

Office of Internal Compliance

130 Trinity Avenue S.W.

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Making A Difference

Alonzo A. Crim Open Campus High School

May 23, 2018

Ms. Dawn Parker, Principal
Alonzo A. Crim Open Campus High School
256 Clifton Street, SE
Atlanta, Georgia 30317

Ms. Parker,

The Office of Internal Compliance performed an operational and compliance audit on the Miscellaneous Cash Activity Account Fund (MCAAF) administered by Alonzo A. Crim Open Campus High School. This report provides, as a follow up to the exit conference comments, written communication of the results of testing derived from certain audit procedures designed to meet the audit objectives.

Audit Objective

The objectives of the audit were to determine the processes utilized by Alonzo A. Crim Open Campus High School to perform cash collections derived from school based activities and to determine whether disbursement processes were performed according to established procedures documented in the School Based Services (SBS) Financial Guidelines.

Audit Scope

The scope of the audit includes the review of financial records from July 1, 2016 to April 30, 2018 and operational procedures for administering the Miscellaneous Cash Activity Fund (MCAAF).

Audit Procedures

We performed the following tests to achieve our objective:

- ✓ Analyzed the Updated School Compliance and Audit Questionnaire
- ✓ Surveyed and Interviewed Selected School Personnel
- ✓ Reviewed Bank Reconciliations for Abnormal Reconciling Transactions
- ✓ Tested a sample of Receipts from Collection Approval to Bank Deposit
- ✓ Tested a sample of Disbursements from Request to Approval /Disbursement

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Audit Conclusion

The cash handling, recording, and depositing of the cash for the Miscellaneous Cash Activity Account Fund appear adequate, but lack administrative protocols. Based on the testwork performed, the following opportunity for improvement was identified and discussed with the school administrators during an exit conference. The opportunity is categorized as Cash Receipt Analysis.

CASH RECEIPT ANALYSIS

Finding: 5 of 6 (83%) bank reconciliations were not reviewed/signed timely by the Principal. Bank reconciliations were reviewed/signed between 8 to 32 days late.

The SBS Financial Guidelines require the Principal to review the entire packet and then sign each form that requires his/her signature and email those documents no later than the 15th of each month.

Failure to review Bank Reconciliation Reports may result in school leadership being unable to address financial issues and irregularities in a timely manner.

Recommendation

- School leadership should ensure Bank Reconciliation Reports are reviewed, signed, and returned no later than the 15th of the month and/or no later than 5 business days if received after the 15th of the month from Special Revenue Accounting.

Response:

Effective May 2018, the Secretary will have the Principal review and sign the bank reconciliations no later than the 15th of each month and/or no later than 5 business days if received after the 15th of the month.

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We want to thank you and your school personnel for their warm welcome and participation throughout this process. It was truly a pleasure working with everyone.

Sincerely,

Connie Brown, CIA, CRMA
Executive Director, Internal Compliance

Tiffany Cherry, CFE
Lead Internal Auditor