

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

Response Date March 5, 2019

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2019.01: Mismanagement of Funds Received</u>	Recordkeeping staff should ensure the MTF is properly completed and supported prior to acceptance. The MTF Log template should be modified to include a column for the dollar amounts of MTFs.	Concur	Implemented excel log on Oct. 31, 2018 after receiving it from Ms. K. Greene	3-1-19	Implemented
2.	<u>2019.02: Mismanagement of Disbursements</u>	The principal and record keeping staff should improve current controls, to include staff training, to ensure written pre-approval precedes purchases. The principal must hold staff responsible for adhering to Board policies and procedures. The principal must lead by example by ensuring that SFEFs are consistently signed and dated.	Concur	Re-training planned for March 13 th on preapproval precedes purchases	3-7-19	implemented
3.	<u>2019.03 Missing Voided Checks</u>	The principal and recordkeeping staff should work towards organization of documents to ensure that future documents can be made available when needed. Like documents should be stored by year in binders and retained in accordance with requirements of the Accounting Procedures Manual.	Concur	Binders are currently in use with Tabs identifying various documents (available for sy18and sy19)	3-1-19	Implemented
4.	<u>2019.04: Financial Reporting</u>	The recordkeeping staff must make transfers in accordance with procedures in the APM. The principal should ensure that all required documents are reviewed and signed and dated	concur	Principal will sign and date each required document prior to returning to secretary. Principal and secretary will review each	3-1-19	implemented

Principal Signature _____

Date _____

		by documenting the date of review. Accounting and Financial Reporting should continue to review transfer journal entries for appropriateness and accuracy.		document for signature and dates when preparing the trimester documentation.		
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Principal Signature Larry C. McFar
Date March 5, 2019

