



**LANSDOWNE HIGH SCHOOL
CHANGE IN PRINCIPAL (CHIP)
FINANCIAL REVIEW
SEPTEMBER 2, 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	Lansdowne High School
Outgoing Principal/Length of Tenure at Lansdowne High School	Mr. Kenneth Miller/10 years
Incoming Principal	Ms. Allison Seymour
Incoming Principal's Previous School/Length of Tenure	Pikesville High School Assistant Principal/3 years
Fiscal Assistant/Length of Tenure at Lansdowne High School	Ms. Vernetta Duncan/14 years
Reason for Change	Retirement

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 Lansdowne High School.

Internal Audit requested and reviewed financial documents from Lansdowne High 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 Lansdowne High 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

LANSDOWNE HIGH SCHOOL REPORT DISTRIBUTION LIST

Name	Title	Location
Ms. Allison Seymour	Principal	Lansdowne High School
Dr. Darryl L. Williams	Superintendent	BCPS
Dr. Mary Boswell-McComas	Chief Academic Officer	Division of Curriculum & Instruction
Dr. Racquel Jones	Community Superintendent	West Zone
Mrs. Kyria Joseph	Executive Director	Secondary School Support, West Zone
Ms. Cathy Barnes	Executive Administrative Assistant	West Zone
Ms. Barbara Burnopp	Executive Director	Administrative Services
Mr. George Sarris	Executive Director	Fiscal Services
Ms. Vernetta Duncan	Fiscal Assistant	Lansdowne High School
Ms. Andrea Barr	Chief Auditor	Office of Internal Audit