

**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
Lutherville Laboratory**

Distribution List:

Dr. Heidi Miller
*Executive Director – Elementary
Central Zone*

Molly Bissell
Principal

Lisa Dominick
Administrative Secretary

Andrea Barr
Chief Auditor

SAF 3-Year Cash Analysis Lutherville Laboratory

FY 17 Beginning Balance	FY 19 Ending Balance	Change in Cash Balance - Dollars	Change in Cash Balance – Percentage
\$48,613.54	\$21,719.88	(\$26,893.66)	-55.32%

Analysis:

The decrease in cash is primarily due to changes in three accounts:

1. Discretionary Account – Three expenditures were made that totaled \$8,242.90.
2. PTA - Unrestricted Donation Account - Two expenditures, one in FY17 and one in FY18, made from this account totaled \$6,993.96.
3. Technology Education – Nine expenditures were made in FY17 & FY18 to zero out the account.

Inquiry of School Personnel and Documentation Reviewed:

Internal Audit conducted School Activity Fund audits at Lutherville Laboratory in FY16 and FY19. Both audits included a finding regarding idle funds and recommendations that the funds be spent for their intended purpose. The significant change in cash balance reflects the action taken by the principals, Mr. Corner and Ms. Bissell, to address the audit findings:

1. Discretionary Account - There were three purchases in FY19 - Furniture for the main office and the Principal's office (totaled \$7,079.50) and Walkie-Talkie's (\$1,163.40).
2. PTA - Unrestricted Donation Account - There were two purchases made from this account; Go Pro Studio equipment (\$2,124.79) in FY17 and Books (\$4,869.17) in FY18.
3. Technology Education - Nine purchases made over FY17 & FY18 to zero out the account. Items purchased included books, Promethean supplies, headphones, mice and Walkie Talkie's.

Since the principals implemented the recommendation to spend the funds for their intended purpose, no further action is required at this time.

Follow-up:

Follow-up is not required.