

**Prince George's County Public Schools
Internal Audit Department
School/Office: Croom HS**

Response Date 10-15-18

	Findings	Recommendations	Concur Non-Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2019.01 Missing Monetary Transmittal Forms</u>	Principal and financial recordkeeping staff must incorporate all required fields into the MTF log. The log should be periodically reviewed to ensure all MTFs are promptly returned, with collected funds remitted. Lost or voided MTFs should be noted in the MTF log and in SFO.	Concur	An updated MTF log has been established and will be utilized as mandated.	8-20-18 (Reviewed with staff pre-service week of 08-27-18)	Implemented
2.	<u>2019.02 Senior Class Planning and Budget Workbook Not Used for FY 2018</u>	Principal and financial recordkeeping staff should develop and document procedures for senior class sponsors, to include the consistent use of the Senior Class Planning and Budget Workbook prior to the beginning of the school year. The Senior Class Planning and Budget Workbook should be periodically reviewed and updated throughout the school year.	Concur	Will work with every senior class sponsor(s) and all elected senior class officers to establish protocols for maintaining funds, and monitoring throughout the school year.	09-12-18	Implemented
3.	<u>2019.03 Scholarship Funds Not Paid</u>	Principal and financial recordkeeping staff should investigate the intended recipients of the scholarship, and provide funds to them, if applicable. Otherwise, new recipients should be identified, and funds should be disbursed as appropriate.	Concur	The intended recipients of the scholarship monies will be an agenda item for the Peer Forward group and college bound students of the 2018-2019 senior class.	W/E 10-19-18	Implemented

Principal Signature _____

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