

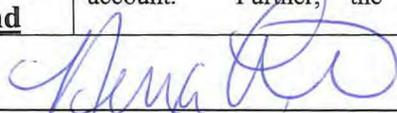
Prince George's County Public Schools
Internal Audit Department
School/Office: Capitol Heights ES

Response Date: April 30, 2019

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2019.01 Mismanagement of Disbursements</u>	A. The current financial recordkeeping staff and principal should immediately become familiar with the APM's requirements for management of disbursements. B. The current financial recordkeeping staff should ensure that SFEFs are properly completed, expenditures are properly recorded, and payments are made timely, within 30 days or by the invoice due date. C. The principal should provide management to correct deficiencies in management oversight. D. The principal should contact Treasury Operations immediately to assign a third check signer to the school's checking account.	Concur	A. We have become familiar h APM's requirements following our October accounting training. B. Our recordkeeping staff ensures that SFEFs are recorded properly. C. The principal will seek support to correct any deficiencies in management oversight D. The principal has assigned a third party check signer to the schools checking account.	10/18	Implemented Partially
2.	<u>2019.02 Bank Reconciliations Not Completed Timely</u>	The Principal and current financial recordkeeping staff should work collaboratively to ensure that an effective process is established for completing reconciliations timely. Accounting and Financial Reporting should provide management oversight to ensure that the process is completed by the 15th of each month.	Concur	The principal has set a calendar reminder with the recordkeeping staff to ensure that all reconciliations are completed by the 15 th of each month.	10/18	Implemented Partially
3.	<u>2019.03 Excessive Principal Sponsored Activities Fund</u>	The current financial recordkeeping staff should immediately transfer the \$844.86 from the PSA account back to the Mid-Atlantic Fundraiser account. Further, the current financial	Concur	The recordkeeping staff has transferred the \$844.86 from PSA account back to Mid-Atlantic Fundraiser account.	10/18	Implemented

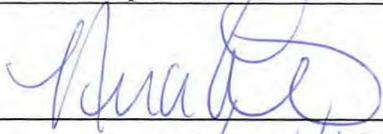
Principal Signature _____

Date _____


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	<u>Account Transfer</u>	recordkeeping staff should ensure that all future PSA transfers amounts are accurate. The principal and Accounting and Financial Reporting Office should provide oversight to this process.				
4.	<u>2019.04 Voided Checks Not Properly Approved</u>	The principal and current financial recordkeeping staff should familiarize themselves with the procedures for recording, handling, and approving voided checks. Void Check Proof Sheets should be printed for all voided checks, and should be provided to the principal as part of the monthly financial reporting process for signatory approval.	Concur	During October financial training the recording secretary was provided the procedures for recording, handling, and approving voided checks. Proof sheets are now provided for all voided checks.	10/18	Implemented
5.	<u>2019.05 Fundraiser Forms Not Completed</u>	The principal, in coordination with the current financial recordkeeping staff, should develop internal controls to ensure completion of required fundraiser forms. The principal should provide effective oversight to the process, to include a review of all forms prior to completion of the Annual Fund Raiser Summary each year.	Concur	The principal will completed Fundraiser Summary forms following all principals fundraisers.	10/18	Partially Implemented
6.	<u>2019.06 End-of-Year MTF Procedures Not Followed</u>	The principal should require that the current financial recordkeeping staff use the end of year MTF report printed from SFO to facilitate collection of MTF envelopes at year-end. Assigned staff (not the recordkeeping staff) should use this report to ensure that all responsible employees provide signed and sealed MTF envelopes at the end of each school year.	Concur	The current recording secretary will print the end of the year MTF report to facilitate collection of MTF envelopes at year end.	6/19	Will Be Implemented
7.	<u>2019.07 Failure to Maintain a Current Vending Contract</u>	The current financial recordkeeping staff should contact the vendor and obtain a signed contract for the vending machine operations. The contract should stipulate the frequency and percentage of commissions. The contract should be renewed annually. Alternately, the principal should contact Purchasing and Supply Services to identify an approved vendor who will comply with this requirement.	Concur	The principal has contacted LG Vending and obtained a signed contract for vending operations. The contract does not stipulate frequency and percentage of commissions. Principal is seeking support of from Purchasing and Supply Services to identify an approved vendor.	11/19	Partially Implemented

Principal Signature _____

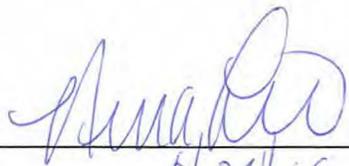


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8.	<u>2019.08 Record Retention</u>	The principal and current financial recordkeeping staff should develop an effective method to store and organize financial records.	Concur	Financial records are stored in a binder and placed in the principal's office (file cabinet)	10/19	Implemented
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Principal Signature _____



Date _____

4/30/19