

Prince George's County Public Schools
 Internal Audit Department
School/Office: J Frank Dent Elementary School

Response Date April 23

Findings	Recommendations	Concur or Non-Concur or Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
<p>1. 2018.01: <u>Mismanagement of Disbursements</u></p>	<p>The principal must ensure staff members are aware that pre-approval is required prior to the purchase of products or services and be held accountable for compliance. SFEFs should be entirely completed by staff. The principal should ensure all pre-approval details are provided on SFEFs prior to approving expenditures. The Principal must establish internal controls to ensure accurate recording and reporting the school's financial transactions. A reversing journal entry to correct check number 2875 in the amount of \$652.50 that was erroneously recorded in the Special Events account must be done. It should be noted that this transfer will increase the deficit in the PSA account to (\$3,916.49). Internal controls must be established to ensure vendor payments are issued timely, within 30 days of receipt or by due date on invoice. Internal controls to ensure that all voided checks are defaced, filed in check number order with cancelled check images, entered into the SFO</p>	<p>Concur Concur Concur</p>	<p>A. Staff members will be re-trained on pre-approval procedures required for the purchase of products or services. This training will take place on May 3, during our May staff meeting.</p> <p>B. Ms. Brock will complete the revising entry to correct check number 2875 \$652.50 by May 4.</p> <p>C. Ms. Coleman will complete daily check - in with Ms. Brock beginning March 1.</p>	<p>May 3 May 4 May 1</p>	<p>Implemented Implemented Implemented</p>

Principal Signature



Date

April 23, 2018

	<p>accounting system and VCPs approved by the principal must be established. The principal should perform periodic oversight to ensure this process is performed.</p> <p>Internal controls must be established to ensure that the principal, as the fiduciary agent of the school, approves and signs all agreements and contracts entered into for all school activities.</p> <p>Internal controls to ensure that all checks have the required two authorized signatures must be established. In addition, Treasury Operations should be contacted to have a third authorized check signer added to the school's checking account.</p>	Concur	<p>D. A reminder will be sent via Google calendar to Ms. Brock to make sure vendor payments are made within 30 days.</p> <p>E. During the daily meeting Ms. Coleman will place agreements and contracts on the Agenda to review daily.</p>	Ongoing	Implemented
<p>2.</p> <p>2018:02</p> <p>Mismanagement of Funds Received</p>	<p>principal should provide training to staff to ensure that all MTF documentation is complete including verifying that all supporting documentation is attached along with the MTF prior to acceptance and deposit of funds. MTF's should not be accepted if changes are not initialed.</p> <p>staff must be reminded that all funds collected and remitted should be deposited on a daily basis especially funds in excess of \$250.00. Teachers must be informed that funds collected cannot be held overnight. The principal must provide the adequate time to verify that funds collected are as indicated on the MTFs submitted and that deposits are made with the bank timely. The principal should perform periodic review of the deposit records to monitor whether deposits are made as required. The principal should hold all staff accountable for compliance.</p> <p>principal must establish internal controls to ensure that staff completes the required fundraising forms for fundraising events held. These</p>	Concur	<p>A. Staff members will be re-trained on MTF procedures and proper funds daily collection. This training will take place on May 3, during our May staff meeting.</p> <p>B. Staff will be re-trained and reminded of the fundraiser forms in the weekly</p> <p>C. Restricted accounts will be reviewed on a weekly basis during the daily meetings with Ms. Brock. It will be added to the rolling agenda.</p>	May 3	Implemented
		Concur		Ongoing	Implemented

Principal Signature

Yolanda Coleman

Date

April 24, 2018

		documents must be maintained on file for public and auditor review upon request. principal must establish internal controls to ensure that transfers between restricted accounts are only authorized if reviewed and approved by the Principal.				
3.	2018.03 Missing Funds	principal should provide training to staff to ensure a thorough review of MTFs and funds remitted prior to validating SAF.	Concur	A. Staff members will be re-trained on MTF procedures and proper funds daily collection. This training will take place on May 3, during our May staff meeting.	May 3	Implemented
4.	2018.04 Record Retention	principal must ensure proper custody of all records relating to SAF until they are audited. An adequate filing system must be implemented to help ensure that financial documents have been filed properly for future review.	Concur	A. Ms. Coleman will work with Ms. Brock to establish an adequate filing system by July 1.	July 1	Implemented
5.	2018.05 Vending Machines	principal must establish procedures to ensure that current vendor contracts are established, adhered to, and maintained on file in compliance with BOE policies and procedures. The principal should consult with Purchasing and Supply Services to identify an alternate vending company in absence of a contract. Also, the principal must contact LJGS Vending to receive a replacement check.	Concur	A. Ms. Coleman will contact Purchasing and Supply Services to obtain a new vendor for the school by July 30.	July 30	Implemented
6.	2018.06 Excessive Spending in Restricted Accounts	potential expenditures should be evaluated with regard to available resources and care must be exercised to ensure the resources are utilized for the maximum benefit of the students. Spending in these accounts must cease until the accounts' deficits are resolved.	Concur Concur	A. Ms. Brock and Ms. Coleman will make sure all spending is ceased until the account is balanced. B. Field trip accounts will be consolidated by June 1. Ms. Coleman will send another	Ongoing June 1	Implemented Implemented

Principal Signature

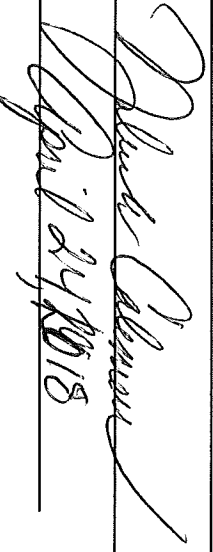


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	<p>principal should consider the following resolutions by forwarding requests to Accounting and Reporting:</p> <ol style="list-style-type: none"> a. Request that all field trip accounts be consolidated and b. Request that funds from the Prior-Year (PY) Carryover account be used cover the Fraudulent Checks-Betha account 	Partially Concur	<p>email to T. Green in Accounting.</p> <p>C. Ms. Brock will make sure all PY is used to carryover into the Fraudulent check - Betha Account.</p>	Ongoing	Implemented
<p>7. 2018.07 Monthly Reconciliation and Financial Reporting</p>	<p>principal must establish procedures to ensure that monthly bank reconciliations and other financial reports are prepared by the 15th of each month. The principal must perform a review of the monthly financial reporting package and evidence review by signature.</p>	Concur	<p>A. Ms. Coleman will send a calendar reminder to Ms. Brock every 10th day of the month.</p>	Ongoing	Implemented
<p>8. 2018.08 Inappropriate Use of the Reimbursement Vendor Option</p>	<p>principal must establish procedures to ensure that all future cash disbursement transactions are accurately recorded in SFO. Additionally, correcting entries must be made for the improper postings to ensure accurate accounting of all transactions.</p>	Concur	<p>A. Ms. Brock will make the proper corrections by the 15th of every month.</p>	Ongoing	Implemented
<p>9. 2018.09 Management Oversight</p>	<p>principal should carefully review the policies and procedures as defined in APM. 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 four basic principles:</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 	Concur	<p>A. Ms. Coleman will read the APM and learn the rules and procedures - Ongoing</p>	Ongoing	Implemented

Principal Signature



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