


**Prince George's County Public Schools  
Internal Audit Department  
School/Office: Benjamin Tasker Middle School**

**Response Date March 26, 2018**

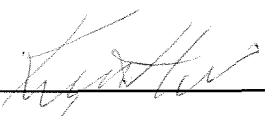
	<b>Findings</b>	<b>Recommendations</b>	<b>Concur Non-Concur Partially Concur</b>	<b>Action Plan</b>	<b>Corrective Action Date</b>	<b>Status Implemented Partially Implemented Not Implemented</b>
1.	<b><u>2018.01 Mismanagement of Funds Received</u></b>	The principal and recordkeeping staff should familiarize themselves with the specific policies for receiving funds as outlined in the APM. Procedures at the school should be established to ensure compliance with the requirements for processing collections. The principal should provide close supervision to enforce newly established controls.	Concur	<ul style="list-style-type: none"> <li>● Obtain hard copies of the Accounting Procedures Manual to review and reference as needed</li> <li>● Develop written school processes &amp; procedures for office use and staff use (to be added to staff handbook) for the following: (a) expenditure forms, (b) updated activities form, (c) teacher expectations/processes w/ ticket report form</li> <li>● Attach the SFEF school Funds Expenditure Forms to the Activity Form to be completed prior to approval, which will include amount available</li> </ul>	<p>4-13-18</p> <p>8-10-18</p> <p>4-13-18</p>	<p>Partially</p> <p>Not Met</p> <p>Partially</p>

**Principal Signature** 

**Date** 3/28/18

				<ul style="list-style-type: none"> <li>Consistent Monthly meetings to review (a) Monthly MTF's &amp; checks/deposits, (b) unpaid bills/open invoices, (c) voided checks, (d) MTF Deposits</li> </ul>	2-15-18	Met
2.	<b><u>2018.02</u></b> <b><u>Mismanagement of Disbursements</u></b>	The principal and recordkeeping staff should incorporate the SFEF into the approval process to ensure that all expenditures are approved as required. The recordkeeping staff must be required to properly complete SFEFs by including the amount of funds available prior to pre-approval. The principal should routinely review open invoices to ensure that payments are made timely. In coordination with the effort to remedy insolvent restricted accounts (See Finding 2018.04), the recordkeeping staff should contact Accounting and Financial Reporting to determine how to account for payment on the open invoice for yearbooks, which should be made immediately.	Concur	<ul style="list-style-type: none"> <li>Attach the SFEF school Funds Expenditure Forms to the Activity Form to be completed prior to approval, which will include amount available prior to pre-approval</li> <li>Consistent Monthly meetings to review (a) Monthly MTF's &amp; checks/deposits, (b) unpaid bills/open invoices, (c) voided checks, and (d) MTF Deposits</li> <li>Bookkeeper will contact &amp; receive guidance from Accounting &amp; Financial Reporting regarding accounting for payment for open invoice of yearbooks</li> </ul>	4-13-18  2-15-18  4-13-18	Not Met  Met  Partially

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



Date \_\_\_\_\_

3/28/18

3.	<b><u>2018.03</u></b> <b><u>Mismanagement of the Principal Sponsored Activities Fund Account</u></b>	In coordination with the effort to remedy restricted accounts' deficits (See Finding 2018.04), the recordkeeping staff should contact Accounting and Financial Reporting to make adjustments to the PBIS and PSA Fund Accounts based on the discrepancies identified above. The principal must review the APM to become familiar with the requirements for processing accounting transactions pertaining to PSA activities, fundraising and PBIS activities. Procedures must be implemented to design internal controls to ensure SAF is accurately and timely posted to the accounting system. The principal must carefully review financial reports and supporting documentation and provide oversight for this process.	Concur	<ul style="list-style-type: none"> <li>● Bookkeeper will contact &amp; receive guidance from Accounting &amp; Financial Reporting regarding how to make adjustments to PBIS &amp; PSA accounts</li> </ul>	4-13-18	Partially
				<ul style="list-style-type: none"> <li>● Obtain hard copy of the Accounting Procedures Manual and review Requirements for processing accounting transactions pertaining to PSA, fundraising, and PBIS activities</li> </ul>	5-4-18	Partially
				<ul style="list-style-type: none"> <li>● Attach the SFEF school Funds Expenditure Forms to the Activity Form to be completed prior to approval, which will include amount available</li> <li>● Consistent Monthly meetings to review (a) Monthly MTF's &amp; checks/deposits, (b) unpaid bills/open invoices, (c) voided checks, and MTFs</li> </ul>	4-13-18	Partially
					3/15/18	Met
4.	<b><u>2018.04</u></b> <b><u>Restricted Fund Account Deficits</u></b>	a) Research should be performed to determine the cause for the account deficits. b) The principal should provide a request to Accounting and Financial Reporting to close inactive accounts. This request should also include remedies for restricted account errors identified in Finding 2018.01, 2018.02 and	Partially Concur	<ul style="list-style-type: none"> <li>● Request and ensure closure of inactive accounts from Accounting</li> </ul>	4-13-18	Partially
					3/15/18	Met

Principal Signature 

Date 3/28/18

		2018.03. c) Accounting and Financial Reporting should provide notification to Internal Audit when all changes pertaining to Findings 2018.01, 2018.02, 2018.03 and 2018.04 have been made in coordination with school staff.		<ul style="list-style-type: none"> <li>Ensure incoming revenue is allocated as identified in the APM</li> </ul>		
5.	<b><u>2018.05 Field Trip Collections Paid Directly to Vendor</u></b>	The principal should identify support staff within the front office to perform accounting duties when the situation warrants. Further, the principal should ensure that all payments from the school are made via check and promptly using SFO.	Concur	<ul style="list-style-type: none"> <li>Record and outline the processes for performing accounting duties</li> <li>Identify and train one support staff, as well as the principal on how to perform accounting duties in cases where situations warrants</li> </ul>	5-4-18 8-3-18	Not Met Not Met
6.	<b><u>2018.06 Duplicate Sales Tax Remittance to State of Maryland</u></b>	The principal and recordkeeping staff, in coordination with Treasury Operations, should work to recover the duplicate payment from the State of Maryland.	Concur	<ul style="list-style-type: none"> <li>Request &amp; receive the return of back taxes from Treasury</li> </ul>	4-13-18	Partially Met
7.	<b><u>2018.07 End-of-Year Monetary Transmittal Form Procedures Not Followed</u></b>	The principal and recordkeeping staff should familiarize themselves with the requirements for year-end MTF submission as stated in the APM. The principal should develop and document procedures requiring MTF envelopes to be collected and properly secured at the end of the school year. Further, staff members should be reminded throughout the year of the importance of maintaining their MTF remittances. Staff should be held accountable for compliance.	Concur	<ul style="list-style-type: none"> <li>Obtain hard copies of the Accounting Procedures Manual to review and reference end of year MTF procedures</li> <li>Develop end of year MTF's written processes &amp; procedures collecting and maintaining MTF documentation ( to be shared with staff via e-mail, staff newsletter,</li> </ul>	4-13-18 5-4-18	Partially Met Partially Met

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				& staff handbook for 2018/19 SY), which will be reviewed w/ staff at the start of the year, and new staff as they begin. <ul style="list-style-type: none"> <li>• Add compliance check to end of the year staff procedures checklist</li> </ul>	5-4-18	Not Met
8.	<b><u>2018.08 Failure to Maintain a Current Vending Contract</u></b>	The current recordkeeping staff should contact the vendor to request a signed contract for the vending machine operations. The contract should stipulate the frequency and percentage of commissions. The contract should also be renewed annually. The principal should seek the assistance of Purchasing and Supply services to identify an alternate vendor if the current vendor does not comply.	Concur	<ul style="list-style-type: none"> <li>• Record and sign new vending contract, which will be renewed annually.</li> </ul>	3-15-18	Met
9.	<b><u>2018.09 Insolvency Report Not Properly Completed</u></b>	The principal and financial recordkeeping staff should familiarize themselves with the specific requirements for monthly reporting as stated in the APM. The principal should review the open invoice folder during the monthly financial reporting process to ensure the unpaid bills are processed and relevant unpaid bills amounts are recorded and properly incorporated into the school's solvency calculation.	Concur	<ul style="list-style-type: none"> <li>• Obtain hard copies of the Accounting Procedures Manual to review and reference as needed in regards to Insolvency Report</li> <li>• Consistent Monthly meetings will include review of insolvency report to ensure unpaid bills are processed &amp; relevant unpaid bill amount are recorded and incorp. into solvency calculation</li> </ul>	4-13-18  3-15-18	Partially  Met
10.	<b><u>2018.10 Record Retention</u></b>	The principal and financial recordkeeping staff should develop an adequate records	Concur	<ul style="list-style-type: none"> <li>• Develop management system to secure</li> </ul>	3-15-18	Met

Principal Signature 

Date 3/28/18

	<b><u>Transfer of Funds</u></b>	management system that secures financial records until audited. The records management system should facilitate easy retrieval of financial records in the absence of the recordkeeping staff.		<ul style="list-style-type: none"> <li>financial records until auditing (7 years)</li> <li>Develop written management system procedures</li> </ul>	8-10-18	Not Met
11.	<b><u>2018.11 Voided Checks Not Properly Administered</u></b>	The principal and recordkeeping staff should familiarize themselves with the procedures for voiding checks as outlined in the APM and demonstrate compliance by approving, recording, and maintaining voided checks.		<ul style="list-style-type: none"> <li>Obtain hard copies of the Accounting Procedures Manual to review and reference procedures for voided checks as needed</li> <li>Consistent Monthly meetings to review and sign-off on voided checks, as well as ensure signature lines are removed</li> </ul>	4-13-18 3-15-18	Partially Met Met
12.	<b><u>2018.12 Lack of Budgeting for Clubs and Organizations</u></b>	The principal and recordkeeping staff should document and share procedures requiring club sponsors to develop and submit annual budgets at the beginning of each school year. The budgeting process should include increased communication among the sponsors, financial recordkeeping staff and the principal so that club activities can be effectively planned and executed.		<ul style="list-style-type: none"> <li>Document &amp; share written procedures with staff/club sponsors</li> <li>Develop annual budget for school year</li> <li>Collect annual budget from each club</li> </ul>	9-3-18 8-10-18 10-31-18	Not Met Not Met Not Met
13.	<b><u>2018.13 Fundraiser Forms Not Completed</u></b>	The principal and financial recordkeeping staff should familiarize themselves with the specific requirements for fundraisers in the APM. Fundraiser Request and Authorization Forms should be incorporated in the school's existing Activity Planning Sheet process. Internal controls to ensure Fundraiser Completion Reports and annual fundraising summaries are completed should also be established.		<ul style="list-style-type: none"> <li>Review and reference fundraising procedures in the APM</li> <li>Fundraiser requests and authorization forms will be incorporated into the school's Activity Planning Sheet process</li> </ul>	4-13-18 8-10-18	Partially Met Not Met

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				<ul style="list-style-type: none"><li>• Develop and collect fundraising completion reports to ensure internal controls</li></ul>	8-10-18	Not Met
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Principal Signature *K. Smith*

Date 3/28/18