

**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: Warren Elementary School
Follow-Up Audit Period: January 1, 2020 to January 31, 2021

Results: There were two findings from the December 19, 2019 audit report. One finding was resolved and the current status of the other finding could not be determined at this time.

Source: Internal Audit report dated December 19, 2019			Source: Follow up performed on January 27, 2021
#	Finding	Recommendation	Management Action Plan
1	The written money handling procedures in use at the school do not include all elements recommended by the Office of Accounting: 1. Money should not be left in classrooms or taken home. 2. Sponsors should maintain their own financial records. 3. Sponsors should review SAF reports monthly.	The current principal must ensure that the school's money handling procedures are updated to include all of the recommended elements. Additionally, sponsors must be made aware of all modifications to the procedures.	The written money handling procedures were updated to include the missing elements. The updated procedures were communicated to the sponsors and faculty at the December 9, 2019 faculty meeting
			RESOLVED Internal Audit determined that the school presented BCPS Money Handling Guidelines, which are available on the Controller's BCPS web page, to applicable sponsors on December 9, 2019. The school also updated its internal money handling procedures based on a template provided by the Accounting Department. The updated procedures were communicated to applicable sponsors on March 1, 2021. The updated procedures included all of the missing elements noted in the prior audit report.
2	Four of the six accounts reviewed, with a combined balance of \$489.81, as of November 26, 2019, had little to no activity during the audit period: 1. One Card ID Payable □\$25.00 2. Lost & Damaged Books \$168.08 3. Science Fair Boards □\$121.50 4. STEM Donation\$175.23	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 funds in the inactive accounts will be spent or transferred to the General Fund, as follows: 1. One Card – to be discussed with the Office of Budget & Reporting. 2. Lost & Damaged Books – to be spent on new book purchases. 3. Science Fair Boards – to be spent by the Science Department. 4. STEM Donation – to be spent by the Science Department. The principal will review the SAF accounts annually for inactivity.
			COULD NOT DETERMINE As of January 31, 2021, the four accounts identified in the prior audit did not have any activity since the prior audit. 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.