

Prince George's County Public Schools
 Internal Audit Department
 School/Office: James Harrison ES

Response Date: 4/25/19

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1. <u>2019.01</u> <u>Delinquent</u> <u>Deposits</u>	The financial recordkeeping staff should become diligent to ensure that funds are taken to the bank timely. The current principal should provide oversight to ensure that an effective bank deposit schedule is established.	Concur	Bookkeeper has begun to make more regular deposits so that none are delayed	12/2018- Present	Implemented
2. <u>2019.02</u> <u>Mismanagement</u> <u>of Disbursements</u>	A. The financial recordkeeping staff should improve diligence when it comes to tracking payments due for expenditures. B. The current Principal should provide close oversight to establish key controls. C. Open invoices should be included in the monthly financial report so that the principal is made aware (See Finding 2019.04). D. The current principal should immediately contact Treasury Operations to assign a third check signer to the school's checking account. E. The financial recordkeeping staff should be diligent to ensure all voided checks are properly defaced and retained.	Concur	A. Since the audit we pay invoices upon receipt. B. The principal has established a monthly check-in to review monthly report prior to submission. C. We have started to include the open invoices on the monthly report. D. A third signer has been assigned. E. A plan has been developed to ensure voided checks to include: defacing check, remove the signature block, and filed separately.	12/2018- Present	Implemented
3. <u>2019.03</u> <u>Bank</u>	The current Principal should provide effective oversight to ensure that the financial	Concur	The monthly check-ins are used as a measure to ensure that the report is	12/2018	Implemented

Principal Signature Mckenna D. Fen

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	<u>Reconciliations Not Completed</u> <u>Timely Account Transfer</u>	recordkeeping staff is completing reconciliations timely, by the 15th of each month. The principal should perform monthly review of the financial reporting package and sign to indicate review. The financial recordkeeping staff should contact School Funds Online customer support or Accounting and Financial Reporting for training or assistance in completing reconciliations efficiently. The principal should hold the financial recordkeeping staff accountable for compliance.		completed in a timely manner. Additionally, the Bookkeeper provides weekly check-ins regarding checks, invoices, budget etc.		
4.	<u>2019.04</u> <u>Insolvency Report Not Properly Completed</u>	The principal and financial recordkeeping staff should familiarize themselves with the specific requirements for monthly reporting in the Accounting Procedures Manual. They should collaboratively review open invoices during the monthly financial reporting process to ensure the unpaid bills spreadsheet is completed properly and that it is incorporated into the Insolvency Report's calculation.	Concur	The principal and bookkeepers monthly meeting and weekly check-ins will allow for issues indicated to be addressed collaboratively to include open invoices, unpaid bills and insolvency report.	12/2018	Implemented
5.	<u>2019.05 Excessive Principal Sponsored Account Transfer</u>	The financial recordkeeping staff should immediately transfer the \$214,444 from the PSA's account back to the book fair account. Further, the financial recordkeeping staff should ensure that all future PSA transfers amounts are appropriate and performed in accordance with APM, Section 9.6, PSA for Staff. The principal and Accounting and Financial Reporting should provide oversight to this process.	Partially Concur	To date the balance identified is not what is currently in the account. We have made adjustments in accordance with advice provided from auditor. I am asking if this can be looked at again and if any other adjustments need to be made to date we can make corrections. Thank you.	As of 4/2019	Not Implemented
6.	<u>2019.06</u> <u>Fundraiser Forms Not Completed</u>	The current principal, in coordination with the financial recordkeeping staff, should develop internal controls to ensure completion of required fundraiser forms. The current principal should provide effective oversight to the process, to include a review of all forms prior to completion of the Annual Fund Raiser Summary	Concur	The principal and bookkeeper have developed internal controls that will allow for the effective oversight prior to and after fundraisers.	12/2018	Implemented

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