



October 21, 2022

MEMORANDUM

To: Wanda Williams, Instructional Director
Cluster 5

Lauri Hay, Principal, Frances R. Fuchs Early Childhood Center

From: Michele Winston, CPA, Director
Internal Audit

Re: Financial Audit for the Period December 1, 2015 through May 31, 2022

An audit of the financial records of **Frances R. Fuchs Early Childhood Center** was completed for the period December 1, 2015 through May 31, 2022. The audit indicates that the school's financial records and procedures require improvement to be in accordance with the Accounting Procedures Manual for School Activity Fund (APM) and Board of Education policies and procedures. The exceptions noted are included in the attached report.

As principal of the school, you will be responsible for preparing an action plan by **November 21, 2022** indicating steps that will be taken to ensure compliance with the APM. Please note that you are required to provide your action plan using the attached Microsoft Word template and any other correspondence to the Internal Audit Office, email address internal.audit@pgcps.org. **Please forward this template as a Microsoft Word document.** A copy of your action plan should also be forwarded to Danyelle Washington, Business Analyst, email address: dany.washington@pgcps.org and Katrina Greene, School Activity Funds Support Specialist, email address: katrina.greene@pgcps.org.

Enclosure

cc: Juanita Miller, Ed. D., Board Chair
Monica Goldson, Ed. D., Chief Executive Officer
Members, Board of Education
Mychael Dickerson, Chief of Staff
Helen Coley, Ed. D., Chief of School Support and Leadership
Michael Herbstman, Chief Financial Officer
James Dougherty, Director, Financial Services
Joeday Newsom, Esq., Director, Board of Education Staff Office
Katrina Greene, School Activity Funds Support Specialist
Janice Walters-Semple, CPA, Internal Audit Supervisor
Iyamide Chris Oduyoye, Internal Auditor II

**Prince George's County Public Schools
Internal Audit Department
School/Office: Frances Fuchs Early Childhood Center
Response Date November 21, 2022**

	Findings	Recommendations	Concur Non- Concur Partially Concur	Action Plan	Corrective Action Date	Status Implemented Partially Implemented Not Implemented
1.	<u>2023.01: Delinquent Monthly Bank Reconciliations</u>	The principal must establish internal controls for the monthly bank reconciliation process so that clear guidance is available to ensure timely review of monthly bank reconciliations.		Sec, II, Mrs. Lee has placed a reminder on our google calendar to meet to review the monthly bank reconciliations. Also, I've signed up for electronic monthly statements. Once I receive them, I sign off, and give to Mrs. Lee prior to the mailed statement.	Oct. 21, 2022	Implemented

Principal Signature _____

Date _____