

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

**Project 4-2020.001
November 12, 2020**



**School Activity Funds (SAF)
3-Year Cash Analysis
Dundalk High School**

Distribution List:

Mildred Charley-Greene
*Executive Director – Secondary
East Zone*

Larissa Santos
Principal

Colleen Vukov
Fiscal Assistant

Andrea Barr
Chief Auditor

SAF 3-Year Cash Analysis – Dundalk High School

FY 17 Beginning Balance	FY 19 Ending Balance	Change in Cash Balance - Dollars	Change in Cash Balance – Percentage
\$83,248.58	\$126,778.82	\$43,530.24	52.29%

Analysis:

The increase in cash is primarily due to activity in four accounts:

1. Donation - Gassaway Account – A \$10,000 donation was posted to this account in FY17 but only \$500 has been spent as of June 30, 2019.
2. Athletics Account – Gate receipts increased by approximately \$10,000 in FY17 because the boy’s basketball team participated in the State finals. This activity appears reasonable, no further action is required at this time.
3. Scholarships Account – Revenues exceeded disbursements in this account by \$14,598.16 during the three-year period.¹
4. Student Council Account - Revenues exceeded disbursements in this account by \$8,430.24 during the three-year period.²

Inquiry of School Personnel and Documentation Reviewed:

1. Donation – Gassaway Account – Internal Audit reviewed the account with the fiscal assistant. The purpose of this account is to help needy students pay for activities such as fieldtrips. There have been discussions with the Guidance Department on how to spend the funds. In March 2020, \$1,225 was transferred to the Future Business Leaders of America (FBLA) account to help students that cannot afford to pay for FBLA fieldtrips. The principal and fiscal assistant will continue to work with the Guidance Department to spend the funds as intended³.
2. Scholarships Account – The fiscal assistant indicated the school is actively trying to award scholarships, but they often go unclaimed. For FY19, unclaimed scholarships total \$14,825.00.
3. Student Council Account – Internal Audit determined the fiscal assistant and principal e discussed the balance in the account with the student council sponsors. A spring dance will be held in FY20³. Students with good attendance will attend for free. Remaining tickets will be sold at a reduced price and it is anticipated the balance will decline over time.

Follow-up:

Internal Audit will conduct a follow-up to determine if management has successfully resolved the issues regarding idle funds.

¹ Revenues are generally donations received for student scholarships.

² This account is funded by ticket sales for the homecoming dance. Expenses in the period were generally related to homecoming expenses.

³ Due to COVID-19 closures, these funds will continue to be held until the following school year.