


**Prince George's County Public Schools**  
**Internal Audit Department**  
**School/Office: Phyllis E. Williams Spanish Immersion School**

Response Date January 9, 2018

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>Mismanagement</u>  <u>of</u>  <u>Funds</u>  <u>Received</u></p>	<p>A. The principal must implement internal controls that require staff members to remit funds timely and provide the bookkeeper with sufficient time for making timely deposits. The principal should consider establishing designated time periods for staff to remit funds to the bookkeeper. The bookkeeper must monitor MTF amounts to ensure amounts over \$250.00 are deposited with the bank daily.</p> <p>B. Staff must be required to prepare MTFs for all funds collected including those placed in the drop safe. The bookkeeper should promptly follow-up with staff when funds are found in the safe without an accompanying MTF. Staff should be held accountable for compliance.</p> <p>C. Staff must be required to complete the MTF log for each MTF as it is signed out and returned. The drop safe log must be completed by staff remitting funds in the bookkeeper's absence. The bookkeeper should review the MTF log and drop safe log periodically for completeness.</p> <p>D. The principal and bookkeeper should review with school staff proper completion and adequate support required for MTFs submitted to the bookkeeper. The bookkeeper should closely review MTF packages to ensure accuracy and completeness prior to acceptance</p>	<p>Concur</p> <p>Concur</p> <p>Concur</p> <p>Concur</p>	<p>Staff will be retrained on depositing of funds.</p> <p>Staff will be retrained on completing MTF forms.</p> <p>Staff will be retrained on completing MTF forms.</p> <p>Staff will be retrained on completing MTF forms.</p>	<p>Staff Meeting 1/9/18</p> <p>Staff Meeting 1/9/18</p> <p>Staff Meeting 1/9/18</p> <p>Staff Meeting 1/9/18</p>	<p>Not implemented</p> <p>Not implemented</p> <p>Not implemented</p> <p>Not implemented</p>

Principal Signature 

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		<p>and approval. Staff and the bookkeeper should be held 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 remitted should be checked against this report.</p> <p>F. The bookkeeper should review the SFO Manual to become familiar with her responsibility for accurately entering required information in SFO.</p> <p>G. The bookkeeper should consistently monitor the quantity of required financial documents including deposit slips to ensure an adequate supply is available at all times.</p>	<p>Concur</p> <p>Concur</p>	<p>Bookkeeper will provide report to Principal</p> <p>Bookkeeper will review SFO Handbook</p> <p>Bookkeeper will monitor supplies</p>	<p>June 2018</p> <p>December 15, 2017</p> <p>ongoing</p>	<p>Not implemented</p> <p>Not implemented</p> <p>Implemented</p>
<p>2. <b><u>2018.02: Mismanagement of Disbursements</u></b></p>		<p>A. The current bookkeeper should ensure invoices are included as supporting documentation prior to processing requests for disbursements. The principal should also perform this verification before approving the SFEF.</p> <p>B. The current bookkeeper must review the status of impacted fund accounts noted on the SFEF within SFO to ensure solvency and enter the amount of "funds available" on the form. The principal must ensure this section is completed to facilitate informed fiscal decisions.</p> <p>C. The principal should ensure that staff members are reminded to provide the SFEF for approval and obtain the sales tax exempt certificate for all school purchases. Staff should be held accountable for compliance.</p> <p>D. The third signer should approve the principal's expenditures to ensure adequate segregation of duties occurs.</p>	<p>Concur</p> <p>Concur</p> <p>Concur</p> <p>Concur</p>	<p>Principal will monitor for supporting documentation</p> <p>Principal will monitor for accuracy</p> <p>Staff will be retrained on purchasing approval process</p> <p>Assistant Principal will approve Principal's expenditures</p>	<p>Ongoing</p> <p>ongoing</p> <p>Staff Meeting 1/9/18</p> <p>ongoing</p>	<p>Implemented</p> <p>Implemented</p> <p>Not implemented</p> <p>implemented</p>

Principal Signature 

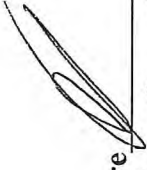
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3.	<p><b><u>2018.03</u></b>  <b><u>Administration of</u></b>  <b><u>Voided Checks</u></b></p>	<p>The current bookkeeper should contact the Accounting and Financial Reporting Office and reference the APM in instances where she is uncertain of the BOE policies and procedures pertaining to voided checks. The current bookkeeper should review the APM to familiarize herself with the policies and procedures relative to voided checks.</p>	Concur	Bookkeeper will contact/consult central office when questions arise	ongoing	implemented
4.	<p><b><u>2018.04 Financial Reporting</u></b></p>	<p>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.</p>	Concur	Principal will monitor the bookkeeper to adhere to deadlines	Ongoing	Implemented
5.	<p><b><u>2018.05 Fundraiser Forms</u></b></p>	<p>The bookkeeper 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.</p>	Concur	Principal and bookkeeper will met regularly to discuss financial matters Principal will monitor for fundraiser compliance	ongoing	implemented

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6.	<u>2018.06 Transfers</u> <u>Not Properly</u> <u>Approved</u>	The principal and bookkeeper should ensure that only allowable transfers are completed with an approved Fund Transfer Journal Entry Proof Sheet retained on file as evidence of compliance.	Concur	Bookkeeper will provide proof sheets for each transfer	Ongoing	implemented
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Principal Signature  \_\_\_\_\_  
Date 11-9-18 \_\_\_\_\_