

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

Response Date July 27, 2020

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	<u>Status</u> Implemented Partially Implemented Not Implemented
1. <u>2020-01 Missing Funds</u>	Employee and Labor Relations must review this incident of missing funds and determine whether any disciplinary action is necessary. Employee B must refund the missing amount of \$535.77 to the school. Those funds must be recorded on a separate MTF and deposited separately. A copy of the MTF and deposit slip must be forwarded to Internal Audit evidencing the payment.	Concur	Once the missing amount is given to our bookkeeper, Carla Isaacs, she will deposit it in the bank and forward a copy of the MTF and deposit slip to Internal Audit.	By 9/1/20	Not implemented yet
2. <u>2020-02 Mismanagement of Funds Received</u>	A. The principal must implement policies that enforce the requirement for timely deposits as outlined in the APM. A drop safe could be used to facilitate daily drops during extended absence of the recordkeeping staff. B. Staff members must be reminded during student activity fund trainings that, any change to an MTF must be made by drawing a line through the incorrect entry and initializing the cancellation. C. Staff members must be reminded during student activity fund trainings that, duplicating copies of MTFs is prohibited.	Concur	A. We currently have a drop safe in the bookkeeper's office. The bookkeeper will be asked to deposit any funds into the bank on a daily basis. B. During the Student Activity Fund training in August, the staff will be reminded that any change to an MTF must be made by drawing a line through the incorrect entry and initializing the cancellation. C. During the Student Activity Fund training in August, the staff will be reminded that they are not allowed to make copies of MTFs.	7/1/20 8/24/20 8/24/20	Implemented Not implemented yet Not implemented yet

Principal Signature Nancy Schuckner
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3.	<u>2020.03 Line of Credit for Postage Services</u>	The principal must establish internal controls that prohibit the signing of contracts by unauthorized staff. This prohibition must be clearly communicated to all staff members. Employee A and other staff members must be held accountable for adhering to the policies relative to financially obligating the school.	Concur	All staff will be reminded during the August Student Activity Fund training that they are not allowed to sign contracts; only the principal has that right. This will also be put in writing for staff to refer to as the year progresses.	8/24/20	Not implemented yet
4.	<u>2020.04 Mismanagement of Disbursements</u>	A. The principal and recordkeeping staff should establish internal controls to ensure consistent adequate pre-approval of expenditure. Staff members must be trained on the process and held accountable for compliance. B. The principal should implement internal controls to ensure that the current recordkeeping staff maintains a file for invoices and inspect the file periodically for any due payments.	Concur	A. No expenditures will be made unless staff members ensure pre-approval by the principal. The staff will be trained during the August Student Activity Fund training. B. All invoices will be kept in a binder by the bookkeeper, and inspected monthly by the principal.	8/24/20 Starting 7/1/20	Not implemented yet Implemented
5.	<u>2020.05 Fundraiser Forms Not Completed</u>	The principal must establish procedures during student activity fund training to ensure that fundraising sponsors are aware of their responsibility obtain approval via an approved Fundraiser Request and Authorization Form and to complete the Fundraiser Completion Report at the end of each fundraiser. The principal must prepare or designate the responsibility for preparation of an annual summary of all fundraising activities that occurred in the school year. Evidence of this report must be maintained at the school for interested community members to review.	Concur	The principal will ensure that staff members are trained during the August Student Activity Fund inservice on the steps for requesting to do a fundraiser, and how to fill out the Fundraiser Completion Report at the end. At the end of the year, the principal will designate the responsibility for preparation of an annual summary of all fundraising activities to the bookkeeper. This report will be maintained at the school for interested community members to review.	8/24/20	Not implemented yet
6.	<u>2020.06 Deficits in Restricted Accounts</u>	A. The principal should liaise on with Accounting and Financial Reporting Office to determine how best to resolve the deficit in the Sunshine Fund.	Concur	A. The principal will discuss with the Accounting and Financial Office how to best resolve the deficit in the Sunshine Fund.	By 9/1/20	Not implemented yet

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		B. The school should continue to record sales tax collected accurately to resolve the account deficit.		B. The bookkeeper will record sales tax collected accurately to resolve the account deficit.	7/1/20	Implemented
7.	<u>2020.07</u> <u>Inadequate Internal Controls Over Voided Checks</u>	The current recordkeeping must take note of this provision and record all checks in SFO per the requirement. Also, the signature section on cancelled checks must be removed and mutilated.	Concur	The bookkeeper will record all checks in the SFO, and make sure that the signature section on cancelled checks is removed and mutilated.	7/1/20	Implemented
8.	<u>2020.08</u> <u>Delinquent Bank Reconciliations</u>	The current recordkeeping staff should ensure that, all bank reconciliations are completed within 7 days of receiving the statement from the bank and that all financial reports are presented to the principal for review by the 15th day of each month. The principal should hold the recordkeeping staff accountable for timely report submission and perform prompt review of the monthly financial reports as evidenced by her signature.	Concur	The bookkeeper will ensure that all bank reconciliations are completed within 7 days of receiving the statement from the bank, and that all financial reports are presented to the principal for review by the 15 th day of each month. The principal will hold the recordkeeping staff accountable for timely report submission and perform prompt review of the monthly financial reports. The principal will sign the reports.	7/1/20	Implemented

Principal Signature Nancy Schudener
Date 6/29/20