

Prince George's County Public Schools
Internal Audit Department
School/Office: Lamont ES

Response Date October 8, 2018

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1. <u>2019.01:</u> <u>Mismanagement</u> <u>of Disbursements</u>	The principal and recordkeeping staff should ensure SFEFs are entirely completed prior to approval. The recordkeeping staff should ensure that the "Funds Available" line on the SFEF is properly completed prior to forwarding the form to the principal. The principal should add an alternate check signer to the school's checking account as required by the APM.	Concur	An alternate check signer has been added to the school's checking account. The procedure for completion of SFEF has been reviewed by both principal and secretary, and will be adhered to moving forward.	9/4/18	Implemented
2. <u>2019.02 Missing</u> <u>End of Year</u> <u>Monetary</u> <u>Transmittal</u> <u>Forms</u>	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.	Concur	The principal has implemented a system to ensure that financial records are retained for the stipulated period of 7 years. The person collecting MTFs at the end of the school year will submit them to the principal, and they will be stored in a designated location in my office.	6/2018	Implemented
3. <u>2019.03 Drop</u> <u>Safe Not on</u> <u>School Premises</u>	The principal and recordkeeping staff should familiarize themselves with the requirements for securing cash on hand. A drop safe should be immediately purchased to ensure compliance with the APM. The principal should ensure that a log is effectively maintained to record the date, time, remitter and the amount of funds dropped into the safe.	Concur	A drop safe has been identified for purchase Staff will be trained on how to use the log	10/8/18	Partially Implemented

Principal Signature 

Date 10.8.2018