

**Prince George's County Public Schools
Internal Audit Department
School/Office: J.Frank Dent ES**

Response Date: November 29, 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 Disbursement s</u>	<p>ure staff members are notified 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 included on SFEFs prior to authorizing expenditures.</p> <p>re that vendor payments are issued timely, within 30 days of receipt or by due date on invoice.</p> <p>recordkeeping staff and principal must review the APM to understand the requirement for disbursements and ensure that internal controls are established and followed for each cash disbursement transaction.</p>		Sec II will write and issue checks within 7 days of receipt of invoices.	10/3/19	Implemented
2.	<u>2020:02 Administration of Checks</u>	<p>principal must ensure that all school checks include 2 approved signatures that are affixed – one by the principal and one by the recordkeeping staff or an alternate in absence of either the principal or bookkeeper.</p> <p>recordkeeping staff must be reminded of the importance of administering checks as required by the BOE. The signature line must be removed from all voided checks.</p>		<p>Principal and Secretary II will sign all checks that are disbursed</p> <p>All voided checks will be attached to monthly reports to ensure the signature line is removed.</p>	10/3/19	Implemented

Principal Signature _____

Date _____

3.	<p><u>2020:03</u> <u>Mismanagement of Funds Received</u></p>	<p>recordkeeping staff must 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. MTFs should be returned to staff for correction if changes are not initialed.</p> <p>recordkeeping staff must be reminded that all funds collected and remitted should be deposited promptly. Teachers must be informed that funds collected cannot be held overnight. The principal must provide the recordkeeping staff with adequate time to verify that funds collected are as indicated on the MTFs submitted and that deposits are made with the bank 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> <p>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>principal must establish internal controls to ensure that transfers between restricted accounts are only authorized if reviewed and approved by the principal.</p>		<p>Principal will always be the second signature to ensure to signatures on the checks. Date should be aligned with sign in or sign-out date Monetary Transmittal Forms. Principal will intermittently monitor the disbursement of MTFs. Safe report monitor log / notebook, deposit slips. Principal will receive a batch deposit slip, report, Mtf Review fundraising procedures. SAF. and administrator procedure staff completed 10/19 staff meeting Sec 2 will maintain records for fundraisers in the fundraising binder. Principal and Sec II will confer with budget analyst for restricted account and AMP</p>	10/3/19	Implemented
4.	<p><u>2020.04</u> <u>Noncompliance with Authorized Signers Requirement</u></p>	<p>principal must take action to update authorized signatories of the school's bank account. This includes removing both the former principal and former recordkeeping staff and adding herself and the current recordkeeping staff. Furthermore, because the school does not have a vice-principal, the principal must determine the third authorized signatory on the account. Additionally, the principal must take some time to familiarize herself with the requirements of the APM and establish internal controls to ensure that the bank signature card is appropriately updated.</p>		<p>Email sent for signature change on bank account 10/18/19. Form to change the bank accounts 11/19</p>	10/18/19	Implemented

Principal Signature _____

Date _____

5.	<u>2020.05 Record Retention</u>	Principal must ensure proper custody of all records relating to SAF until they are audited. An adequate records management system must to be implemented to help ensure that in the absence of the recordkeeping staff or principal, financial documents would be filed properly to ensure accessibility for future review.		All notebooks for all SAF reports and records for previous year will be locked in the vault until they are audited.	10/3/19	Implemented
6.	<u>2020.06 Vending Machine Contract</u>	Principal must establish procedures to ensure that current vendor contracts are 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 the absence of a contract.		Contracts list and signatures can be reference in the fundraising binder.	10/3/19	Implemented
7.	<u>2020.07 Deficits in Restricted Fund Accounts</u>	Principal must evaluate potential expenditures with regard to available resources and care must be exercised to ensure the resources are used to provide maximum benefit of the students. The principal should consult with Accounting and Financial Reporting Office to discuss options for resolution of deficits. Spending in these accounts must cease until the accounts' deficits are resolved.		Budget analyst will be contacted in order to see how we can pay down the deficit.	12/6/19	Implemented
8.	<u>2020.08 Financial Reporting</u>	Principal must establish procedures to ensure that monthly bank reconciliations occur by the 15th of each month and related documentation are organized and maintained in three-ring binders identified by fiscal year. Bank reconciliations must be reviewed by the principal for completeness and accuracy.		All reports should be submitted in the three ring binder for the financial meeting held on the first Friday of the month. A this time all bank reconciliations will be reviewed by the principal.		

Principal Signature _____

Date _____