

**Prince George's County Public Schools  
Internal Audit Department  
School/Office: Oxon Hill High School**

**Response Date: March 29, 2018**

	<b>Findings</b>	<b>Recommendations</b>	<b>Concur Non- Concur Partially Concur</b>	<b>Action Plan</b>	<b>Corrective Action Date</b>	<b>Status Implemented Partially Implemented Not Implemented</b>
1.	<b><u>2018.01</u> <u>Mismanagement of</u> <u>Funds Received</u></b>	<p>The following is recommended to properly manage funds received:</p> <p>A. The principal must implement internal controls that require staff to remit funds timely and allot sufficient time for making timely deposits. The principal should also consider establishing designated time periods for staff to remit funds for deposit.</p> <p>B. Staff must be required to prepare a MTF for all funds collected including those placed in the drop safe. Financial staff should promptly follow-up with staff when funds are found in the school safe without an accompanying MTF. Staff should be held accountable for compliance.</p> <p>C. Staff must be required to complete the MTF log identifying each MTF as it is signed out and returned. The drop safe log must be completed by all staff remitting funds into the safe. Financial staff should review the MTF log and drop safe log periodically for completeness.</p> <p>D. The principal should enforce proper training to school staff on requirements for proper completion and adequate supporting documentation for MTFs. Financial recordkeeping staff should closely review MTF packages to ensure accuracy and completeness prior to acceptance and approval. Staff should be held</p>	<p>A. Partially Concur</p> <p>B. Concur</p> <p>C. Concur</p> <p>D. Concur</p> <p>E. Concur</p>	<p>A. Funds are deposited on a daily basis. Bank deposits are made at approximately 3pm.</p> <p>B. Bookkeeper has an established protocol of notifying the staff regarding any inconsistencies with MTF submission. The principal is copied on all correspondence for documentation and follow up if needed.</p> <p>C. The MTF and Safe log have been combined and placed in a central location. The log is reviewed daily.</p> <p>D. Principal has directly led staff Professional Development on MTF completion.</p>	<p>A. February 1, 2018</p> <p>B. January 3, 2018</p> <p>C. February 1, 2018</p> <p>D. January 3, 2018</p> <p>E. June 2018</p>	<p>A. Implemented</p> <p>B. Implemented</p> <p>C. Implemented</p> <p>D. Implemented</p> <p>E. Partially Implemented</p>

**Principal Signature** *Jean-Paul Casot*

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		<p>accountable for compliance.</p> <p>E. The principal's designee must use the SFO "Receiptee History" report to be aware of the MTFs to be submitted by school staff. This report should be provided to the principal's designee for collection of MTF remittance envelopes. Envelopes returned should be checked against this report.</p>		<p>E. This document and procedure will be utilized for End of Year Closing procedures.</p>		
2.	<p><b><u>2018.02:</u></b>  <b><u>Mismanagement of Disbursements</u></b></p>	<p>The principal must perform the following to improve the administration of disbursements:</p> <p>A. The principal should contact Gaylord Hotel to obtain itemized supporting documentation for \$8,308.00 expended. The instructional director should review and determine whether this expenditure was an appropriate use of student activity funds.</p> <p>B. The principal should ensure invoices are included as supporting documentation when reviewing SFEFs for approval. Financial recordkeeping staff should also determine that supporting documents are retained for disbursements made.</p> <p>C. The recordkeeping staff must include the available balance of impacted fund accounts subsequent to the transfer on the "funds available" line on the SFEF. The principal must ensure this section is completed to facilitate informed fiscal decisions.</p> <p>D. During the pre-approval process of the SFEF, verification should be performed to determine whether the vendor is approved in Oracle prior to processing the disbursement especially in instances where reimbursement is being requested.</p> <p>E. Funds totaling \$1,007.60 must be transferred from prior year carryover to the general restricted principal sponsored activities fund account to correct the posting of staff food purchases. The bookkeeper must contact the Accounting and Financial Reporting Office for assistance in posting this journal entry.</p>	<p>A. Non-Concur</p> <p>B. Concur</p> <p>C. Concur</p> <p>D. Concur</p> <p>E. Partially Concur</p>	<p>A. A review has been conducted.</p> <p>B. Invoices and documentation will be mandatory prior to signing off on disbursements.</p> <p>C. Principal will not sign/endorse any SFEF without an accurate balance noted in addition to the account print-out attached to the request.</p> <p>D. A verification of approved vendors will be conducted prior to signing off on an SFEF.</p> <p>E. Funds will be transferred and posted as recommended.</p>	<p>A. January 3, 2018</p> <p>C. January 3, 2018</p> <p>D. January 3, 2018</p> <p>E. May 2018</p>	<p>A. Partially Implemented</p> <p>B. Implemented</p> <p>C. Implemented</p> <p>D. Implemented</p> <p>E. Not Implemented</p>

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3.	<b><u>2018.03</u></b> <b><u>Administration of Checks</u></b>	The Accounting and Financial Reporting Office should be contacted and the APM referenced in instances where there is uncertainty relative to the policies and procedures for administering voided checks. The principal should hold financial recordkeeping staff accountable for compliance with check administration policies as described in the APM.	Concur	A. The principal will sign the Void Proof Sheet in every instance where a check is voided for payment.	February 2018	Implemented
4.	<b><u>2018.04</u></b> <b><u>Financial Reporting</u></b>	The principal and current bookkeeper must perform the following to improve financial reporting: A. The current bookkeeper should ensure that financial reports are completed by the 15th day of each month and that all transactions are accurately entered in the SFO financial system. The principal should hold the current bookkeeper accountable for timely report submission and ensure that the monthly financial reports are thoroughly reviewed as evidenced by his signature. The principal and bookkeeper should use the school's online banking option to more promptly initiate the reconciliation process. The Accounting and Financial Reporting Office should hold the principal and bookkeeper accountable for compliance. B. The principal and current bookkeeper should collaboratively review open invoices during the monthly financial reporting process to ensure the Unpaid Bills Determination Spreadsheet is completed. C. The principal and other school financial administrative staff must ensure senior class funds are transferred in accordance with the requirements of the APM. Transfers must be corrected to reflect the allocations as required by Board guidelines. School financial staff should follow the residual funds plan as outlined in the Senior Class Planning and Budget Workbook for disposition of residual funds. D. Funds that were inappropriately transferred must be reversed and expended outlined in section 7.3 of the APM, Class and Club Accounts.	A. Concur  B. Concur  C. Partially Concur  D. Partially Concur	A. The principal and bookkeeper will complete the monthly reconciliation forms by the 15 <sup>th</sup> day of each month. B. The review of Unpaid Bills Determination Spreadsheet is conducted during the monthly reconciliation meeting. C. Remaining Senior Class funds will be expended as prescribed in the APM. D. Funds will be reversed and expended as recommended .	A. May 2018 B. Nov. 2017 C. May 2018 D. May 2018	A. Partially Implemente B. Implemente C. Partially Implemente D. Partially Implemente

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5.	<b><u>2018.05</u></b> <b><u>Fundraiser</u></b> <b><u>Forms</u></b>	The principal should review Administrative Procedure 5135.1 and Section 7.2 on of the APM to become aware of the requirements for administration of fundraisers. Fundraising sponsors should be held accountable for their role in request for approval and documentation of fundraisers via the Fundraiser Request and Authorization Forms and Fundraiser Completion Report.	Concur	A. The fundraiser process has been updated and revised for immediate implementation. B. Staff has received training on fundraising protocols.	January 2018	Implemented
6.	<b><u>2018.06</u></b> <b><u>Restricted</u></b> <b><u>Account</u></b> <b><u>Deficit</u></b>	The principal should require the yearbook sponsor to consider taking yearbook orders in advance. The yearbook sponsor must be more diligent in managing the yearbook account by implementing a budget as required by the APM and be held accountable for compliance. The Accounting and Financial Reporting Office should be contacted to assist with clearing deficit in the general restricted yearbook account.	Non-Concur	A. The yearbook has been monitored for accurate pre-ordering and sale. B. The AFRO will be contacted to assist in the removal of the stated deficit (which is paid in full) listed on the general restricted account.	June 2012	Implemented
7.	<b><u>2018.07</u></b> <b><u>Record</u></b> <b><u>Retention</u></b>	The principal should ensure that the APM is reviewed to bring about awareness and compliance with the record retention requirements pertaining to SAF. The principal should hold recordkeeping staff accountable for creation and retention of documents as required by the APM.	Concur	A. The principal and bookkeeper have identified a central location for all financial records to be stored and maintained (until shredding eligibility). B. Documents will be filed and labeled by year.	February 2018	Partially Implemented

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8.	<b><u>2018.08</u></b> <b><u>Management</u></b> <b><u>Oversight</u></b>	The principal should take some time to read the APM and adopt a more hands-on approach with respect to administration of the school's finances. The following 5 basic principles must be incorporated into the school's policies and procedures, to achieve the internal control objectives: <ul style="list-style-type: none"> <li>• Clearly Defined Lines of Authority and Responsibility;</li> <li>• Segregation of Duties;</li> <li>• Maintenance of Adequate Documentation and Records;</li> <li>• Limited Access to Assets, and</li> <li>• Independent Checks on Performance.</li> </ul>	Concur	<ul style="list-style-type: none"> <li>A. The principal has received additional training on the APM and SAF.</li> <li>B. The principal has directly facilitated quarterly Financial Accountability trainings.</li> <li>C. The principal has established a standing meeting with the bookkeeper for every Wednesday and Friday. This dedicated time is focused on records, requests, documentation, funds, check requests, and specific financial matters.</li> </ul>	January 2018	Implemented
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