

Prince George's County Public Schools
Internal Audit Department
School/Office: Imagine Foundations at Leeland Public Charter

Response Date: Friday, March 13, 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 Administration of Monthly Financial Reporting</u>	The principal and financial recordkeeping staff should immediately familiarize themselves with the requirements for monthly reporting as outlined in the APM. They should collaboratively develop and document internal controls to ensure that procedures are properly followed. The financial recordkeeping staff should ensure that financial reports including bank reconciliations are completed and provided to the principal timely. The principal should provide oversight of the process, and use the monthly reporting process as a key tool to stay apprised of the status of the SAF.	Concur	<p>The principal and financial recordkeeping staff will familiarize themselves within the requirements for monthly reporting.</p> <p>Principal and recordkeeping staff will use the APM to develop and document internal controls.</p> <p>The principal will develop a monitoring calendar to ensure financial reports including bank reconciliations are completed and provided in a timely manner.</p> <p>Principal and recordkeeper will attend the financial training session (3/2020)</p>	3/01/2020	<p>Implemented</p> <p>Not Implemented</p>
2.	<u>2020.02 Mismanagement of Funds Received</u>	<p>The following should be performed to improve management of funds received:</p> <p>A. The principal and financial recordkeeping staff should immediately</p>	Concur	Principal and the recordkeeping staff will become familiar with the requirements for cash collection in the APM.	3/01/2020	Implemented

Principal Signature _____

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familiarize themselves with the specific requirements for cash collections in the APM.

The principal and recordkeeping staff will develop and document specific internal controls that address/include

B. The principal and financial recordkeeping staff should develop and document specific internal controls to

- responsibilities for staff members;
- the financial recordkeeping staff, and the Principal.

		mirror APM requirements. The internal controls should include responsibilities for staff members, the financial recordkeeping staff, and the Principal. They should specifically address requirements for the administration of MTFs and deposit		<ul style="list-style-type: none"> • requirements for the administration of MTFs and deposit slips, as well as a timeline for the deposit and accurate recording of funds. 		
		slips, in addition to a timeline for the deposit and accurate recording of funds.		Principal will train staff on MTF responsibilities.		
		<p>C. Staff should be trained immediately following the development of the internal controls.</p> <p>D. Journal entries should be posted to correct the deposits that were posted to incorrect accounts. The current financial recordkeeping staff should consult with the SFO Hotline or Accounting and Financial Reporting for assistance, if necessary.</p> <p>E. The current financial recordkeeping staff should void the duplicate deposits recorded in July 2019.</p>				
		<p>F. The principal should provide oversight during review of subsequent bank reconciliations to ensure there are no deposits in transit listed.</p>				

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3.	<u>2020.03 Mismanagement of Disbursements</u>	The principal and financial recordkeeping staff should immediately familiarize themselves with the specific requirements for expenditures in the APM. The principal should develop and document specific internal controls to mirror those requirements. The internal controls should include responsibilities for staff members, the financial recordkeeping staff, and the principal. Requirements for pre-approvals, supporting documentation, and ensuring prompt payments of invoices should be specifically addressed. Staff members should be trained immediately following the development of the new procedures.	Concur	<p>The principal will develop and document specific internal controls for expenditures in the APM.</p> <p>The document will outline the responsibilities for staff members, the financial recording staff, and the principal.</p> <p>Staff members will be trained on the requirements for pre-approvals, supporting documentation, and ensuring prompt payments of invoices will be addressed.</p>	3/01/2020	Implemented
4.	<u>2020.04 Year-End Monetary Transmittal Form Procedures Not Followed</u>	<p>The following should be performed to improve management of funds:</p> <p>A. The current principal and current financial recordkeeping staff should immediately familiarize themselves with the specific requirements for MTF submission as outlined in the APM. The principal should develop and document specific internal controls to mirror those requirements.</p> <p>B. Staff members should maintain the pink copy of the MTF prior to remittance of funds to the front office. The current financial recordkeeping staff should ensure yellow copies are</p>	Concur	<p>The principal will develop and document specific internal controls for MTF submission.</p> <p>Specific internal controls outlined:</p> <ul style="list-style-type: none"> • Training of staff members (maintaining record of MTF /pink copy); financial recordkeeping maintaining MTF (yellow). • Designating specific administrator to collect and store sealed MTF envelopes at the end of each school year. 	3/01/2020	Implemented

Principal Signature _____

Date _____

		<p>returned to the staff member after funds have been counted. Staff members should be trained to ensure that they maintain MTF remittances throughout the school year.</p> <p>C. A specific administrator, other than the bookkeeper, should be assigned to collect and store sealed MTF envelopes at the end of each school year.</p>				
5.	<u>2020.05 Voided Checks Not Properly Administered</u>	The financial recordkeeping staff should begin to deface all voided checks, promptly record the voided checks in SFO, and ensure that they are filed in numerical order in the check file.	Concur	The financial recordkeeping staff will deface all voided checks, promptly record the voided checks in SFO, and ensure that they are filed in numerical order in the check file.	3/01/2020	Implemented
6.	<u>2020.06 Fundraiser Forms Not Completed</u>	The current principal and current financial recordkeeping staff should immediately familiarize themselves with the requirements for fundraisers in the APM. They should collectively develop a process to ensure that a Fundraiser Completion Report is promptly completed at the conclusion of each club fundraiser. The Fundraiser Completion Reports should be used each year by the principal or designee to prepare the annual Fundraising Summary Report.	Concur	The principal and financial recordkeeping staff will collectively develop a process to ensure that a Fundraiser Completion Report is promptly completed at the conclusion of each club fundraiser.	3/01/2020	Implemented
7.	<u>2020.06 Failure to Maintain a Current Vending</u>	The principal or financial recordkeeping staff should contact the vendor and obtain a signed contract for the vending	Concur	Contact will be made to Purchasing and Supply Services to identify a vendor who will comply with the requirement to provide a contract for services.	3/01/2020	Partially Implemented

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	<u>Machine Contract</u>	machine operations. The contract should stipulate the frequency and percentage of commissions. Alternately, the principal should contact Purchasing and Supply Services to identify a vendor who will comply with the requirement to provide a contract for services.				
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Principal Signature _____

Date _____