

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

**Project 4-2020.001
November 13, 2020**



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

Distribution List:

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SAF 3-Year Cash Analysis Loch Raven High School

FY 17 Beginning Balance	FY 19 Ending Balance	Change in Cash Balance - Dollars	Change in Cash Balance – Percentage
\$21,302.08	\$62,464.17	\$41,162.09	193.23%

Analysis:

The increase in cash is primarily due to an increase in four account balances:

1. Student Council – The amount of revenue recorded exceeded expenditures by \$7,297.98 during the three-year period FY17 to FY19.
2. Scholarships – The amount of revenue recorded exceeded expenditures by \$4,820.00 in FY18.
3. Athletics – The amount of revenue recorded in FY19 as a result of donations was \$7,868.19.
4. Yearbook – The account balance increased by \$7,740.27.

Inquiry of School Personnel and Documentation Reviewed:

1. Student Council – Internal Audit discussed this account with the principal, fiscal assistant and account sponsor and determined that planned FY 20 expenditures were not made due to the COVID-19 pandemic. The account sponsor provided a list of possible uses for the funds in this account once students return to in-person learning that appears reasonable.
2. Scholarships – The surplus in this account as of June 30, 2018 was due to a timing difference. Although donations were received and the scholarship recipients were determined in FY18, the scholarship checks were not issued until FY19. The balance in this account as of March 31, 2020 was reduced to \$1,951.28. A timing difference in a scholarship account is reasonable; therefore, no further action is required at this time.
3. Athletics – Internal Audit discussed this account with the principal, fiscal assistant and athletic director. The fiscal assistant provided documentation to support that all athletics donations received in FY19 were spent in FY20 as intended. This activity appears reasonable; therefore, no further action is required at this time.
4. Yearbook - The high balance in this account as of June 30, 2019 was due to a timing difference. The revenue for the FY19 yearbooks was recorded as received in FY19 but the yearbook invoice was not paid until July 2019. This timing difference is reasonable; therefore, no further action is required at this time.

Follow-up:

Internal Audit will follow-up to ensure that the Student Council funds are spent as intended.