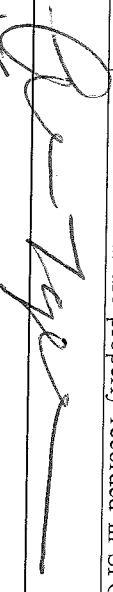


Prince George's County Public Schools
Internal Audit Department
School/Office: Tanglewood Regional

Response Date 8/24/2018

Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
<p>1. <u>2018.01</u> <u>Mismanagement</u> <u>of</u> <u>Donation</u> <u>Accounts</u></p>	<p>The incoming principal and financial recordkeeping staff should coordinate with Accounting and Financial Reporting to transfer the restricted donation balance to an unrestricted donation account. Further, the incoming principal and financial recordkeeping staff should ensure that future unrestricted donations are recorded in an unrestricted account. Finally, transfers should be processed to ensure expenditures are properly accounted for. The principal and recordkeeping staff should contact Accounting and Financial Services staff regarding use of PY Carryover funds.</p>	Concur	<p>Principal will contact Accounting and Financial Reporting to transfer restricted balance donation balance to an unrestricted donation account.</p> <p>Principal will contact Accounting and Financial Services staff regarding the use of PY Carryover Funds.</p> <p>Principal will meet with secretary upon her return to review the requirements of donations being recorded in an unrestricted account.</p>	<p>Prior to September 30th</p> <p>Prior to September 30th</p>	Implemented
<p>2. <u>2018.02</u> <u>Mismanagement</u> <u>of</u> <u>Receipts</u></p>	<p>The new principal and financial recordkeeping staff should develop and document procedures to ensure that all MTFs are signed by the recipient and by the individual who is performing bookkeeping responsibilities. The financial recordkeeping staff should also ensure that transactions are properly recorded in SFO,</p>	Concur	<p>-The principal will identify an additional staff member that can perform book keeping responsibilities until the secretary returns and if there is an instance of another extended absence.</p>	<p>Prior to September 30th 2018</p>	

Principal Signature



Date 8/25/18

		<p>particularly the recipient's name and MTF number. The principal may consider identifying other staff members to perform responsibilities in the interim. The principal should also contact Accounting and Financial Reporting Office for assistance.</p>		<p>-The principal will review procedures for MFTs with both staff members that complete book keeping. Secretary returns to the school on 9/4/18.</p> <p>-The principal will meet with the book keeper quarterly to review all MFTs and ensure that all required information and signatures are provided</p>	<p>Prior to September 30th 2018</p>	
3.	<p><u>2018.03</u> <u>Mismanagement of Disbursements</u></p>	<p>The new principal and financial recordkeeping staff should develop and document procedures to ensure that only expenditures that have been pre-approved by the principal are processed as evidenced by dated signature on a SFEF. Further, the new principal and financial recordkeeping staff should improve planning for expenditures to ensure that payments to vendors are made timely.</p>	Concur	<p>-The principal will formalize protocols for school purchases.</p> <p>-The principal will review purchase documents to ensure that the book keeper has included all required information to include but not limited to the date and funds available.</p> <p>-The principal and secretary will review all invoices to ensure that they are paid in a timely manner</p>	<p>Prior to September 30th 2018</p> <p>Ongoing</p>	
4.	<p><u>2018.04</u> <u>Untimely Bank Reconciliations</u></p>	<p>The new principal and financial recordkeeping staff should develop and document a procedure to ensure bank reconciliations and corresponding reports are completed and approved monthly. The Instructional Director, in coordination with Human Resources, should ensure that the school is properly staffed to manage the SAF for the 2018-2019 school year.</p>	Concur	<p>Principal will develop procedures for all bank reconciliations to be completed and submitted on a monthly basis.</p> <p>Principal will contact Human Resources in regards to the secretary returning from leave and/or finding a temp secretary for</p>	<p>End of month-ongoing</p> <p>Complete 8/25/18</p>	

Principal Signature



Date

8/25/18

					the beginning of the school year.	
5.	<u>2018.05 Year-End Monetary Transmittal Forms Submission Procedures Not Followed</u>	The new principal and financial recordkeeping staff should develop and document year-end MTF submission procedures, to include front office staff.	Concur		The principal and the front office staff will develop end of year MTF submission procedures.	June 2019
6:	<u>2018.06 Voided Checks Properly Administered</u>	The new principal and financial recordkeeping staff should familiarize themselves with the procedures for voiding checks as outlined in the APM and demonstrate compliance by approving, recording, and maintaining voided checks.	Concur		The principal and office staff will review the policies and procedures for voided checks Monthly reviews of voided checks will be conducted by the principal.	October 1 st By the end of each month

Principal Signature _____

Date 8/25/18