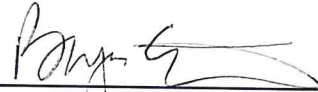


**Prince George's County Public Schools
Internal Audit Department
School/Office: Imagine Lincoln Public Charter School**

Response Date December 7, 2017

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2018.01 Delinquent Deposits</u>	The current principal and bookkeeper should develop and document specific internal controls for the receipt, remittance, and deposit of funds. This should include specific training and instruction to staff relative to collection and remittance of SAF to the office in a fashion that allows the new bookkeeper to make timely deposits. The principal should also communicate the importance of daily remittance by teachers. Teachers must be held accountable for compliance. The current bookkeeper should ensure that all transaction dates are correctly entered into SFO.	Concur	The bookkeeper will align actions with the PGCPs deposit policy. Principal will allow time for deposits as needed.	12/1/17	Implemented
2.	<u>2018.02 Mismanagement of Disbursements</u>	The current principal and bookkeeper should provide training to staff to communicate the importance of all expenditures being pre-approved. The current bookkeeper should also ensure that all refund checks are properly classified and supported with related MTFs, and that all voided checks are properly approved.	Concur	Proper disbursements will occur and be correctly classified. Staff training will occur to communicate importance of expenditure process. MTF procedures have been discussed in collaborative planning & weekly newsletter. Accountability structures are also in place.	12/1/17	Implemented

Principal Signature 

Date 12/7/2017

3.	<u>2018.03</u> <u>Overpayment of</u> <u>Sales Tax</u>	The current bookkeeper and principal should familiarize themselves with the regulations regarding sales tax collection and remittance and ensure that collection of sales taxes on fundraising proceeds is discontinued.	Concur	Collection of sales taxes on fundraising items will cease. Bookkeeper will stay abreast of changes in regulations of sales tax when necessary.	12/1/17	Implemented (Clubs have submitted budgets)
4.	<u>2018.04 Lack of</u> <u>Budgeting for</u> <u>Clubs &</u> <u>Organizations</u>	The current principal and bookkeeper should develop and document procedures for club sponsors to prepare and submit annual budgets. The budgeting process should include enhanced communication between the sponsors, bookkeeper and principal so that club activities can be effectively planned and executed.	Concur	Provide procedures to club sponsors to appropriately budget and effectively plan club activities	12/1/17	Implemented
5.	<u>2018.05 Lack of</u> <u>Third Check</u> <u>Signer on Bank</u> <u>Account</u>	The current principal and bookkeeper should familiarize themselves with the requirements for adding a third check signer to the school's bank account. Forms should be completed and forwarded to Treasury Operations Office in accordance with Administrative Procedure 4180 to add the third signatory.	Concur	Third party signer will be identified and added to the school's bank account.	12/1/17	Implemented (Third signer is on account)

Principal Signature



Date

12/7/2017