



# Maryville City Schools

## INTERNAL AUDIT DIVISION

**School Name:** Longhunter Elementary School  
**Principal:** Mark Flemming  
**Date:** June 9, 2024  
**Re:** Student Activity Funds Interim Review  
**Auditors:** Rochelle Singleton

A review of student activity funds was conducted for the period of July 1, 2023 through March 31, 2024. The interim review of the Student Activity Funds was determined using a sample of receipts and expenditures in accordance with the audit procedure as outlined by the Board of Education and the Internal School Uniform Accounting Policy Manual. Internal Audit has identified audit findings that can be rectified in this report. It is recommended that the findings that can be corrected. A response from the principal to the interim report is required.

### FUND DEFICITS

- 1) **FINDING:** The following restricted combining account reflected a deficit fund. This deficit at June 30<sup>th</sup> is no an allowable condition.

900.000-900.024 Faculty/Staff **(\$1,190.34)**

**Recommendation:** Ensure that the circumstances resulting in these deficits are rectified and prevented from occurring in the future. Submit a plan for corrective measures to your auditor and the Lead Principal of the school.

**Principal's Response:**

### FREQUENCY OF BANK DEPOSITS And COLLECTION RECORDS/RECEIPTS

- 2) **FINDING:** The following collections were not deposited or could not be determined if deposited within three banking days of initial collection by teachers/others. The following collections were held too long after being receipted or submitted for receipt and/or the collection records were not completely filled out by teachers/others who accepted the monies or were noncompliant (as noted).
- Rec. #2379 to Mary Johnson totaling \$9.00 reflects the initial collection date was 9/4/23 and the deposit was made 9/10/23, a total of six (6) days after the initial collection date. The collection was held too long by the teacher which supports the teacher did not remit daily, resulting in the audit finding.
  - Rec. # 2380 to Mary Johnson totaling \$6.00 reflects the collection date was 9/7/13 and the deposit was made 9/12/13, a total of six (5) days after the initial collection date. The collection was held top long by the teacher which supports the teacher did not remit the

- collection daily, resulting in the audit finding.
- Several receipts reflect Joy Reid held collections for eight (8) to thirty (30) days before remitting the collection to the bookkeeper resulting in the audit finding. The receipts are:
    - Rec. #2385 totaling \$275.00 for Faculty Sunshine reflects the initial collection date was 9/18/13; the deposit was made 9/30/13, twenty-eight (28) days after the initial collection date.
    - Rec. #2410 totaling \$120.00 for field trips reflects the initial collection date was 10/28/13, the deposit date was 11/7/13, eight (8) days after the initial collection date.
    - Rec. #2414 totaling \$121.00 for field trips reflects the initial collection date was 10/23/13, the deposit date was 11/7/13, eleven (11) days after the initial collection date.
    - Rec# 2443 totaling \$255.00 for Faculty Sunshine reflects the initial collection date was 10/2/13; the deposit date was 11/15/13' thirty (30) days after the initial collection date.
    - Rec. #2452 to Sunshine Elementary PTO totaling \$350.00 reflects the log was prepared by the bookkeeper and the collection log was not dated at the time the money was received. Therefore; it could not be determined if the deposit was in compliant. The principal or designee did not sign the log to support the collection was verified prior to the deposit as required.
    - Receipt 2465 to Sunshine Elementary School totaling \$602.42 reflects collections were received for school dance. The money was applied to the 023.001 Donation/Invest in Child however; the money was collected from students, classroom rosters and not the appropriate collection form which is the collection log. The rosters did not reflect the amount collected, the roster only noted "paid."  
**Recommendation:** Collections should be deposited daily, if possible, but no more than three (3) days after the initial collection. Monies collected should remain intact (in the form in which they were collected) until deposited. Ensure that individuals who collect monies submit a prepared collection record (collection log, ticket reconciliation, count of collections form, etc.) for each separate activity. All collections by teachers/others should be remitted to the cashier daily or more frequently, if necessary.

The teacher must complete the log, with the date received, the students' names and amount received, the teacher's name, also the purpose of the collection. Receipts must be issued to teachers/others at the time collections are remitted and attached to the teacher's copy of the log. Ensure the receipting and issuance of receipts to the responsible individual or company. Teachers should total their collection logs before submitting to the bookkeeper. Ensure teachers are informed their collection logs must be clean and clear, they should not remit logs to the bookkeeper that have scratch out of names or amounts and bookkeepers should **not** accept logs if they are properly prepared. **\*Note:** This finding **cannot** be rectified prior to June 30<sup>th</sup>.

**Principal's Response:**

**\*Auditors Note Regarding Sample Size:**

While conducting the interim audit procedures the sample size of checks examined was 13 totaling \$12,208.54. The sample size of receipts examined was 20 totaling \$3,474.22.

The school issued 50 checks totaling \$14,205.74 during the period of July 1, 2023 to March 31, 2024.

The school issued 101 receipts totaling \$15,162.29 during the period of July 1, 2023 to March 31, 2024.

Cc: Donald Currey – Senior Auditor