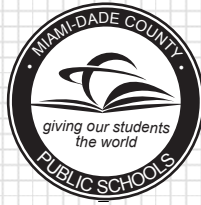


# MIAMI-DADE COUNTY PUBLIC SCHOOLS



## Internal Audit Report ● Selected Schools



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

January 2009

## THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Mr. Alberto M. Carvalho  
Superintendent of Schools

Mr. Allen M. Vann, CPA  
Chief Auditor  
Office of Management and Compliance Audits

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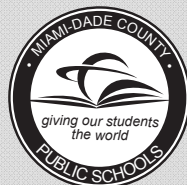
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Ms. Vivian Ferradaz





# **Miami-Dade County Public Schools**

***giving our students the world***

**Superintendent of Schools**  
Alberto M. Carvalho

**Miami-Dade County School Board**

Dr. Solomon C. Stinson, Chair  
Dr. Marta Pérez, Vice Chair  
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Perla Tabares Hantman  
Dr. Wilbert "Tee" Holloway  
Dr. Martin Karp  
Ana Rivas Logan

January 16, 2009

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 from various regional centers. Of the 38 schools, five were audited as a result of a change of principal. The audit period for the schools included herein is one year ended June 30, 2008.

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 and payroll records at all the schools. On a selected basis, we reviewed credit card purchases, FTE reporting and student records, Title I Program procedures, and school site IT controls. Property results for most of these schools and for schools previously reported are included as well.

Our audits disclosed that the financial statements of the schools and centers reported herein were fairly stated. At 30 of the 38 schools, we found general compliance with prescribed policies and procedures and site records were maintained in good order. However, at eight schools, the fiscal management and oversight over certain programs/functions needs improvement.

The audit findings were discussed with school and Regional Center administration 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,

Allen M. Vann, CPA  
Chief Auditor  
Office of Management and Compliance Audits

AMV:mtg



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## **At-A-Glance Audit Results**

- ◆ **38 Schools Reviewed; 5 of 38 Reviewed As A Result Of Change Of Principal**
- ◆ **Most Schools From North Central And South Regional Centers**
- ◆ **30 Of 38 Schools Were In Compliance**
- ◆ **Eight Schools With Audit Exceptions In Various Areas.**

## **EXECUTIVE SUMMARY**

The Office of Management and Compliance Audits has completed the audits of 38 schools from various regional centers, but mostly from schools reporting to the North Central and South Regional centers. At five of the 38 schools there was a change of principal since the prior audit. The audit period for all 38 schools was the fiscal year ended June 30, 2008.

The audits disclosed that records were maintained in good order and in accordance with prescribed policies and procedures at 30 of the 38 schools reported herein. The eight schools with reported audit findings are:

1. M. A. Milam K-8 Center
2. James H. Bright & J.W. Johnson Elementary<sup>1</sup>
3. Gratigny Elementary
4. Olinda Elementary
5. Santa Clara Elementary
6. Charles R. Drew Middle
7. Miami Jackson Senior
8. Booker T. Washington Senior

Audit findings pertain to selected aspects of internal funds, payroll, property, Title I program procedures, and FTE reporting and records. Refer to Summary Schedule of Audit Findings on pages 17-18.

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 during the 2007-08 fiscal year, on the cash basis of accounting.

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<sup>1</sup> These two schools were jointly reviewed and are reported as one school audit since they report under the same principal. There are no internal funds at J.W. Johnson Elementary.

As of June 30, 2008, for all 38 schools reported herein, total combined receipts and disbursements amounted to \$8,120,505 and \$8,337,282 respectively; while total combined cash and investments amounted to \$2,212,004.

As of June 30, 2008, 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 aforementioned 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

Of 38 schools, 36 were in compliance with the procedures established in the *Manual of Internal Fund Accounting*.

At Charles R. Drew Middle there was a change of principal in July 2008. The former principal reported two separate incidents regarding staff members that collected monies and solicited funds from the students and the community without her approval. These incidents were investigated by the Civilian Investigative Unit under the oversight of our Director of Investigations. The investigations substantiated the findings; and both cases were referred to the Office of Professional Standards for further administrative action.

## At-A-Glance Audit Results

- ◆ During FY 2007-08, 38 Schools Receipted And Disbursed \$8.12m And \$8.34m; Respectively
- ◆ As Of June 30, 2008, \$2.21m In Cash And Investments
- ◆ At Charles R. Drew Middle, The Former Principal Reported Two Instances Where Staff Members Collected Monies And Solicited Funds Without Her Approval.

## At-A-Glance Audit Results

- ◆ At Charles Drew Middle, Other Issues Included Checkbook Balances And Reconciliation Not Monitored
- ◆ At Miami Jackson Senior, Vendors Paid Late And Disbursement Documents Incomplete
- ◆ At Charles R. Drew Middle, Payroll Discrepancies Related To The Recording And Reporting Of Employees' Time And Attendance.

Regarding the financial management at Charles R. Drew Middle, we found that close to year-end, the checking account was overdrawn and the bank penalized the school \$140. In addition, a Money Market funds transfer had not been processed through the MSAF system on time; school checks were cashed by the bank without the principal/designee's signature; purchase orders were not always used to approve purchases and encumber funds; invoices were either paid late or posted late to the system; and disbursement documentation was incomplete.

*At Miami Jackson Senior*, invoices were paid late. In addition, invoices reviewed did not always include a signature to indicate acknowledgement of receipt of goods. Further review of the yearbook invoice and activity disclosed a large inventory of unsold yearbooks by year-end.

### PAYROLL

At 37 of the 38 schools, payroll rosters were adequately supported by Daily Payroll Attendance Sheets and leave cards as prescribed by the *Payroll Processing Procedures Manual*. Also, we found proper segregation of duties between the payroll preparation, authorization, and check distribution functions.

*At Charles R. Drew Middle*, the cafeteria manager recorded the attendance on the Daily Payroll Attendance Sheets on behalf of the cafeteria staff. In addition, payroll records corresponding to hourly-paid and daily-paid employees, as well as substitute teachers disclosed errors. Payroll corrections were made at our request.

## PROPERTY

The results of physical inventories of property items with an individual cost of \$1,000 or more are reported for 24 of the 38 schools included herein. Those inventories pending publication will be reported at a later date.

We are also including the inventory results of 28 other schools whose property inventory results were pending publication since prior reports. Approximately \$26.6 million was inventoried at these 52 schools.

Property results indicated that 50 of the 52 schools were in compliance with the *Manual of Property Control Procedures*.

A total of 24 items with an acquisition cost of \$39,488 and a depreciated value of \$12,102 was reported “unlocated” at two schools.

At Booker T. Washington Senior, 18 property items with an acquisition cost of \$32,024 and a depreciated value of \$8,602 could not be accounted for. The prior physical inventory of property revealed similar losses, in which case, Plant Security Reports were provided by school staff after-the fact, to justify and conceal the loss of nine of the ten “unlocated” items.

## At-A-Glance Audit Results

- ◆ **Booker T. Washington Senior Disclosed Significant Property Losses This Year, Which Are Being Cited In The Audit Report**
- ◆ **Similar Issue Found At This School In The Previous Property Audit, Which Lead To An Investigation Whose Results Are Reported Herein.**

## At-A-Glance Audit Results

- ◆ Property Losses Reported Through Plant Security Were Mostly In Area Of Computer Equipment
- ◆ P-Card Program Procedures Reviewed At Six Schools
- ◆ All Six Schools Generally Compliant With P-Card Procedures.

We referred the matter to MDCPS Police, who in turn substantiated the allegations, and further referred the matter to the Office of Professional Standards for administrative action. These results remained unreported pending resolution of administrative matters related to the police investigation. Refer to pages 37-39 of the *Findings Section* of this report for the specific issues being cited.

Property losses reported through the Plant Security Report process showed 25 items at a cost of \$35,624 and a depreciated value of \$17,288 reported missing at 15 schools. Most losses related to computer equipment.

Refer to Property and Plant Security Schedules on pages 21-24 for a summary of results.

### **PURCHASING CREDIT CARD (P-CARD)**

We reviewed the P-Card Program's procedures and records at the following six schools:

- Santa Clara Elementary
- Melrose Elementary
- Orchard Villa Elementary
- Ben Sheppard Elementary
- Allapattah Middle
- Naranja Elementary

Our review disclosed that the 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 was conducted at two schools:

School	Reg. Center	Title I Program Expenditures
M. A. Milam K-8 Center	North	\$ 329,298
Charles R. Drew Middle	North Central	878,694
<b>Total</b>		<b>\$ 1,207,992</b>

For these two schools, total expenditures posted to the various Title I program accounts amounted to \$1.21 million. Audit findings are being cited at both schools.

At M. A. Milam K-8 Center and Charles R. Drew Middle, we found that Title I Program account balances were not properly monitored and hourly payroll accounts exceeded budgeted amounts. Furthermore, at Charles R. Drew Middle, two individuals were hired to perform clerical work at the school; however, their duties were not solely related to the Title I program. One other individual hired as the part-time Community Involvement Specialist (CIS) was performing the duties of the registrar. In addition, we questioned whether a \$6,000 purchase was compliant with general Title I program guidelines and subject matter. This expense was only a portion of a \$39,000 purchase initiated and approved by the School Improvement Zone's district management. Other middle and senior high schools that reported to the School Improvement Zone were similarly charged. Lastly, we found that records maintained by the CIS were incomplete and CIS weekly schedules were not properly documented.

## At-A-Glance Audit Results

- ◆ Title I Program Reviewed At Two Schools
- ◆ Audit At M.A. Milam K-8 Center Disclosed Over Spending In Hourly Payroll
- ◆ At Charles R. Drew Middle, Individuals Hired Under Title I Program Performed Non-Related Title I Duties; Title I Non-Salary Expenditures Deemed Questionable; And CIS Records Need Improvement.

## At-A-Glance Audit Results

- ◆ 2007-08,  
Survey  
Period 3  
Records  
Reviewed
- ◆ FTE Findings At  
The Following  
Four Schools:  
James H.  
Bright & J.W.  
Johnson,  
Gratigny,  
Olinda And  
Santa Clara  
Elementary
- ◆ Funding  
Disallowances  
And Potential  
Losses Of  
\$13,340 And  
\$13,022,  
Respectively.

## FULL-TIME-EQUIVALENT (FTE) FUNDING

The following schools were selected for these audits:

School	FTE Funding Reported
James H. Bright & J.W. Johnson Elementary	\$ 1,849,469
Gratigny Elementary	1,629,808
Olinda Elementary	811,247
Santa Clara Elementary	1,360,662
Hialeah Elementary	2,072,136
Carrie P. Meek/Westview Elementary	1,025,143
<b>Total FTE Funding</b>	<b>\$ 8,748,465</b>

The total FTE funding amounted to approximately \$8.75 million for all six schools combined. FTE records corresponding to the 2007-08 fiscal year FTE Survey Period 3 (February 2008 FTE activity) were reviewed.

Hialeah Elementary and Carrie P. Meek Elementary were generally compliant with procedures. However, at James H. Bright & J.W. Johnson Elementary, Gratigny Elementary, Olinda Elementary, and Santa Clara Elementary Schools, we found FTE recordkeeping discrepancies related to English Language Learners (ELL) and Special Education (SPED) records.

Based on our samples, the discrepancies resulted in a combined funding disallowance to the District of \$13,340; while non-compliance issues would have resulted in potential funding losses of \$13,022.

## DATA SECURITY MANAGEMENT REPORT AND SCHOOL SITE IT SECURITY AUDIT CHECKLIST

We reviewed the report titled “Authorized Applications for Employees by Locations Report” at 15 schools. At four of these schools, we physically verified the information provided by the schools on the School Site Information Technology (IT) Security Audit Checklist:

- Booker T. Washington Senior
- James H. Bright & J.W. Johnson Elementary
- **Charles R. Drew Middle<sup>2</sup>**
- Miami Jackson Senior
- Ben Sheppard Elementary
- **Allapattah Middle<sup>2</sup>**
- Brownsville Middle
- Henry H. Filer Middle
- **Hialeah Middle<sup>2</sup>**
- Miami Springs Senior
- Westland Hialeah Senior
- William H. Turner Ed. Center
- **Gloria Floyd Elementary<sup>2</sup>**
- Goulds Elementary
- Felix Varela Senior

At all schools, there was general compliance with the review of the report, with granting access to system applications, and with school site IT security.

### AUDIT OPINION

The following table summarizes total cash receipts and disbursements, and financial position of cash and investments *as of June 30, 2008 for all 38 schools included herein*. It also provides the audit opinion regarding the schools’ financial statements:

---

<sup>2</sup> School Site IT Security audit was conducted at these schools.

## At-A-Glance Audit Results

- ◆ **Authorized Applications For Employees By Locations Report Reviewed At 15 Schools**
- ◆ **School Site IT Security Reviews Conducted At Four Schools**
- ◆ **Schools Were In General Compliance With Reviewing Report and Granting Access To System Applications**
- ◆ **School Site IT Security Reviews Were Compliant.**

**CONDENSED ANNUAL FINANCIAL REPORTS  
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2008**

Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
<b>North Regional Center School</b>								
M. A. Milam K-8 Center	\$ 29,068.03	\$ 210,438.54	\$ 215,064.94	\$ 24,441.63	\$ 14,417.24	\$ 10,024.39	\$ -	\$ 24,441.63
<b>South Central Regional Center School</b>								
Booker T. Washington Senior	111,525.01	483,136.73	493,877.19	100,784.55	41,735.78	59,048.77	-	100,784.55
<b>North Central Regional Center Schools</b>								
James H. Bright Elementary	162,553.79	119,462.95	128,758.21	153,258.53	46,988.02	106,270.51	-	153,258.53
Gratigny Elementary	20,206.12	23,219.52	24,774.98	18,650.66	3,680.96	14,969.70	-	18,650.66
Olinda Elementary	10,994.73	4,542.54	5,263.78	10,273.49	2,793.28	7,480.21	-	10,273.49
Santa Clara Elementary	6,965.99	20,760.20	18,842.76	8,883.43	1,535.45	7,347.98	-	8,883.43
Charles R. Drew Middle	32,298.06	128,175.52	144,844.73	15,628.85	1,276.63	14,352.22	-	15,628.85
Miami Jackson Senior	114,640.95	226,353.40	227,341.74	113,652.61	42,731.60	70,921.01	-	113,652.61
Lillie C. Evans Elementary	9,648.29	20,542.52	21,083.76	9,107.05	2,500.89	6,606.16	-	9,107.05

**CONDENSED ANNUAL FINANCIAL REPORTS  
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2008**

Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
Hialeah Elementary	26,662.44	56,105.63	56,078.02	26,690.05	1,795.11	24,894.94	-	26,690.05
Carrie P. Meek/ Westview El.	15,050.96	32,766.17	36,906.39	10,910.74	6,509.96	-	4,400.78	10,910.74
Melrose Elementary	14,572.21	26,890.22	27,645.15	13,817.28	4,291.19	9,526.09	-	13,817.28
Orchard Villa Elementary	4,098.39	18,532.73	17,799.30	4,831.82	3,825.88	1,005.94	-	4,831.82
Ben Sheppard Elementary	15,723.64	346,120.47	348,165.36	13,678.75	5,951.29	7,727.46	-	13,678.75
Hubert O. Sibley Elementary	10,408.08	39,142.65	34,640.63	14,910.10	1,392.13	13,517.97	-	14,910.10
Allapattah Middle	29,889.44	54,766.34	61,603.93	23,051.85	805.25	22,246.60	-	23,051.85
Brownsville Middle	29,109.01	55,714.04	55,728.45	29,094.60	8,183.18	20,911.42	-	29,094.60
Henry H. Filer Middle	28,845.56	75,077.76	70,345.07	33,578.25	10,928.97	22,649.28	-	33,578.25
Hialeah Middle	54,599.51	134,323.84	145,779.46	43,143.89	15,516.19	27,627.70	-	43,143.89
Miami Springs Senior	207,552.08	620,342.99	636,412.49	191,482.58	10,002.30	181,480.28	-	191,482.58
William H. Turner Tech Senior	130,903.99	452,076.91	469,345.93	113,634.97	39,692.40	73,942.57	-	113,634.97
Westland Hialeah Senior	19,963.07	79,050.05	59,061.89	39,951.23	39,951.23	-	-	39,951.23
William H. Turner Tech Adult Ed	40,585.85	117,827.20	115,855.66	42,557.39	1,886.51	40,670.88	-	42,557.39

**CONDENSED ANNUAL FINANCIAL REPORTS  
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2008**

Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
George T. Baker Aviation School	133,368.54	662,404.66	666,910.00	128,863.20	4,569.48	124,293.72	-	128,863.20
Corporate Academy North	10,378.62	32,752.88	30,354.60	12,776.90	8,754.89	4,022.01	-	12,776.90
<b>South Regional Center Schools</b>								
Gloria Floyd Elementary	11,523.78	230,540.85	234,908.71	7,155.92	3,473.60	3,682.32	-	7,155.92
Goulds Elementary	-	24,297.62	14,584.80	9,712.82	9,712.82	-	-	9,712.82
Kenwood K-8 Center	51,151.40	438,296.03	448,109.25	41,338.18	26,587.33	14,750.85	-	41,338.18
Naranja Elementary	15,099.90	15,026.42	25,020.28	5,106.04	1,014.49	4,091.55	-	5,106.04
Palmetto Elementary	22,705.76	377,094.21	374,832.27	24,967.70	17,112.00	7,855.70	-	24,967.70
Snapper Creek Elementary	33,634.00	94,160.87	92,848.99	34,945.88	6,859.42	28,086.46	-	34,945.88
Sunset Park Elementary	16,126.98	319,275.52	313,767.08	21,635.42	7,914.89	13,720.53	-	21,635.42
Vineland K-8 Center	31,216.40	146,676.64	146,780.24	31,112.80	5,330.36	25,782.44	-	31,112.80
Glades Middle	69,224.77	245,189.12	236,021.60	78,392.29	40,514.52	37,877.77	-	78,392.29

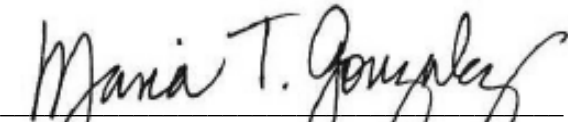
## CONDENSED ANNUAL FINANCIAL REPORTS AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2008

Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
Hammocks Middle	110,890.51	344,794.35	358,859.33	96,825.53	25,260.03	71,565.50	-	96,825.53
Miami Killian Senior	524,345.40	886,395.60	1,042,457.48	368,283.52	14,762.81	353,520.71	-	368,283.52
Felix Varela Senior	260,653.12	925,235.26	910,971.05	274,917.33	1,281.25	273,636.08	-	274,917.33
Corporate Academy South	3,100.09	12,400.57	10,027.14	5,473.52	3,043.87	2,429.65	-	5,473.52
YWAACD @ J.R.E. Lee Opp. School	9,496.56	20,595.01	15,609.40	14,482.17	10,249.01	4,233.16	-	14,482.17
Totals	\$2,428,781.03	\$8,120,504.53	\$8,337,282.04	\$2,212,003.52	\$ 494,832.21	\$1,712,770.53	\$4,400.78	\$2,212,003.52

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

The financial statements of the schools in this audit report present fairly, in all material respects, the changes in fund balances arising from cash transactions of the internal funds of the schools during the 2007-08 fiscal year, depending on the school being audited, on the cash basis of accounting.

As of June 30, 2008, for all schools reported herein, total combined receipts and disbursements amounted to \$8,120,505 and \$8,337,282 respectively; while total combined cash and investments amounted to \$2,212,004. As of June 30, 2008, 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 aforementioned 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.

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

## INTERNAL CONTROLS RATING

Internal controls' ratings of the schools reported herein are depicted as follows:

### ***School With Audit Exceptions:***

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>North Regional Center</u>							
M. A. Milam K-8 Center		✓			✓		Likely to impact operations
<u>South Central Regional Center</u>							
Booker T. Washington Senior		✓			✓		Likely to impact operations
<u>North Central Regional Center</u>							
Elementary Schools							
James H. Bright & J.W. Johnson Elementary		✓			✓		Likely to impact operations
Gratigny Elementary		✓			✓		Likely to impact operations
Olinda Elementary		✓			✓		Likely to impact operations
Santa Clara Elementary		✓			✓		Likely to impact operations
Middle and Senior High Schools							
Charles R. Drew Middle		✓			✓		Likely to impact operations
Miami Jackson Senior		✓			✓		Likely to impact operations



## INTERNAL CONTROLS RATING

### *Schools Without Audit Exceptions:*

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<b><u>North Central Regional Center Schools</u></b>							
<b>Elementary Schools</b>							
Lillie C. Evans Elementary	✓			✓			Not Likely to impact
Hialeah Elementary	✓			✓			Not Likely to impact
Carrie P. Meek/ Westview El.	✓			✓			Not Likely to impact
Melrose Elementary	✓			✓			Not Likely to impact
Orchard Villa Elementary	✓			✓			Not Likely to impact
Ben Sheppard Elementary	✓			✓			Not Likely to impact
Hubert O. Sibley Elementary	✓			✓			Not Likely to impact
<b>Middle Schools</b>							
Allapattah Middle	✓			✓			Not Likely to impact
Brownsville Middle	✓			✓			Not Likely to impact
Henry H. Filer Middle	✓			✓			Not Likely to impact
Hialeah Middle	✓			✓			Not Likely to impact
<b>Senior High Schools</b>							
Miami Springs Senior	✓			✓			Not Likely to impact
Westland Hialeah Senior	✓			✓			Not Likely to impact

## INTERNAL CONTROLS RATING

### *Schools Without Audit Exceptions (Continued)*

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Vocational/Adult Education Centers							
George T. Baker Aviation School	✓			✓			Not Likely to impact
William H. Turner Ed. Center (Sr. High and Voc./Adult Ed. Center)	✓			✓			Not Likely to impact
Alternative Education Center							
Corporate Academy North	✓			✓			Not Likely to impact
<u>South Regional Center</u>							
Elementary Schools and K-8 Centers							
Gloria Floyd Elementary	✓			✓			Not Likely to impact
Goulds Elementary	✓			✓			Not Likely to impact
Kenwood K-8 Center	✓			✓			Not Likely to impact
Naranja Elementary	✓			✓			Not Likely to impact
Palmetto Elementary	✓			✓			Not Likely to impact
Snapper Creek Elementary	✓			✓			Not Likely to impact
Sunset Park Elementary	✓			✓			Not Likely to impact
Vineland K-8 Center	✓			✓			Not Likely to impact

## INTERNAL CONTROLS RATING

### *Schools Without Audit Exceptions (Continued)*

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Middle Schools							
Glades Middle	✓			✓			Not Likely to impact
Hammocks Middle	✓			✓			Not Likely to impact
Senior High Schools							
Miami Killian Senior	✓			✓			Not Likely to impact
Felix Varela Senior	✓			✓			Not Likely to impact
Alternative Education Centers							
Corporate Academy South	✓			✓			Not Likely to impact
YWAACD @ J. R. E. Lee Opportunity School	✓			✓			Not Likely to impact

## SUMMARY SCHEDULE OF AUDIT FINDINGS

Summary of findings at schools reported herein are as follows:

Work Loc. No.	Schools	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	AREA OF FINDINGS	Total per School	AREA OF FINDINGS
<b><u>North Regional Center Schools</u></b>					
3421	M. A. Milam K-8 Center	1	▪ Title I Hourly	None	
<b><u>South Central Regional Center</u></b>					
7791	Booker T. Washington Senior	1	▪ Property Mgt.	None	
<b><u>North Central Regional Center</u></b>					
0481/ 2621	James H. Bright & J.W. Johnson Elementary	2	▪ FTE-ELL ▪ FTE-SPED	None	
2241	Gratigny Elementary	1	▪ FTE-SPED	None	
4071	Olinda Elementary	1	▪ FTE-ELL	None	
4841	Santa Clara Elementary	1	▪ FTE-ELL	None	
6141	Charles R. Drew Middle	7	▪ Investigation (Fund-raising) ▪ Financial Mgt. ▪ Disbursements ▪ Payroll ▪ Title I Hourly ▪ Title I Exp. ▪ CIS	2	▪ Mishandling of Donated Items ▪ Fund-raising
7341	Miami Jackson Senior	1	▪ Disbursements	None	
1681	Lillie C. Evans Elementary	None		None	
2361	Hialeah Elementary	None		None	
5901	Carrie P. Meek/ Westview El.	None		None	
3181	Melrose Elementary	None		None	
4171	Orchard Villa Elementary	None		None	
5021	Ben Sheppard Elementary	None		None	
5141	Hubert O. Sibley Elementary	None		None	

## SUMMARY SCHEDULE OF AUDIT FINDINGS

Work Loc. No.	Schools/Centers	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	AREA OF FINDINGS	Total per School	AREA OF FINDINGS
6011	Allapattah Middle	None		None	
6031	Brownsville Middle	None		None	
6171	Henry H. Filer Middle	None		None	
6231	Hialeah Middle	None		2	▪ FTE-ESE ▪ FTE-ELL
7511	Miami Springs Senior	None		None	
7049	Westland Hialeah Senior	None		None	
7801	George T. Baker Aviation School	None		None	
7601/ 7602	William H. Turner Ed. Center (Sr. High & Voc./Adult Ed.)	None		None	
8161	Corporate Academy North	None		None	
<b><u>South Regional Center</u></b>					
2021	Gloria Floyd Elementary	None		1	▪ School Site IT
0311	Goulds Elementary	None		None	
2701	Kenwood K-8 Center	None		None	
3621	Naranja Elementary	None		None	
4221	Palmetto Elementary	None		None	
5121	Snapper Creek Elementary	None		None	
5421	Sunset Park Elementary	None		None	
5671	Vineland K-8 Center	None		None	
6211	Glades Middle	None		None	
6221	Hammocks Middle	None		None	
7361	Miami Killian Senior	None		None	
7781	Felix Varela Senior	None		None	
8201	Corporate Academy South	None		1	▪ Receipts/Dep.
2861	YWAACD @ J.R.E. Lee Opp. School	None		None	
<b>TOTAL</b>		<b>15</b>		<b>6</b>	

## LIST OF SCHOOL PRINCIPALS

Listed below are the names of the former and current principals, as applicable:

Work Loc. No.	Schools/Centers	Current Principal	Former Principal
<b><u>North Regional Center Schools</u></b>			
3421	M. A. Milam K-8 Center	Ms. Anna M. Hernandez	Mr. Robert G. Valenzuela (June '08)
<b><u>South Central Regional Center School</u></b>			
7791	Booker T. Washington Senior	Ms. Rhonda Y. Williams	Ms. Regina P. Lowe-Smith (April 19 '07 – June 30 '08)  <i>Dr. Rosann P. Sidener (Aug 13 '04 – April 18 '07) (Prior inventory and Plant Security Reports incident)</i>
<b><u>North Central Regional Center Schools</u></b>			
0481/ 2621	James H. Bright & J.W. Johnson Elementary	Ms. Maritza M. Garcia	N/A-No Change of Principal Since P/Y Audit
2241	Gratigny Elementary	Dr. Aaron L. Enteen	N/A-No Change of Principal Since P/Y Audit
4071	Olinda Elementary	Mr. Adrian Montes	N/A-No Change of Principal Since P/Y Audit
4841	Santa Clara Elementary	Ms. Marie P. Caceres	N/A-No Change of Principal Since P/Y Audit
6141	Charles R. Drew Middle	Dr. Henry N. Crawford	Dr. Gwendolyn S. Coverson (July '08)
7341	Miami Jackson Senior	Ms. Deborah L. Love	N/A-No Change of Principal Since P/Y Audit
1681	Lillie C. Evans Elementary	Mr. Reginald H. Johnson	N/A-No Change of Principal Since P/Y Audit
2361	Hialeah Elementary	Ms. Carolina F. Naveiras	N/A-No Change of Principal Since P/Y Audit
5901	Carrie P. Meek/Westview Elementary	Ms. Tracey D. Crews	N/A-No Change of Principal Since P/Y Audit
3181	Melrose Elementary	Mr. Sergio A. Muñoz	N/A-No Change of Principal Since P/Y Audit
4171	Orchard Villa Elementary	Ms. Patricia C. Duncan	N/A-No Change of Principal Since P/Y Audit
5021	Ben Sheppard Elementary	Dr. Georgette C. Menocal	N/A-No Change of Principal Since P/Y Audit
5141	Hubert O. Sibley Elementary	Mr. Michael J. Charlot	N/A-No Change of Principal Since P/Y Audit
6011	Allapattah Middle	Mr. Adolfo L. Costa	N/A-No Change of Principal Since P/Y Audit

Note: Name highlighted identifies the *Principal During Audit Period*.

## LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools/Centers	Current Principal	Former Principal
6031	Brownsville Middle	Ms. Sharon Johnson	N/A-No Change of Principal Since P/Y Audit
6171	Henry H. Filer Middle	Mr. Julian Cazañas, Jr.	N/A-No Change of Principal Since P/Y Audit
6231	Hialeah Middle	Ms. Lourdes Diaz	N/A-No Change of Principal Since P/Y Audit
7511	Miami Springs Senior	Mr. Thomas P. Ennis	Mr. Rafael A. Villalobos (June '08)
7049	Westland Hialeah Senior	Dr. Alberto Rodriguez	N/A-No Change of Principal Since P/Y Audit
7801	George T. Baker Aviation School	Mr. Sean E. Gallagan	N/A-No Change of Principal Since P/Y Audit
7601/7602	William H. Turner Ed. Center	Ms. Valmarie W. Rhoden	N/A-No Change of Principal Since P/Y Audit
8161	Corporate Academy North	Dr. Barbara T. Hawkins	N/A-No Change of Principal Since P/Y Audit
<b><u>South Regional Center Schools</u></b>			
2021	Gloria Floyd Elementary	Mr. Eliseo Hernandez	N/A-No Change of Principal Since P/Y Audit
0311	Goulds Elementary	Ms. Crystal C. Coffey	N/A New School
2701	Kenwood K-8 Center	Ms. Moraima Almeida-Perez	N/A-No Change of Principal Since P/Y Audit
3621	Naranja Elementary	N/A- School Closed Effective June 2008	Dr. Rene E. Baly (Oct '07) Ms. Carmen G. Gutierrez (June '08)
4221	Palmetto Elementary	Ms. Mirta R. Segredo	N/A-No Change of Principal Since P/Y Audit
5121	Snapper Creek Elementary	Mr. Eric Torres	N/A-No Change of Principal Since P/Y Audit
5421	Sunset Park Elementary	Ms. Sara N. Martin	N/A-No Change of Principal Since P/Y Audit
5671	Vineland K-8 Center	Ms. MaryAnn MacLaren	N/A-No Change of Principal Since P/Y Audit
6211	Glades Middle	Mr. Elio Falcon, Jr.	N/A-No Change of Principal Since P/Y Audit
6221	Hammocks Middle	Mr. Peter H. Cabrera	N/A-No Change of Principal Since P/Y Audit
7361	Miami Killian Senior	Mr. Ricardo Rodriguez	N/A-No Change of Principal Since P/Y Audit
7781	Felix Varela Senior	Ms. Luz M. Navarro	N/A-No Change of Principal Since P/Y Audit
8201	Corporate Academy South	Dr. David H. Brooks	N/A-No Change of Principal Since P/Y Audit
2861	YWAACD @ J. R. E. Lee Opp. School	Ms. Claire C. Warren	N/A-No Change of Principal Since P/Y Audit

Note: Name highlighted identifies the *Principal During Audit Period*.

## PROPERTY SCHEDULES

Property results are as follows:

Work Location No.	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Value	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
Other Centers								
9723	Athletics and Activities (GMAC) *	59	\$ 277,100	None	-	-	1	\$ 1,436
8018	Bus & Industry Service Center *	13	19,061	None	-	-	None	-
North Regional Center								
3421	M. A. Milam K-8 Center	329	689,047	None	-	-	None	-
7231	Miami Carol City Senior *	997	1,982,619	None	-	-	None	-
North Central Regional Center								
0111	Maya Angelou Elementary *	208	365,820	None	-	-	None	-
0101	Arcola Lake Elementary *	96	213,720	None	-	-	1	1,497
0361	Biscayne Gardens Elementary *	152	344,953	None	-	-	None	-
0401	Van E. Blanton Elementary *	78	197,288	None	-	-	None	-
0481/2621	James H. Bright & J.W. Johnson Elementary	206	456,158	None	-	-	None	-
0561	W. J. Bryan Elementary *	139	311,239	None	-	-	None	-
0881	Comstock Elementary *	179	313,815	None	-	-	2	2,076
1521	Amelia Earhart Elementary *	169	301,525	None	-	-	None	-
1601	Edison Park Elementary *	149	293,427	None	-	-	None	-
1681	Lillie C. Evans Elementary	135	351,724	None	-	-	None	-
1921	Flamingo Elementary *	305	579,465	None	-	-	None	-
2041	Benjamin Franklin Elementary *	124	248,984	None	-	-	None	-
2241	Gratigny Elementary	110	294,028	None	-	-	None	-
2361	Hialeah Elementary	175	323,177	None	-	-	None	-
2821	Lakeview Elementary *	148	360,301	None	-	-	None	-
2911	Linda Lentin K-8 Center *	307	610,870	None	-	-	None	-
3051	Toussaint L'Ouverture El.*	84	185,288	None	-	-	None	-
3141	Meadowlane Elementary *	264	449,521	None	-	-	None	-
5901	Carrie P. Meek/Westview El.	76	198,745	None	-	-	None	-
3181	Melrose Elementary	120	272,286	None	-	-	2	2,298
3381	Miami Springs Elementary *	119	262,629	None	-	-	None	-



## PROPERTY SCHEDULES

Work Location No.	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Value	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
3901	North Hialeah Elementary *	67	189,195	None	-	-	None	-
3941	North Miami Elementary *	204	403,334	None	-	-	None	-
4071	Olinda Elementary	67	155,179	None	-	-	None	-
4171	Orchard Villa Elementary	148	291,110	None	-	-	None	-
4401	Kelsey L. Pharr Elementary *	71	155,033	None	-	-	None	-
4491	Henry E.S. Reeves Elementary *	91	202,455	None	-	-	None	-
4841	Santa Clara Elementary	92	251,224	None	-	-	None	-
5021	Ben Sheppard Elementary	222	502,377	None	-	-	None	-
5141	Hubert O. Sibley Elementary	138	276,399	None	-	-	None	-
0081	Lenora B. Smith Elementary *	129	296,778	None	-	-	1	3,505
5201	South Hialeah Elementary *	253	402,316	None	-	-	None	-
5361	Springview Elementary *	83	202,316	None	-	-	None	-
5711	Mae M. Walters Elementary *	165	348,537	None	-	-	None	-
6011	Allapattah Middle	271	725,115	None	-	-	None	-
6031	Brownsville Middle ♦							
6141	Charles R. Drew Middle	450	858,833	6	\$ 7,464	\$ 3,500	None	-
6171	Henry H. Filer Middle	255	529,765	None	-	-	None	-
6231	Hialeah Middle	475	960,490	None	-	-	None	-
6411	Horace Mann Middle *	444	846,921	None	-	-	None	-
6481	Miami Edison Middle *	218	616,225	None	-	-	None	-
7341	Miami Jackson Senior ♦							
7511	Miami Springs Senior	469	977,889	None	-	-	None	-
7049	Westland Hialeah Senior	297	1,136,447	None	-	-	None	-
7601/7602	William H. Turner Ed. Ctr. ♦							
7801	George T. Baker Aviation School	628	2,807,197	None	-	-	None	-
8161	Corporate Academy North	117	225,019	None	-	-	None	-
South Central Regional Center								
7791	Booker T. Washington Senior	985	2,341,254	18	32,024	8,602	10	22,193
South Regional Center								
2021	Gloria Floyd Elementary ♦							

## PROPERTY SCHEDULES

Work Location No.	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Value	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
0311	Goulds Elementary	109	314,577	None	-	-	N/A	N/A
2701	Kenwood K-8 Center ♦							
3621	Naranja Elementary	261	444,905	None	-	-	2	2,076
4221	Palmetto Elementary	107	231,639	None	-	-	None	-
5121	Snapper Creek Elementary ♦							
5421	Sunset Park Elementary ♦							
5671	Vineland K-8 Center ♦							
6211	Glades Middle ♦							
6221	Hammocks Middle ♦							
7361	Miami Killian Senior ♦							
7781	Felix Varela Senior ♦							
8201	Corporate Academy South ♦							
2861	YWAACD @ J. R. E. Lee Opportunity School ♦							
TOTAL		11,557	\$ 26,595,319	24	\$ 39,488	\$ 12,102	19	\$ 35,081

**Legend:**

- \* Schools that were previously reported to the Audit Committee (28 Schools)
- ♦ Property inventory results will be reported at a later date (14 Schools)
- N/A No prior inventory since this is a new school (1 School)

## PROPERTY SCHEDULES

Analysis of Plant Security Reports for the schools included herein follows:

Work	Schools	No. of Plant Security Reports	Total Items	Total Amount at Cost	CATEGORY (AT COST)			Total Depreciated Value
					Computers	Audio Visual	Other	
0881	Comstock Elementary	2	2	\$ 2,062	\$ 2,062	-	-	\$ 1,476
1601	Edison Park Elementary	1	1	1,355	1,355	-	-	422
2821	Lakeview Elementary	1	2	2,898	2,898	-	-	1,228
3141	Meadowlane Elementary	1	1	1,249	1,249	-	-	128
3181	Melrose Elementary	1	1	1,020	-	\$ 1,020	-	590
5141	Hubert O. Sibley Elementary	1	1	2,075	2,075	-	-	-
5201	South Hialeah Elementary	1	1	1,038	1,038	-	-	571
5361	Springview Elementary	1	1	1,625	1,625	-	-	569
6011	Allapatah Middle	1	1	2,237	-	2,237	-	1,805
6141	Charles R. Drew Middle	1	1	1,038	1,038	-	-	606
6171	Henry H. Filer Middle	2	2	3,239	1,342	-	\$1,897	224
6231	Hialeah Middle	1	1	1,285	1,285	-	-	793
6411	Horace Mann Middle	2	2	2,076	2,076	-	-	1,212
7511	Miami Springs Senior	1	2	2,350	2,350	-	-	2,076
3621	Naranja Elementary	2	6	10,077	3,665	6,412	-	5,588
	TOTAL	19	25	\$ 35,624	\$ 24,058	\$ 9,669	\$1,897	\$ 17,288

## **FINDINGS AND RECOMMENDATIONS**

### **INTERNAL FUNDS**

#### **1. Unauthorized Fund-Raising Conducted By School Staff Was Discovered By Former Principal *Charles R. Drew Middle***

The former principal reported two separate incidents regarding staff members that collected monies and solicited funds from the students and the community without her knowledge and approval. These incidents were investigated by the Civilian Investigative Unit under the oversight of our Director of Investigations.

The investigations substantiated the findings, which included non-compliance with various procedures outlined in the *Manual of Internal Fund Accounting* regarding the collection of money, and the request for approvals prior to conducting school-sponsored field trips and fund-raising activities<sup>1</sup>. Both cases were referred to the Office of Professional Standards for further administrative action. Details of the investigations follow:

- 1.1. On February 13, 2008, the principal discovered, upon visiting a classroom, that the band teacher was collecting monies from students without her authorization. She confiscated a total of \$343, which were deposited in the internal funds of the school. According to the band teacher, collections were geared toward subsidizing the cost of an out-of-county student fieldtrip.
- 1.2. Student collections were not deposited in the school's internal funds. Instead, the teacher used the Magnet Educational Choice Association (known as MECA)<sup>2</sup> as the custodian and bookkeeper of these funds.
- 1.3. The investigation identified several students were pending refunds totaling \$477 from these activities; however, no refunds had been made as of the end of this audit. Subsequent to the initial incident, in May 2008, school staff found \$635 inside the band teacher's classroom. These funds were also deposited in the internal funds of the school.

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<sup>1</sup> According to Section II, Chapter II of the *Manual*, monies handled or coming into the direct custody of school personnel for school sponsored activities must be accounted for in the internal funds of the school. Sections IV, Chapters 1 and 2 establish the authorization requirements when conducting field trips and community fund-raisers, which include the Principal and the Regional Center.

<sup>2</sup> The Magnet Educational Choice Association, Inc. (known as MECA), is a supporting organization of Miami-Dade County Public Schools. According to MECA's policies and procedures, in such instances where funds are deposited in a MECA account, the Principal has the authority to use such funds as needed for program support and enhancement.

Details of the second incident, which also occurred during February 2008 are as follows:

- 1.4. What seemed to be school correspondence returned to the school as undeliverable revealed that the chorus teacher was soliciting \$45,000 from a third party to subsidize the cost of a field trip not authorized by the former principal. During the investigation, the teacher acknowledged responsibility for the solicitation memorandum, as well as a flyer where parents were being advised of a chorus performance where students would be receiving a performance grade for their participation.
- 1.5. This teacher also collected monies from students and parents. However, the funds were deposited with MECA and not with the school.
- 1.6. The investigation identified several parents that were due refunds amounting to \$1,094. One of the refunds for \$585 was issued from the MECA account, while the teacher refunded two parents a total of \$509 from his personal funds.

## RECOMMENDATIONS

- 1.1. **The school should refund \$477 to those students identified during the investigation.**

**Person(s) Responsible:** Principal, Assistant Principal and Treasurer

**Management Response:** The Principal held a meeting with the Treasurer and school personnel to discuss procedures outlined in the *Manual of Internal Fund Accounting* which establishes the procedures for fundraising activities, Section IV, Chapter 2.

The school will refund the \$477 to the students identified during the investigation. A log of attempts and contacts will be kept. Students receiving refunds will sign documentation to account for the disbursement.

- 1.2. **Discuss and reinforce with staff, parents, and the community, the procedures relative to fieldtrips, fund-raising, solicitation of funds, as well as the provisions and restrictions regarding fund-raising activities of school allied organizations.**

**Person(s) Responsible:** Principal, Assistant Principal and Treasurer

**Management Response:** The Principal met with the Assistant Principal and involved personnel and apprised them of the audit findings. The Treasurer conducted training at the beginning of the school year for all club sponsors, coaches, team leaders and administrators for the purpose of clarifying fundraising guidelines to ensure the adherence to procedures outlined in the *Manual of Internal Fund Accounting*, Fundraising Section IV, Chapter 2-1. This workshop was a prerequisite for sponsorship and any fundraising activities.

Staff members involved with fundraising activities were instructed to sign for receipt books from the treasurer and sign a document stating they must issue receipts for all funds collected and deposited with the treasurer on the same day of collection. The Assistant Principal has been assigned the responsibility of monitoring internal accounts and fundraising procedures on a weekly basis.

The Principal will meet with the Assistant Principal and Treasurer on a monthly basis to review issues related to Internal Funds Accounting Procedures.

**1.3. MECA should refrain from accepting revenues raised by school personnel from school-sponsored activities. Furthermore, MECA should turn over to the school any funds currently held in MECA's custody.**

**Person(s) Responsible:**

**MECA**

**Management Response:**

General Procedural Actions

- MECA shall refrain from accepting revenues generated from school personnel as a consequence of school-sponsored fundraising activities.
- The MECA Deposit Form will be modified to include the following statement before the signature line of the school principal: MECA does not accept school site internal funds. Funds raised through school-sponsored activities should be accounted for pursuant to the procedures delineated in the Manual of Internal Fund Accounting for Elementary and Secondary Schools.

School Specific Action

- MECA will return any funds currently in its custody for Charles R. Drew Middle School.

**2. Inadequate Controls Over Financial Activity**  
**Charles R. Drew Middle**

The guidelines set forth in Section II, Chapter 1 of the *Manual of Internal Fund Accounting* prohibit the checking account from being overdrawn and require that disbursements be executed with two manual signatures, one administrative and one clerical employee.

A review of the financial records disclosed the following discrepancies:

- 2.1. On June 23, 2008, the checking account was overdrawn by \$(355). The deficit was corrected the following day and prior to the closing of the year, when the school made a deposit for \$5,830. However, the bank penalized the school \$140 as a result of the deficit.
- 2.2. On July 3, 2008, the school transferred \$10,000 from the Money Market Pool Fund into the checking account. However, as of September 10, 2008, the transaction had not been processed through the MSAF system. This transaction was finally posted to the MSAF system at our request.
- 2.3. Nine checks totaling \$5,032 were cashed by the bank; however, they were only signed by the treasurer. We reviewed all cancelled checks for the 2007-08 fiscal year through July 2008 and no other instances were found.

**RECOMMENDATIONS**

- 2.1. **Strengthen the monitoring over the checking account and the bookkeeping function to ensure that the account has sufficient funds to cover all checks issued, and that financial transactions are timely processed and recorded in the system.**
- 2.2. **Ensure that all checks are dually signed by the Principal/designee and a clerical staff member.**

**Person(s) Responsible:** **Principal, Assistant Principal and Treasurer**

**Management Response:** In order to ensure strict compliance with Board policies and procedures regarding Internal Funds, the following corrective measures and preventive strategies have been instituted:

The Principal met with the Assistant Principal and Treasurer to review the *Manual of Internal Fund Accounting*, Section II, Chapter 2, outlining proper procedures for the collection of monies.

The Principal will review the bank reconciliation, bank statements and checkbook monthly with the Treasurer and the Assistant Principal to ensure documents are being properly maintained.

The Principal instructed the Treasurer to post all transactions on the same day they occur. The Principal will monitor this activity when meeting monthly with the Treasurer to ensure compliance with proper receipting and depositing procedures.

The Assistant Principal will review the Check Requisition and supporting documentation before submitting to the Principal for signature. The Principal will review documents and verify his is the second signature on the check.



**3. Inadequate Control Over Purchasing  
And Disbursements  
Charles R. Drew Middle**

Section II, Chapters 4 and 5 of the *Manual of Internal Fund Accounting* establishes the procedures regarding the disbursement function and required documentation. Additionally, Section III, Chapter 9, of the *Manual of Internal Fund Accounting* specifies that equipment items with an individual cost of \$1,000 or more should not be purchased with funds from the Instructional Materials and Supplies (Fund 9) account.

Our sample of disbursements disclosed that:

- 3.1. Although purchase orders are required for purchases individually costing \$100 or more, the school was not always processing purchase orders to approve the purchases and encumber funds.
- 3.2. Invoices were either paid late or posted late to the MSAF system; signatures were not affixed to the invoices to indicate that goods and services had been received; and some of the invoices reviewed were not itemized. We also found purchases where documentation attached to the check requisition was something other than an invoice.
- 3.3. Two purchases individually costing over \$1,000 but less than \$5,000 were made and the minimum of three documented telephone quotes were not included as part of the documentation. One of these purchases (a microphone system) was improperly charged to the Fund 9 account; and the equipment was not labeled for property control purposes. The necessary paperwork to request the tagging of the equipment was submitted to Property Accounting at our request.

**RECOMMENDATIONS**

- 3.1. **Review with staff the procedures for authorizing purchases and processing disbursements, and strengthen the overall review of purchases and disbursements.**
- 3.2. **Ensure that property purchased with internal funds is reported and tagged for property control purposes.**

**Person(s) Responsible:** Principal, Assistant Principal and Treasurer

**Management Response:** The Principal reviewed Section II, Chapters 4 and 5 of the *Manual of Internal Fund Accounting*, outlining disbursement and bidding procedures with appropriate staff.

The Principal instructed the Treasurer and the Assistant Principal, effective immediately, no checks will be signed unless accompanied by the proper supporting documentation. These documents will undergo a final review with the Principal, the Treasurer, and Assistant Principal during the monthly bank reconciliation meeting, and prior to the principal signing the monthly reconciliation. Any discrepancies will be addressed for immediate corrective action.

The Principal instructed the Treasurer to use the Purchase Order Requisition Worksheet (FM-4255) to initiate the documentation process for all purchases including those that require securing three quotes. Once the PO has been approved for processing, the posting into MSAF must be completed on the same day. The receipt of goods must be properly documented and attached to the invoice and other appropriate documents. These items will be reviewed at the monthly bank reconciliation meeting.

**4. Late Payments And Disbursements  
Inadequately Documented  
*Miami Jackson Senior***

Section II, Chapters 4 and 5 of the *Manual of Internal Fund Accounting* require that all disbursements have proper documentation in the form of an original invoice itemizing the items purchased or the services rendered. Furthermore, invoices must include the signature of the employee certifying that goods/services were received and payment is in order. The procedures also require that payment to vendors be made on a timely basis; within 30 days of satisfactory receipt of goods/services, unless special arrangements with the vendor are agreed upon and obtained in writing.

The review of a sample of disbursements records and the year-end Outstanding Liabilities Report disclosed the following discrepancies:

- 4.1. The year-end Outstanding Liabilities Report disclosed a total of ten unpaid invoices amounting to \$14,029. Invoice dates ranged between November 2007 and May 2008. All these invoices were paid on July 2008. In two other instances, invoices amounting to \$8,561 were paid late. Delays ranged from 19 to 275 days.
- 4.2. The Outstanding Liabilities Report cited above listed the final yearbook payment for \$10,132. Upon review of the supporting documentation for this payment, we found a statement of account in lieu of an itemized invoice. At our request, a final yearbook invoice was obtained by the school, which revealed that 200 yearbooks had been purchased. Of this total, 82 yearbooks with an individual cost of almost \$90 remained unsold at the end of the year.
- 4.3. In 15 instances, invoices did not include signatures to indicate that goods or services had been received. Total invoices amounted to approximately \$3,000.

**RECOMMENDATIONS**

- 4.1. **Review disbursement function with the treasurer and staff to ensure they have an understanding of the procedures to follow.**
- 4.2. **Monitor the disbursement function to ensure compliance with the requirements and the timeliness of payments.**

**Person(s) responsible:** **Principal, Vice Principal and Treasurer**

**Management Response:** In order to ensure compliance with School Board policies and procedures regarding Internal Funds, the following corrective measures and preventive strategies have been instituted:

The Principal met with the Treasurer and the Assistant Principal and reviewed the *Manual of Internal Fund Accounting*, Section II, Chapters 4 and 5, as it relates to proper documentation of disbursements and expenditures.

The Miami-Dade County Public Schools Internal Funds Business Manager has met with the Principal and New Treasurer for an Internal Funds Review of the existing accounts including disbursements procedures and the implementation of operational guidelines on three occasions.

A subsequent meeting was held on January 5, 2009, with the Vice Principal and Treasurer to review all accounts and transactions to date. The Principal directed the Treasurer to pay all invoices in a timely manner.

The Assistant Principal will meet with the Treasurer on a weekly basis to review proper documentation in form of original invoices itemizing the items purchased or the services rendered to ensure timely payment of invoices and/or requisitions.

The Principal will meet with the Treasurer on a monthly basis to review all transactions processed through internal funds to ensure proper accounting procedures have been followed and ensure the timely payment of invoices.

A meeting was held January 5, 2009, with club sponsors and athletic coaches to review the procedures for placing orders for goods or services. These procedures included detailed information from the time of the request to the eventual payment for goods or services received.

The Treasurer attended a three day Internal Fund Training. The information gained will enable the Treasurer to have a better understanding of proper Internal Funds Accounting Procedures to avoid future audit findings.

**4.3. Review the yearbook activity with staff to ensure that the number of books ordered is commensurate with student demand.**

**Person(s) responsible:** Principal, Vice Principal,  
Treasurer and Yearbook Sponsor

**Management Response:** The Principal reviewed Section IV, Chapter 6 of the *Manual of Internal Fund Accounting* which establishes the procedures for conducting the year book activities with the Yearbook Advisor, Activities Director, Vice Principal and Treasurer during a meeting.

The school contacted the yearbook vendor and reduced the number of yearbooks from 200 to 150 in an effort to minimize the number of yearbooks to inventory.

Procedures were put in place to maintain monthly itemized information of sales, advertising commitments and invoices. Additionally, a new aggressive advertising campaign has started to ensure all students are aware of the limited availability of the 2009 Yearbook and how to purchase a copy.

The Principal, Vice Principal, Treasurer and Yearbook Sponsor will meet each month to monitor the number of books sold and to review the revenues generated to date as compared to the projected cost to ensure compliance.

## **PAYROLL**

### **5. Improper Recordkeeping And Reporting Of Payroll** ***Charles R. Drew Middle***

The *Payroll Processing Procedures Manual* establishes the procedures for documenting, recording, and reporting payroll. According to the *Manual*, the Daily Payroll Attendance Sheet is a critical document in the payroll process. Accordingly, its accuracy and completeness are of paramount importance to school site administration that customarily would rely on this document to certify that the payroll information being reported is correct.

We reviewed sampled pay periods in April, May and August 2008. Payrolls dated prior to July 2008 were approved by the former principal, while payrolls subsequent to July were approved by the current Principal. We found the following discrepancies:

- 5.1. In all pay periods reviewed, the cafeteria manager recorded the attendance on the Daily Payroll Attendance Sheets on behalf of the cafeteria staff. This practice was discontinued during the audit. Pursuant to the current principal's instructions, all cafeteria workers are required to report to the main office to sign in and out on the attendance records.
- 5.2. In 23 instances, hourly-paid and daily-paid payroll records contained several errors. These included errors when calculating the hourly payroll; instances where employees did not indicate their presence on the Daily Payroll Attendance Sheets and were reported present; instances where the leave reported was incorrect; as well as instances where leave cards were not prepared or not signed by the principal or his designee.
- 5.3. In 17 instances, the substitute teachers' payroll corresponding to payrolls approved by the former principal contained errors. Specifically, we found instances where a substitute teacher was requested; however, the teacher being substituted for was reported present, or the name of the employee being substituted was not provided. We also found instances where two or more substitutes were requested to cover one teacher on the same day. These errors were found in the payrolls approved by the former principal.

Those payroll errors verifiable by the auditor during the audit were corrected.

## RECOMMENDATIONS

- 5.1. Review with staff the procedures for documenting the attendance on the Daily Payroll Attendance Sheets, and strengthen the overall review of payroll and records.
- 5.2. Review with staff the procedures for documenting leave, especially when substitutes are required to cover instructional personnel.

**Person(s) Responsible:** Principal, Assistant Principal and Payroll Clerk

**Management Response:** The following corrective measures and preventive strategies have been instituted to ensure accurate monitoring and processing of payroll records.

As a part of the Opening of School meeting, the Principal reviewed payroll reporting procedures with the entire faculty and staff, emphasizing sign in/out procedures, completing leave cards and submitting temporary duty forms.

The Principal reviewed with the Payroll Clerk and Assistant Principal the *Payroll Processing Procedures Manual*, focusing on the procedures to document, process, and approve payroll. A system was established to provide for the careful review of the Daily Payroll Attendance Sheet by both the Payroll Clerk and the Assistant Principal. This will ensure that all employees sign in/out on a daily basis and proper notations are made, i.e., "S" for sick, "A" for LWOP, etc., on the Daily Payroll Attendance Sheet, when employees are out of the building.

The Principal met with the Payroll Clerk and the Assistant Principal to instruct them that staff should not be reported present when they fail to sign in. Staff will be notified in writing of their failure to follow payroll procedures. Those instances where staff fails to submit a written explanation may require the reporting of leave without pay.

The Principal or Assistant Principal will continue to review payroll procedures with all staff as detailed in the school's faculty/staff handbook and the *Payroll Procedures Manual*. Particular emphasis will be placed upon areas of concern identified in the audit in order to prevent recurrence.

## PROPERTY MANAGEMENT

### **6. Inadequate Controls Over Property Inventory Result In Loss Of Equipment *Booker T. Washington Senior***

The *Manual of Property Control Procedures* establishes the guidelines for recording and managing property. According to Section 4 and pursuant to Chapter 10.400 of the Auditor General, State of Florida, an inventory of all property shall be taken once every fiscal year. Items on record which cannot be found will be listed as “unlocated” and reported accordingly.

Pursuant to Section 4 of the Manual, losses or damage to School Board property must be promptly reported to the School Police on a Plant Security Report [FM-0366]; however, the reporting must take effect within 24 hours of discovery of the loss.

The School Police is responsible for maintaining records of losses resulting from fire, theft, and vandalism. Upon authorization of the School Police, the losses are removed from property records, subject to final reporting to the School Board.

At this school, the latest property inventory, which was conducted in August 2008<sup>3</sup>, consisted of the physical verification of 985 property items with an individual cost of \$1,000 or more, for a total value of \$2,341,254. Our verification of this property disclosed the following discrepancies:

- 6.1. A total of 18 property items with a total acquisition cost of \$32,024 and a depreciated value of \$8,602 could not be accounted for. Property items included 16 computers with an acquisition cost of \$26,406, an audio tuner with a cost of \$3,997, and a floor cleaning machine with a cost of \$1,621. The date of acquisition for the computers and tuner ranged between 1999 and 2006; while the cleaning machine was acquired in 2006.

The prior physical inventory of property at this school resulted in similar losses. At the time of this inventory, the school was under the oversight of the School Improvement Zone, under a different principal<sup>4</sup>. The staff member responsible for the inventory continued to be employed at this location and was still in charge of the inventory. Subsequent to the audit, the Principal was assigned to another senior high school. Details follow:

- 6.2. The school could not account for ten items with an acquisition cost of \$22,193 and a depreciated value of \$6,244 during the last property inventory, which was conducted back in March 2007. This was discussed

<sup>3</sup> A change of principal took place during July 2008.

<sup>4</sup> Refer to table on page 19 for current and former principals at this school.



with the school staff member in charge of the inventory, who provided a Plant Security Report, after-the fact, as a means to justify the loss of nine of the ten items in question. These documents appeared fabricated to possibly conceal the loss; consequently, we reported this matter to MDCPS Police for investigation. The MDCPS Police investigation substantiated the allegations; and the matter was referred to the Office of Professional Standards for further administrative action.

This is the only school whose property inventory could not be conducted or reported this last fiscal year pending resolution of administrative matters related to the police investigation.

## **RECOMMENDATION**

- 6. Ensure that staff and administration, particularly those in charge of property management, understand and are fully aware of the procedures for accounting for property; and strengthen the management of property items at the school.**

**Person(s) responsible:** **Principal, Principal's Designee,  
Microsystems Technician**

**Management Response:** In order to ensure that property control procedures will result in the proper location, control and safeguarding of all physical property, the new principal has changed the staff who will handle the process and following corrective measures and preventive strategies:

On January 7, 2009 a meeting with the Microsystems technician and principal's designee was held to review Guidelines for recording and managing property in accordance with *The Manual of Property Control Procedures*.

A meeting will be held on January 14, 2009 to review proper property inventory procedures with the entire faculty and staff. The review will address *The Manual of Property Control Procedures*, Section 4 and Chapter 10.400 of the Auditor General, State of Florida, movement of property from one room to another, reporting procedures when property is found missing, as well as procedures for temporary off campus removal of property.

A Property Inventory Confirmation Form (school site form) will be completed by all staff assigned to an identified room. This form will list all equipment assigned to the specific room and verified by employee signature in order to properly track property assigned to individual rooms on campus.

Quarterly school site mini reviews will be conducted to monitor property inventory. The Principal will meet on a monthly basis with the microsystems technician and the Principal's designee to review the property inventory controls

and the corrective action procedures implemented. After each in-house inventory, the principal will meet with the Microsystems Technician and principal's designee to discuss the results. Any discrepancy will be immediately reported for proper follow-up and corrective action.

The Principal's designee and the Principal will investigate for immediate corrective action any items appearing as un-located. Losses resulting from theft, vandalism, etc., will be reported within 24 hours of discovery of loss to M-DCPS Schools Police and a Plant Security Report (Form FM-0366) will be properly processed to ensure the documentation of property inventory. Documentation of such losses will and be maintained by the principal's secretary for audit purposes.

The room where much of the technology equipment is stored gives access to only the principal. This will ensure better control for the distribution and security of property.

## FTE-ELL RECORDS AND PROCEDURES

### 7. Discrepancies In English Language Learners' (ELL) Student Records Resulted in Potential Funding Disallowances *James H. Bright Elementary*

For the 2007-08 school year, guidelines and procedures for maintaining ELL student information were provided through the Division of Bilingual Education and World Languages memoranda, the *District LEP Plan* and *Procedures Manual 2005*.

According to the guidelines, parents 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-4649] must be appropriately initiated and/or updated in a timely manner and maintained in the student cumulative folder.

*J.W. Johnson Elementary School does not have an ESOL program.* All student folders selected for this review corresponded to James H. Bright Elementary School's student population. A review of a sample of 40 ELL student folders disclosed the following discrepancies in 29 student folders (73%):

- 7.1. In 23 instances, the 2007-08 Program Participation section was either left blank, not updated, or the date was incomplete. In three of these instances, an outdated form was used (dated 11-98).
- 7.2. In one instance, page 2 of the Notice to Parents/Guardians of Limited English Proficient (LEP) Students [FM-6576] was missing. Consequently, we were unable to verify the Principal's signature and the date it was signed. In one other instance, the Notice to Parents/Guardians was not filed in the folder.
- 7.3. In six instances, the ESOL Level and Program Update section was not properly completed. Similarly, in two other instances, the Individual ELL/LEP Student Plans were not properly completed.
- 7.4. One Home Language Survey [FM-5196] was not dated.
- 7.5. In four instances, the students' Individual ELL/LEP Student Plan [FM-4649] listed the student's entry date to the ESOL Program that was prior to the assessment date. Similar discrepancies related to dates on these forms included two Individual ELL/LEP Student Plans whose assessment date on the testing materials did not match the ELL/LEP's assessment date.

- 7.6. For five students, LEP committee did not convene or was not documented.
- 7.7. In three instances, an Individual ELL/LEP Student Plan for the 2007-2008 school was either not provided or the one provided was incomplete.

Pursuant to our potential loss calculations, the findings stated above generated a potential loss of \$4,681 in FTE funding to the school.

## **RECOMMENDATION**

7. **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, ELL Teachers, and Data Entry Clerk**

**Management Response:** In order to ensure that ELL Program Record Folders are maintained in compliance with guidelines established by the Florida Department of Education and the District, the Principal will implement the following corrective actions and preventative strategies with regard to maintenance of ESOL Program Record Folders.

The Principal has reviewed with all person(s) responsible all memoranda provided through the Division of Bilingual Education and World Languages and the District Limited English Proficiency (LEP) Plan and Procedures Manual.

The Assistant Principal will ensure that Notice to Parents/Guardians of Limited English Proficient (LEP) Students (FM-6576) notices are accurately completed and disseminated to parents/guardians. All completed LEP forms (FM-6576) will be reviewed by the Assistant Principal for compliance.

All ESOL Program Record Folders for ELL students will be monitored, updated, and reviewed at the beginning of the school year by the Assistant Principal and ELL Chairperson. Each semester, the Program Report Folder will be reviewed by the ELL teachers and the Assistant Principal using an in-house checklist to cross reference all sections of the ESOL Program Report Folders to ensure compliance. In addition, the Data Entry Clerk will be trained by the Assistant Principal to assist parents in the accurate completion of the Home Language Survey (FM-5196). The ELL chairperson will print the J screen from ISIS to compare to the Home Language Survey and ensure that the information is accurate. Any discrepancy found during this review will be addressed and corrected immediately.

The Assistant Principal will monitor the daily attendance bulletin for the registration of new students and will ensure that new students have an accurate Home Language Survey on file at the school. The Program Participation Section (FM-4649) of the ELL Student Plans will be updated annually by the ELL Chairperson in addition to all required informational updates. This process will be reviewed by the Assistant Principal for accuracy.

LEP Committee Procedures and guidelines have been established so that students with six semesters or more in the ELL program are identified immediately and the LEP Committee Meeting convened in a timely manner by the Assistant Principal and the ELL Chairperson. The Oral Language Proficiency Scale (OLPS) Tests are reviewed each semester by the ELL Chairperson to ensure accurate completion including dates and that the assessment results agree with the LEP Plan.

The Data Entry Clerk and subsequently the Assistant Principal will review all related documents for all ELL/LEP students to ensure adequate support for all information in the ISIS database on a quarterly basis. The Principal will randomly review documents to ensure compliance on a quarterly basis.

**8. Improve Recordkeeping and Documentation over English Language Learners' (ELL) Student Records**  
***Olinda Elementary***

For the 2007-08 school year, guidelines and procedures for maintaining ELL student information were provided through the Division of Bilingual Education and World Languages memoranda, the *District LEP Plan* and *Procedures Manual 2005*.

According to the guidelines, parents 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-4649] must be appropriately initiated and/or updated in a timely manner and maintained in the student cumulative folder.

At this school and during survey period 3, we calculated that ESOL funding generated from student program participation amounted to approximately \$11,306. During our review, we found that only 15 students participated in the ESOL Program. However, of ten student folders reviewed, we found discrepancies in seven of these folders (70%). Although this is a relatively small program and calculated losses were not significant, the sample's high error rate requires management's immediate attention. Details follow:

- 8.1. Four individual ELL/LEP Student Plans [FM-4649] were not properly completed. We found instances where the School Information and ESOL Level and Update sections were not completed. Also, the LEP Committee meeting participants did not sign in one of the ELL/LEP Plans; instead, the names of the committee members were printed.
- 8.2. Four Home Language Surveys [FM-5196] were not properly completed. Specifically, they were not dated, or the questionnaire answers were either incorrectly completed or not answered.

Pursuant to our potential loss calculations, the findings stated above generated a potential loss of \$929 in FTE funding to the school.

**RECOMMENDATION**

- 8. **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, and Registrar**

**Management Response:** In order to ensure that all ELL Program Record Folders are properly maintained in compliance with guidelines established by the Florida Department of Education and the District, the Principal will implement the following corrective actions and preventive strategies with regard to the maintenance of all ELL Program Folders.

The Principal has reviewed with the responsible personnel all memoranda provided through the Division of Bilingual Education and World Languages and the District Limited English Proficiency (LEP) Plan and Procedures Manual.

A school generated procedural checklist for registering students will be developed and maintained in a specialized binder located in the main office to ensure the appropriate monitoring of ELL documents by responsible personnel. The Registrar will be responsible for completing the checklist for all new students registering as well as for all students transferring from other schools within Miami-Dade County Public Schools. To ensure that the proper procedures are followed, the Registrar will initial the checklist during the student registration process. The Assistant Principal will be responsible for monitoring the procedural checklist on a weekly basis.

All ESOL Program Record Folders for ELL students will be monitored, updated, and reviewed at the beginning of the school year by the Assistant Principal and ELL Chairperson. Each semester, the Program Report Folder will be reviewed by the ELL teachers and the Assistant Principal to ensure all sections of the ESOL Program Report Folders have been properly updated and are in compliance. In addition, the Data Entry Clerk will be trained by the Assistant Principal to assist parents in the accurate completion of the Home Language Survey (FM-5196). The ELL Chairperson will print the J screen from ISIS to ensure that the information in ISIS matches the Home Language Survey. Any discrepancy will be addressed and corrected immediately.

The Assistant Principal will monitor the daily attendance bulletin for the registration of new students and will ensure that new students have an accurate Home Language Survey on file at the school. The Program Participation Section (FM-4649) of the ELL Student Plans will be updated annually by the ELL Chairperson in addition to all required informational updates. This process will be reviewed by the Assistant Principal for accuracy.

Furthermore, monthly ELL meetings will be held by the Principal and the Assistant Principal to ensure continuous program and cumulative record review. These meetings will ensure that progress monitoring, LEP Committees, and pertinent ELL forms are accurately completed to further ensure ELL compliance.

**9. Improve Recordkeeping and Documentation over English Language Learners' (ELL) Student Records  
*Santa Clara Elementary***

For the 2007-08 school year, guidelines and procedures for maintaining ELL student information were provided through the Division of Bilingual Education and World Languages memoranda, the *District LEP Plan* and *Procedures Manual 2005*.

According to the guidelines, parents 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-4649] must be appropriately initiated and/or updated in a timely manner and maintained in the student cumulative folder.

A review of a sample of 20 ELL student folders disclosed the following discrepancies in 13 student folders (65%). Although calculated losses were not significant, the sample's high error rate requires management's immediate attention:

- 9.1. Eleven individual ELL/LEP Student Plans [FM-4649] were not properly completed. We found that School Information and ESOL Level and Update sections were not completed. In some cases, information was manually changed to reflect the current school year information.
- 9.2. Five Home Language Surveys [FM-5196] were not properly completed. One was entirely blank; the others did not have a date or were edited by a person other than the person who completed the survey.
- 9.3. Two Notice to Parents/Guardians of Limited English Proficient (LEP) Students [FM-6576] were not evident.
- 9.4. One student was tested in August 2007 and the information was not indicated in the LEP Plan.

Pursuant to our potential loss calculations, the findings stated above generated a potential loss of \$2,076 in FTE funding to the school.

**RECOMMENDATION**

- 9. 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, ESOL Chairperson,  
Data Input Specialist**

**Management Response:** In order to ensure that ELL Program Record Folders are maintained in compliance with guidelines established by Florida Department of Education and the District, the Principal will implement the following corrective actions and preventive strategies with regard to maintenance of ELL Program Record Folders.

The Principal has reviewed with all persons responsible all memoranda provided through the Division of Bilingual Education and World Languages and the District LEP Plan and Procedures Manual.

All ESOL Program Record Folders for LEP students will be monitored, updated, and reviewed at the beginning of the school year by the Assistant Principal and ESOL Chairperson. The Program Participation Section of the ELL Student Plans (FM-4649) will be updated annually by the ESOL Chairperson and monitored by the Assistant Principal for accuracy. To ensure compliance, each semester, the WLEP folders will be reviewed by the ESOL teachers, the ESOL Chairperson and the Assistant Principal using a regional center checklist to cross reference all sections of the ESOL Program Folder. The Assistant Principal will monitor and check all documents to ensure that they are all computer-generated, and that no manual changes are made. If there are any corrections, a memorandum will be written to explain the changes.

The Assistant Principal will monitor the daily attendance bulletin for the registration of new students and will ensure that the new students have an accurate Home Language Survey (FM- 5196) on file at the school.

The Data Input Specialist will assist parents in the accurate completion of the Home Language Survey to ensure that all required information is provided. At the time of registration for a transfer student, the Data Input Specialist will review the Home Language Survey and ISIS for accuracy and consistency to ensure that all information matches (dates, language of parents and students, three questions that must be answered on the survey, and parent signatures). If the information is not accurate, the Data Input Specialist will contact the prior school for clarification and corrections.

The Assistant Principal will ensure that the Notice to Parents/Guardians of Limited English Proficient (LEP) Students (FM-6576) notices are accurate, completed and disseminated. A random review of completed forms (FM-6576) will be reviewed by the Principal for compliance.

A school generated checklist will be utilized to cross reference all sections of the ELL Program to ensure compliance. The ELL Chairperson will print the J screen from ISIS to ensure that the new test scores are reflected in the WLEP Plan, and correlates with the information recorded in the OLPS-R.

The Principal will meet with the Assistant Principal on a quarterly basis to review compliance with the established procedures. Additionally, school staff will avail themselves of training opportunities and assistance provided by the Office of Bilingual Education. The Principal will monitor all aspects of ELL programs to ensure that the school is in compliance with the established procedures.

## FTE-SPECIAL EDUCATION RECORDS AND PROCEDURES

### 10. Discrepancies In Special Education Student Records Resulted In FTE Funding Disallowances *James H. Bright & J.W. Johnson Elementary*

Section D of the *Local Education Agency (LEA) Implementation Guide* requires that all special education 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 is used to determine the cost factor for special education students based on the decisions made by the Individual Education Plan (IEP) Committee. 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 sample of 16 student folders was selected from both James H. Bright Elementary and J.W. Johnson Elementary<sup>5</sup> student population as follows: 13 special education (SPED) student folders from James H. Bright Elementary (which included two gifted); and three special education (SPED) student folders from J.W. Johnson Elementary. Our review of the records revealed the following discrepancies in three student folders (19%):

- 10.1. One student attending J.W. Johnson Elementary School was categorized to receive \$15,012 in funding for the 2007-08 school year; however, according to the Matrix of Services form [FM-5582] corresponding to the Individual Education Plan (IEP) [FM-4953] in effect for the October and February FTE surveys, this student was eligible to receive funding in the amount of \$4,340. An amendment to the Department of Education Correction System (DECO) in the amount of \$10,672 (for both surveys 2 and 3) was required to realign the funding with the services. However, at the time of our audit, the deadline for DECO amendments corresponding to survey period 2 had already expired and only one-half of the adjustment was being processed.
- 10.2. In two other instances, the IEP form and the corresponding Matrix of Services form did not agree. Specifically, the related services and program eligibility listed on the IEP were not listed on the Matrix of Services' *Areas of Eligibility* section. Pursuant to our calculations, the error generated a potential loss of \$5,336 in FTE funding for one student. For the other student, the error represented a lapse in compliance which did not affect funding levels. *Both students attended James H. Bright Elementary School.*

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<sup>5</sup> James H. Bright and J.W. Johnson Elementary Schools report under the same principal.

## RECOMMENDATION

10. **Ensure that all SPED folders contain current IEPs and Matrix of Services forms which have been properly completed, reviewed and updated. The Special Education staff should review the students' cumulative folders and determine that forms such as IEPs and Matrix of Services, etc., are accurate and filed immediately after the information is entered into Integrated Student Information System (ISIS). This coordinated effort should 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, and SPED Teachers

**Management Response:** In order to ensure all SPED cumulative folders contain current IEPs, EPs, and Matrix of Services forms which have been properly completed, reviewed, and updated, the Principal has implemented the following immediate corrective actions and preventive strategies.

The Principal designated the Assistant Principal as the Local Education Agency (LEA) representative at the beginning of the 2008-2009 school year. The Principal met with the LEA and SPED teachers to address procedures and monitoring strategies required to ensure compliance with SPED guidelines. In addition, the Principal reviewed the Matrix of Services Handbook 2004 Revised Edition with the LEA and SPED teachers to ensure understanding and compliance with all aspects of the Matrix of Services document [FM-5582].

The Principal directed staff to review the SPED records. Utilizing the SPED Standards Record Review form [FM-7069], designated SPED teachers performed a self-audit of all SPED student cumulative folders at James H. Bright Elementary and J. W. Johnson Elementary to ensure that all SPED records are in compliance. As part of this process, the designated SPED teachers will ensure that parents were notified of all applicable meetings using the Notification of Meeting form and that the signed original of the form is attached to the IEP.

The LEA reviewed each Matrix of Services form to ensure its accuracy and compared it with the IEP to ensure that the information on both forms is in agreement. In the event that a SPED record was found to be out of compliance, the cause of the error was determined, and corrective action based on approved practices was taken.

Preventive strategies that were immediately implemented to ensure that all SPED folders contain current IEPs, EPs, and Matrix of Services forms which have been properly completed, reviewed, and updated include the following:

Immediately following initial staffing and IEP/EP Conferences, the LEA will utilize the SPED Standards Record Review Form [FM-7069] to ensure that SPED folders are in compliance with SPED guidelines before they are filed. The LEA will be responsible for ensuring that each SPED student's Matrix of Services is accurately prepared and in agreement with the Individual Educational Plan [FM-4953]. The LEA will make sure that the Special Consideration Section of the Matrix of Services forms is appropriate for each student and correctly calculated. The accuracy of calculations will be verified as part of the Matrix of Services review process.

The SPED Services Data Input Sheet (FM-6487) will be completed at all meetings and reviewed by the LEA for accuracy before signing. The LEA will forward the data input sheet to the Registrar who will be responsible for entering all data from the Student Services/ESE Services Data Input Sheet [FM-6487]. The LEA will verify that data entered in ISIS matches the information reflected on the data entry form. Any discrepancies will be discussed and immediately corrected. Upon verification, the LEA will instruct the appropriate SPED teacher to file the SPED folder in the appropriate student cumulative folder.

A data input log will be maintained by the Registrar and LEA to ensure that all SPED Services Data Input Sheet information is inputted accurately and in a timely manner. A print of the screen displaying data entered will be attached and filed in the Data Input Log Book for future reference. The Principal will randomly monitor and review a percentage of SPED records on a quarterly basis.

All incoming cumulative student records of SPED students will be reviewed by the registrar and LEA for accuracy and proper documentation and to ensure that the PF17 screen documents the Matrix score that correlates to the IEP. All incoming SPED cumulative records will be forwarded to the Assistant Principal for further review and acquisition of missing documents. The Principal will be notified in writing of any missing or non-compliant records. All non-compliant documents will be corrected as appropriate after a final review by the Principal.

The Principal and Assistant Principal will conduct quarterly mini-reviews along with SPED teachers from our school to ensure future compliance with accepted SPED guidelines. The SPED Standards Record Review (FM-7069) form will be utilized. In addition, the cumulative records of all SPED students with a Matrix of Services level of 254 or 255 will be thoroughly reviewed.

All SPED teachers will be provided professional development relating to SPED recordkeeping. The professional development will be conducted by in-house personnel twice a year.

**11. Discrepancies In Special Education Student Records Resulted In FTE Funding Disallowances**  
***Gratigny Elementary***

Section D of the *Local Education Agency (LEA) Implementation Guide* requires that all special education 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 is used to determine the cost factor for special education students based on the decisions made by the Individual Education Plan (IEP) Committee. 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.

A review of a sample of 13 special education (SPED) folders, which included five gifted, revealed the following discrepancies in four student folders (31%):

- 11.1. In one instance, the Matrix of Services [FM-5582] corresponding to the Individual Education Plan (IEP) [FM-4953] in effect for the February FTE survey for special education students was not reviewed. For this same student, student was categorized to receive \$3,753 in funding for the February 2008 FTE survey; however, according to the Matrix of Services, this student was only eligible to receive \$1,085. An amendment to the Department of Education Correction System (DECO) for this student was required for survey 3, in the amount of \$2,668, to realign the funding with the services.
- 11.2. Program eligibility in one IEP did not agree with its corresponding Matrix and another Matrix had an incomplete review date.
- 11.3. One interim Education Plan (EP) [FM-6329] form was not dated.

**RECOMMENDATION**

- 11. **Ensure that all SPED folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed and updated. Funding allocated should be properly supported by a Matrix of Services form and accurate information should be entered into 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,  
SPED Chairperson, SPED Teachers**

**Management Response:** In order to ensure that all SPED student folders are properly maintained and are in full compliance with the guidelines established by the State of Florida, Department of Education and the District, the Principal has implemented the following corrective actions and preventive strategies for the proper maintenance of student SPED records.

The principal reviewed with all designated individuals the State of Florida, Department of Education's *Matrix of Services Handbook 2004 Revised Edition* and the Local Education Agency (LEA) requirements to ensure strict adherence to the established procedures for the maintenance of SPED folders, to include documents relevant to FTE funding. The principal instructed the assistant principal to convene with the SPED Chairperson and SPED Teachers on a quarterly basis to review all IEP/EP folders, utilizing the *SPED Standards Record Review* form (FM-7069) and the *Gifted–Elementary FTE Pre-Audit Checklist* to ensure full compliance.

The principal instructed the assistant principal to document in writing, any regulatory discrepancies for immediate corrective action. The principal will meet with the assistant principal and the SPED Chairperson periodically to review any submitted document to ensure that all information in the students' folder is accurate, up-to-date and is reflected in the Integrated Students Information System (ISIS). The assistant principal was assigned to work collaboratively with the registrar to ensure records are accurately coded. The registrar will print copies, as appropriate, of changes made to SPED student records and will submit copy to the assistant principal. The assistant principal and the SPED Chairperson will maintain copies of all required forms for continuous facilitation and implementation. Additionally, the SPED Chairperson and SPED Teachers have attended Matrix of Services training.

Cumulative student records of incoming SPED students will be reviewed by the registrar and the assistant principal for accuracy and proper documentation and to ensure that the PF17 screen documents the Matrix score that correlates to the IEP. All incoming SPED cumulative records will be forwarded to the assistant principal for further review and acquisition of missing documents. The Principal will be notified in writing of any missing or non-compliant records. All non-compliant documents will be corrected as appropriate after a final review by the Principal.

Gratigny Elementary will continue to refine its procedures and processes in order to be in compliance with all required guidelines. It is expected that after implementation of the above mentioned recommendations, future audit results will be satisfactory.

## **TITLE I PROGRAM-EXPENDITURES**

### **12. Ineffective Monitoring Of Title I Accounts Resulted In Hourly Deficit Balances And Under-Utilization In Non-Salary Accounts M. A. Milam K-8 Center**

Chapter I of the *Title I School-Based Budget System Manual* states that part-time salary accounts must be budgeted to cover the related expenditures. In the event that actual expenditures may exceed initial budgeted amounts, available funds from other program account structures must be transferred to the hourly payroll accounts to cover the expenditures.

Also, Title I program funds not spent or encumbered by year-end are lost as they cannot be re-budgeted the following year. While funds should not be spent unnecessarily as identified in Section B of the *Title I Administration Handbook*, good budget planning and continuous monitoring of account balances are essential to ensure that precious funding resources are used to their maximum intended purpose.

Our review of expenditures posted to the School-wide program disclosed the following:

- 12.1. Hourly salary expenditures charged to the Hourly Employee account exceeded the budgeted amount by \$14,889.
- 12.2. The school had budgeted \$27,693 under various account structures for the procurement of goods and services. Goods and services allowed under Title I guidelines include: school supplies, field trips, travel, and computer equipment and peripherals, among others. However, as of June 30, \$9,513 (34%) of the total budgeted amount remained unspent and unable to be rolled over to the next year's activities.

### **RECOMMENDATIONS:**

- 12.1. **The school administration should monitor account balances and request budget transfers, as needed, to cover total projected expenditures.**
- 12.2. **The school administration should develop appropriate spending plans for Title I program funds in order to maximize their use.**

**Person(s) responsible:**                      **Principal, Assistant Principal, Principal's Secretary**



**Management Response:** The principal has reviewed with all person(s) responsible the *2008-2009 Title I Handbook*, focusing on the procedures to document, process and monitor the expenditure of Title I funds. A system has been established to ensure the proper monitoring of all Title I expenditures and the hiring of personnel in Title I programs. No employee will be hired under a Title I program without the consent of the principal. The principal will print and review the Cliff Reports weekly and will monitor Management Science of American Finance (MSAF) account balances to ensure that Title I accounts do not exceed the budgeted amounts.

The principal will adhere to all of the policies and procedures established in the *Title I School-Based Budget System Manual* and complete a budget transfer if needed to cover any negative balances.

In order to ensure that Title I funds are used to supplement the school's curriculum, all purchase requisitions for non-salary items, which originate at the school level will be prepared and submitted utilizing the MSAF Purchasing System and processed appropriately. Approval and monitoring will be conducted on a weekly basis and all requisitions will be entered before the January 30, 2009 deadline.

**13. Title I Program Payroll Expenditures -  
Account Balances Improperly  
Monitored and  
Payroll Expenditures  
Improperly  
Documented And/Or  
Questionable  
*Charles R. Drew Middle***

Title I program funds not spent or encumbered by year-end are lost as they cannot be re-budgeted the following year. While funds should not be spent unnecessarily, good budget planning and continuous monitoring of account balances are essential to ensure that precious funding resources are used to their maximum intended purpose. Also, Chapter I of the *Title I School-Based Budget System Manual* states that part-time salary accounts must be budgeted to cover the related expenditures. In the event that actual expenditures may exceed initial budgeted amounts, available funds from other program account structures must be transferred to the part-time payroll accounts to cover the expenditures.

According to general Title I Program guidelines, grant funds must be used to *supplement* the existing instructional program at a school, and not to *supplant* funding sources previously established for the existing program. Furthermore, salary expenditures must directly relate to activities associated with the grant. Regarding payroll expenditures, and pursuant to the requirements of The Office of Management and Budget's (OMB) Circular A-87 *Cost Principles for State, Local and Indian Tribal Governments*, where employees are expected to work on a single federal award or cost objective, charges for their salaries and wages must be supported by periodic certifications *that the employees worked solely on that program for the period covered by the certification*.

Our review of Title I program payroll expenditures encompassed a review of amounts budgeted versus amounts spent for the year, as well as the job duties and responsibilities of employees paid with Title I funds. The Payroll Certification Report corresponding to the period between February 22<sup>nd</sup> and March 30<sup>th</sup>, 2008 was reviewed to select a sample of employees paid with Title I grant funds. Our review disclosed the following:

- 13.1. During the 2007-08 fiscal year, salary expenditures charged to two Hourly Employee accounts exceeded the budgeted amount by \$915 and \$3,557, respectively; while the Hourly Temporary Instructor account had a year-end balance of \$2,937. Similarly, non-salary accounts used for the purchase of supplies and other similar goods/purchases, disclosed a combined year-end balance of \$3,500. Even though funds were available in some of these accounts, account transfers were not made prior to the end of the fiscal year to cover hourly payroll account deficits.

- 13.2. We verified the job duties of staff funded with Title I program funds from the job descriptions and inquiries with staff an administration on-site, since work schedules detailing the work performed were not being maintained. According to our inquiries, and contrary to Title I criteria, two individuals were hired to perform clerical work at the school; however, their jobs duties were not solely related to the Title I program. In addition, one other individual was hired as the part-time Community Involvement Specialist; however, this individual was performing the duties of the registrar. The total amount paid during the 2007-08 fiscal year was \$19,232, excluding fringe benefits.

## **RECOMMENDATIONS**

- 13.1. The school should develop appropriate spending plans for Title I program funds in order to maximize their use. Consequently, hourly accounts should be monitored periodically to ensure that established budgets are not exceeded and request budget transfers, as needed, to cover hourly payroll expenditures.**

**Person(s) Responsible:** Principal, Assistant Principal and Payroll Clerk

**Management Response:** A system has been established to provide proper monitoring of all Title I expenditures. Supervisory roles of persons responsible for expenditures were defined so that Title I accounts do not end the year with a negative balance.

The Principal will monitor the FR 05-08 to ensure funding sources are sufficient to cover annual payroll expenditures on a monthly basis. In addition, the Regional Center Administrative Director for Business/Personnel will assist the Principal in this process.

The Principal will print and review Cliff Reports weekly and monitor MSAF account balances to ensure Title I accounts do not exceed the budgeted amounts. Budget Transfer requests will be processed as needed to cover deficits. No overtime will be authorized under Title I.

- 13.2. Review work schedules and duties of staff funded with Title I programs to ensure that proper funding sources are being used to cover payroll expenditures.**

**Person(s) Responsible:** Principal, Assistant Principal and Payroll Clerk

**Management Response:** The Principal will discuss with staff the proper procedures for placing personnel in the Title I program and will periodically monitor the Title I program accounts to ensure payroll expenditures are charged to the correct program funding structures. The Principal will also review Circular A-87 Payroll Certification Reports to ensure that only authorized personnel will be hired and paid under Title I.

**14. Title I Program Non-Salary Expenditures -  
Questionable or Improperly Documented  
*Charles R. Drew Middle***

Section B of the *Title I Administration Handbook* provides specific guidelines regarding authorized and unauthorized purchases made with Title I funds. According to general Title I Program guidelines, grant funds must be used to *supplement* the existing instructional program at a school, and not to *supplant* funding sources previously established for the existing program. Furthermore, purchases must be related to the core subjects of Math, Reading, Language Arts and Science. Our review of several purchases disclosed the following:

- 14.1. We questioned whether a \$6,000 purchase made with Title I funds was compliant with general Title I program guidelines and subject matter. According to product description and illustrations on the vendor's website, the items purchased consisted of textbooks, workbooks, and kits related to the subject matter of character building, and the promotion of abstinence and healthy marriages. Kits included personal hygiene and skin care products, a hope chest, and a vow kit. We found that the items purchased were distributed to students enrolled in Home Economics as part of their class curriculum. We also found that this expense was only a portion of a \$39,000 purchase initiated and approved by the School Improvement Zone's district management (of which \$6,000 was charged to this school). The remainder was similarly charged to other middle and senior high schools that reported to the School Improvement Zone.
- 14.2. The purchase was improperly charged to the Title I Program Non-capitalized software account.
- 14.3. Of four other purchases tested, the school did not maintain on file copies of invoices, and documentation regarding two purchase orders was missing.

**RECOMMENDATIONS**

- 14.1. Review Title I purchases prior to approval to ensure they directly comply with the requirements of the program, and are charged to the proper account.**

**Person(s) Responsible:**

**School Operations**

**Management Response:** The following preventive strategies will be put in place in order to ensure accurate monitoring and expenditures of Title I funds.

The Title I Handbook regarding procedures to document, process, and monitor Title I Program expenditures has been reviewed with all Regional Superintendents. Information towards this regard will be provided to all principals through District Principal Webcasts, Regional principal meetings at the regions and subsequently, and will also be included in the Opening of Schools Manual for 2009-2010.

Through the District's Money Matters Support Program, monthly webcasts are provided to principals with the objective of improving the fiscal management at the schools. Topics presented include Title I. Participation in the program will be monitored through the District and the Regional Center.

Lastly, the District/Regional Centers will comply with specific Title I Program guidelines regarding *Unauthorized Purchases*. This will ensure that grant funds are utilized to purchase items related to core subjects, in order to supplement existing instructional programs at a school and prevent the supplanting of funding sources previously established for the existing program.

**Person(s) Responsible:**

**Title I Administration Office**

**Management Response:** A weekly briefing will be sent to all principals in Title I Schools with a reminder to review the *Unauthorized Purchases* listing in the 2008-2009 Title I Administration Handbook prior to approving requisitions with Title I Program accounts. This weekly briefing will further advise principals to add the following items to that listing of Title I unauthorized purchases – personal hygiene items, skin care items, abstinence and hope chest items.

The *Unauthorized Purchases* listing in the updated 2009-2010 Title I Administration Handbook will include – personal hygiene items, skin care items, abstinence and hope chest items.

Title I Administration will continue to include requisition and purchasing “do’s and don’ts” on the Title I Administration’s Annual Procedures Meetings agendas for District staff, Regional Centers staff, and principals of Title I schools.

It is expected that the implementation of these recommendations will serve to strengthen the Title I Program requisition/purchasing procedures, and enhance compliance with program guidelines.

**14.2. Maintain on file supporting documentation of all Title I purchases.**

**Person(s) Responsible:**

**Principal, Assistant Principal and Treasurer**

**Management Response:** The Principal will implement the following corrective actions and preventive strategies in order to ensure accurate monitoring and expenditures of Title I funds.

The Principal reviewed with all personnel responsible, the 2007-2008 Title I Handbook, focusing on the procedures to document, process and, monitor Title I Program expenditures.

The Principal instructed the treasurer to use the Purchase Order Requisition Worksheet (FM-4255) to initiate the documentation process for Title I purchases. Once the PO has been approved for processing, the posting into MSAF insuring the correct charge structure is used, must be completed on the same day. The receipt of goods must be properly documented and attached to the invoice and other appropriate documents. This process will be monitored by the Assistant Principal prior to review by the Principal monthly.

## **TITLE I PROGRAM-COMMUNITY INVOLVEMENT SPECIALIST**

### **15. Community Involvement Specialist (CIS) Duties Non-Compliant With Home Visitation And Recordkeeping Requirements *Charles R. Drew Middle***

Pursuant to Section F of the *Title I Administration Handbook*, Community Involvement Specialists (CIS) are hired at the schools to facilitate the implementation and administration of Title I programs. Their main responsibility is to maintain a close relationship between the school, the parents, and the community.

Part of their duties includes maintaining the Parental Involvement Filing System, whose objective is to maintain adequate documentation of all parenting activities. The documentation should include, among others: weekly schedules, calendar of parent activities, monthly reports, telephone contacts, and school-parent compacts. Also, pursuant to the guidelines, the CIS should engage between 70 to 80 percent of his/her time conducting home visits. The following discrepancies were noted:

- 15.1. According to the CIS' monthly reports, 22 home visits were conducted during the year; however, only five were documented. For three of the five visits, the documentation was incomplete in that parent signatures were missing. Similarly, telephone records were incomplete since only nine telephone calls were documented.
- 15.2. The CIS weekly schedule was not maintained. Instead, the same schedule was used for the entire year.
- 15.3. Several items reported on the Parental Involvement Monthly Activities Report could not be traced to the proper support, or did not agree with the support provided. Two of the monthly reports were not signed by the former principal or her designee. Also, the school-parent compact did not include all of the required information.

## **RECOMMENDATIONS**

- 15.1. **Review the responsibilities of the Community Involvement Specialist with the appropriate staff to ensure an understanding of their duties and responsibilities.**

**15.2. Periodically meet with the CIS to monitor schedule of assignment and ensure that proper coverage of parental activities and home visitations is taking place.**

**15.3. Review Parental Involvement Monthly School Reports and ensure that information is properly documented.**

**Person(s) responsible:**

**Principal, Assistant Principal,  
Community Involvement Specialist**

**Management Response:** The Principal and Assistant Principal will review the schedule of assignments weekly to ensure proper coverage of parental activities and home visits are taking place. The Assistant Principal will monitor the Home Visit Log on a weekly basis to ensure the Community Involvement Specialist (CIS) is making the required number of home visits. The Principal will review and sign the CIS Monthly School Report to ensure compliance and proper documentation prior to submissions to Title I Administration.



## 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, 2008, 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 the 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*;
- 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, 2007 through June 30, 2008, payroll, purchasing credit card transactions, and information technology controls included current periods. FTE audits covered the February 2008 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 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. 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 generally accepted government auditing standards, with the exception of the continuing professional education requirement not followed by our property auditors.

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.

## 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, 2008 was 3.79%.

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, 2008, the MDCPS-Money Market Pool Fund's interest rate was 3.79%.

## 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. Once the checks/advice are printed, they are distributed throughout the District by Treasury Management.

## 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. Accordingly, our office conducts yearly inventories at each school of all property items with an individual value of \$1,000 or more, the results of which are reported herein.

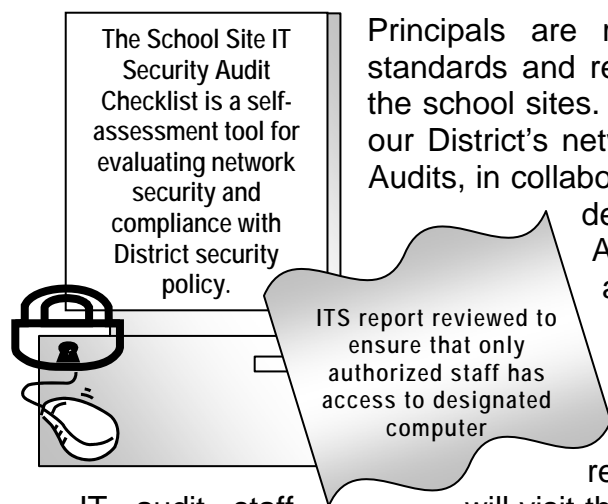
## PURCHASING CREDIT CARD (P-CARD) PROGRAM

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 \$1,000 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 \$1,000 per individual transaction for materials and supplies
- It expedites the procurement process at the schools

## DATA SECURITY MANAGEMENT REPORT AND SCHOOL SITE IT SECURITY AUDIT CHECKLIST



Principals are responsible for ensuring that network security standards and related security procedures are being observed at the school sites. As a means to enhance the safety and security of our District's network, the Office of Management and Compliance Audits, in collaboration with Information Technology Services (ITS), developed a checklist titled "School Site IT Security Audit Checklist". This checklist acts as a self-assessment tool for the schools to evaluate their IT network security and school-site compliance with Network Security Standards and all other related district security policies. Once the checklist is completed, it is submitted to our office for review. As part of the regular school audit process, IT audit staff will visit the schools to verify the accuracy of the information provided on the checklist, and will make recommendations for improving network security as needed.

Principals are also responsible for ensuring that only authorized school staff has access to designated computer applications. Information Technology Services (ITS) produces a quarterly report for each school location titled "Authorized Applications for Employees by Locations Report". Principals are responsible for reviewing this quarterly report to determine the appropriateness of computer applications approved for each school 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 at their 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 effective February 2007.

### **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 2007-08 FY, months selected by the FDOE for these surveys are as follows:

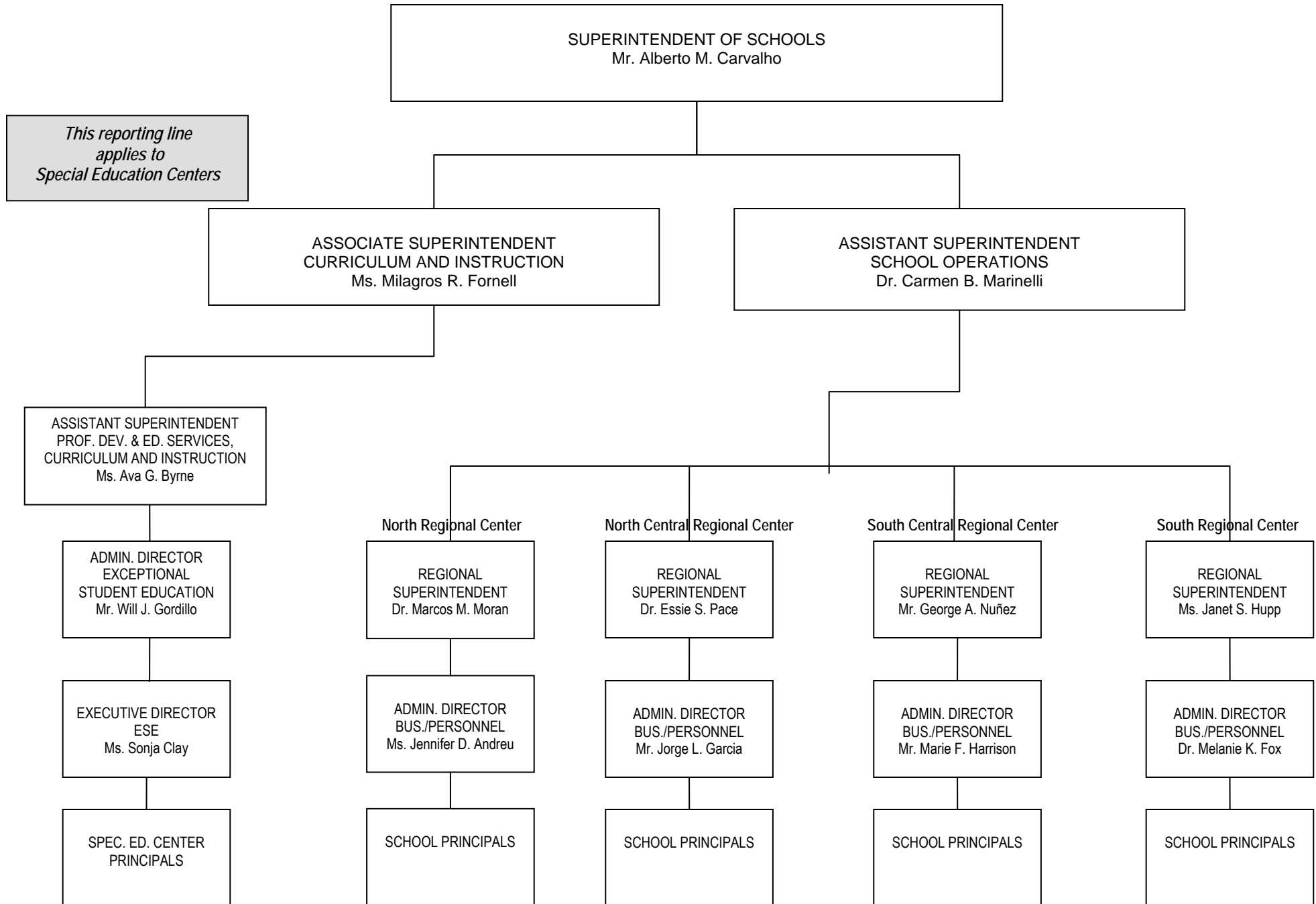
Survey Period No.	Time Period of Survey
1	July (Summer School only)
2	October
3	February
4	June (Summer School only)

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.

## SELECTED SCHOOLS AND CENTERS-ORGANIZATIONAL CHART





**APPENDIX SECTION**  
**MANAGEMENT'S RESPONSES**

## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 9, 2009

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Dr. Marcos M. Moran, Regional Superintendent  
North Regional Center

**BY:** Ms. Anna M. Hernandez, Principal  
M. A. Milam K-8 Center

**SUBJECT:** ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF  
M. A. MILAM K-8 CENTER

The following is submitted in response to the Internal Audit Report of M.A. Milam K-8 Center. This administrator was assigned to the location as approved by the School Board on June 18, 2008.

### RECOMMENDATIONS

- 1.1. The school administration should monitor account balances and request budget transfers, as needed, to cover total projected expenditures.
- 1.2 The school administration should develop appropriate spending plans for Title I program funds in order to maximize their use.

**Person(s) responsible:** Principal, Assistant Principal, Principal's Secretary

**Management Response:** The Principal has reviewed with all person(s) responsible the *2008-2009 Title I Handbook*, focusing on the procedures to document, process and monitor the expenditure of Title I funds. A system has been established to ensure the proper monitoring of all Title I expenditures and the hiring of personnel in Title I programs. No employee will be hired under a Title I program without the consent of the Principal. The Principal will print and review the Cliff Reports weekly and will monitor Management Science of American Finance (MSAF) account balances to ensure that Title I accounts do not exceed the budgeted amounts.

The Principal will adhere to all of the policies and procedures established in the *Title I School-Based Budget System Manual* and complete a budget transfer if needed to cover any negative balances.

In order to ensure that Title I funds are used to supplement the school's curriculum, all purchase requisitions for non-salary items, which originate at the school level will be prepared and submitted utilizing the MSAF Purchasing System and processed appropriately. Approval and monitoring will be conducted on a weekly basis and all requisitions will be entered before the January 30, 2009 deadline.

If any further information regarding the above actions is needed, the Principal of Milam K-8 Center, Ms. Anna Hernandez, may be contacted at (305) 822-0301.

## APPENDIX-MANAGEMENT’S RESPONSE

cc: Dr. Carmen B. Marinelli  
Dr. Daniel Tosado  
Ms. Jennifer D. Andreu  
Ms. Cynthia Gracia  
Mr. Richard M. Vidal

## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 6, 2009

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Mr. George A. Núñez, Regional Superintendent  
South Central Regional Center

**BY:** Ms. Rhonda Y. Williams, Principal  
Booker T. Washington Senior High School

**SUBJECT:** ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF  
BOOKER T. WASHINGTON SENIOR HIGH SCHOOL

### RECOMMENDATION

#### Controls Over Property Inventory

1. Ensure that staff and administration, particularly those in charge of property management, understand and are fully aware of the procedures for accounting for property; and strengthen the management of property items at the school.

**Person(s) responsible:** Principal, Principal's Designee, Microsystems Technician

**Management Response:** In order to ensure that property control procedures will result in the proper location, control and safeguarding of all physical property, the new principal has changed the staff who will handle the process and following corrective measures and preventive strategies:

On January 7, 2009 a meeting with the Microsystems technician and principal's designee was held to review Guidelines for recording and managing property in accordance with *The Manual of Property Control Procedures*.

A meeting will be held on January 14, 2009 to review proper property inventory procedures with the entire faculty and staff. The review will address *The Manual of Property Control Procedures*, Section 4 and Chapter 10.400 of the Auditor General, State of Florida, movement of property from one room to another, reporting procedures when property is found missing, as well as procedures for temporary off campus removal of property.

A Property Inventory Confirmation Form (school site form) will be completed by all staff assigned to an identified room. This form will list all equipment assigned to the specific room and verified by employee signature in order to properly track property assigned to individual rooms on campus.

Quarterly school site mini reviews will be conducted to monitor property inventory. The Principal will meet on a monthly basis with the microsystems technician and the

## APPENDIX-MANAGEMENT'S RESPONSE

Principal's Designee to review the property inventory controls and the corrective action procedures implemented. After each in-house inventory, the principal will meet with the Microsystems Technician and principal's designee to discuss the results. Any discrepancy will be immediately reported for proper follow-up and corrective action.

The Principal's Designee and the Principal will investigate for immediate corrective action any items appearing as un-located. Losses resulting from theft, vandalism, etc., will be reported within 24 hours of discovery of loss to M-DCPS Schools Police and a Plant Security Report (Form FM-0366) will be properly processed to ensure the documentation of property inventory. Documentation of such losses will and be maintained by the principal's secretary for audit purposes.

The room where much of the technology equipment is stored gives access to only the principal. This will ensure better control for the distribution and security of property.

cc: Dr. Carmen Marinelli  
Dr. Daniel Tosado  
Ms. Cynthia Gracia  
Ms. Marie F. Harrison  
Dr. Janice Cruse-Sanchez

## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 9, 2009

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Essie B. Pace, Regional Superintendent  
North Central Regional Center

**BY:** Maritza M. Garcia, Principal *M. Garcia*  
James H. Bright & J.W. Johnson Elementary Schools

**SUBJECT:** ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF  
JAMES H. BRIGHT & J.W. JOHNSON ELEMENTARY SCHOOLS

### RECOMMENDATIONS

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, ELL Teachers, and Data Entry Clerk

**Management Response:** In order to ensure that ELL Program Record Folders are maintained in compliance with guidelines established by the Florida Department of Education and the District, the Principal will implement the following corrective actions and preventative strategies with regard to maintenance of ESOL Program Record Folders.

The Principal has reviewed with all person(s) responsible all memoranda provided through the Division of Bilingual Education and World Languages and the District Limited English Proficiency (LEP) Plan and Procedures Manual.

The Assistant Principal will ensure that Notice to Parents/Guardians of Limited English Proficient (LEP) Students (FM-6576) notices are accurately completed and disseminated to parents/guardians. All completed LEP forms (FM-6576) will be reviewed by the Assistant Principal for compliance.

All ESOL Program Record Folders for ELL students will be monitored, updated, and reviewed at the beginning of the school year by the Assistant Principal and ELL Chairperson. Each semester, the Program Report Folder will be reviewed by the ELL teachers and the Assistant Principal using an in-house checklist to cross reference all sections of the ESOL Program Report Folders to ensure compliance. In addition, the Data Entry Clerk will be trained by the Assistant Principal to assist parents in the accurate completion of the Home Language Survey (FM-5196). The ELL chairperson will print the J screen from ISIS to compare to the Home Language Survey and ensure that the information is accurate. Any discrepancy found during this review will be addressed and corrected immediately.

The Assistant Principal will monitor the daily attendance bulletin for the registration of new students and will ensure that new students have an accurate Home Language Survey on file at the school. The Program Participation Section (FM-4649) of the ELL Student Plans will be updated annually by the ELL Chairperson in addition to all required informational updates. This process will be reviewed by the Assistant Principal for accuracy.

LEP Committee Procedures and guidelines have been established so that students with six semesters or

## APPENDIX-MANAGEMENT'S RESPONSE

more in the ELL program are identified immediately and the LEP Committee Meeting convened in a timely manner by the Assistant Principal and the ELL Chairperson. The Oral Language Proficiency Scale (OLPS) Tests are reviewed each semester by the ELL Chairperson to ensure accurate completion including dates and that the assessment results agree with the LEP Plan.

The Data Entry Clerk and subsequently the Assistant Principal will review all related documents for all ELL/LEP students to ensure adequate support for all information in the ISIS database on a quarterly basis. The Principal will randomly review documents to ensure compliance on a quarterly basis.

### **SPECIAL EDUCATION STUDENT RECORDS**

#### **RECOMMENDATIONS**

2. **Ensure that all SPED folders contain current IEPs and Matrix of Services forms which have been properly completed, reviewed and updated. The Special Education staff should review the students' cumulative folders and determine that forms such as IEPs and Matrix of Services, etc., are accurate and filed immediately after the information is entered into Integrated Student Information System (ISIS). This coordinated effort should 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, and SPED Teachers

**Management Response:** In order to ensure all SPED cumulative folders contain current IEPs, EPs, and Matrix of Services forms which have been properly completed, reviewed, and updated, the Principal has implemented the following immediate corrective actions and preventive strategies.

The Principal designated the Assistant Principal as the Local Education Agency (LEA) representative at the beginning of the 2008-2009 school year. The Principal met with the LEA and SPED teachers to address procedures and monitoring strategies required to ensure compliance with SPED guidelines. In addition, the Principal reviewed the Matrix of Services Handbook 2004 Revised Edition with the LEA and SPED teachers to ensure understanding and compliance with all aspects of the Matrix of Services document [FM-5582].

The Principal directed staff to review the SPED records. Utilizing the SPED Standards Record Review form [FM-7069], designated SPED teachers performed a self-audit of all SPED student cumulative folders at James H. Bright Elementary and J. W. Johnson Elementary to ensure that all SPED records are in compliance. As part of this process, the designated SPED teachers will ensure that parents were notified of all applicable meetings using the Notification of Meeting form and that the signed original of the form is attached to the IEP.

The LEA reviewed each Matrix of Services form to ensure its accuracy and compared it with the IEP to ensure that the information on both forms is in agreement. In the event that a SPED record was found to be out of compliance, the cause of the error was determined, and corrective action based on approved practices was taken.

Preventive strategies that were immediately implemented to ensure that all SPED folders contain current IEPs, EPs, and Matrix of Services forms which have been properly completed, reviewed, and updated include the following:

Immediately following initial staffing and IEP/EP Conferences, the LEA will utilize the SPED Standards Record Review Form [FM-7069] to ensure that SPED folders are in compliance with SPED guidelines before they are filed. The LEA will be responsible for ensuring that each SPED student's Matrix of Services is accurately prepared and in agreement with the Individual Educational Plan [FM-4953]. The LEA will make sure that the Special Consideration Section of the Matrix of Services forms is appropriate

## APPENDIX-MANAGEMENT'S RESPONSE

for each student and correctly calculated. The accuracy of calculations will be verified as part of the Matrix of Services review process.

The SPED Services Data Input Sheet (FM-6487) will be completed at all meetings and reviewed by the LEA for accuracy before signing. The LEA will forward the data input sheet to the Registrar who will be responsible for entering all data from the Student Services/ESE Services Data Input Sheet [FM-6487]. The LEA will verify that data entered in ISIS matches the information reflected on the data entry form. Any discrepancies will be discussed and immediately corrected. Upon verification, the LEA will instruct the appropriate SPED teacher to file the SPED folder in the appropriate student cumulative folder.

A data input log will be maintained by the Registrar and LEA to ensure that all SPED Services Data Input Sheet information is inputted accurately and in a timely manner. A print of the screen displaying data entered will be attached and filed in the Data Input Log Book for future reference. The Principal will randomly monitor and review a percentage of SPED records on a quarterly basis.

All incoming cumulative student records of SPED students will be reviewed by the registrar and LEA for accuracy and proper documentation and to ensure that the PF17 screen documents the Matrix score that correlates to the IEP. All incoming SPED cumulative records will be forwarded to the Assistant Principal for further review and acquisition of missing documents. The Principal will be notified in writing of any missing or non-compliant records. All non-compliant documents will be corrected as appropriate after a final review by the Principal.

The Principal and Assistant Principal will conduct quarterly mini-reviews along with SPED teachers from our school to ensure future compliance with accepted SPED guidelines. The SPED Standards Record Review (FM-7069) form will be utilized. In addition, the cumulative records of all SPED students with a Matrix of Services level of 254 or 255 will be thoroughly reviewed.

All SPED teachers will be provided professional development relating to SPED recordkeeping. The professional development will be conducted by in-house personnel twice a year.

cc: Dr. Carmen B. Marinelli  
Dr. Daniel Tosado  
Mr. Jorge L. Garcia  
Ms. Cynthia Gracia





## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 9, 2008

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Essie  Pace, Regional Superintendent  
North Central Regional Center

**BY:** Aaron L. Enteen, Principal   
Gratigny Elementary School

**SUBJECT:** ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF  
GRATIGNY ELEMENTARY SCHOOL

The following is in response to the findings in the Internal Audit Report for Gratigny Elementary School.

### RECOMMENDATIONS

#### SPECIAL EDUCATION STUDENT RECORDS

1. Ensure that all SPED folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed and updated. Funding allocated should be properly supported by a Matrix of Services form and accurate information should be entered into 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, SPED Chairperson, SPED Teachers

**Management Response:** In order to ensure that all SPED student folders are properly maintained and are in full compliance with the guidelines established by the State of Florida, Department of Education and the District, the Principal has implemented the following corrective actions and preventive strategies for the proper maintenance of student SPED records.

The principal reviewed with all designated individuals the State of Florida, Department of Education's *Matrix of Services Handbook 2004 Revised Edition* and the Local Education Agency (LEA) requirements to ensure strict adherence to the established procedures for the maintenance of SPED folders, to include documents relevant to FTE funding. The principal instructed the assistant principal to convene with the SPED Chairperson and SPED Teachers on a quarterly basis to review all IEP/EP folders, utilizing the *SPED Standards Record Review* form (FM-7069) and the *Gifted-Elementary FTE Pre-Audit Checklist* to ensure full compliance.

The principal instructed the assistant principal to document in writing, any regulatory discrepancies for immediate corrective action. The principal will meet with the assistant principal and the SPED Chairperson periodically to review any submitted document to ensure that all information in the students' folder is accurate, up-to-date and is reflected in the Integrated Students Information System (ISIS). The assistant principal was assigned to work collaboratively with the registrar to ensure records are accurately coded. The registrar will print copies, as appropriate, of changes made to SPED student records and will submit copy to the

## APPENDIX-MANAGEMENT'S RESPONSE

assistant principal. The assistant principal and the SPED Chairperson will maintain copies of all required forms for continuous facilitation and implementation. Additionally, the SPED Chairperson and SPED Teachers have attended Matrix of Services training.

Cumulative student records of incoming SPED students will be reviewed by the registrar and the assistant principal for accuracy and proper documentation and to ensure that the PF17 screen documents the Matrix score that correlates to the IEP. All incoming SPED cumulative records will be forwarded to the assistant principal for further review and acquisition of missing documents. The Principal will be notified in writing of any missing or non-compliant records. All non-compliant documents will be corrected as appropriate after a final review by the Principal.

Gratigny Elementary will continue to refine its procedures and processes in order to be in compliance with all required guidelines. It is expected that after implementation of the above mentioned recommendations, future audit results will be satisfactory.

cc: Dr. Carmen B. Marinelli  
Dr. Daniel Tosado  
Mr. Jorge L. Garcia  
Ms. Cynthia Gracia


## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 9, 2009

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Essie Pace, Regional Superintendent  
North Central Regional Center

**BY:** Adrian Montes, Principal   
Olinda Elementary School

**SUBJECT:** ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF  
OLINDA ELEMENTARY SCHOOL

### RECOMMENDATION

#### English Language Learner's (ELL) Student Records

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, and Registrar

**Management Response:** In order to ensure that all ELL Program Record Folders are properly maintained in compliance with guidelines established by the Florida Department of Education and the District, the Principal will implement the following corrective actions and preventive strategies with regard to the maintenance of all ELL Program Folders.

The Principal has reviewed with the responsible personnel all memoranda provided through the Division of Bilingual Education and World Languages and the District Limited English Proficiency (LEP) Plan and Procedures Manual.

A school generated procedural checklist for registering students will be developed and maintained in a specialized binder located in the main office to ensure the appropriate monitoring of ELL documents by responsible personnel. The Registrar will be responsible for completing the checklist for all new students registering as well as for all students transferring from other schools within Miami-Dade County Public Schools. To ensure that the proper procedures are followed, the Registrar will initial the checklist during the student registration process. The Assistant Principal will be responsible for monitoring the procedural checklist on a weekly basis.

All ESOL Program Record Folders for ELL students will be monitored, updated, and reviewed at the beginning of the school year by the Assistant Principal and ELL Chairperson. Each semester, the Program Report Folder will be reviewed by the ELL teachers and the Assistant Principal to ensure all sections of the ESOL Program Report Folders have been properly updated and are in compliance. In addition, the Data Entry Clerk will be trained by the Assistant

## APPENDIX-MANAGEMENT'S RESPONSE

Principal to assist parents in the accurate completion of the Home Language Survey (FM-5196). The ELL Chairperson will print the J screen from ISIS to ensure that the information in ISIS matches the Home Language Survey. Any discrepancy will be addressed and corrected immediately.

The Assistant Principal will monitor the daily attendance bulletin for the registration of new students and will ensure that new students have an accurate Home Language Survey on file at the school. The Program Participation Section (FM-4649) of the ELL Student Plans will be updated annually by the ELL Chairperson in addition to all required informational updates. This process will be reviewed by the Assistant Principal for accuracy.

Furthermore, monthly ELL meetings will be held by the Principal and the Assistant Principal to ensure continuous program and cumulative record review. These meetings will ensure that progress monitoring, LEP Committees, and pertinent ELL forms are accurately completed to further ensure ELL compliance.

cc: Dr. Carmen B. Marinelli  
Dr. Daniel Tosado  
Mr. Jorge L. Garcia  
Ms. Cynthia Gracia


## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 5, 2009

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Essie S. Pace, Regional Superintendent  
North Central Regional Center

**BY:** Marie P. Caceres, Principal   
Santa Clara Elementary School

**SUBJECT:** ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF  
SANTA CLARA ELEMENTARY SCHOOL

The following is in response to the findings in the Internal Audit Report for Santa Clara Elementary School.

### RECOMMENDATIONS

#### ENGLISH LANGUAGE LEARNER'S (ELL) STUDENT RECORDS

1. 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, ESOL Chairperson, Data Input Specialist

**Management Response:** In order to ensure that ELL Program Record Folders are maintained in compliance with guidelines established by Florida Department of Education and the District, the Principal will implement the following corrective actions and preventive strategies with regard to maintenance of ELL Program Record Folders.

The Principal has reviewed with all persons responsible all memoranda provided through the Division of Bilingual Education and World Languages and the District LEP Plan and Procedures Manual.

All ESOL Program Record Folders for LEP students will be monitored, updated, and reviewed at the beginning of the school year by the Assistant Principal and ESOL Chairperson. The Program Participation Section of the ELL Student Plans (FM-4649) will be updated annually by the ESOL Chairperson and monitored by the Assistant Principal for accuracy. To ensure compliance, each semester, the WLEP folders will be reviewed by the ESOL teachers, the ESOL Chairperson and the Assistant Principal using a regional center checklist to cross reference all sections of the ESOL Program Folder. The Assistant Principal will monitor and check all documents to ensure that they are all computer-generated, and that no manual changes are made. If there are any corrections, a memorandum will be written to explain the changes.

## APPENDIX-MANAGEMENT'S RESPONSE

The Assistant Principal will monitor the daily attendance bulletin for the registration of new students and will ensure that the new students have an accurate Home Language Survey (FM-5196) on file at the school.

The Data Input Specialist will assist parents in the accurate completion of the Home Language Survey to ensure that all required information is provided. At the time of registration for a transfer student, the Data Input Specialist will review the Home Language Survey and ISIS for accuracy and consistency to ensure that all information matches (dates, language of parents and students, three questions that must be answered on the survey, and parent signatures). If the information is not accurate, the Data Input Specialist will contact the prior school for clarification and corrections.

The Assistant Principal will ensure that the Notice to Parents/Guardians of Limited English Proficient (LEP) Students (FM-6576) notices are accurate, completed and disseminated. A random review of completed forms (FM-6576) will be reviewed by the Principal for compliance.

A school generated checklist will be utilized to cross reference all sections of the ELL Program to ensure compliance. The ELL Chairperson will print the J screen from ISIS to ensure that the new test scores are reflected in the WLEP Plan, and correlates with the information recorded in the OLPS-R.

The Principal will meet with the Assistant Principal on a quarterly basis to review compliance with the established procedures. Additionally, school staff will avail themselves of training opportunities and assistance provided by the Office of Bilingual Education. The Principal will monitor all aspects of ELL programs to ensure that the school is in compliance with the established procedures.

cc: Dr. Carmen B. Marinelli  
Dr. Daniel Tosado  
Mr. Jorge L. Garcia  
Ms. Cynthia Gracia

## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 6, 2009

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Essie S. Pace, Regional Superintendent  
North Central Regional Center

**BY:** Henry N. Crawford, Principal  
Charles R. Drew Middle School

**SUBJECT:** ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF  
CHARLES DREW MIDDLE SCHOOL

The following is submitted in response to the Internal Audit Report of Charles Drew Middle School.

#### RECOMMENDATIONS

##### Unauthorized Fundraising

- 1.1. The school should refund \$477 to those students identified during the investigation.

**Person(s) Responsible:** Principal, Assistant Principal and Treasurer

**Management Response:** The Principal held a meeting with the Treasurer and school personnel to discuss procedures outlined in the Manual of Internal Fund Accounting which establishes the procedures for fundraising activities, Section IV, Chapter 2.

The school will refund the \$477 to the students identified during the investigation. A log of attempts and contacts will be kept. Students receiving refunds will sign documentation to account for the disbursement.

- 1.2. Discuss and reinforce with staff, parents, and the community, the procedures relative to fieldtrips, fund-raising, solicitation of funds, as well as the provisions and restrictions regarding fund-raising activities of school allied organizations.

**Person(s) Responsible:** Principal, Assistant Principal and Treasurer

**Management Response:** The Principal met with the Assistant Principal and involved personnel and apprised them of the audit findings. The Treasurer conducted training at the beginning of the school year for all club sponsors, coaches, team leaders and administrators for the purpose of clarifying fundraising guidelines to ensure the adherence to procedures outlined in the Manual of Internal Fund Accounting, Fundraising Section IV, Chapter 2-1. This workshop was a prerequisite for sponsorship and any fundraising activities. Staff members involved with fundraising activities were instructed to sign for receipt books from the treasurer and sign a document stating they must issue receipts for all funds collected and deposited with the treasurer on the same day of collection. The Assistant Principal has been assigned the responsibility of monitoring internal accounts and fundraising procedures on a weekly basis.

## APPENDIX-MANAGEMENT'S RESPONSE

The Principal will meet with the Assistant Principal and Treasurer on a monthly basis to review issues related to Internal Funds Accounting Procedures.

### **Controls Over Financial Activity**

- 2.1. **Strengthen the monitoring over the checking account and the bookkeeping function to ensure that the account has sufficient funds to cover all checks issued, and that financial transactions are timely processed and recorded in the system.**
- 2.2. **Ensure that all checks are dually signed by the Principal/designee and a clerical staff member.**

**Person(s) Responsible:** Principal, Assistant Principal and Treasurer

**Management Response:** In order to ensure strict compliance with Board policies and procedures regarding Internal Funds, the following corrective measures and preventive strategies have been instituted:

The Principal met with the Assistant Principal and Treasurer to review the Manual of Internal Fund Accounting, Section II, Chapter 2, outlining proper procedures for the collection of monies.

The Principal will review the bank reconciliation, bank statements and checkbook monthly with the Treasurer and the Assistant Principal to ensure documents are being properly maintained.

The Principal instructed the Treasurer to post all transactions on the same day they occur. The Principal will monitor this activity when meeting monthly with the Treasurer to ensure compliance with proper receipting and depositing procedures.

The Assistant Principal will review the Check Requisition and supporting documentation before submitting to the Principal for signature. The Principal will review documents and verify his is the second signature on the check.

### **Controls Over Purchasing and Disbursements**

- 3.1. **Review with staff the procedures for authorizing purchases and processing disbursements, and strengthen the overall review of purchases and disbursements.**
- 3.2. **Ensure that property purchased with internal funds is reported and tagged for property control purposes.**

**Person(s) Responsible:** Principal, Assistant Principal and Treasurer

**Management Response:** The Principal reviewed Section II, Chapters 4 and 5 of the Manual of Internal Fund Accounting, outlining disbursement and bidding procedures with appropriate staff.

The Principal instructed the Treasurer and the Assistant Principal, effective immediately, no checks will be signed unless accompanied by the proper supporting documentation. These documents will undergo a final review with the Principal, the Treasurer, and Assistant Principal during the monthly bank reconciliation meeting, and prior to the principal signing the monthly reconciliation. Any discrepancies will be addressed for immediate corrective action.

The Principal instructed the Treasurer to use the Purchase Order Requisition Worksheet (FM-



## APPENDIX-MANAGEMENT'S RESPONSE

4255) to initiate the documentation process for all purchases including those that requiring securing three quotes. Once the PO has been approved for processing, the posting into MSAF must be completed on the same day. The receipt of goods must be properly documented and attached to the invoice and other appropriate documents. These items will be reviewed at the monthly bank reconciliation meeting.

### Reporting of Payroll

- 4.1. Review with staff the procedures for documenting the attendance on the Daily Payroll Attendance Sheets, and strengthen the overall review of payroll and records.
- 4.2. Review with staff the procedures for documenting leave, especially when substitutes are required to cover instructional personnel.

**Person(s) Responsible:** Principal, Assistant Principal and Payroll Clerk

**Management Response:** The following corrective measures and preventive strategies have been instituted to ensure accurate monitoring and processing of payroll records.

As a part of the Opening of School meeting, the Principal reviewed payroll reporting procedures with the entire faculty and staff, emphasizing sign in/out procedures, completing leave cards and submitting temporary duty forms.

The Principal reviewed with the Payroll Clerk and Assistant Principal the Payroll Processing Procedures Manual, focusing on the procedures to document, process, and approve payroll. A system was established to provide for the careful review of the Daily Payroll Attendance Sheet by both the Payroll Clerk and the Assistant Principal. This will ensure that all employees sign in/out on a daily basis and proper notations are made, i.e., "S" for sick, "A" for LWOP, etc., on the Daily Payroll Attendance Sheet, when employees are out of the building.

The Principal met with the Payroll Clerk and the Assistant Principal to instruct them that staff should not be reported present when they fail to sign in. Staff will be notified in writing of their failure to follow payroll procedures. Those instances where staff fails to submit a written explanation may require the reporting of leave without pay.

The Principal or Assistant Principal will continue to review payroll procedures with all staff as detailed in the school's faculty/staff handbook and the Payroll Procedures Manual. Particular emphasis will be placed upon areas of concern identified in the audit in order to prevent recurrence.

### Title I Program Payroll Expenditures

- 5.1. The school should develop appropriate spending plans for Title I program funds in order to maximize their use. Consequently, hourly accounts should be monitored periodically to ensure that established budgets are not exceeded and request budget transfers, as needed, to cover hourly payroll expenditures.

**Person(s) Responsible:** Principal, Assistant Principal and Payroll Clerk

## APPENDIX-MANAGEMENT'S RESPONSE

**Management Response:** A system has been established to provide proper monitoring of all Title I expenditures. Supervisory roles of persons responsible for expenditures were defined so that Title I accounts do not end the year with a negative balance.

The Principal will monitor the FR 05-08 to ensure funding sources are sufficient to cover annual payroll expenditures on a monthly basis. In addition, the Regional Center Administrative Director for Business/Personnel will assist the Principal in this process.

The Principal will print and review Cliff Reports weekly and monitor MSAF account balances to ensure Title I accounts do not exceed the budgeted amounts. Budget Transfer requests will be processed as needed to cover deficits. No overtime will be authorized under Title I.

**5.2. Review work schedules and duties of staff funded with Title I programs to ensure that proper funding sources are being used to cover payroll expenditures.**

**Person(s) Responsible:** Principal, Assistant Principal and Payroll Clerk

**Management Response:** The Principal will discuss with staff the proper procedures for placing personnel in the Title I program and will periodically monitor the Title I program accounts to ensure payroll expenditures are charged to the correct program funding structures. The Principal will also review Circular A-87 Payroll Certification Reports to ensure that only authorized personnel will be hired and paid under Title I.

### Title I Program Non-Salary Expenditures

**6.2. Maintain on file supporting documentation of all Title I purchases.**

**Person(s) Responsible:** Principal, Assistant Principal and Treasurer

**Management Response:** The Principal will implement the following corrective actions and preventive strategies in order to ensure accurate monitoring and expenditures of Title I funds.

The Principal reviewed with all personnel responsible, the 2007-2008 Title I Handbook, focusing on the procedures to document, process and, monitor Title I Program expenditures.

The Principal instructed the treasurer to use the Purchase Order Requisition Worksheet (FM-4255) to initiate the documentation process for Title I purchases. Once the PO has been approved for processing, the posting into MSAF insuring the correct charge structure is used, must be completed on the same day. The receipt of goods must be properly documented and attached to the invoice and other appropriate documents. This process will be monitored by the Assistant Principal prior to review by the Principal monthly.

### Community Involvement Specialist (CIS) Duties

**7.1. Review the responsibilities of the Community Involvement Specialist with the appropriate staff to ensure an understanding of their duties and responsibilities.**

**7.2. Periodically meet with the CIS to monitor schedule of assignment and ensure that proper coverage of parental activities and home visitations is taking place.**

## APPENDIX-MANAGEMENT'S RESPONSE

**7.3. Review Parental Involvement Monthly School Reports and ensure that information is properly documented.**

**Person(s) responsible:** Principal, Assistant Principal and Community Involvement Specialist

**Management Response:** The Principal and Assistant Principal will review the schedule of assignments weekly to ensure proper coverage of parental activities and home visits are taking place. The Assistant Principal will monitor the Home Visit Log on a weekly basis to ensure the Community Involvement Specialist (CIS) is making the required number of home visits. The Principal will review and sign the CIS Monthly School Report to ensure compliance and proper documentation prior to submissions to Title I Administration.

It is expected that after implementation of the above mentioned recommendations, future audit results will be satisfactory.


cc: Dr. Carmen B. Marinelli  
Dr. Daniel Tosado  
Mr. Jorge L. Garcia  
Ms. Cynthia Gracia


## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 9, 2009

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Essie  Pace, Regional Superintendent  
North Central Regional Center

**BY:** Deborah L. Love, Principal   
Miami Jackson Senior High School

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

The following is the response to the Internal Audit Report of Miami Jackson Senior High School.

#### RECOMMENDATIONS

##### Controls Over Disbursement Function

- 1.1. Review disbursement function with the treasurer and staff to ensure they have an understanding of the procedures to follow.
- 1.2. Monitor the disbursement function to ensure compliance with the requirements and the timeliness of payments.

**Person(s) responsible:** Principal, Vice Principal and Treasurer

**Management Response:** In order to ensure compliance with School Board policies and procedures regarding Internal Funds, the following corrective measures and preventive strategies have been instituted.

The Principal met with the Treasurer and the Assistant Principal and reviewed the Manual of Internal Fund Accounting, Section II, Chapters 4 and 5, as it relates to proper documentation of disbursements and expenditures.

The Miami-Dade County Public Schools Internal Funds Business Manager has met with the Principal and New Treasurer for an Internal Funds Review of the existing accounts including disbursements procedures and the implementation of operational guidelines on three occasions.

A subsequent meeting was held on January 5, 2009, with the Vice Principal and Treasurer to review all accounts and transactions to date. The Principal directed the Treasurer to pay all invoices in a timely manner.

The Assistant Principal will meet with the Treasurer on a weekly basis to review proper documentation in form of original invoices itemizing the items purchased or the services rendered to ensure timely payment of invoices and/or requisitions.

## APPENDIX-MANAGEMENT'S RESPONSE

The Principal will meet with the Treasurer on a monthly basis to review all transactions processed through internal funds to ensure proper accounting procedures have been followed and ensure the timely payment of invoices.

A meeting was held January 5, 2009, with club sponsors and athletic coaches to review the procedures for placing orders for goods or services. These procedures included detailed information from the time of the request to the eventual payment for goods or services received.

The Treasurer attended a three day Internal Fund Training. The information gained will enable the Treasurer to have a better understanding of proper Internal Funds Accounting Procedures to avoid future audit findings.

**1.3. Review the yearbook activity with staff to ensure that the number of books ordered is commensurate with student demand.**

**Person(s) responsible:** Principal, Vice Principal, Treasurer and Yearbook Sponsor

**Management Response:** The Principal reviewed Section IV, Chapter 6 of the Manual of Internal Fund Accounting which establishes the procedures for conducting the year book activities with the Yearbook Advisor, Activities Director, Vice Principal and Treasurer during a meeting.

The school contacted the yearbook vendor and reduced the number of yearbooks from 200 to 150 in an effort to minimize the number of yearbooks to inventory. Procedures were put in place to maintain monthly itemized information of sales, advertising commitments and invoices. Additionally, a new aggressive advertising campaign has started to ensure all students are aware of the limited availability of the 2009 Yearbook and how to purchase a copy.

The Principal, Vice Principal, Treasurer and Yearbook Sponsor will meet each month to monitor the number of books sold and to review the revenues generated to date as compared to the projected cost to ensure compliance.

Miami Jackson Senior High School is training all staff involved in any Internal Fund activities to be familiar with the Manual of Internal Fund Accounting and compliant with procedures relating to this document. Close monitoring of all accounts are in place to guarantee that the internal control structure is functioning as outlined by Miami-Dade County Public Schools.

cc: Dr. Carmen B. Marinelli  
Dr. Daniel Tosado  
Mr. Jorge L. Garcia  
Ms. Cynthia Gracia

## APPENDIX-MANAGEMENT'S RESPONSE

### SCHOOL CHOICE AND PARENTAL OPTIONS

#### MEMORANDUM

January 8, 2009  
2008-2009/M056

TO: Ms. Cynthia Gracia, Administrative Director  
District/School Operations

FROM: Michael Bell, Administrative Director 

SUBJECT: MECA AUDIT RESPONSE REGARDING FUNDRAISING ACTIVITIES  
AT CHARLES R. DREW MIDDLE SCHOOL

On December 16, 2008, I met with Ms. Maria T. Gonzalez, Assistant Chief, Management Compliance Audits, and Mr. Richard de Aguero, (Retired) Executive Director, Magnet Educational Choice Association (MECA), to discuss MECA's response to this school level audit finding. In response to the aforementioned school level audit finding and pursuant to our meeting, MECA is providing the following response:

#### General Procedural Actions

- MECA shall refrain from accepting revenues generated from school personnel as a consequence of school-sponsored fundraising activities.
- The MECA Deposit Form will be modified to include the following statement before the signature line of the school principal: MECA does not accept school site internal funds. Funds raised through school-sponsored activities should be accounted for pursuant to the procedures delineated in the Manual of Internal Fund Accounting for Elementary and Secondary Schools.

#### School Specific Action

- MECA will return any funds currently in its custody for Charles R. Drew Middle School.

Should you need any additional information, please contact me, at 305-995-7260 or Ms. Caryl Grant, District Director, Schools of Choice, at 305-995-4266.


cc: Dr. Daniel Tosado  
Ms. Maria T. Gonzalez  
Ms. Caryl Grant  
Mr. Richard de Aguero  
Ms. Marjorie Olarte

## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 8, 2009

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Milagros R. Fornell, Associate Superintendent  
Curriculum and Instruction 

**SUBJECT:** RESPONSE TO INTERNAL AUDIT REPORT OF CHARLES R. DREW  
MIDDLE SCHOOL

This memorandum is written in response to the Internal Audit Report of Charles R. Drew Middle School, formerly a School Improvement Zone school.

#### RECOMMENDATIONS

- 6.1.** Review Title I purchases prior to approval to ensure they directly comply with the requirements of the program, and are charged to the proper account.

Person(s) Responsible: School Principal, Regional Center and Title I Administration

#### Management Response:

A weekly briefing will be sent to all principals in Title I Schools with a reminder to review the Unauthorized Purchases listing in the 2008-2009 Title I Administration Handbook prior to approving requisitions with Title I Program accounts. This weekly briefing will further advise principals to add the following items to that listing of Title I unauthorized purchases – personal hygiene items, skin care items, abstinence and hope chest items.

The Unauthorized Purchases listing in the updated 2009-2010 Title I Administration Handbook will include – personal hygiene items, skin care items, abstinence and hope chest items.

Title I Administration will continue to include requisition and purchasing "do's and don'ts" on the Title I Administration's Annual Procedures Meetings agendas for District staff, Regional Centers staff, and principals of Title I schools.

It is expected that the implementation of these recommendations will serve to strengthen the Title I Program requisition/purchasing procedures, and enhance compliance with program guidelines. If you require additional information, please contact Dr. Magaly C. Abrahante, Assistant Superintendent, Title I Administration, at 305 995-1253.

MF:dh  
M-24


cc: Mr. Alberto M. Carvalho  
Dr. Magaly C. Abrahante

## APPENDIX-MANAGEMENT'S RESPONSE

### MEMORANDUM

January 13, 2009

**TO:** Mr. Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Dr. Carmen B. Marinelli, Regional Superintendent  
District/School Operations 

**SUBJECT:** ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF  
CHARLES DREW MIDDLE SCHOOL

The following is submitted in response to the Internal Audit Report of Charles Drew Middle School.

### RECOMMENDATIONS

#### Title I Program Non-Salary Expenditures – Questionable or Improperly Documented

##### **6.1 Review Title I purchases prior to approval to ensure they directly comply with the requirements of the program and are charged to the proper account**

**Person(s) Responsible:** School Operations and Title I Administration

**Management Response:** The following preventive strategies will be put in place in order to ensure accurate monitoring and expenditures of Title I funds.

The Title I Handbook regarding procedures to document, process, and monitor Title I Program expenditures has been reviewed with all Regional Superintendents. Information towards this regard will be provided to all principals through District Principal Webcasts, Regional principal meetings at the regions and subsequently, and will also be included in the Opening of Schools Manual for 2009-2010.

Through the District's Money Matters Support Program, monthly webcasts are provided to principals with the objective of improving the fiscal management at the schools. Topics presented include Title I. Participation in the program will be monitored through the District and the Regional Center.

Lastly, the District/Regional Centers will comply with specific Title I Program guidelines regarding *Unauthorized Purchases*. This will ensure that grant funds are utilized to purchase items related to core subjects, in order to supplement existing instructional programs at a school and prevent the supplanting of funding sources previously established for the existing program.

It is expected that after implementation of the above mentioned recommendations future audits will be satisfactory.

CBM:cg

M#275

cc: Dr. Carmen B. Marinelli  
Dr. Daniel Tosado  
Regional Superintendents  
Ms. Cynthia Gracia  
Regional Administrative 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 2009**



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Office of Management and Compliance Audits  
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