

**Board of Education of Baltimore County
Office of Internal Audit**

**Audit Report
Project #2020.002
March 18, 2021**



**Summary Report:
Procurement Card Transaction Review
Schools**

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BACKGROUND

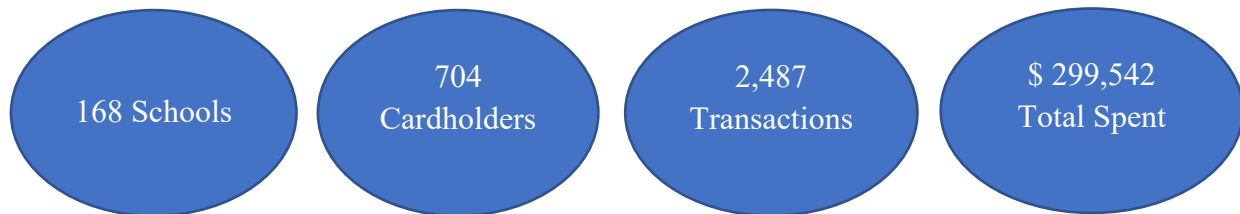
On March 12, 2020, Governor Larry Hogan and State Superintendent Dr. Karen Salmon announced that all Maryland public schools must close in response to the COVID-19 pandemic. As a result, all Baltimore County Public Schools (BCPS) schools and offices closed on Monday, March 16, 2020. However, since March 16, 2020, school and office staff continued business operations, assisted in the development of a continuity of learning plan, and provided students with continuous learning through the closure.

Due to the closure, the Office of Internal Audit (Internal Audit) identified several potential internal control issues related to the use of procurement cards (p-cards) in a remote work environment:

1. Did the approving official approve the purchases?
2. Were original receipts or invoices retained for purchases?
3. Were the purchases necessary to support the continuity of instructions and operations?
4. Where are the purchases housed while schools and buildings are closed?

SCOPE, OBJECTIVE AND METHODOLOGY

Internal Audit downloaded all procurement card transactions made by BCPS cardholders assigned to schools for the period March 16, 2020 to July 6, 2020:



Transactions were analyzed for each school to determine if certain criteria were met:

Data Analytics	Criteria
Number of Transactions	High Schools > or =35 Middle Schools > or = 30 Elementary Schools > or =25 Special Schools > or = 15
Average per Transaction	> or = \$500
% spent by school compared to other schools at same level	> or = 5%

Forty-four schools met the specified criteria and transactions were judgmentally selected from these schools to determine if the purchases were approved; documentation was retained; purchases were necessary for continuity of instruction and operations; and the location of the items purchased:



SUMMARY OF RESULTS¹

a. Purchases were approved

All approving officials stated that they reviewed and approved p-card purchases.

b. Documentation was retained

All approving officials stated that the required documentation for the selected p-card transactions was retained.

c. Purchases were unnecessary for continuity of instruction and operations

Three transactions, at two different schools, were identified as unallowable and unnecessary for the continuity of instruction and operations:

1. Flowers for teacher appreciation, totaling \$93.75, was identified at one school.
2. Two purchases of bleach and professional cleaners, totaling \$468.60, were identified at another school. In consultation with the Office of Operations, we determined that cleaning supplies, of any kind, should not be purchased by schools. Additionally, bleach is not to be used in schools.

d. Items purchased are at employee or student residences

For 12 schools, a total of 46 items² with a unit cost of \$50 or more are located at employee or student residences for the continuity of instruction and operations. Approving officials and cardholders from these schools were reminded that the items are BCPS property and must be returned to the school at the conclusion of remote operations or instruction, or the employment of the individual.

¹ Results are based on inquiry of approving officials and cardholders.

²The total value of the 46 items was \$4,730.94.

RESULTS BY SCHOOL

	School Name	Purchases were Approved	Documentation was Retained	Purchases were Necessary	Items \$50+ at Employee or Student Residence
1	Bedford ES	✓	✓	✓	✓
2	Campfield Early Childhood	✓	✓	✓	✓
3	Carney ES	✓	✓	✓	X
4	Catonsville ES	✓	✓	✓	✓
5	Cromwell Valley ES	✓	✓	✓	X
6	Crossroads Center	✓	✓	✓	✓
7	Deep Creek ES	✓	✓	✓	X
8	Deep Creek MS	✓	✓	✓	✓
9	Dumbarton MS	✓	✓	✓	✓
10	Dundalk MS	✓	✓	X	✓
11	Essex ES	✓	✓	✓	X
12	Fullerton ES	✓	✓	✓	✓
13	Halstead Academy	✓	✓	✓	X
14	Hampton ES	✓	✓	✓	✓
15	Hillcrest ES	✓	✓	✓	X
16	Kenwood HS	✓	✓	✓	✓
17	Kingsville ES	✓	✓	✓	X
18	Lansdowne MS	✓	✓	✓	✓
19	Loch Raven Tech Academy	✓	✓	✓	✓
20	Maiden Choice School	✓	✓	✓	✓

✓ = No exception noted X = Exception noted

	School Name	Purchases were Approved	Documentation was Retained	Purchases were Necessary	Items \$50+ at Employee or Student Residence
21	Mars Estates ES	✓	✓	✓	✓
22	Middleborough ES	✓	✓	✓	✓
23	New Town ES	✓	✓	✓	✓
24	Owings Mills ES	✓	✓	✓	✓
25	Owings Mills HS	✓	✓	✓	✓
26	Patapsco HS	✓	✓	✓	✓
27	Perry Hall HS	✓	✓	✓	✓
28	Pine Grove MS	✓	✓	✓	✓
29	Pot Spring ES	✓	✓	✓	✓
30	Randallstown HS	✓	✓	✓	X
31	Relay ES	✓	✓	✓	X
32	Ridge Ruxton School	✓	✓	✓	X
33	Rosedale Center	✓	✓	✓	✓
34	Sandalwood ES	✓	✓	✓	✓
35	Scotts Branch ES	✓	✓	✓	✓
36	Seven Oaks ES	✓	✓	✓	X
37	Seventh District ES	✓	✓	✓	X
38	Sparks ES	✓	✓	✓	✓
39	Sparrows Point HS	✓	✓	✓	✓
40	Summit Park ES	✓	✓	✓	✓
41	Towson HS	✓	✓	✓	✓
42	Victory Villa ES	✓	✓	✓	✓
43	White Oak School	✓	✓	✓	✓
44	Woodlawn HS	✓	✓	X	✓
Total Number of Exceptions		0	0	2	12

✓ = No exception noted X = Exception noted