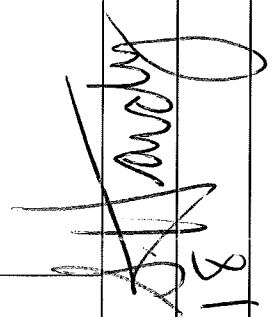


**Prince George's County Public Schools**  
**Internal Audit Department**  
School/Office: Cherokee Lane Elementary School

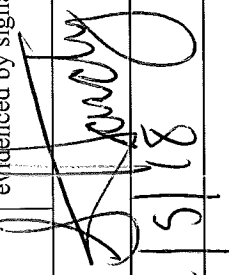
**Response Date: 01/05/18**

| Findings   | Concur<br>Non-<br>Concur<br>Partially<br>Concur | Action Plan  | Corrective<br>Action Date | Status<br>Implemented<br>Partially<br>Implemented<br>Not<br>Implemented |
|--|---|--|---------------------------|---|
| <p><b>1.</b> <u>2018.01:</u><br/><u>Mismanagement</u><br/><u>of</u><br/><u>Funds</u><br/><u>Received</u></p> | Concur  | When money is collected, the bookkeeper will deposit all money the same day. The bookkeeper will immediately begin using duplicate deposit slips. The principal will review deposit slips each time a deposit is made to ensure we are in compliance   | 12/20/17                  | Implemented   |
| <p><b>2.</b> <u>2018.02:</u><br/><u>Mismanagement</u><br/><u>of Disbursements</u></p>                        | Concur  | <p>A. The principal must ensure that the bookkeeper reviews the APM to become familiar with the requirements of bank deposits and specific policies and procedures pertaining to timely deposit of funds received. The principal should hold the bookkeeper accountable for making deposits of all funds received at least every other day.</p> <p>B. The bookkeeper should review the APM to become familiar with the requirements of bank deposits and specific policies and procedures pertaining to the documentation required to accompany deposits in the bank. The bookkeeper must be held accountable for using duplicate-style deposit slips or SFO deposit slips/forms, printed in duplicate when depositing funds.</p> <p>A. The principal should remember to affix the date of approval on SFEFs so it could be determined that expenditures were appropriately approved.</p> <p>B. The bookkeeper must be held accountable for ensuring that all vendor payments are remitted within 30 days of receipt or by the due date. The principal should also provide management oversight by reviewing outstanding invoices to ensure timely payments.</p> | 12/20/17                  | Implemented   |

Principal Signature 

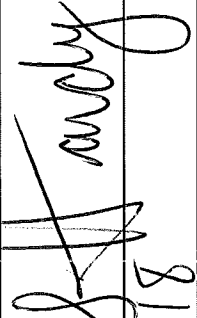
Date 1/5/18

|    |  |   |        |   |          |                       |  |
|----|--|---|--------|---|----------|-----------------------|--|
|    |  |   |        | outstanding balances that need to be paid.  |          |                       |  |
| 3. | <u>2018.03:</u><br><u>Operating a Vending Machine without a Contract</u> | The bookkeeper and principal should review the APM to become familiar with the requirements of school contracts and specific policies and procedures pertaining to the administration of vending machines. The principal must ensure that a current vending machine contract is obtained, renewed annually, and maintained on file in compliance with BOE policies and procedures. Alternatively, the principal should consult with Purchasing and Supply Services to identify a vending company. | Concur | The Principal contacted the vending company on 01/05/18 to obtain a contract for the Coke Machine in the Teacher's Lounge. If a contract can't be obtained the vending machine will be removed and the Principal will consult with purchasing department to find a new vending company. | 01/05/18 | Partially Implemented |  |
| 4. | <u>2018.04:</u><br><u>Fundraiser Forms</u> <u>Not Completed</u>          | The bookkeeper and principal should review the APM to become familiar with the requirements of fundraisers and specific policies and procedures pertaining to the completion of fundraiser forms. The principal should hold staff accountable for completion of required fundraiser forms. The documents should be retained on file for public and audit review.  | Concur | All fundraiser forms will be submitted to the principal prior to the start of each fundraiser. After each fundraiser the fundraiser summary sheet will be completed and submitted to the Principal within 2 days of the fundraiser ending.  | 12/20/17 | Implemented           |  |
| 5. | <u>2018.05:</u><br><u>Delinquent Financial Reporting</u>                 | The bookkeeper should ensure that bank reconciliations are completed within 7 days of receiving the statement from the bank and that all financial reports are presented to the principal for review by the 15th day of each month. The principal should hold the bookkeeper accountable for timely report submission and perform thorough review of the monthly financial reports as evidenced by signature.   | Concur | When bank statements are received and signed by the Principal, the Principal will give the bookkeeper 3 days to have the bank reconciliations completed and given to the Principal for review.  | 01/01/18 | Implemented           |  |

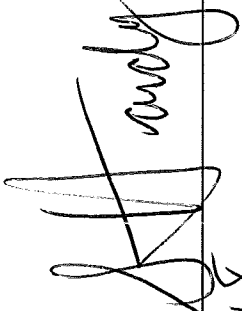
Principal Signature 

Date 1/5/18

|  |  |               |  |  |
|--|--|---------------|--|--|
| <p>6. <u>2018.06</u><br/><u>Administration of</u><br/><u>Voided Checks</u></p>           | <p>A. The principal must implement procedures to ensure proper administration of voided checks. Voided checks should be substantiated by completed SFEFs or Void Check Proof Sheets signed by the principal. The principal should complete periodic review of voided checks to ensure compliance with BOE policies and procedures. B. The bookkeeper should review the APM to become familiar with the BOE policies and procedures and requirements pertaining to voided checks. Careful attention must be taken to ensure removal of signature lines.</p> | <p>Concur</p> | <p>The principal will be informed prior to a check being voided out. Once the check is voided the proof sheet will be given to the Principal on the same day to be signed.</p>   | <p>12/20/17</p> <p>Implemented</p>           |
| <p>7. <u>2018.07: Inter-Fund Transfers</u><br/><u>not Approved</u></p>                   | <p>The principal should contact Financial Services for advice on whether to reverse the unauthorized transfers from PY Carryover to Restricted Accounts. The principal and bookkeeper must ensure that, only allowable transfers are completed with appropriate documentation and approval. Approval must be obtained from Financial Services prior to transferring of funds from the PY Carryover account.</p>  | <p>Concur</p> | <p>Katrina Greene was contacted on 01/05/18 for advice on next steps for this action item. The bookkeeper will inform the Principal of any transfers that need to be made using Prior Year Carry-Over. The Bookkeeper will email financial services and cc the Principal with the request. The Bookkeeper will await approval prior to making any transfers.</p> | <p>01/05/18</p> <p>Partially Implemented</p> |
| <p>8. <u>2018.08: Improper Administration of Monetary Transmittal Form Envelopes</u></p> | <p>The bookkeeper should review the APM to become familiar with the BOE policies requirements pertaining to processing MTFs and the year-end MTF submission process. The bookkeeper should immediately begin proper distribution of MTF copies as follow. Staff should be held accountable for returning MTF remittance copies at year end.</p>  | <p>Concur</p> | <p>The bookkeeper will give teachers the pink and yellow copies of all MTF. The Principal will review all MTFs that are collected bi-weekly to ensure that only white copies are retained. The Principal will check EOY MTFs that are submitted prior to the envelope being sealed to ensure all pink and yellow copies are accounted for.</p>                   | <p>12/20/17</p> <p>Implemented</p>           |

Principal Signature  \_\_\_\_\_  
Date 1/5/18 \_\_\_\_\_

|    |  |   |                  |  |          |                       |
|----|--|---|------------------|--|----------|-----------------------|
| 9. | <p><b>2018.</b> <u>09:</u><br/> <u>Improvement</u> <u>in</u><br/> <u>Needed</u> <u>in</u><br/> <u>Management</u><br/> <u>Oversight</u></p> | <p>The principal should carefully review the policies and procedures as defined in the APM and develop internal controls to ensure compliance. She should be consistently involved in the daily operations as it relates to the administration of the school's resources. Improvement of the internal control environment should be emphasized by focusing on these 5 basic principles:</p> <ul style="list-style-type: none"> <li>• Clearly Defined Lines of Authority and Responsibility;</li> <li>• Segregation of Duties;</li> <li>• Maintenance of Adequate Documents and Records;</li> <li>• Limited Access to Assets; and</li> <li>• Independent Checks on Performance.</li> </ul> | Partially Concur | <p>The Principal will set aside time to review financial documentation bi-weekly to ensure we are in compliance with policies</p> <p>The Principal will reach out to Financial Services to schedule additional training for the Principal and Bookkeeper on financial policies and procedures.</p> | 12/20/17 | Partially Implemented |
|----|--|---|------------------|--|----------|-----------------------|

Principal Signature   
Date 1/5/18