

Prince George's County Public Schools
Internal Audit Department
School/Office: Excel Academy Public Charter School

EXCEL Academy PCS

Response Date 12/13/17

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented IMPLEMENTED
1. <u>2018.01:</u> <u>Mismanagement</u> <u>of</u> <u>Disbursements</u>	<p>The principal and bookkeeper must perform the following to improve the administration of disbursements:</p> <p>A. The principal must review the open invoice folder to ensure that the bookkeeper is processing vendor payments timely.</p> <p>B. The principal must review all contractual agreements entered into for the school activities to determine agreement with terms and appropriate authorization. Questions of liability should be referred to the Risk Management Office.</p>	CONCUR	<p>A. The Principal will ensure that all invoices are paid in a timely manner.</p> <p>B. The Principal will review and sign all contractual agreements for the school activities to determine that all terms are appropriate.</p>	NOV 9th, 2017	IMPLEMENTED
2. <u>2018.02</u> <u>Inappropriate</u> <u>Use of the</u> <u>Reimbursement</u> <u>Vendor Option</u>	<p>The principal must establish procedures to ensure that all future cash disbursement transactions are accurately recorded in SFO. The bookkeeper must request appropriate training on the use of the "Reimbursement Vendor" option to ensure payments are properly processed in the accounting system. Additionally, correcting entries must be made for the improper postings to ensure accurate accounting of all transactions.</p>	CONCUR	<p>The Principal will establish procedures to ensure that all future cash disbursement transactions are accurately recorded in SFO. In addition the bookkeeper will get proper training to ensure that this finding will not occur again.</p>	NOV 9th, 2017	IMPLEMENTED

Principal Signature 

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