Business Process/Turnover Audit
Franconia Elementary School
Report Reference Number: 19-13433

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Prepared by
Office of Auditor General

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Table of Contents

Executive Summary ................................................................. 3
Background, Scope and Objectives, and Methodology ..................... 3
   Background ............................................................................ 3
   Scope and Objectives ............................................................. 3
   Methodology .......................................................................... 4
Audit Findings, Recommendations, and Management’s Responses ........ 4
Executive Summary

This audit report summarizes the results of the Office of Auditor General’s Business Process/Turnover Audit at Franconia Elementary School conducted on January 8, 2019. The audit was performed in accordance with the Fiscal Year (FY) 2019 audit plan approved by the Fairfax County School Board. The primary objective of the audit was to determine the adequacy of controls and processes in place for managing local school activity funds and appropriated funds during FY 2019. There was one moderate and two low risk findings identified during the audit.

We appreciate the consultation, cooperation, and courtesies extended to our staff by the administrative assistant and principal at Franconia Elementary School.

Background, Scope and Objectives, and Methodology

Background

All departments and schools are responsible for business processes that support their core mission. These processes include procuring goods and services needed to meet their objectives and processing cash receipts. For departments, most of these processes are limited to appropriated fund transactions. However, in a school, there are both appropriated fund transactions and local school activity fund transactions.

These audits will be performed on an ad hoc basis depending upon school employee turnover, specifically principals and finance technicians. The potential concern is the inability for the new key school staff members performing job duties according to the required policies, procedures, and guidance. The primary regulations include, but are not limited to:

- Regulation 5810 School Activity Funds Management
- Regulation 5350 Procurement Card Management
- Regulation 5012 Purchasing Goods and Services Using Appropriated and Nonappropriated Funds

Scope and Objectives

We conducted this audit in accordance with generally accepted government auditing standards, with the exception of peer review. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. The audit covered FY 2019 financial activity. The audit’s objectives were to:

- Evaluate the effectiveness of office processes
- Assess compliance with applicable regulations and policies
- Determine if internal controls are adequate and functioning as intended
- Determine if transactions are reasonable and do not appear to be fraudulent

To answer the audit objectives the audit team used various methods, including the following:
• Meeting with school-based staff
• Reviewing relevant laws, rules, FCPS policies and regulations
• Reviewing prior audits and reviews
• Testing sampled transactions (procurement card, receipt, disbursement, etc.)

The FCPS Office of Auditor General is free from organizational impairments to independence in our reporting as defined by government auditing standards. The office reports directly to the School Board through the Audit Committee. We report the results of our audits to the Audit Committee and the reports are made available to the public via the FCPS website.

Methodology

The Office of Auditor General’s audit approach assessed the school’s current management of internal controls covering local school activity funds and appropriated funds. The structure of this audit was designed to assist principals and finance technicians in understanding the question “where are we now?” and what processes and controls must be in place to ensure compliance with FCPS regulations and best practice guidelines moving forward. The audit examined monthly expenditures, records, and statements; reviewed monthly reconciliations; conducted interviews with appropriate employees; with the goal of understanding the school’s current standing moving forward. Information was extracted from Payment Net, Great Plains, and FOCUS for sampling and verification to source documentation during the audit; however, our audit did not include an independent review of system controls.

Audit Findings, Recommendations, and Management’s Responses

The finding within this report has been attributed a risk rating in accordance with established risk criteria as defined in Table 1:

Table 1: Risk criteria

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Controls are not in place or are inadequate. Compliance with legislation and regulations or contractual obligations is inadequate. Important issues are identified that could negatively impact the achievement of program/operational objectives.</td>
</tr>
<tr>
<td>Moderate</td>
<td>Controls are in place but are not sufficiently complied with. Compliance with subject government regulations or FCPS policies and established procedures is inadequate, or FCPS policies and established procedures are inadequate. Issues are identified that could negatively impact the efficiency and effectiveness of operations.</td>
</tr>
<tr>
<td>Low</td>
<td>Controls are in place but the level of compliance varies. Compliance with government regulations or FCPS policies and established procedures varies. Issues identified are less significant but opportunities exist that could enhance operations.</td>
</tr>
</tbody>
</table>

Starting in FY 2019, all completed Business Process/Turnover Audits with findings in which the risk ratings are deemed moderate or high will require a management response. During this audit, OAG identified one moderate and two low risk findings which are detailed below:
Finding 1 – Accounting Procedures- Reconciliations
Risk Rating – Moderate

Condition:
While reconciliations were being completed, they were not consistently dated to evidence timely approval and completion, as follows:

- Four appropriated procurement card reconciliations for two of the three months sampled were not dated as evidence of timely review by the principal. Specifically:
  - October 2018 reconciliation for the Textbooks and Custodial Supplies card
  - September 2018 reconciliation for the Textbooks and Custodial Supplies card
- Two non-appropriated procurement card reconciliations for two of the three months sampled were not dated as evidence of timely review by the principal. Specifically:
  - November 2018 reconciliation for the Student Activities card
  - October 2018 reconciliation for the Student Activities card

Criteria:
Regulation 5350 *Procurement Card Management* states, “The principal/program manager must ensure that reconciliations are done on a timely basis and must review, sign, and date the reconciliation report.”

Effect:
Reconciliations reduce the risk of undetected errors, increase the timeliness of corrections, and provide a confirmation of funds available to be spent for the benefit of students.

Recommendation:
OAG recommends that reconciliations be signed and dated to evidence timely completion and approval.

Management Response (Required):
A management response is required for this finding due to the moderate risk rating. In addition, the school will be subject to further review during the annual local school activity fund audit scheduled to be performed later in the year and continuous audit procedures conducted throughout the year.

<table>
<thead>
<tr>
<th>Planned Action</th>
<th>Expected Completion Date</th>
</tr>
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<tbody>
<tr>
<td>The Administrative Assistant and the Principal will sit down each month to review the procurement card usage. At that time, they will both sign the procurement card statement. The Administrative Assistant will sign and date then the Principal will sign. Since the auditor told the Principal and the Administrative Assistant, during the audit, to also date the procurement card statements; they have been dated. Copies of the January procurement card statements have been provided to show that those items have been signed and dated by the Principal and the Administrative Assistant. Both the Principal and the Administrative Assistant will continue to sign and date the procurement card statements.</td>
<td>May 31, 2019</td>
</tr>
</tbody>
</table>
Finding 2 – Cash Receipts - Timely Receipts  
Risk Rating – Low  

Condition:  
One of the 17 School Finance Deposit Slips (FS-131) sampled totaling $32.00 out of $1,769.30 was not turned into the Administrative Assistant on the day the funds were collect. Specifically, RCT000334225 dated November 30, 2018 was not received by the Administrative Assistant until December 4, 2018.

Criteria:  
*Regulation 5910 Monetary Receipts* states, “When receipts are collected at schools, schools are required to use form FS-131, School Finance Office Collection Form. This form can be ordered through the DIT forms catalog in FOCUS. A list of students with the amounts paid must be attached to the form. The funds must be submitted daily along the form to the school finance office for deposit.” In addition, the *School Finance for Teachers* guidance, provided by Financial Services, states, “Submit funds collected, along with the completed School Finance Office Deposit Slip (FS-131) and the duplicate copies of the Activity Receipts or class list, to the school finance office on a daily basis.”

Effect:  
Daily submission of funds reduces the risk of loss. All funds must be submitted to the school finance office daily.

Recommendation:  
OAG recommends that all funds should be submitted to the school finance office on a daily basis to reduce the risk of loss.

Management Response (Not Required):  
A management response is not required for this finding due to the level of risk rating. The school will be subject to further review during the annual local school activity fund audit scheduled to be performed later in the year continuous audit procedures conducted throughout the year.

Finding 3 – Cash Disbursements – Sales Tax  
Risk Rating – Low  

Condition:  
One of the 20 procurement card purchases sampled totaling $128.39 out of $11,732.92 incorrectly paid sales tax. Specifically, the Student Activities card was used at Walmart on December 14, 2018 to purchase supplies for a 3rd grade Winter Celebration and sales tax of $4.84 was paid on the purchase.

Criteria:  
*Regulation 5810 School Activity Funds Management* states, “Certain purchases from school activity funds are exempt from state sales tax. Refer to the handbook for information on items purchased in other states, as they may be subject to the sales tax of those jurisdictions. Purchases subject to Virginia sales and use tax: Charges for meals or food from restaurants, hotels, clubs, caterers, cafes, and others are taxable. Purchases of tangible personal property from faculty or educational contingency accounts for the use of the faculty or for sale through vending machines are taxable.”
Effect:
Paying sales tax when not necessary results in the ineffective use of funds.

Recommendation:
Sales tax should not be paid or reimbursed when a purchase qualifies for tax exempt status.

Management Response (Not Required):
A management response is not required for this finding due to the level of risk rating. The school will be subject to further review during the annual local school activity fund audit scheduled to be performed later in the year continuous audit procedures conducted throughout the year.