



April 22, 2021

MEMORANDUM

To: Ebony Cross Shields, Instructional Director
Cluster 6, Area 1

Anita Stoddard, Ed.D., Principal
Doswell Brooks Elementary School

From: Michele Winston, CPA, Director
Internal Audit

Re: School Activity Funds Financial Audit as of February 28, 2021

An audit of the financial records for **Doswell E. Brooks Elementary School** was completed for the period July 1, 2016 through February 28, 2021. The audit indicates that the school's financial records and procedures require improvement to be in accordance with the Accounting Procedures Manual for School Activity Funds (APM) and Board of Education (BOE) policies and procedures. The exceptions noted are included in the attached report.

As the principal of the school, you will be responsible for preparing an action plan by **May 24, 2021** indicating steps that will be taken to ensure compliance with the APM. Please note that you are required to provide your signed and dated action plan using the attached Microsoft word template and any other correspondence to the Internal Audit Office, email address: internal.audit@pgcps.org. A copy of the action plan should also be forwarded to Danyelle Washington, Business Analyst, email address: dany.washington@pgcps.org; Deborah Smalls, Business Operations Technician, email address: deborah.smalls@pgcps.org; Joeday Newsom, Esq., Ethics Compliance Officer, email address: joeday.newsom@pgcps.org and Katrina Greene, School Activity Funds Support Specialist, email address: katrina.greene@pgcps.org.

cc:

Juanita Miller, Ed. D., Chair, Board of Education
Monica Goldson, Ed. D., Chief Executive Officer of Schools
Members, Board of Education
Michael Herbstman, Chief Financial Officer
J. Michael Dougherty, Director, Financial Services
Helen Coley, Ed. D., Chief, School Support and Leadership
Kassandra Lassiter, Ed. D., Associate Superintendent, Elementary Schools
Joeday Newsom, Esq., Ethics Compliance Officer
Robin Welsh, Director of Monitoring, Accountability and Compliance
Katrina Greene, School Activity Funds Support Specialist
Suzann King, Esq., Executive Director, Board of Education
Janice Walters-Semple, CPA, Supervisor Internal Audit
Alicia Robinson, Internal Auditor II

Internal Audit Report

Doswell E. Brooks Elementary School

School Activity Funds

For the Period Ended February 28, 2021

**Doswell Brooks Elementary School
School Activity Funds
Internal Audit Report
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**Doswell Brooks Elementary School
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Internal Auditor's Report

We have examined the School Activity Funds (SAF) of Doswell E. Brooks Elementary School for the period July 1, 2016 to February 28, 2021. The school's principal is responsible for the administration of the SAF. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and Generally Accepted Government Auditing Standards, and accordingly included examining on a test basis, evidence supporting SAF and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Our examination disclosed the following findings:

- *Records Management*
- *Delinquent Deposits*
- *Mismanagement of Disbursements*
- *Financial Reporting Requirements*
- *Restricted Fund Account Deficits*
- *Fundraiser Forms/Reports not Completed;*
- *Improvement Needed in Management Oversight*

The findings resulted in a material deviation from Board of Education (BOE) policies and procedures and the requirements of the Accounting Procedures Manual for the School Activity Funds (APM).

In our opinion, the SAF referred to above requires improvement relative to records management to achieve compliance with BOE policies and procedures and the APM, in all material respects, for the period ended February 28, 2021.



Michele Winston, CPA
Director, Internal Audit

**Doswell Brooks Elementary School
School Activity Funds
Internal Audit Report
For Period Ended February 28, 2021**

SUMMARY

Internal Audit completed the initial audit of the school activity funds (SAF) for Doswell E. Brooks Elementary School for the period July 1, 2016 to February 28, 2021. This audit was conducted as part of the annual audit plan. This audit report includes 7 findings that occurred under the leadership of the current principal. Specifically, the current principal is responsible for **all** of the reported findings. A listing of the findings and the personnel responsible are included in the appendix at the end of the audit report. In addition, detailed findings from the current audit are cited on the following pages with accompanying recommendations for corrective action.

OBJECTIVES

The objectives of the audit were to determine the effectiveness of the system of internal controls and whether the school was in compliance with the policies and procedures of the Accounting Procedures Manual for School Activity Funds (APM) and the Board of Education (BOE). It is important to recognize that, while the audit report focused on deficiencies, it was intended to be constructive. The audit was not designed and conducted to evaluate the effectiveness of the educational programs in the school. Therefore, the absence of comments related to the educational programs should not be construed to imply that these programs are either adequate or deficient.

SCOPE

The audit was based on our examination of available bank statements, financial reports, cancelled checks, voided checks and Monetary Transmittal Form (MTF) envelopes submitted for the period July 1, 2016 to February 28, 2021. Also, available receipts, disbursements and supporting documentation were reviewed for the said period. There were several documents that were not made available for review and therefore excluded from the audit. (*See Finding 2021.01, Records Management.*)

This is an audit of funds related to students' activities at the school and does not include SOR funds or any funds not derived from students' activities for the audit period.

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FINDINGS AND RECOMMENDATIONS

The audit resulted in the following findings and recommendations:

2021.01 Records Management

The following financial records were not maintained in an organized manner and/or could not be located (CNL) to substantiate SAF transactions:

- ***Organization of Records:*** Financial records for FY 2018, FY 2019, FY 2020 and FY 2021 were not organized in date order. Also, FY 2020 financial records were commingled with FY 2019.
- ***Cash Receipts Records:*** There were **127** instances where cash receipt records including MTFs, deposit slips, and deposit summary for FY 2018 could not be located for review.
- ***Cash Disbursements Records:*** There were **27** instances where disbursement records, School Fund Expenditure Forms (SFEF) for FY 2018, could not be located for review.
- ***Voided Checks:*** There were **3** instances where voided checks from FY 2018 and FY 2017 could not be located for review.
- ***End of Year MTFs:*** FY 2019 - 5 staff members' MTF envelopes did not include 16 MTFs; FY 2020 - 6 staff members' MTF envelopes did not include 23 MTFs. ***This finding was noted during the previous audit period ended September 30, 2015.***
- ***Missing Supporting Documentation:*** There were at least **8** instances where supporting documentation was not provided to substantiate collections of book fair proceeds, candy bar fundraisers, parents' night out and student pictures. The missing documentation included fundraising sales and book fair sales. ***This finding was noted during the previous audit period ended September 30, 2015.***
- ***Monetary Transmittal Form Logs:*** There were no MTF logs for FY 2019 and FY 2020 to document assignment and return of MTF.

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The APM section *6.12 Record Retention* requires the retention of financial records for a period of 7 years and or until audited including the current fiscal year. This includes, but is not limited to, financial reports, bank statements, receipts, disbursement authorities, monetary transmittal forms, school funds expenditure forms, cancelled checks and contracts.

Also, the APM *Exhibit B Staff Responsibility for SAF Bookkeeper/Financial Secretary* indicates that the Bookkeeper or financial secretary is to produce and maintain all required documents/reports in an organized fashion.

The recordkeeping staff is required to verify and ensure that funds received total the documentation attached to the MTF. Each respective MTF documentation must substantiate the funds remitted to the recordkeeping staff. Also, the APM requires that a MTF log is maintained by the recordkeeping staff to include a numerical list of the MTFs, the name of individuals and dates the forms were issued, the date returned to the recordkeeping staff, and the total amount of the MTF.

The principal and recordkeeping staff could not provide any explanation for the receipts and disbursement records being unavailable for review and/or unorganized. Due to COVID-19 not all staff returned in June 2020 to finalize close out procedures; therefore, some staff did not submit all of their end of year MTFs. The recordkeeping staff did not take time to ensure that supporting documentation was adequate when funds were remitted for deposit. Also, the recordkeeping staff indicated that she forgot to maintain the MTF logs as required.

The absence of an effective records management system impacts the retrieval and or accessibility to requested documentation. Specifically, the planned completion date of audit fieldwork had to be extended because of additional time spent locating and organizing financial records for testing. Also, evidence for determining that internal controls for ensuring that all SAF policies and procedures were followed is removed when financial records are unavailable for review.

Recommendations: The principal and recordkeeping staff must establish an adequate records management system which ensures that all financial documents are maintained in an organized manner by fiscal year. Disbursements should be filed in check numerical order. Deposits should be filed in date order. The principal should remind staff that all MTF remittances should be retained and submitted at the end of each school year to the principal and/or designee. A process must be established to facilitate MTF remittance submission in unforeseen circumstances. The principal should complete a periodic review of financial records to determine proper organization. The recordkeeping staff and instructional staff must be held accountable for compliance.

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2021.02 Delinquent Deposits

There were at least **5** instances where funds received by the recordkeeping staff were held between **4** and **13** days before deposits were made.

The APM section 4.5.2.2 (1), (2) *Collecting Funds and Guidelines for Bank Deposits* requires the recordkeeping staff to make deposits for all funds received at least every other day. However, no more than \$250.00 should be kept in the building overnight.

The recordkeeping staff has been the only administrative staff person since FY 2017. The office is busy with phone calls, staff, and students at any given time; therefore, restricting the amount of available time to complete financial tasks.

Delinquent deposit of funds impacts the accuracy of financial reporting upon which administrators rely to make financial decisions. *This finding was noted during the previous audit period ended September 30, 2015.*

Recommendations: The recordkeeping staff must be held accountable for depositing funds timely with the school's financial institution. Time must be provided to the recordkeeping staff to ensure that collections are processed promptly.

2021.03 Mismanagement of Disbursements

There were at least **10** instances of non-compliance regarding the administration of disbursements. The following indicates the issues of non-compliance:

- A. ***Delinquent Reimbursements:*** There were at least **3** instances where reimbursements were delinquent. The principal made purchases totaling \$357.76 from 12/01/19 to 3/16/20. The related receipts for reimbursement were not submitted until 6/17/20 resulting in **63 - 169** days delinquency. The principal also made purchases totaling \$120.66 from 11/19/18 to 1/21/19. Receipts for these reimbursements were not submitted until 1/24/19 resulting in **36** days delinquency.

- B. ***Inadequate Completion of School Funds Expenditure Forms:*** There were at least **7** instances, including one without principal pre-approval, where the SFEFs were not completed. The SFEFs were not entirely completed by ensuring that all sections were documented: i.e. Section 1: *Purpose of Expenditure*, Section 2: *Pre-Approval by Principal*, Section 3: *Payee Information after Purchase* and Section 4: *Bookkeeping Information*. *This finding was noted during the previous audit period ended September 30, 2015.*

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According to the APM the following disbursement procedures must be followed:

- A. Section 4.5.3.1 (2) *Cash Disbursement Inclusion of Supporting Documentation* requires that all invoices and/or reimbursements be paid within 30 days of receipt and have appropriate documentation.
- B. Section 4.5.3.1 (1) *Cash Disbursements Pre-Approval by the Principal* requires that prior to ordering or purchasing goods or services, a School Funds Expenditure Form must be completed and signed by the Principal. These procedures are designed to ensure that disbursements are valid (i.e., they promote the general welfare, education and morale of the students), properly documented, reviewed, and approved before being made.

The principal failed to ensure that reimbursement receipts were remitted timely to the recordkeeping staff for payment within 30 days. The principal and recordkeeping staff were not aware that reimbursements should be made within 30 days of the purchase to be compliant. The recordkeeping staff was not consistent in completing the SFEF due to competing responsibilities since she is the only secretary in the school office.

Internal controls are compromised and financial records are inaccurately stated when expenditures relative to reimbursement are not processed timely. Moreover, incomplete SFEFs alter the evidence necessary to substantiate that expenditures were approved and incurred to benefit students. Specifically, failure to indicate the principal's pre-approval, authorized vendors, payee and bookkeeping information negates the audit trail for determining the adequacy of expenditures.

Recommendations: The following should be performed to improve management of disbursements:

- A. The principal should be reminded that reimbursement requests should be submitted promptly to facilitate payment within 30 days of purchase.
- B. The recordkeeping staff should ensure that all SFEFs are completed in their entirety with the purpose of the expenditure, principal pre-approval, payee and bookkeeping information to substantiate expenditures. The principal should ensure that documented pre-approval, approved vendors have been verified, and that payee and bookkeeping information is indicated on the SFEF prior to completing the check writing process.

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2021.04 Financial Reporting Requirements

There were at least **3** instances during the audit period where the recordkeeping staff completed monthly bank reconciliations after the due date. The delinquency in preparing bank reconciliations ranged from 7 to 28 days. In 2 of these instances, the principal did not review the bank reconciliation until 62 and 32 days after preparation.

It was also noted that other required financial reports were prepared on the last month of the trimesters instead of monthly as required.

The APM section *5.1.2 Monthly Reconciliation and Financial Reporting* states that the recordkeeping staff is required to complete the bank reconciliation within 7 days of receiving the bank statement. All financial reports should be completed by the 15th of each month and submitted to the principal for review and approval. The following are included in each month's financial reporting: Year-To-Date Financial Report, Insolvency Report, Reconciliation, Journal Entry and Unpaid Bills Determination Worksheet.

According to the recordkeeping staff, she was unable to complete the monthly financial reporting as required because of additional responsibilities that resulted from being the only secretary in the main office. Also, the July 2018 supervisory review and approval did not occur timely due to the yearly principal's meeting and the principal being on leave in July. The principal has not designated a specific time monthly to facilitate the timely completion of financial reports. Reportedly, the recordkeeping staff thought that she only had to complete all financial reporting on a trimester basis.

The principal's fiscal responsibility is compromised when monthly financial reporting is not available and/or reviewed timely. Also, the principal is unable to make informed fiscal decisions when monthly financial reporting is not available for review and approval.

Recommendation: The principal and recordkeeping staff should implement procedures to ensure that monthly financial reporting is accomplished in accordance with scheduled requirements included in the APM, by the 15th of each month. The principal must establish a specific day each month for the recordkeeping staff to prepare the monthly financial reports and designate specific time for recordkeeping staff and the principal to review the monthly financial reports.

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2021.05 Restricted Fund Account Deficits

There were **6** restricted fund accounts with deficits totaling **\$8,676.92**. The following summarizes the deficits:

• 307.00 Chorus	(\$ 17.00)
• 310.10 Gold Team	(\$ 109.00)
• 410.10 Jump Rope for Heart	(\$ 129.51)
• 420.00 Fieldtrips	(\$8,210.19)
• 430.10 Community Service	(\$ 162.25)
• 511.00 TAG Program	(\$ 48.97)
Total	(\$8,676.92)

According to the APM, expenditures for all restricted accounts are limited to the amount of funds collected for those activities. Therefore, if restricted accounts exceed the available funds, the account is insolvent. As the fiduciary agent for the SAF, the principal should ensure that restricted accounts are solvent at all times.

The fund account deficits occurred prior to the previous audit period which ended 9/30/15. There has been no change in the deficits for 5 of the 6 fund accounts listed. However, the field trip deficit from the previous audit was **(\$5,176.59)** and the deficit has since increased to **(\$8,210.19)**. The insolvency increased because a majority of the students could not afford to pay for fieldtrips; as a result, the school supplemented the costs of field trips to ensure that all students participated. A transfer journal entry was not initiated to cover the cost of field trips.

Overspending in restricted accounts constitutes non-compliance with the policies and procedures documented in the APM.

Recommendations: The principal should contact the Accounting and Financial Reporting Office for guidance on how to resolve the deficits in the specified restricted fund accounts. Also, the principal should discuss with the Accounting and Financial Reporting Office on how to supplement field trips.

2021.06 Fundraiser Forms/Reports Not Completed

The school held several fundraising activities (17 school-wide and 4 sponsored) during the audit period for book fairs, student pictures and school-wide fundraisers. However, Fundraiser Request and Authorization, Fundraiser Completion Reports and the annual reports summarizing fundraising activities were not completed. ***This finding was noted during the previous audit period ended September 30, 2015.***

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Administrative Procedure 5135.1, *Fundraising* requires schools to complete the Fundraiser Request and Authorization Forms, Fundraiser Completion Reports and the annual reports summarizing the activities for all fundraisers sponsored. These documents must be maintained on file for public and auditor review upon request. The principal and recordkeeping staff were not familiar with the fundraising requirements.

Without the required fundraising forms, it could not be determined whether the principal approved the sponsored fundraisers and whether school's fundraisers yielded overall profits or losses. As a result, pertinent financial information for the school's administrators to make fiscal decisions and the audit trail for validating this aspect of the school's activities was not available.

Recommendations: The principal must become knowledgeable of Administrative Procedure 5135.1, *Fundraising* and establish procedures to ensure completion of the relevant fundraiser forms, including approval of fundraisers and providing the results of each fundraising activity held during the school year. Also, the principal or designee should complete reports at the end of each school year to summarize fundraising activities for that period. Required reports must be maintained on file for public and auditor review.

2021.07 Improvement Needed in Management Oversight

The previous audit report for Doswell E. Brooks Elementary School was issued for the period ended September 30, 2015 where there were 4 reportable conditions. There are 3 repeated reportable conditions from that audit.

The principal is the fiduciary agent for the SAF. In this role, the principal is the person responsible for ensuring that these funds are administered in accordance with PGCPS policies and procedures and spent to provide the maximum benefit possible to the students.

Continued improvement is necessary for compliance with BOE policies and procedures as established in the APM and for students to receive the maximum possible benefit of the resources available to them.

Recommendations: To ensure fiscal accountability, the principal should continue to carefully review the APM and ensure that internal controls are operating effectively. The principal needs to continue to be involved in the daily operations as it relates to the administration of the school's resources. Continued improvement of the internal control environment should be emphasized by focusing on these five basic principles of internal control:

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- ❖ Clearly defined lines of authority and responsibility,
- ❖ Segregation of duties,
- ❖ Maintenance of adequate documents and records,
- ❖ Limited access to assets, and
- ❖ Independent checks on performance.

STATUS OF PRIOR AUDIT FINDINGS

The previous audit report for Doswell E. Brooks Elementary School was issued for the period ended September 30, 2015. The current principal and recordkeeping staff were assigned to the school during that audit. The 4 findings were noted as a result of that audit. Summarized details are indicated below:

- **Mismanagement of Funds Received**
 - **Delinquent Deposits** – Condition still exists. **See Finding 2021.02** regarding *Delinquent Deposit*.
 - **Inadequate Supporting Documentation** – Condition still exists. **See Finding 2021.02** regarding *Mismanagement of Funds Received: Missing and/or Incomplete MTF Documentation*.
 - **Year-End MTFs** – Condition still exists. **See Finding 2021.01** regarding *Records Management*.
- **Inadequate Completion and Approval of School Funds Expenditure Forms (SFEF)** – Condition still exists. **See Finding 2021.03** regarding *Mismanagement of Disbursements: Inadequate Completion of SFEFs*.
- **Fundraiser Forms** – Condition still exists. **See Finding 2021.06** regarding *Fundraiser Forms/Reports Not Completed*.
- **Deficit in Principal Sponsored Activity (PSA) Account** – Controls appear to be working.

ACKNOWLEDGEMENT

We would like to thank the principal and staff of Doswell E. Brooks Elementary School for their cooperation and assistance extended during the audit.

**Prince George's County Public Schools
Internal Audit Department**

School/Office: Doswell E. Brooks ES

Response Date May 24, 2021

	Findings	Recommendations	Concur Non-Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2021.01 Records Management</u>	The principal and recordkeeping staff must establish an adequate records management system which ensures that all financial documents are maintained in an organized manner by fiscal year. Disbursements should be filed in check numerical order. Deposits should be filed in date order. The principal should remind staff that all MTF remittances should be retained and submitted at the end of each school year to the principal and/or designee. A process must be established to facilitate MTF remittance submission in unforeseen circumstances. The principal should complete a periodic review of financial records to determine proper organization. The recordkeeping staff and instructional staff must be held accountable for compliance.	Concur	The principal and recordkeeping staff must establish an adequate records management system which ensures that all financial documents are maintained in an organized manner by fiscal year. All financial documents will be kept in pendaflex file folders by fiscal year. This includes but is not limited to MTF logs, check deposits, written checks, and financial reports. The aforementioned categories will be labeled.. A file drawer in the file room has been dedicated to all financial matters. Disbursements should be filed in check numerical order. Deposits should be filed in date order. The items in the pendaflex file	June 30, 2021	Partially Implemented

Principal Signature Anita Stoddard

Date May 24, 2024

			<p>folders (mentioned previously) will be filed in numerical order. The principal should remind staff that all MTF remittances should be retained and submitted at the end of each school year to the principal and/or designee. Although the MTF process is reviewed at the beginning of the school year, the principal and bookkeeper will also hold a mid-year (January) training during the same time as the mid-year Child Abuse and Neglect training. A process must be established to facilitate MTF remittance submission in unforeseen circumstances. In case of an emergency or unforeseen circumstances either the Principal or her designee the Instructional Lead Teacher will collect MTFs at the end of the year. Teachers must submit all MTFs in a sealed envelope. The principal should complete a periodic</p>	<p>June 30, 2021</p> <p>January 2022</p>	
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Principal Signature Anita Stoddard

Date May 24, 2024

				<p>review of financial records to determine proper organization. The Principal will review each quarter when grades are reviewed (November, January, April and June) The recordkeeping staff and instructional staff must be held accountable for compliance. The Principal and the Bookkeeper will develop a form to be signed similar to the end of the year <i>Accountability Certification Form for 2020-2021</i> Grade and Attendance Entry into SchoolMAX®. The form will be attached to the sealed envelope before submitting.</p> <p><u>MTF Accountability Form</u></p>	<p>June 30, 2021</p> <p>November 2021, January 2022, April 2022, June 2022</p> <p>May 2021</p>	
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Principal Signature Anita Stoddard

Date May 24, 2024

2.	<u>2021.02 Delinquent Deposits</u>	The recordkeeping staff must be held accountable for depositing funds timely with the school's financial institution. Time must be provided to the recordkeeping staff to ensure that collections are processed promptly.	Concur	The recordkeeping staff must be held accountable for depositing funds timely with the school's financial institution. The Principal and auditor have conferenced with the Recordkeeper in reference to the importance of depositing funds in a timely manner. Time must be provided to the recordkeeping staff to ensure that collections are processed promptly. The Recordkeeper is given ample time to collect and process funds.	April 2021 May 2021	Implemented

Principal Signature **Anita Stoddard**

Date **May 24, 2024**

3.	<u>2021.03</u> <u>Mismanagement</u> <u>of Disbursements</u>	<p>The following should be performed to improve management of disbursements:</p> <p>A. The principal should be reminded that reimbursement requests should be submitted promptly to facilitate payment within 30 days of purchase.</p> <p>B. The recordkeeping staff should ensure that all SFEFs are completed in their entirety with the purpose of the expenditure, principal pre-approval, payee and bookkeeping information to substantiate expenditures. The principal should ensure that documented pre-approval, approved vendors have been verified, and that payee and bookkeeping information is indicated on the SFEF prior to completing the check writing process.</p>	Concur	<p>The following should be performed to improve management of disbursements:</p> <p>A. The principal should be reminded that reimbursement requests should be submitted promptly to facilitate payment within 30 days of purchase. The Principal will submit all receipts within 5 days of making a purchase. This will allow the Recordkeeper sufficient time to reimburse the Principal within 30 days.</p> <p>B. The recordkeeping staff should ensure that all SFEFs are completed in their entirety with the purpose of the expenditure, principal pre-approval, payee and bookkeeping information to substantiate expenditures. The principal should ensure that documented pre-approval, approved vendors have been verified, and that payee and bookkeeping information is indicated on the SFEF prior to completing the check writing process.</p>	April 2021	Partially Implemented
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Principal Signature Anita Stoddard

Date May 24, 2024

				Moving forward no purchases will be made without prior approval. The SFEF sheet will be completed before a check is issued.	May 2021	
4.	<u>2021.04 Financial Reporting Requirements</u>	The principal and recordkeeping staff should implement procedures to ensure that monthly financial reporting is accomplished in accordance with scheduled requirements included in the APM, by the 15th of each month. The principal must establish a specific day each month for the recordkeeping staff to prepare the monthly financial reports and designate specific time for recordkeeping staff and the principal to review the monthly financial reports.	Concur	The principal and recordkeeping staff should implement procedures to ensure that monthly financial reporting is accomplished in accordance with scheduled requirements included in the APM, by the 15th of each month. The Principal and Recordkeeper will place the monthly financial report due date on the schoolwide calendar. This calendar is used to develop the weekly bulletin. The weekly bulletin is used as a reminder for events and document completion. The 15th has been placed on the schoolwide calendar. The principal must establish a specific day each month for the recordkeeping staff to prepare the monthly financial reports and designate specific time for recordkeeping staff and the principal to review the monthly	May 2021	

Principal Signature **Anita Stoddard**

Date **May 24, 2024**

				financial reports. The Recordkeeper will be provided time away from the main office on the 12th of each month in order to prepare the monthly financial report that is due on the 15 of each month. The 12th has been placed on the schoolwide calendar.	June 2021	
5.	<u>2021.05 Restricted Fund Account Deficits</u>	The principal should contact the Accounting and Financial Reporting Office for guidance on how to resolve the deficits in the specified restricted fund accounts. Also, the principal should discuss with the Accounting and Financial Reporting Office on how to supplement field trips.	Concur	The principal should contact the Accounting and Financial Reporting Office for guidance on how to resolve the deficits in the specified restricted fund accounts. We have contacted the Financial Reporting Office since the Audit to assist with our financial concerns. The Principal and Bookkeeper will continue to contact the Financial Reporting Office as needed. Ms Robinson has	April 2021	Partially Implemented

Principal Signature **Anita Stoddard**

Date **May 24, 2024**

				<p>made herself available both by phone and email for support. Also, the principal should discuss with the Accounting and Financial Reporting Office on how to supplement field trips. Supplementing Field Trips has been an ongoing issue at Doswell. Our school is very small so we don't have much money in our account from the vending machine or fundraisers. For example we normally clear about \$900.00 with our pictures. We are pursuing the use of PY Carryover or other funds that can be transferred to a restricted account.</p>	<p>May 2021</p>	
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Principal Signature Anita Stoddard

Date May 24, 2024

6.	<u>2021.06 Fundraiser Forms/Reports Not Completed</u>	The principal must become knowledgeable of Administrative Procedure 5135.1, <i>Fundraising</i> and establish procedures to ensure completion of the relevant fundraiser forms, including approval of fundraisers and providing the results of each fundraising activity held during the school year. Also, the principal or designee should complete reports at the end of each school year to summarize fundraising activities for that period. Required reports must be maintained on file for public and auditor review.	Concur	The principal must become knowledgeable of Administrative Procedure 5135.1, <i>Fundraising</i> and establish procedures to ensure completion of the relevant fundraiser forms, including approval of fundraisers and providing the results of each fundraising activity held during the school year. The Principal has read and has become more familiar with Administrative Procedure 5135.1. Also, the principal or designee should complete reports at the end of each school year to summarize fundraising activities for that period. Required reports must be maintained on file for public and auditor review. The Fundraiser Coordinator will complete reports at the end of each school year in order to	May 2021	Partially Implemented

Principal Signature **Anita Stoddard**

Date **May 24, 2024**

				summarize fundraising activities. This item has been placed on the schoolwide calendar as a reminder to staff for completing the report.	June 2021	
7.	<u>2021.07 Improvement Needed in Management Oversight</u>	<p>To ensure fiscal accountability, the principal should continue to carefully review the APM and ensure that internal controls are operating effectively. The principal needs to continue to be involved in the daily operations as it relates to the administration of the school’s resources. Continued improvement of the internal control environment should be emphasized by focusing on these five basic principles of internal control:</p> <ul style="list-style-type: none"> ❖ Clearly defined lines of authority and responsibility, ❖ Segregation of duties, ❖ Maintenance of adequate documents and records, 	Concur	<p>To ensure fiscal accountability, the principal should continue to carefully review the APM and ensure that internal controls are operating effectively.</p> <p>The Principal will review each quarter when grades are reviewed (November, January, April and June) in reviewing financial records should ensure internal controls are operating effectively. In addition I will follow the five basic principles of internal controls.</p> <p>The principal needs to continue to be involved in the daily operations as it relates to the</p>	November 2021, January 2022, April 2022, June 2022	Partially Implemented

Principal Signature **Anita Stoddard**

Date **May 24, 2024**

		<ul style="list-style-type: none"> ❖ Limited access to assets, and ❖ Independent checks on performance. 	<p>administration of the school’s resources. As principal I will continue to be involved in the daily operations as it relates to the administration of school resources.</p> <p>Continued improvement of the internal control environment should be emphasized by focusing on these five basic principles of internal control:</p> <ul style="list-style-type: none"> ❖ Clearly defined lines of authority and responsibility, ❖ Segregation of duties, ❖ Maintenance of adequate documents and records, ❖ Limited access to assets, and ❖ Independent checks on performance. 	<p>April 2021</p>	
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Principal Signature Anita Stoddard

Date May 24, 2024