

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

Follow Up to FY 2020 Change In Principal - SAF Audit

School Name: Featherbed Lane Elementary School
Follow-Up Audit Period: SAF Accounts & Revenue Transactions: March 1, 2020 to December 31, 2020

Results: There were two findings from the February 6, 2020 audit report. Both findings were resolved.

Source: Internal Audit report dated February 6, 2020			Source: Follow up performed on December 9, 2020
#	Finding	Recommendation	Management Action Plan
1	<p>Funds raised for student activities were not spent timely. One of the four accounts reviewed, with a balance of \$512.79, as of January 8, 2020, had no activity during the audit period:</p> <p>1. Welfare \$512.79</p>	<p>The current principal must develop a plan to spend 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.</p>	<p>The Welfare fund account has been assigned to a new sponsor with a plan for the funds to be spent. The principal will review the funds yearly.</p>
			<p>RESOLVED Internal Audit determined the school purchased welcome basket items, that totaled \$190.59, from the operating budget using a procurement card. The operating budget will be reimbursed through an SAF check using the funds in the Welfare account, once the school regains access to SFO. There is a plan in place to spend the remaining funds on similar purchases when students return to the building following the COVID-19 closure. Additionally, the principal meets with the administrative secretary to discuss the SAF accounts, on a monthly basis.</p>
2	<p>Pre-numbered receipt stock issued to the school was not accounted for. A total of 162 pre-numbered manual receipts are unaccounted for.</p>	<p>The current principal must ensure that all manual receipts issued to the school are safeguarded and once used, are recorded properly in the general ledger.</p>	<p>The principal will make sure that receipts are securely accounted for and once used recorded in the general ledger.</p>
			<p>RESOLVED Internal Audit determined that the school's inventory of blank manual receipts are maintained in a safe, accessible only by the principal, administrative secretary and assistant principals. We were able to account for all manual receipts used in the follow-up audit period.</p>