

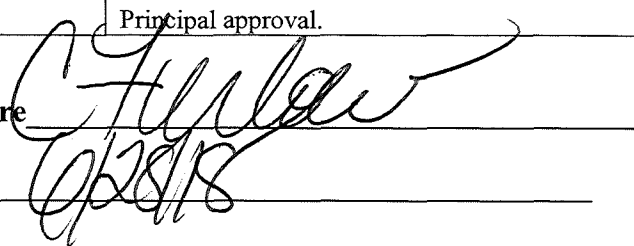
**Prince George's County Public Schools
Internal Audit Department
School/Office: Montpelier Elementary School**

Response Date _____

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2018.01 Incomplete School Funds Expenditure Forms</u>	The financial recordkeeping staff should begin completing all sections of the SFEEF. The principal should not pre-approve expenditures unless the funds available amount is completed by the financial recordkeeping staff.	Concur	Bookkeeper noticed this oversight the day the audit started and self-corrected immediately.	May 29, 2018	Implemented
2.	<u>2018.02 Restricted Fund Account Deficits</u>	The Principal and financial recordkeeping staff should work towards elimination of all fund deficits. Research should be performed to determine how the accounts resulted in a deficit. Further, a full review of all restricted accounts, both with balances and deficits, should be conducted. Subsequently, the principal should provide a request to Accounting and Financial Reporting to close the inactive accounts with deficit balances.	Concur	Since the audit, it was requested that inactive restricted accounts be closed and those balances transferred to the deficits. With the exception of 2 accounts, all of the deficits have now been cleared.	June 15, 2018	Implemented
3.	<u>2018.03 Untimely Deposits</u>	The principal should either make deposits or appoint an alternate staff the responsibility for making deposits in the financial recordkeeping staff's absence. The principal should ensure that daily deposits are made.	Concur	An alternate staff member has been chosen in the event that the bookkeeper is absent or unable to get to the bank.	June 15, 2018	Implemented
4.	<u>2018.04 Voided Checks Not Properly</u>	The Principal and financial recordkeeping staff should continue to adhere to the current process for administration of voided checks and ensure Principal approval.	Concur	Incidents of improper voided checks were prior to current bookkeeper's hire. Checks have	August 8, 2016	Implemented

Principal Signature _____

Date _____



[Handwritten Signature]
[Handwritten Date: 6/28/18]

	<u>Approved</u>			been voided correctly since 8/8/16		
5.	<u>2018.05 Annual Fundraising Summary Not Completed</u>	The principal and financial recordkeeping staff should familiarize themselves with the specific requirements for fundraisers in the Accounting Procedures Manual and incorporate the development of an annual summary into the established fundraiser procedures.	Concur	Annual Fund Raising Summary Report will be completed at the end of each fund raiser beginning immediately.	June 15, 2018	Implemented
6.	<u>2018.06 Ineffective Administration of Vending Machine Operations</u>	The principal and bookkeeper should identify the vending machine vendor, and determine whether all vending machine commission has been received over the audit period. An active contract should be developed that stipulates commission percentage and frequency of remittance. The principal should also consider contacting Purchasing Services to identify an alternate vendor.	Concur	The one vending machine located at Montpelier is Coca Cola. The vendor was contacted on 6/15/18 and stated that our current prices on our machine do not qualify for commissions. We have asked the vendor to change our prices in order for us to start earning commissions. We are also exploring other vendor options.	June 15, 2018	Implemented Partially
7.	<u>2018.07 Grant Forms Not Completed and Submitted</u>	The Principal and financial recordkeeping staff should familiarize themselves with requirements for grants, and then develop controls to ensure compliance.	Concur	We have downloaded the School Grants Reporting Form and the form will be submitted properly for any future grants received.	June 15, 2018	Implemented
8.	<u>2018.08 Use of Unapproved Vendors</u>	The Principal and financial recordkeeping staff should encourage frequently used local businesses to apply for approved vendor status with PGCPs. Further, they should incorporate procedures to ensure that only approved vendors are used by the staff and school. Staff should be trained on the new procedures.	Concur	Payments for future purchases and/or reimbursements will only be made to approved vendors. We will reach out to local vendors we would like to use to become approved.	June 1, 2018	Implemented

Principal Signature

Date

