



**RELAY ELEMENTARY SCHOOL  
CHANGE IN PRINCIPAL (CHIP)  
FINANCIAL REVIEW  
OCTOBER 14, 2021**

Board of Education of Baltimore County Public Schools  
Office of Internal Audit

Internal Audit verified that responsibility for the school finances transferred to the newly assigned principal and provided specific assistance, as needed.

Refer to Exhibit A for the report distribution list.

## BACKGROUND

School Name	Relay Elementary School
Length of Tenure of Outgoing Principal at Relay Elementary School	4 years
Incoming Principal's Previous School/Length of Tenure	Dogwood Elementary School Assistant Principapl/1 year
Length of Tenure of Administrative Secretary at Relay Elementary School	2 years
Reason for Change	Transfer

## REVIEW OBJECTIVES

Internal Audit provided the new principal with informational documents:

- A "Principal's Checklist" of financial reminders.
- Copies of prior financial audits, reviews, and/or follow-ups at Relay Elementary School.

Internal Audit requested and reviewed financial documents from Relay Elementary School:

- The completed Transfer of Financial Responsibility Form. This form is a checklist that indicates that the outgoing principal has made available all school-related financial documents, adhered to Board Policies relating to school finances, and has taken the necessary steps to transition the school's fiscal responsibilities to the incoming principal.
- The updated authorized check signers form from the school's bank. This document ensures that the outgoing principal's name was removed, and the incoming principal's name was added to the SAF bank account.
- The Maryland Comptroller Memo for Sales & Use Tax. This memo is sent to the Comptroller of Maryland; it notifies them of the change in person-in-charge of the Maryland Sales and Use Tax account in the school's name.
- A listing of the current procurement card holders at the school, reviewed and signed by the new principal, to indicate their agreement with the individuals who have a procurement card and the purchase limits listed.

Internal Audit also requested that a copy of Relay Elementary School's money handling procedures be submitted once the new principal and administrative secretary complete the "MONEY HANDLING TRAINING FOR BOOKKEEPER" course on Schoology.

## SUMMARY OF RESULTS

Internal Audit did not identify any reportable findings in this review. All required financial documents were completed timely, and the school's money handling procedures have all required elements.

# EXHIBIT A

## RELAY ELEMENTARY SCHOOL REPORT DISTRIBUTION LIST

Title		Location
Principal		Relay Elementary School
Superintendent		BCPS
Chief Academic Officer		Division of Curriculum & Instruction
Community Superintendent		West Zone
Executive Director, Elementary School Support		West Zone
Executive Administrative Assistant		West Zone
Prior Principal		Relay Elementary School
Senior Executive Director		Administrative Services
Executive Director		Fiscal Services
Administrative Secretary		Relay Elementary School
Chief Auditor		Office of Internal Audit