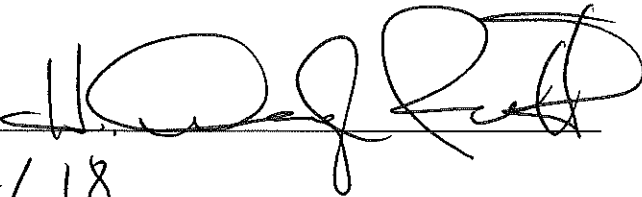


**Prince George's County Public Schools
Internal Audit Department
School/Office: Imagine Andrews Public Charter School**

Response Date: 10/2/2018

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	<u>Status</u> Implemented Partially Implemented Not Implemented
1.	<u>2019.01 Mismanagement of Funds Received</u>	<p>A. The staff should be reminded via inter-office mails that funds collected must be remitted daily to the recordkeeping staff to ensure prompt deposits the financial institution.</p> <p>B. The recordkeeping staff should familiarize herself with the applicable sales tax law relative to resale items as stated in the APM. The principal and recordkeeping staff should ensure that delinquent sales tax is posted to the Sales Tax account for future payment by the Treasury Department of the State of Maryland.</p> <p>C. The principal should complete a periodic review of cash receipt files to ensure compliance with Board policies and procedures (all funds are remitted and deposited timely and applicable sales tax is assessed for all non-fundraiser items sold).</p>	Concur	<p>The school store will no longer be selling ties or good to the scholars. Eagle bucks will be earned for the goods we have left in stock.</p> <p>All sales taxes will be collected on anything that is resold to our scholars without delay.</p> <p>Staff has been instructed that any funds must be turn into Ms. Hall the same day that they are collected.</p> <p>Throughout the year we will be reviewing the receipts checking dates as well as the cash totals.</p>	07/01/2018	Implemented

Principal Signature



Date

10/2/18