

**Prince George's County Public Schools**  
**Internal Audit Department**  
**School/Office: Benjamin Foulois Creative and Performing Arts School**

Response Date 10/16/18

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
<p>1. <u>2019.01:</u>  <u>Mismanagement</u>  <u>of Funds</u>  <u>Received</u></p>	<p>A. Staff must be held accountable for remitting funds collected on a daily basis to the recordkeeping staff to reduce tardiness of deposits. The principal and recordkeeping staff must ensure that funds totaling \$250.00 and above are not maintained in the school safe and funds under \$250.00 are not held for more than 2 days.            B. The principal and recordkeeping staff should provide training to staff members to ensure all funds collected are remitted daily, adequately documented and supported.            C. The recordkeeping staff must carefully enter data into SFO by ensuring that the date of the MTF is recorded instead of the deposit date. The principal must carefully review collection information for accuracy.</p>	<p>Concur</p>	<ul style="list-style-type: none"> <li>• Bookkeeper will review receipts during collection of funds. If receipts are more than 24 hours old, then bookkeeper will refer incident to principal for action.</li> <li>• Train staff on procedures for submitting funds during October Staff Meeting.</li> <li>• Principal will review deposits and conduct random audits to ensure compliance.</li> </ul>	<p>End of October/ Ongoing</p>	<p>Partially Implemented (Bookkeeper is currently out on leave)</p>
<p>2. <u>2019.02:</u>  <u>Mismanagement</u>  <u>of Disbursements</u></p>	<p>A. The principal should sign and date all SFEF forms after review for appropriate approval, as indicated on the document.            B. The principal and recordkeeping staff should improve current controls, to include staff training, to ensure written pre-approval precedes purchases.</p>	<p>Concur</p>	<ul style="list-style-type: none"> <li>• Train staff on procedures for requesting purchases during October staff meeting.</li> </ul>	<p>October</p>	<p>Implemented</p>

Principal Signature Rej. ZL

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		<p>C. The recordkeeping staff should include the account balance from SFO in the "funds available" field, and the principal should ensure this is done prior to approval of expenditures.</p> <p>D. The recordkeeping staff should review the supporting document for completeness prior to submitting the SFEFs to the principal for issuance of refunds.</p>				
3.	<u>2019.03: Record Retention</u>	<p>The principal and recordkeeping staff should work towards organization of documents to ensure that future documents can be made available when needed. Like documents should be stored by year in binders or as outlined in the APM. The principal should hold recordkeeping staff accountable for retaining documentation in accordance with the record retention as stated in the Accounting Procedures Manual. The principal should perform periodic reviews of records to help ensure compliance.</p>	Concur	<ul style="list-style-type: none"> <li>Purchased binders for retention of records moving forward to be organized appropriately.</li> <li>Principal will conduct quarterly audits of records to ensure compliance.</li> </ul>	Ongoing	Implemented
4.	<u>2019.04: Financial Reporting</u>	<p>The recordkeeping staff must make journal entry transfers in accordance with requirements of the APM and following approval of the Accounting and Financial Reporting Office. The principal should ensure that all monthly financial reports are prepared, reviewed and approved in a timely manner, by the 15th day of the subsequent month.</p>	Concur	<ul style="list-style-type: none"> <li>Secretary has already begun compliance with procedures.</li> </ul>	Ongoing	Implemented
5.	<u>2019.05: Fundraiser Forms</u>	<p>The principal must establish procedures to ensure completion of all Fundraiser Request and Authorization forms, Fundraiser Completion Reports and an annual report on the results of fundraising activities held during the school year. Required reports must be maintained on file for public and auditor review.</p>	Concur	<ul style="list-style-type: none"> <li>Training to staff during October staff meeting.</li> <li>Implement procedures to ensure bookkeeper compliance with guidelines.</li> </ul>	Ongoing	Partially Implemented

Principal Signature       227.22      

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