



**HILLCREST ELEMENTARY SCHOOL  
CHANGE IN PRINCIPAL (CHIP)  
FINANCIAL REVIEW  
SEPTEMBER 15, 2021**

Board of Education of Baltimore County Public Schools  
Office of Internal Audit

Internal Audit verified that responsibility for the school finances transferred to the newly assigned principal and provided specific assistance, as needed.

Refer to Exhibit A for the report distribution list.

## BACKGROUND

School Name	Hillcrest Elementary School
Outgoing Principal/Length of Tenure at Hillcrest Elementary	Ms. Jennifer Lynch/4 years
Incoming Principal	Ms. Maria Ramos
Incoming Principal's Previous School/Length of Tenure	Hillcrest Elementary School Assistant Principal/3 years
Administrative Secretary/Length of Tenure at Hillcrest Elementary School	Ms. Michele Baldwin/5 years
Reason for Change	Resignation

## REVIEW OBJECTIVES

Internal Audit provided the new principal with informational documents:

- A "Principal's Checklist" of financial reminders.
- Copies of prior financial audits, reviews, and/or follow-ups at Hillcrest Elementary School.

Internal Audit requested and reviewed financial documents from Hillcrest Elementary School:

- The completed Transfer of Financial Responsibility Form. This form is a checklist that indicates that the outgoing principal has made available all school-related financial documents, adhered to Board Policies relating to school finances, and has taken the necessary steps to transition the school's fiscal responsibilities to the incoming principal.
- The updated authorized check signers form from the school's bank. This document ensures that the outgoing principal's name was removed, and the incoming principal's name was added to the SAF bank account.
- The Maryland Comptroller Memo for Sales & Use Tax. This memo is sent to the Comptroller of Maryland; it notifies them of the change in person-in-charge of the Maryland Sales and Use Tax account in the school's name.
- A listing of the current procurement card holders at the school, reviewed and signed by the new principal, to indicate their agreement with the individuals who have a procurement card and the purchase limits listed.

Internal Audit also requested that a copy of Hillcrest Elementary School's money handling procedures be submitted once the new principal and administrative secretary complete the "MONEY HANDLING TRAINING FOR BOOKKEEPER" course on Schoology.

## SUMMARY OF RESULTS

Internal Audit did not identify any reportable findings in this review. All required financial documents were completed timely, and the school's money handling procedures have all required elements.

# EXHIBIT A

## HILLCREST ELEMENTARY SCHOOL REPORT DISTRIBUTION LIST

Name	Title	Location
Ms. Maria Ramos	Principal	Hillcrest Elementary School
Dr. Darryl L. Williams	Superintendent	BCPS
Dr. Mary Boswell-McComas	Chief Academic Officer	Division of Curriculum & Instruction
Dr. Raquel Jones	Community Superintendent	West Zone
Dr. Adrienne Morrow	Executive Director, Elementary School Support	West Zone
Ms. Cathy Barnes	Executive Administrative Assistant	West Zone
Ms. Barbara Burnopp	Senior Executive Director	Administrative Services
Mr. George Sarris	Executive Director	Fiscal Services
Ms. Michele Baldwin	Administrative Secretary	Hillcrest Elementary School
Ms. Andrea Barr	Chief Auditor	Office of Internal Audit