Internal Audit Unit MONTGOMERY COUNTY BOARD OF EDUCATION Rockville, Maryland

February 14, 2019

<u>MEMORANDUM</u>

To:

Ms. Nicola Diamond, Chief Financial Officer

From:

Roger W. Pisha, Supervisor, Internal Audit WMV

Subject:

Report on Audit of Fiscal Year 2019 Cell Tower Revenue Distribution

In November 1997, the Board of Education adopted Policy ECN, *Telecommunications Transmission Facilities*, to establish criteria for evaluating applications to place private telecommunications transmission facilities at schools. A formula was then developed to share the lease revenue that would be collected by Montgomery County Public Schools (MCPS) in connection with telecommunication towers located at schools. This formula provided for one-third of the revenue to be distributed to the host school, one-third to be distributed to the other schools in the cluster, and the final third to be retained within the Real Estate Management Enterprise Fund. The Internal Audit Unit conducted an audit of the Fiscal Year (FY) 2019 revenue distribution to MCPS schools to determine compliance with the sharing formula and accounting for the funds.

On November 20, 2018, Mr. James C. Song, director, Department of Facilities Management, provided a memorandum to the MCPS Division of Controller (DOC) requesting distribution of the \$539,841.99 annual cell tower revenue to 49 schools according to a list of revenue sharing payments (refer to Attachment A). Mr. Song also provided individual memorandum notification to each of the 49 school principals informing them of their share of cell tower revenue that they would be receiving. Six of the forty-nine schools received two payments; one for their school and the other for them to distribute to their consortia schools.

The DOC recorded the revenue distribution in the Financial Management System (FMS) effective December 1, 2018, and processed the revenue for deposit via the Automated Clearing House (ACH) electronic network for financial transactions directly into each of the 49 school's respective IAF checking account. School financial agents, in turn, would confirm with their respective bank that the ACH revenue had been credited to their checking account, and then record the revenue into their school's checking account, number 9920.0000, and cell tower commission account, number 0100.0000, within the School Funds Online (SFO) IAF accounting software. The six schools receiving two payments write checks to their consortia schools for distribution of their share of the cell tower revenue using the funds of the second payment (refer to Attachment B).

We noted the following transactions pertaining to the cell tower revenue distribution process:

- FMS recorded 56 (50 + 6 second payments to consortia schools) ACH payments on 12/1/2018 totaling \$539,841.99.
- Neelsville Middle School received two ACH payments by virtue of its location within two clusters.
- The first ACH revenue receipts were recorded in SFO on 12/7/2018.
- The last ACH revenue receipt was recorded in SFO on 1/17/2019.
- Check payments were received by 48 schools.
- The first checks were written for distribution to consortia schools on 12/12/2018.
- The first check revenue receipts were recorded in SFO on 12/17/2018.
- The last checks were written for distribution to consortia schools on 01/03/2019.
- The last check revenue receipt was recorded in SFO on 1/24/2019.

December 11, 2018, was the latest date that a bank processed the ACH payment to credit a school's checking account with the cell tower revenue. Of the 50 ACH payments, 35 of them, or 70 percent, were recorded in SFO after December 11, and 20 of those 35 were not recorded until into January. It appears that the financial agents at the 35 schools who recorded their ACH receipt after December 11 waited until receiving their December bank statement before recording the revenue in SFO. This practice does not provide the principal with the most current information for decision making, especially considering that cell tower commission revenue is not student generated, allowing these funds to be used for activities such as staff development.

As of January 24, 2019, the total amount of \$539,841.99 for the FY 2019 cell tower revenue distribution has reconciled with the FMS and SFO accounting records. We appreciate the cooperation and assistance of Mrs. Jill S. Barnes, fiscal assistant, Real Estate Management Team. No response to this audit report is required.

RWP:1sh

Attachments

Copy to:

Members of the Board of Education

Mr. Song

Dr. Smith

Mr. Tallur

Dr. Navarro

Ms. Webb

Dr. Statham

Dr. Zuckerman

Mr. Civin

Dr. Johnson

Mrs. Barnes

Mrs. Camp

Mrs. Chen

Mr. Reilly

Department of Facilities Management MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland

November 20, 2018

MEMORANDUM

To:

Mrs. Susan B. Chen, Controller

Division of Controller

From:

James Song, Director

Subject:

FY209 Telecommunications Tower Revenue Sharing Payment Request

This is to request the Division of Controller distribute the annual cell tower revenue share payments to participating schools. The Board of Education adopted Policy ECN, *Telecommunications Transmission Facilities*, in November 1997 to establish criteria for evaluating applications to place private telecommunications transmission facilities at schools. At that time, the Board of Education directed the superintendent of schools to develop an equitable way to share the lease revenue collected by Montgomery County Public Schools in connection with telecommunication towers at schools. Subsequently, the superintendent of schools approved a sharing formula which provided for one-third of the revenue to be distributed to the host school, one-third to be distributed to the other schools in the cluster, and the final third to be retained within the Real Estate Management Enterprise Fund.

In 2004, the superintendent of schools agreed to a formula modification to address the distribution among consortia schools. An excerpt of the approved recommendation appears below:

The work group recommended that the principal of the school with a cellular monopole on its site be given the responsibility to distribute one third of the rent to support schools whose students primarily attend the school with the monopole. If, at the discretion of the principal, funds are available for grants to other schools within the consortia, these funds could be allocated to those schools as well.

In compliance with Policy ECN and the superintendent of school's direction, I am attaching a list of payment requests to schools totaling \$539,841.99 to be credited to each school's Independent Activity Fund account. The list includes the supplier number twice, reflecting the one-third payment to the host school and the one-third payment to be distributed by the principal. Please relay the amounts to the consortia schools as separate remittances. The payments are to be charged against account number 12.85001.000.10.504048. Each school will be notified of the upcoming distribution.

Thank you in advance for processing this request.

JS:jb

Attachment

Copy to:

Dr. Zuckerman

Mr. Geiling

Mr. Lawrence

Mr. Pisha

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2,070.10			Wyngate Elementary School	-	
			FY2019 Shared Revenue Total	\$	539,841.99

FY 2019 CELL TOWER COMMISSION REVENUE SHARING

	<u>Amount</u>		Payment <u>Method</u>
CLUSTER SCHOOLS			
Captain James Daly ES	\$	11,379.48	ACH
Clarksburg ES	\$	1,517.26	ACH
Little Bennet ES	\$	1,517.26	ACH
Cedar Grove ES	\$	758.63	ACH
Clarksburg HS	\$	1,517.26	ACH
Fox Chapel ES	\$	1,517.26	ACH
Wilson Wims ES	\$	758.63	ACH
Rocky Hill MS	\$	758.63	ACH
Neelsville	\$	758.63	ACH
Hallie Wells MS	\$	758.63	ACH
William B Gibbs ES	\$	1,517.26	ACH
Col Zadok Magruder HS	\$	11,316.57	ACH
Mill Creek ES	\$	1,414.57	ACH
Candlewood ES	\$	1,414.57	ACH
Cashell ES	\$	1,414.57	ACH
Flower Hill ES	\$	1,414.57	ACH
Redland MS	\$	1,414.57	ACH
Judith A Resnik ES	\$	1,414.57	ACH
Sequoyah ES	\$	1,414.57	ACH
Shady Grove MS	\$	1,414.57	ACH
Sherwood HS	\$	49,647.16	ACH
Olney ES	\$	7,092.46	ACH
Belmont ES	\$	7,092.46	ACH
Rosa Parks MS	\$	7,092.46	ACH
Greenwood ES	\$	7,092.46	ACH
Sherwood ES	\$	7,092.46	ACH
William H Farquhar MS	\$	7,092.46	ACH
Brooke Grove ES	\$	7,092.46	ACH
<u>Tilden MS</u>	\$	23,009.41	ACH
Ashburton ES	\$	2,876.18	ACH
Luxmanor ES	\$	2,876.18	ACH
Kensington-Parkwood ES	\$	2,876.18	ACH
North Bethesda MS	\$	2,876.18	ACH
Walter Johnson HS	\$	2,876.18	ACH
Wyngate ES	\$	2,876.18	ACH
Farmland ES	\$	2,876.18	ACH
Garrett Park ES	\$	2,876.18	ACH
Watkins Mill HS	\$	23,147.45	ACH
Whetstone ES	\$	4,208.62	ACH
Watkins Mill ES	\$	4,208.62	ACH
Montgomery Village MS	\$	4,208.62	ACH
Stedwick ES	\$	4,208.62	ACH
Neelsville MS	\$	2,104.31	ACH
South Lake ES	\$	4,208.62	ACH

FY 2019 CELL TOWER COMMISSION REVENUE SHARING

	Amount	Payment <u>Method</u>
CONSORTIUM SCHOOLS		
James Hubert Blake HS	\$ 20,498.80	ACH
	\$ 20,498.80	ACH
	\$ (17,789.40)	To consortium schools
Page ES	\$ 1,976.60	Check
Galway ES	\$ 1,976.60	Check
Cloverly ES	\$ 1,976.60	Check
Greencastle ES	\$ 1,976.60	Check
Fairland ES	\$ 1,976.60	Check
Burtonsville ES	\$ 1,976.60	Check
Stonegate ES	\$ 1,976.60	Check
Banneker MS	\$ 1,976.60	Check
Briggs Chaney MS	\$ 1,976.60	Check
Albert Einstein HS	\$ 25,329.58	ACH
	\$ 25,329.58	ACH
	\$ (25,329.58)	To consortium schools
Newport Mill MS	\$ 3,166.19	Check
Sligo MS	\$ 3,166.20	Check
Rock View ES	\$ 3,166.19	Check
Glen Haven ES	\$ 3,166.20	Check
Woodlin ES	\$ 3,166.20	Check
Highland ES	\$ 3,166.20	Check
Oakland Terrace ES	\$ 3,166.20	Check
Singer ES	\$ 3,166.20	Check
John F Kennedy HS	\$ 21,393.19	ACH
	\$ 21,393.19	ACH
		To consortium schools
Arcola ES	\$ 2,674.14	Check
Georgian Forest ES	\$ 2,674.14	Check
Glenallan ES	\$ 2,674.14	Check
Kemp Mill ES	\$ 2,674.14	Check
Strathmore ES	\$ 2,674.14	Check
Argyle MS	\$ 2,674.14	Check
Lee MS	\$ 2,674.14	Check
Bel Pre ES	\$ 2,674.14	Check
Northwood HS	\$ 31,815.68	ACH
	\$ 31,815.68	ACH
	\$ (31,815.68)	
Arcola ES	\$ 4,545.10	Check
Kemp Mill ES	\$ 4,545.10	Check
Highland View ES	\$ 4,545.10	Check
Sligo Creek ES	\$ 4,545.10	Check
Silver Spring MS	\$ 4,545.10	Check

FY 2019 CELL TOWER COMMISSION REVENUE SHARING

			Payment
		<u>Amount</u>	<u>Method</u>
Forest Knolls ES	\$	4,545.10	Check
Glen Haven ES	\$	4,545.10	Check
Springbrook HS		20,444.74	ACH
	\$ \$	20,444.74	ACH
	\$	(20,444.74)	To consortium schools
Broad Acres ES	\$	2,044.47	Check
Burnt Mills ES	\$	2,044.47	Check
Cannon Road ES	\$	2,044.47	Check
Cresthaven ES	\$	2,044.47	Check
Drew ES	\$	2,044.47	Check
Jackson Road ES	\$	2,044.47	Check
Roscoe Nix ES	\$	2,044.47	Check
Westover ES	\$	2,044.47	Check
Key MS	\$	2,044.47	Check
White Oak MS	\$	2,044.51	Check
Wheaton HS	\$	31,938.93	ACH
	\$	31,938.93	ACH
	\$	(31,938.93)	To consortium schools
Brookhaven ES	\$	3,867.36	Check
Harmony Hills ES	\$	3,867.36	Check
Shriver ES	\$	3,867.36	Check
Viers Mill ES	\$	3,867.36	Check
Weller Road ES	\$	3,867.36	Check
Wheaton Woods ES	\$	3,867.36	Check
Parkland MS	\$	3,867.36	Check
Loiderman MS	\$	3,867.36	Check
Edison HS	\$	1,000.05	Check
Total Revenue Distribution	\$	539,842.01	

Notes:

97 schools received cell tower revenue.

49 schools received ACH payments:

Blake, Einstein, Kennedy, Northwood, Springbrook, & Wheaton HS received 2.

Neelsville MS received 2.

The 6 high schools receiving two ACH payments distributed IAF checks to 48 feeder schools from proceeds of one of their ACH payments.

Arcola ES, Glen Haven ES, & Kemp Mill ES each received 2 check payments.

Northwood HS added 2 cents to the revenue to give its consortia schools the same amount.