

**Prince George's County Public Schools
Internal Audit Department
School/Office: Patuxent ES**

Response Date December 6, 2019

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2020:01 Mismanagement of Disbursements</u>	<p>A. The principal must ensure staff members are aware that pre-approval is required prior to the purchase of products or services and be held accountable for compliance. SFEFs should be entirely completed by staff. The principal should ensure all pre-approval details are provided on SFEFs prior to approving expenditures.</p> <p>B. The principal and recordkeeping staff must ensure vendor payments are issued timely, within 30 days of receipt or by due date on invoice.</p> <p>C. Internal controls must be established to ensure that all SFEF's are complete and has adequate supporting documentation prior to issuance of payments.</p>	Concur	<p>Accounting secretary ensures that the School Fund Expenditure Form is completed in full, prior to processing checks. Check will not be disbursed without supporting documentation. If an advance is requested, the bookkeeper will maintain a list of documentation still needed.</p> <p>Secretary will also keep a calendar with notifications of when to pay vendors after orders have been made.</p>	Immediate	Implemented
2.	<u>2020:02 Administration of Voided Checks</u>	The recordkeeping staff must be reminded of the importance of voiding checks as required by the BOE. All voided checks must be entered in SFO and have "VOID" written across the face of the check. The voided checks must be retained for the required period.	Concur	<p>If check is VOIDED, secretary will ensure that signature and account portion of check are destroyed.</p> <p>Record keeper will implement Voided procedures in accordance with PGCPs requirements.</p> <p>Documentation will be obtained and kept in the financial binder.</p>	Immediate	Implemented

Principal Signature _____

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3.	<u>2020:03 Mismanagement of Funds Received</u>	<p>A. The principal and recordkeeping staff must establish internal controls to ensure that all MTF documentation is complete including verifying that all supporting documentation is attached along with the MTF prior to acceptance and deposit of funds. The recordkeeping staff should not accept the MTF if changes are not initialed.</p> <p>B. The principal must establish internal controls to ensure that staff completes the required fundraising forms for fundraising events held. These documents must be maintained on file for public and auditor review upon request.</p> <p>C. The principal must establish internal controls to ensure that transfers between restricted accounts are only authorized if reviewed and approved by the principal.</p>	Concur	<p>Staff must submit MTF directly to accounting secretary who stops, counts, signs, and returns MTF copy to staff immediately. If any correction needs to be made then it is taken care of immediately.</p> <p>Accounting secretary has been informed of fundraising forms and updated Accounting Manual. Fundraising chair has been informed of proper procedures and forms required to complete a school fundraiser.</p> <p>SFO has been corrected to allow the system to prompt forms to be generated to automatically request signature from principal and bookkeeper</p>	Immediate	Implemented
4.	<u>2020:04 Record Retention</u>	The principal must oversee the implementation of an adequate records management system facilitates access to the school's financial records in the absence of the recordkeeping staff. All financial records must be made available for auditors' review.	Concur	Principal will ensure secretary has a management system that is known to the principal and has the appropriate documentation. Principal and secretary II will be the only two to know of the location of the said system.	Immediate	Implemented
5.	<u>2020:05 Vending Machines Contract</u>	The principal must establish procedures to ensure that a vending machine contract is established, adhered to, and maintained on file in compliance with BOE policies and procedures. The principal should consult with Purchasing and Supply Services to identify an alternate vending machine company in the absence of a contract.	Concur	Principal will contact any vendor to ensure they are aware of the BOE PGPCS vendor/client guidelines. In the event a vendor does not comply, principal will contact purchasing and supply services to identify an alternate vending company.	Immediate	Partially Implemented

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6.	<u>2020:06 Monthly Bank Reconciliation and Financial Reporting</u>	The principal must establish procedures to ensure that monthly bank reconciliation and financial reporting occur by the 15th of each month and related documentation are organized and maintained as required by the APM.	Concur	Principal will schedule to review financial documentation/monthly bank record reconciliation to be processed and completed prior to the 15 th of each month. Related documentation will be organized and presented to the principal at that time.	Immediate	Implemented
7.	<u>2020:7 Inappropriate Use of Reimbursement Vendor Options</u>	The principal must establish procedures to ensure that financial recordkeeping staff properly post all future cash disbursements accurately in SFO. Recordkeeping staff should be held accountable for compliance. Additionally, the principal should contact Accounting and Financial Reporting regarding appropriate training pertaining to use of the Reimbursement Vendor option when posting disbursements.	Concur	No future checks will be disbursed for services rendered to unincorporated business or individuals. Principal will require secretary register for appropriate training for use reimbursement vendor option for bookkeeping.	Immediate	Partially Implemented

Principal Signature _____

Date _____