

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

Follow Up to Change in Principal - SAF Audit

School Name: Chesapeake High School
Follow-Up Audit Period: Expenditure Testing: March 1, 2020 to February 28, 2021
 SAF Account Balances: March 1, 2020 to April 19, 2021

Results: There were two findings from the February 14, 2020 audit report. One finding was resolved and one finding was partially resolved.

Source: Internal Audit report dated February 14, 2020			Source: Follow up performed on March 23, 2021
#	Finding	Recommendation	Management Action Plan
1	<p>Funds raised for student activities were not spent timely. Nineteen of the 23 accounts reviewed, with a combined balance of \$98,197.63, had little or no activity during the audit period. See Appendix A on page 4 for detail of the 19 accounts.</p>	<p>The current principal must develop a plan to spend the funds in the inactive accounts in accordance with their intended purpose.</p> <p>The current principal must review the SAF general ledger accounts at least once a year for inactivity.</p>	<p>See Appendix A on pages 4 and 5 for the Management Action Plan for Finding #1.</p> <p>Additionally, the principal will review the SAF general ledger accounts at least once a year with the Administrative Secretary.</p>
			<p>PARTIALLY RESOLVED Internal Audit reviewed the account activity of the 19 accounts from the prior audit, as of April 19, 2021, and determined that: - Fourteen of the accounts have been resolved; - Five of the accounts continue to have little or no spending activity.</p> <p>The partially unresolved findings are due to the virtual learning environment, and limited SAF activities. Therefore, it is anticipated that the accounts would have little to no activity during the follow-up audit period. Please continue with your corrective actions. Please note Appendix A has been updated to include spending activity through the follow-up audit period (attached).</p>
2	<p>SAF expenditures were made for prohibited purchases. Two SAF expenditures, which totaled \$322.68, were made for prohibited activities. Food purchases were made from Redner's Markets and Costco Wholesale for a teacher appreciation meeting on May 9, 2019. The meeting was not held for a business purpose or to further the school system's goals.</p>	<p>The current principal must ensure that school activity funds are not used to purchase food for staff members for non-business related meetings. All school activity expenditures must contribute directly or indirectly to the educational program of the students.</p> <p>Additionally, the current principal must ensure that all food purchases for staff members meet the Food Purchase Parameters.</p>	<p>We will follow guidelines outlined in SAF food parameters. All staff/faculty will be reminded of pertinent information via email by the Administrative Secretary.</p>
			<p>RESOLVED Internal Audit tested 21 SAF and p-card transactions in the follow-up audit period and did not identify any food purchases for staff members. We also determined that the administrative secretary communicated and reminded the staff regarding the BCPS food purchase parameters on February 19, 2020.</p>

Appendix A

Account Name		Balance (as of 11/30/19) PRIOR AUDIT	Balance (as of 4/19/21) FOLLOW-UP	Difference INC/(DEC)	FOLLOW-UP RESULT AND RESPONSE
Little or No Spending Activity					
1	One Card ID Payable	\$ 140.00	\$ -	\$ (140.00)	RESOLVED
2	Lost and Damaged Books	\$ 531.74	\$ -	\$ (531.74)	RESOLVED
3	STEM	\$ 2,850.00	\$ 999.35	\$ (1,850.65)	RESOLVED
4	Lost and Damaged English	\$ 514.52	\$ 514.52	\$ -	NOT RESOLVED: School intends to replace novels in the Fall (FY22).
5	Lost and Damage Social Studies	\$ 16.95	\$ -	\$ (16.95)	RESOLVED
6	Lost and Damaged Device Equip	\$ 615.00	\$ 120.00	\$ (495.00)	RESOLVED
7	Project Lead the Way	\$ 42,624.68	\$ 42,624.68	\$ -	NOT RESOLVED: Project Lead The Way intends to spend on technology in the Fall (FY22).
8	Donations - Bleachers	\$ 100.00	\$ -	\$ (100.00)	RESOLVED
9	Donation - Class 2017	\$ 2,181.37	\$ 192.66	\$ (1,988.71)	RESOLVED
10	PBIS	\$ 1,657.89	\$ 1,005.89	\$ (652.00)	RESOLVED
11	Engineering Club	\$ 21,142.35	\$ 21,142.35	\$ -	NOT RESOLVED: New Advisor as of January 2020, Club will be active in FY22.
12	Library and Media Services	\$ 1,106.00	\$ 1,194.05	\$ 88.05	NOT RESOLVED: Funds will be used for new poster printer supplies April 2021.
13	PE Gym Locks	\$ 47.16	\$ -	\$ (47.16)	RESOLVED
14	Science Dept	\$ 1,459.29	\$ 1,459.90	\$ 0.61	RESOLVED, PO to spend this entire balance is pending.
15	Speech Club	\$ 1.00	\$ -	\$ (1.00)	RESOLVED
16	Cheerleading	\$ 22.60	\$ -	\$ (22.60)	RESOLVED
17	IASBA Scholarship	\$ 4,250.00	\$ 4,250.00	\$ -	NOT RESOLVED: Funds will be utilized for two Spring 2021 scholarships for students wishing to pursue engineering degrees.
18	SRO	\$ 1,692.17	\$ -	\$ (1,692.17)	RESOLVED
19	School Signs	\$ 17,244.91	\$ 17,244.91	\$ -	RESOLVED, request for approval submitted in March 2021 for a new scoreboard.

Total - Little or No Spending Activity

\$ 98,197.63 \$ 90,748.31 \$ (7,449.32)