

**Prince George's County Public Schools
Internal Audit Department Action Plan
School/Office: William Hall Academy**

Response Date: November 19, 2018

It should be noted that the position of the principal financial secretary was vacant from March of 2017 until the new financial secretary was hired in October of 2018. Multiple requests by the principal were made for assistance in completing management of funds with only 1-phone and 1-email for of support. Financial issues during the 2016 period were a result of another vacancy of the financial secretary. For the 2016 period the financial secretary was out and the position remained vacant for 7 months. William Hall Academy is on its 3rd. financial secretary in the principal's 4th year of service. The appendix needs to reflect the true vacancy in the school. The system should also institute a process to assist principals should a vacancy of the financial secretary occur.

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	<u>Status</u> Implemented Partially Implemented Not Implemented
1.	<u>2019.01</u> <u>Mismanagement</u> <u>of Funds</u> <u>Received</u>	A. Staff members must be reminded through documented communication that, adequate supporting documentation must accompany funds remitted to the financial secretary. Such documentation must include a class list, indicating how much was paid by each student for fieldtrips and determination of fundraiser proceeds. B. The principal should perform oversight responsibility by reviewing the financial documents periodically to ensure that the recordkeeping staff maintains the records for future reviews. Also, the principal should ensure that custody of the End-of-Year MTF envelopes are not compromised.	Partially Concur	<ul style="list-style-type: none"> • Principal will conduct monthly meetings with the financial secretary • Principal will enroll in full courses that support management of financials • Principal will work with the financial secretary to review all financial transitions 	<p>Monthly starting in October</p> <p>January</p> <p>Daily or as needed</p>	<p>Implemented</p> <p>Not Implemented</p> <p>Implemented</p>

Principal Signature *M. D. Evans*

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2.	<u>2019.02: Mismanagement of Disbursements</u>	A. All staff members must be reminded through written communication of the requirement to obtain the principal's approval prior to obligating the school financially. Also, the principal must remember to affix the date of approval to the SFEF. B. The principal should perform oversight responsibility by reviewing the financial documents periodically to ensure that the recordkeeping staff maintains the records for future reviews. Also, the principal should ensure that custody of the End-of-Year MTF envelopes are not compromised.	Partially Concur	<ul style="list-style-type: none"> Principal will review the expectation with staff for reimbursements and require all staff to submit the pre-approval form prior to reimbursements. Principal will review all financials with school accountant prior to approvals. 	September 2018 On-going	Implemented Implemented
3.	<u>2019.03: Excessive Spending in Restricted Accounts.</u>	The principal should liaise with Accounting and Financial Reporting to determine if any inactive restricted account balances could be used to resolve these deficits.	Partially Concur	<ul style="list-style-type: none"> The principal will request prior year carryover to settle outstanding balances as he has about \$40,000 in the bank. 	November 2018	Implemented
4.	<u>2019.04: Bank Statements Review</u>	The principal should make a concerted effort to secure the original bank statements, append initials and date to all bank statements when they are received.	Partially Concur	<ul style="list-style-type: none"> The principal will review monthly bank statements now that a full-time financial secretary is hired. 	Monthly as bank statements arrive.	Implemented
5.	<u>2019.05: Year- End Transmittal Process Not Being Followed</u>	The principal must ensure that, the year-end MTF envelop submission procedure is added to the checklist for end of the school year procedures at the school. Each staff member must be provided their respective Receiptee History Report prior to the end of the last day of school to allow adequate time to locate and turn in MTF remittance copies.	Partially Concur	<ul style="list-style-type: none"> The new financial secretary will run the year-end MTF submission and provide the submission to the principal to check-off on the teacher's exit procedures. 	June 2019	Implemented

Principal Signature Ma. N. Evans

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