

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

**Response Date May 7, 2020**

	<b>Findings</b>	<b>Recommendations</b>	<b>Concur Non- Concur Partially Concur</b>	<b>Action Plan</b>	<b>Corrective Action Date</b>	<b>Status Implemented Partially Implemented Not Implemented</b>
1.	<b><u>2020.01 Mismanagement of Disbursements</u></b>	<p><b><u>Recommendation:</u></b> The principal and recordkeeping staff must perform the following to improve the administration of disbursements:</p> <p>A. The principal must ensure recordkeeping staff is 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 and recordkeeping staff should review supporting documentation prior to issuance of checks.</p> <p>B. The principal and recordkeeping staff must ensure vendor payments are issued timely, within 30 days of receipt or by the invoice due date.</p> <p>C. Internal controls must be established to ensure that all SFEF's are complete and have adequate supporting documentation prior to issuance of payments.</p> <p>D. The principal and the recordkeeping staff should review the APM to ensure that they effectively apply the requirements for processing payments.</p>	Concur	<ol style="list-style-type: none"> <li>1. During the months of April and May, the principal will continue to review the APM and develop next steps.</li> <li>2. The SFEF will be included in the school's field trip packet form and process. Teachers will be required to write the same description on the SFEF, MTF and field trip packet documents.</li> <li>3. Dedicated time has been placed on the principal and bookkeeper's schedule for management of SAF.</li> <li>4. The principal will be the last one to sign ALL checks.</li> </ol>	April 2020	Partially implemented

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2.	<b><u>2020:02</u></b> <b><u>Administration of Checks</u></b>	<b><u>Recommendation:</u></b> The principal must ensure all school checks include 2 approved signatures – one by the principal and one by the recordkeeping staff or an alternate in absence of either the principal or recordkeeping staff prior to issuance to payees.	Concur	The principal will be the last to sign all checks	April 2020	Partially Implemented
3.	<b><u>2020:03</u></b> <b><u>Mismanagement of Funds Received</u></b>	<p><b><u>Recommendation:</u></b> The following corrective actions should be implemented for Templeton Elementary School receipts to be made in accordance with BOE policies and procedures:</p> <p>A. The recordkeeping staff must ensure that all MTF documentation is adequate including verifying that all supporting documentation is attached to the MTF prior to acceptance and deposit of funds.</p> <p>B. The principal must implement internal controls that require prior principal approval of the Fundraiser Request and Authorization Form prior to the commencement of each fundraiser. The principal must also establish internal controls to ensure that fundraising sponsors complete the Fundraiser Completion Report for fundraising events held. Annual fundraising summaries must be completed as required. These documents must be maintained on file for public and auditor review upon request. The principal should either perform this task or assign a staff member with this responsibility. Staff members should be held accountable for compliance.</p> <p>C. The recordkeeping staff must deposit all funds collected and remitted on a daily basis, especially funds in excess of <b>\$250.00</b>. Teachers must be informed that funds collected cannot be held overnight. The Principal must provide the bookkeeper with adequate time to verify that funds collected are as indicated on the accompanying MTFs and to make bank deposits timely. The principal should perform periodic review of the deposit records to monitor whether deposits are made as required. The principal should hold all staff accountable for compliance.</p>	Concur	<ol style="list-style-type: none"> <li>1. The staff handbook will be updated with pertinent information related to fundraisers.</li> <li>2. Fundraiser training and certification must take place prior to all fundraisers.</li> <li>3. A fundraiser chairperson will be identified to help monitor all fundraisers and to ensure all required paperwork is completed.</li> <li>4. Time will be allotted at least 3 to 4 times per week for the bookkeeper to count funds; complete necessary paperwork; and make bank deposits.</li> <li>5. Dedicated time has been placed on the principal and bookkeeper’s schedule for management of SAF.</li> <li>6. MTFs will be kept in the vault in brown envelopes</li> <li>7. If an MTF is misplaced, the staff member will be required to write an</li> </ol>	April 2020	Partially Implemented

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				<p>explanation and place it in the brown envelope.</p> <p>8. The Monthly Journal Entry Form will be attached to the applicable MTFs.</p> <p>9. A Google Form will be used for the MTF log instead of a paper copy.</p>		
4.	<b><u>2020.04 Record Retention</u></b>	<b><u>Recommendation:</u></b> The principal must ensure proper custody of all records relating to SAF until they are audited. An organized and reliable filing system must be implemented to help ensure that in the absence of the recordkeeping staff or principal, financial documents would be properly filed and is accessible to those with authorized access.	Partially Concur	<p>1. The system previously used is being updated by the principal and the new Principal Secretary/Bookkeeper.</p>	June 2020-TBD	Partially Implemented.
5.	<b><u>2020.05 Vending Machine Contracts</u></b>	<b><u>Recommendation:</u></b> The principal must establish procedures to ensure that a current vending 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 company in absence of a contract.	Concur	<p>1. The principal will purchasing to determine if there is a current vending contract on file and to identify an alternate vending company.</p>	June 2020	Partially Implemented
6.	<b><u>2020.06 Monthly Financial Reporting</u></b>	<b><u>Recommendation:</u></b> The principal must establish procedures to ensure that monthly bank reconciliations and financial reporting occur by the 15 <sup>th</sup> of each month and related documentation is organized and maintained in three-ring binders identified by fiscal year. The recordkeeping staff must be held accountable for adhering to the reporting requirements as outlined in the APM.	Concur	<p>1. The principal and new bookkeeper have established time both completion and approval of financial reports.</p> <p>2. The bookkeeper will have daily scheduled time to complete SAF tasks.</p>	April 2020	Partially Implemented

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7.	<b><u>2020.07 Excessive Spending in Restricted Accounts</u></b>	<b><u>Recommendation:</u></b> The principal must establish procedures to ensure that all potential expenditures are evaluated with regard to available resources and care is exercised to ensure the resources are used for the maximum benefit of the students. Spending in these accounts must cease until the accounts' deficits are resolved.	Concur	!. Deficits have been resolved. The restricted accounts will be monitored closely by the bookkeeper and principal.	April 2020	Partially Implemented
8.	<b><u>2020.08 Year-End Monetary Transmittal Form (MTF) Envelope Collection Process</u></b>	<b><u>Recommendation:</u></b> Staff must be reminded of their responsibility relative to MTF envelopes submission during the year-end checkout process. The recordkeeping staff should print the "Receiptee History" report from the accounting system and provide it to the administrator responsible for collecting MTF envelopes. The principal should instruct the administrator to obtain MTF envelopes based on the printed report. Each employee must be held accountable for returning MTF envelopes, including all processed MTFs, as part of the year-end checkout process. The principal should conduct yearly training to remind the staff of their responsibility relative to MTF envelopes submission during the year-end checkout process.	Concur	<ol style="list-style-type: none"> <li>1. MTF training will take place during pre-service week and refreshers will be given at the end of the 1<sup>st</sup> semester.</li> <li>2. The bookkeeper will print the "Receiptee History" report and provide it to the administrator who will collect the MTFs.</li> <li>3. MTFs will be kept in a brown envelopes in the main office for the entire year.</li> </ol>	Summer 2020	Not Implemented
9.	<b><u>2020.09 Gift Card Purchase</u></b>	<b><u>Recommendation:</u></b> The principal must review the requirements for gift cards purchases in the APM and establish procedures to ensure that gift cards are not purchased using SAF.	Concur	<ol style="list-style-type: none"> <li>1. This was an oversight and will not happen again.</li> </ol>	April 2020	Fully Implemented

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