

**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
Towson High School**

Distribution List:

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SAF 3-Year Cash Analysis Towson High School

FY 17 Beginning Balance	FY 19 Ending Balance	Change in Cash Balance - Dollars	Change in Cash Balance – Percentage
\$58,040.48	\$124,151.51	\$66,111.03	113.91%

Analysis:

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

1. Class of 2020 Account – Fundraiser revenue posted to this account from FY17 to FY19 totaled \$11,572.62.
2. Donation – Athletic Booster Account – The Booster Club made a donation in February 2019 for \$38,060 for a bleacher project and container pad.
3. Drama - Theatre Account – The revenue posted to this account in FY18 and FY19 exceeded expenditures by \$9,893.56 and \$10,932.24, respectively that created an unplanned surplus balance.

Inquiry of School Personnel and Documentation Reviewed:

1. Class of 2020 Account – A review of the activity in the account showed that various fundraising activities occurred during a three-year period for senior activities. This activity in this account appears reasonable, therefore, no further action is required at this time.
2. Donation – Athletic Booster Account – The funds were spent for the intended purpose during FY20. The balance in this account is now zero, therefore, no further action is required at this time.
3. Drama - Theatre Account – Internal Audit determined that there was no plan in place to address the surplus balance in this account. The administrative secretary and principal indicated that they will meet with the drama club advisors and staff from the Office of Fiscal Services to discuss the resolution of this account. It is anticipated a plan will be in place to spend this money as intended on or before March 31, 2020¹.

Follow-up:

Internal Audit will conduct a follow-up to determine if management has successfully resolved the issue regarding the surplus balance in the Drama – Theatre account.

¹ Due to the COVID-19 closure, this date has been extended into FY 2021.