

Internal Audit Department  
Summary of Business Process Follow-Up Reviews  
School Year Spring 2016-2017



Savannah-Chatham County Public School System

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## Executive Summary

The Internal Audit Department has completed Business Process Follow-Up Reviews at fourteen schools. The scope for the follow-up reports from the Fall was from September 1, 2016 – January 20, 2017.

### Area of Findings – Percent of Transactions

School Name	Total Findings (All Areas)	Purchasing/ AP Error Rate	SAF Error Rate	Student Data Error Rate	Purchase Cards Error Rate
Bloomingtondale Elementary School	10	NA	33%	NA	NA
Otis J. Brock, III Elementary School	31	NA	95%	30%	NA
Godley K-8 School	15	NA	NA	50%	NA
Gould Elementary School	39	50%	20%	78%	NA
Haven Elementary School	18	10%	50%	NA	NA
Islands High School	65	67%	100%	NA	NA
Largo-Tibet Elementary School	71	17%	100%	27%	93%
Myers Middle School	31	NA	96%	NA	NA
New Hampstead High School	11	0%	36%	NA	NA
Rice Creek School	3	NA	NA	9%	NA
Savannah Arts Academy	2	NA	NA	40%	NA
STEM Academy at Bartlett	20	13%	49%	NA	13%
Southwest Elementary School	17	3%	NA	NA	100%
West Chatham Middle School	22	16%	53%	3%	NA

*NA = Not Tested*

A Summary of Review Findings for the current period for all schools in this report can be located on pages 5-6. Responses to these findings can be located in the Appendix section (pages 13-78).

## **Objectives, Scope and Methodology**

- The objectives of the reviews were to test internal controls for the business processes at designated schools, and to provide the principal with feedback on how to strengthen controls based on findings (initial review) or on changes implemented as a result of the original review.
- The scope of the reviews was dependent on the type of report conducted. For an initial report, the previous year data was tested to identify weaknesses in the internal controls from the previous leadership. A follow-up review is completed approximately 90-120 days after the initial review; it includes transactions completed after the initial review. The purpose of the follow-up review is to determine if changes were made to strengthen the internal control weaknesses originally identified.
- Additional follow-up reviews are conducted when the internal control environment at a school/site merits a “needs improvement” or “inadequate” rating (see page 7). Follow-up reviews are conducted annually until the internal control environment is rated “satisfactory.”
- The procedures for the reviews included a review of written policies and procedures, and sampling transactions for compliance by reviewing supporting documentation and electronic records.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## **Background**

Business Process Reviews are conducted each time a principal is assigned to a different school. Selected business processes at the school are reviewed to assist the principal in determining if internal controls are functioning properly or if additional assistance is needed.

Internal Audit may schedule Business Process Reviews at schools when the leadership has not changed. The goal is to review each school at least once every five years. This assures principals and Central Office administrators that internal controls continue to work as designed for new and established principals.

## **Internal Control Questionnaire**

Internal controls help establish accountability and provide feedback to managers on whether operations are working as expected. Controls are not meant to be a trap to catch someone not following procedures, but rather a quick check to enable everyone to do the job right. Because internal controls involve specific procedures for tasks, a system of internal controls should be a part of making the work smoother for everyone. Although some employees may feel that internal controls are restrictive, controls are actually tools to help ensure that organizational objectives are met. When internal controls are not functioning as intended, there is an increase in the risk of not meeting organizational objectives. Resources may be wasted as a result.

Internal control failures often result in employees having to spend unnecessary time in order to correct a problem; they may also result in violations of law or regulations that jeopardize State, Federal, or other funds. Most importantly, they may undermine the District’s ability to serve its students.

Everyone in an organization has some responsibility for internal control, but an organization's leaders are ultimately responsible and must assume "ownership" of the internal controls for their area of responsibility.

Internal Audit has developed a list of questions to assess the internal control environment in a school. When there is a change in principal at a school, it is particularly important to assess whether the internal controls for key business processes function as they should, and whether the internal control environment – the attitude about internal controls – at the school site is as strong as it should be. This assessment will help the leadership at the school site determine whether changes are needed in order to effectively manage the business processes. The Internal Control Questionnaire (ICQ) is completed jointly by the Internal Auditor and the principal at the beginning of each initial Business Process Review.

#### Purchasing and Accounts Payable

Board Policy DJE, Purchasing, controls the District purchasing process. The District's Purchasing Manual provides detailed procedures. The purchasing process is a combined effort from both the Central Office and the schools/sites. Items are requested or ordered by a school site; electronic approvals are obtained based on the dollar amount and funding source. Once all approvals are applied, the purchase order is generated and sent to the vendor. The items are then shipped to the school site, where the order is received and verified by the secretary. Electronic verification of the items received is to be entered in the District's Financial System (LEAFS) within 72 hours. Once an invoice is received and reviewed by the Accounts Payable Department, it is matched to the electronic receiving information and payment is made to the vendor.

#### Student Activity Funds

Student Activity Funds provide a school or site with the ability to collect funds and purchase items for school related functions. Student Activity Fund (SAF) procedures are outlined in the Student Activity Fund Handbook. The work processes are conducted at the school site by the administrative secretary. The Student Activity Fund Coordinator, in the Division of Finance, supports and monitors the schools or sites to ensure compliance with the District's policies and procedures. Funds may be collected by designated sponsors at each school and then given to the secretary. Each transaction is documented in the District's SAF computer program called SchoolCash.net; funds are then deposited into the bank. Check Request Forms are used to document each disbursement from the account.

#### Student Data

The Disciplinary Referral process is documented in the District's Student Data Accountability Procedures Manual. The process requires a teacher or administrator to complete the Disciplinary Referral Form. The completed form is given to the information specialist, who enters the information into the District's Student Information System, PowerSchool. The student's attendance is entered by the teacher into PowerSchool's teacher component, PowerTeacher. The information specialist is required to adjust the attendance in PowerSchool of any student who is absent from class due to a disciplinary action, such as in-school suspension, out of school suspension, etc. This information is reported annually to the Georgia Department of Education; it is also the basis for ad hoc reports used by the District and requested by community members throughout the year.

## Purchasing Cards

The District's Purchasing Card Manual provides instructions for small purchases with a District-issued credit card, known as Purchasing Cards. Purchasing Cards may be issued to principals; each card is connected to a specific account line in a school's non-salary budget. The principal may request cards for more than one budget line. All transactions are recorded on a transaction log, with supporting documentation attached. On a monthly basis, the transaction log is reconciled with the bank statement at the school/site by the secretary. The Division of Finance is notified that the reconciliation is complete; the supporting documentation is maintained at the school/site.

## Summary of Findings

School	Total Per School	Area of Findings Previous Report	Total Per School	Area of Findings Spring 16/17
Bloomingtondale Elementary School	28	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> <li>• Purchase Cards</li> </ul>	10	<ul style="list-style-type: none"> <li>• SAF</li> </ul>
Otis J. Brock, III Elementary School	70	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> </ul>	31	<ul style="list-style-type: none"> <li>• SAF</li> <li>• Student Data</li> </ul>
Godley Station School	31	<ul style="list-style-type: none"> <li>• Student Data</li> <li>• SAF</li> </ul>	15	<ul style="list-style-type: none"> <li>• Student Data</li> </ul>
Gould Elementary School	50	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> </ul>	39	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> </ul>
Haven Elementary School	92	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> </ul>	18	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> </ul>
Islands High School	75	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> <li>• Purchase Cards</li> </ul>	65	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> </ul>
Largo-Tibet Elementary School	62	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> <li>• Purchase Cards</li> </ul>	71	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> <li>• Purchase Cards</li> </ul>
Myers Middle School	48	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> </ul>	31	<ul style="list-style-type: none"> <li>• SAF</li> </ul>
New Hampstead High School	42	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> </ul>	11	<ul style="list-style-type: none"> <li>• SAF</li> </ul>
Rice Creek School	21	<ul style="list-style-type: none"> <li>• SAF</li> <li>• Student Data</li> </ul>	3	<ul style="list-style-type: none"> <li>• Student Data</li> </ul>
Savannah Arts Academy	11	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> <li>• Purchase Cards</li> </ul>	2	<ul style="list-style-type: none"> <li>• Student Data</li> </ul>

School	Total Per School	Area of Findings Previous Report	Total Per School	Area of Findings • Spring 16/17
STEM Academy at Bartlett	110	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Purchase Cards</li> </ul>	20	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Purchase Cards</li> </ul>
Southwest Elementary School	35	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> <li>• Purchase Cards</li> </ul>	17	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• Purchase Cards</li> </ul>
West Chatham Middle School	81	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> </ul>	22	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• SAF</li> <li>• Student Data</li> </ul>
Total	756		355	

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## Internal Control Review Results by Area

### Internal Control Legend

<b>CRITERIA</b>	<b>SATISFACTORY (0% - 19% Findings)</b>	<b>NEEDS IMPROVEMENT (20% - 39%)</b>	<b>INADEQUATE (40% and Higher)</b>
Policy & Procedures Compliance	In compliance	Non-compliance issues exist	Non-compliance issues are significant or have severe consequences
Information Risk (Student Data Only)	Data is generally reliable	Data is mostly accurate but can be improved	Data is incomplete or inaccurate
Effect	Not likely to impact operations or program outcomes	Moderate impact on operations or program outcomes	Negative impact on operations or program outcomes

**Purchasing and Accounts Payable**

**Policy & Procedures Compliance**

<b>School/Site Sample Size</b>	<b>SATISFACTORY (0 – 19% Findings)</b>	<b>NEEDS IMPROVEMENT (20% - 39%)</b>	<b>INADEQUATE (40% and Higher)</b>	<b>Effect</b>
Gould Elementary 30 transactions	-	-	50%	Negative impact on operations or program outcomes
Haven Elementary 30 transactions	10%	-	-	In compliance
Islands High School 30 transactions	-	-	67%	Negative impact on operations or program outcomes
Largo-Tibet Elementary 30 transactions	17%	-	-	In compliance
New Hampstead High School 27 transactions	0%	-	-	In compliance
STEM Academy 30 transactions	13%	-	-	In compliance
Southwest Elementary 30 transactions	3%	-	-	In compliance
West Chatham Middle School 30 transactions	16%	-	-	In compliance

*The most common findings included:*

- *The packing slip was not signed and/or dated (22 findings).*
- *There was no packing list on file to review (15 findings).*
- *The receiver date in LEAFS did not agree with the receiver date on packing slip (12 findings).*

**Student Activity Funds**

**Policy & Procedures Compliance**

<b>School/Site Sample Size</b>	<b>SATISFACTORY (0 – 19% Findings)</b>	<b>NEEDS IMPROVEMENT (20% - 39%)</b>	<b>INADEQUATE (40% and Higher)</b>	<b>Effect</b>
Bloomingtondale Elementary 30 transactions	-	33%	-	Moderate impact on operations or program outcomes
Otis J. Brock, III Elementary 23 transactions	-	-	95%	Non-compliance issues are significant or have severe consequences
Gould Elementary 30 transactions	-	20%	-	Moderate impact on operations or program outcomes
Haven Elementary 30 transactions	-	-	50%	Non-compliance issues are significant or have severe consequences
Islands High School 32 transactions	-	-	100%	Non-compliance issues are significant or have severe consequences
Largo-Tibet Elementary 32 transactions	-	-	100%	Non-compliance issues are significant or have severe consequences
Myers Middle School 32 transactions	-	-	96%	Non-compliance issues are significant or have severe consequences
New Hampstead High School 30 transactions	-	36%	-	Moderate impact on operations or program outcomes

School/Site Sample Size	SATISFACTORY (0 – 19% Findings)	NEEDS IMPROVEMENT (20% - 39%)	INADEQUATE (40% and Higher)	Effect
STEM Academy at Bartlett 30 transactions	-	-	49%	Non-compliance issues are significant or have severe consequences
West Chatham Middle School 30 transactions	-	-	53%	Non-compliance issues are significant or have severe consequences

The most common findings included:

- Sponsor reports were missing and/or not signed and dated (50 findings).
- Checklist located on the Check Request Form was not completed (48 findings)
- Missing receipts supporting Report of Monies Collected Forms (29 findings).

**Student Data**  
**Information Risk**

<b>School/Site Sample Size</b>	<b>SATISFACTORY (0 – 19% Findings)</b>	<b>NEEDS IMPROVEMENT (20% - 39%)</b>	<b>INADEQUATE (40% and Higher)</b>	<b>Effect</b>
Otis J. Brock, III Elementary 30 incidents	-	30%	-	Data is mostly accurate but can be improved
Godley Station School 30 incidents	-	-	50%	Data is incomplete or inaccurate
Gould Elementary 23 incidents	-	-	78%	Data is incomplete or inaccurate
Largo-Tibet Elementary 29 incidents	-	27%		Data is mostly accurate but can be improved
Rice Creek School 30 incidents	9%	-	-	Data is generally reliable
Savannah Arts Academy 5 incidents	-	-	40%	Data is incomplete or inaccurate
West Chatham Middle School 30 incidents	3%	-	-	Data is generally reliable

*The most common findings included:*

- *The student's attendance record did not agree with the Disciplinary Referral Form (18 incidents).*
- *Disciplinary Referral Form does not match the data entered into PowerSchool (14 incidents).*
- *Disciplinary Referral Forms were not signed by the person entering the data (9 incidents).*

## Purchase Cards

### Policy & Procedures Compliance

School/Site Sample Size	SATISFACTORY (0 – 19% Findings)	NEEDS IMPROVEMENT (20% - 39%)	INADEQUATE (40% and Higher)	Effect
Largo-Tibet Elementary 15 transactions	-	-	93%	Negative impact on operations or program outcomes
STEM Academy 15 transactions	13%	-	-	In Compliance
Southwest Elementary 15 transactions	-	-	100%	Negative impact on operations or program outcomes

*The most common findings included:*

- *Transaction Log Forms missing from the reconciliation process (12 findings).*
- *Reconciliation Report was not approved (6 findings).*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Aysha Parks, Principal  
Bloomingdale Elementary School  
101 East Main Street  
Bloomingdale, GA 31302

Dear Ms. Parks,

Internal Audit has completed a Business Process Follow-Up Review for Bloomingdale Elementary School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Bloomingdale Elementary School, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at Bloomingdale Elementary School:

- Student Activity Funds

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with site visits to the school on March 7, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Ms. Parks was appointed as principal at Bloomingdale Elementary School in July 2015. Ms. Parks has been employed by the District for six and one-half years.

The secretary at Bloomingdale Elementary School is responsible for the areas of Student Activity Funds. The secretary has been assigned to this school for 16 years and employed by SCCPSS for 16 years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Bloomingdale Elementary School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	March 2015 Review	March 2017 Review
<b>Sample Size</b>		
<b>Student Activity Funds</b>	<b>n=55</b>	<b>n=30</b>
• Entries into SchoolCash.net were not made the same day as the Report of Monies Collected Form	17%	0%
• Disbursement did not have supporting documentation	23%	0%
• Disbursement was requested and approved by the principal	28%	0%
• Entry into SchoolCash.net did not match the supporting Report of Monies Collected Form	24%	0%
• Check Request Form was incomplete	0%	3%
• Checklist was not completed as required by the SAF Handbook	0%	30%

## Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the area of Student Activity Funds.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Bloomingdale Elementary School in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit



Bloomington Elementary  
Business Process Follow-Up Review  
March 2017

## RESULTS OF REVIEW

The results of the Business Process Review at Bloomington Elementary are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### STUDENT ACTIVITY FUNDS

#### Receipts

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found all transactions following guidelines.

#### Disbursements

Internal Audit selected 15 disbursement transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- The checklist box was not filled out as required by the Student Activity Fund Handbook for nine transactions.
- One Check Request Form was incomplete. It was missing the fund balance.

Check requests are an important part of internal control. By completing the entire check request (including the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the check establish accountability for the funds.

#### Recommendation(s):

- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.

#### **Management's Response**

*In the future, the revised (required) form will be used which includes the checklist with the same information as previous form. We have been completing the original form with the understanding that the new form was suggested. In addition, there was a missing fund balance on one of the check request forms. We will ensure that the processes include an additional scan and check to ensure accuracy and completion.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Selina Ruth-Gillans, Interim Lead Principal  
Mrs. Maggie Walker-Zeigler, Principal  
Otis J. Brock, III Elementary  
1804 Stratford Street  
Savannah, GA 31401

Dear Ms. Ruth-Gillans, and Mrs. Walker-Zeigler,

Internal Audit has completed a Business Process Follow-Up Review for Otis J. Brock, III Elementary. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Otis J. Brock, III Elementary, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at Otis J. Brock, III Elementary:

- Student Activity Funds
- Student Data

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with site visits to the school on March 2, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Ms. Ruth-Gillans was appointed as Interim Lead principal at Otis J. Brock, III Elementary in December 2016. Ms. Ruth-Gillans has been employed by the District for 23 years. Mrs. Walker-Zeigler was appointed as principal at Otis J. Brock, III Elementary in August 2007. Mrs. Walker-Zeigler has been employed by the District for 30 and one-half years.

The secretary at Otis J. Brock, III Elementary is responsible for the areas of Student Activity Funds. The secretary has been assigned to this school for 18 years and employed by SCCPSS for 25 years.

The information specialist is responsible for the area of Student Data. The information specialist has been assigned to this school for 29 years. She has been employed by SCCPSS for 29 years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Otis J. Brock, III Elementary on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	February 2015 Review	March 2017 Review
<b>Sample Size</b>		
<b>Student Activity Funds</b>	<b>n=17</b>	<b>n=23</b>
• Missing Report of Monies Collected Form	17%	0%
• Deposits were not made within 24 hours	17%	9%
• Incomplete Report of Monies Collected Forms	17%	4%
• Entry into SchoolCash.net was not made the same day as the receipt of funds from the sponsor	33%	39%
• Receipts to support the Report of Monies Collected Form were missing	17%	26%
• Missing supporting documentation for Check Request	9%	0%
• Disbursements were not supported by the account charter and/or SAF guidelines	27%	0%
• Check Request Form was incomplete	0%	4%
• Checklist box was not completed as required by the SAF Handbook	0%	13%
<b>Student Data</b>	<b>n=30</b>	<b>n=30</b>
• Disciplinary Referral Form did not match PowerSchool	27%	10%
• Disciplinary Referral Form was missing	3%	0%
• Incorrect Disciplinary Referral Form was used	10%	0%

<b>Student Data</b>	<b>n=30</b>	<b>n=30</b>
• Disciplinary Referral Form was not reported to the state as required by the GaDOE	13%	13%
• Disciplinary Referral Form was not signed by the person entering the Data	97%	0%
• Attendance in PowerSchool did not match the Disciplinary Referral Form	0%	7%

### **Results of Review and Opinion**

The results of this review are listed for each of the business processes on the attachment to this letter. These results show no changes in the area of Student Activity Funds; emerging improvements in Student Data.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Otis J. Brock, III Elementary in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

Otis J. Brock, III Elementary  
Business Process Follow-Up Review  
March 2017

## RESULTS OF REVIEW

The results of the Business Process Review at Otis J. Brock, III Elementary are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### STUDENT ACTIVITY FUNDS

#### Receipts

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- One Report of Monies Collected Form was incomplete. It was missing the account name.
- Nine entries in SchoolCash.net, the District's SAF accounting system, were not dated the same day as the Report of Monies Collected Form as required by the Student Activity Fund Handbook.
- The receipts supporting six Report of Monies Collected Forms were missing.
- Two deposits were not made within 24 hours after the funds were received by the sponsor.

#### Disbursements

Internal Audit selected eight disbursement transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- One Check Request Form was incomplete. It was missing the principal's signature.
- The checklist box was not filled out for three transactions as required by the Student Activity Fund Handbook.

Complete documentation of receipts, including a Report of Monies Collected Form, supports the deposit of money into a specific fund. Completing the account (fund) name/number helps to ensure that money is deposited in the correct fund. Signatures on the Report of Monies Collected Forms establish accountability for the funds.

Receipts validate the amount transferred from one person to another in the Student Activity Fund process, i.e. from a teacher or sponsor to the bookkeeper or the bookkeeper to the bank. These receipts establish accountability for the funds. The Student Activity Fund Handbook procedures state that receipts from SchoolCash.net must be issued for all monies collected from all sources when the money is collected. This process ensures that all transactions are recorded promptly and provides a tracking mechanism to ensure that all deposits are recorded in the bank.

Deposits should be made on a daily basis to reduce the risk of loss and/or theft. This also reduces the time between receipt of the funds and when the funds are available for use by the activity sponsor.

Check requests are an important part of internal control. By completing the entire check request (including the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the check establish accountability for the funds.

#### Recommendation(s):

- Report of Monies Collected Forms should be completed entirely, including fund name/number, receipt numbers (or list of names and amounts collected, if under \$5 each), total amount of money collected, reason for collection, and signature of the person submitting the funds.
- Deposits should be entered in SchoolCash.net on the day funds are received by the bookkeeper.

- Receipts from the sponsor should be presented along with the Report of Monies Collected Form to the bookkeeper to validate the funds submitted and within 24 hours of receipt of the funds.
- Deposits should be made within 24 hours of receipt.
- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.

**Management’s Response**

*The following control measures will be put into place to insure the integrity of SchoolCash Guidelines*

- *The bookkeeper will check the form to make sure all pertinent information is present before taking the deposit from the sponsor.*
- *All deposits will be entered into SchoolCash on the day the bookkeeper receives the deposit.*
- *The sponsor will bring the receipt book to the bookkeeper to validate the amount received is the amount being turned in. The bookkeeper will check the receipt book for the date to see if the money was received within the last 24 hours.*
- *The bookkeeper will deposit the money within 24 hours of receiving it from the sponsor. In an event the deposit does not make it to the bank in 24 hours a note will be add to deposit.*
- *The bookkeeper will review the check request form for all pertinent information before printing the check. All supporting documentation will be attached to the check request.*

**STUDENT DATA**

Internal Audit selected 30 student discipline incidents for review. Internal Audit compared the Disciplinary Referral Form to the information in PowerSchool, the District’s student information system. If the student was assigned in-school or out-of-school suspension, we also checked the student’s attendance data for those days. Internal Audit found the following issues:

- The incident date/code and/or consequence code on three Disciplinary Referral Forms did not match the data entry in PowerSchool.
- Two student’s attendance data in PowerSchool did not match the Disciplinary Referral Form/Discipline Log in PowerSchool.
- Four incidents were reported either incorrectly or not at all to the State.

Disciplinary Referral Forms are the basis for mandatory state reporting on disciplinary issues. Fully completing this form, including the referral code, signature of the person entering the information, and disposition of the incident, improves the reliability of the data entered into PowerSchool. Reliable data in the system is essential for effective use of student information, and for reliable reporting to the state.

**Recommendation(s):**

- Disciplinary Referral Forms should be fully completed, including the referral code, name of person making the referral, parent/guardian information, disposition of the incident, signature of the person entering the information, and signature of the person entering the data in order to provide complete and reliable information for state and local reporting.
- The data included on the Disciplinary Referral Form should be entered in PowerSchool accurately for the discipline incident to provide complete and reliable information for state and local reporting.
- Attendance data in PowerSchool should agree with the disposition data entered in PowerSchool as reflected on the Disciplinary Referral Form for the discipline incident.

**Management’s Response**

- *The Information Specialist will make sure the incident date/code and /or consequence code on the Disciplinary Form match the data entry in Power School.*
- *The Information Specialist will make sure the attendance data in Power School match the Disciplinary Form.*
- *The Information Specialist will make sure incidents are reported correctly to the State.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Mr. John King, Principal  
Godley Station School  
2135 Benton Blvd.  
Pooler, Ga 31322

Dear Mr. King,

Internal Audit has completed a Business Process Follow-Up Review for Godley Station School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Godley Station School, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business process at Godley Station School:

- Student Data

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with a site visit to the school on February 22, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Mr. King was appointed as principal at Godley Station School in July 2014. Mr. King has been employed by the District for 16 years

The information specialist is responsible for the area of Student Data. The information specialist has been assigned to this school for 7 years. She has been employed by SCCPSS for 22 years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Godley Station School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	February 2015 Review	February 2017 Review
Sample Size	n=30	n=30
<b>Student Data</b>		
• Entry in PowerSchool did not match the Disciplinary Referral Form	33%	0%
• Attendance data in PowerSchool did not match the Disciplinary Referral Form	10%	33%
• Incident was not reported to the State as documented on the Disciplinary Referral Form	17%	7%
• Outdated Disciplinary Referral Form was used	37%	0%
• Disciplinary Referral Form was not signed by the person entering the data	3%	0%
• Disciplinary Referral Form could not be located	0%	3%
• Disciplinary Referral Form was incomplete	0%	7%

## Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the area of Student Data; however, some improvements are still needed.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas. Internal Audit appreciates the assistance and support provided by the principal and the staff at Godley Station School in completing this Business Process Follow-Up Review.

Sincerely,  
Senior Director, Internal Audit



Godley Station School  
Business Process Follow-Up Review  
February 2017

## **RESULTS OF REVIEW**

The results of the Business Process Follow-Up Review at Godley Station School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### **STUDENT DATA**

Internal Audit selected 30 student discipline incidents for review. Internal Audit compared the Disciplinary Referral Form to the information in PowerSchool, the District's student information system. If the student was assigned in-school or out-of-school suspension, we also checked the student's attendance data for those days. Internal Audit found the following issues:

- One Disciplinary Referral Form could not be located onsite.
- No entry of the incident code was made on two Disciplinary Referral Forms.
- Ten student's attendance data in PowerSchool did not match the Disciplinary Referral Form/Discipline Log in PowerSchool.
- Two discipline incidents as documented on the Disciplinary Referral Forms were not reported correctly to the State.

Disciplinary Referral Forms are the basis for mandatory state reporting on disciplinary issues. Fully completing this form, including the referral code, signature of the person entering the information, and disposition of the incident, improves the reliability of the data entered into PowerSchool. Reliable data in the system is essential for effective use of student information, and for reliable reporting to the state.

### **Recommendation(s):**

- Disciplinary Referral Forms should be fully completed, including the referral code, name of person making the referral, parent/guardian information, disposition of the incident, signature of the person entering the information, and signature of the person entering the data in order to provide complete and reliable information for state and local reporting.
- The data included on the Disciplinary Referral Form should be entered in PowerSchool accurately for the discipline incident to provide complete and reliable information for state and local reporting.

### **Management's Response**

*We will work to make sure student discipline incidents are reported more accurately.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Jim Roszkowiak, Principal  
Gould Elementary  
1910 Pineland Drive  
Savannah, GA 31405

Dear Mr. Roszkowiak,

Internal Audit has completed a Business Process Follow-Up Review for Gould Elementary. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Gould Elementary, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at Gould Elementary:

- Purchasing and Accounts Payable,
- Student Activity Funds, and
- Student Data

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with site visits to the school on February 21, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

**Background**

Mr. Roszkowiak was appointed as principal at Gould Elementary on July 1, 2016. Mr. Roszkowiak has been employed by the District for 19 years.

The secretary at Gould Elementary is responsible for the areas of Purchasing and Accounts Payable and Student Activity Funds. The secretary has been assigned to this school for two years and employed by SCCPSS for two years.

The information specialist is responsible for the area of Student Data. The information specialist has been

assigned to this school for 18 years. She has been employed by SCCPSS for 26 years.

### Comparison of Reviews

Internal Audit completed reviews of business processes at Gould Elementary on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	July 2016 Review	February 2017 Review
<b>Sample Size</b>		
<b>Purchasing and Accounts Payable</b>	<b>n=10</b>	<b>n=10</b>
• Packing slip(s) missing	53%	0%
• Receiver date in LEAFS did not agree with date on packing slip	7%	10%
• Purchase order was not received within 72 hours of receipt of the items	3%	3%
• Packing slip is not signed or dated to show whom and when the items were received	37%	37%
<b>Student Activity Funds</b>	<b>n=30</b>	<b>n=30</b>
• The receipts supporting the Report of Monies Collected Form were missing.	23%	0%
• Receipt from sponsor did not support the amount on Report of Monies Collected Form	3%	0%
• Disbursement did not have supporting documentation	3%	0%
• Checklist was not completed as required by the Student Activity Fund Handbook	0%	20%
<b>Student Data</b>	<b>n=12</b>	<b>n=23</b>
• Attendance data in PowerSchool did not match the Disciplinary Referral Form	17%	22%
• Disciplinary Referral Form was not signed by the person entering the data into PowerSchool	33%	30%
• Incident and/or consequence code on Disciplinary Referral Form did not match the data in PowerSchool	25%	13%
• Disciplinary Referral Forms could not be located	17%	0%
• Incident was not reported to the State as documented on the Disciplinary Referral Form	0%	4%
• Disciplinary Referral Forms were outdated	0%	9%

### Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the area of Purchasing and Accounts Payable and no changes in the areas of Student Activity Funds and Student Data.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Gould Elementary in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

Gould Elementary School  
Business Process Follow-Up Review  
February 2017

## RESULTS OF REVIEW

The results of the Business Process Review at Gould Elementary are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### PURCHASING AND ACCOUNTS PAYABLE

Internal Audit selected 30 purchase orders for review. Internal Audit compared the documentation at the school site to the information in LEAFS, the District's financial accounting system. Internal Audit found the following issues:

- Eleven purchase orders did not have a receiver document with a signature and/or date to show the items were received.
- The receiver date in LEAFS did not agree with the receiver date on three packing slips.
- One purchase order was not received in LEAFS within 72 hours, as required by the Purchasing Manual

Packing lists or similar documentation that include dates and signatures are an essential part of internal control because they provide evidence that the items were received, who had custody of the items, and that receivers were entered in the LEAFS system within the required time period.

Payments to vendors are triggered in part by entering the date the items are received into LEAFS. Prompt entry of receiving information, as required by the District's Purchasing Manual, allows prompt payment to vendors

### Recommendation(s):

- All packages should be routed to a single person for receiving purposes. This person should open the package, compare the contents to the packing list, then sign, and date the packing list to create accountability for all items received. After the packing list or similar documentation is signed, the contents of the package can be distributed as necessary, while the packing list is maintained with the purchasing documents.
- Receiving information in LEAFS should reflect the date the goods are received onsite to provide assurance they were received within 72 hours, as required by the Purchasing Manual.

### Management's Response

- *The only person who can accept and receive packages is the Administrative Secretary. The procedure is for the Secretary to open the package, compare the contents to the packing list, then sign, and date the packing list to create accountability for all items received. At that time the receiver is completed on LEAFS and the orders are distributed to the person who ordered the goods.*
- *All received documentation is filed for the current year and is accessible to only the Secretary.*
  - *Receivers for complete orders will be logged in LEAFS and will reflect the date the goods are received onsite to provide assurance they were received within 72 hours, as required per policy.*
- *For orders that arrive piece meal, and without a packing list, the vendor will be contacted and this contact will be noted.*

### STUDENT ACTIVITY FUNDS

#### Receipts

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found all transactions followed District guidelines.

### Disbursements

Internal Audit selected 15 disbursement transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- The checklist box was not filled out for six transactions as required by the Student Activity Fund Handbook

Check requests are an important part of internal control. By completing the entire check request (including the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the check establish accountability for the funds.

### Recommendation(s):

- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.

### Management's Response

- *All check requests will be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. All check requests will be reviewed by the .5 Secretary and the Administrative Secretary to ensure that all required areas of the form and documents are completed and conform to the district policies. The Principal will review the forms and documentation prior to signing.*
- *All supporting documentation, such as an invoice or a receipt, should be attached to the check request.*
- *Quarterly Review of SAF check request documentation will be completed by pulling at least five Check Requests from SAF to monitor compliance*
- *Additional training in SAF policies and procedures for our new Administrative Secretary and our new Part-time Secretary once hired will occur.*

### STUDENT DATA

Internal Audit selected 23 student discipline incidents for review. Internal Audit compared the Disciplinary Referral Form to the information in PowerSchool, the District's student information system. If the student was assigned in-school or out-of-school suspension, we also checked the student's attendance data for those days. Internal Audit found the following issues:

- The incident date/code and/or consequence code on three Disciplinary Referral Forms did not match the data entry in PowerSchool.
- Five student's attendance data in PowerSchool did not match the Disciplinary Referral Form/Discipline Log in PowerSchool.
- Seven Disciplinary Referral Forms were not signed by the person entering the data in PowerSchool.
- One incident was not reported correctly to State as documented on the Disciplinary Referral Form.
- Two incidents were documented on outdated Disciplinary Referral Forms.

Disciplinary Referral Forms are the basis for mandatory state reporting on disciplinary issues. Fully completing this form, including the referral code, signature of the person entering the information, and disposition of the incident, improves the reliability of the data entered into PowerSchool. Reliable data in the system is essential for effective use of student information, and for reliable reporting to the state.

### Recommendation(s):

- Disciplinary Referral Forms should be fully completed, including the referral code, name of person making the referral, parent/guardian information, disposition of the incident, signature of the person

entering the information, and signature of the person entering the data in order to provide complete and reliable information for state and local reporting.

- The data included on the Disciplinary Referral Form should be entered in PowerSchool accurately for the discipline incident to provide complete and reliable information for state and local reporting.
- Attendance data in PowerSchool should agree with the disposition data entered in PowerSchool as reflected on the Disciplinary Referral Form for the discipline incident.
- Disciplinary Referral Forms should be signed by the person entering the incident in PowerSchool.
- Current Disciplinary Referral Forms need to be used to ensure accurate information reflected in PowerSchool is reported on the corresponding form.

### **Management's Response**

- *Current Disciplinary Referral Forms will be used to ensure accurate information reflected in PowerSchool is reported on the corresponding form.*
- *The SCCPPSS Disciplinary Referral Form will be reviewed by the form's author prior to a school administrator.*
- *All Student Referrals will be reviewed by a school administrator and initialed once reviewed and to ensure that the forms are completed in their entirety and professionally.*
- *The form should be completed, and include the referral code, the level of severity, and due process, the name(s) of person making the referral, parent/guardian information, disposition of the incident. All data entry for student discipline will be entered by the school's IS who will apply their signature as the person entering the information, and as the person entering the data in to Powerschool as to provide reliable information for state and local reporting.*
- *The IS will review all forms received from the reporter and the form will be returned to the administrator if there are any discrepancies in any area of the form's information.*
- *The Student Discipline Referral Form will be stamped received and dated once it has been accepted by the IS.*
- *The data included on the Disciplinary Referral Form should be entered in PowerSchool accurately and within 24 hours of the date of the referral.*
- *Attendance data in PowerSchool should agree with the disposition dates entered in PowerSchool as reflected on the Disciplinary Referral Form for the discipline incident.*
  - *Classroom teachers will be notified of a student's disposition prior to the effective date and they are responsible for submitting accurate attendance data.*
  - *Any change in disposition dates can only be made by an administrator*
  - *Documentation of any change in a student's disposition must be made in writing and include school administration, IS, and the classroom teacher and co-teacher as applicable.*
  - *Change in a disposition must be made on or prior to the student's return and only with the aforementioned documentation.*
- *Copies of all Disciplinary Referral Forms that are entered into Powerschool are to be kept on file in the IS Office and a copy provided to the AP once they have been entered.*
  - *Change in disposition of a student discipline record will be attached to the referral form for that incident.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Ms. Dionne Young, Principal  
Haven Elementary School  
5111 Dillon Avenue  
Savannah, GA 31405

Dear Ms. Young,

Internal Audit has completed a Business Process Follow-Up Review for Haven Elementary School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Haven Elementary School and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at Haven Elementary School:

- Purchasing and Accounts Payable
- Student Activity Funds

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with a site visit to the school on February 13, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.



## Background

Ms. Young was appointed as principal at Haven Elementary School on July 1, 2014. Ms. Young has been employed by the District for 21 years.

The secretary at Haven Elementary School is responsible for the areas of Purchasing and Accounts Payable and Student Activity Funds. The secretary has been assigned to this school for 22 years and employed by SCCPSS for 22 years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Haven Elementary School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	March 2016 Review	February 2017 Review
<b>Sample Size</b>		
<b>Purchasing and Accounts Payable</b>	<b>n=30</b>	<b>n=30</b>
• Packing slip missing	3%	0%
• Receiver date in LEAFS did not agree with the date on packing slip	18%	3%
• Receiving information was not entered within 72 hours	0%	3%
• Receiving document missing signature and/or date	50%	3%
• Purchase order was created after the goods were received	7%	0%
<b>Student Activity Funds</b>	<b>n=43</b>	<b>n=30</b>
• Missing Report of Monies Collected Forms	8%	0%
• Incomplete Report of Monies Collected Forms	23%	13%
• Deposits were not made within 24 hours	31%	0%
• Entries into SchoolCash.net were not made the same day as the Report of Monies Collected Forms	31%	0%
• Monthly Sponsor Reports were not signed and/or on file	100%	0%
• Incomplete Check Request Forms	47%	13%
• Check Request Forms missing supporting documentation	6%	7%
• Missing Check Request Forms	12%	0%
• Receipts did not support the amount disbursed	6%	0%
• Checklist incomplete on Check Request Form	N/A	67%

## Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the area of Purchasing and Accounts Payable and Student Activity Funds.

A 50% reduction in the number of comments in any single area is considered emerging improvements.

Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Haven Elementary School in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

Haven Elementary School  
Business Process Follow-Up Review  
February 2017

## RESULTS OF REVIEW

The results of the Business Process Follow-Up Review at Haven Elementary School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### PURCHASING AND ACCOUNTS PAYABLE

Internal Audit selected 30 purchase orders for review. Internal Audit compared the documentation at the school site to the information in LEAFS, the District's financial accounting system. Internal Audit found the following issues:

- The receiver date in LEAFS did not agree with the receiver date on one packing slip.
- One purchase order was not received in LEAFS within 72 hours, as required by the Purchasing Manual.
- One purchase order did not have a receiver document with a signature and/or date to show the items were received.

Packing lists or similar documentation that include dates and signatures are an essential part of internal control because they provide evidence that the items were received, who had custody of the items, and that receivers were entered in the LEAFS system within the required time period.

Payments to vendors are triggered in part by entering the date the items are received into LEAFS. Prompt entry of receiving information, as required by the District's Purchasing Manual, allows prompt payment to vendors.

### Recommendation(s):

- All packages should be routed to a single person for receiving purposes. This person should open the package, compare the contents to the packing list, then sign, and date the packing list to create accountability for all items received. After the packing list or similar documentation is signed, the contents of the package can be distributed as necessary, while the packing list is maintained with the purchasing documents.
- Receiving information in LEAFS should reflect the date the goods are received onsite to provide assurance they were received within 72 hours, as required by the Purchasing Manual.

### Management's Response

- *A conference was held with Administrative Secretary to discuss the audit report and the recommendations. Admin Secretary was commended for the improvements made within the last two audits conducted.*
- *Admin Secretary was strongly encouraged to continue to keep up the good work as well as follow the recommendations set forth in the audit report.*
- *Principal will meet with admin secretary on a monthly basis to review the previous month's budget reports, etc. to ensure they are in order.*

### STUDENT ACTIVITY FUNDS

#### Receipts

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- Two Report of Monies Collected Form were incomplete. They were missing the date or the name of the person submitting the funds.

### Disbursements

Internal Audit selected 15 disbursement transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- Two Check Request Forms were incomplete. They were missing the name of the person requesting the check or the purpose for the check request.
- The checklist box was not filled out as required by the Student Activity Fund Handbook for 10 transactions.
- One of the 15 disbursement transactions did not have supporting documentation.

### Transfers

There were no transfers conducted within the scope of the audit.

Complete documentation of receipts, including a Report of Monies Collected Form, supports the deposit of money into a specific fund. Completing the account (fund) name/number helps to ensure that money is deposited in the correct fund. Signatures on the Report of Monies Collected Forms establish accountability for the funds.

Check requests are an important part of internal control. By completing the entire check request (including the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the check establish accountability for the funds.

Complete documentation of expenditures, including a Check Request Form and an invoice, supports the disbursement of money from a specific fund. Completing the account (fund) name/number helps to ensure that money is disbursed from the correct fund. Signatures on the Check Request Form establish accountability for the funds.

### Recommendation(s):

- Report of Monies Collected Forms should be completed entirely, including fund name/number, receipt numbers (or list of names and amounts collected, if under \$5 each), total amount of money collected, reason for collection, and signature of the person submitting the funds.
- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.
- Invoice(s) should be provided to the bookkeeper as supporting documentation from the person turning in a Check Request Form.

### **Management's Response**

- *A conference was held with Administrative Secretary to discuss the audit report and the recommendations. Admin Secretary was commended for the improvements made within the last two audits conducted.*
- *Admin Secretary was strongly encouraged to continue to keep up the good work as well as follow the recommendations set forth in the audit report.*
- *Principal will meet with admin secretary on a monthly basis to review the previous month's budget reports, etc. to ensure they are in order.*
- *Principal will not sign off on check request form if the form is not completed in its entirety.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Mrs. Kerry Coursey, Principal  
Islands High School  
170 Whitmarsh Islands Road  
Savannah, GA 31410

Dear Mrs. Coursey,

Internal Audit has completed a Business Process Follow-Up Review for Islands High School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Island High School, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at Islands High School:

- Purchasing and Accounts Payable
- Student Activity Funds

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with site visits to the school on March 10, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Mrs. Coursey was appointed as principal at Islands High School in July 2014. She has been employed by the District for 25 years.

The secretary at Islands High School is responsible for the areas of Purchasing and Accounts Payable and Student Activity Funds. The secretary has been assigned to this school for three years and employed by SCCPSS for 18 years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Islands High School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	March 2015 Review	March 2017 Review
<b>Sample Size</b>		
<b>Purchasing and Accounts Payable</b>	<b>n=24</b>	<b>n=30</b>
• Packing slip(s) missing	20%	17%
• Receiver date in LEAFS did not agree with date on packing slip	38%	23%
• Purchase order was entered after the goods were received	8%	0%
• Packing slip(s) were not signed and/or dated	13%	20%
• Receiver information was not entered into LEAFS within 72 hours	0%	7%
<b>Student Activity Funds</b>	<b>n=30</b>	<b>n=32</b>
• Missing receipts to support Report of Monies Collected Forms	7%	16%
• Deposit was not turned into the bookkeeper within 24 hours	3%	0%
• Incomplete Report of Monies Collected Forms	3%	0%
• Entry into SchoolCash.net was not the same date as the Report of Monies Collected Form	40%	16%
• Sponsor reports were not signed	40%	100%
• Funds were not deposited within 24 hours	0%	9%
• Incomplete Check Request Forms	13%	13%
• Disbursement did not follow SAF Handbook guidelines	3%	0%
• The checklist was not completed as required by the SAF Handbook	0%	34%
• Check requests did not have supporting documentation	0%	6%

## Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show new concerns in the areas of Purchasing and Accounts Payable and Student Activity Funds.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Islands High School in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

Islands High School  
Business Process Follow-up Review  
March 2017

## **RESULTS OF REVIEW**

The results of the Business Process Review at Islands High School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### PURCHASING AND ACCOUNTS PAYABLE

Internal Audit selected 30 purchase orders for review. Internal Audit compared the documentation at the school site to the information in LEAFS, the District's financial accounting system. Internal Audit found the following issues:

- Six purchase orders did not have a receiver document with a signature and/or date to show the items were received.
- Five purchase orders did not have packing slips on file for review.
- Two purchase orders were not received in LEAFS within 72 hours, as required by the Purchasing Manual.
- The receiver date in LEAFS did not agree with the receiver date on seven packing slips.

Packing lists or similar documentation that include dates and signatures are an essential part of internal control because they provide evidence that the items were received, who had custody of the items, and that receivers were entered in the LEAFS system within the required time period.

Payments to vendors are triggered in part by entering the date the items are received into LEAFS. Prompt entry of receiving information, as required by the District's Purchasing Manual, allows prompt payment to vendors.

### Recommendation(s):

- All packages should be routed to a single person for receiving purposes. This person should open the package, compare the contents to the packing list, then sign, and date the packing list to create accountability for all items received. After the packing list or similar documentation is signed, the contents of the package can be distributed as necessary, while the packing list is maintained with the purchasing documents.
- Receiving information should be entered in LEAFS within 72 hours, as required by the District's Purchasing Manual.

### **Management's Response**

- *Deliveries will be placed in a location that is closer to the secretary responsible for completing above tasks.*
- *Principal will schedule weekly meetings with secretary to review all deliveries.*
- *Additional audit requested before the end of the school year to check for immediate improvement in areas of weakness.*

### STUDENT ACTIVITY FUNDS

#### Receipts

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- Five entries in SchoolCash.net, the District's SAF accounting system, were dated the same date of the Report of Monies Collected Form.
- The receipts supporting five Report of Monies Collected Form were missing.
- Three deposits were not made within 24 hours after the funds were received by the sponsor.



- Fifteen monthly sponsor reports were not signed by the sponsor to verify the account activity and balance as required by the SAF Handbook

#### Disbursements

Internal Audit selected 15 disbursement transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- Four Check Request Forms were incomplete. They were missing the account balance, sponsor signature, and/or fund balance.
- The checklist box was not filled out as required by the Student Activity Fund Handbook for 11 transactions.
- Two of the 30 disbursement transactions did not have supporting documentation.

#### Transfers

All two transfers that we reviewed followed District guidelines.

Receipts validate the amount transferred from one person to another in the Student Activity Fund process, i.e. from a teacher or sponsor to the bookkeeper or the bookkeeper to the bank. These receipts establish accountability for the funds. The Student Activity Fund Handbook procedures state that receipts from SchoolCash.net must be issued for all monies collected from all sources when the money is collected. This process ensures that all transactions are recorded promptly and provides a tracking mechanism to ensure that all deposits are recorded in the bank.

Complete documentation of receipts, including a Report of Monies Collected Form, supports the deposit of money into a specific fund. Completing the account (fund) name/number helps to ensure that money is deposited in the correct fund. Signatures on the Report of Monies Collected Forms establish accountability for the funds.

Deposits should be made on a daily basis to reduce the risk of loss and/or theft. This also reduces the time between receipt of the funds and when the funds are available for use by the activity sponsor.

Monthly sponsor reports allow the sponsor to verify that all transactions have been recorded properly in accounts for which they are responsible. It serves as an internal control to ensure that possible data entry errors are recognized and corrected in a timely manner.

Check requests are an important part of internal control. By completing the entire check request (including the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the check establish accountability for the funds.

#### Recommendation(s):

- Deposits should be entered in SchoolCash.net on the day funds are received by the bookkeeper.
- Receipts from the sponsor should be presented along with the Report of Monies Collected Form to the bookkeeper to validate the funds submitted and within 24 hours of receipt of the funds.
- Deposits should be made within 24 hours of receipt.
- Monthly sponsor reports should be signed and dated by each activity sponsor to validate the accuracy of the transactions in the account.
- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.
- Invoice(s) should be provided to the bookkeeper as supporting documentation from the person turning in a Check Request Form.

**Management's Response**

- *Secretary will participate in district sponsored SAF training as offered/available.*
- *Monthly calendar invite will be set up via Outlook for all SAF sponsors to sign off on monthly statement.*
- *Additional audit requested before the end of the school year to check for immediate improvement in areas of weakness.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Andrea Burkiett, Principal  
Largo-Tibet Elementary School  
430 Tibet Ave  
Savannah, GA 31406

Dear Ms. Burkiett,

Internal Audit has completed a Business Process Follow-Up Review for Largo-Tibet Elementary School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Largo-Tibet Elementary School, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at Largo-Tibet Elementary School:

- Purchasing and Accounts Payable
- Student Activity Funds
- Student Data
- Purchase Cards

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with site visits to the school on March 9, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Ms. Burkiett was appointed as principal at Largo-Tibet Elementary School In July 2016. Ms. Burkiett has been employed by the District for four years.

The secretary at Largo-Tibet Elementary School is responsible for the areas of Purchasing and Accounts Payable, Student Activity Funds, and Purchase Cards. The secretary has been assigned to this school for six months and employed by SCCPSS for 20 years.

The information specialist is responsible for the attendance area of Student Data. The information specialist has been assigned to this school for nine years. She has been employed by SCCPSS for 16 years. The assistant principal is responsible for entering the discipline into PowerSchool. The assistant principal has been assigned to this school for four years. She has been employed by SCCPSS for 20 years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Largo-Tibet Elementary School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

<b>Area/Finding</b>	<b>August 2016 Review</b>	<b>March 2017 Review</b>
<b>Sample Size</b>		
<b>Purchasing and Accounts Payable</b>	<b>n=30</b>	<b>n=30</b>
• Packing slip(s) missing	33%	10%
• Packing slip(s) was missing signature and/or date	13%	7%
• Receiver was not entered within 72 hours	17%	0%
<b>Student Activity Funds</b>	<b>n=31</b>	<b>n=32</b>
• Entries into SchoolCash.net were not the same date as the Report of Monies Collected Form	0%	6%
• Report of Monies Collected Forms were missing	19%	9%
• Report of Monies Collected Forms were incomplete	0%	22%
• Report of Monies Collected Forms were missing supporting receipts	3%	19%
• Deposit was not made within 24 hours	0%	3%
• The amount on the Report of Monies Collected Form did not match the amount deposited into the bank	3%	0%
• Sponsor reports were not signed by the sponsor	0%	47%
• Check Request Forms were incomplete	3%	6%
• Checklist was not completed as required by the SAF Handbook	0%	19%
• Check Request Forms were missing supporting documentation	0%	6%

<b>Student Data</b>	<b>n=30</b>	<b>n=29</b>
• Data in PowerSchool did not match the Disciplinary Referral Form	7%	17%
• Attendance in PowerSchool did not match the Disciplinary Referral Form	0%	7%
• Disciplinary Referral Form was not signed by the person entering the data in PowerSchool	97%	3%
• Disciplinary Referral Form could not be located	3%	0%
<b>Purchase Cards</b>	<b>n=5</b>	<b>n=15</b>
• No approval signature on transaction log	0%	93%
• Reconciliations were not completed as required by the Purchase Card Handbook	40%	0%

### Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the areas of Purchasing and Accounts Payable and Student Data. New concerns in the areas of Student Activity Funds and Purchase Cards.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Largo-Tibet Elementary School in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

Largo-Tibet Elementary School  
Business Process Follow-Up Review  
Marsh 2017

## RESULTS OF REVIEW

The results of the Business Process Review at Largo-Tibet Elementary School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### PURCHASING AND ACCOUNTS PAYABLE

Internal Audit selected 30 purchase orders for review. Internal Audit compared the documentation at the school site to the information in LEAFS, the District's financial accounting system. Internal Audit found the following issues:

- Two purchase orders did not have a receiver document with a signature and/or date to show the items were received.
- Three packing slips could not be located onsite for review.

Packing lists or similar documentation that include dates and signatures are an essential part of internal control because they provide evidence that the items were received, who had custody of the items, and that receivers were entered in the LEAFS system within the required time period.

### Recommendation(s):

- All packages should be routed to a single person for receiving purposes. This person should open the package, compare the contents to the packing list, then sign, and date the packing list to create accountability for all items received. After the packing list or similar documentation is signed, the contents of the package can be distributed as necessary, while the packing list is maintained with the purchasing documents.

### **Management's Response**

*Moving forward, the Administrative Secretary will be more efficient in signing and dating all purchase order packaging information that is delivered to our site and ensuring a filing system is kept for all purchase orders.*

*As the administrator, I will ensure the administrator is the only person opening orders, comparing contents to packing slips, and signing/dating receipt of all documents.*

### STUDENT ACTIVITY FUNDS

#### Receipts

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- Two entries in SchoolCash.net, the District's SAF accounting system, were not dated the same day as the date on the Report of Monies Collected Form.
- Three Report of Monies Collected Forms were not located on-site for review.
- Seven Report of Monies Collected Forms were incomplete. They were missing the account name.
- The receipts supporting six Report of Monies Collected Form could not be located.
- One deposit was not made within 24 hours after the funds were received by the sponsor.
- Fifteen monthly sponsor reports were not signed by the sponsor to verify the account activity and balance as required by the SAF Handbook.

#### Disbursements

Internal Audit selected 15 disbursement transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- Two Check Request Forms were incomplete. They were missing the account name.

- The checklist box was not filled out for six transactions as required by the Student Activity Fund Handbook.
- Two of the 15 disbursement transactions did not have supporting documentation.

### Transfers

All transfers followed District guidelines.

Receipts validate the amount transferred from one person to another in the Student Activity Fund process, i.e. from a teacher or sponsor to the bookkeeper or the bookkeeper to the bank. These receipts establish accountability for the funds. The Student Activity Fund Handbook procedures state that receipts from SchoolCash.net must be issued for all monies collected from all sources when the money is collected. This process ensures that all transactions are recorded promptly and provides a tracking mechanism to ensure that all deposits are recorded in the bank.

Complete documentation of receipts, including a Report of Monies Collected Form, supports the deposit of money into a specific fund. Completing the account (fund) name/number helps to ensure that money is deposited in the correct fund. Signatures on the Report of Monies Collected Forms establish accountability for the funds.

Deposits should be made on a daily basis to reduce the risk of loss and/or theft. This also reduces the time between receipt of the funds and when the funds are available for use by the activity sponsor.

Monthly sponsor reports allow the sponsor to verify that all transactions have been recorded properly in accounts for which they are responsible. It serves as an internal control to ensure that possible data entry errors are recognized and corrected in a timely manner.

Check requests are an important part of internal control. By completing the entire check request (including the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the check establish accountability for the funds.

Complete documentation of expenditures, including a Check Request Form and an invoice, supports the disbursement of money from a specific fund. Completing the account (fund) name/number helps to ensure that money is disbursed from the correct fund. Signatures on the Check Request Form establish accountability for the funds.

### Recommendation(s):

- SchoolCash.net receipts should be provided by the bookkeeper to the person turning in a Report of Monies Collected Form at the time the money is collected.
- Report of Monies Collected Forms should be completed entirely, including fund name/number, receipt numbers (or list of names and amounts collected, if under \$5 each), total amount of money collected, reason for collection, and signature of the person submitting the funds.
- Receipts from the sponsor should be presented along with the Report of Monies Collected Form to the bookkeeper to validate the funds submitted and within 24 hours of receipt of the funds.
- Deposits should be made within 24 hours of receipt.
- Monthly sponsor reports should be signed and dated by each activity sponsor to validate the accuracy of the transactions in the account.
- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.
- Invoice(s) should be provided to the bookkeeper as supporting documentation from the person turning in a Check Request Form.

### **Management's Response**

*Since the audit, the Student Activity Funds Handbook has been printed and reviewed by both the principal and the administrative secretary. Together, we will be more efficient in making sure all Monies Collected Forms are filled out completely, along with making sure receipts are given to the person reporting all monies collected. We will also make sure that deposits are made within 24 hours of being received by the bookkeeper. Since gaining knowledge that Monthly Sponsor Reports are to be recorded every month, we will make this effective immediately. All check requests will be filled out completely before issuing checks, also making sure the correct invoices are attached. We will also provide additional training to all staff collecting money and completing Monies Collected Forms. Since the audit, we have also spoken with our accounting person in charge of Student Activity Funds downtown to seek clarification and gain further understanding of the issues noted within this audit.*

### **STUDENT DATA**

Internal Audit selected 29 student discipline incidents for review. Internal Audit compared the Disciplinary Referral Form to the information in PowerSchool, the District's student information system. If the student was assigned in-school or out-of-school suspension, we also checked the student's attendance data for those days. Internal Audit found the following issues:

- The incident date/code and/or consequence code on five Disciplinary Referral Forms did not match the data entry in PowerSchool.
- Two student's attendance data in PowerSchool did not match the Disciplinary Referral Form/Discipline Log in PowerSchool.
- One Disciplinary Referral Form was not signed by the person entering the data in PowerSchool.

Disciplinary Referral Forms are the basis for mandatory state reporting on disciplinary issues. Fully completing this form, including the referral code, signature of the person entering the information, and disposition of the incident, improves the reliability of the data entered into PowerSchool. Reliable data in the system is essential for effective use of student information, and for reliable reporting to the state.

### **Recommendation(s):**

- Disciplinary Referral Forms should be fully completed, including the referral code, name of person making the referral, parent/guardian information, disposition of the incident, signature of the person entering the information, and signature of the person entering the data in order to provide complete and reliable information for state and local reporting.
- Attendance data in PowerSchool should agree with the disposition data entered in PowerSchool as reflected on the Disciplinary Referral Form for the discipline incident.
- Disciplinary Referral Forms should be signed by the person entering the incident in PowerSchool.

### **Management's Response**

*The Assistant Principal completes and enters all disciplinary referrals into PowerSchool. The Assistant Principal has received additional clarification and training pertaining to the areas noted within this audit. Moving forward, one person will enter the disciplinary data and a second person will verify the data is entered correctly in PowerSchool. The addition of this second step should aid in correcting any errors within a timely manner. The persons responsible for this will be the Assistant Principal and the Information Specialist.*

### **PURCHASE CARDS**

Internal Audit selected 15 purchase card transactions for review. The monthly reconciliations and supporting documentation were reviewed. Internal Audit found the following issues:

- Fourteen reconciliations did not have the approval signature as required by the Purchase Card Handbook.

The reconciliation process is an important control that serves to validate the proper use of purchase cards.

### **Recommendation(s):**

Based on our findings, Internal Audit recommends the following:



- The reconciliation process should be completed on a monthly basis as outlined in the District's Purchase Card Handbook.

**Management's Response**

*Since the audit, additional training and review of the procedures for the signatures required for reconciliation of Purchasing Cards has taken place. Correction of this procedure has occurred immediately. A person has been assigned to this role of approval signature to ensure proper procedure is followed. Effective immediately purchase card monthly reconciliation will be completed on a monthly basis, with all approved signatures. We will also adhere to the Purchase Card handbook outlined by the district.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Ms. Ericka Washington, Principal  
Myers Middle School  
2028 East 52<sup>nd</sup> Street  
Savannah, GA 31404

Dear Ms. Washington,

Internal Audit has completed a Business Process Follow-Up Review for Myers Middle School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Myers Middle School, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at Myers Middle School:

- Student Activity Funds

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with site visits to the school on March 15, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Ms. Washington was appointed as principal at Myers Middle School in July 2013. Ms. Washington has been employed by the District for 20 years.

The secretary at Myers Middle School is responsible for the areas of Student Activity Funds. The secretary has been assigned to this school for one year and employed by SCCPSS for one year.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Myers Middle School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	March 2015 Review	March 2017 Review
<b>Sample Size</b>		
<b>Student Activity Funds</b>	<b>n=41</b>	<b>n=32</b>
• Report of Monies Collected Form missing	10%	6%
• Report of Monies Collected Form incomplete	17%	6%
• Sponsor Reports were not signed	0%	47%
• Missing receipts to Report of Monies Collected Forms	13%	9%
• Deposits were not made within 24 hours	37%	6%
• Public Gift Form missing	3%	N/A
• SchoolCash.net receipt not printed as required by Student Activity Fund Handbook	30%	0%
• Entry into SchoolCash.net was not made the same day as the Report of Monies Collected Form	30%	6%
• Check Request Form was missing	0%	3%
• Check Request Forms were incomplete	27%	13%

## Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show no changes in the area of Student Activity Funds.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Myers Middle School in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

Myers Middle School  
Business Process Follow-Up Review  
March 2017

## RESULTS OF REVIEW

The results of the Business Process Review at Myers Middle School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### STUDENT ACTIVITY FUNDS

#### Receipts

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- Two Report of Monies Collected Forms could not be located onsite for review.
- Two Report of Monies Collected Forms were incomplete. They were missing the sponsor signature, date, and/or the account name.
- Two entries in SchoolCash.net, the District's SAF accounting system, were not dated the same day as the Report of Monies Collected Form as required by the Student Activity Fund Handbook.
- The receipts supporting three Report of Monies Collected Form were missing.
- Two deposits were not made within 24 hours after the funds were received by the sponsor. One of these deposits did not support the amount on the Report of Monies Collected Form.
- Fifteen monthly sponsor reports were not signed by the sponsor to verify the account activity and balance as required by the SAF Handbook.

#### Disbursements

Internal Audit selected 15 disbursement transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- Four Check Request Forms were incomplete. They were missing the account balance, account name, and/or principal's signature.
- One Check Request Form could not be located onsite for review.

#### Transfers

All transfers followed District guidelines.

Complete documentation of receipts, including a Report of Monies Collected Form, supports the deposit of money into a specific fund. Completing the account (fund) name/number helps to ensure that money is deposited in the correct fund. Signatures on the Report of Monies Collected Forms establish accountability for the funds.

Receipts validate the amount transferred from one person to another in the Student Activity Fund process, i.e. from a teacher or sponsor to the bookkeeper or the bookkeeper to the bank. These receipts establish accountability for the funds. The Student Activity Fund Handbook procedures state that receipts from SchoolCash.net must be issued for all monies collected from all sources when the money is collected. This process ensures that all transactions are recorded promptly and provides a tracking mechanism to ensure that all deposits are recorded in the bank.

Deposits should be made on a daily basis to reduce the risk of loss and/or theft. This also reduces the time between receipt of the funds and when the funds are available for use by the activity sponsor.

Monthly sponsor reports allow the sponsor to verify that all transactions have been recorded properly in accounts for which they are responsible. It serves as an internal control to ensure that possible data entry errors are recognized and corrected in a timely manner.

Check requests are an important part of internal control. By completing the entire check request (including

the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the check establish accountability for the funds.

**Recommendation(s):**

- Report of Monies Collected Forms should be completed entirely, including fund name/number, receipt numbers (or list of names and amounts collected, if under \$5 each), total amount of money collected, reason for collection, and signature of the person submitting the funds.
- SchoolCash.net receipts should be provided by the bookkeeper to the person turning in a Report of Monies Collected Form at the time the money is collected.
- Deposits should be entered in SchoolCash.net on the day funds are received by the bookkeeper.
- Deposits should be made within 24 hours of receipt.
- Monthly sponsor reports should be signed and dated by each activity sponsor to validate the accuracy of the transactions in the account.
- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.

**Management's Response**

*The Secretary will be responsible for the Report of Monies Collected Forms. They will be completed entirely, including fund name/number, receipt numbers (or list of names and amounts collected, if under \$5 each), total amount of money collected, reason for collection, and signature of the person submitting the funds when funds are turned in. The administrative secretary will verify to make sure the receipts from the sponsor will be submitted with the Report of Monies Collected Form. Sponsors will sign and date each activity sheet monthly. SchoolCash.net receipts will be given to the sponsor when funds are collected and turned in. Deposits will be entered into SchoolCash.net on the day funds are received and will be deposited into the bank within 24 hours of receipts. When a check is submitted for signing, all supporting documentation, check request, invoice and/or receipt, must be attached to the check before the check will be signed.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Ms. Tawn Foltz, Principal  
New Hampstead High School  
2451 Little Neck Road  
Bloomington, GA 31302

Dear Ms. Foltz,

Internal Audit has completed a Business Process Follow-Up Review for New Hampstead High School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at New Hampstead High School, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at New Hampstead High School:

- Purchasing and Accounts Payable
- Student Activity Funds

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with site visits to the school on February 28, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Ms. Foltz was appointed as principal at New Hampstead High School on July 1, 2015. Ms. Foltz has been employed by the District for five years.

Two secretaries at New Hampstead High School are responsible for the areas of Purchasing and Accounts Payable and Student Activity Funds. The secretary responsible for Purchasing and Accounts Payable has been assigned to this school for six months and employed by SCCPSS for 12 years. The secretary responsible for Student Activity Funds has been assigned to this school for five years and employed by SCCPSS for 11 years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at New Hampstead High School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	February 2016 Review	February 2017 Review
<b>Sample Size</b>		
<b>Purchasing and Accounts Payable</b>	<b>n=30</b>	<b>n=27</b>
• Packing slip(s) missing	20%	0%
• Packing slip(s) was not signed and/or dated	7%	0%
• Receiver date in LEAFS did not agree with date on packing slip	7%	0%
• Receiver was not entered into LEAFS within 72 hours	17%	0%
<b>Student Activity Funds</b>	<b>n=60</b>	<b>n=30</b>
• Disbursement did not follow W-9 requirements	3%	0%
• Monthly Sponsor Reports were not signed	57%	17%
• Missing receipts to support the Report of Monies Collected Form	0%	3%
• Receipts from sponsor were not turned into bookkeeper within 24 hours	0%	3%
• Disbursement did not have supporting documentation	0%	0%
• Check Request Forms could not be located	0%	10%
• Checklist was missing from Check Request Form	0%	3%

## Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show exemplary improvements in the area of Purchasing and Accounts Payable and new concerns in the area of Student Activity Funds.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or

to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at New Hampstead High School in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit



New Hampstead High School  
Business Process Follow-Up Review  
February 2017

## RESULTS OF REVIEW

The results of the Business Process Review at New Hampstead High School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### PURCHASING AND ACCOUNTS PAYABLE

Internal Audit selected 27 purchase orders for review. Internal Audit compared the documentation at the school site to the information in LEAFS, the District's financial accounting system. Internal Audit found all transactions followed guidelines.

#### Recommendation(s):

Internal controls in this area appear to be functioning appropriately; therefore, we have no recommendations.

### STUDENT ACTIVITY FUNDS

#### Receipts

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- The receipt supporting one Report of Monies Collected Form was missing.
- The receipts for one Report of Monies Collected Form were not turned in within 24 hours as required by the Student Activity Fund Handbook.
- Five monthly sponsor reports were not signed by the sponsor to verify the account activity and balance as required by the SAF Handbook.

Complete documentation of receipts, including a Report of Monies Collected Form, supports the deposit of money into a specific fund. Completing the account (fund) name/number helps to ensure that money is deposited in the correct fund. Signatures on the Report of Monies Collected Forms establish accountability for the funds.

Monthly sponsor reports allow the sponsor to verify that all transactions have been recorded properly in accounts for which they are responsible. It serves as an internal control to ensure that possible data entry errors are recognized and corrected in a timely manner.

#### Disbursements

Internal Audit selected 15 disbursement transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- One of the 15 disbursement transactions did not have a completed checklist on the Check Request Form.
- Three Check Request Forms could not be located for review.

Complete documentation of expenditures, including a Check Request Form and an invoice, supports the disbursement of money from a specific fund. Completing the account (fund) name/number helps to ensure that money is disbursed from the correct fund. Signatures on the Check Request Form establish accountability for the funds.

Check requests are an important part of internal control. By completing the entire check request (including the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the

check establish accountability for the funds.

**Recommendation(s):**

- Receipts from the sponsor should be presented along with the Report of Monies Collected Form to the bookkeeper to validate the funds submitted and within 24 hours of receipt of the funds.
- Monthly sponsor reports should be signed and dated by each activity sponsor to validate the accuracy of the transactions in the account.
- Invoice(s) should be provided to the bookkeeper as supporting documentation from the person turning in a Check Request Form.
- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.

**Management's Response**

- *The bookkeeper will ensure that monthly SAF sponsor reports are signed by the sponsors within 5 working days following the end of each month, validating the accuracy of the transactions in the account. This will be accomplished by the bookkeeper going to the sponsors' classrooms and/or offices to acquire the needed signatures.*
- *The bookkeeper will be retrained in the proper way to file check requests so that they are easily and consistently located for review.*
- *Monthly check logs will be printed within 3 working days of the last day of the month. Check logs, check requests and all supporting documentation will be given to the back-up bookkeeper to review for accuracy.*
- *The bookkeeper will ensure that monies are deposited within 24 hours of the time they are collected. The bookkeeper will notify the principal of any SAF sponsors who fail to do so.*
- *The bookkeeper will accept deposits from SAF sponsors throughout the entire work day to ensure that sponsors have adequate opportunities to deposit funds within the 24 hour period.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Dr. Troy Brown, Principal  
Rice Creek School  
100 Mulberry Avenue  
Port Wentworth, GA 31407

Dear Dr. Brown,

Internal Audit has completed a Business Process Follow-Up Review for Rice Creek School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Rice Creek School, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business process at Rice Creek School:

- Student Data

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with a site visit to the school on February 17, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Dr. Brown was appointed as principal at Rice Creek School in July 2015. Dr. Brown has been employed by the District for 18 years.

The information specialist is responsible for the area of Student Data. The information specialist has been assigned to this school for two years. She has been employed by SCCPSS for 28 years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Rice Creek School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	July 2016 Review	February 2017 Review
Sample Size	n=30	n=30
<b>Student Data</b>		
• Disciplinary Referral Form did not match data in PowerSchool	17%	3%
• Attendance data in PowerSchool did not match the Disciplinary Referral Form	3%	0%
• Disciplinary Referral Form was not signed by the person entering the data into PowerSchool	0%	3%
• Disciplinary Referral Form was incomplete	0%	3%

## Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the area of Student Data.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Rice Creek School in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

Rice Creek School  
Business Process Follow-Up Review  
February 2017

## RESULTS OF REVIEW

The results of the Business Process Follow-Up Review at Rice Creek School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### STUDENT DATA

Internal Audit selected 30 student discipline incidents for review. Internal Audit compared the Disciplinary Referral Form to the information in PowerSchool, the District's student information system. If the student was assigned in-school or out-of-school suspension, we also checked the student's attendance data for those days. Internal Audit found the following issues:

- The incident date on one Disciplinary Referral Form did not match the data entry in PowerSchool.
- The incident code on one Disciplinary Referral Form did not have an entry on the Discipline Referral Form.
- One Disciplinary Referral Form was not signed by the person entering the data in PowerSchool.

Disciplinary Referral Forms are the basis for mandatory state reporting on disciplinary issues. Fully completing this form, including the referral code, signature of the person entering the information, and disposition of the incident, improves the reliability of the data entered into PowerSchool. Reliable data in the system is essential for effective use of student information, and for reliable reporting to the state.

### Recommendation(s):

- Disciplinary Referral Forms should be fully completed, including the referral code, name of person making the referral, parent/guardian information, disposition of the incident, signature of the person entering the information, and signature of the person entering the data in order to provide complete and reliable information for state and local reporting.
- The data included on the Disciplinary Referral Form should be entered in PowerSchool accurately for the discipline incident to provide complete and reliable information for state and local reporting.
- Disciplinary Referral Forms should be signed by the person entering the incident in PowerSchool.

### **Management's Response**

*We appreciate the detailed information in this Internal Audit Report. The report provides significant information. With this information, our school team can develop our own monthly audit review of student data. From one month to the next, we will review the new discipline referrals to ensure each referral is properly and entirely completed with correct incident codes, signed by the staff member who enters the data in PowerSchool, and that the referrals match the correct information that is entered in PowerSchool. We believe cross checking or completing our own school internal audit of student data will eliminate any additional concerns. A form will be used to document our monthly reviews.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Savannah Arts Academy  
Mr. Gif Lockley, Principal  
500 Washington Avenue  
Savannah, GA 31405

Dear Mr. Lockley

Internal Audit has completed a Business Process Follow-Up Review for Savannah Arts Academy. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Savannah Arts Academy, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business process at Savannah Arts Academy:

- Student Data

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with a site visit to the school on February 10, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Mr. Lockley was appointed as principal at Savannah Arts Academy on January 26, 2011. Mr. Lockley has been employed by the District for six years.

The business processes at Savannah Arts Academy were last reviewed in August 2016.

The information specialist at Savannah Arts Academy is responsible for the area of Student Data. The information specialist has been assigned to this school for 19 years and employed by SCCPSS for 34 years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Savannah Arts Academy on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	August 2016 Review	February 2017 Review
Sample Size	n=8	n=5
<b>Student Data</b>		
• Missing Disciplinary Referral Forms	25%	20%
• Incidents were not entered into PowerSchool	63%	0%
• Incident was not reported to the State correctly	0%	20%

## Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the area of Student Data.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Savannah Arts Academy in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

Savannah Art Academy  
Business Process Follow-Up Review  
February 2017

**RESULTS OF REVIEW**

The results of the Business Process Follow-Up Review at Savannah Arts Academy are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

**STUDENT DATA**

Internal Audit selected five student discipline incidents for review (total incidents within the scope of the audit). Internal Audit compared the Disciplinary Referral Form to the information in PowerSchool, the District's student information system. If the student was assigned in-school or out-of-school suspension, we also checked the student's attendance data for those days. Internal Audit found the following issues:

- One incident did not have a Disciplinary Referral Form on file for review.
- One incident was reported to the State incorrectly.

Disciplinary Referral Forms are the basis for mandatory state reporting on disciplinary issues. Fully completing this form, including the referral code, signature of the person entering the information, and disposition of the incident, improves the reliability of the data entered into PowerSchool. Reliable data in the system is essential for effective use of student information, and for reliable reporting to the state.

Recommendation(s):

- Disciplinary Referral Forms should be fully completed, including the referral code, name of person making the referral, parent/guardian information, disposition of the incident, signature of the person entering the information, and signature of the person entering the data in order to provide complete and reliable information for state and local reporting.
- The data included on the Disciplinary Referral Form should be entered in PowerSchool accurately for the discipline incident to provide complete and reliable information for state and local reporting.

**Management's Response**

- *All Disciplinary Referrals Forms will be approved by the principal before being sent to the IS for proper and accurate entry in PowerSchool.*
- *Administration will expect a 24-hour follow-up email attachment with signature showing the IS has entered the data in PowerSchool accurately.*





**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Tara Fitzgerald, Principal  
Southwest Elementary School  
6020 Ogeechee Road  
Savannah, GA 31419

Dear Ms. Fitzgerald,

Internal Audit has completed a Business Process Follow-Up Review for Southwest Elementary School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at Southwest Elementary School and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at Southwest Elementary School:

- Purchasing and Accounts Payable
- Purchase Cards

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with site visits to the school on February 24, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Ms. Fitzgerald was appointed as principal at Southwest Elementary School on July 7, 2016. Ms. Fitzgerald has been employed by the District for seven months.

The secretary at Southwest Elementary School is responsible for the areas of Purchasing and Accounts Payable and Purchase Cards. The secretary has been assigned to this school for four years and employed by SCCPSS for four years.

## Comparison of Reviews

Internal Audit completed reviews of business processes at Southwest Elementary School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	August 2016 Review	February 2017 Review
<b>Sample Size</b>		
<b>Purchasing and Accounts Payable</b>	<b>n=30</b>	<b>n=30</b>
• Packing slip(s) missing	83%	3%
• Receiver date in LEAFS did not agree with date on packing slip	3%	0%
• Receiver was not received within 72 hours as required by the Purchasing Handbook	3%	0%
<b>Purchase Cards</b>	<b>n=6</b>	<b>n=15</b>
• Reconciliation was not completed within 10 days as required by the Purchase Card Manual	17%	0%
• Purchase Card did not have supporting documentation	17%	7%
• Incomplete reconciliations	0%	27%
• Transaction Log Form was missing	0%	73%

## Results of Review and Opinion

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the area of Purchasing and Accounts Payable and new concerns in the area of Purchase Cards.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at Southwest Elementary School in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

Southwest Elementary School  
Business Process Follow-Up Review  
February 2017

## RESULTS OF REVIEW

The results of the Business Process Review at Southwest Elementary School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### PURCHASING AND ACCOUNTS PAYABLE

Internal Audit selected 30 purchase orders for review. Internal Audit compared the documentation at the school site to the information in LEAFS, the District's financial accounting system. Internal Audit found the following issues:

- One packing slip could not be located.

Packing lists or similar documentation that include dates and signatures are an essential part of internal control because they provide evidence that the items were received, who had custody of the items, and that receivers were entered in the LEAFS system within the required time period.

#### Recommendation(s):

- All packages should be routed to a single person for receiving purposes. This person should open the package, compare the contents to the packing list, then sign, and date the packing list to create accountability for all items received. After the packing list or similar documentation is signed, the contents of the package can be distributed as necessary, while the packing list is maintained with the purchasing documents.

#### **Management's Response**

*The administrative secretary will be the single person for all receiving packages. She will open packages, collect the packing slips and staple them to the original purchase order. Any packages found without slips will have the order printed from the online account it was ordered from.*

### PURCHASE CARDS

Internal Audit selected 15 purchase card transactions for review. The monthly reconciliations and supporting documentation were reviewed. Internal Audit found the following issues:

- One reconciliation did not have the supporting documentation to validate the expense.
- Four reconciliations did not have an approval signature on the reconciliation as required by the Purchase Card Manual.
- Eleven reconciliations did not have the transaction log to support the reconciliation as required by the Purchase Card Manual.

The reconciliation process is an important control that serves to validate the proper use of purchase cards. Receipts and the transaction log validate the amount of a transaction and the items that were purchased. This detail provides accountability of the funds to ensure the items purchases comply with District policies and procedures.

#### Recommendation(s):

Based on our findings, Internal Audit recommends the following:

- The reconciliation process should be completed on a monthly basis as outlined in the District's Purchase Card Handbook.
- Receipts from the cardholder should be presented along with the Transaction Log to the bookkeeper to validate the funds expended.

**Management's Response**

*Receipts will be copied and collected for proper documentation. The Information Specialist will be the backup person to approve reconciliations as we are currently without a part time secretary. Transaction logs will have the monthly statement emailed to Accounting and the email will be printed as part of the process and attached to the statement and placed in the purchasing card file.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Mr. Peter Ulrich, Principal  
The STEM Academy  
207 East Montgomery Cross Road  
Savannah, GA 31406

Dear Mr. Ulrich,

Internal Audit has completed a Business Process Follow-Up Review for The STEM Academy. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at STEM Academy, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at STEM Academy:

- Purchasing and Accounts Payable
- Student Activity Fund
- Purchase Cards

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with a site visit to the school on March 31, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

## Background

Mr. Ulrich was appointed as principal at STEM Academy in July 2013. Mr. Ulrich has been employed by the District for nine years.

The secretary at STEM Academy is responsible for the areas of Purchasing and Accounts Payable, Student Activity Funds, and Purchase Cards. The secretary has been assigned to this school for two years and employed by SCCPSS for two years.

The information specialist is responsible for the area of Student Data. The information specialist has been assigned to this school for one year. She has been employed by SCCPSS for one year.

## Comparison of Reviews

Internal Audit completed reviews of business processes at STEM Academy on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	March 2016 Review	March 2017 Review
<b>Purchasing and Accounts Payable</b>	<b>n=29</b>	<b>n=30</b>
• Packing slip(s) missing	24%	10%
• Receiver date in LEAFS did not agree with date on packing slip	10%	0%
• Packing slip not signed and/or dated	55%	3%
• Receiving information was not entered within 72 hours	10%	0%
<b>Student Activity Funds</b>	<b>n=60</b>	<b>n=30</b>
• Missing Report of Monies Collected Forms	10%	0%
• Incomplete Report of Monies Collected Forms	7%	13%
• Incomplete Check Request Forms	13%	10%
• Missing Check Request Forms	0%	3%
• Sponsor reports were not located	100%	0%
• Missing sponsor receipts	30%	0%
• Entry into SchoolCash.net was not made the same day as the Report of Monies Collected Form	23%	3%
• Sponsor did not turn in funds to the bookkeeper within 24 hours	3%	0%
• Deposit did not match the Report of Monies Collected Form	3%	0%
• Deposits were not made within 24 hours	20%	13%
• Check Request did not have supporting documentation	7%	7%
• Check Request did not follow SAF guidelines	3%	0%
• No Activity Charter created for SAF account	17%	0%

<b>Purchase Cards</b>	<b>n=10</b>	<b>n=15</b>
• Reconciliation missing approval signature	0%	13%
• Reconciliation was not completed within 10 days	60%	0%
• Transaction logs could not be located	60%	0%

**Results of Review and Opinion**

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the areas of Purchasing and Accounts Payable, Student Activity Funds, and Purchase Cards.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at STEM Academy in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

STEM Academy  
Business Process Follow-Up Review  
March 2017

**RESULTS OF REVIEW**

The results of the Business Process Review at STEM Academy are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

**PURCHASING AND ACCOUNTS PAYABLE**

Internal Audit selected 30 purchase orders for review. Internal Audit compared the documentation at the school site to the information in LEAFS, the District's financial accounting system. Internal Audit found the following issues:

- Three purchase orders did not have receiving documents for review.
- One purchase order did not have a receiver document with a signature and/or date to show the items were received.

Packing lists or similar documentation that include dates and signatures are an essential part of internal control because they provide evidence that the items were received, who had custody of the items, and that receivers were entered in the LEAFS system within the required time period.

**Recommendation(s):**

- All packages should be routed to a single person for receiving purposes. This person should open the package, compare the contents to the packing list, then sign, and date the packing list to create accountability for all items received. After the packing list or similar documentation is signed, the contents of the package can be distributed as necessary, while the packing list is maintained with the purchasing documents.

**Management's Response**

*All packages will be routed to a single person for receiving purposes. That person will follow the recommendations of the audit team. Administration will conduct monthly reviews beginning in May 2017 to ensure compliance with recommendations and provide support/guidance where needed.*

**STUDENT ACTIVITY FUNDS**

**Receipts**

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- Four Report of Monies Collected Forms were incomplete. They were missing the account name, fund number, sponsor signature, and/or not dated.
- One entry into SchoolCash.net, the District's SAF accounting system, was not dated the same day as the Report of Monies Collected Form, as required by the Student Activity Fund Handbook.
- Four deposits were not made within 24 hours after the funds were received by the sponsor.

**Disbursements**

Internal Audit selected 15 disbursement transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- One Check Request Form could not be located for review.
- Three Check Request Forms were incomplete. They were missing the principal's approval signature and/or the person's name requesting the check.
- Two of the 15 disbursement transactions did not have supporting documentation.



Complete documentation of receipts, including a Report of Monies Collected Form, supports the deposit of money into a specific fund. Completing the account (fund) name/number helps to ensure that money is deposited in the correct fund. Signatures on the Report of Monies Collected Forms establish accountability for the funds.

Receipts validate the amount transferred from one person to another in the Student Activity Fund process, i.e. from a teacher or sponsor to the bookkeeper or the bookkeeper to the bank. These receipts establish accountability for the funds. The Student Activity Fund Handbook procedures state that receipts from SchoolCash.net must be issued for all monies collected from all sources when the money is collected. This process ensures that all transactions are recorded promptly and provides a tracking mechanism to ensure that all deposits are recorded in the bank.

Deposits should be made on a daily basis to reduce the risk of loss and/or theft. This also reduces the time between receipt of the funds and when the funds are available for use by the activity sponsor.

Check requests are an important part of internal control. By completing the entire check request (including the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the check establish accountability for the funds.

Complete documentation of expenditures, including a Check Request Form and an invoice, supports the disbursement of money from a specific fund. Completing the account (fund) name/number helps to ensure that money is disbursed from the correct fund. Signatures on the Check Request Form establish accountability for the funds.

#### Recommendation(s):

- Report of Monies Collected Forms should be completed entirely, including fund name/number, receipt numbers (or list of names and amounts collected, if under \$5 each), total amount of money collected, reason for collection, and signature of the person submitting the funds.
- SchoolCash.net receipts should be provided by the bookkeeper to the person turning in a Report of Monies Collected Form at the time the money is collected.
- Deposits should be made within 24 hours of receipt.
- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.
- Invoice(s) should be provided to the bookkeeper as supporting documentation from the person turning in a Check Request Form.

#### **Management's Response**

*Our Administrative Secretary will conduct on-going professional development with Student Activities Funds for teachers and work closely with District SAF Administration and Site-based Administration to follow processes and procedures for all internal controls. Additional signers for checks will receive additional training in April 2017. All forms will be completed in their entirety. Sponsor reports will be monitored closely for total compliance with SAF processes and procedures. SAF Bookkeeper will provide additional teacher training in April 2017. Administration will conduct quarterly reviews beginning in May 2017 to ensure compliance with recommendations and provide support and guidance where needed.*

#### **PURCHASE CARDS**

Internal Audit selected 15 purchase card transactions for review. The monthly reconciliations and supporting documentation were reviewed. Internal Audit found the following issues:

- One monthly reconciliation for two transactions was not approved as required by the Purchasing Card Manual.

The reconciliation process is an important control that serves to validate the proper use of purchase cards.

Recommendation(s):

- The reconciliation process should be completed and approved on a monthly basis as outlined in the District's Purchase Card Handbook.

**Management's Response**

*The principal will work with administrative secretary to follow recommendations of internal business review team with fidelity.*



**SAVANNAH-CHATHAM COUNTY BOARD OF EDUCATION**  
**Internal Audit Department**  
**208 Bull Street, Room 310**  
**Savannah, GA 31401**

Mr. Julian Childers, Principal  
West Chatham Middle School  
800 Pine Barren Road  
Pooler, GA 31322

Dear Mr. Childers,

Internal Audit has completed a Business Process Follow-Up Review for West Chatham Middle School. The purpose of this letter is to document the results of that review and to identify actions that have already been taken or that will be taken in the future.

**Review Objectives**

The objectives of the review were to test internal controls for the business processes at West Chatham Middle School, and to provide the principal with feedback on changes implemented as a result of the original internal control review to ensure that internal controls are working as expected.

**Scope of Review**

To complete the review, Internal Audit tested a sample of transactions covering the following business processes at West Chatham Middle School:

- Purchasing and Accounts Payable,
- Student Activity Funds,
- Student Data

Some transaction testing was performed during January 2017 using data available from the District's mainframe computer systems. This review was completed with site visits to the school on March 1, 2017.

Internal Audit conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that the audit be planned and performed to obtain sufficient, appropriate evidence to provide a reasonable basis for findings and conclusions based on the audit objectives. Internal Audit believes the evidence obtained provides a reasonable basis for the findings and conclusions based on the audit objectives.

**Background**

Mr. Childers was appointed as principal at West Chatham Middle School on January 2015. Mr. Childers has been employed by the District for 14 years.

The secretary at West Chatham Middle School is responsible for the areas of Purchasing and Accounts Payable and Student Activity Funds. The secretary has been assigned to this school for three years and employed by SCCPSS for eight and one-half years.

The information specialist is responsible for the area of Student Data. The information specialist has been assigned to this school for two years. She has been employed by SCCPSS for 20 years.

### Comparison of Reviews

Internal Audit completed reviews of business processes at West Chatham Middle School on the dates shown in the table. The number of errors found in each area during this review is shown in this list. While some errors may be attributable to human error, the number of errors is expected to decrease over time.

Area/Finding	March 2016 Review	March 2017 Review
<b>Sample Size</b>		
<b>Purchasing and Accounts Payable</b>	<b>n=30</b>	<b>n=30</b>
• Packing slip(s) missing	27%	10%
• Receiver date in LEAFS did not agree with date on packing slip	0%	3%
• Packing slip(s) was not signed and/or dated	37%	3%
<b>Student Activity Funds</b>	<b>n=60</b>	<b>n=30</b>
• Report of Monies Collected Form was missing	17%	0%
• Missing receipts to support Report of Monies Collected Forms	27%	27%
• Report of Monies Collected Form was incomplete	33%	0%
• Missing SchoolCash.net receipts to support the Report of Monies Collected Form	3%	0%
• Entry into SchoolCash.net was not made the same day the funds were deposited	3%	0%
• Check Request Form was missing	0%	3%
• Check Request Form was incomplete	67%	10%
• Disbursement did not have supporting documentation	3%	3%
• Disbursement did not adhere to charter	3%	0%
• Donation to school did not have the supporting Public Gift Form	3%	0%
• Disbursement was for more/less than documented on the Check Requested Form	3%	0%
• Check Request Form was incomplete checklist	0%	10%
<b>Student Data</b>	<b>n=30</b>	<b>n=30</b>
• Attendance data in PowerSchool did not match Disciplinary Referral Form	20%	3%
• Disciplinary Referral Form did not match PowerSchool	13%	0%
• Disciplinary Referral Form was not signed by the person entering the data	3%	0%
• Incident reported to the State did not match Disciplinary Referral Form	3%	0%

**Results of Review and Opinion**

The results of this review are listed for each of the business processes on the attachment to this letter. These results show emerging improvements in the area of Purchasing and Accounts Payable, Student Activity Funds, and Student Data.

A 50% reduction in the number of comments in any single area is considered emerging improvements. Areas with all significant comments resolved are considered proficient, while exemplary improvements are shown when all comments are resolved and/or best practices are in use.

Internal Audit has also included information that the administration provided regarding the actions taken or to be taken to strengthen internal controls in each area. These actions should provide the necessary internal control improvements.

Internal Audit will schedule additional site visits to determine if progress is made toward strengthening controls in these areas.

Internal Audit appreciates the assistance and support provided by the principal and the staff at West Chatham Middle School in completing this Business Process Follow-Up Review.

Sincerely,

Senior Director, Internal Audit

West Chatham Middle School  
Business Process Follow-Up Review  
March 2017

## **RESULTS OF REVIEW**

The results of the Business Process Review at West Chatham Middle School are described below for each area reviewed. Information that the principal provided describing the actions that have been taken or will be taken are included in italics at the end of each section.

### PURCHASING AND ACCOUNTS PAYABLE

Internal Audit selected 30 purchase orders for review. Internal Audit compared the documentation at the school site to the information in LEAFS, the District's financial accounting system. Internal Audit found the following issues:

- The packing slip for three purchase orders could not be located onsite.
- One purchase order did not have a receiver document with a signature and/or date to show the items were received.
- The receiver date in LEAFS did not agree with the receiver date on one packing slip.

Packing lists or similar documentation that include dates and signatures are an essential part of internal control because they provide evidence that the items were received, who had custody of the items, and that receivers were entered in the LEAFS system within the required time period.

Payments to vendors are triggered in part by entering the date the items are received into LEAFS. Prompt entry of receiving information, as required by the District's Purchasing Manual, allows prompt payment to vendors.

### Recommendation(s):

- All packages should be routed to a single person for receiving purposes. This person should open the package, compare the contents to the packing list, then sign, and date the packing list to create accountability for all items received. After the packing list or similar documentation is signed, the contents of the package can be distributed as necessary, while the packing list is maintained with the purchasing documents.
- Receiving information in LEAFS should reflect the date the goods are received onsite to provide assurance they were received within 72 hours, as required by the Purchasing Manual.

### Management's Response

- *All packages will be routed to the secretary for receiving purposes. The secretary will open the package, compare the contents to the packing list, then sign and date the packing list to create accountability for all items received. After the packing list is signed, the contents of the package can be distributed as necessary, while the packing list is maintained with the purchasing documents in a clearly marked notebook.*
- *Bookkeeper will endeavor to locate, sign, and date all packing slips to show proof of receipt. She is aware that a receiver page should accompany all Purchase Orders and will print this page and attach it to the P.O.*

### STUDENT ACTIVITY FUNDS

#### Receipts

Internal Audit selected 15 receipt transactions for review. The supporting documentation was reviewed for accuracy and completeness. Internal Audit found the following issues:

- The receipts supporting eight Report of Monies Collected Form were missing.

#### Disbursements

Internal Audit selected 15 disbursement transactions for review. The supporting documentation was

reviewed for accuracy and completeness. Internal Audit found the following issues:

- Three Check Request Forms were incomplete. They were missing the signature requesting the check, the category, or were not approved by the principal.
- The checklist on three of the Check Request Forms was either missing or not completed as required by the Student Activity Fund Handbook.
- One of the 15 disbursement transactions did not have supporting documentation.
- One Check Request Form could not be located for review.

### Transfers

All transfers followed District guidelines.

Complete documentation of receipts, including a Report of Monies Collected Form, supports the deposit of money into a specific fund. Completing the account (fund) name/number helps to ensure that money is deposited in the correct fund. Signatures on the Report of Monies Collected Forms establish accountability for the funds.

Check requests are an important part of internal control. By completing the entire check request (including the checklist box), the SAF bookkeeper knows how to prepare the check, which fund number to use to generate the check, and can verify that the check is being requested in accordance with the Activity Charter. The fund balance on the check request assures the person approving the request that funds are available for use. Signatures of the person requesting the check, approving the check and printing the check establish accountability for the funds.

### Recommendation(s):

- Receipts from the sponsor should be presented along with the Report of Monies Collected Form to the bookkeeper to validate the funds submitted and within 24 hours of receipt of the funds.
- Report of Monies Collected Forms should be completed entirely, including fund name/number, receipt numbers (or list of names and amounts collected, if under \$5 each), total amount of money collected, reason for collection, and signature of the person submitting the funds.
- All check requests should be completed prior to printing a check, including fund name/number, fund balance, checklist box, and purpose of the check. Supporting documentation, such as an invoice or a receipt, should be attached to the check request.
- Invoice(s) should be provided to the bookkeeper as supporting documentation from the person turning in a Check Request Form.

### Management's Response

- *Sponsors will be reminded to attach the Report of Money Collected Forms with all fundraising deposits to serve as supporting documentation.*
- *The bookkeeper and principal will review all check requests for completion with supporting documentation before checks are printed.*

### STUDENT DATA

Internal Audit selected 30 student discipline incidents for review. Internal Audit compared the Disciplinary Referral Form to the information in PowerSchool, the District's student information system. If the student was assigned in-school or out-of-school suspension, we also checked the student's attendance data for those days. Internal Audit found the following issues:

- One student's attendance data in PowerSchool did not match the Disciplinary Referral Form/Discipline Log in PowerSchool.

Disciplinary Referral Forms are the basis for mandatory state reporting on disciplinary issues. Fully completing this form, including the referral code, signature of the person entering the information, and disposition of the incident, improves the reliability of the data entered into PowerSchool. Reliable data in the system is essential for effective use of student information, and for reliable reporting to the state.

Recommendation(s):

- Attendance data in PowerSchool should agree with the disposition data entered in PowerSchool as reflected on the Disciplinary Referral Form for the discipline incident.

**Management's Response**

- *The Information Specialist will double check all attendance to make sure the attendance matches the submitted disciplinary forms. Moving forward, the information specialist will be more diligent in entering data.*