

**Prince George's County Public Schools  
Internal Audit Department  
School/Office: Parkdale HS**

**Response Date January 2, 2020**

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented Implemented
1. <u>2020.01</u> <u>Mismanagement</u> <u>of Funds</u> <u>Received</u>	The principal and financial recordkeeping staff should immediately familiarize themselves with the specific requirements for cash collections 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. They should specifically address requirements for the administration of MTFs and the timeline for remittance and deposit of funds. Staff should be trained immediately following the development of the new controls. The financial recordkeeping staff should provide the principal with feedback if staff members do not comply with the new procedures. As part of the new controls, a MTF log and a drop-safe log should be created.	Concur	Continue to provide ongoing professional development on the policies and procedures surrounding SAF funds.  Prepare a cheat sheet for staff members to double check and ensure they are in compliance with policies and procedures – all staff will be required to sign attesting they have been trained on the procedure.  Create a MTF log and drop-safe log.  Bookkeeper will immediately inform the Principal of employees who are not in compliance with the established procedure.	1-02-2020  1-02-2020  1-02-2020  1-02-2020	Implemented  Implemented  Implemented  Implemented

Principal Signature 

Date 1/3/2020

2.	<p><b><u>2020.02</u></b> <b><u>Mismanagement of Disbursements</u></b></p>	<p>The principal and financial recordkeeping staff should immediately familiarize themselves with the specific requirements for expenditures in the APM. Further, they should familiarize themselves with the objectives of all of the fields on the SFEF. 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. They should specifically address requirements for pre-approvals, required supporting documentation, advances, and vendor use. Staff should be trained and held accountable following the development of the new procedures. The financial recordkeeping staff should provide feedback to the principal when staff members do not comply with the new procedures.</p>	Concur	<p>Continue to provide ongoing professional development on the policies and procedures surrounding SAF funds.</p> <p>Prepare a cheat sheet for staff members to double check and ensure they are in compliance with policies and procedures – all staff will be required to sign attesting they have been trained on the procedure.</p> <p>Bookkeeper will immediately inform the Principal of employees who are not in compliance with the established procedure.</p>	<p>1-02-2020</p> <p>1-02-2020</p> <p>1-02-2020</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p>
3.	<p><b><u>2020.03 Dormant Certificate of Deposit Account</u></b></p>	<p>The financial recordkeeping staff should consolidate the recovered funds within the checking account to ensure they are appropriately accounted for. Further, the Principal should develop a plan to</p>	Concur	<p>Identify and select students who meet eligibility requirements for the book and culinary scholarships. Scholarship funds will be disbursed by the close of</p>	1-02-2020	Partially Implemented

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

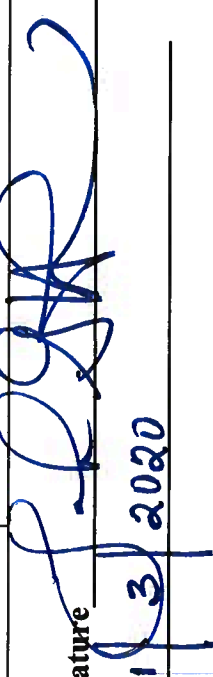
  
 1/3/2020

	disburse the scholarship funds.		the school year.			
4.	<u>2020.04 Bank Balance Exceeds Deposit Insurance Limit</u>	The Assistant Treasurer, in coordination with Accounting and Financial Reporting, should make an evaluation regarding the risks of schools maintaining excessive bank balances and the procedures to be followed. The APM should be amended to align with the results of the risk evaluation. Further, monitoring for excessive bank balances should be periodically done by Accounting and Financial Reporting using SFO's Consolidated Reporting tool.	Non-Concur	Activity does not pertain to actions that can be taken by Parkdale High School. However, we will work collaboratively with the Accounting and Financial Reporting Department.	1-02-2020	Not Implemented
5.	<u>2020.05 Insolvent Principal Sponsored Activities Fund Account</u>	The principal and financial recordkeeping staff should immediately suspend all PSA expenditures until the account is brought to solvency.  The principal should also ensure that all notes on trimester reports provided by Accounting and Financial Reporting are carefully reviewed and implemented.	Concur	Immediately suspend all PSA expenditures until account is brought to solvency.	1-02-2020	Implemented
6.	<u>2020.06 Unpaid Bills Spreadsheets Not Completed</u>	The principal and financial recordkeeping staff should familiarize themselves with the specific requirements for monthly reporting in the APM. They should collaboratively review open invoices during the monthly	Concur	Continue to collaboratively review the monthly financial report with bookkeeper in order to ensure all unpaid bill spreadsheets are completed properly and are incorporated	1-02-2020	Implemented

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

1/3/2020



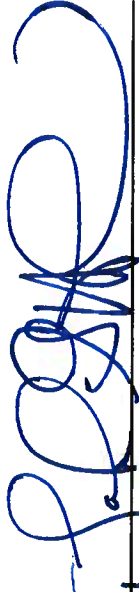
		financial reporting process to ensure the unpaid bills spreadsheets are completed properly and that they are incorporated into the Insolvency Report calculations. The principal and financial recordkeeping staff must carefully review the feedback from the Accounting and Financial Reporting Office.		into the Insolvency Report. Continue to collaboratively review the feedback provided by the Accounting and Financial Reporting Office.	1-02-2020	Implemented
7.	<u>2020.07 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. The principal must hold the financial recordkeeping staff accountable for compliance.	Concur	Collaboratively review and monitor, monthly, with bookkeeper the recording of voided checks in SFO and the numerical placement in the check file.	1-02-2020	Implemented
8.	<u>2020.08 Fundraiser Forms Not Completed</u>	The financial recordkeeping staff should continue the process of collecting Fundraiser Completion Reports as part of the annual checkout process. A reconciliation should be completed to ensure that all reports have been collected. The Completion Reports should be used to assist the principal in developing an annual fundraising summary each year.	Concur	Continue to require teachers/staff to complete the Fundraiser Completion Report upon completion of all fundraisers.  Bookkeeper will provide the Principal with a monthly report of all fundraisers completed and include the Fundraiser Completion Report.	1-02-2020	Implemented
9.	<u>2020.09 Club Budgets Not Developed</u>	The principal and financial recordkeeping staff should develop a budget template for club sponsors to use in the 2019-2020 school year.	Concur	Work collaboratively with bookkeeper to develop a budget template for Club Sponsors.	1-02-2020	Implemented

Principal Signature, 

Date

1/3/2020

10.	<u>2020.10 Failure to Maintain a Current Vending Contract</u>	The principal should obtain a signed contract for the vending machine operations that stipulates the frequency and percentage of commissions. If the vendor does not promptly provide a contract, a new vendor should be selected in coordination with Purchasing and Supply Services.	Non Concur	Current contract on file.	7-29-2019	Implemented
11.	<u>2020.11 Unremitted Credit Recovery Funds</u>	<p>The school should immediately remit the balance in the Credit Recovery fund account to Treasury Operations.</p> <p>The Area 3 Office should review the balances of all schools' credit recovery accounts to ensure that balances have been properly remitted. A full review of the process should be conducted to ensure that collected funds are appropriate and that payments to staff have been properly made. An automatic debit process through Treasury Operations, such as the one used for sales tax or football gate receipts, should be considered to ensure all future credit recovery funds are collected timely.</p>	Concur	Ensure all credit recovery funds have been remitted to Treasury Operations.	1-02-2020	Implemented

Principal Signature  \_\_\_\_\_

Date 1/3/2020 \_\_\_\_\_

