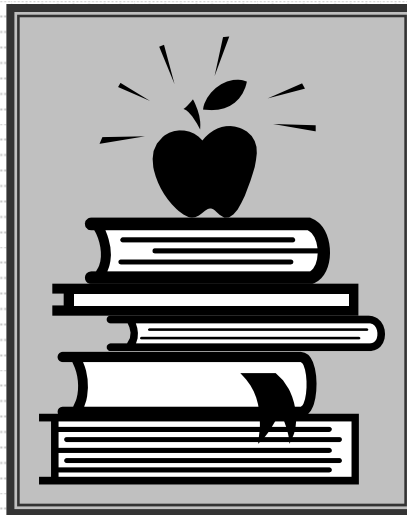




Internal Audit Report



Selected Schools



*Financial Statements Were Fairly
Stated; However, At 4 Schools,
Controls Over Selected Areas Need
Improvement.*

January 2011

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Ms. Raquel A. Regalado

Mr. Alberto M. Carvalho
Superintendent of Schools

Mr. Jose F. Montes de Oca, CPA
Chief Auditor
Office of Management and Compliance Audits

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Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board

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Raquel A. Regalado

January 24, 2011

Members of The School Board of Miami-Dade County, Florida
Members of The School Board Audit Committee
Mr. Alberto M. Carvalho, Superintendent of Schools

Ladies and Gentlemen:

This report includes the audit results of 38 schools currently reporting to various regions and the Education Transformation Office. At 4 of the 38 schools, there was a change of principal since the prior audit. The audit period for all schools reported herein is one fiscal year ended June 30, 2010.

The main objectives of these audits were to express an opinion on the financial statements of the schools, evaluate compliance with District policies and procedures, and ensure that assets are properly safeguarded. The audits included a review of internal funds. On a selected basis, we reviewed payroll, credit card purchases, Title I Program expenditures and procedures, FTE reporting and student records and aspects of data security. The results of property inventories for most of the schools included herein and for other schools previously reported are also included.

Our audits disclosed that the financial statements for all the schools reported herein were fairly stated. At 34 of the 38 schools, we found general compliance with prescribed policies and procedures, and site records were maintained in good order. However, at 4 schools, controls over deposits, disbursements and student activities, payroll and Full-Time Equivalent (FTE) records and procedures need improvement. Property audit results were satisfactory at most of the schools being reported.

The audit findings were discussed with school, region and district administrations, and responses are included in this report. In closing, we would like to thank the schools' staff and administration for the cooperation and consideration provided to the audit staff during the performance of these audits.

Sincerely,

Jose F. Montes de Oca, CPA
Chief Auditor
Office of Management and Compliance Audits

JFM:mtg

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EXECUTIVE SUMMARY

The Office of Management and Compliance Audits has completed the audits of 38 schools, 4 of which experienced a change of principal since the prior audit. The 38 schools include 1 Region II school, 8 Region III schools, 27 Region IV schools, 1 Region V school, and 1 school that reports to the newly formed Education Transformation Office. The audit period for all 38 schools is one fiscal year ended June 30, 2010.

The audits disclosed that records were maintained in good order and in accordance with prescribed policies and procedures at 34 of the 38 schools reported herein. The 4 schools with reported audit findings are:

School Name	Region
1. Homestead Senior High School	ETO
2. Robert Morgan Educational Center	V
3. Miami Killian Senior High School	IV
4. E. W. F. Stirrup Elementary	IV

Audit findings cited internal funds' control deficiencies over the receipting and disbursing of funds, the monthly checking account reconciliation process and student activities. Findings also identified control issues over payroll and Full-Time Equivalent (FTE) reporting and records. Refer to the Summary Schedule of Audit Findings on pages 16-19. Management agreed with our recommendations and provided responses for corrective action.

Responses are included following the recommendations in the *Findings and Recommendations* section of this report (Pages 28-53); and in the Appendix section in memorandum format (Pages 62-75).

Notwithstanding the conditions and findings reported herein, at all 38 schools, the financial statements present fairly, in all material respects, the changes in fund balances arising from the cash transactions of the schools during the 2009-10 fiscal year, on the cash basis of accounting.

As of June 30, 2010, for all 38 schools reported herein, total combined receipts and disbursements amounted to approximately \$14.6 million and \$13.9 million respectively; while total combined cash and investments amounted to approximately \$3.1 million (Page 10).

Also, as of June 30, 2010, the internal control structure at the 38 schools reported herein generally functioned as designed by the District and implemented by the school administration, except for those conditions reported at the individual 4 schools.

When conditions came to our attention that were deemed non-reportable, because they were immaterial and inconsequential, they were nevertheless, discussed with management for their information and follow-up.

INTERNAL FUNDS

Internal funds records and procedures were reviewed *at all 38 schools*. Of 38 schools, 36 were in general compliance with the procedures established in the *Manual of Internal Fund Accounting*.

At Homestead Senior, during the prior audit we discussed with the former school administration several deposit delays, late postings of bank reconciliation adjustments and incomplete disbursement documentation. During this year's audit, a follow-up of the conditions previously noted at this school identified similar instances of late deposits during the summer months, unexplained credit and debit adjustments between the monies deposited in the bank and posted to the MSAF system, and incomplete disbursement documentation. According to the Treasurer, deposit delays resulted from the school's understaffing during the summer months, which increased her workload and prevented her from attending to the deposits more frequently. The current school administration has contacted the armored car service provider to request continued pick-up service; and pursuant to our recommendations, the Treasurer is now documenting each deposit's cash/check breakdown and promptly following up with the bank when deposit adjustments ensue. We found instances where checks issued to school staff were cashed from the daily collections without written evidence of administrative approval. We also found other instances where school checks were cashed by the bank without the requisite dual signatures, and check requisitions and supporting documentation were incomplete (Pages 28-31).

At Robert Morgan Educational Center, the senior high school and adult education center maintain separate bank accounts and accounting records. Senior high school staff could not account for two official receipt books used during the 2009-10 fiscal year *under the tenure of the former school administration*. Our review of the associated activities disclosed commingling of funds and posting errors in the accounts, which appeared to be the result that school staff was not consistently reviewing documentation and verifying the correct account structure to ensure that the associated transaction was properly posted in the MSAF system. Further review of activities conducted *during the audit period and the current year* disclosed that school staff was printing tickets in-house instead of using vendor-produced pre-printed tickets to control admissions to school sponsored events. The Cap and Gown activity for the 2009-10 fiscal year disclosed that documentation supporting gowns issued as complimentary and those returned to the vendor for a credit was provided subsequent to our inquiries. In addition, the cap and gown's supplier was paid late; and sales tax was neither included in the vendor payments nor submitted to the Florida Department of Revenue (Pages 32-39).

PAYROLL

We reviewed payroll records and procedures at 12 of the 38 schools included herein. They are as follows:

- **Robert Morgan Educational Center (Senior High School & Adult Ed. Ctr.)¹**
- Law Enforcement Officer's Memorial High School¹
- E. W. F. Stirrup Elementary¹
- Miami Killian Senior High School
- Marjory S. Douglas Elementary
- Everglades K-8 Center
- Herbert A. Ammons Middle
- Ruben Dario Middle
- Howard A. Doolin Middle
- Miami Sunset Senior High School
- Southwest Miami Senior High School
- Homestead Senior High School¹

At 11 of the 12 schools, there was general compliance with the *Payroll Processing Procedures Manual*.

At Robert Morgan Educational Center, the senior high school and the adult education center report payroll separately. For each campus, we sampled payrolls corresponding to the months of September and October 2010. At the adult education center we found that the hours reported on the Daily Payroll Attendance Sheets for several part-time employees did not agree with the hours reported on the Final Rosters; there were discrepancies between the hours recorded and reported for part-timers, mostly from calculation errors; and there were instances where staff/administration was signing in/out on the attendance sheets on behalf of other employees who worked off-campus or reported overtime work in the evening hours. Also, two individuals were allowed to work prior to being officially hired in the system and were paid days and hours in a lump sum after-the-fact. According to the school administration, there were difficulties processing new hires and additional work assignments of current employees under the new SAP hiring system and the school needed to fill both positions (Pages 40-43).

¹ Change of Principal since prior audit (4 schools).

PROPERTY

The results of physical inventories of property items with an individual cost of \$1,000 or more are reported for 37 of the 38 schools included herein. Property inventory results for the remaining school will be reported at a later date. We are also including the inventory results of 10 other schools whose property inventory results were pending publication since previous audit reports. Approximately 13,000 equipment items with a total cost of \$32.3 million were inventoried at these 47 schools. Only two schools reported a total of 4 “unlocated” items at a cost of less than \$5,400 and fully depreciated. This loss is minimal when compared to the total size of the inventory (refer to Property Schedules on pages 24-26).

Property inventories also include the review of property losses reported by the schools through the Plant Security Report process. Our analysis of Plant Security Report losses for the schools reported herein disclosed a total of 22 items at a cost of approximately \$31,000 and a depreciated value of close to \$12,000 reported missing at 6 schools (Page 27). These losses, which mostly consisted of computer equipment, were similarly minimal.

PURCHASING CREDIT CARD (P-CARD) PROGRAM

We reviewed the P-Card Program’s procedures and records at the following four schools:

- Law Enforcement Officers’ Memorial High School
- Jane S. Roberts K-8 Center
- Miami Sunset Senior High School
- Southwest Miami Senior High School

Our review disclosed that all four schools listed above generally complied with the *Purchasing Credit Card Program Policies & Procedures Manual*.

TITLE I PROGRAM

A review of Title I Program expenditures and procedures for the 2009-10 fiscal year was conducted at 3 schools:

School	Title I Program Expenditures
Dr. Carlos J. Finlay Elementary	\$ 281,455
Sweetwater Elementary	546,650
Ruben Dario Middle	270,894
Total	\$ 1,098,999

Total expenditures incurred under various Title I programs amounted to approximately \$1.1 million. Results disclosed that all 3 schools were generally compliant with the policies and procedures established by the *Title I Administration Handbook*.

FULL-TIME-EQUIVALENT (FTE) FUNDING

The following 8 schools were selected for these audits:

School	FTE Funding Reported
Miami Killian Senior High School²	\$ 6,178,644
E. W. F. Stirrup Elementary²	1,656,902
Marjory S. Douglas Elementary ²	2,258,613
Felix Varela Senior High School ²	5,995,334
Dr. Gilbert Porter Elementary ³	1,495,129
Jane S. Roberts K-8 Center ³	1,789,523
Paul W. Bell Middle ³	1,430,104
Howard A. Doolin Middle ³	1,471,649
Total	\$ 22,275,898

The total FTE funding amounted to approximately \$22.3 million for the 8 schools combined. FTE records reviewed corresponded to either the 2009-10 fiscal year FTE Survey Period 3 (February 2010) or the 2010-11 fiscal year Survey Period 2 (October 2010).

² 2009-10 FY Survey Period 3 (February 2010).

³ 2010-11 FY Survey Period 2 (October 2010).

Our reviews disclosed that 6 of the 8 schools were generally compliant with District policy. At Miami Killian Senior, we found discrepancies in both SPED and ELL records (Pages 44-50). At E. W. F. Stirrup Elementary schools, we found discrepancies in most of the ESOL student folders reviewed (Pages 51-53). For both schools and based on the discrepancies identified during our review of the associated FTE records, we calculated potential funding disallowances to the District of approximately \$46,150.

DATA SECURITY MANAGEMENT REPORTS

We reviewed the report titled “Authorized Applications for Employees by Locations Report” at 8 schools. Of the 8, we conducted a more thorough review of the school site IT function at three schools. The schools are:

- Law Enforcement Officers’ Memorial High School
- Miami Springs Middle
- Norma B. Bossard Elementary
- Devon Aire K-8 Center
- Herbert A. Ammons Middle⁴
- Jorge Mas Canosa Middle⁴
- Miami Coral Park Senior High School
- Felix Varela Senior High School⁴

Our review disclosed that all 8 schools generally complied with the review of the report and with the requirements for granting access to system applications. Furthermore, at 3 of the 8 schools, our review of selected aspects of the school’s site IT function disclosed that IT equipment such as servers, switches and routers were properly located and safeguarded; and school administration had generally informed staff of the requirements for backing-up critical data and the security of the network. Minor discrepancies identified in this area were discussed with the school administration for corrective action.

⁴ School Site IT review (3 schools).

AUDIT OPINION

The following tables summarize total cash receipts and disbursements, and financial position of cash and investments *as of June 30, 2010 for all 38 schools included herein*. It also provides the audit opinion regarding the schools' financial statements:

CONDENSED ANNUAL FINANCIAL REPORTS AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2010

The Condensed Annual Financial reports and Total Cash and Investments as of June 30, 2010 for the following 38 schools are:

Work Loc No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
Region II School									
7033	Law Enforcement Officers' Mem. High	\$ -	\$ 43,391.31	\$ 31,018.07	\$ 12,373.24	\$ 12,373.24	\$ -	\$ -	\$ 12,373.24
Region III Schools									
0961	Coral Gables K-8 Preparatory Acad.	19,305.23	80,326.02	77,916.19	21,715.06	4,133.17	17,581.89	-	21,715.06
1401	Charles R. Drew Elementary	13,889.99	18,680.95	25,126.68	7,444.26	961.87	6,482.39	-	7,444.26
1881	Henry M. Flagler Elementary*	8,484.09	218,281.36	222,705.33	4,060.12	(1,591.32)	5,651.44	-	4,060.12
2361	Hialeah Elementary	20,685.68	43,122.06	45,356.25	18,451.49	931.48	17,520.01	-	18,451.49
2661	Kensington Park Elementary	8,829.07	198,078.54	193,701.49	13,206.12	9,178.21	4,027.91	-	13,206.12
3061	Ludlam Elementary	29,027.54	213,778.37	208,033.76	34,772.15	8,830.20	25,941.95	-	34,772.15
5561	Frances S. Tucker Elementary	9,001.86	26,400.40	30,233.31	5,168.95	3,327.41	1,841.54	-	5,168.95
6521	Miami Springs Middle	55,377.80	163,490.04	165,819.16	53,048.68	9,995.64	43,053.04	-	53,048.68
Region IV Schools									
5381	E. W. F. Stirrup Elementary	18,053.19	299,077.33	283,269.27	33,861.25	12,280.59	21,580.66	-	33,861.25
7361	Miami Killian Senior	184,162.43	852,301.61	743,294.91	293,169.13	11,427.43	281,741.70	-	293,169.13

* Year-end checking account deficit in paper records only; actual checking account never listed deficit balance. Funds transfer to checking account from Money Market Pool Fund account on July 1st prevented possible deficit.

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2010**

Work Loc No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
0125	Norma B. Bossard Elementary	16,102.88	499,708.98	491,282.45	24,529.41	9,096.97	15,432.44	-	24,529.41
1001	Coral Park Elementary	19,614.99	431,319.04	425,755.49	25,178.54	7,908.07	17,270.47	-	25,178.54
1331	Devon Aire K-8 Center	11,485.84	518,876.94	506,512.94	23,849.84	2,904.64	20,945.20	-	23,849.84
1371	Marjory S. Douglas Elementary	21,166.47	478,049.70	467,828.01	31,388.16	9,259.63	22,128.53	-	31,388.16
1721	Everglades K-8 Center	21,500.49	533,568.14	519,937.27	35,131.36	22,113.44	13,017.92	-	35,131.36
5061	Dr. Carlos J. Finlay Elementary	16,615.90	36,374.11	34,672.19	18,317.82	2,828.89	15,488.93	-	18,317.82
2331	Charles R. Hadley Elementary	31,066.65	440,948.64	437,336.95	34,678.34	4,167.99	30,510.35	-	34,678.34
2641	Kendale Elementary	10,115.85	281,444.70	271,280.92	20,279.63	1,569.48	18,710.15	-	20,279.63
2651	Kendale Lakes Elementary	16,157.30	181,040.85	181,025.98	16,172.17	1,829.51	14,342.66	-	16,172.17
4511	Dr. Gilbert L. Porter Elementary	24,433.73	306,753.55	320,117.82	11,069.46	664.74	10,404.72	-	11,069.46
4691	Jane S. Roberts K-8 Center	31,514.48	371,874.61	360,467.96	42,921.13	5,467.65	37,453.48	-	42,921.13
4741	Royal Green Elementary	22,140.93	193,454.67	193,894.50	21,701.10	10,548.83	11,152.27	-	21,701.10
5121	Snapper Creek Elementary	38,603.66	76,657.20	79,249.17	36,011.69	7,021.26	28,990.43	-	36,011.69
5431	Sweetwater Elementary	31,139.77	213,120.52	214,101.71	30,158.58	9,134.30	-	21,024.28	30,158.58
5961	Winston Park K-8 Center	12,690.56	429,122.53	408,934.17	32,878.92	22,488.41	10,390.51	-	32,878.92
6001	Herbert A. Ammons Middle	43,727.63	390,327.49	388,039.51	46,015.61	15,634.93	30,380.68	-	46,015.61
6041	Paul W. Bell Middle	35,750.10	122,200.03	109,776.19	48,173.94	1,877.67	46,296.27	-	48,173.94

CONDENSED ANNUAL FINANCIAL REPORTS AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2010

Work Loc No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
6771	Jorge Mas Canosa Middle	42,982.62	258,672.46	255,429.17	46,225.91	28,644.14	17,581.77	-	46,225.91
6121	Ruben Dario Middle	18,476.48	231,244.80	209,893.14	39,828.14	12,319.65	27,508.49	-	39,828.14
6131	Howard A. Doolin Middle	40,288.76	94,266.96	75,507.67	59,048.05	8,075.55	50,972.50	-	59,048.05
6052	Zelda Glazer Middle	15,654.70	114,321.43	114,066.99	15,909.14	15,406.32	502.82	-	15,909.14
7271	Miami Coral Park Senior	209,238.06	615,719.89	618,165.70	206,792.25	21,119.32	185,672.93	-	206,792.25
7531	Miami Sunset Senior	161,393.91	756,637.33	699,090.85	218,940.39	31,097.25	187,843.14	-	218,940.39
7741	Southwest Miami Senior	152,204.60	832,813.08	819,807.29	165,210.39	18,992.66	146,217.73	-	165,210.39
7781	Felix Varela Senior	194,736.30	851,327.32	763,871.31	282,192.31	75,562.29	206,630.02	-	282,192.31
<u>Region V School</u>									
7371	Robert Morgan Ed. Center (Sr. High)*	144,262.40	579,675.26	614,545.82	109,391.84	9,830.81	99,561.03	-	109,391.84
8911	Robert Morgan Ed. Center (Ad. Ed.)*	564,133.12	2,233,997.34	1,978,426.98	819,703.48	145,232.55	674,470.93	-	819,703.48
<u>Education Transformation Office</u>									
7151	Homestead Senior	147,160.52	322,207.92	351,487.98	117,880.46	17,588.67	100,291.79	-	117,880.46
TOTAL		\$ 2,461,175.58	\$ 14,552,653.48	\$ 13,936,980.55	\$ 3,076,848.51	\$ 590,233.54	\$ 2,465,590.69	\$ 21,024.28	\$ 3,076,848.51

* Both campuses are reported as one school audit for audit reporting purposes.

CONDENSED ANNUAL FINANCIAL REPORTS AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2010

Audit Opinion on Financial Statements and Overall Assessment of Internal Controls Over Financial Reporting

Notwithstanding the conditions and findings reported herein, at all 38 schools, the financial statements present fairly, in all material respects, the changes in fund balances arising from cash transactions of the internal funds of the schools during the 2009-10 fiscal year, on the cash basis of accounting.

As of June 30, 2010, the internal control structure at the schools generally functioned as designed by the District and implemented by the school administration, except for those conditions reported at the individual schools.

As of June 30, 2010, for all 38 schools reported herein, as identified in the tables on pages 8-10 of this report, total combined receipts and disbursements amounted to approximately \$14.6 million and \$13.9 million respectively; while total combined cash and investments amounted to approximately \$3.1 million.

When conditions came to our attention that were deemed non-reportable, because they were immaterial and inconsequential, they were nevertheless, discussed with management for their information and follow-up.



Maria T. Gonzalez, Certified Public Accountant
Assistant Chief Auditor, School Audits Division
Office of Management and Compliance Audits

INTERNAL CONTROLS RATING

The internal controls rating of the 4 schools reported herein with audit exceptions are depicted as follows:

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>Region IV Schools</u>							
E. W. F. Stirrup Elementary		✓			✓		Likely to impact
Miami Killian Senior		✓			✓		Likely to impact
<u>Region V School</u>							
Robert Morgan Educational Center		✓			✓		Likely to impact
<u>Education Transformation Office</u>							
Homestead Senior		✓			✓		Likely to impact

INTERNAL CONTROLS RATING

The internal controls rating of the 34 schools reported herein with no audit exceptions are depicted as follows:

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>Region II School</u>							
Law Enforcement Officers' Memorial High	✓			✓			Not Likely to impact
<u>Region III Schools</u>							
Coral Gables K-8 Preparatory Academy	✓			✓			Not Likely to impact
Charles R. Drew Elementary	✓			✓			Not Likely to impact
Henry M. Flagler Elementary	✓			✓			Not Likely to impact
Hialeah Elementary	✓			✓			Not Likely to impact
Kensington Park Elementary	✓			✓			Not Likely to impact
Ludlam Elementary	✓			✓			Not Likely to impact
Frances S. Tucker Elementary	✓			✓			Not Likely to impact
Miami Springs Middle	✓			✓			Not Likely to impact
<u>Region IV Schools</u>							
Norma B. Bossard Elementary	✓			✓			Not Likely to impact

INTERNAL CONTROLS RATING

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Coral Park Elementary	✓			✓			Not Likely to impact
Devon Aire K-8 Center	✓			✓			Not Likely to impact
Marjory S. Douglas Elementary	✓			✓			Not Likely to impact
Everglades K-8 Center	✓			✓			Not Likely to impact
Dr. Carlos J. Finlay Elementary	✓			✓			Not Likely to impact
Charles R. Hadley Elementary	✓			✓			Not Likely to impact
Kendale Elementary	✓			✓			Not Likely to impact
Kendale Lakes Elementary	✓			✓			Not Likely to impact
Dr. Gilbert L. Porter Elementary	✓			✓			Not Likely to impact
Jane S. Roberts K-8 Center	✓			✓			Not Likely to impact
Royal Green Elementary	✓			✓			Not Likely to impact
Snapper Creek Elementary	✓			✓			Not Likely to impact
Sweetwater Elementary	✓			✓			Not Likely to impact
Winston Park K-8 Center	✓			✓			Not Likely to impact
Herbert A. Ammons Middle	✓			✓			Not Likely to impact

INTERNAL CONTROLS RATING

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Paul W. Bell Middle	✓			✓			Not Likely to impact
Jorge Mas Canosa Middle	✓			✓			Not Likely to impact
Ruben Dario Middle	✓			✓			Not Likely to impact
Howard A. Doolin Middle	✓			✓			Not Likely to impact
Zelda Glazer Middle	✓			✓			Not Likely to impact
Miami Coral Park Senior	✓			✓			Not Likely to impact
Miami Sunset Senior	✓			✓			Not Likely to impact
Southwest Miami Senior	✓			✓			Not Likely to impact
Felix Varela Senior	✓			✓			Not Likely to impact

SUMMARY SCHEDULE OF AUDIT FINDINGS

Summary of findings at the 4 schools reported herein with audit exceptions are as follows:

Work Loc. No.	Schools	CURRENT YEAR FINDINGS		PRIOR YEAR FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
Region IV Schools					
5381	E. W. F. Stirrup Elementary	1	▪ FTE-ELL	None	
7361	Miami Killian Senior High School	2	▪ FTE-SPED ▪ FTE-ELL	None	
Region V School					
7371/8911	Robert Morgan Educational Center	2	▪ Student Activities ▪ Payroll	None	
Education Transformation Office					
7151	Homestead Senior High School	1	▪ Deposits and Disbursements	None	
TOTAL		6		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS

Summary of findings at the 34 schools reported herein with no audit exceptions are as follows:

Work Loc. No.	Schools	CURRENT YEAR FINDINGS		PRIOR YEAR FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
Region II School					
7033	Law Enforcement Officers' Memorial High	None		N/A-First Year Audit in 2009-10 FY	
Region III Schools					
0961	Coral Gables K-8 Preparatory Academy	None		None	
1401	Charles R. Drew Elementary	None		None	
1881	Henry M. Flagler Elementary	None		None	
2361	Hialeah Elementary	None		None	
2661	Kensington Park Elementary	None		None	
3061	Ludlam Elementary	None		None	
5561	Frances S. Tucker Elementary	None		1	▪ FTE-SPED
6521	Miami Springs Middle	None		None	
Region IV Schools					
0125	Norma B. Bossard Elementary	None		None	
1001	Coral Park Elementary	None		None	
1331	Devon Aire K-8 Center	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS

Work Loc. No.	Schools	CURRENT YEAR FINDINGS		PRIOR YEAR FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
1371	Marjory S. Douglas Elementary	None		None	
1721	Everglades K-8 Center	None		None	
5061	Dr. Carlos J. Finlay Elementary	None		None	
2331	Charles R. Hadley Elementary	None		None	
2641	Kendale Elementary	None		None	
2651	Kendale Lakes Elementary	None		None	
4511	Dr. Gilbert L. Porter Elementary	None		None	
4691	Jane S. Roberts K-8 Center	None		None	
4741	Royal Green Elementary	None		None	
5121	Snapper Creek Elementary	None		None	
5431	Sweetwater Elementary	None		None	
5961	Winston Park K-8 Center	None		None	
6001	Herbert A. Ammons Middle	None		None	
6041	Paul W. Bell Middle	None		None	
6771	Jorge Mas Canosa Middle	None		None	
6121	Ruben Dario Middle	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS

Work Loc. No.	Schools	CURRENT YEAR FINDINGS		PRIOR YEAR FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
6131	Howard A. Doolin Middle	None		None	
6052	Zelda Glazer Middle	None		None	
7271	Miami Coral Park Senior	None		None	
7531	Miami Sunset Senior	None		None	
7741	Southwest Miami Senior	None		None	
7781	Felix Varela Senior	None		None	
TOTAL		None		1	

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Listed below are the names of the former and current principals, as applicable. **The highlighted name(s) represents the principal(s)/administrator(s) in charge of the school during the audit period:**

Work Loc. No.	Schools	Current Principal/Administrator	Former Principal(s)/Administrator(s)
<u>Region II School</u>			
7033	Law Enforcement Officers' Memorial High	Mr. Christopher J. Shinn	Mr. Rafael Villalobos (Through July 2010; resigned)
<u>Region III Schools</u>			
0961	Coral Gables K-8 Preparatory Academy	Ms. Graciela P. Cerra	N/A=No Change of Principal Since Prior Audit
1401	Charles R. Drew Elementary	Ms. Cathy M. Williams	N/A=No Change of Principal Since Prior Audit
1881	Henry M. Flagler Elementary	Dr. Orlando B. Gonzalez	N/A=No Change of Principal Since Prior Audit
2361	Hialeah Elementary	Ms. Carolina F. Naveiras	N/A=No Change of Principal Since Prior Audit
2661	Kensington Park Elementary	Mr. Genaro Navarro	N/A=No Change of Principal Since Prior Audit
3061	Ludlam Elementary	Dr. Georgette C. Menocal	N/A=No Change of Principal Since Prior Audit
5561	Frances S. Tucker Elementary	Ms. Annette DeGoti	N/A=No Change of Principal Since Prior Audit
6521	Miami Springs Middle	Ms. Maria C. Mason	N/A=No Change of Principal Since Prior Audit

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Work Loc. No.	Schools	Current Principal/Administrator	Former Principal(s)/Administrator(s)
<u>Region IV Schools</u>			
5381	E. W. F. Stirrup Elementary	Dr. Maria E. Hernandez	Dr. Marisel Elias-Miranda (Through July 2009; presently Administrative Director at the District's Office of Early Childhood Programs)
			Dr. Aline E. Sarria (Through November 2009; resigned)
7361	Miami Killian Senior	Mr. Ricardo Rodriguez	N/A=No Change of Principal Since Prior Audit
0125	Norma B. Bossard Elementary	Ms. Eileen W. Medina	N/A=No Change of Principal Since Prior Audit
1001	Coral Park Elementary	Ms. Maria F. Nuñez	N/A=No Change of Principal Since Prior Audit
1331	Devon Aire K-8 Center	Mr. Irwin N. Adler	N/A=No Change of Principal Since Prior Audit
1371	Marjory S. Douglas Elementary	Mr. Rodolfo Rodriguez	N/A=No Change of Principal Since Prior Audit
1721	Everglades K-8 Center	Dr. Lilia A. Dobao	Dr. Doyle N. Tarver (Through December 2009; presently Principal at Corporate Academy North)
			Dr. Lilia A. Dobao
5061	Dr. Carlos J. Finlay Elementary	Ms. Cecilia C. Sanchez	N/A=No Change of Principal Since Prior Audit
2331	Charles R. Hadley Elementary	Ms. Maria R. Menchero	N/A=No Change of Principal Since Prior Audit

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Work Loc. No.	Schools	Current Principal/Administrator	Former Principal(s)/Administrator(s)
2641	Kendale Elementary	Dr. Jeanethe P. Thompson	N/A=No Change of Principal Since Prior Audit
2651	Kendale Lakes Elementary	Ms. Martha T. Jaureguizar	N/A=No Change of Principal Since Prior Audit
4511	Dr. Gilbert L. Porter Elementary	Mr. Raul J. Gutierrez	N/A=No Change of Principal Since Prior Audit
4691	Jane S. Roberts K-8 Center	Ms. Ana C. Othon	N/A=No Change of Principal Since Prior Audit
4741	Royal Green Elementary	Ms. Alba M. Misas	N/A=No Change of Principal Since Prior Audit
5121	Snapper Creek Elementary	Ms. Mirta R. Segredo	N/A=No Change of Principal Since Prior Audit
5431	Sweetwater Elementary	Ms. Janet P. Olivera	N/A=No Change of Principal Since Prior Audit
5961	Winston Park K-8 Center	Mr. Carlos A. Diaz	N/A=No Change of Principal Since Prior Audit
6001	Herbert A. Ammons Middle	Ms. Maria Costa	N/A=No Change of Principal Since Prior Audit
6041	Paul W. Bell Middle	Ms. Ingrid G. Soto	N/A=No Change of Principal Since Prior Audit
6771	Jorge Mas Canosa Middle	Mr. Juan C. Silva	Dr. Pablo G. Ortiz (Through July 2009; presently Provost at Miami Edison Senior)
			Mr. Juan C. Silva

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Work Loc. No.	Schools	Current Principal/Administrator	Former Principal(s)/Administrator(s)
6121	Ruben Dario Middle	Dr. Verona C. McCarthy	N/A=No Change of Principal Since Prior Audit
6131	Howard A. Doolin Middle	Mr. Eduardo Tillet, Jr.	N/A=No Change of Principal Since Prior Audit
6052	Zelda Glazer Middle	Ms. Melba Brito	N/A=No Change of Principal Since Prior Audit
7271	Miami Coral Park Senior	Dr. Nicholas P. JacAngelo	N/A=No Change of Principal Since Prior Audit
7531	Miami Sunset Senior	Dr. Lucia Cox	N/A=No Change of Principal Since Prior Audit
7741	Southwest Miami Senior	Mr. James R. Haj	N/A=No Change of Principal Since Prior Audit
7781	Felix Varela Senior	Ms. Luz M. Navarro	N/A=No Change of Principal Since Prior Audit
<u>Region V School</u>			
7371/8911	Robert Morgan Educational Center (Sr. High and Adult Ed. Center)	Ms. Kimberly Y. Davis	Mr. Gregory Zawyer (Through June 2010; presently Principal at Medical Academy for Science and Technology (M.A.S.T. @ Homestead))
<u>Education Transformation Office</u>			
7151	Homestead Senior	Dr. Lisa Robertson	Ms. Kerri A. Maysonet (Through July 2010; resigned)

PROPERTY SCHEDULES

The results of the property inventories conducted at the 47 schools reported herein follows:

The results of the property inventories conducted at the 17 schools reported herein follow:								
Work Location No.	Schools	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
<u>Region II School</u>								
7033	Law Enforcement Officer's Mem. High	58	\$ 172,317	None	-	-	None	-
<u>Region III Schools</u>								
0721	George Washington Carver El. ¹	193	297,019	None	-	-	None	-
0961	Coral Gables K-8 Prep. Academy	108	262,578	None	-	-	None	-
1401	Charles R. Drew Elementary	165	309,586	1	\$ 1,369	-	1	\$ 3,399
1881	Henry M. Flagler Elementary	124	270,595	None	-	-	None	-
2361	Hialeah Elementary	165	321,494	None	-	-	None	-
2661	Kensington Park Elementary	190	539,235	None	-	-	None	-
3061	Ludlam Elementary	97	243,400	None	-	-	None	-
5561	Frances S. Tucker Elementary	97	262,200	None	-	-	None	-
6521	Miami Springs Middle ²							
<u>Region IV Schools</u>								
5381	E. W. F. Stirrup Elementary	116	301,347	None	-	-	None	-
7361	Miami Killian Senior	575	1,686,166	None	-	-	None	-
0271	Bent Tree Elementary ¹	122	297,670	None	-	-	None	-
0125	Norma B. Bossard Elementary	574	802,185	None	-	-	None	-
1001	Coral Park Elementary	69	163,205	None	-	-	None	-
1331	Devon Aire K-8 Center	354	687,527	None	-	-	None	-
1371	Marjory S. Douglas Elementary	116	351,522	None	-	-	None	-
1691	Christina M. Eve Elementary ¹	106	287,058	None	-	-	None	-
1721	Everglades K-8 Center	174	471,216	None	-	-	None	-

Notes:

1 School audit previously reported in September or December 2010. Property audit results pending until now.

2 Property audit currently in progress. Results to be reported at a later date.

PROPERTY SCHEDULES

Work Location No.	Schools	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
5061	Dr. Carlos J. Finlay Elementary	132	253,698	None	-	-	None	-
2331	Charles R. Hadley Elementary	174	379,947	None	-	-	None	-
2641	Kendale Elementary	130	242,538	None	-	-	None	-
2651	Kendale Lakes Elementary	100	290,607	None	-	-	None	-
3111	Wesley Matthews Elementary ¹	182	335,835	None	-	-	None	-
4511	Dr. Gilbert L. Porter Elementary	143	326,133	None	-	-	None	-
4691	Jane S. Roberts K-8 Center	213	477,405	None	-	-	None	-
4721	Rockway Elementary ¹	63	158,869	None	-	-	None	-
4741	Royal Green Elementary	132	343,820	None	-	-	None	-
5121	Snapper Creek Elementary	68	189,792	None	-	-	None	-
5431	Sweetwater Elementary	123	340,282	None	-	-	None	-
5961	Winston Park K-8 Center	206	436,467	None	-	-	None	-
6001	Herbert A. Ammons Middle	320	669,241	None	-	-	None	-
6021	Arvida Middle ¹	210	533,667	None	-	-	None	-
6041	Paul W. Bell Middle	381	807,440	None	-	-	None	-
6771	Jorge Mas Canosa Middle	323	694,518	None	-	-	None	-
6121	Ruben Dario Middle	319	604,281	None	-	-	None	-
6131	Howard A. Doolin Middle	253	627,269	None	-	-	None	-
6211	Glades Middle ¹	169	418,395	None	-	-	None	-
6052	Zelda Glazer Middle	146	671,156	None	-	-	None	-
6221	Hammocks Middle ¹	371	759,088	3	3,983	\$ 24	None	-
6821	Rockway Middle ¹	261	698,314	None	-	-	None	-
7271	Miami Coral Park Senior	613	2,243,983	None	-	-	None	-

Note:

¹ School audit previously reported in September or December 2010. Property audit results pending until now.

PROPERTY SCHEDULES

Work Location No.	Schools	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
7531	Miami Sunset Senior	555	1,329,274	None	-	-	9	13,171
7091	School for Advanced Studies ¹	44	75,922	None	-	-	None	-
7741	Southwest Miami Senior	609	1,774,786	None	-	-	None	-
7781	Felix Varela Senior	1,294	3,219,289	None	-	-	None	-
<u>Region V School</u>								
7371	Robert Morgan Ed. Center (Sr. High) ³	443	1,164,869	None	-	-	None	-
8911	Robert Morgan Ed. Center (Adult Ed.) ³	927	2,875,038	None	-	-	None	-
<u>Education Transformation Office</u>								
7151	Homestead Senior	647	1,609,417	None	-	-	None	-
TOTAL		12,954	\$ 32,277,660	4	\$ 5,352	\$ 24	10	\$ 16,570

Notes:

1 School audit previously reported in September or December 2010. Property audit results pending until now.

2 Property audit currently in progress. Results to be reported at a later date (1 school on page 24).

3 Results from both locations part of one school audit.

PROPERTY SCHEDULES

The following table is an analysis of Plant Security Reports. **Those schools reported herein that have not filed Plant Security Reports are excluded from this schedule:**

Work Location No.	Schools	No. of Plant Security Reports	Total Items	Total Amount at Cost	CATEGORY (AT COST)			Total Depreciated Value
					Computers	Audio Visual	Other	
Region IV Schools								
7361	Miami Killian Senior	1	5	\$ 9,636	-	-	\$ 9,636 ¹	\$ 4,135
1331	Devon Aire K-8 Center	1	5	6,568	\$ 6,568	-	-	3,006
6001	Herbert A. Ammons Middle	2	2	2,878	1,129	\$ 1,749	-	1,769
6771	Jorge Mas Canosa Middle	1	6	6,650	6,650	-	-	2,808
6121	Ruben Dario Middle	1	1	1,024	1,024	-	-	256
6821	Rockway Middle	1	3	4,250	4,250	-	-	-
TOTAL		7	22	\$ 31,006	\$ 19,621	\$ 1,749	\$ 9,636	\$ 11,974

Note:

1 Other equipment consisted of musical instruments and a golf cart.

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FINDINGS AND RECOMMENDATIONS

INTERNAL FUNDS

1. **Deposits And Disbursements Documentation Non-Compliant With Procedures And Adjustments To Bank Reconciliations From What Appeared To Be Deposit Errors *Homestead Senior High School***

As a follow up to the prior year audit, the results of which were discussed with the former school administration in May 2010, we reviewed receipts, deposits and bank reconciliations for the 2009-10 fiscal year up to September 2010 to determine whether the school was fully compliant with the deposit timelines established in Section II, Chapter 2 of the *Manual of Internal Fund Accounting*. Our review still identified the following non-compliant matters:

- 1.1. In eight instances during late June, July and August 2010, monies were left undeposited at the school up to 30 days. Total collections amounted to approximately \$18,200, of which approximately \$5,800 was cash. According to the school Treasurer, the delays resulted from limited staffing at the school during the summer months, which increased her work load and prevented her from attending to the deposits more frequently.

Upon discussing the matter of the deposit delays, the current school administration has made arrangements with the armored car service to ensure that monies collected throughout the year including the summer months are picked up on a daily basis.

- 1.2. The monthly checking account reconciliations included several unexplained credit and debit adjustments between the monies deposited in the bank and posted to the MSAF system. Although most instances represented small adjustments, these were noted in 9 of the 15 monthly reconciliations prepared between July 2009 and September 2010.

Section II, Chapter 2 of the *Manual* also establishes procedures for cashing schools checks. According to the *Manual*, school checks issued to students or employees may be cashed from the daily school collections by the school Treasurer; however, the Principal or authorized administrative signatory designee must initial the face of the check to indicate his/her approval for cashing the check.

- 1.3. From our sampled deposits, we identified five school checks issued to school staff between May and September 2010 totaling \$1,221 that were cashed from the daily collections; however, neither the Principal nor her authorized administrative designee initialed any of these checks to indicate knowledge and approval for cashing them.

Section II, Chapter 5 of the *Manual* states that all internal funds checks must be signed by the Principal and Treasurer or authorized designated administrator and clerical staff. Similarly, disbursement documentation such as purchase orders, check requisitions and ancillary forms require certain signatures as part of the approval process.

- 1.4. During our review of cancelled checks we identified eight instances where checks issued by the school had been cashed by the bank without the required signatures. Specifically, seven checks amounting to \$808 were cashed with only the Treasurer's signature and one other check for \$110 was only signed by the authorized administrator.
- 1.5. Check requisitions for six of the eight disbursements cited above represented cash advances to the Athletic Director/Athletic Business Manager for compensating game officials; however, none was signed by the Principal or authorized designated administrator. Furthermore, in six instances, the *Compensation for Athletic Game Officials Form* [FM-6697] which served to support the check requisition, document cash payments made to game officials and the re-deposit of undistributed monies were not signed by the Treasurer to indicate when the monies were returned. However, we were able to verify that the undistributed cash was returned and re-deposited.

RECOMMENDATIONS

- 1.1. **Discuss the procedures with the Treasurer to create an awareness and understanding of the requirements and expectations.**
- 1.2. **Designate an administrator to oversee the internal funds' financial activity and the monthly checking account reconciliation. Issues such as: late deposits, incomplete checks and supporting documentation, and unexplained adjustments to the checking account reconciliation should be timely resolved and discussed with staff for understanding and corrective action.**
- 1.3. **Provide the necessary support to the Treasurer for making deposits on a timely basis.**

- 1.4. Ensure that deposits are being made on a timely basis; and that any deposits awaiting the armored car pick-up service are documented on the *Collection/Deposit Log* [FM-7249].
- 1.5. Follow the proper approval procedures for cashing school checks from daily school collections, as well as for signing checks and documenting disbursements.
- 1.6. Ensure that any unexplained credit/debit adjustments to the checking account are timely discussed and clarified with bank officials.
- 1.7. Periodically meet with the designated administrator and the Treasurer to be informed of any issues related to the internal funds activity of the school and corrective actions taken.

Person(s) Responsible:

**Principal, Assistant Principal,
Treasurer and Purchasing Clerk**

Management Response:

The Principal met with the Treasurer, Clerical staff and an Assistant Principal to review audit findings and Section II, Chapters 2 and 5 of the *Manual of Internal Fund Accounting* in order to ensure full compliance with: deposit timelines; identified aspects of fiscal management are properly maintained in accordance with the guidelines in regard to disbursements having proper documentation in the form of purchase orders, check requisitions and ancillary forms with required signatures; and the establishment and implementation of procedures for cashing school checks.

The Principal has made provisions with the armored car service to ensure that monies are collected throughout the entire year on a daily basis, including the summer months. The Principal directed the Treasurer to utilize the *Collections/Deposits Log Form* (FM-7249) daily, in order to document deposits in the custody of the school overnight and on weekends. The Assistant Principal will initial *Collections/Deposits Log Form* (FM-7249) and notify the Principal of the status of the deposit on a daily basis.

In order to monitor monies deposited in the bank and reconciled to what is posted to the MSAF system, the Treasurer was directed to use the *Deposit Breakdown by Denomination Form* (FM-6689) to maintain an accurate account of monies collected and deposited. The Treasurer will review this information with the Assistant Principal prior to making a deposit on a daily basis. The Principal will randomly review the deposits to ensure accuracy.

The Treasurer will secure the initials of the Principal or the Assistant Principal acknowledging approval for checks to be cashed from the daily collection.

The Treasurer is directed to utilize the *Compensation for Athletic Game Officials Form* (FM-6697) to ensure that athletic check requisitions, documents required for cash payments made to game officials and the re-deposit of undistributed monies are in compliance. The Assistant Principal will review documents to verify that procedures are being followed. Any anomalies will be corrected immediately. The Principal will randomly review all documentation.

The Principal directed the Assistant Principal to review all disbursement documentation (purchase orders, check requisitions, ancillary forms) to ensure proper completion inclusive of two signatures, on a weekly basis. The Principal will randomly review documentation to ensure that record keeping procedures are intact, organized and dealt with in a timely manner with regards to receipts, deposits and bank reconciliations.

Person(s) Responsible:

ETO Administration

Management Response:

The Education Transformation Office Administrative Director will conduct on-site quarterly mini-reviews of Purchase Order Requisition Logs, Invoices, and all related documentation will be reviewed to ensure that record keeping procedures are intact, organized and dealt with in a timely manner and to insure compliance with all guidelines outlined in the *Manual of Internal Fund Accounting*.

The Education Transformation Office Administrative Director will convene a meeting with the Principal to review established action plan procedures to avoid further audit exceptions. The Principal will review the procedures with the Assistant Principal and Treasurer.

Additionally, the effected principal will participate in the District's Money Matters Support Program during the 2010-2011 school year. The affected principal will be required to address the specific audit findings in her job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to ensure effective and efficient practices.

**2. Inadequate Controls Over
Student Activities Resulted
In Various Discrepancies
*Robert Morgan Educational Center –
Senior High School Campus***

Section V, Chapters 1 and 2 of the *Manual of Internal Fund Accounting* require an accurate account of inventory of prenumbered forms as of the last business day of the fiscal year. In addition, Section IV, Chapters 1 and 2 of the *Manual* requires that field trip collections and disbursements be properly identified and recorded in specific Trust Fund accounts and delineates the guidelines for school fund-raisers.

Our verification of the prenumbered forms inventory for the 2009-10 fiscal year disclosed that official forms were accounted for, with the exception of two official receipt books said to contain 200 official receipts. According to documentation on file, these were lost while under the custody of an activities sponsor. Of the 200 receipts, we were able to determine that 89 were used to receipt collections from a T-shirt sale and a field trip. However, because of missing receipts that could not be traced to any activity and what appeared to be a late remittance of funds in some of the receipts examined, we reviewed the T-shirt fundraiser and other activities conducted by the same sponsor during the 2009-10 audit period up to the current year.

- 2.1. Our review of the Classes and Club accounts associated with the activities previously cited disclosed that monies from several activities were commingled in one account and there were posting errors as well as unexplained discrepancies with some of the monies raised. Specifically, we found that receipt postings did not clearly distinguish the type of activity collected for, sub-ledgers were not properly used to segregate collections from the various activities; and field trip collections were posted to these accounts instead of separately in Trust Fund accounts. Regarding discrepancies, the school could not account for some of the funds collected; and complimentary lists to justify items given as complimentary as well as leftover merchandise were provided after-the-fact. We also found instances where student activity operating reports contained errors. According to the sponsor of these activities, the errors and discrepancies may be the result of her being in charge of various activities while teaching five periods. *This activity was conducted under the tenure of the former administration.*
- 2.2. Based on results of our review of other fund-raisers and inquiries with staff, it appears that the Treasurer was not consistently reviewing documentation provided by the sponsors to ensure that the documentation supporting the monies remitted was complete and the correct account structure was being utilized prior to receipting and posting the transactions in the MSAF system.

Section IV, Chapter 2 of the *Manual's* fundraising guidelines establishes that fundraising activities where an admission fee is collected must be controlled with pre-numbered serialized tickets reflecting a dollar amount denomination. In the case of printed invitation style tickets (such as those used in special dances, talent shows, proms and school plays), these must also be supported with an invoice from the provider of the printing services or a work order if printed by a vocational printing instructor. The invoice/work order must indicate the number of tickets, the sequence, and price, thus maintaining full control over the exact number of tickets printed. The guidelines clearly prohibit the use of photocopied or computer-produced (printed in-house) tickets, because it is impossible to establish the total number of tickets printed/photocopied by the school.

- 2.3. We found various instances during the audit period *up to the current year* where the school was not using vendor-produced pre-printed serialized tickets to control fee admissions to school sponsored events and was not maintaining control of rolled tickets used. Instead, sponsors were printing their own tickets in-house. Consequently, we could not verify that potential revenues raised by these types of performance activities were fully realized and deposited in the accounts.

Section II, Chapter 5 and Section IV, Chapter 7 the *Manual* establish the policies and procedures for properly documenting disbursements, and the guidelines relating to the rental of student's caps and gowns. According to the guidelines, arrangements for the rental of caps and gowns shall be centrally bid by the District. *The school collects from students the bid price of the gowns plus sales tax.* Funds collected are placed in a Trust Fund account and schools disburse payment to the vendor via an internal funds check.

During the 2009-10 fiscal year, under the tenure of the former school administration, caps and gowns were rented to senior high school students for \$23. This amount included the cost of the cap, gown, cord(s), and medallion. We found that this price was slightly lower than the individual cost to the school because of various cords issued to the students, some of which were given as complimentary. Consequently, since sufficient funds were not collected from the students to fully cover the cost of the cap and gown regalia, the difference was subsidized by the school with monies from the Student Activities account.

- 2.4. Our initial review of the cap and gown activity disclosed that the school did not properly account for all caps and gowns invoiced to the school and there were discrepancies with the supporting documentation provided and with the payments made to the vendor. Similar to some of the conditions previously cited, after our inquiries, the school provided a signed complimentary list of caps and gowns issued to students free of charge, and documentation to show that caps and gowns had been returned to the

vendor for credit, which cleared most of the discrepancies regarding amounts collected and paid to the vendor. However, at the time of our visit, vendor records still showed that a credit had not been issued and an amount due was still outstanding. At our request, the school contacted the vendor and resolved this matter.

- 2.5. We also found that cap and gown invoices were paid late which resulted in one instance of finance charges. Also, sales tax amounting to approximately \$850 was not paid to the vendor or remitted directly to the Florida Department of Revenue.

RECOMMENDATIONS

- 2.1. **Designate an administrator to oversee the internal funds' financial activity and ensure that the administrator, Treasurer and Activities Director are meeting periodically to review activity posted to the internal funds accounts.**
- 2.2. **Discuss receipting and depositing procedures and the use of proper account structures and sub-ledgers with activities sponsors, activities director and the treasurer for understanding and awareness of the requirements and expectations. Stress the importance of the proper use of sub-ledgers to prevent commingling of accounts from various activities.**

Person(s) Responsible:

**Principal, Vice Principal,
Treasurer and Activities Director**

Management Response:

The Principal met with the Vice Principal, Treasurer, and Activities Director and reviewed Section V, Chapters 1 and 2; Section IV, Chapters 1, 2, and 7; and Section II, Chapter 5 of the *Manual of Internal Fund Accounting*. During the meeting the Principal discussed the required account of inventory of pre-numbered forms as of the last business day of the year and that field trip collections and disbursements be properly identified and recorded in specific Trust Fund accounts and delineated the guidelines for school fund-raisers. The Vice Principal has been designated as the administrator to oversee internal funds' financial activities. In order to ensure compliance with all policies and procedures delineated in said manual, the Principal, Vice Principal, Treasurer, and Activities Director will meet bi-weekly to review activities, documentation and receipts posted to the internal funds accounts.

Subsequent to meeting with the Vice Principal, Treasurer, and Activities Director, the Principal conducted a mandatory training for all class/club sponsors and distributed copies of Section IV, Chapter 2 of the Manual of Internal Accounting to all instructional personnel to review. The Principal directed the Treasurer to immediately implement the use of sub-ledgers.

2.3. Direct sponsors to record the proper accounting structure in the Recaps of Collections and direct the treasurer to review documents with the sponsors before posting transactions to ensure that proper account structure is being used.

Person(s) Responsible: Principal, Vice Principal, Club Sponsors, Treasurer and Activities Director

Management Response:

The Principal reviewed Section II, Chapter 5 and Section IV, Chapter 7 of the Manual of Internal Fund Accounting Manual and directed the club sponsors to immediately discontinue the practice of printing their own tickets in—house and to use only vendor-produced pre-printed serialized tickets. Additionally, sponsors were directed to record the proper accounting structure in the Recaps of Collections. The Treasurer was also directed to review documents with the sponsors before posting transactions to ensure that proper account structure is being used. This will be verified by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

2.4. Direct the treasurer to post field trip collections to Trust Fund-Field Trip accounts.

Person(s) Responsible: Principal, Vice Principal, Treasurer and Activities Director

Management Response:

The Treasurer was directed to post all field trip collections to the Trust Fund-Field Trip accounts. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

2.5. Direct sponsors to request a receipt from the Treasurer when turning in monies for deposit and to meet periodically with Treasurer to review monies posted to and disbursed from club accounts.

Person(s) Responsible: Principal, Vice Principal, Club Sponsors,
Treasurer and Activities Director

Management Response:

The class/club sponsors were directed to request a receipt from the Treasurer when turning in monies for deposit and to meet periodically with the Treasurer to review monies posted to and disbursed from club accounts. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer and Activities Director.

- 2.6. Direct sponsors of activities to complete and turn as part of activity documentation signed complimentary lists in those instances when fundraising merchandise and/or admission tickets are given away as complimentary.**

Person(s) Responsible: Principal, Vice Principal, Club Sponsors,
Treasurer and Activities Director

Management Response:

The sponsors of activities were directed to complete and turn in as part of activity documentation signed complimentary lists in those instances when fundraising merchandise and/or admission tickets are given away as complimentary. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

- 2.7. Immediately discontinue the use of computer-produced (printed in-house) tickets and direct staff to use vendor produced pre-printed tickets for activities where an admission fee is being charged.**

Person(s) Responsible: Principal, Vice Principal, Club Sponsors,
Treasurer and Activities Director

Management Response:

The use of computer-produced (printed in-house) tickets ceased immediately. Sponsors of activities were directed to use vendor produced pre-printed tickets for activities where an admission fee is being charged, or the rolled tickets which will be controlled by the Treasurer. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

- 2.8. Whenever pre-printed tickets are utilized, ensure that the Student Activity Operating Reports reflect sequence and that the use of pre-printed tickets is controlled by the Treasurer's office and tickets are inventoried in the Prenumbered Forms inventory.**

Person(s) Responsible:

**Principal, Vice Principal,
Treasurer and Activities Director**

Management Response:

The Treasurer was reminded that whenever pre-printed tickets are utilized, she must ensure that the Student Activity Operating Reports reflect sequence. She was further instructed that the use of pre-printed tickets is controlled by the Treasurer's office and tickets are inventoried in the Pre-numbered Forms inventory. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

2.9. Pay sales tax due including the amount cited above.

Person(s) Responsible:

**Principal, Vice Principal,
Treasurer and Activities Director**

Management Response:

The Treasurer was directed by the Principal to pay the sales tax due. She further informed the treasurer that this lack of payment of sales tax should not occur in the future. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director to ensure that all appropriate taxes are properly paid.

2.10. Direct the Activities Director to timely follow up any credits for returned caps and gowns and ensure that documentation for credits and complimentary lists are timely forwarded to the treasurer's office and maintained on file.

Person(s) Responsible:

**Principal, Vice Principal,
Treasurer and Activities Director**

Management Response:

The Activities Director was directed to timely follow up any credits for returned caps and gowns and ensure that documentation for credits and complimentary lists are timely forwarded to the treasurer's office and maintained on file. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer and Activities Director.

2.11. Strengthen the monitoring over payment of caps and gowns to ensure timely payments and prevent discrepancies and the payment of finance charges.

Person(s) Responsible:

Principal and Activities Director

Management Response:

The Activities Director was directed to maintain communication with the representative of the cap and gown company in order to ensure timely payments, prevent discrepancies and the payment of finance charges. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director. The principal, through regular monitoring, will ensure that there will be no late payments in the future.

2.12. Strengthen the review and oversight over student activities and ensure that sponsors are not overextended regarding the number of activities they are handling at any given time.

Person(s) Responsible:

Principal and Vice Principal

Management Response:

The Principal and Vice Principal will oversee student activities and ensure that sponsors are not overextended regarding the number of activities they are handling at any given time. The number and frequency of fundraisers and field trips will be discussed as they are requested by the sponsor. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer and Activities Director. The Principal will increase her monitoring of the number of approved student activities.

Region/District management's response to recommendations 2.1 to 2.12:

Person(s) Responsible:

Region V Administration

Management Response:

The Region V Business/Personnel Director will meet with the principal monthly to review internal funds financial activities. This Administrative Director will review receipting and depositing procedures, Student Activity Operating Reports, and posting of transactions during these visits. A review of the procedures utilized for pre-printed tickets and the use of complimentary lists will be monitored. The principal will review monitoring procedures with the Administrative Director to prevent late payments of caps and gowns.

The Region V Business Manager cooperatively with the Administrative Director will review Financial Records twice during the school year. The principal will review the monthly reports with the Administrative Director and will discuss the audit findings and corrective action during these visits.

The Principal will be required to participate in the mandatory District Money Matters Support Program and address specific audit findings in their job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to ensure effective and efficient practices.

Person(s) Responsible: **District/School Operations Administration**

Management Response:

- District/School Operations will review results quarterly of the District/Region Business Directors reviews of selected areas of Payroll, Internal Funds, Student Activities, Disbursements and Deposits. Discrepancies will be investigated through the appropriate District/Regional Center office.
- District/School Operations in collaboration with the region will facilitate schedules for technical training with the appropriate office on a bi-monthly basis or as requested with the principal, business manager and/or appropriate district offices to review selected areas of Internal Funds, deposits and disbursements and/or ELL/SPED compliance .
- The Money Matters Support Program will provide information on the proper implementation of Internal Funds and appropriate purchases; properly completing and updating the ELL documents to reduce the probability of consequential funding disallowances.
- District/School Operations will continue to work with principals to promote efficient fiscal practices.

PAYROLL

3. Inadequate Documenting And Recording Of Payroll Resulted In Discrepancies *Robert Morgan Educational Center – Senior High School And Adult Center Campuses*

The *Payroll Processing Procedures Manual* and *Payroll Highlights* published by the Payroll Department on October 2010 via Weekly Briefing No. 8707 establish the procedures for documenting, recording and reporting the payroll. According to the *Manual*, the Daily Payroll Attendance Sheet is one of the most important documents in the payroll process. Accordingly, its accuracy and completeness are of paramount importance to school site administration that would customarily rely on this document to certify that the payroll information being reported is correct.

We sampled payrolls corresponding to the months of September and October 2010 under the current school administration. At the adult education center, the adult education vice-principal or designated assistant principal approve the payroll. At the senior high school, the principal or senior high school vice principal approve the payroll. Discrepancies found in the September and October 2010 payroll records are as follows:

- 3.1. At the adult education center, the hours reported on the Daily Payroll Attendance Sheets for several part-time employees did not agree with the hours reported on the Final Rosters. The necessary corrections were made at the request of the internal auditor. In addition, there were many other instances of discrepancies between the hours recorded and reported for part-timers; however, these discrepancies were minimal and appeared to be the result of not properly converting minutes to decimals for payroll reporting purposes.
- 3.2. The adult education center has a Health Occupations Program. Part-time instructors perform clinical studies at hospital sites off-campus. The time reported on the off-campus sign-in sheets should be entered by the employees and signed. Once the program supervisor reviews the off-campus sign-in sheets he/she signs the forms to indicate approval and presents them to the payroll clerk for processing. However, our review of these documents disclosed that the program supervisor was indicating the time in/out instead of the employees themselves.
- 3.3. During three payroll periods two individuals, one a substitute teacher at the adult education center and the other a security monitor at the senior high school, worked at the school; however, their names did not appear on the

payroll's Final Rosters. According to the school administration, the individuals were in the process of being hired and because of hiring delays under the new SAP system they were allowed to work prior to being officially hired in the system. At the present time, both employees have been officially hired and paid a total of 18 days to the substitute and 145 hours to the hourly employee after-the fact.

- 3.4. In seven instances at the adult education center, employees did not indicate their presence by signing in/out on the Daily Payroll Attendance Sheets one or two days and were marked present or were paid hours. According to the school, they were present on the days in question.

We reviewed overtime payroll to ensure that overtime issued was limited and properly documented. The adult education center's payroll disclosed that:

- 3.5. Two police officers were paid for overtime hours worked and the hours were reported on the Daily Payroll Attendance Sheets *by the payroll clerk instead of the officers themselves*. This condition was noted in all pay periods reviewed, which ranged from the first pay period in July 2010 up to December 9, 2010. Each officer was reported hours on alternating days between 7:15 p.m. and 11:15 p.m. According to a memorandum from the adult education school administration, the officers were providing security during the evenings at the adult education campus location; and were directed to contact an administrator when reporting to work or in case they were going to be absent.

RECOMMENDATIONS

- 3.1. **Review with staff and administration the sign-in in/out payroll procedures and the proper documenting of payroll hours, especially with those employees working at off-sites locations, part-timers and employees who work overtime hours.**

Responsible Person(s): **Principal, Post-Secondary Vice Principal,
Post-Secondary Assistant Principal,
Post-Secondary Payroll Clerk,
High School Vice Principal,
and High School Payroll Clerk**

Management Response:

The Principal reviewed the payroll *Processing Procedures Manual and Payroll Highlights* with appropriate staff. Subsequently, the Principal distributed Weekly Briefing 8707, which establishes the procedures for documenting, recording and reporting the payroll to all staff and obtained signature of acknowledgement from each employee.

The Principal reviewed the sign in/out payroll procedures and the proper documenting of payroll hours, especially for those employees working at off-site locations, part-timers and employees who work overtime hours with the Post-Secondary Vice Principal, Post-Secondary Assistant Principal, Post-Secondary Payroll Clerk, High School Vice Principal, and High School Payroll Clerk. During a faculty meeting, the Principal conducted a review of the sign in/out payroll procedures with all staff. The Post-Secondary Assistant Principal and High School Vice Principal will conduct a preliminary review during each payroll period. The Principal will conduct a final review of the final roster, leave cards and supporting payroll documentation to verify the accuracy.

3.2. Ensure that the hourly conversion table is used when reporting part-time hours to accurately convert minutes worked to decimals.

Responsible Person(s): Principal, Post-Secondary Assistant Principal
and Post-Secondary Payroll Clerk

Management Response:

The Post-Secondary Payroll Clerk was directed to utilize the hourly conversion table when reporting part-time hours to accurately convert minutes worked to decimals. This will be monitored by the Principal and the Post-Secondary Assistant Principal prior to approving the bi-weekly payroll.

3.3. New employees must not report to work until the employee has been fully approved and set up in the system to work at the location.

Responsible Person(s): Principal, Post-Secondary Assistant Principal
and High School Vice Principal

Management Response:

All administrators and both payroll clerks were directed by the Principal not to hire or allow any personnel to work until they have been fully approved and set up in the system to work at the location. This will be monitored by the Principal, the Post-Secondary Assistant Principal, and the High School Vice Principal prior to approving the bi-weekly payroll.

3.4. Strengthen the overall review of payroll and ancillary documentation to ensure that the documentation supports the payroll reported.

Responsible Person(s): Principal, Post-Secondary Assistant Principal and High School Vice Principal

Management Response:

The Post-Secondary Assistant Principal and High School Vice Principal will conduct a preliminary review during each payroll period. The Principal will conduct a final review of the final roster, leave cards and supporting payroll documentation to verify the accuracy. Subsequent to the final approval, the Principal will supervise and monitor random checks to ensure compliance.

Region/District management's response to recommendations 3.1 to 3.4:

Responsible Person(s): Region V Administration

Management Response:

The Region V Business/Personnel Director will meet with the principal quarterly to review Payroll Processing Procedures. During these visits, sign-in/out sheets will be reviewed, especially with employees working off-site, part-timers and hourly employees to ensure compliance. The Administrative Director will monitor new hires to ensure that the principal complies with the District policy that all employees must be hired prior to reporting to work. The Administrative Director will review procedures that will be put in place to ensure that payroll is properly reported.

Responsible Person(s): District/School Operations Administration

Management Response:

Refer to page 39 of this report and page 75 of Appendix. District/School Operations provided a comprehensive response to the school finding of Robert Morgan Educational Center.

FTE RECORDS AND PROCEDURES

4. Discrepancies In Special Education (SPED) Student Records Resulted In Potential Full-Time Equivalent (FTE) Funding Disallowances *Miami Killian Senior High School*

Section D of the *Local Education Agency (LEA) Implementation Guide* requires that all current forms be filed in the students' cumulative folders. Furthermore, the *Matrix of Services Handbook 2004 Revised Edition* issued by the Florida Department of Education establishes the guidelines and procedures to initiate and update a matrix.

The Matrix of Services form [FM-5582] is used to determine the cost factor for special education students. The cost factor calculation in the matrix is based on the decisions made by the Individual Education Plan Committee, which are documented on the Individual Education Plan (IEP) [FM-4953]. According to the guidelines, if services do not change as a result of an IEP meeting and the matrix is less than three years old, the existing matrix may be reviewed. If services change, a new matrix must be completed.

Our review of a sample of 40 exceptional education student folders identified errors in 13 student folders, of which 9 corresponded to SPED students funded at Support Level 4. The errors could have generated funding disallowances of approximately \$41,150. Details are as follows:

- 4.1. One student was categorized to receive funding at Support Level 4, Line # 254 for the 2009-10 FTE Survey Period 3; however, according to the Matrix of Services form corresponding to the IEP in effect for the February FTE survey, the student was improperly categorized and only eligible to receive funding at the Basic with ESE Services level. *This error would have required an amendment to the Department of Education Correction System (DECO) to realign the funding received with the services provided.* However, at the time of our audit, the deadline for DECO amendments had already expired and the adjustment could not be processed. *This adjustment would have represented an actual funding disallowance to the District of approximately \$4,600.*

Other errors identified in the folder documentation corresponding to the remaining eight students funded at Support Level 4, Line # 254 could have potentially generated funding disallowances to the District of approximately \$36,550. The errors were as follows:

- 4.2. Five instances where the IEP and/or the Matrix of Services form did not indicate that the student required occupational therapy; however, according to the student schedule and the Integrated Student Information System (ISIS), the student was receiving occupational therapy.
- 4.3. Three instances where the review dates listed in the Matrix of Services forms were incomplete. Dates listed did not include the day; only month and year.
- 4.4. One instance where the Matrix of Services form was not reviewed or a new one was not completed.

Similar errors identified in four other exceptional student folders did not trigger potential funding losses because the students were funded at basic levels; however, these errors represent lapses in compliance with current District policy. They included contradictory information between documentation in the student folder and actual services provided to the student; a Matrix of Services form that was not reviewed or a new one was not completed; an IEP that was not signed by the Local Education Agency (LEA); or a student that was fourteen years or older and the documentation on file did not show evidence that the student was invited to the Gifted Educational Plan (EP) meeting.

RECOMMENDATIONS

- 4.1. **Ensure that all SPED and Gifted student folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed and updated.**
- 4.2. **Funding levels allocated to students should be properly supported by a Matrix of Services form and accurate information should be entered into the Integrated Student Information System (ISIS) to reduce the probability of being out of compliance and the consequential funding disallowances that may result from documentation errors/omissions.**

Person(s) Responsible: Principal, Assistant Principal, Registrar,
SPED Program Specialist,
SPED Department Chairperson,
SPED and Gifted Teachers

Management Response:

In order to ensure that all services are provided to SPED students as delineated on the Individual Educational Plan (IEP) and that the cumulative folders for all SPED and gifted students are properly maintained the Matrix of Services forms are completed, reviewed, and updated in compliance with guidelines established by the Florida Department of Education, the Principal implemented the following

corrective actions and preventive strategies with regard to SPED services and maintenance of student SPED and Gifted records.

The Principal provided professional development from The Division of Special Education for SPED and Gifted Teachers on the proper procedures for completion of SPED-EMS, IEP, EP and Matrix of Services forms; to ensure the accurate maintenance and review of student SPED records by persons responsible, specifically focusing on documents required for SPED funding.

The Principal directed the SPED Program Specialist, the SPED Department Chairperson, and the receiving SPED or Gifted teacher, to review all incoming cumulative student records for accuracy and proper documentation, in accordance with School Board Rule 6Gx13-5B-1.07- Student Education Records. The SPED Teacher and the SPED Program Specialist will ensure that the student records in ISIS (PF-17 screen) correlate to the Matrix score indicated on the IEP. The Gifted Teachers will complete and conduct EP meetings as required and work to ensure all necessary documents are evident and properly executed in the cumulative folders. All incoming SPED and Gifted cumulative records will be forwarded to the Assistant Principal for further review and the acquisition of missing documents. The Principal will be notified in writing of any missing or non-compliant records. All non-compliant records will be corrected immediately after a final review by the Principal.

The Principal directed the Assistant Principal, the SPED Program Specialist, and the SPED Department Chair, to work as a team and review cumulative records with focused attention to the Matrix of Services forms.

The team will work closely with SPED teachers to ensure all cumulative records and IEPs are in compliance utilizing the Special Education Program Standards Records Review Checklist (FM-7069) and maintained for reference by the Assistant Principal.

The Principal directed the Assistant Principal, the Gifted Department Chair, and the gifted teachers to work as a team to review cumulative records with focused attention to all required forms. The team will work to ensure that all cumulative records and Educational Plans (EP) are in compliance, utilizing the Gifted-FTE Pre-Audit Checklist and kept for reference by the Assistant Principal.

Person(s) Responsible:

Region IV Administration

Management Response:

- The Region IV Administrative Director and Instructional Supervisor for SPED will periodically review SPED student records at the school for any discrepancies and/or potential FTE funding disallowances.
- The Principal was directed to personally review selected SPED student records for accuracy and/or potential FTE funding disallowances.
- School principals will be required to participate in the District's Money Matters Support Program and address specific audit findings in their job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to ensure effective and efficient practices.

Person(s) Responsible:

District/School Operations Administration

Management Response:

Refer to page 39 of this report and page 75 of Appendix. District/School Operations provided a comprehensive response to the school findings of Miami Killian Senior High School.

**5. Discrepancies In English Language Learners' (ELL) Student Records Resulted In Potential FTE Funding Disallowances
*Miami Killian Senior High School***

For the 2009-2010 school year, guidelines and procedures for maintaining ELL student information were provided through the 2009-2010 Opening of School Year Information and Reminders, the Division of Bilingual Education and World Languages memoranda, the *District LEP Plan and Procedures Manual 2005*.

According to the guidelines, parents/guardians must be notified each school year of their child's participation or any programmatic change in the ESOL program. Copies of the Notice to Parents/Guardians of Limited English Proficient (LEP) Students [FM-6576] and Home Language Surveys [FM-5196] must also be properly completed and are to be filed in the ESOL Program Record folder. In addition, all sections of the Individual ELL/LEP Student Plan [FM-4650] must be appropriately initiated and/or updated in a timely manner and maintained in the student cumulative folder. For the 2009-2010 fiscal year, a Web-based ELL/LEP Plan (WLEP) must be completed for *all* ELL students.

Our review of a sample of 21 ELL student folders disclosed discrepancies in 20 student folders, or 95% of the sample selected for review. Pursuant to our calculations, the discrepancies enumerated below could have resulted in FTE funding disallowances of approximately \$3,000 to the District. Details follow:

- 5.1. In 16 instances, a copy of the *Notice to Parents/Guardians of English Language Learners (ELL)* [FM-6577] showed that it was not signed by the Principal; instead, the Principal's name was typed in the signature section. In three other instances, a copy of the notice was not filed with the LEP folder documentation.
- 5.2. In 11 instances, a copy of the student schedule was not filed with the LEP folder documentation.
- 5.3. In two instances, the Home Language Survey (HLS) [FM-5196] was not filed in the LEP folder or was not properly completed.
- 5.4. In one instance, a student's ESOL Level and Program Update Information section was not completed.
- 5.5. In one other instance, the assessment date on the *Oral Language Proficiency Scale* [FM-5927] was not documented. Also, for the same

student, the ESOL Levels indicated on the test booklet and the ELL/LEP Plan did not agree.

RECOMMENDATION

- 5. To reduce the probability of potential losses in funding and other non-compliance issues regarding ESOL criteria, ESOL staff and administration should review ESOL Program Record Folders to make certain that the information is accurate and that all pertinent forms are completed and filed in the folders immediately after the information is entered into ISIS.**

Responsible Person(s):

**Principal, Assistant Principal,
ELL Department Chair,
ELL Counselor and Registrar**

Management Response:

The Principal met with the Assistant Principal and the ELL Chairperson, and reviewed the guidelines and procedures for maintaining ELL students' information memoranda from the Division of Bilingual Education and World Languages and also the District ELL Plan, which establishes procedures for the maintenance and safeguarding of ELL students cumulative folders.

The Principal provided professional development from the Division of Bilingual Education and World Languages for targeted staff members so that procedures for the maintenance of student ELL records were reviewed by persons responsible, specifically focusing on documents required for ELL funding.

The Principal directed the Assistant Principal, Registrar, the ELL Chairperson, and the ELL Counselor to review all incoming cumulative folders for accuracy and the review of the "J" screen, to assure that all information is updated in a timely manner.

The Principal, Assistant Principal, the ELL Chairperson and Registrar, established and implemented a set of procedures whereby all future ELL student's records are checked for accuracy as they arrive at the school.

The Principal directed the ELL Chairperson to ensure that each student's schedule (PF1 screen) is placed in each ELL student cumulative folder prior to FTE survey period 1 each school year.

The Principal directed the Assistant Principal to monitor that a copy of the Notice to Parents/Guardians of English Language Learners (ELL) [FM-6577], is signed by the Principal, and filed in all ELL Students' cumulative folders at the beginning of each school year.

The Principal, Assistant Principal and the ELL Counselor will conduct mini-reviews on a quarterly basis to ensure that no discrepancies exist in ELL records utilizing the information from the Division of Bilingual Education and World Languages and the District ELL Plan.

Person(s) Responsible:

Region IV Administration

Management Response:

- The Region IV Administrative Director will periodically review ELL student records at the school for accuracy and any potential FTE funding disallowances.
- The Principal was directed to personally review selected ELL student records for accuracy and/or potential FTE funding disallowances.

Person(s) Responsible:

District/School Operations Administration

Management Response:

Refer to page 39 of this report and page 75 of Appendix. District/School Operations provided a comprehensive response to the school findings of Miami Killian Senior High School.

**6. Discrepancies In English Language Learners' (ELL) Student Records Resulted in Potential FTE Funding Disallowances
*E. W. F. Stirrup Elementary***

For the 2009-2010 school year, guidelines and procedures for maintaining ELL student information were provided through the 2009-2010 Opening of School Year Information and Reminders, the Division of Bilingual Education and World Languages memoranda, the *District LEP Plan* and *Procedures Manual 2005*.

According to the guidelines, parents/guardians must be notified each school year of their child's participation or any programmatic change in the ESOL program. Copies of the *Notice to Parents/Guardians of Limited English Proficient (LEP) Students* [FM-6576] and *Home Language Surveys* [FM-5196] must be properly completed and filed in the ESOL Program Record folder. In addition, all sections of the *Individual ELL/LEP Student Plan* [FM-4649] must be appropriately initiated and/or updated in a timely manner and maintained in the student's cumulative folder. For the 2009-2010 fiscal year, a Web-based ELL/LEP Plan (WLEP) must be completed for *all* ELL students. In those instances where a student has been enrolled over six semesters in the ESOL program, the student folder must hold evidence that the LEP committee convened to assess progress after each semester. At the present time, Florida uses the Comprehensive English Language Learning Assessment (CELLA) to measure the progress of English Language Learner (ELL) students who are working toward the attainment of English proficiency. Each student who takes the CELLA will receive a student score report containing the results of his/her performance on the test. The CELLA test score report must be included in the LEP folder.

Our review of a sample of 32 ELL student folders disclosed discrepancies in 21 student folders, or 66% of the sample selected for review. Pursuant to our calculations, the discrepancies enumerated below could have resulted in FTE funding disallowances of approximately \$2,000 to the District. Details follow:

- 6.1. In 18 instances, a copy of the 2009 CELLA test results for the May 15, 2009 test date recorded in the Individual ELL/LEP Student Plans was not filed in the LEP folder and could not be located. According to District staff, results were received by the school in late August 2009. Similarly, in four other instances, students were tested in May 2009 or January 2010 using test instruments other than the CELLA and results were either not indicated in the ELL/LEP Plans or the test materials were not on file.
- 6.2. In two instances, the *Notice to Parents/Guardians of English Language Learners (ELL)* [FM-6576] was not included in the LEP folder documentation.

- 6.3. In three instances, a student was beyond six ESOL semesters and a LEP committee meeting was convened after the FTE survey.
- 6.4. In one instance, the ELL/LEP Plan was not filed in the student's LEP folder and could not be located.

RECOMMENDATION

6. **To reduce the probability of potential losses in funding and other non-compliance issues regarding ESOL criteria, ESOL staff and administration should review ESOL Program Record Folders to make certain that the information is accurate and that all pertinent forms are completed and filed in the folders immediately after the information is entered into ISIS.**

Person(s) Responsible: Principal, Assistant Principal, Secretary/Treasurer, ELL Chairperson, Registrar, Counselor and Grade Level Chairpersons

Management Response:

In order to ensure that the cumulative folders for all ELL students are properly maintained and updated in compliance with guidelines established by the Florida Department of Education, the Principal implemented the following corrective actions and preventative strategies in regards to the school site policies and procedures for the maintenance of student LEP records.

The Principal directed the Treasurer/Secretary to place all CELLA scores received in a designated area in the Principal's office. The Principal will transmit the CELLA scores to the Assistant Principal. The Assistant Principal along with the ELL Chairperson will file all CELLA scores immediately in the student's LEP folders and separate all 5th grade scores to be sent to the middle schools the ELL students will be attending.

The Principal directed the Assistant Principal, ELL Chairperson and Grade Level Chairpersons to meet as an ESOL Team every nine weeks and review all ELL program record folders to ensure that the following documents are filed in the LEP folder and completed properly: CELLA test results, Notice to Parents/Guardians of ELL students (Form 6576E), Home Language Survey (Form 5196), the Individual LEP Student Plan (Form 4649) and the AMAO letter from the Superintendent.

The Principal directed the ELL Chairperson and Counselor to review the ESOL Program Monitoring Report for ELL students with six or more semesters. The Principal directed the ELL Chairperson to convene LEP Committee meetings for those students prior to the October and February FTE surveys.

The Principal directed the ELL Chairperson to work with the registrar to ensure that all students registered from another county or state have all pertinent ELL forms and LEP Plans completed, filed in the LEP folders, and that the new student's ELL information is entered into ISIS in a timely manner.

The Principal directed the ELL Chairperson to participate in ELL Professional Development offered by the Division of Bilingual Education and World Language.

The Principal directed the ESOL Team to conducted bi-yearly mini school site audits of selected cumulative records of ELL students for compliance, utilizing the Division of Bilingual Education and World Language Procedures Manual. The Principal will review the results of the mini-audits and discrepancies will be corrected without delay.

Person(s) Responsible:

Region IV Administration

Management Response:

- The Region IV Administrative Director will periodically review ELL student records at the school for any discrepancies or potential issues in funding.
- The Principal was directed to personally review ELL student records for accuracy and to ensure no potential for losses in funding.
- School principals will be required to participate in the District's Money Matters Support Program and address specific audit findings in their job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to ensure effective and efficient practices.

Person(s) Responsible:

District/School Operations Administration

Management Response:

Refer to page 39 of this report and page 75 of Appendix. District/School Operations provided a comprehensive response to the school findings of E. W. F. Stirrup Elementary School.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our audits were to:

- express an opinion on the internal fund financial statements of the schools for the fiscal year ended June 30, 2010, on the cash basis of accounting;
- evaluate compliance by the schools with the policies and procedures prescribed in the *Manual of Internal Fund Accounting*;
- provide assurances regarding compliance with *current payroll procedures*, as well as compliance with *current purchasing credit card program procedures*; and *certain information technology controls*;
- verify compliance by the schools with the policies and procedures prescribed by the *Manual of Property Control Procedures*, and determine the adequacy of controls over the safeguarding of property items with an individual cost of \$1,000 or more;
- evaluate compliance with the policies and procedures set forth by the *No Child Left Behind Act of 2001, Title I Program*, and the *Title I Administration Handbook*; and
- ascertain compliance with State law, State Board of Education Rules, School Board Rules, manuals, directives and FTE reporting documentation procedures as they relate to student attendance, Special Education, English Language Learners, Cooperative Education and Teacher Certification.

While the scope of our audits generally covered operations during the period of July 1, 2009 through June 30, 2010, payroll, purchasing credit card transactions, and information technology controls included current periods. FTE audits covered the February 2010 or October 2010 survey period.

Our procedures were as follows:

- reviewed written policies, procedures, and School Board Rules;
- interviewed school staff and performed analytical analysis of account balances;
- examined, on a sample basis, transactions, processes, supporting documentation and records;
- performed current physical inventories of property items with an individual cost of \$1,000 or more;
- follow-up on prior audit recommendations; and
- performed various other audit procedures as deemed necessary.

We conducted our audits in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States. 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.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures herein. An audit also includes assessing the accounting principles used and significant estimates made by the administration, if any. We believe that our audits provide reasonable basis for our opinion. The results of the property audits reported herein were in all material respects similarly conducted in accordance with GAGAS, with the exception of the continuing professional education requirement not followed by our property auditors.

Internal Control Matters

Our audits also included an assessment of applicable internal controls and compliance with the requirements of School Board rules and related policies and procedures that would satisfy our audit objectives. In accordance with GAGAS, we are required to disclose and communicate to management control deficiencies identified during our audits. Other matters found not significant within the context of the audit objectives were communicated orally and/or in writing to management.

BACKGROUND

INTERNAL FUNDS

Section 1011.07, Florida Statutes, and State Board of Education Rule 6A-1.087, require annual audits of internal funds.

Internal funds are monies collected and expended within a school which are used for financing activities not otherwise financed by the School Board. These monies are collected in connection with school athletic events, fund-raising activities, various student activities and class field trips, after school care and Community School programs, gifts and contributions made by the band or athletic booster clubs, civic organizations, parent-teacher organizations, commercial agencies and all other similar monies, properties or benefits.

Each school administers their internal funds separately through an operational checking account, following District guidelines as established in the *Manual of Internal Fund Accounting*.

Prior to spending internal funds, schools invest their cash in designated depositories. Funds not used in the daily operations may be invested in the MDCPS-Money Market Pool Fund. The Fund's interest rate as of June 30, 2010 was 0.76%, respectively.

Various fund-raising activities are conducted by independent, school-related organizations such as booster clubs, parent-teacher associations, etc. If these fund-raising activities are conducted entirely by these organizations and no board employee handles or keeps custody of the funds or merchandise, these activities are not recorded in the schools' internal funds and consequently are not audited by us.

- ◆ Annual audits of internal funds are required by Section 1011.07, Florida Statutes, and State Board of Education Rule 6A-1.087
- ◆ Internal Funds are revenues generated from student activities at the school level which are not part of the school's budget process
- ◆ Each school administers their internal funds separately through an operational checking account, following District guidelines as established in the *Manual of Internal Fund Accounting*
- ◆ Banks for school funds must be approved by the School Board and certified by the State Treasurer
- ◆ Idle funds in the operational account may be invested to yield interest revenue in a savings account, certificate of deposit or in the MDCPS-Money Market Pool Fund
- ◆ At June 30, 2010 the MDCPS-Money Market Pool Fund's interest rate was 0.76%.

PAYROLL

All payroll transactions must be processed following the *Payroll Processing Procedures Manual*, which establishes the guidelines for the recordkeeping, reporting, and maintenance of payroll and payroll records.

Each school processes its own biweekly payrolls. Timekeeping personnel enter the employees' time and attendance data on a centralized information system. After the information is entered into the system, it is approved by the principal on-line. Subsequently, the payroll department reviews the information and processes the payroll.

The process for distributing payroll checks and checks advices at the sites changed in 2009 in an effort to eliminate paper checks and paper advices. Employees who received paper checks at the sites were requested to enroll in direct deposit for all payroll-related payments, and were directed to the Employee Portal located in the District's website to access their payroll information and print the payroll check advices. Although payroll check distribution at the sites has been greatly minimized, sites are still required to maintain controls over the distribution of payroll checks for those employees who have not signed for direct deposit at this time.

PROPERTY

At MDCPS, the management of property items must comply with the guidelines established in the *Manual of Property Control Procedures*. According to Chapter 274.02 of the Florida Statutes, a complete physical inventory of all property shall be taken annually, be compared with the property record, and discrepancies must be identified and reconciled.

Our office conducts yearly inventories at each school of all property items with an individual value of \$1,000 or more. However, because these inventories are customarily scheduled after the first day of school, the property inventories of schools audited during the summer months of July and August are customarily conducted at a later date, unless staff is available at the schools and time permits.

PURCHASING CREDIT CARD (P-CARD) PROGRAM

At the schools, principals administer the purchasing credit card program, which must comply with the guidelines established in the *Purchasing Credit Card Program Policies & Procedures Manual*.

The P-card program was designed to streamline the acquisition process by enabling employees at the schools to make small dollar purchases (less than \$3,000 per individual transaction) for materials and supplies. The program is managed by the Office of the Controller.

- *The P-Card Program enables schools to make small purchases of less than \$3,000 per individual transaction for materials and supplies*
- *It expedites the procurement process at the schools.*

TITLE I PROGRAM

Schools implementing Title I Programs are required to meet the requirements of the *No Child Left Behind Act of 2001*. Each year, an *Economic Survey* is conducted by the District to rank schools from highest to lowest, based on the percentage of participating students from low income families, and to allocate Title I funds to those eligible schools in rank order. The cut-off point for eligibility is based on the Title I allocation received from the State and other program components.

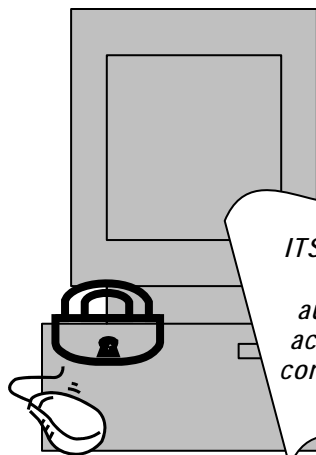


Schools follow specific criteria for the use of Title I funds as delineated in the *Title I Administration Handbook*. Purchases of supplies and equipment are processed through regular district channels or via use of the P-card Program, depending on the amount. Salary expenditures must comply with budgetary requirements and must be directly related to activities associated with the grant.

At the schools, principals administer Title I programs with oversight from the Regional Centers, under the overall direction of Title I Administration Office.

To promote schoolwide compliance with Federal, State, and District regulations and guidelines, and ensure that appropriate evidence sources document compliance, the Office of Management and Compliance Audits incorporated the audit of this program into the school audits at selected schools effective February 2007.

DATA SECURITY MANAGEMENT REPORT AND SCHOOL SITE IT SECURITY ASSESSMENT



ITS report reviewed to ensure that only authorized staff has access to designated computer applications.

Principals are responsible for ensuring that network security standards and related security procedures are being observed at the school sites. Part of their responsibility includes ensuring that only authorized staff has access to designated applications. Information Technology Services (ITS) produces a monthly report for each location titled "Authorized Applications for Employees by Locations Report". Principals are responsible for reviewing this report to determine the appropriateness of applications approved for each employee, as to whether they are required for his or her assigned duties; and to ensure that access to the computer application that allows for changes to students' academic grades is limited to a specific and restricted number of authorized personnel. In addition, our school audits may selectively review information technology matters related to the proper safeguarding and location of servers and switches, software licensing documentation, proper authorization of Electronic Gradebook applications, and similar controls over data security.

FULL-TIME EQUIVALENT (FTE)

Miami-Dade County Public Schools receives a significant portion of its revenue from State funding through the Florida Education Finance Program (FEFP).

The funding provided by FEFP is based upon the number of individual students participating in particular educational programs. A numerical value is assigned to each student according to the student's hours and days of attendance in those programs. The individual student thus becomes equated to a numerical value known as an unweighted FTE. FEFP funds are primarily generated by multiplying the number of FTE students in each of the funded educational programs by a cost factor to obtain weighted FTEs.

Section 1010.305, Florida Statutes
vests the Auditor General with the authority to periodically examine the records of school districts, determine compliance with State law and State Board of Education rules relating to the classification, assignment, and verification of full-time equivalent student enrollment and student transportation reported under FEFP. These audits are conducted every three years.

Schools are responsible for verifying student membership data submitted to the Florida Department of Education (FDOE) for funding purposes. This is accomplished through the FTE survey process.

The results of these surveys are FTE reports which allow schools to verify the data and make corrections as needed. Once this process is completed, the district transmits the information to the FDOE. During the 2009-10 and 2010-11 fiscal years, months selected by the FDOE for these surveys are as follows:

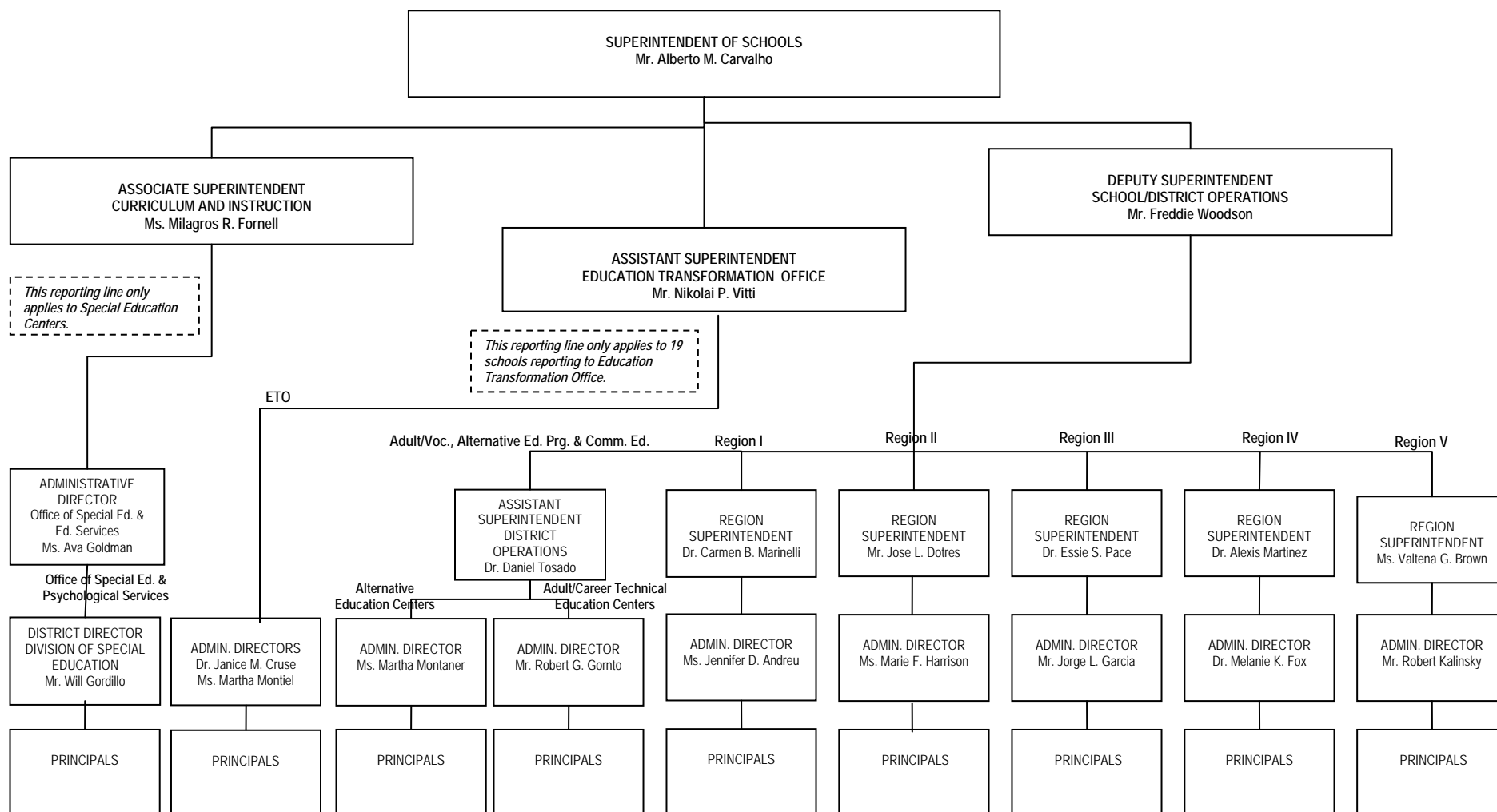
Survey Period No.	Time Period of Survey
1	July (Summer School only)
2	October
3	February
4	June (Summer School only)

Schools are also responsible for maintaining an audit trail to ascertain compliance with State law, State Board of Education and School Board Rules as they relate to student attendance, Special Education, English Language Learners, Cooperative Education and Teacher Certification.

Incomplete/inaccurate student records which do not adequately support/justify funding levels may give rise to losses in funding. Similarly, teacher certification is closely linked to FTE funding and must be monitored on an ongoing basis to prevent similar losses in funding to the District. Aside from the monetary losses, non-compliance issues are closely reviewed by the Auditor General and included in their reports.

As of the 2007-08 fiscal year, FTE audits have been incorporated as part of the school audits routinely performed by the Office of Management and Compliance Audits. FTE audits are conducted at selected schools based on audit criteria developed by this office.

ORGANIZATIONAL CHART



**APPENDIX
MANAGEMENT'S RESPONSES**

MEMORANDUM

January 21, 2011

TO: Mr. Nikolai P. Vitti, Assistant Superintendent
Education Transformation Office (ETO)

FROM: Dr. Lisa Robertson, Principal *jl*
Homestead Senior High School

SUBJECT: ADMINISTRATIVE RESPONSE TO SCHOOL AUDIT REPORT OF HOMESTEAD
SENIOR HIGH SCHOOL

The cited audit findings for the period of July 1, 2009 through September 1, 2010 have been carefully reviewed by the Principal. As a result, the Principal has established an action plan comprised of definitive strategies to implement in order to prevent recurrence.

- 1.1 Discuss the procedures with the Treasurer to create an awareness and understanding of the requirements and expectations.
- 1.2 Designate an administrator to oversee the internal funds' financial activity and the monthly checking account reconciliation. Issues such as: late deposits, incomplete checks and supporting documentation, and unexplained adjustments to the checking account reconciliation should be timely resolved and discussed with staff for understanding and corrective action.
- 1.3 Provide the necessary support to the Treasurer for making deposits on a timely basis.
- 1.4 Ensure that deposits are being made on a timely basis; and that any deposits awaiting the armored car pick-up service are documented on the Collection/Deposit Log (FM-7249).
- 1.5 Follow the proper approval procedures for cashing school checks from daily school collections, as well as for signing checks and documenting disbursements.
- 1.6 Ensure that any unexplained credit/debit adjustments to the checking account are timely discussed and clarified with bank officials.
- 1.7 Periodically meet with the designated administrator and the Treasurer to be informed of any issues related to the internal funds activity of the school and corrective actions taken.

Person(s) Responsible: Principal, Assistant Principal, Treasurer, Purchasing Clerk

Management Response:

The Principal met with the Treasurer, Clerical staff and an Assistant Principal to review audit findings and Section II, Chapters 2 and 5 of the *Manual of Internal Fund Accounting* in order to ensure full compliance with: deposit timelines; identified aspects of fiscal management are properly maintained in accordance with the guidelines in regard to disbursements having proper documentation in the form of purchase orders, check requisitions and ancillary forms with required signatures; and the establishment and implementation of procedures for cashing school checks.

The Principal has made provisions with the armored car service to ensure that monies are collected throughout the entire year on a daily basis, including the summer months. The Principal directed the Treasurer to utilize the *Collections/Deposits Log Form* (FM-7249) daily, in order to document deposits in the custody of the school overnight and on weekends. The Assistant Principal will initial *Collections/Deposits Log Form* (FM-7249) and notify the Principal of the status of the deposit on a daily basis.

In order to monitor monies deposited in the bank and reconciled to what is posted to the MSAF system, the Treasurer was directed to use the *Deposit Breakdown by Denomination Form* (FM-6689) to maintain an accurate account of monies collected and deposited. The Treasurer will review this information with the Assistant Principal prior to making a deposit on a daily basis. The Principal will randomly review the deposits to ensure accuracy.

The Treasurer will secure the initials of the Principal or the Assistant Principal acknowledging approval for checks to be cashed from the daily collection.

The Treasurer is directed to utilize the *Compensation for Athletic Game Officials Form* (FM-6697) to ensure that athletic check requisitions, documents required for cash payments made to game officials and the re-deposit of undistributed monies are in compliance. The Assistant Principal will review documents to verify that procedures are being followed. Any anomalies will be corrected immediately. The Principal will randomly review all documentation.

The Principal directed the Assistant Principal to review all disbursement documentation (purchase orders, check requisitions, ancillary forms) to ensure proper completion inclusive of two signatures, on a weekly basis. The Principal will randomly review documentation to ensure that record keeping procedures are intact, organized and dealt with in a timely manner with regards to receipts, deposits and bank reconciliations.



If any further corrective actions or additional strategies are necessary, please contact me at 305-245-7000.

cc: Dr. Janice Cruse-Sanchez
Ms. Maria T. Gonzalez
Ms. Cynthia Gracia

MEMORANDUM

January 13, 2011

TO: Valtena Brown, Region Superintendent
Region V

FROM: Kimberly Davis, Principal 
Robert Morgan Educational Center 

SUBJECT: ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF ROBERT
MORGAN EDUCATIONAL CENTER

The recommendations below are a result of the Audit of Robert Morgan Educational Center for the 2009-2010 school year. As the new current principal, the following recommendations have been implemented with fidelity to assure compliance with District Policy and Procedures.

RECOMMENDATIONS

Student Activities Disbursements

- 1.1 Designate an administrator to oversee the internal funds' financial activity and ensure that the administrator, Treasurer, and Activities Director are meeting periodically to review activity posted to the internal funds accounts.

- 1.2 Discuss receipting and depositing procedures and the use of proper account structures and sub-ledgers with activities sponsors, activities director, and the treasurer for understanding and awareness of the requirements and expectations. Stress the importance of the proper use of sub-ledgers to prevent commingling of accounts from various activities.

The Principal met with the Vice Principal, Treasurer, and Activities Director and reviewed Section V, Chapters 1 and 2; Section IV, Chapters 1, 2, and 7; and Section II, Chapter 5 of the *Manual of Internal Fund Accounting*. During the meeting the Principal discussed the required account of inventory of pre-numbered forms as of the last business day of the year and that field trip collections and disbursements be properly identified and recorded in specific Trust Fund accounts and delineated the guidelines for school fund-raisers. The Vice Principal has been designated as the administrator to oversee internal funds' financial activities. In order to ensure compliance with all policies and procedures delineated in said manual, the Principal, Vice Principal, Treasurer, and Activities Director will meet bi-weekly to review activities, documentation and receipts posted to the internal funds accounts.

Subsequent to meeting with the Vice Principal, Treasurer, and Activities Director, the Principal conducted a mandatory training for all class/club sponsors and distributed copies of Section IV, Chapter 2 of the Manual of Internal Accounting to all instructional personnel to review. The Principal directed the Treasurer to immediately implement the use of sub-ledgers.

- 1.3 Direct sponsors to record the proper accounting structure in the Recaps of Collections and direct the treasurer to review documents with the sponsors before posting transactions to ensure that the proper account structure is being used.

The Principal reviewed Section II, Chapter 5 and Section IV, Chapter 7 of the Manual of Internal Fund Accounting Manual and directed the club sponsors to immediately discontinue the practice of printing their own tickets in-house and to use only vendor-produced pre-printed serialized tickets. Additionally, sponsors were directed to record the proper accounting structure in the Recaps of Collections. The Treasurer was also directed to review documents with the sponsors before posting transactions to ensure that proper account structure is being used. This will be verified by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

- 1.4 Direct the treasurer to post field trip collections to Trust Fund-Field Trip accounts.

The Treasurer was directed to post all field trip collections to the Trust Fund-Field Trip accounts. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

- 1.5 Direct sponsors to request a receipt from the Treasurer when turning in monies for deposit and to meet periodically with the Treasurer to review monies posted to and disbursed from club accounts.

The class/club sponsors were directed to request a receipt from the Treasurer when turning in monies for deposit and to meet periodically with the Treasurer to review monies posted to and disbursed from club accounts. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

- 1.6 Direct sponsors of activities to complete and turn as part of activity documentation signed complimentary lists in those instances when fundraising merchandise and/or admission tickets are given away as complimentary.

The sponsors of activities were directed to complete and turn in as part of activity documentation signed complimentary lists in those instances when fundraising merchandise and/or admission tickets are given away as complimentary. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

- 1.7 Immediately discontinue the use of computer-produced (printed in-house) tickets and direct staff to use vendor produced pre-printed tickets for activities where an admission fee is being charged.

The use of computer-produced (printed in-house) tickets ceased immediately. Sponsors of activities were directed to use vendor produced pre-printed tickets for activities where an admission fee is being charged, or the rolled tickets which will be controlled by the Treasurer. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

- 1.8 Whenever pre-printed tickets are utilized, ensure that the Student Activity Operating Reports reflect sequence and that the use of pre-printed tickets is controlled by the Treasurer's office and tickets are inventoried in the Pre-numbered Forms inventory.

The Treasurer was reminded that whenever pre-printed tickets are utilized, she must ensure that the Student Activity Operating Reports reflect sequence. She was further instructed that the use of pre-printed tickets is controlled by the Treasurer's office and tickets are inventoried in the Pre-numbered Forms inventory. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

- 1.9 Pay sales tax due including the amount cited above.

The Treasurer was directed by the Principal to pay the sales tax due. She further informed the treasurer that this lack of payment of sales tax should not occur in the future. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director to ensure that all appropriate taxes are properly paid.

- 1.10 Direct the Activities Director to timely follow up any credits for returned caps and gowns and ensure that documentation for credits and complimentary lists are timely forwarded to the treasurer's office and maintained on file.

The Activities Director was directed to timely follow up any credits for returned caps and gowns and ensure that documentation for credits and complimentary lists are timely forwarded to the treasurer's office and maintained on file. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director.

- 1.11 Strengthen the monitoring over the payment of caps and gowns to ensure timely payments and prevent discrepancies and the payment of finance charges.

The Activities Director was directed to maintain communication with the representative of the cap and gown company in order to ensure timely payments, prevent discrepancies and the payment of finance charges. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director. The principal, through regular monitoring, will ensure that there will be no late payments in the future.

- 1.12 Strengthen the review and oversight over student activities and ensure that sponsors are not overextended regarding the number of activities they are handling at any given time.

The Principal and Vice Principal will oversee student activities and ensure that sponsors are not overextended regarding the number of activities they are handling at any given time. The number and frequency of fundraisers and field trips will be discussed as they are requested by the sponsor. This will be monitored by the Principal in her bi-weekly meetings with the Vice Principal, Treasurer, and Activities Director. The Principal will increase her monitoring of the number of approved student activities.

RECOMMENDATIONS

Payroll Procedures

- 2.1 Review with staff and administration the sign-in in/out payroll procedures and the proper documenting of payroll hours, especially with those employees working at off-sites locations, part-timers and employees who work overtime hours.

The Principal reviewed the payroll *Processing Procedures Manual and Payroll Highlights* with appropriate staff. Subsequently, the Principal distributed Weekly Briefing 8707, which establishes the procedures for documenting, recording and reporting the payroll to all staff and obtained signature of acknowledgement from each employee.

The Principal reviewed the sign in/out payroll procedures and the proper documenting of payroll hours, especially for those employees working at off-site locations, part-timers and employees who work overtime hours with the Post-Secondary Vice Principal, Post-Secondary Assistant Principal, Post-Secondary Payroll Clerk, High School Vice Principal, and High School Payroll Clerk. During a faculty meeting, the Principal conducted a review of the sign in/out payroll procedures with all staff. The Post-Secondary Assistant Principal and High School Vice Principal will conduct a preliminary review during each payroll period. The Principal will conduct a final review of the final roster, leave cards and supporting payroll documentation to verify the accuracy.

- 2.2 Ensure that the hourly conversion table is used when reporting part-time hours to accurately convert minutes worked to decimals.

The Post-Secondary Payroll Clerk was directed to utilize the hourly conversion table when reporting part-time hours to accurately convert minutes worked to decimals. This will be monitored by the Principal and the Post-Secondary Assistant Principal prior to approving the bi-weekly payroll.

- 2.3 New employees must not report to work until the employee has been fully approved and set up in the system to work at the location.

All administrators and both payroll clerks were directed by the Principal not to hire or allow any personnel to work until they have been fully approved and set up in the system to work at the location. This will be monitored by the Principal, the Post-Secondary Assistant Principal, and the High School Vice Principal prior to approving the bi-weekly payroll.


- 2.4 Strengthen the overall review of payroll and ancillary documentation to ensure that the documentation supports the payroll reported.

The Post-Secondary Assistant Principal and High School Vice Principal will conduct a preliminary review during each payroll period. The Principal will conduct a final review of the final roster; leave cards and supporting payroll documentation to verify the accuracy. Subsequent to the final approval, the Principal will supervise and monitor random checks to ensure compliance.

MEMORANDUM

January 18, 2011

TO: Dr. Alexis Martinez, Region Superintendent
Region IV

FROM: Ricardo Rodriguez, Principal 
Miami Killian Senior High School

SUBJECT: ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF MIAMI KILLIAN
SENIOR HIGH SCHOOL

The following is in response to the relevant findings in a recent internal account and FTE audit of Miami Killian Senior High School.

RECOMMENDATIONS

- 1.1. Ensure that all SPED and Gifted student folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed and updated.
- 1.2. Funding levels allocated to students should be properly supported by a Matrix of Services form and accurate information should be entered into the Integrated Student Information System (ISIS) to reduce the probability of being out of compliance and the consequential funding disallowances that may result from documentation errors/omissions.

Person(s) Responsible: Principal, Assistant Principal, Registrar, SPED Program Specialist, SPED Department Chairperson, SPED and Gifted Teachers

Management Response

In order to ensure that all services are provided to SPED students as delineated on the Individual Educational Plan (IEP) and that the cumulative folders for all SPED and gifted students are properly maintained the Matrix of Services forms are completed, reviewed, and updated in compliance with guidelines established by the Florida Department of Education, the Principal implemented the following corrective actions and preventive strategies with regard to SPED services and maintenance of student SPED and Gifted records.

The Principal provided professional development from The Division of Special Education for SPED and Gifted Teachers on the proper procedures for completion of SPED-EMS, IEP, EP and Matrix of Services forms; to ensure the accurate maintenance and review of student SPED records by persons responsible, specifically focusing on documents required for SPED funding.

The Principal directed the SPED Program Specialist, the SPED Department Chairperson, and the receiving SPED or Gifted teacher, to review all incoming cumulative student records for accuracy and proper documentation, in accordance with School Board Rule 6Gx13-5B-1.07- Student Education Records. The SPED Teacher and the SPED Program Specialist will ensure that the student records in ISIS (PF-17 screen) correlate to the Matrix score indicated on the IEP. The Gifted Teachers will complete and conduct EP meetings as required and work to ensure all necessary documents are evident and properly executed in the cumulative folders. All incoming SPED and Gifted cumulative records will be forwarded to the Assistant Principal for further review and the acquisition of missing documents. The Principal will be notified in writing of any missing or non-compliant records. All non-compliant records will be corrected immediately after a final review by the Principal.

The Principal directed the Assistant Principal, the SPED Program Specialist, and the SPED Department Chair, to work as a team and review cumulative records with focused attention to the Matrix of Services forms.

The team will work closely with SPED teachers to ensure all cumulative records and IEPs are in compliance utilizing the Special Education Program Standards Records Review Checklist (FM-7069) and maintained for reference by the Assistant Principal.

The Principal directed the Assistant Principal, the Gifted Department Chair, and the gifted teachers to work as a team to review cumulative records with focused attention to all required forms. The team will work to ensure that all cumulative records and Educational Plans (EP) are in compliance, utilizing the Gifted-FTE Pre-Audit Checklist and kept for reference by the Assistant Principal.

RECOMMENDATION

2. To reduce the probability of potential losses in funding and other noncompliance issues regarding ESOL criteria, ESOL staff, and administration should review ESOL Program Record Folders to make certain that the information is accurate, and that all pertinent forms are completed and filed in the folders immediately after the information is entered into ISIS.

Responsible Person(s): Principal, Assistant Principal, ELL Department Chair, ELL Counselor, Registrar

The Principal met with the Assistant Principal and the ELL Chairperson, and reviewed the guidelines and procedures for maintaining ELL students' information memoranda from the Division of Bilingual Education and World Languages and also the District ELL Plan, which establishes procedures for the maintenance and safeguarding of ELL students cumulative folders.

The Principal provided professional development from the Division of Bilingual Education and World Languages for targeted staff members so that procedures for the maintenance of student ELL records were reviewed by persons responsible, specifically focusing on documents required for ELL funding.

The Principal directed the Assistant Principal, Registrar, the ELL Chairperson, and the ELL Counselor to review all incoming cumulative folders for accuracy and the review of the "J" screen, to assure that all information is updated in a timely manner.

The Principal, Assistant Principal, the ELL Chairperson and Registrar, established and implemented a set of procedures whereby all future ELL student's records are checked for accuracy as they arrive at the school.

The Principal directed the ELL Chairperson to ensure that each student's schedule (PF1 screen) is placed in each ELL student cumulative folder prior to FTE survey period 1 each school year.

The Principal directed the Assistant Principal to monitor that a copy of the Notice to Parents/Guardians of English Language Learners (ELL) [FM-6577], is signed by the Principal, and filed in all ELL Students' cumulative folders at the beginning of each school year.


The Principal, Assistant Principal and the ELL Counselor will conduct mini-reviews on a quarterly basis to ensure that no discrepancies exist in ELL records utilizing the information from the Division of Bilingual Education and World Languages and the District ELL Plan.

CC: Dr. Daniel Tosado
Dr. Melanie Fox
Ms. Cynthia Gracia

MEMORANDUM

January 18, 2011

TO: Dr. Alexis Martinez, Region Superintendent
Region IV

FROM: Dr. Maria E. Hernandez, Principal
E.W.F. Stirrup Elementary School 

SUBJECT: **ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF E.W.F. STIRRUP
ELEMENTARY SCHOOL**

The following is in response to relevant findings in the school audit report for E.W.F. Stirrup Elementary School.

RECOMMENDATION:

1. To reduce the probability of potential losses in funding and other non-compliance issues regarding ESOL criteria, ESOL staff and administration should review ESOL Program Record Folders to make certain that the information is accurate and that all pertinent forms are completed and filed in the folders immediately after the information is entered into ISIS.

Person(s) Responsible: Principal, Assistant Principal, Secretary/Treasurer, ELL Chairperson, Registrar, Counselor and Grade Level Chairpersons.

Management Response:

In order to ensure that the cumulative folders for all ELL students are properly maintained and updated in compliance with guidelines established by the Florida Department of Education, the Principal implemented the following corrective actions and preventative strategies in regards to the school site policies and procedures for the maintenance of student LEP records.

The Principal directed the Treasurer/Secretary to place all CELLA scores received in a designated area in the Principal's office. The Principal will transmit the CELLA scores to the Assistant Principal. The Assistant Principal along with the ELL Chairperson will file all CELLA scores immediately in the student's LEP folders and separate all 5th grade scores to be sent to the middle schools the ELL students will be attending.

The Principal directed the Assistant Principal, ELL Chairperson and Grade Level Chairpersons to meet as an ESOL Team every nine weeks and review all ELL program record folders to ensure that the following documents are filed in the LEP folder and completed properly: CELLA test results, Notice to Parents/Guardians of ELL students (Form 6576E), Home Language Survey (Form 5196), the Individual LEP Student Plan (Form 4649) and the AMAO letter from the Superintendent.

The Principal directed the ELL Chairperson and Counselor to review the ESOL Program Monitoring Report for ELL students with six or more semesters. The Principal directed the ELL Chairperson to convene LEP Committee meetings for those students prior to the October and February FTE surveys.

The Principal directed the ELL Chairperson to work with the registrar to ensure that all students registered from another county or state have all pertinent ELL forms and LEP Plans completed, filed in the LEP folders, and that the new student's ELL information is entered into ISIS in a timely manner.

The Principal directed the ELL Chairperson to participate in ELL Professional Development offered by the Division of Bilingual Education and World Language.

The Principal directed the ESOL Team to conducted bi-yearly mini school site audits of selected cumulative records of ELL students for compliance, utilizing the Division of Bilingual Education and World Language Procedures Manual. The Principal will review the results of the mini-audits and discrepancies will be corrected without delay.

Should you have any questions, please do not hesitate to contact me at your convenience.

cc: Dr. Daniel Tosado
Dr. Melanie Fox
Ms. Cynthia Gracia

MEMORANDUM

January 18, 2011

TO: Mr. Freddie Woodson, Deputy Superintendent
District/School Operations

FROM: Dr. Alexis Martinez, Region Superintendent
Region IV



SUBJECT: RESPONSE TO INTERNAL AUDIT REPORTS OF REGION IV SCHOOLS

The following is a response to relevant findings in the school audit reports for the 2009-2010 fiscal year for E.W.F. Stirrup Elementary School and Miami Killian Senior High School.

Region IV has reviewed the audit responses for the above mentioned schools and as a result of the audit findings, the following support activities will be implemented at the Region level:

E.W.F. STIRRUP ELEMENTARY SCHOOL

1. **Discrepancies in English Language Learners' (ELL) Student Records Resulted in Potential FTE Funding Disallowances – Recommendation 1**
 - The Region IV Administrative Director will periodically review ELL student records at the school for any discrepancies or potential issues in funding.
 - The Principal was directed to personally review ELL student records for accuracy and to ensure no potential for losses in funding.

MIAMI KILLIAN SENIOR HIGH SCHOOL

1. **Discrepancies in Special Education (SPED) Student Records Resulted in Potential Full-Time Equivalent (FTE) Funding Disallowances – Recommendations 1.1, 1.2.**
 - The Region IV Administrative Director and Instructional Supervisor for SPED will periodically review SPED student records at the school for any discrepancies and/or potential FTE funding disallowances.
 - The Principal was directed to personally review selected SPED student records for accuracy and/or potential FTE funding disallowances.
2. **Discrepancies in English Language Learners' (ELL) Student Records Resulted in Potential FTE Funding Disallowances – Recommendation 2**
 - The Region IV Administrative Director will periodically review ELL student records at the school for accuracy and any potential FTE funding disallowances.
 - The Principal was directed to personally review selected ELL student records for accuracy and/or potential FTE funding disallowances.

School principals will be required to participate in the Districts Money Matters Support Program and address specific audit findings in their job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to ensure effective and efficient practices.

Please contact me at 305-595-7022 should you require additional information. Your continued support and assistance is sincerely appreciated.


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CC: Dr. Daniel Tosado
Ms. Cynthia Gracia
Dr. Melanie Fox
Dr. Winston Whyte
Ms. Lourdes Gimenez
Ms. Kathy Maguire

MEMORANDUM

January 14, 2011
VGB/2009-10#036

TO: Mr. Freddie Woodson, Deputy Superintendent
District/School Operations

FROM: Mrs. Valtena G. Brown, Region Superintendent 
Region V

SUBJECT: **ROBERT MORGAN EDUCATIONAL CENTER RESPONSE TO AUDIT EXCEPTIONS
FOR THE 2009-2010 FISCAL YEAR**

Please find attached the responses to the internal funds audit for the 2009-2010 fiscal year for Robert Morgan Educational Center. The following support activities will be implemented at the Region level:

**INADEQUATE CONTROLS OVER STUDENT ACTIVITIES DISBURSEMENTS RESULTED IN
VARIOUS DISCREPANCIES**

The Region V Business/Personnel Director will meet with the principal monthly to review internal funds financial activities. This Administrative Director will review receipting and depositing procedures, Student Activity Operating Reports, and posting transactions during these visits. A review of the procedures utilized for pre-printed tickets and the use of complimentary lists will be monitored. The principal will review monitoring procedures with the Administrative Director to prevent late payments of caps and gowns.

The Region V Business Manager **cooperatively with** the Administrative Director will review Financial Records twice during the school year. The principal will review the monthly reports with the Administrative Director and will discuss the audit findings and corrective action during these visits.

INADEQUATE DOCUMENTING AND RECORDING OF PAYROLL

The Region V Business/Personnel Director will meet with the principal quarterly to review Payroll Processing Procedures. During these visits, sign-in/out sheets will be reviewed, especially with employees working off-site, part-timers and hourly employees to ensure compliance. The Administrative Director will monitor new hires to ensure that the principal complies with the District policy that all employees must be hired prior to reporting to work. The Administrative Director will review procedures that will be put in place to ensure that payroll is properly reported.

The School Principal will be required to participate in the mandatory District Money Matters Support Program and address specific audit findings in their job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to ensure effective and efficient practices.

If you need additional information, please contact me at (305) 252-3041. Thank you for your continued support and assistance.

cc: Dr. Daniel Tosado
Ms. Cynthia Gracia
Mr. Steffond Cone
Mr. Robert L. Kalinsky

MEMORANDUM

January 21, 2011
NPV/2010-2011/M130
305-995-3091

TO: Mr. Jose Montes de Oca, Chief Auditor
Management and Compliance Audits

FROM: Mr. Nikolai P. Vitti, Assistant Superintendent *NVP*
Education Transformation Office

SUBJECT: EDUCATION TRANSFORMATION OFFICE (ETO) RESPONSE TO HOMESTEAD
SENIOR HIGH SCHOOL AUDIT EXCEPTIONS FOR THE 2009-2010 FISCAL YEAR

Please find attached the response to the internal funds audit for the 2009-2010 fiscal year for Homestead Senior High School. The Education Transformation Office has reviewed the audit exceptions cited. The following support activities will be implemented:

Inadequate Controls over Disbursements

- 1.1 Discuss the procedures with the Treasurer to create an awareness and understanding of the requirements and expectations.
- 1.2 Designate an administrator to oversee the internal funds' financial activity and the monthly checking account reconciliation. Issues such as: late deposits, incomplete checks and supporting documentation, and unexplained adjustments to the checking account reconciliation should be timely resolved and discussed with staff for understanding and corrective action.
- 1.3 Provide the necessary support to the Treasurer for making deposits on a timely basis.
- 1.4 Ensure that deposits are being made on a timely basis; and that any deposits awaiting the armored car pick-up service are documented on the Collection/Deposit Log (FM-7249).
- 1.5 Follow the proper approval procedures for cashing school checks from daily school collections, as well as for signing checks and documenting disbursements.
- 1.6 Ensure that any unexplained credit/debit adjustments to the checking account are timely discussed and clarified with bank officials.
- 1.7 Periodically meet with the designated administrator and the Treasurer to be informed of any issues related to the internal funds activity of the school and corrective actions taken.

The Education Transformation Office Administrative Director will conduct on-site quarterly mini-reviews of Purchase Order Requisition Logs, Invoices, and all related documentation will be reviewed to ensure that record keeping procedures are intact, organized and dealt with in a timely manner and to insure compliance with all guidelines outlined in the *Manual of Internal Fund Accounting*.

The Education Transformation Office Administrative Director will convene a meeting with the Principal to review established action plan procedures to avoid further audit exceptions. The Principal will review the procedures with the Assistant Principal and Treasurer.

Additionally, the effected principal will participate in the District's Money Matters Support Program during the 2010-2011 school year. The affected principal will be required to address the specific audit findings in her job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to ensure effective and efficient practices

If you need additional information, please contact me at (305) 995-3091.

cc: Dr. Daniel Tosado
Dr. Janice Cruse-Sanchez
Ms. Cynthia Gracia

MEMORANDUM

January 20, 2011

TO: Mr. Jose Montes de Oca, Chief Auditor
Office of Management and Compliance Audits

FROM: Freddie Woodson, Deputy Superintendent
District/School Operations

**SUBJECT: DISTRICT/SCHOOL OPERATIONS' RESPONSE TO SCHOOLS IN
REGION IV, AND REGION V**

District/School Operations has reviewed the audit exceptions cited for the 2009-2010 fiscal year for E.W.F. Stirrup Elementary School, Miami Killian Senior High and Robert Morgan Educational Center.

- District/School Operations will review results quarterly of the District/Region Business Directors reviews of selected areas of Payroll, Internal Funds, Student Activities, Disbursements and Deposits. Discrepancies will be investigated through the appropriate District/Regional Center office.
- District/School Operations in collaboration with the region will facilitate schedules for technical training with the appropriate office on a bi-monthly basis or as requested with the principal, business manager and/or appropriate district offices to review selected areas of Internal Funds, deposits and disbursements and/or ELL/SPED compliance .
- The Money Matters Support Program will provide information on the proper implementation of Internal Funds and appropriate purchases; properly completing and updating the ELL documents to reduce the probability of consequential funding disallowances.

District/School Operations will continue to work with principals to promote efficient fiscal practices. Should you have any questions, please contact me at (305) 995-2938.

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cc: Dr. Daniel Tosado
Region Superintendents
Region Business Directors

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

INTERNAL AUDIT REPORT
SELECTED SCHOOLS
JANUARY 2011



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Office of Management and Compliance Audits
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