

**Prince George's County Public Schools
Internal Audit Department
School/Office: Dr. Henry Wise Jr. HS**

PBC

Response Date 5/21/19

	Findings	Recommendations	Concur Non-Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2019.01 Unremitted Funds</u>	<p>A. Immediately contact Treasury Operations and the Office of Interscholastic Activities to organize remittance of 2017 and 2018 varsity football gate receipts.</p> <p>B. Immediately contact Accounting and Financial Reporting to coordinate reporting and remittance of core textbook fines from the 2017-2018 school year.</p> <p>C. Immediately remit payment of 2017-2018 collections to the Susan G. Komen organization. Further, the current acting principal and current financial recordkeeping staff should review account balances on a monthly basis to identify funds that are due to the BOE or outside organizations.</p>		<p>We have contacted Treasury Operations and are working on resolving this matter.</p> <p>Core textbooks fines have been process.</p> <p>Susan G. Komen paid</p>	<p>April 5, 2019</p> <p>April 5, 2019</p> <p>March 14, 2019</p>	<p>Implemented</p> <p>Implemented</p> <p>Implemented</p>
2.	<u>2019.02 Mismanagement of Funds Received</u>	The current financial recordkeeping staff and current acting principal should develop and document specific procedures for the collection, remittance and deposit of funds. The procedures should include responsibilities for staff, financial recordkeeping staff and the principal and should reflect requirements in the Accounting Procedures Manual. The current Acting		All staff handling funds will be required to take mandatory training and held accountable for following policies and procedures in the APM and monitor.	School Year 2019- 2020	Partially Implemented

Principal Signature _____

Date _____

		principal should closely monitor deposits to ensure that controls are properly established and that the financial recordkeeping staff is held accountable for compliance.				
3.	<u>2019.03 Mismanagement of Disbursements</u>	The current acting principal and financial recordkeeping staff should develop and document specific procedures for expenditures. The procedures should provide specific responsibilities for staff, financial recordkeeping staff and principal, and they should reflect APM requirements. Staff should be trained on the new procedures. The current acting principal should provide all pre-approvals and also provide close supervision to the process to ensure that check requests are properly supported and promptly paid. In addition, the current financial recordkeeping staff should contact Nestle to pursue a refund on rental fees paid during the audit period, and to remove the rental fee from future invoices. Future invoices should be reviewed to ensure compliance.		All staff will required to take mandatory training on specific procedures for requesting items/services though SAF Nestle was contacted and provided email statement that the rental on the water dispenser is not gratis. That as of July of 2018 rental fees for the water dispenser were add to billing.	School Year 2019 2020 May 14, 2019	Partially Implemented Implemented
4.	<u>2019.04 After School Pizza Sale Not Compliant with Financial Procedures</u>	The current acting principal should coordinate with the parent volunteer to determine a path for the sale to continue in compliance with the APM. Potential solutions include: A. A staff member can assist with the sale each day, be responsible for cash disbursed and collected, and route all expenditures and revenue through the school's checking account. B. The parent volunteer will have to obtain his own liability insurance. Further, remission of funds will have to be made as donation checks to the school.		As of April 4, 2019 a written notice given in reference to pizza sales. Pizza sales are now with the Puma Pride Boosters.	April 8, 2019	Implemented
5.	<u>2019.05 Year-End Monetary</u>	The principal and/or the principal's designee, with the assistance of the SFO Receiptee History Report provided by the financial recordkeeping		Staff will be send email reminder that all MTF with SFO Report are due at the end of the school year	First email May 31, 2019	Partially Implemented

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	<u>Transmittal Form Procedures Not Followed</u>	staff, should ensure that all envelopes are collected prior to the end of each school year.			Second email June 10, 2019	
6.	<u>2019.06 Financial Reporting Noncompliance</u>	The current Acting principal and current financial recordkeeping staff should establish and document a process for reviewing and approving bank reconciliations timely. A set meeting should be scheduled each month to review reports and discuss the SAF. The current acting principal should provide oversight to ensure the current financial recordkeeping staff completes reconciliations timely.		Financial staff will get bank statement prior to receiving via mailed one in order to have monthly statements completed on time. Principal and financial staff will meet weekly to discuss financial matters and the 101th of the month go review the financial reports.	April 30, 2019 June 10, 2019	Implemented
7.	<u>2019.07 Fundraiser Forms Not Completed</u>	The current acting principal and current financial recordkeeping staff should develop and document specific procedures for fundraisers. The procedures should lay out specific responsibilities for staff and administration and it should reflect APM procedures regarding fundraising approvals and reports. The current acting principal should provide close oversight to the process to ensure compliance. Completion Reports from the 2018-2019 school year should be used to compile an annual fundraising summary. All fundraiser forms should be maintained for future review.		Mandatory training for all fundraiser prior to submitting authorization request.	School Year 2019 2020	Partially Implemented
8.	<u>2019.08 Mismanagement Class and Club Accounts</u>	The current acting principal and current financial recordkeeping staff should develop and document budgeting procedures, with specific requirements for class and club sponsors. The budgets should be developed and reviewed at the beginning of each year. The Senior Class Planning and Budgeting Workbook should also be used as a working document throughout the year so that senior class payments are used for positive experiences in the most efficient way.		Mandatory meeting with all club sponsors to set up budgets prior to any funds being used in order avoid shortages.	School Year 2019 2020	Partially Implemented

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		The current financial recordkeeping staff should transfer \$23,925.09 in the Class of 2018 accounts to Restricted Materials of Instruction due to the lack of documented residual fund plan.		The \$23,925.09 from the Class of 2018 was transferred in to Material of Instruction.	April 1, 2019	Implemented
9.	<u>2019.09 Assets Purchased with SAF Not On Property Inventory Listing</u>	The current financial recordkeeping staff should prepare an In-Use Inventory Equipment Receiving Report for all equipment purchased with SAF. A physical inventory should be performed periodically to ensure items are located on the school's premises. The current acting principal should provide oversight to this process. The current financial recordkeeping staff should also review existing property to determine the existence of individual assets exceeding \$1,500.00 and report to Accounting and Financial Reporting as appropriate.		A spreadsheet has been created to keep track of all equipment purchased by through SAF over \$1,500.00	March 12, 2019	Implemented
10.	<u>2019.10 Grants and Donations Not Properly Reported</u>	The current acting principal and current financial recordkeeping staff should familiarize themselves with the requirements for grants and donations, and then develop controls to ensure compliance.		We have knowledge of the policies and produces for receiving grants	March 12, 2019.	Implemented
11.	<u>2019.11 Management Oversight</u>	The current Acting principal should take some time to read the APM and adopt a 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: <ul style="list-style-type: none"> • Clearly Defined Lines of Authority and Responsibility; • Segregation of Duties; • Maintenance of Adequate Documentation and Records; • Limited Access to Assets, and 		The acting principal will take the necessary time to read the APM in order to incorporate the school's policies and produces in respect to overseeing the school's finances and understanding of how to implement internal controls.		Partially Implemented

Principal Signature _____

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		• Independent Checks on Performance.				
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