

Board of Education of Baltimore County
Office of Internal Audit

Follow Up to FY 2020 Change In Principal - Limited Review of Financial Records and Activity

School Name: Grange Elementary School
Follow-Up Audit Period: February 1, 2020 to October 31, 2020

Results: There were two findings from the January 14, 2020 limited review report. Both findings are resolved.

Source: Internal Audit report dated January 14, 2020				Source: Follow up performed on November 12, 2020
#	Finding	Recommendation	Management Action Plan	Current Status
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 Grange's specific procedures. Grange'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 Grange's specific procedures. Additionally, sponsors must be made aware of all modifications to the procedures.	Grange's written money handling procedures will be updated to include the 4 missing elements. The updated procedures will be communicated to the sponsors/teachers.	RESOLVED Internal Audit determined that the school updated their money handling procedures to be specific to Grange ES. The principal stated that these procedures would be distributed to the sponsors and applicable staff prior to the school re-opening after the COVID-19 closure.
2	As of December 19, 2019, three of the five accounts reviewed, had a combined balance of \$433.47 and had little to no activity during the audit period: 1. Library and Media Services \$229.44 2. Science - STEM \$151.52 3. Green Team \$52.51	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.	The remaining funds in these 3 accounts will be spent for the intended purposes of the accounts, or transferred to the General Fund. The SAF accounts will be reviewed at least annually for inactivity.	RESOLVED Internal Audit determined that the Green Team account balance was transferred to the General Fund and a portion of the funds in the Science - STEM account have been used as intended. However, due to the closure of schools in March 2020, funds in the Library and Media Services account were not able to be spent yet. The principal continues to review the SAF accounts monthly with the administrative secretary for inactivity. There is a plan in place to spend the Library and Media Services balance on books when the school re-opens from the COVID-19 closure.