

**Prince George's County Public Schools
Internal Audit Department
School/Office: Kenilworth Elementary School**

Response Date _____

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	<u>Status</u> Implemented Partially Implemented Not Implemented
1.	<u>2018.01:</u> <u>Mismanagement of</u> <u>Disbursements</u>	<p>A. Supporting documentation deemed acceptable for substantiating disbursements must consist of receipts, contracts or invoices substantiating the amounts expended and are properly maintained to ensure retrieval.</p> <p>B. Staff members must be made aware that pre-approval is required prior to the purchase of products or services and be held accountable for compliance. SFEFs should be entirely completed by staff. The principal should ensure all pre-approval details are provided on SFEFs prior to approving expenditures.</p> <p>C. Internal controls to ensure accurate recording and reporting the school's financial transactions are implemented.</p> <p>D. The recordkeeping staff must ensure vendor payments are issued timely, within 30 days of receipt or by due date on invoice.</p> <p>E. Internal controls exist to ensure that all voided checks are defaced, filed in check number order with cancelled check images, entered into the SFO accounting system and VCPS approved by the principal must be established. The principal should perform periodic oversight to ensure this process is performed.</p>	Concur	<ol style="list-style-type: none"> 1. Invoices and/or receipts for disbursements will be filed in a clearly labeled envelope and box for 5 years. 2. Staff will be trained yearly on procedures for obtaining reimbursement from the school. Staff will completely fill out the top section of the SFEF and submit it to Ms. Folk, the Principal's Secretary, for approval. Ms. Folk will check the balance of the account where funds will be withdrawn. After she confirms that funds are available, she will have Mrs. Clark sign off on the approval. 3. Monthly meetings will take place with Mrs. Clark and Ms. Folk to specifically discuss the 	<p>12/6/2017 Staff Training Held</p> <p>Monthly financial meeting held on the 14th of every month.</p>	Implemented

Principal Signature *Kristen J Clark*

Date 4/18/18

		F. Internal controls must be established to ensure that the principal, as the fiduciary agent of the school, approves and sign all agreements and contracts entered into for all school activities.		financial state of the school as well as the completion of the monthly financial report that is submitted to accounting. 4. Upon receiving an invoice, Mrs. Clark will instruct Ms. Folk to write the check for the vendor. This will be done within 3 days of receiving the invoice. 5. On a monthly basis, Mrs. Clark will meet with Ms. Folk to ensure that voided checks are defaced, filed in check number order with cancelled check images, entered into the SFO accounting system.		
2.	<u>2018:02</u> <u>Management of Funds Received</u>	A. All MTF documentation must be complete by verifying that supporting documentation is attached to MTFs prior to acceptance and deposit of funds. MTFs should be returned to the preparers to initial changes when exceptions are noted. B. Reminders that all funds collected and remitted should be deposited on a daily basis especially funds in excess of \$250.00 must be provided. Teachers must be informed that funds collected cannot be held overnight. Adequate time for verification of funds must be provided to recordkeeping staff to ensure compliance. The principal should perform periodic review of the deposit records to monitor whether deposits are made as required. All staff should be held accountable for compliance. C. The principal must establish internal controls to ensure that staff completes the required fundraising forms for fundraising events held. These documents	Concur	1. All staff will be trained yearly on how to properly fill out MTF's. If changes need to be made after they are turned in, the staff that filled out the MTF will initial by the changes. 2. Staff will be trained yearly and reminded throughout the year that money is to be turned in daily to Ms. Folk by 2:30pm on the day it is collected so that it can be	12/6/2017 Staff Training Held Monthly financial meeting held on the 14 th of every month.	Implemented

Principal Signature *Kristen Clark*

Date 4/18/18

		<p>must be maintained on file for public and auditor review upon request.</p> <p>D. The bookkeeper must perform reversing journal entries to restore the \$914.54 that was inappropriately transferred to the PSA fund account. It should be noted that this transfer will place the PSA account in a negative status.</p> <p>E. The principal must establish internal controls to ensure that a concerted effort is made to promptly collect funds to cover the amount of the check and any associated fees that the bank may charge when non-sufficient checks are presented.</p>		<p>deposited on the same day. During monthly financial meeting, the principal will review the money that was collected and ensure there is a deposit slip that equals the amount turned in.</p> <p>3. Ms. Folk has already performed this action.</p> <p>4. During monthly financial meeting the principal will ensure that accounts are properly funded before a check is written.</p>		
3.	<u>2018:03</u> <u>Administration of Sales Tax</u>	The should ensure that appropriate sales tax is collected and remitted to the State of Maryland for all sales taxable items sold by the school. The APM should be reviewed by recordkeeping staff to understand what constitutes sales taxable items.	Concur	The school will ensure collection of sales tax for required items and remit to the State of Maryland.		Implemented
4.	<u>2018.04</u> <u>Year-End Monetary Transmittal Form Envelopes Submission Process</u>	Staff must be reminded of their responsibilities relative to MTF envelopes submission during the year-end check out process. The "Receiptee History" report should be printed from the accounting system and provided to the administrator responsible for collecting MTF envelopes at year-end. The principal should instruct the administrator to obtain MTF envelopes based on the printed report. Also, each employee must be held accountable for submitting MTF envelopes as part of the year-end check out process.	Concur	Staff will be trained yearly on proper completion of MTF's and end of year processing. The Principal will ensure that the MTF envelopes are collected from each teacher and stored according to the printed report.	12/6/2017 Staff Training Held 6/6/18 Staff will be trained on end-of-year procedures	Implemented Not Implemented

Principal Signature *Kristen L. Clark*

Date 4/18/18

5.	<u>2018.05</u> <u>Record</u> <u>Retention</u>	The principal must ensure proper custody of all records relating to SAF. An adequate filing system must be implemented to help ensure access to financial documents when required.	Concur	Mrs. Clark will ensure that SAF records are filed properly and available if needed.	6/18/2018	Not Implemented
6.	<u>2018.06</u> <u>Vending</u> <u>Machines</u>	The principal must establish procedures to ensure that current vendor contracts are established, adhered to, and maintained on file in compliance with BOE policies and procedures. The principal should consult with Purchasing and Supply Services to identify an alternate vending company in absence of a contract.	Concur	Vendor contracts will be reviewed and signed yearly by Mrs. Clark.	12/15/2017	Implemented

Principal Signature *Kristen Clark*

Date 4/18/18