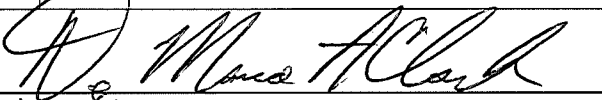


**Prince George's County Public Schools
Internal Audit Department
School/Office: Thurgood Marshall MS**

Response Date December 1, 2017

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2018.01 Record Retention</u>	The school must establish procedures to ensure that financial records are retained for 7 years and/or until audited to ensure compliance with BOE policies.	Concur	Financial records will be stored by school year in a designated closet.	11/15/17	Implemented
2.	<u>2018.02 Mismanagement of Receipts</u>	<p>A. Someone besides the bookkeeper should be designated to collect funds and complete MTFs for funds received directly by the school office (i.e. vending commission checks and fundraiser money).</p> <p>B. The bookkeeper must be held accountable for depositing funds timely (at least every other day) to the bank. The principal should periodically review the deposit records, which includes the MTF Log, to monitor whether deposits are made as required.</p> <p>C. Staff must be informed that appropriate documentation (detailed listing of remittances and validated deposit slips) is required to substantiate MTFs. The Bookkeeper should be held accountable for ensuring MTFs are properly supported.</p>	Concur	<p>Principal Secretary will be designee to collect funds and complete MTFs for funds received directly by the school office.</p> <p>The bookkeeper will deposit funds at on a daily basis or every other day to the bank.</p> <p>The principal will review the deposit record weekly</p> <p>A professional development will be held to inform the staff of the appropriate documentation that is required to substantiate MTFs.</p>	11/15/2017	Implemented

Principal Signature 

Date 12/1/17

		D. Faculty and student vending proceeds should be posted correctly. The bookkeeper should deduct the fuel fee directly from the faculty vending or complete a percentage analysis of remaining balance after the fuel fee is deducted to determine that accurate amounts are posted to both accounts. The principal should consider researching alternate vending operators that may be more financially beneficial to the school.		Principal will research vending operators that are more financially beneficial to the school		
3.	<u>2018.03 Principal Sponsored Activity (PSA) Fund Account Deficit</u>	The principal should continue to work towards elimination of this deficit. This can be accomplished by continuing the cessation of spending from this account and transferring only authorized vending proceeds until the deficit is completely resolved.	Concur	Principal will continue to transfer authorized vending proceed until the deficit is completely resolved	11/15/17	Implemented
4.	<u>2018.04 Restricted Yearbook Fund Account Deficit</u>	The principal should consider alternatives for making yearbooks available to students where there would be reduce accountability for unsold yearbooks. This could include researching yearbook vendors where parents pay the company directly and the school receives a commission check for yearbooks sold. . Also, the principal should research options for elimination of the school's existing yearbook deficit.	Concur	Principal will research other yearbook vendors where parents pay the company directly.	11/15/17	Implemented
5.	<u>2018.05 Inappropriate Transfer of Funds</u>	The principal and bookkeeper should ensure that only allowable transfers are completed with appropriate documentation and approval by the principal.	Concur	The principal and bookkeeper will collaborate to ensure that only allowable transfers are completed with appropriated documentation and approval by the principal.	11/15/17	Implemented

Principal Signature

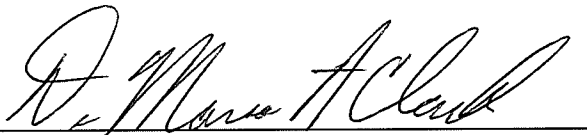
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6.	<u>2018.06</u> <u>Fundraisers</u> <u>Forms</u>	The principal must enforce established BOE procedures to ensure completion of all fundraising reports. Staff should complete the Fundraiser Request and Authorization Forms to document approval of fundraisers and Completion Reports indicating profit/loss for fundraising activities. The principal or designee should complete the annual fundraising report at the end of the each school year to summarize fundraising activities held. Required reports must be maintained on file for public and auditor review.	Concur	The principal will have a professional development at the beginning of the year to ensure completion of all fundraising reports. Staff will complete the Fundraiser Request and Authorization Forms to document approval of fundraisers and completion reports indicating profit/loss for activity. An annual fundraiser report will be completed at the end of the school year to summarize fundraising activities.	11/15/17	Implemented
7.	<u>2018.07</u> <u>Administration of</u> <u>Voided Checks</u>	The principal must implement procedures to ensure proper administration of voided checks. Voided checks should be substantiated by completed SFEFs or VCPS signed by the principal, entered into SFO and be properly defaced. The principal should complete a periodic review of voided checks to ensure compliance with BOE policies and procedures. The bookkeeper should ensure that all voided checks are entered into SFO. All check signers must take the time to get familiar with the policy and procedures set forth in the APM relative to voiding checks.	Concur	The principal will implement procedures to ensure proper administration of voided checks. Voided checks will be substantiated by completing SFEFs or VCPS signed by the principal, entered into SFO and properly defaced.	11/15/17	Implemented

Principal Signature



Date

12/1/17

