



March 30, 2023

MEMORANDUM

To: LaTonya Williams, Ed. D., Instructional Director
Cluster 1

Taryn Savoy, Ed. D., Principal
Yorktown Elementary School

From: Michele Winston, CPA, Director
Internal Audit

Re: Student Activity Funds Financial Audit as of November 30, 2022

An audit of the financial records **Yorktown Elementary School** was completed for the period November 1, 2016 through November 30, 2022. The audit indicates that the school's financial records were in accordance with the requirements for the Accounting Procedures Manual for School Activity Funds (APM) and Board of Education policies and procedures.

An action plan response is not required since there were no findings reported during this audit. The results of the audit are included in the accompanying audit report.

cc: Judy Mickens-Murray, Board Chair
Monica Goldson, Ed. D., Chief Executive Officer of Schools
Members, Board of Education
Mychael Dickerson, Chief of Staff
Lisa Howell, Acting Chief Financial Officer
Michael Dougherty, CPA, Director, Financial Services
Helen Coley, Ed. D., Chief, School Support and Leadership
Kassandra Lassiter, Ed. D., Associate Superintendent for Elementary Schools
Robin Welsh, Director of Monitoring, Accountability and Compliance
Roderick Adams, Compliance Procedures Administrator
Katrina Greene, School Activity Funds Support Specialist
Janice Walters-Semple, CPA, Supervisor Internal Audit
Theodore Dzodzomenyo, Internal Auditor II

Internal Audit Report

Yorktown Elementary School School Activity Funds

For the Period Ended November 30, 2022

**Yorktown Elementary School
Internal Audit Report
For Period Ended November 30, 2022**

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**Yorktown Elementary School
Internal Audit Report
For Period Ended November 30, 2022**

Internal Auditor's Report

We have examined the School Activity Funds (SAF) of Yorktown Elementary School for the period November 1, 2016 to November 30, 2022. Yorktown Elementary 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 that **there were no reportable findings.**

In our opinion, the SAF referred to above, has been administered in compliance with BOE policies and procedures and the APM, in all material respects, for the period ended November 30, 2022.



Michele Winston, CPA
Director, Internal Audit

**Yorktown Elementary School
Internal Audit Report
For Period Ended November 30, 2022**

SUMMARY

Internal Audit completed an audit of the school activity funds (SAF) for Yorktown Elementary School for the period November 1, 2016 to November 30, 2022. The audit was conducted as part of the annual audit plan. This audit report did not include any finding under the leadership of the current principal.

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 selected bank statements, financial reports, cancelled checks, all voided checks and Monetary Transmittal Form (MTF) envelopes submitted for the period November 1, 2016 to November 30, 2022. Also, available receipts, disbursements and supporting documentation were reviewed for the said period. Audit results were based on available documentation.

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.

FINDINGS AND RECOMMENDATIONS

There were no reportable findings identified during this audit.

**Yorktown Elementary School
Internal Audit Report
For Period Ended November 30, 2022**

STATUS OF PRIOR AUDIT FINDINGS

The previous audit report for Yorktown Elementary School was issued for the period ended October 31, 2016. During that period, the principal was in her current position but the recordkeeping staff was not. There were **5** reported finding in the previous audit which are not repeated in the current. The following findings were noted as a result of that audit and the current status is indicated.

- **Mismanagement of Funds Received** - *Condition was not noted during this audit*
- **Mismanagement of Disbursements** - *Condition was not noted during this audit*
- **Administration of Voided Checks** - *Condition was not noted during this audit*
- **Sales Tax Accounting Errors** - *Condition was not noted during this audit*
- **Fundraiser Forms Not Completed** - *Condition was not noted during this audit*

ACKNOWLEDGEMENT

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