

Prince George's County Public Schools
Internal Audit Department
School/Office: Deerfield Run Elementary School

Response Date: July 17, 2018

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2018.01</u> <u>Mismanagement</u> <u>of Receipts</u>	<p>The principal should ensure the following is performed to improve management of funds received:</p> <p>A. Staff should be reminded to remit funds promptly to the recordkeeping staff. The recordkeeping staff should ensure that all funds received are remitted promptly to the financial institution. Also, the recordkeeping staff should be held accountable for making timely deposits with the bank.</p> <p>B. The staff should be reminded that when submitting MTFs documentation must be attached verifying source of funds. The recordkeeping staff should not accept MTFs without appropriate supporting documentation and should verify that funds remitted is substantiated.</p> <p>C. The principal and recordkeeping staff should familiarize themselves with the applicable tax law requirements for items sold. Please refer to the APM pages 46 – 47 for additional information. The principal and recordkeeping staff should ensure that the delinquent sales tax is posted to the sales tax account for future payment.</p>	Concur	<p>Principal and Bookkeeper will make sure that all checks/funds received are deposited within 30 calendar days.</p> <p>Principal and Bookkeeper will also make sure that staff are trained on the proper procedure of collecting and submitting student money collected.</p> <p>The Principal and Bookkeeper will review the applicable tax law requirements to be sure that all items considered as being "resold" are properly taxed and filed with the state of Maryland. Charging tax will also be reviewed with staff during in-service week as well as placed in the written staff handbook as additional reference.</p>	<p>Pre Service Staff Week August 2018</p> <p>July 9, 2018</p> <p>Pre Service Staff Week August 2018</p>	Partially Implemented

Principal Signature Mary J. Wall

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		D. The principal should complete a periodic review of cash receipt files to ensure compliance with Board policies and procedures (funds are remitted, deposited timely, documentation is attached to MTFs and sales taxes are remitted to the State of Maryland for applicable items sold).		We will collect sales tax for anything that we are "reselling" to students. This was our first year selling T-shirts for our fifth grade class moving on to middle school and we overlooked this cost. We will remind the entire staff during a staff meeting and will specifically review with the grade five team during a planning meeting for the end of year celebration.		
2.	<u>2018.02</u> <u>Inappropriate</u> <u>Transfer of</u> <u>Funds</u>	The principal and recordkeeping staff should ensure that only allowable transfers are completed with appropriate documentation and approval. Only upon written approval of the Director of Business Operations should funds be transferred from the PY Carryover account.	Concur	The Principal will give permission to Bookkeeper to transfer funds when applicable. We will seek permission to transfer funds from our PY Carryover from the Director of Business Operations. In addition, for restricted accounts that have not been used in recent years, we will email Pamela Hay to request a transfer within another restricted account (for ex: fieldtrips)	September 2018 when book keeper returns from FMLA	Not Implemented Yet

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