

**Prince George's County Public Schools
Internal Audit Department Action Plan
School/Office: Clinton Grove ES**

Response Date July 2, 2019

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	<u>Status</u> Implemented Partially Implemented Not Implemented
1.	<u>2019.01 Fundraiser Forms</u>	The principal should hold the recordkeeping staff accountable for generating reports of all fundraising activities to facilitate completion of the summary reports at the end of the school year. Fundraising sponsors must be required to obtain relevant approval for fundraisers and prepare the Fundraiser Completion Reports after each fundraiser. An adequate filing system must be implemented to facilitate retrieval of those forms and reports upon request of Internal Audit or anyone with reviewing authority. The bookkeeper should become familiar with the APM regarding fundraising activities.	Concur	New Bookkeeper started position on April 1, 2019. She has attended financial management trainings after being hired; Training dates: April 3, 2019: Oracle Financial Applications, April 10, 2019 Oracle Procurement; May 1, 2019: 2 nd Day Oracle Financial Applications June 13, 2019: 1:1 financial recordkeeping training with Ms. Katrina Greene	<u>Completed</u> Training dates: April 3, 2019: Oracle Financial Applications, April 10, 2019 Oracle Procurement; May 1, 2019: 2 nd Day Oracle Financial Applications June 13, 2019: 1:1 financial recordkeeping training with Ms. Katrina Greene	Fully implemented
2.	<u>2019.02 Check Signing Authority</u>	The principal and recordkeeping staff must ensure that there are 3 authorized check signers available to sign expenditure requests and checks when circumstances permit. The principal and recordkeeping staff should also familiarize themselves with the APM regarding bank account procedures.	Concur	New Bookkeeper started position on April 1, 2019. 3 authorized check signers effective: April 4, 2019. (A. Bolden, Sec II; J. Mannie, Principal; T. Ford, CSEP Coordinator)	<u>Completed</u> April 4, 2019. (A. Bolden, Sec II; J. Mannie, Principal; T. Ford, CSEP Coordinator)	Fully implemented

Principal Signature *J. Mannie*

Date 07-02-19

