


**Prince George's County Public Schools  
Internal Audit Department Action Plan  
School/Office: Excel Academy**

**Response Date April 4, 2019**


Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1. <u>2019.01</u> <u>Mismanagement</u> <u>of Funds</u> <u>Received</u>	The Principal and financial recordkeeping staff should continue to train staff on remittance procedures, at the beginning of each school year, and throughout the year, to ensure funds are never kept by staff overnight. Further, the Principal and financial recordkeeping staff should immediately familiarize themselves with the criteria for sales tax collection, and ensure that collections are only made when required.	CONCUR	The Principal and the bookkeeper have reviewed with staff the importance of not holding onto any money overnight and that no more than \$250.00 should be kept in the building overnight. Additionally, the Principal and the bookkeeper now know the criteria for collecting sales tax, so that we will ensure that only sales tax is taken when required.	April 1, 2019	Implemented
2. <u>2019.02</u> <u>Lack of</u> <u>Pre-Approval for</u> <u>Disbursements</u>	The Principal and financial recordkeeping staff should immediately familiarize themselves with the requirements for pre-approval of disbursements. Controls should be developed to ensure compliance and staff should be sufficiently trained.	CONCUR	The Principal and the bookkeeper have establish procedures to ensure that all staff are trained and familiar with the procedures of getting pre-approval for disbursements before any staff orders anything.	April 1, 2019	Implemented
3. <u>2019.03</u> <u>Fundraiser</u> <u>Forms Not</u>	The current Principal and current financial recordkeeping staff should immediately familiarize themselves with the requirements for fundraiser forms in the APM. Subsequently,	CONCUR	The Principal and the bookkeeper will familiarize themselves with all requirements for fundraiser to include forms that are required to	April 1, 2019	Partially Implemented

Principal Signature 

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	<u>Completed</u>	<p>Authorization Forms should be completed for all club fundraisers, and Completion Reports should be completed for all fundraisers. The Completion Reports should be used by the current Principal to compile a fundraising summary at the end of each school year. The principal should hold staff accountable for compliance.</p>		<p>be completed. Additionally, the Principal will complete reports that are to be compiled for fundraising summaries.</p>		
4.	<u>2019.04 Club Budgets Not Developed</u>	<p>The Principal and financial recordkeeping staff should familiarize themselves with the requirements for club budgeting, and should establish a process to ensure compliance.</p>	CONCUR	<p>The Principal and bookkeeper have familiarized themselves with the requirements for club budgeting. In addition, staff has been trained.</p>	April 1, 2019	Implemented

Principal Signature  \_\_\_\_\_

Date 4/4/19 \_\_\_\_\_