

**Prince George's County Public Schools  
Internal Audit Department Action Plan  
School/Office: Beltsville Academy**

**Response Date** \_\_\_\_\_ **December 13, 2018** \_\_\_\_\_


Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented Implemented
1. <u>2019.01</u> <u>Mismanagement</u> <u>of Funds</u> <u>Received</u>	<p>A. The principal must ensure that deposits are prioritized and made at least every other day. The principal may accomplish this by ensuring new staff are notified via inter-office memorandum that holding funds is prohibited and establishing a daily timeline for remittance of funds to the recordkeeping.</p> <p>B. The principal must hold the current recordkeeping staff accountable for ensuring that supporting documentation provided with MTFs is reviewed for completeness and confirmed for accuracy prior to deposit. Staff should be retrained on accurate MTF completion and consistency of initialing changes made on MTFs. The recordkeeping staff should notify the principal when limited staff availability impacts her ability to fulfill SAF responsibilities.</p> <p>C. The principal should retrain the school accounting technician on the year-end MTF collection procedures or designate an administrator to this task. The assigned staff person should be held accountable for compliance. The principal should identify a location where recordkeeping staff does not</p>	<p>Concur</p> <p>Concur</p> <p>Concur</p>	<p>A. Deposits will be made at least every other day. Staff retrained re: holding of funds is prohibited. A deadline of 1:00PM each day in imposed for staff to drop funds collected in the drop safe.</p> <p>B. Staff retrained. Principal reviews supporting docs provided with MTFs for completion and accuracy prior to deposit. Principal will ensure that if recordkeeping staff is unavailable, MTFs are recorded by the principal.</p> <p>C. SAT retrained on year-end MFT collection procedures. Location identified for MTF envelopes prior to year-end MTF collection.</p>	<p>8-27-18</p> <p>8-27-18</p> <p>9-9-18</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p>

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		<p>have access for storage of MTF envelopes prior to the staff member performing the year-end MTF collection.</p> <p>D. The recordkeeping staff should read the APM to ensure she is aware of the current policies related to the required format for the MTF log and the assessment of sales taxes.</p> <p>E. The principal should provide the recordkeeping staff access to the drop safe. Also, staff members should be provided instructions on proper use of the drop safe. A log must be provided with the drop safe to record each staff member's name and date of the drop.</p> <p>F. The principal must request that the PTA retrieve their funds and inform the PTA Officers that the school is prohibited from securing funds collected on their behalf.</p>	<p>Concur</p> <p>Concur</p> <p>Concur</p>	<p>D. Recordkeeping staff has reread the APM about the current policies related to the required format for the MTF log and the assessment of sales taxes.</p> <p>E. Access to drop safe provided for staff and SAT. Log to be completed by 12-21-18.</p> <p>F. PTO Board members informed and PTO funds will not be stored in the school.</p>	<p>9-30-18</p> <p>12-13-18</p> <p>9-9-18</p>	<p>Implemented</p> <p>Partially implemented</p> <p>Implemented</p>
<p>2. <u>2019.02:</u> <u>Mismanagement of Disbursements</u></p>	<p>A. The principal must communicate to staff the requirement for pre-approval of all expenditures. Staff should be held accountable for compliance.</p> <p>B. The recordkeeping staff must inform staff members making school purchases, that they are required to perform a review of invoices and return timely for vendor payment. The principal must ensure that staff members are held accountable for compliance.</p> <p>C. School staff must be reminded that should obtain the school's sales tax exemption certificate to ensure the sales tax exemption status is obtained for all school purchases.</p>	<p>Concur</p> <p>Concur</p> <p>Concur</p>	<p>A. Principal retrained staff regarding pre-approval.</p> <p>B. Timely payments are being made to vendors.</p> <p>C. Staff retrained regarding use of tax-exempt certificate.</p>	<p>8-27-18</p> <p>12-13-18</p> <p>8-27-18</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p>	

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3.	<b><u>2019.03:</u></b> <b><u>Administration of</u></b> <b><u>Voided Checks</u></b>	The principal and recordkeeping staff should ensure that they are aware of the location of all financial records. The principal should periodically review the check sequence via the SFO check register to ensure all checks have been entered in SFO.	Concur	Principal and recordkeeping staff are aware of the location of all financial records. Principal reviews check sequence monthly.	8-27-18	Implemented
4.	<b><u>2019.04:</u></b> <b><u>Financial</u></b> <b><u>Reporting</u></b>	A. The principal and recordkeeping staff should collaboratively review open invoices during the monthly financial reporting process to ensure the Unpaid Bills Determination Spreadsheet is completed properly. B. The recordkeeping staff must be diligent in ensuring all financial transactions are entered accurately. The principal should assess the recordkeeping staff's schedule to identify uninterrupted time can be provided to complete SAF tasks and entry into SFO to ensure accuracy. The recordkeeping staff should review the APM related to the PSA account. Funds totaling \$177.00 must be transferred from PSA to the SGA account. The recordkeeping staff should contact the Accounting and Financial Reporting Office for assistance with this transfer. C. The Accounting and Financial Reporting Office should use the trimester reporting process as an opportunity to provide feedback and to train recordkeeping staff to fully understand the reporting requirements. D. The principal must ensure all funds transfer journal entries are submitted for approval prior to processing in SFO. Evidence of this authorization must be retained.	Concur  Concur  Concur  Concur	A. Monthly review of open invoices held. Recordkeeping staff working with internal audit on proper completion of Unpaid Bills Determination Spreadsheet. B. Recordkeeping staff's schedule allows for uninterrupted time for SAF tasks. Funds transferred. C. Reports recorded and clarification sought if needed. D. Principal signs all funds transfer journal entries before processing. Evidence is retained with financial documents.	12-13-18  12-13-18  12-13-18  8-27-18	Partially implemented  Implemented  Implemented  Implemented

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5.	<b><u>2019.05: Fundraiser Forms</u></b>	The principal should provide training to the school staff on Administrative Procedure 5135.1, Fundraising to ensure they are familiar with the requirements related to fundraising activities. The principal must ensure that the recordkeeping staff and fundraising sponsors are held accountable for compliance.	Concur	Staff retrained on requirements related to fundraising activities.	8-27-18	Implemented
6.	<b><u>2019.06: Record Retention</u></b>	The recordkeeping staff must review the APM to familiarize herself with the policies and procedures related to the retention of financial records. Copies of cancelled check images should be maintained at the school when original documentation is requested by the Accounting and Financial Reporting Office.	Concur	Copies of cancelled check images are maintained at the school.	8-27-18	Implemented
7.	<b><u>2019.07: Administration of Vending Contracts</u></b>	The 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 accordance with BOE policies and procedures.	Concur	Principal reviewed APM. Current vending machine contract in place for SY19.	10-2-18	Implemented
8.	<b><u>2019.08: Restricted Fund Account Deficits</u></b>	The principal should draft a letter to the Accounting and Financial Reporting Office detailing how the accounts resulted in the deficit status and request assistance with identifying sources of funds to transfer from other solvent or dormant accounts to resolve.	Concur	Letter sent and assistance requested to resolve accounts with deficit status.	11-14-18	Implemented
9.	<b><u>2019.09: Sales of Competitive Foods</u></b>	The principal and recordkeeping staff must read and familiarize themselves with AP 3542.44 and inform all school staff that food sales during the school day is prohibited.	Concur	No food sales during the school day are allowed.	8-27-18	Implemented

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10.	<p><b><u>2019.10:</u></b> <b><u>Management Oversight</u></b></p>	<p>The principal should take some time to read the APM and adopt a more hands-on approach with respect to administration of the school's finances. The following 5 basic principles must be incorporated into the school's policies and procedures, to achieve the internal control objectives:            Clearly Defined Lines of Authority and Responsibility,            Segregation of Duties,            Maintenance of Adequate Documentation and Records,            Limited Access to Assets, and            Independent Checks on Performance.</p>	Concur	APM read by Principal and recordkeeping staff. Five basic principles implemented to achieve internal control objectives.	12-13-18	Implemented
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