The principal and recordkeeping staff should improve current controls by providing staff training, to ensure documented approval precedes purchases. The principal must hold staff accountable for | Concur | Action plan: Staff will be re-trained on proper procedures for cash disbursement. Staff members will not be reimbursed if they fail to follow these procedures. Principal and bookkeeper that the proper | 7/1/2018 | Partially implemented |

Principal Signature 

Date 7/16/18

| | | | | | | |
|---|---|--|--|---|------------------------------|--|
| | | <p>adhering to Board policies and procedures, and consider holding repeat offenders personally responsible for unapproved purchases.</p> | | <p>approval was provided prior to issuing funds.</p> <p>Staff members will be re-trained regarding the immediate submission of invoices. The support staff will ensure that the daily mail is checked for invoices and that they are immediately forwarded to the bookkeeper.</p> | | |
| <p>3.</p> <p><u>2018.03:</u> <u>Mismanagement</u> <u>of</u> <u>Funds</u> <u>Received</u></p> | <p>Staff must be held accountable for adequately supporting and remitting funds collected on a daily basis to reduce the tardiness of deposits. The principal and recordkeeping staff must ensure that funds totaling \$250.00 and above are not maintained in the school safe and funds under \$250.00 are not held for more than 2 days.</p> <p>The principal and recordkeeping staff should provide training to staff members to ensure all funds collected are submitted daily, as well as completing a MTF correctly.</p> <p>Staff should be placing funds collected (in unlocked envelopes) in the drop safe when the recordkeeping staff is not available. However, if locked money bags are used, the principal should ensure that a second key is provided to the recordkeeping staff to access contents in the staff members' absence.</p> <p>The recordkeeping staff must review the section of the APM that addresses Accounting for Grants and Donations to ensure that she is familiar with the reporting requirements relative to donations.</p> | <p>Concur</p> | <p>Explanation: For clarification, athletic ticket reports and reports for fundraising events were not requested but available for perusal at any time. Need further explanation regarding specifics of commission check.</p> <p>Some Teachers are receiving funds and not submitting on the date of receipt. This has been addressed through beginning of the year training, schoolwide communication and personal communication. The problem persists with some teachers.</p> <p>There was some confusion regarding the amount of grant funds that needed to be reported. This has been clarified.</p> | <p>7/1/2018</p> | <p>Partially Implemented</p> | |

Principal Signature 

Date 7/16/18

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | <p>Communication regarding MTF submission and the required initialing of corrections has been communicated to staff. The issue persists.</p> <p>One teacher had been submitting funds in a locked bag. No other staff member had a copy of the key. She often left her locked deposit for several days and was unresponsive to the bookkeeper.</p> <p>Action plan: Teachers will receive professional counsel on first instance of failure to submit funds on time. After that, they will have their funds collecting privileges revoked for the remainder of the school year. Alternative staff members will be reassigned to the function if it is a mandatory activity such as sporting events.</p> <p>All donations will be reported to the GFMO.</p> <p>Staff will undergo required training in the area of populating MTF's and submitting deposits at the beginning of the school year. New staff members will receive training from the bookkeeper directly.</p> | | |
|--|--|--|--|--|--|--|

Principal Signature 

Date 7/16/18

| | | | | | | |
|----|--|--|------------------|--|----------|-----------------------|
| | | | | <p>Teachers will be informed that if they wish to submit funds in a locked bag that they will be required to provide the bookkeeper a copy of the key.</p> <p>All staff members will be provided with envelopes and directed to drop funds in safe when funds are collected outside of business hours.</p> | | |
| 4. | <p><u>2018.04:</u> <u>Adminstr</u> <u>ation</u> <u>of</u> <u>Voided</u> <u>Checks</u></p> | <p>The recordkeeping staff must be reminded of the importance of administering checks as required by the APM. All void check proof sheets should be signed by the principal and attached to voided check. Also, the recordkeeping should properly file and retain all voided checks. The recordkeeping staff is encouraged to contact TRA for assistance to find the cause of duplication of check numbers.</p> | Partially concur | <p><u>Explanation:</u> The concern was not brought to the attention of the bookkeeper during the audit. Bookkeeper will follow up with auditor regarding concern.</p> <p><u>Action plan:</u> Principal and bookkeeper will ensure that all voided checks will be signed and supporting documentation attached.</p> | 7/1/2018 | Partially implemented |
| 5. | <p><u>2018.05:</u> <u>Adminstr</u> <u>ation</u> <u>of</u> <u>Vending</u> <u>Contracts</u></p> | <p>The principal must establish procedures to ensure that a current vendor contract is established, adhered to, and maintained on file in compliance with BOE policies and procedures. The sale of foods of minimal nutritional value from vending machines between the hours of 12.01 A.M. and the end of the last lunch period must be discontinued. Additionally, the principal must contact the vending contractor and request that proper equipment be installed to ensure that the</p> | Concur | <p><u>Action plan:</u> Administrative/ custodial staff will ensure that vending machines are not in operation until after last lunch. The vending company will be contacted regarding a new contract</p> | 7/1/2018 | Partially implemented |

Principal Signature _____

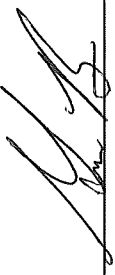
Date 7/16/18

| | | | | | | |
|----|---|---|------------------|--|----------|-----------------------|
| | | machines are off between the hours of 12.01 A.M. and the end of the last lunch period. The principal should contact Purchasing Services if the current vendor is unable to provide a current contract or is unable to comply with sales restrictions. | | | | |
| 6. | <u>2018.06:</u> <u>Improper Data Entry</u> | The recordkeeping staff must consult with Accounting Operations and TRA to obtain assistance with commencing the use of MTF numbers as the identifier when transactions are entered into SFO. The principal must review cash receipts reports to ensure that the recordkeeping staff is efficiently posting cash receipt transactions in SFO. | Non-concur | <u>Explanation:</u> There are several ways to find MTF's in the current system. Additionally, the current system creates its own receipt numbers. The bookkeeper and principal require further guidance regarding this issue | 7/1/2018 | Partially implemented |
| 7. | <u>2018.07:</u> <u>Untimely Financial Reporting</u> | The principal should hold the recordkeeping staff accountable for complete and timely report submission and ensure that the monthly financial reports are thoroughly reviewed and intact as evidenced by a signature. | Partially Concur | <u>Explanation:</u> Bookkeeper was on medical leave, which caused three of the reports to be submitted late. <u>Action plan:</u> Principal will establish calendar for completing reports with bookkeeper and provide support to ensure that deadlines are met. | 7/1/2018 | Partially implemented |
| 8. | <u>2018.08:</u> <u>Budgeting for Clubs and Organizations not Performed</u> | The principal should develop procedures for clubs sponsors to develop and submit annual budgets to ensure extracurricular activities can be planned and executed efficiently. | Partially Concur | <u>Explanation:</u> Was not aware that each club was required to submit budget. Requests form similar to the senior class budget to complete this task. <u>Action plan:</u> Sponsors will be provided with the direction regarding submitting a budget for their club/activity at the beginning of the year. Requesting form from IA or accounting. | 7/1/2018 | Partially implemented |

Principal Signature _____

Date 7/16/18

| | | | | | | |
|-----------|--|---|-------------------------|---|-----------------|------------------------------|
| <p>9.</p> | <p><u>2018.09:</u> <u>Improvem</u> <u>ent</u> <u>Needed in</u> <u>Managem</u> <u>ent</u> <u>Oversight</u></p> | <p>The principal should carefully review the policies and procedures as defined in the APM and develop internal controls to ensure compliance. She should be consistently involved in the daily operations as it relates to the administration of the school's resources. Improvement of the internal control environment should be emphasized by focusing on these 5 basic principles:</p> <ul style="list-style-type: none"> • Clearly Defined Lines of Authority and Responsibility; • Segregation of Duties; • Maintenance of Adequate Documents and Records; • Limited Access to Assets; and • Independent Checks on Performance. | <p>Partially Concur</p> | <p><u>Explanation:</u> There appears to be some conflicting information communicated in this section. In the "status of prior audit findings" section the management oversight marker states "Appears to be working" <u>Action plan:</u> Principal will become more involved in the oversight process and supporting the bookkeeper when there are concerns.</p> | <p>7/1/2018</p> | <p>Partially implemented</p> |
|-----------|--|---|-------------------------|---|-----------------|------------------------------|

Principal Signature  _____

Date 7/16/18 _____



LaTrina Yarbrough <latrina.yarbrough@pgcps.org>

Re: SAF Follow-Up

1 message

LaTrina Yarbrough <latrina.yarbrough@pgcps.org> To: Patrick Pope <patrick.pope@pgcps.org>
Tue, Jun 19, 2018 at 2:07 PM

On Tue, Jun 19, 2018 at 2:01 PM, Patrick Pope <patrick.pope@pgcps.org> wrote:
Thank you. Please provide documentation to confirm the transaction.

On Tue, Jun 19, 2018 at 1:20 PM, LaTrina Yarbrough <latrina.yarbrough@pgcps.org> wrote:
Hi Mr. Pope,

Just wanted to let you know Ms. Baylor replaced the \$100. She said she is not sure what happened but it has been replaced.

Thank you

On Fri, Jun 15, 2018 at 9:57 AM, LaTrina Yarbrough <latrina.yarbrough@pgcps.org> wrote:
I will pull it again and email her. I totally forgot in the mix of things.

On Fri, Jun 15, 2018 at 9:39 AM, Patrick Pope <patrick.pope@pgcps.org> wrote:
Good Morning Ms. Yarbrough,

I am following up with you on the \$100 restitution that was discussed in finding #1 from our exit conference meeting. I know it's been a while, but that report is currently being reviewed and should be issued in the next few weeks. We just wanted to know if you paid the missing \$100 so we can update our report if necessary. I've attached the referenced finding. Thank you

Patrick Pope, CICA
Auditor II
Prince George's County Public Schools
14201 School Lane
Upper Marlboro, MD 20772
Office: (301) 780-6892
Fax: (301) 780-6893
Email: Patrick.Pope@pgcps.org

Ms. Yarbrough

LaTrina Yarbrough
Accounting Secretary
Charles Herbert Flowers H.S.
10001 Ardwick-Ardmore Road
Springdale, MD 20774

IMPORTANT: SEPARATE PARTS BEFORE WRITING

ADDITIONAL CHECK LISTING

| LIST CHECKS SINGLY | DOLLARS | CENTS |
|--------------------|---------|-------|
| 30 | | |
| 31 | | |
| 32 | | |
| 33 | | |
| 34 | | |
| 35 | | |
| 36 | | |
| 37 | | |
| 38 | | |
| 39 | | |
| 40 | | |
| 41 | | |
| 42 | | |
| 43 | | |
| 44 | | |
| 45 | | |
| 46 | | |
| 47 | | |
| 48 | | |

DEPOSIT AMOUNT: 2900
 ACCOUNT NUMBER: 4434914 000157 02 UMDP24
 BUS DATE: 09/06/17 CAL DATE: 09/06/17 CAL DATE: 09/06/17
 BATCH ID: 89012737
 FORWARD TO OTHER SIDE

| CURRENCY AND COIN | FOR OFFICE USE ONLY |
|------------------------------|---------------------|
| AGENCY QUANTITY | VALUE DOLLARS CENTS |
| 0/06/17 04:37 | X 100 |
| 200706 | X 50 |
| 2001 | X 20 |
| | X 10 |
| | X 5 |
| | X 2 |
| | X 1 |
| TOTAL CURRENCY | |
| TOTAL COIN | |
| FORWARD TO OTHER SIDE | |

| COIN QUANTITY | VALUE | DOLLARS | CENTS |
|------------------------------|--------|---------|-------|
| | X 1.00 | | |
| | X .50 | | |
| | X .25 | | |
| | X .10 | | |
| | X .05 | | |
| | X .01 | | |
| TOTAL COIN | | | |
| FORWARD TO OTHER SIDE | | | |

Bookkeeper : _____

Deposit Total : \$2,846.00
 Total Cash : \$2,846.00
 Total Checks : \$0.00

| Account Number | Description | Amount |
|----------------|--------------------------------|------------|
| 214.40 | Boys Football Game Worker | \$102.00 |
| 214.45 | Boys Football Gate Rec-Non Var | \$443.00 |
| 235.85 | Girls Volleyball Uniforms | \$1,280.00 |
| 319.40 | Poms-Fundraiser | \$328.00 |
| 319.70 | Poms-Uniforms | \$559.43 |
| 460.00 | Sales Tax | \$33.57 |
| 585.10 | Science Lab Fees/Dues | \$100.00 |

Deposit ID : 291
 Deposit Date : 9/5/2017
 Receipts : 1462 thru 1467
 From : 9/5/2017 to 9/5/2017

Charles Herbert Flowers High

Deposit Analysis

White Copy – Bookkeeper Canary Copy – To Be Returned To Originator After Bookkeeper's Approval Pink Copy – Originator Retains

Approval Signature of the Bookkeeper _____ Date _____
 Signature of the Person Preparing the Form _____ Date _____

| NAME OF EACH PERSON \$ WAS RECEIVED | PURPOSE \$ WAS COLLECTED | MONETARY DESCRIPTION | AMOUNT |
|-------------------------------------|--|----------------------|--------|
| 1 | VALENTIC - PIONEER UNIFORM PACK, SOCKS, JACKET, BACKPACK | CASH | 361.00 |
| 2 | FORSTOR SANDERS SOCKS | CASH | 30.00 |
| 3 | NICHOLIA STUDENTS UNIFORM PACK | CASH | 206.00 |
| 4 | BYDNEY BRUCES UNIFORM PACK | CASH | 200.00 |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |

A class list may be used for completing Section 2. The grand total must be stated on this line and equal Section 1. If additional lines are needed for Section 2, attach a separate sheet of paper capturing the data required above.

\$ 687.00

Remittance Data

Section 2

| AMOUNT | ACCOUNT TO BE RECORDED | BOOKKEEPING CLASSIFICATION |
|-----------|-------------------------|----------------------------|
| 600.00 | Uniform package | Uniform package |
| 187.00 | socks, backpack, jacket | socks, backpack, jacket |
| | K5 Steve Jersey | K5 Steve Jersey |
| | Volleyball | Volleyball |
| \$ 687.00 | | |

Bookkeeping Classification

| TYPE OF MONEY | AMOUNT | MONETARY DESCRIPTION |
|---------------|-----------|----------------------|
| Coins | | |
| Currency | 687.00 | |
| Check | | |
| Money Order | | |
| Grand Total | \$ 687.00 | |

Monetary Description

Section 1

The bookkeeper will not accept this form if: a pencil or white-out is used, changes are not initialed, funds are not exactly as indicated in Section 1; or Section 2 is not completed or an appropriate list is not attached. The pink copy should be retained by the originator and the remaining two copies should be remitted to the bookkeeper with the funds collected. The bookkeeper will verify and sign at the bottom that the funds collected are as indicated. The canary copy will be returned to the originator and is to be retained in an envelope provided by the school. At the end of the school year, the envelope must be sealed and turned in to the assigned administrator (not the bookkeeper).



Monetary Transmittal Form

RECEIPT DATE 8/31/17 NO. 168598

RECEIVED FROM 5 signed kids \$ 200.00

FOR RENT Two Hundred Pack

FOR Unit

| | |
|----------|---------------|
| ACCOUNT | |
| PAYMENT | <u>200.00</u> |
| BAL. DUE | <u>0</u> |

BY [Signature] FROM [Signature] TO [Signature]

CASH CHECK MONEY ORDER CREDIT CARD

Handwritten notes:
 Target
 Unit

RECEIPT DATE 8/31/17 NO. 168599

RECEIVED FROM Die Truis Stakeout \$ 200.00

FOR RENT Two Hundred Six

FOR Unit

| | |
|----------|---------------|
| ACCOUNT | |
| PAYMENT | <u>200.00</u> |
| BAL. DUE | <u>0</u> |

BY [Signature] FROM [Signature] TO [Signature]

CASH CHECK MONEY ORDER CREDIT CARD

RECEIPT DATE 8/31/17 NO. 168598

RECEIVED FROM Tatler Sanders \$ 20.00

FOR RENT Twenty

FOR Socks

| | |
|----------|--------------|
| ACCOUNT | |
| PAYMENT | <u>20.00</u> |
| BAL. DUE | <u>0</u> |

BY [Signature] FROM [Signature] TO [Signature]

CASH CHECK MONEY ORDER CREDIT CARD

RECEIPT DATE 8/31/17 NO. 168597

RECEIVED FROM Valencia Nunez \$ 301.00

FOR RENT Three Hundred fifty-one

FOR (3) Tense, shorts, t-shirt pack, socks bucket

FOR Backpack

| | |
|----------|---------------|
| ACCOUNT | |
| PAYMENT | <u>301.00</u> |
| BAL. DUE | <u>0</u> |

BY [Signature] FROM [Signature] TO [Signature]

CASH CHECK MONEY ORDER CREDIT CARD

White Copy - Bookkeeper Canary Copy - To Be Returned To Originator After Bookkeeper's Approval Pink Copy - Originator Retains

Approval Signature of the Bookkeeper _____ Date _____
 Signature of the Person Preparing the Form _____ Date _____

If additional lines are needed for Section 2, attach a separate sheet of paper capturing the data required above.

| NAME OF EACH PERSON \$ WAS RECEIVED | PURPOSE \$ WAS COLLECTED | MONETARY DESCRIPTION | AMOUNT |
|---|--------------------------|----------------------|-----------|
| 1 TAMPA JOURNALS | Journal | CASH | 56.00 |
| 2 POLA HILL | Knee pads, sock, shirt | CASH | 95.00 |
| 3 VICTORIA STEWART | Journal, backpack | CASH | 100.00 |
| 4 IMANI ROBERTS | Uniform pack | CASH | 200.00 |
| 5 JANNIYA BRADY | Journal | CASH | 56.00 |
| 6 GISELE MATHEIS | Journal | CASH | 60.00 |
| 7 SYDNEY LEWIS | T-shirt | CASH | 20.00 |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| A class list may be used for completing Section 2. The grand total must be stated on this line and equal Section 1. | | | \$ 593.00 |

Remittance Data

Section 2

| TYPE OF MONEY | AMOUNT | Monetary Description |
|-------------------------|-----------|----------------------------|
| Grand Total | \$ 593.00 | |
| Money Order | | |
| Check | | |
| Currency | 593.00 | |
| Coins | | |
| ACCOUNT TO BE RECORDED | AMOUNT | Bookkeeping Classification |
| Uniform pack | 200.00 | |
| Journal, socks, T-shirt | 393.00 | |
| Back pack, kneepads | | |
| colley ball | 593.00 | |

Section 1

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Monetary Transmittal Form

RECEIPT

DATE 9/6/17 No. 565004

RECEIVED FROM Imane Roberts

Two Hundred DOLLARS

FOR RENT Uniform pack

| | | |
|----------|---------------|---------------------------------------|
| ACCOUNT | | <input checked="" type="radio"/> CASH |
| PAYMENT | <u>200.00</u> | <input type="radio"/> CHECK |
| BAL. DUE | <u>0</u> | <input type="radio"/> MONEY ORDER |
| | | <input type="radio"/> CREDIT CARD |

FROM _____ TO Garbelys BY _____

RECEIPT

DATE 9/6/17 No. 565003

RECEIVED FROM Ditona Student

ONE Hundred DOLLARS

FOR RENT Jacket & Backpack

| | | |
|----------|---------------|---------------------------------------|
| ACCOUNT | <u>100.00</u> | <input checked="" type="radio"/> CASH |
| PAYMENT | <u>100.00</u> | <input type="radio"/> CHECK |
| BAL. DUE | <u>0</u> | <input type="radio"/> MONEY ORDER |
| | | <input type="radio"/> CREDIT CARD |

FROM _____ TO Garbelys BY _____

RECEIPT

DATE 9/6/17 No. 565002

RECEIVED FROM Rock Hill

Minity five DOLLARS

FOR RENT Knee pads, socks, Jacket

| | | |
|----------|--------------|---------------------------------------|
| ACCOUNT | | <input checked="" type="radio"/> CASH |
| PAYMENT | <u>95.00</u> | <input type="radio"/> CHECK |
| BAL. DUE | <u>1.00</u> | <input type="radio"/> MONEY ORDER |
| | | <input type="radio"/> CREDIT CARD |

FROM _____ TO Garbelys BY _____

RECEIPT

DATE 9/6/17 No. 565001

RECEIVED FROM Tampa University

Fifty 514 DOLLARS

FOR RENT Jacket

| | | |
|----------|--------------|---------------------------------------|
| ACCOUNT | | <input checked="" type="radio"/> CASH |
| PAYMENT | <u>56.00</u> | <input type="radio"/> CHECK |
| BAL. DUE | <u>0</u> | <input type="radio"/> MONEY ORDER |
| | | <input type="radio"/> CREDIT CARD |

FROM _____ TO Garbelys BY _____

RECEIPT DATE 9/6/17 RECEIVED FROM Twenty's T-shirts

No. 565007 \$ 20.00

FOR RENT FOR

DOLLARS _____

| | |
|----------|--------------|
| ACCOUNT | |
| PAYMENT | <u>20.00</u> |
| BAL. DUE | <u>0</u> |

BY [Signature] TO _____ FROM _____

CASH CHECK MONEY ORDER CREDIT CARD

RECEIPT DATE 9/6/17 RECEIVED FROM Giselle Mathis

No. 565006 \$ 60.00

FOR RENT FOR

DOLLARS _____

| | |
|----------|--------------|
| ACCOUNT | |
| PAYMENT | <u>60.00</u> |
| BAL. DUE | <u>0</u> |

BY [Signature] TO _____ FROM _____

CASH CHECK MONEY ORDER CREDIT CARD

RECEIPT DATE 9/6/17 RECEIVED FROM Danya Brooks

No. 565005 \$ 26.00

FOR RENT FOR

DOLLARS _____

| | |
|----------|--------------|
| ACCOUNT | |
| PAYMENT | <u>26.00</u> |
| BAL. DUE | <u>0</u> |

BY [Signature] TO _____ FROM _____

CASH CHECK MONEY ORDER CREDIT CARD

White Copy – Bookkeeper Canary Copy – To Be Returned To Originator After Bookkeeper's Approval Pink Copy – Originator Retains

Approval Signature of the Bookkeeper _____ Date _____
 Signature of the Person Preparing the Form _____ Date _____

| A class list may be used for completing Section 2. The grand total must be stated on this line and equal Section 1. If additional lines are needed for Section 2, attach a separate sheet of paper capturing the data required above. | | | |
|---|--------------------------|----------------------|--------|
| 14 | | | |
| 13 | | | |
| 12 | | | |
| 11 | | | |
| 10 | | | |
| 9 | | | |
| 8 | | | |
| 7 | | | |
| 6 | | | |
| 5 | | | |
| 4 | | | |
| 3 | | | |
| 2 | Erica Boylston | Gnds collected MTF | 100.00 |
| 1 | | Discrepancy # 33574 | 100.00 |
| NAME OF EACH PERSON \$ WAS RECEIVED | PURPOSE \$ WAS COLLECTED | MONETARY DESCRIPTION | AMOUNT |

Remittance Data

Section 2

| TYPE OF MONEY | AMOUNT |
|------------------------|--------|
| Grand Total | 100.00 |
| Money Order | |
| Check | |
| Currency | 100.00 |
| Coins | |
| ACCOUNT TO BE RECORDED | AMOUNT |
| Gnds collected MTF | 100.00 |
| Discrepancy | |
| | |
| | |
| | |
| | 100.00 |

Bookkeeping Classification

Section 1

The bookkeeper will not accept this form if: a pencil or white-out is used, changes are not initialed, funds are not exactly as indicated in Section 1; or Section 2 is not completed or an appropriate list is not attached. The pink copy should be retained by the originator and the remaining two copies should be remitted to the bookkeeper with the funds collected. The bookkeeper will verify and sign at the bottom that the funds collected are as indicated. The canary copy will be returned to the originator and is to be retained in an envelope provided by the school. At the end of the school year, the envelope must be sealed and turned in to the assigned administrator (not the bookkeeper).



Monetary Transmittal Form