

Board of Education of Baltimore County
Office of Internal Audit

Follow Up to FY 2021 School Activity Fund and Procurement Card (P-card) CHIP Audit

School Name: Lansdowne High School
Follow-Up Audit Periods: SAF: June 1, 2021 through November 30, 2021
SAF General Ledger accounts: July 31, 2020 through November 30, 2021
P-Card: June 1, 2021 through November 30, 2021

Results: There were five findings from the September 21, 2020 audit report; three were resolved, one was partially resolved, and one was not resolved.

Source: Internal Audit report dated September 21, 2020			Source: Follow up performed on November 30, 2021
#	Finding	Recommendation	Management Action Plan
1	<p>Funds raised for student activities were not spent timely. Twenty-six of the 51 accounts reviewed, with a combined balance of \$11,016.08, as of July 31, 2020, little or no activity during the audit period. See Appendix A for detail of the 26 accounts.</p>	<p>The principal must develop a plan to spend the funds in these 26 accounts in accordance with their intended purpose.</p> <p>The principal must review the SAF general ledger accounts at least once a year for inactivity.</p>	<p>The principal will identify the accounts that are tied to programs that are no longer active. These accounts will be transferred to the General Fund. Applicable account sponsors will be notified and will work with the principal to utilize the remaining funds as intended.</p> <p>The principal will review the SAF general ledger accounts annually for inactivity.</p>
			<p>OVERALL - PARTIALLY RESOLVED: Internal Audit reviewed the account balances of the 26 accounts with findings from the prior audit and determined that 10 of the 26 accounts with little or no spending activity in the prior audit were resolved. However, 16 of the 26 accounts, with a combined balance of \$7,438.09, as of November 30, 2021, continue to have little activity. See Appendix A for details.</p> <p>The unresolved finding is due to the virtual learning environment and limited SAF activities in FY20. Therefore, it is anticipated that the accounts would continue to have little to no activity during the follow-up audit period. Please continue with your corrective actions.</p>
2	<p>SAF transfers were not allowable. Five of the 15 journal entries reviewed during the audit period were not allowable. These journal entries transferred \$663.56 from various fundraising accounts to the Discretionary account.</p>	<p>The principal must ensure that journal entries are allowable, prior to approving the transfer.</p>	<p>The principal will discuss with the bookkeeper to review specific criteria on movement of funds and ensure the transfer is accurate and allowed.</p>
			<p>RESOLVED: Internal Audit reviewed 8 journal entries in the follow-up audit period and determined that all of the journal entries were for allowable purposes.</p>
3	<p>Funds were not submitted and/or received promptly. Five of the 40 revenue transactions reviewed were not submitted and/or received promptly. There was a delay of two to five business days between the date indicated on the sponsor's money envelope and the date on the BCPS receipt.</p>	<p>The principal must ensure that funds are submitted and received without delay and that all sponsors are aware of the proper procedures related to the collection and remittance of funds.</p>	<p>The principal will ensure teachers are dating envelopes correctly and returning them at end of the day. The bookkeeper has a detailed process on depositing funds requiring the back-up bookkeeper to make deposits if bookkeeper is out more than one day.</p>
			<p>NOT RESOLVED: Internal Audit reviewed 11 revenue transactions in the follow-up audit period and determined that three of the 11 transactions were not submitted and/or received promptly. There was a delay of three to 18 business days between the date indicated on the sponsor's money envelope and the date on the BCPS receipt.</p>

Source: Internal Audit report dated September 21, 2020			Source: Follow up performed on November 30, 2021
#	Finding	Recommendation	Management Action Plan
			Current Status
4	<p>Procurement card purchases were made for prohibited activities.</p> <p>Two procurement card purchases, which totaled \$239.21, were made for prohibited activities. Food purchases were made from Seasons Pizza for students' lunches during normal school hours on September 5, 2019 and October 23, 2019. These purchases do not meet the Maryland Nutrition Standard as stated in Superintendent's Rule 3310.</p>	<p>The principal must ensure that all food purchased for students during the normal school day meets the Maryland Nutrition Standard per Superintendent's Rule 3310.</p>	<p>The principal will review nutrition standards with teachers regarding food served during the school day and will work with the cafeteria manager if special circumstances arise due to programs that have students miss their lunch because of an academic event.</p>
			<p>RESOLVED:</p> <p>Internal Audit reviewed all procurement card food purchases in the follow-up audit period and did not identify any food purchases served to students during school hours.</p>
5	<p>Non-travel related procurement card purchase was made in excess of \$1,000.</p> <p>The school's designated travel procurement cardholder made a non-travel related purchase greater than the \$1,000 limit. A \$1,793.00 purchase was made in June 2020 for the on-line AP Summer Institute at Goucher College for professional development.</p>	<p>The principal should review non-travel spending limits with the travel procurement cardholder and ensure non-travel purchases in excess of \$1,000 are not made.</p>	<p>In order to register for conferences that only take a credit card and it is over \$1000, an email granting permission from fiscal services will be obtained.</p>
			<p>RESOLVED:</p> <p>Internal Audit reviewed all of the procurement card transactions in the follow-up audit period and did not identify any split purchases to circumvent the \$2,000 procurement card purchasing limit. <i>(Note: the procurement card limit was raised to \$2,000 since the prior audit)</i></p>

Appendix A

Account Name		Balance at 7/31/2020 PRIOR	Balance at 11/30/2021 FOLLOW-	Difference INC/(DEC)	FOLLOW-UP RESULT AND RESPONSE
Little or No Spending Activity					
1	30.3100.002 L and D Books English	\$596.78	\$596.78	\$ -	NOT RESOLVED These funds will be used to reimburse school budget for costs of new texts.
2	30.3100.003 L and D Books World Language	\$566.87	\$566.87	\$ -	NOT RESOLVED These funds will be used to purchase reading materials for courses.
3	30.3100.004 L and D Books Math	\$177.34	\$27.84	\$ (149.50)	RESOLVED
4	30.3100.005 L and D Books Social Studies	\$156.00	\$156.00	\$ -	NOT RESOLVED These funds will be used to reimburse school budget for costs of new AP Psychology texts.
5	30.3100.006 L and D Books Science	\$198.47	\$198.47	\$ -	NOT RESOLVED These funds will be used to purchase texts to support science courses.
6	30.3100.007 L and D Books Family Studies	\$40.00	\$40.00	\$ -	NOT RESOLVED These funds will be used to purchase supplies for Child Development Program.
7	30.3150.100 Lost and Damaged Device Equip	\$1,233.00	\$0.00	\$ (1,233.00)	RESOLVED
8	30.3950.003 Donation - Cheerleading	\$135.00	\$0.00	\$ (135.00)	RESOLVED
9	30.3950.004 Don.-Refugee Youth Program-CVI	\$1,250.00	\$560.65	\$ (689.35)	RESOLVED
10	30.3950.005 Don. Arbutus Rec - Parks CVD	\$1,000.00	\$1,000.00	\$ -	NOT RESOLVED These funds will be used to purchase equipment for the athletic department.
11	40.4000.004 Art - Studio AP	\$699.25	\$699.25	\$ -	NOT RESOLVED These funds will be used to purchase materials to support AP Studio Art Program.
12	40.4040.000 English	\$5.00	\$0.00	\$ (5.00)	RESOLVED
13	40.4050.000 World Language	\$206.34	\$206.34	\$ -	NOT RESOLVED These funds will be used to purchase reading materials for courses.
14	40.4120.000 Family Studies	\$154.03	\$84.07	\$ (69.96)	RESOLVED
15	40.4150.004 SEIT Academy Science Engineer	\$263.00	\$263.00	\$ -	NOT RESOLVED These funds will be used to purchase items for maintenance of the Greenhouse.
16	40.4190.000 Library	\$821.20	\$821.20	\$ -	NOT RESOLVED These funds will be used to purchase additional items for the collection as outlined by LMS Office.
17	40.4410.001 Athletics V. Football	\$94.41	\$0.00	\$ (94.41)	RESOLVED
18	40.4410.009 Athletics BV Lacrosse	\$183.42	\$183.42	\$ -	NOT RESOLVED These funds will be used to purchase of helmets.
19	40.4410.013 Athletics V. Softball	\$1,398.15	\$1,398.15	\$ -	NOT RESOLVED These funds will be used to purchase of uniforms.
20	40.4720.000 National Art Honor Society	\$18.63	\$173.13	\$ 154.50	NOT RESOLVED These funds will be used to purchase honor cords for graduating seniors.
21	40.4730.000 Future Teachers	\$255.14	\$255.14	\$ -	NOT RESOLVED These funds will be transferred to General Fund.
22	40.4790.009 Scholarship - Art	\$138.44	\$138.44	\$ -	NOT RESOLVED These funds will be transferred to General Fund.
23	40.4970.000 SADD	\$40.87	\$0.00	\$ (40.87)	RESOLVED
24	40.5090.003 Skills USA	\$741.90	\$741.90	\$ -	NOT RESOLVED These funds will be used for fees associated with the Skills USA competitions later in the year.
25	40.5090.010 Environmental Club	\$550.04	\$391.54	\$ (158.50)	RESOLVED
26	40.5090.012 The Society for Girls.	\$92.80	\$0.00	\$ (92.80)	RESOLVED

Grand Total

\$11,016.08 \$8,502.19 (\$2,513.89)