

CONCORD ELEMENTARY SCHOOL

2004 Concord Lane
District Heights, MD 20747
(301)817-0488 phone (301)817-0922 fax

Dr. Dana Doggett
Principal

Mrs. Tracie Connelly
Assistant Principal

TO: Mrs. Alicia Robinson
PGCPS Internal Audit

FROM: Dr. Dana Doggett 
Principal

RE: Action Plan
Concord Internal Audit

DATE: December 12, 2017

Listed below is the action plan for Concord ES in order to improve our internal audit report/system:

Management of Receipts

1. The bookkeeper will make deposits for any monies collected over \$100 or more (same day). The bookkeeper will adhere to the APM requirement for completing detailed duplicate deposit tickets and ensure they are placed in a timely manner. The bookkeeper will complete and retain detailed validated deposit tickets to support the MTF documentation.
2. Cash will be collected before dismissal (2:15 PM) as deposits will be made at 3:00 PM.
3. Money collected must be submitted in a sealed envelope/plastic bag.
4. Money will be counted in the principal's office by two persons for confidentiality reasons.
5. The principal will complete a periodic review of cash receipt files to ensure compliance with Board policies and procedures.

Management of Disbursements

1. The principal will establish procedures to ensure that all disbursements are made in accordance with the APM. Concord staff will be reminded that reimbursement requests should be submitted with the required 30 days of making purchases.
2. The bookkeeper will ensure that all disbursement are documents with an approved SFEF.
3. Payments should not be processed using the "Reimbursement" and/or "Refund Vendor" accounts unless the payment is a reimbursement or a refund to a parent. The "Reimbursement" vendor should only be used to process payment for staff reimbursements. The "Refund" vendor should only be used to process payment for refunds due to parents. The principal will review disbursement documents to ensure that the bookkeeper adheres to the appropriate use of the "Reimbursement Vendor" and "Refund Vendor" accounts.
4. The bookkeeper should take the appropriate care to ensure that transactions are accurately posted.
5. The bookkeeper and/or staff should ensure that all vendors are properly approved through Oracle. Staff will not be reimbursed for purchases from non-approved vendors.
6. The principal and bookkeeper will review the Public Property Control Manual to ensure compliance with school inventory.

Administration of Voided Checks

1. The principal and bookkeeper will establish and document procedures to ensure that there is proper administration of voided checks.
2. Voided checks will have a completed SFEF and VCPS signed by the principal, entered into SFO and be properly defaced.
3. The principal will complete a periodic review of voided checks to ensure compliance with BOE policies and procedures. All checks signers will take the time to become familiar with the policy and procedures set forth in the APM regarding voided checks.

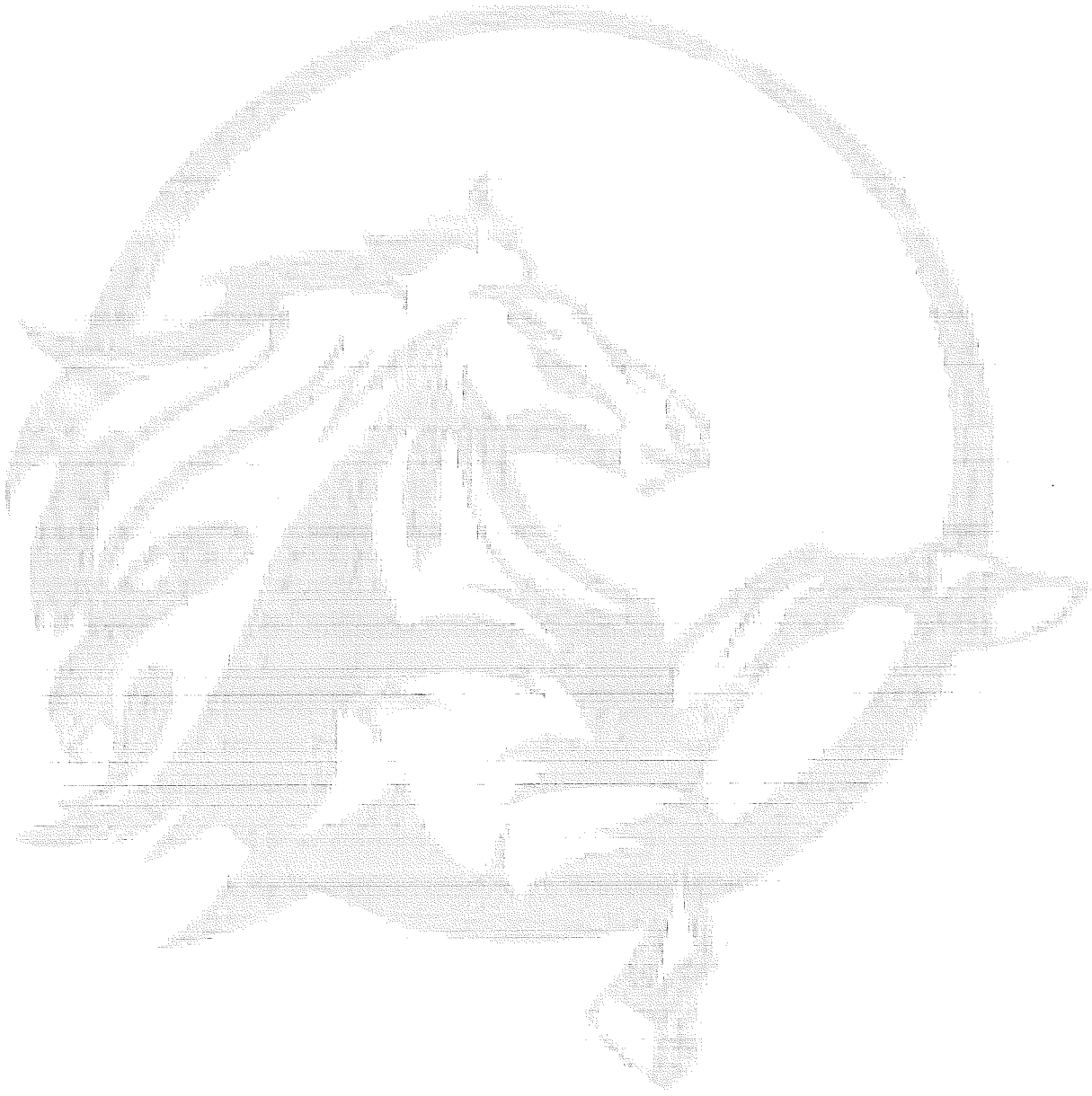
Fundraiser Forms/Reports Not Completed

The principal will enforce established procedures to ensure completion of all Fundraiser request and Authorization Forms and Completion Reports on the results of fundraising activities held during the school year. The principal and/or designee will complete reports at the end of each

school year to summarize fundraising activities held. Required reports must be maintained on file for public and auditor review.

Additional Action Plan Steps

Concord ES will purchase a drop safe in which the staff will have access to deposit monies after school hours.



Dave Dwyer, 12/12/17



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Requisition 561672

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Description **Supplies**
 Created By **Perry, Brittney A**
 Creation Date **26-Oct-2017 14:52:06**
 Deliver-To **2004 Concord La Concord
 Elementary School District
 Heights, Maryland, MD, 20747**

Status **Approved**
 Change History **No**
 Urgent Requisition **No**
 Attachment **None**
 Note to Buyer

Justification

Details

Line	Description	Need-By	Deliver-To	Unit	Quantity	Qty Delivered	Qty Cancelled	Open Quantity	Price	Amount (USD)	Details	Order
1	Kleenex Flat Box Facial Tissues, 2-Ply, White, 125/Bx	28-Oct-2017 00:00:00	CONCORD ES	BOX	4	4	0	0	2.19 USD	8.76		663138
2	Staples Easy Close #10 Envelope, 4-1/8" x 9-1/2", White, 500/Box (381912)	28-Oct-2017 00:00:00	CONCORD ES	BOX	3	3	0	0	17.85 USD	53.55		663138
3	Sentry Safe UC-039K Deposit Drop Slot Safe, 0.39 ft ³ , 12" x 8" x 10.3, Gray	28-Oct-2017 00:00:00	CONCORD ES	EACH	1	0	0	1	159.99 USD	159.99		663138
Total										222.30		

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