

Prince George's County Public Schools
 Internal Audit Department
 School/Office: Margaret Brent Regional School

Response Date- October 16, 2017

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
<p>1. <u>2018.01</u> <u>Administra</u> <u>tion of</u> <u>Vending</u> <u>Machines</u></p>	<p>a) The principal/bookkeeper should consider utilizing School Funds Online (SFO) to better manage the funds received and disbursed related to school activities. b) The principal must establish procedures to ensure that current vending machine contracts are established, adhered to, and maintained on file in compliance with BOE policies and procedures. c) The principal should contact the vending machine vendor to recover commission proceeds due.</p>		<p>The Instructional Director will review policies and procedures (2018.01) with Principal.</p> <p>The Instructional Director will review the school's procedures for ensuring that the appropriate actions are taken, in alignment with BOE policy, in securing vending machine contracts as well as execution of these contracts.</p> <p>The Instructional Director will work with the Principal in contacting the current vendor in order to recover lost funds.</p>	<p>10/16/17</p> <p>10/16/17</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>

Principal Signature 

Date October 16, 2017