

**Prince George's County Public Schools
Internal Audit Department
School/Office: Adelphi ES**

Response Date 7/11/2018

| | Findings | Recommendations | Concur Non- Concur Partially Concur | Action Plan | Corrective Action Date | Status Implemented Partially Implemented Not Implemented |
|----|--|---|---|--|----------------------------------|---|
| 1. | <u>2018.01: Mismanagement of Funds Received</u> | A. Staff members must be reminded that, funds should not be held overnight. Also the recordkeeping staff should ensure that, no more than \$250.00 is kept in the building overnight. B. Staff members must be reminded of the importance of clarity and accuracy when recording and correcting financial entries on the MTF. Due care must be exercised to ensure that, information recorded in the School Funds Online (SFO) is accurate. | Concur | Remind staff of their responsibilities for collecting and tracking money. Retrain staff members on the procedures for collecting money and accurately reporting it on an MTF. Daily check-ins with the school's record keeper to ensure that no more than \$250 is kept in the building overnight. If more than \$250 is collected, ensuring that the money is deposited into the bank | September 2018 April 2018 | Partially Implemented Implemented |
| 2. | <u>2018.02: Drop-Safe Not on School Premises</u> | The principal should identify a non-visible location, accessible to the staff, to facilitate the remittance of funds when the recordkeeping staff is not available. A log should be maintained for the drop safe to record the details of the funds remitted (i.e. staff name, date, and MTF number, amount and staff signature) in accordance with the APM. The drop safe contents' must be checked daily for any funds that may have been placed in the safe overnight. | Concur | Researched a variety of vendors Identified location for the drop box in the main office Will purchase drop box utilizing budget for the 2018-2019 school year. | September 2018 | Partially Implemented |

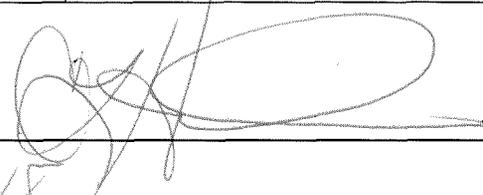
Principal Signature _____

Date 7/11/18

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|----|---|--|--------|---|------------|-------------|
| 3. | <u>2018.03: Untimely Financial Reporting</u> | The principal should establish financial reporting controls to support timely report submission and by ensuring that monthly financial reports are prepared by the 15th of the month following the month of review and as evidenced by a signature. | Concur | Establish a monthly schedule to identify when the month financial should be completed. Included on this schedule will be specific dates and times when she can begin compiling the work, a date for review by the principal, and a date to submit. | April 2018 | Implemented |
| 4. | <u>2018.04: Mismanagement of Disbursements</u> | A. The principal should always remember to append the date next to her signature to indicate the dates the disbursements are approved. B. The recordkeeping staff should always remember to exclude sales taxes paid by staff members prior to writing the reimbursement checks. The principal should also verify that, the amount of the check is the pre-tax total and not the total sales amount. | Concur | Record keeper will always highlight areas on all documents that require a signature with date. Always verify that the amount on each check is the pre-tax total and not the sales amount | April 2018 | Implemented |
| 5. | <u>2018.05: Unapproved Fund Transfers</u> | The principal should ensure that, the fund transfer process follows the BOE policies and procedures. Allowable transfers should be completed with appropriate documentation. Additionally, procedures should be established that require the recordkeeping staff to print the transfer proof sheets and obtain signatory approval from the principal prior to making transfer between restricted accounts. The principal should also obtain approval from the Accounting and Financial Reporting Office prior to expending PY Carryover funds. | Concur | Discussed and reviewed procedures for transferring funds from one account to another. Ensuring that all transfers are approved by principal and the Accounting/Financial Reporting Office. The record keeper will be expected to print off the transfer proof sheet prior to making the transfer. Continuous dialogue between record keeper and principal regarding funds. | April 2018 | Implemented |

Principal Signature _____

Date _____


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