

Prince George's County Public Schools
Internal Audit Department

Response Date July 11, 2019

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
<p>1. <u>2019.01: Mismanagement of Funds Received</u></p>	<p>1. Staff must be held accountable for remitting funds collected on a daily basis to reduce the tardiness of deposits. The principal and recordkeeping staff must ensure that funds totaling \$250.00 and above are not maintained in the school safe and accumulated funds below \$250.00 are not held for more than 2 days. 2. The principal and bookkeeper should provide training to staff members to ensure all funds collected are remitted daily with an accompanying MTF as stated on the top of the form. 3. The principal must be aware at all times of the location of financial records and hold recordkeeping staff accountable for compliance.</p>	<p>Concur</p>	<p>Staff will be held accountable for remitting funds collected on a daily basis. The principal and recordkeeping staff will ensure that funds totaling \$250.00 and above are not maintained in the school safe and accumulated funds below \$250.00 are not held for more than 2 days. The principal and bookkeeper will provide training to staff members to ensure all funds collected are remitted daily with an accompanying MTF as stated on the top of the form. The principal will be made aware of the location of financial records and</p>	<p>June/July 2019</p>	<p>Not Implemented Implemented Not Implemented Implemented</p>

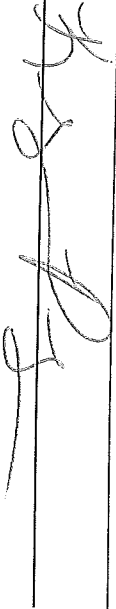
Principal Signature



Date 7/18/19

			hold recordkeeping staff accountable for compliance.		
2.	<p>2019.02: <u>Mismanagement of Disbursements</u></p> <p>The principal and record keeping staff should improve current controls, to include staff training, to ensure expenditures are supported by properly completed SFERs. The principal should perform proper approval of expenditures by signing and dating the SFERs upon request for the expenditure to be made and again once the school check is prepared. The principal should ensure that the date accompanies the signatures.</p>	Concur	<p>The principal and record keeping staff will improve current controls/procedures, to include staff training, communication procedures to ensure expenditures are supported by properly completed forms. The principal will ensure the performance of proper approval of expenditures by signing and dating the forms upon request for the expenditure to be made and again once the school check is prepared. The principal will ensure that the date accompanies the signatures.</p>	June/July 2019	Implemented
3.	<p>2019.03: <u>Administration of Voided Checks</u></p> <p>The recordkeeping staff must be reminded of the importance of administering checks as required by the APM. All voided checks should be retained and administered properly as required.</p>	Concur	<p>The recordkeeping staff will be reminded of the importance of administering checks as required by the APM. The recordkeeping staff will be reminded that all voided checks should be retained and administered properly as required.</p>	June/July 2019	Implemented

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			<p>Periodic checks of the record keeping documents will be performed by the principal.</p>		
<p>4.</p>	<p>2019.04: Financial Reporting</p>	<p>Concur</p>	<p>The principal will hold the recordkeeping staff accountable for timely report submission and ensure that the monthly financial reports are thoroughly reviewed as evidenced by a signature. The principal must also ensure to perform a prompt review of the financial reports.</p>	<p>June/July 2019</p>	<p>Implemented</p>
<p>5.</p>	<p>2019.05: Fundraiser Forms</p>	<p>Concur</p>	<p>The principal will establish procedures to ensure completion of all fundraiser authorization forms, fundraiser completion reports and an annual report on the results of fundraising activities held during the school year. Required reports must be maintained on file for public and auditor review.</p>	<p>June/July 2019</p>	<p>Implemented</p>

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