

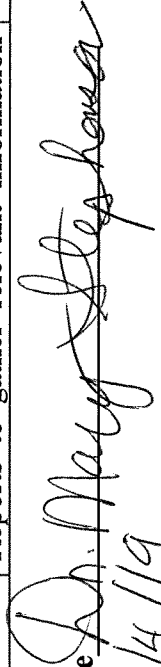
Prince George's County Public Schools
Internal Audit Department
School/Office: Pointer Ridge ES

Response Date: December 3, 2019

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2020.01</u> <u>Mismanagement</u> <u>of Funds</u> <u>Received</u>	<p>A. The principal and financial recordkeeping staff should work together to determine a specified slot of time each day to make bank deposits, regardless of staffing in the front office.</p> <p>B. The financial recordkeeping staff should continue to ensure that MTF numbers are properly recorded in SFO.</p> <p>C. The principal should ensure that end-of-year MTF envelopes are stored in a location inaccessible to the financial recordkeeping staff to ensure the integrity of the MTF submission process.</p>	Concur	<p>A. The Principal and the Financial Secretary have agreed upon a time (11:00 AM) where the Financial Secretary will go to the bank for deposits, when necessary.</p> <p>B. The Financial Secretary has been made aware of the correct location to enter the MTF no. in SFO.</p> <p>C. The end-of-year MTF envelopes will be stored in a location that is inaccessible to the Financial Secretary. (Closet in Administrative Conference Room)</p>	October 2019	Implemented

Principal Signature Dr. Mary Stephenson
Date 12/4/19

2.	<u>2020.02</u> <u>Mismanagement</u> <u>of Disbursements</u>	The principal and financial recordkeeping staff should remain diligent to ensure that the new SFEF is properly completed including written pre-approval before any commitment of funds. The staff should continue to be trained on the process, to include the requirement that only approved vendors can be used for reimbursements.	Concur	The Principal and Financial Secretary will remain diligent and strive for 100% compliance. Staff Training, at the beginning of the school year and as necessary throughout the school year will remain in effect.	October 2019	Implemented
3.	<u>2020.03</u> <u>Inappropriate</u> <u>Prior-Year</u> <u>Carryover Fund</u> <u>Transfers</u>	The principal and financial recordkeeping staff should ensure that requests are made to Accounting and Financial Reporting and authorized prior to transfers of PY Carryover funds beyond the \$1,000 allowance in the first trimester.	Concur	Instead of submitting the Request to Use PY Funds with the trimester report(s), the Financial Secretary will submit the form prior to the transfer	October 2019	Implemented
4.	<u>2020.04</u> <u>Principal</u> <u>Sponsored</u> <u>Activities Fund</u> <u>Account</u>	The principal and financial recordkeeping staff should ensure that the pre-approval process is comprehensive to include a review of available funds prior to pre-approval of expenditures (See Finding 2020.02). Expenditures from the PSA fund account should be suspended until the fund account is solvent. The financial recordkeeping staff stated that they are expecting overdue commission checks for faculty vending from 2018-2019 that will bring the account to solvency.	Concur	Expenditures from the PSA fund account will be suspended if there is a negative balance. Some expenditures for Staff Meeting/Professional Development refreshments can be charged to 625.0 in the future.	October 2019	Implemented
5.	<u>2020.05</u> <u>Fundraiser</u> <u>Forms</u> <u>Not</u> <u>Completed</u>	The principal and financial recordkeeping staff should establish a process to ensure that all fundraising forms are completed as required. The principal should review all Completion Reports to gather relevant information	Concur	All fundraising forms will be completed, as required. Principal will confirm completion of required forms when 15% of fundraiser profit is transferred to PSA account.	October 2019	Implemented

Principal Signature 

Date 12/4/19

		for completion of annual fundraising summaries.					
--	--	-------------------------------------------------	--	--	--	--	--

Principal Signature Dr. Mary Stephenson
Date 12/4/19