

**Prince George's County Public Schools
Internal Audit Department**

School/Office: Oaklands ES

Response Date: September 1, 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 Delinquent Deposits</u>	The current principal and financial recordkeeping staff should develop an effective procedure for timely deposit of funds. Additionally, the current principal and financial recordkeeping staff should continue to provide reminders to staff members for timely remittance of collections.	Concur	<p>The financial record keeping staff will make deposits daily as needed. Time will be provided during the duty day to make the deposits or the financial recording keeping staff will leave at 3 pm to make deposits before the bank closes. Deposit slips will be made available for the Principal and Assistant Principal in the case that the financial record keeper is absent and funds need to be deposited.</p> <p>Staff members were trained on proper procedures for timely remittance of collections on 8/27/18. Staff collecting funds will receive reminders during the time of collection to turn in funds daily. The procedures for collecting funds will be reviewed again mid year.</p> <p>The process for collecting funds will be as follows:</p> <p><u>Money collected must be turned in by 10:00 AM on the day it is collected to the bookkeeper. Do not leave money in the classroom unsecured or overnight.</u> You are responsible for any funds collected prior to them being remitted to the bookkeeper.</p>	6/25/18	Implemented

Principal Signature _____

Date _____

				<p>Each teacher shall maintain a record from whom and for what purpose money is being remitted to the school. This will be recorded on a Student Remittance Form, which must be turned in at the end of the school year. Each teacher shall be required to remit to the school bookkeeper, on a daily basis, all monies collected for deposit with the school.</p> <p>This money shall be delivered to the bookkeeper in an envelope accompanied by a Monetary Transmittal Form, MTF. Monetary Description, Remittance Data and signature are to be completed by the teacher. The pink copy is to be torn off and kept by the teacher. The yellow copy will be returned to you.</p> <p>These procedures are also outlined in the staff handbook.</p>		
2.	<u>2019.02 Delinquent Payments</u>	The principal and financial recordkeeping staff should develop an effective procedure for the timely payment of vendor invoices. A review of open invoices should be performed by the principal and financial recordkeeping staff as part of the monthly reconciliation process.	Concur	A "Principal's Folder" has been created to provide updates regarding open invoices. During bi-weekly budget meetings the Principal and Financial Record Keeper will review open invoices and address as necessary.	6/25/18	Implemented
3.	<u>2019.03 Inappropriate Transfer of Funds</u>	A. \$428.13 from PSA back to the PY Carryover account to adjust the incorrect fund account balance that resulted from inappropriate transfers that occurred during the audit period. B. Additionally, the financial recordkeeping staff should transfer \$312.95 from the "Recorders" account back to the PY Carryover account to correct the unauthorized transfer performed during the audit period. (Note: Remainder of unauthorized PY Carryover transfers are either included in the PSA calculation above, or were made to other unrestricted accounts that have since been closed out into PY Carryover during year-end procedures.)	Concur	All funds have been appropriately adjusted and returned to the proper accounts. The Principal and Financial Record Keeper have reviewed the procedures for the PSA and PY carryover. The principal will seek confirmation from the SAF Support Specialist and the AFRO and ensure proper procedures are followed prior to making any transfers.	8/14/18	Implemented

Principal Signature _____

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		The new principal and financial recordkeeping staff should immediately familiarize themselves with the specific procedures for PSA and PY Carryover accounts, and ensure that transfers are properly processed in the future. The principal and financial recordkeeping staff should seek assistance from the AFRO if necessary.				
4.	<u>2018.04 Grants Not Properly Managed</u>	The financial recordkeeping staff should immediately report the Bowie State and MSAC grants to GFMO. In addition, the financial recordkeeping staff should contact AFRO to establish new accounts for the MSAC and Kaiser Permanente grants. The current principal should plan to use the Bowie State grant funds as intended during the upcoming school year. The new principal and financial recordkeeping staff should develop and document procedures to ensure that all future grants are properly reported and accounted for.	Concur	The Financial Record keeping staff contacted Katrina Green on August 14th, via email to have the account strands corrected. Contact has been made with Bowie State to determine the intentions for the grant funds. They will be spent accordingly before the end of the 18/19 FY.	9.28.18	Partially Implemented
5.	<u>2019.05 Voided Checks Not Properly Administered</u>	The current principal and financial recordkeeping staff should familiarize themselves with the procedures for voiding checks as outlined in the APM and demonstrate compliance by properly defacing checks.	Concur	The Principal and Financial Record Keeper have reviewed the procedure for voiding checks as outlined in the Accounting Procedures Manual. The Financial Records Keeper will void the check in SFO. Once it is voided in the system the void proof sheet will be attached. This sheet will be signed by the principal. The signature lines on the check voucher will need to be cut out, and VOID written across the check. The voucher will then be attached to the void proof sheet and filed in order with the other checks.	6/25/18	Implemented
6.	<u>2019.06 Failure to Maintain a Current Vending Contract</u>	The financial recordkeeping staff should contact the vendor and obtain a signed contract for the vending machine operations. The contract must be signed by the current principal and the vending company representative and should stipulate the frequency and percentage of commissions. The contract should be renewed annually.	Concur	The Financial Record Keeper has contacted the current vendor regarding the contract. We will be using a new vending company and are awaiting pick up of the machine that is here. The contract with the new company will include the frequency and percentage of	9/28/18	Partially implemented

Principal Signature _____

Date _____

				commissions. It will also be renewed annually.		
7.	<u>2019.07 Missing Cancelled Check Images</u>	The financial recordkeeping staff should ensure that all cancelled check images attached to the bank statement are properly maintained and available for review.	Concur	The Financial Record Keeper will ensure all cancelled check images are attached to the bank statement and available for review. The principal will ensure all images of cancelled checks are attached to the bank statement when initially opening the statement.	6/25/18	Implemented

Principal Signature _____

Date _____