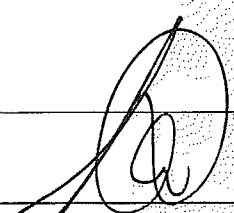


**Prince George's County Public Schools  
Internal Audit Department  
School/Office: Tayac Elementary School**

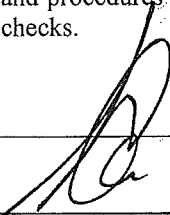
Response Date March 16, 2018

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<b><u>2018.01</u></b> <b><u>Mismanagement of</u></b> <b><u>Funds Received</u></b>	The principal should implement the following recommendations regarding administration of funds received: A. Remind staff that all funds collected are to be remitted daily for deposit. B. Ensure that each teacher who collects funds must complete a MTF and submit it directly to the bookkeeper along with the appropriate documentation required. Funds should not be accepted without the appropriate documentation. C. Sales taxes must be collected for non-fundraising items sold and posted to the restricted sales tax account in SFO to ensure remittance to the State of Maryland. D. Periodic review of cash receipt files must be performed to ensure compliance with Board policies and procedures relative to timely remittance and deposits, adequate documentation and application of sales tax.	Concur	<ul style="list-style-type: none"> <li>• The Bookkeeper will remind staff that all funds collected are to be remitted daily for deposit during the monthly staff meetings</li> <li>• The Bookkeeper will ensure that each teacher who collects funds must complete a MTF and submit it directly to the bookkeeper along with the appropriate documentation required. Funds will not be accepted without the appropriate documentation.</li> <li>• The Bookkeeper will assure that sales taxes be collected for non-fundraising items sold and posted to the restricted sales tax account in SFO to ensure remittance to the State of Maryland.</li> <li>• The Principal will review on the 15 of each month the</li> </ul>	March 16, 2018	Implemented

Principal Signature  \_\_\_\_\_

Date 3/16/18

				the cash receipt files to ensure compliance with Board policies and procedures relative to timely remittance and deposits, adequate documentation and application of sales tax.		
2.	<b><u>2018.02 Financial Reporting</u></b>	The recordkeeping staff must immediately begin completion of all required monthly reports and make the reports available for the principal to review as required by APM. The principal must ensure that there is compliance with the financial reporting requirements.	Concur	<ul style="list-style-type: none"> <li>The Bookkeeping staff will immediately begin completion of all required monthly reports and make the reports available for the principal to review as required by APM. The principal will ensure that there is compliance with the financial reporting requirements.</li> </ul>	March 16, 2018	Implemented
3.	<b><u>2018.03 Administration of Voided Checks</u></b>	<p>The following is recommended compliance with policies and procedures for appropriate administration of voided checks:</p> <p>A. The principal should establish procedures to ensure appropriate voiding of checks by removal of the signature line and retention of the physical check.</p> <p>B. Voided checks should have a completed SFEF and/or VCPS signed by the principal and entered into SFO.</p> <p>C. The principal should complete a periodic review of voided checks to ensure compliance with BOE policies and procedures. The recordkeeping staff must take the time to become familiar with the policy and procedures set forth in the APM regarding voiding checks.</p>	Concur	<ul style="list-style-type: none"> <li>The Bookkeeper will voided checks and complete SFEF and/or VCPS signed by the principal and entered into SFO.</li> <li>The principal should complete on the 15 of each month a review of voided checks to ensure compliance with BOE policies and procedures. The Bookkeeping staff will review the policy and procedures set forth in</li> </ul>	March 16, 2018	Implemented

Principal Signature  \_\_\_\_\_

Date 3/16/18

				the APM regarding voiding using the SFEF Manual.		
4.	<b><u>2018.04</u></b> <b><u>Year-End</u></b> <b><u>Monetary</u></b> <b><u>Transmittal</u></b> <b><u>Form</u></b> <b><u>Envelope</u></b> <b><u>Submission</u></b>	The principal should require the "Receiptee History" report to be printed and provided to the principal's designee to ensure that all staff submit their end of year MTFs in signed, sealed envelopes. The principal or designee, someone other than the bookkeeper, should ensure that all end of year MTFs are retained in a place that is not accessible to the bookkeeper until reviewed by Internal Audit.	Concur	The principal will require the "Receiptee History" report to be printed and provided to the principal's designee to ensure that all staff submit their end of year MTFs in signed, sealed envelopes. The principal designee (not the bookkeeper,) will ensure that all end of year MTFs are retained in a place that is not accessible to the bookkeeper until reviewed by Internal Audit.	March 16,2018	implemented

Principal Signature \_\_\_\_\_

Date 3/16/18