

# BALTIMORE COUNTY PUBLIC SCHOOLS

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## Memorandum

TO: Dr. Darryl Williams, Superintendent  
Dr. Myriam Yarbrough, Deputy Superintendent  
Mr. Christopher Hartlove, Chief Financial Officer  
Dr. Michael Zarchin, Chief of Schools

FROM: Ms. Andrea Barr, Chief Auditor

DATE: October 4, 2022

SUBJECT: Summary of FY23 Change in Principal Reviews

### **Background**

Internal Audit verified that responsibility for the school finances transferred to the newly assigned principal and provided specific assistance, as needed, for the 24 schools with a change in principal for FY23.

### **Scope and Methodology**

Internal Audit requested and reviewed documents at each school:

- The Transfer of Financial Responsibility form.
- The school's current money handling procedures.

We informed the newly assigned principal to complete other financial documents or tasks:

- Update the authorized check signers at their bank.
- Complete the Maryland Comptroller Memo for Sales & Use Tax and submit to the MD Comptroller.
- Review the current procurement card holder listing at their school and complete the P-card change form if changes to the procurement card holders are required.
- Meet with the administrative secretary or fiscal assistant monthly to review the school's SAF accounts, and to ensure that funds are used as intended and have an appropriate balance.

We also provided the newly assigned principal with:

- The school's prior financial audits, reviews, and/or follow-ups.
- A "Principal's Checklist" document of financial reminders.

- The most recent (June 2022) monthly “Financial Facts Newsletter”, published by Fiscal Services.

### **Summary of Results**

Internal Audit received the completed Transfer of Financial Responsibility forms from all 24 schools where there was a change in principal. We also reviewed the current Money Handling Procedures at each school and determined that all 24 school’s procedures included all of the required elements.