Prince George's County Public Schools Internal Audit Department Action Plan School/Office: Clinton Grove ES

Response Date	_July 2, 2019	
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	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	2019.01 Fundraiser Forms	The principal should hold the recordkeeping staff accountable for generating reports of all fundraising activities to facilitate completion of the summary reports at the end of the school year. Fundraising sponsors must be required to obtain relevant approval for fundraisers and prepare the Fundraiser Completion Reports after each fundraiser. An adequate filing system must be implemented to facilitate retrieval of those forms and reports upon request of Internal Audit or anyone with reviewing authority. The bookkeeper should become familiar with the APM regarding fundraising activities.	Concur	New Bookkeeper started position on April 1, 2019. She has attended financial management trainings after being hired; Training dates: April 3, 2019: Oracle Financial Applications, April 10, 2019 Oracle Procurement; May 1, 2019: 2 nd Day Oracle Financial Applications June 13, 2019: 1:1 financial recordkeeping training with Ms. Katrina Greene	Completed Training dates: April 3, 2019: Oracle Financial Applications, April 10, 2019 Oracle Procurement; May 1, 2019: 2 nd Day Oracle Financial Applications June 13, 2019: 1:1 financial recordkeeping training with Ms. Katrina Greene	Fully implemented
2.	2019.02 Check Signing Authority	The principal and recordkeeping staff must ensure that there are 3 authorized check signers available to sign expenditure requests and checks when circumstances permit. The principal and recordkeeping staff should also familiarize themselves with the APM regarding bank account procedures.	Concur	New Bookkeeper started position on April 1, 2019. 3 authorized check signers effective: April 4, 2019. (A. Bolden, Sec II; J. Mannie, Principal; T. Ford, CSEP Coordinator)	Completed April 4, 2019. (A. Bolden, Sec II; J. Mannie, Principal; T. Ford, CSEP Coordinator)	Fully implemented

Principal Signature	XMv	MUNNUU	
Date		07-02-19	

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3.	Record Retention	The principal must ensure that financial records are retained for the stipulated period of 7 years and in an organized manner. The principal should oversee the process for ensuring school records are properly maintained and secured. Staff should be held accountable for compliance.	Do not concur	New Bookkeeper started position on April 1, 2019. Previous Bookkeeper retired on November 27, 2018. Requests were made for support. Interviews were conducted, new bookkeeper hired; hired bookkeeper had a previously submitted resignation letter submitted and only remained at CGES for 5 days and then left the district. Same bookkeeper was rehired approximately a monthly later. Principal did her due diligence to maintain all financial records in an organized manner utilizing the supports and resources available.	Completed New bookkeeper has been hired and formally trained. Financial records are being retained and kept in an organized manner, and is overseen by the Principal.	Fully implemented

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Date	01-02-19