

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

Follow Up to Review of Financial Records and Activity Due to FY 20 Change in Principal

School Name: Cockeysville Middle School
Follow-Up Audit Period: Money Handling Procedures: March 1, 2020 to October 31, 2020
SAF Accounts & Revenue Transactions: March 1, 2020 to January 31, 2021

Results: There were two findings from the February 11, 2020 audit report. One finding is resolved and the current status of the other finding could not be determined at this time.

Source: Internal Audit report dated February 11, 2020			Source: Follow up performed on February 18, 2021
#	Finding	Recommendation	Management Action Plan
1	Although the principal reviews school specific information verbally with the staff at the beginning of each year, the written money handling procedures in use at the school are the sample procedures suggested by the Office of Accounting and are not customized to reflect Cockeysville's specific procedures. Cockeysville's written procedures do not include the following recommended elements: 1. Include a back-up in the event the bookkeeper is not available. 2. Sponsors should maintain their own financial records. 3. Deliver funds to the office by a designated time. 4. Individuals may not be paid for services with a school check.	The current principal must ensure that the school's money handling procedures are updated to include all of the recommended elements and are customized to reflect Cockeysville's specific procedures. Additionally, sponsors must be made aware of all modifications to the procedures	Develop a Cockeysville Middle School money handling procedures and share with staff. This will be an update from the Teacher Week info presented. Complete Review of Money Handling Procedures/Protocols at CMS and update the procedures for presentation next school year.
			RESOLVED Internal Audit reviewed the school's updated money handling procedures and determined that they include all of the recommended elements. The updated procedures were distributed to applicable staff at the conclusion of the prior audit. The procedures will also be reviewed with all applicable staff once the school re-opens from the COVID-19 closure and funds are collected.
2	As of January 2, 2020, 21 of the 25 SAF accounts reviewed, with a combined balance of \$38,194.09, have inappropriate balances or little to no spending activity: Eight of the 25 accounts reviewed, with a balance of \$25,848.25, as of January 2, 2020, have an unusually high balance for the account. See Appendix A on page 4 for detail of the 8 accounts. Thirteen of the 25 accounts reviewed, with a combined balance of \$12,345.84, as of January 2, 2020, had little or no spending activity during the audit period. See Appendix A on page 4 for detail of the 13 accounts.	The current principal must develop a plan to spend or transfer the funds in the inactive accounts in accordance with their intended purpose. The current principal must review the SAF general ledger accounts at least once a year for inactivity.	While we have several standing balances due to unique situations, it is my goal to find opportunities to spend these monies in those areas in a way that will best benefit students. Our goal is to have a plan to spend or transfer these SAF balances by the end of the year. For example, we are considering adding some benches to the Memorial Garden and utilizing PE funds to purchase materials for our phys ed classes. The principal will review all SAF accounts for inactivity, at least annually.
			COULD NOT DETERMINE As of January 31, 2021, the majority of the accounts reviewed in the prior audit still had inappropriate balances or little to no spending activity. Due to the virtual learning environment, SAF activities are limited, as they relate to this issue. Therefore, we could not appropriately evaluate whether this finding has been resolved. We will monitor the applicable activities once more transactions and activity occur. Please continue with your corrective actions. Please note Appendix A from the prior report has been updated to include spending activity through the follow-up audit period (attached).

Appendix A

	Account Name	Balance (as of 1/2/20) PRIOR AUDIT	Balance (as of 1/31/21) FOLLOW-UP	Difference INC/(DEC)	Management Action Plan (Prior Audit)
High Balance					
1	Boxtops for Technology	\$ 5,514.27	\$ 220.98	\$ (5,293.29)	Plan to spend or transfer the SAF balance by the end of the year.
2	Library and Media Services	\$ 4,659.33	\$ 3,888.26	\$ (771.07)	Plan to spend or transfer the SAF balance by the end of the year.
3	Physical Education	\$ 4,563.33	\$ 3,368.55	\$ (1,194.78)	Use to purchase materials for our physical education classes.
4	Music	\$ 3,109.63	\$ 2,533.83	\$ (575.80)	Plan to spend or transfer the SAF balance by the end of the year.
5	Technology Education	\$ 2,783.57	\$ 2,723.57	\$ (60.00)	Plan to spend or transfer the SAF balance by the end of the year.
6	Music - Extra Curricular	\$ 2,541.97	\$ 2,562.72	\$ 20.75	Plan to spend or transfer the SAF balance by the end of the year.
7	Lost and Damaged Books and Equ	\$ 1,801.20	\$ 1,832.20	\$ 31.00	Plan to spend or transfer the SAF balance by the end of the year.
8	Panera Fundraiser - NJHS	\$ 874.95	\$ -	\$ (874.95)	Plan to spend or transfer the SAF balance by the end of the year.
	<i>Total - High Balance</i>	<u>\$ 25,848.25</u>	<u>\$ 17,130.11</u>	<u>\$ (8,718.14)</u>	
Little or No Spending Activity					
9	Memorial Garden Fund	\$ 4,427.95	\$ 4,427.95	\$ -	Consider adding some benches to the Memorial Garden.
10	Lipstock	\$ 2,879.52	\$ 2,879.52	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
11	Science	\$ 2,064.44	\$ 2,064.44	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
12	Student Government	\$ 954.49	\$ 844.49	\$ (110.00)	Plan to spend or transfer the SAF balance by the end of the year.
13	NJHS School Beautification	\$ 518.49	\$ 518.49	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
14	Lost Books - Math	\$ 384.88	\$ 384.88	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
15	Lost Books - Foreign Language	\$ 328.09	\$ 328.09	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
16	Grade 7 Activity	\$ 300.64	\$ 300.64	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
17	Best Buddies	\$ 200.00	\$ 200.00	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
18	Athletics - Badminton	\$ 137.33	\$ 137.33	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
19	Guidance	\$ 60.04	\$ 60.04	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
20	Math	\$ 59.02	\$ 59.02	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
21	Destination Imagination	\$ 30.95	\$ 30.95	\$ -	Plan to spend or transfer the SAF balance by the end of the year.
	<i>Total - Little or No Spending Activity</i>	<u>\$ 12,345.84</u>	<u>\$ 12,235.84</u>	<u>\$ (110.00)</u>	
Total		<u>\$ 38,194.09</u>	<u>\$ 29,365.95</u>	<u>\$ (8,828.14)</u>	