



Miami-Dade County Public Schools

Internal Audit Report

Selected Schools/Centers

The Financial Statements Were Fairly Stated For All But One Of The 60 Schools/Centers In This Report And Property Inventory Results Were Satisfactory For All 60 Schools/Centers.

At Three Schools/Centers (Depending On the Individual School/Center), Controls Over The Bookkeeping Function And The Disbursing And Receipting Of Funds, The Inventory Of Prenumbered Forms, The Managing And Handling Of Student And Fundraising Activities Including Fundraisers Of The School-Allied Organization, And FTE Records And Procedures Need Improvement.

MAY 2019

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Miami-Dade County Public Schools

giving our students the world

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Maria T. Gonzalez, CPA

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May 2, 2019

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

Ladies and Gentlemen:

This report includes the audit results of 60 schools/centers currently reporting to the North Region Office, the Central Region Office or the South Region Office. The audit period of the 60 schools/centers reported herein is one fiscal year ended June 30, 2018. At two schools/centers, there was a change of Principal since the prior audit.

The main objectives of these audits were to express an opinion on the financial statements of the schools/centers, evaluate compliance with District policies and procedures, and ensure that assets were properly safeguarded.

The audits included a review of internal funds at all 60 schools/centers. On a selected basis, we also reviewed Full-Time Equivalent (FTE) reporting and student records. The audits also included the results of property inventories for all 60 schools/centers reported herein.

Audit results disclosed compliance at 57 of the 60 schools/centers reported herein, and property inventory results were satisfactory for all schools/centers. Notwithstanding the individual findings included in this report, the financial statements of all but one of the schools/centers reported herein were fairly stated. At three schools/centers, depending on the individual school/center audited, we identified certain non-compliance with bookkeeping practices and the disbursing and receipting of funds, with controls over the prenumbered forms, with the managing and handling of student and fundraising activities including fundraisers of the school-allied organization, and with Full-Time Equivalent (FTE) records and procedures.

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

Sincerely,

Maria T. Gonzalez, CPA
Chief Auditor

Office of Management and Compliance Audits

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EXECUTIVE SUMMARY

The Office of Management and Compliance Audits has completed the audits of 60 schools/centers. These include three (3) schools/centers that report to the North Region Office, fifty-one (51) that report to the Central Region Office, and six (6) that report to the South Region Office. The audit period of the 60 schools/centers reported herein is one fiscal year ended June 30, 2018. At two schools/centers, there was a change of Principal since the prior audit.

The audits disclosed that 57 of the 60 schools/centers reported herein maintained their records in good order and in accordance with prescribed policies and procedures. The three (3) schools/centers with audit findings and the affected areas are as follows:

Work Loc. No.	Name of School/Center <i>Principal's Tenure</i>	Region Office	Int. Funds Audit Scope/ Survey Period	Change Of Principal Since Prior Audit	Prior Audit Findings At This School/ Center	Current Audit-- Total Audit Findings Per School/ Center	Findings Per Category			
							Internal Funds			FTE
							Book-Keeping Function & Pre-No. Forms Inventory	Student Activities	Field Trips/ Fund-Raising Incl. School Allied Org.	
7591	1. North Miami Senior High School ^(a) <i>Same Principal as in prior audit-no change. Recurrent findings.</i>	North	2017-2018 FTE: 2018-2019 Survey Per. 2	No	Yes	3	1	1		1
2041	2. Benjamin Franklin K-8 Center <i>Same Principal as in prior audit-no change.</i>	Central	2017-2018 FTE: 2018-2019 Survey Per. 2	No	No	1				1
3501	3. Morningside K-8 Academy <i>Same Principal as in prior audit-no change.</i>	Central	2017-2018	No	No	1			1	
TOTALS	3 schools/centers					5	1	1	1	2

Note:

^(a) No change of Principal since prior audit. Prior year audit results primarily occurred under the tenure of the former Principal and former Treasurer up to June 30, 2017; but results also involved part of the current Principal and current Treasurer's tenure. Prior audit report issued in December 2017.

As indicated in the table above, depending on the individual school/center audited, we noted non-compliance with bookkeeping practices including the disbursing and receipting of funds. We also noted discrepancies with controls over the inventory of prenumbered forms, the management and handling of student and fundraising activities including fundraisers of the school-allied organization, and non-compliance with Full-Time Equivalent (FTE) procedures and records. The table also illustrates the audit scope of the individual school/center, whether a change of Principal since the prior audit

occurred, the tenure of the administration under which the findings were assessed, and whether findings were recurrent.

More specific details regarding prior/current findings, names of Principals and timeframes of their administrative assignments are provided on pages 28-33 of this report.

A Summary Schedule of Audit Findings listing audit results of current and prior audit periods for all schools/centers in this report is presented on pages 20-27. Responses are included following the recommendations in the *Findings and Recommendations* section of this report (Pages 38-63); and in the *Appendix Section* in memorandum format (Pages 70-86).

Notwithstanding the conditions and findings in this report, at 59 of the 60 schools/centers, the financial statements present fairly, in all material respects, the changes in fund balances arising from financial activity conducted by the schools/centers during the 2017-2018 fiscal year, on the accrual basis of accounting.

At Morningside K-8 Academy, due to the conditions cited in the report, which disclosed material non-compliance regarding the accounting of student collections and school-sponsored fundraisers, including the handling of school-allied organization's fundraisers during the 2017-2018 fiscal year, as disclosed in the findings of the individual school audit report and in pages 60-63 of this report, the financial statement of the internal funds of the school/center for the 2017-2018 fiscal year does not fairly present the results of its operations, on the accrual basis of accounting.

As of June 30, 2018, for all 60 schools/centers reported herein, total combined receipts and disbursements amounted to \$10,773,572 and \$(10,959,774), respectively; while total combined Fund Balance amounted to \$2,513,450 (Pages 6-12).

Notwithstanding the conditions and findings reported herein, as of June 30, 2018, the internal control structure at 59 of 60 schools/centers generally functioned as designed by the District and implemented by the school administration, except for those conditions reported at the individual schools/centers. At Morningside K-8 Academy, as disclosed in the findings of the individual school audit report, the internal control structure was not generally functioning as designed by the school administration.

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

INTERNAL FUNDS

Internal funds records and procedures were reviewed at all 60 schools/centers. At 58 of the 60 schools/centers, we determined there was general compliance with the procedures established in the *Manual of Internal Fund Accounting*. At the following two schools/centers we found that:

- At North Miami Senior, similar conditions were cited in the prior audit. These prior audit results were issued on December 2017¹. Our review determined that bookkeeping practices and the documentation supporting the associated transactions continue to require improvement and additional oversight. We found instances where the documentation was incomplete, incorrect, or approvals were not documented. These included instances where vendor quotations were not on file for purchases of \$1,000 or more, invoices supporting disbursements were not always on file and invoices were not paid timely. Several accounts closed the year with deficit balances, while some accounts were dormant. Collections were remitted late to the Treasurer, which in turn resulted in late deposits and system posting, and an accurate inventory of prenumbered forms was not maintained. Regarding student activities, we continue to identify discrepancies and/or missing signatures/approvals in the *Student Activity Operating Reports and Applications for Fundraising Activity*. Senior activities were not properly segregated in the accounting records, and several activities did not generate sufficient revenues to cover associated expenditures, resulting in shortfalls (Pages 38-47).
- At Morningside K-8 Academy, our audit discovered that personal funds from sponsors were comingled with student collections, approvals for fundraisers were not on file, and teachers/staff handled collections on behalf of the schools' allied organization. Specifically, a field trip sponsor used his personal credit card to make individual student payments to a field trip vendor, the sponsor was reimbursed a portion of the funds via school checks, and the remainder appears to have been from student collections or fundraising proceeds that the sponsor received but did not remit to the school for proper accounting. Due to the absence of supporting documentation, we were unable to verify the total revenues generated from the corresponding fundraising activities. We also found that there were no approvals for school-sponsored fundraising activities on file, and several teachers/sponsors collected funds on behalf of the school-allied organization (Pages 60-63).

¹ Prior year audit results occurred primarily under the tenure of both the former Principal and former Treasurer up to June 30, 2017; but results also included several months under the current Principal's tenure, which began in July 2017.

PROPERTY

The results of physical inventories of property items with an individual cost of \$1,000 or more are reported for the 60 schools/centers in this report.

At these 60 schools/centers, Property Audits staff inventoried approximately 13,300 equipment items with a total approximate cost of \$36.3 million. All 60 property inventories proved satisfactory (refer to Property Schedule on Pages 34-37).

Property inventories also include the review of property losses reported by the schools/centers through the Plant Security Report process. However, none of the schools/centers in this report had any losses reported via Plant Security Reports.

FULL-TIME-EQUIVALENT (FTE) FUNDING

The following 12 schools/centers were selected for these audits:

Work Location No.	Schools/Centers	Region	Survey Period (SP)	FTE Funding
3821	North County K-8 Center	North	2018-2019 SP 2	\$ 1,049,578
7591	North Miami Senior	North	2018-2019 SP 2	6,214,415
0121	Auburndale Elementary	Central	2018-2019 SP 2	2,405,034
2781	Kinloch Park Elementary	Central	2018-2019 SP 2	1,619,661
2821	Lakeview Elementary	Central	2018-2019 SP 2	1,041,636
4501	Poinciana Park Elementary	Central	2018-2019 SP 2	742,076
0961	Coral Gables Preparatory Academy	Central	2018-2019 SP 2	2,552,653
1721	Everglades K-8 Center	Central	2018-2019 SP 2	2,530,728
2041	Benjamin Franklin K-8 Center	Central	2018-2019 SP 2	1,404,187
5901	Carrie P. Meek/Westview K-8 Center	Central	2018-2019 SP 2	1,783,826
6961	West Miami Middle	Central	2018-2019 SP 2	2,086,739
7051	G. Holmes Braddock Senior	South	2018-2019 SP 2	8,066,586
Total FTE Funding:				\$ 31,497,119

The total FTE funding amounted to approximately \$31.5 million for the 12 schools/centers combined. FTE records reviewed corresponded to the 2018-2019 fiscal year Survey Period 2 (October 2018), as noted in the preceding table. Our FTE reviews disclosed that ten of 12 schools/centers were generally compliant with District policy related to FTE documentation and procedures. At the following two schools/centers we found:

- At North Miami Senior, our review of FTE records identified discrepancies in the areas of English for Speakers of Other Languages (ESOL), Special Education (SPED) and Teacher Certification (Pages 48-54).
- At Benjamin Franklin K-8 Center, our review of the FTE records noted discrepancies in the areas of ESOL and Teacher Certification (Pages 55-59).

Both schools provided corrective action plans to correct the issues going forward.

AUDIT OPINION

The following tables summarize total receipts, total disbursements and Fund Balance as of June 30, 2018, for the 60 schools/centers included in this report. It also provides the audit opinion regarding the schools/centers' financial statements:

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2018

The *Condensed Annual Financial Reports* and *Fund Balance* information as of June 30, 2018 for the 60 schools/centers in this report are as follows:

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Total Receipts	Total Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
North Region Office Schools/Centers											
3821	North County K-8 Center	\$ 9,000.05	\$ 20,379.24	\$ (18,761.10)	\$ 10,618.19	\$ 6,577.99	\$ 4,040.20	\$ -	\$ -	\$ -	\$ 10,618.19
6171	Henry H. Filer Middle	22,632.78	77,543.84	(70,735.00)	29,441.62	13,230.08	16,211.54	-	-	-	29,441.62
7591	North Miami Senior	113,687.09	594,977.54	(596,306.95)	112,357.68	20,189.02	92,168.66	-	-	-	112,357.68
Central Region Office Schools/Centers											
0121	Auburndale Elementary	29,662.39	226,674.57	(226,826.18)	29,510.78	18,742.28	10,768.50	-	-	-	29,510.78
0881	Comstock Elementary	24,908.15	14,454.70	(14,085.41)	25,277.44	7,218.89	18,058.55	-	-	-	25,277.44
1081	Coral Terrace Elementary	16,183.03	126,881.64	(126,337.72)	16,726.95	7,453.37	9,273.58	-	-	-	16,726.95
1361	Frederick Douglass Elementary	11,991.49	5,999.35	(7,061.07)	10,929.77	4,307.25	6,622.52	-	-	-	10,929.77

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2018

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Total Receipts	Total Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
1641	Emerson Elementary	12,591.91	126,347.59	(128,898.40)	10,041.10	2,662.81	7,378.29	-	-	-	10,041.10
1761	David Fairchild Elementary	84,094.81	98,488.76	(83,340.67)	99,242.90	87,549.21	11,693.69	-	-	-	99,242.90
1801	Fairlawn Elementary	18,243.23	169,166.67	(170,961.52)	16,448.38	1,561.28	14,887.10	-	-	-	16,448.38
1841	Flagami Elementary	15,246.30	7,678.70	(6,452.88)	16,472.12	7,032.00	9,440.12	-	-	-	16,472.12
1881	Henry M. Flagler Elementary	20,120.31	264,627.83	(267,113.19)	17,634.95	14,830.70	2,814.42	-	-	(10.17)	17,634.95
2781	Kinloch Park Elementary	42,229.14	142,123.00	(140,027.29)	44,324.85	5,943.56	38,381.29	-	-	-	44,324.85
2821	Lakeview Elementary	9,784.03	23,130.04	(23,164.27)	9,749.80	6,351.12	3,398.68	-	-	-	9,749.80
2981	Liberty City Elementary	10,622.10	7,689.92	(9,198.88)	9,113.14	7,153.47	1,959.67	-	-	-	9,113.14
3041	Lorah Park Elementary	15,927.92	18,592.91	(16,286.36)	18,234.47	6,541.32	11,693.15	-	-	-	18,234.47
3051	Toussaint L'Ouverture Elementary	8,915.11	15,741.64	(17,808.86)	6,847.89	(8.35)	6,856.24	-	-	-	6,847.89

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2018

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Total Receipts	Total Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
3021	Jesse J. McCray, Jr. Elementary	7,851.06	6,812.00	(5,748.31)	8,914.75	7,642.03	1,272.72	-	-	-	8,914.75
3181	Melrose Elementary	15,320.63	16,403.97	(16,986.63)	14,737.97	5,869.18	8,868.79	-	-	-	14,737.97
3341	Miami Shores Elementary	32,015.74	147,542.10	(153,760.57)	25,797.27	16,829.75	8,967.52	-	-	-	25,797.27
4501	Poinciana Park Elementary	4,982.97	11,188.42	(11,254.06)	4,917.33	3,823.73	1,093.60	-	-	-	4,917.33
4491	Henry E. S. Reeves Elementary	7,310.42	62,833.74	(64,060.39)	6,083.77	4,871.52	1,212.25	-	-	-	6,083.77
4721	Rockway Elementary	17,164.98	138,073.30	(137,248.49)	17,989.79	7,782.16	10,207.63	-	-	-	17,989.79
4841	Santa Clara Elementary	6,141.19	20,978.37	(11,393.00)	15,726.56	2,342.05	13,384.51	-	-	-	15,726.56
4961	Shadowlawn Elementary	8,006.58	12,624.60	(12,830.95)	7,800.23	2,080.02	5,720.21	-	-	-	7,800.23
5001	Shenandoah Elementary	12,952.52	19,052.67	(13,122.36)	18,882.83	4,150.89	14,731.94	-	-	-	18,882.83
5201	South Hialeah Elementary	19,016.89	174,082.57	(172,882.92)	20,216.54	9,790.22	10,426.32	-	-	-	20,216.54

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2018

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Total Receipts	Total Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
5321	Southside Elementary	59,637.32	523,674.79	(536,728.09)	46,584.02	33,271.80	13,312.22	-	-	-	46,584.02
5361	Springview Elementary	16,444.27	72,870.07	(69,358.55)	19,955.79	11,662.48	8,293.31	-	-	-	19,955.79
5401	Sunset Elementary	38,144.07	686,348.52	(685,022.08)	39,470.51	23,741.78	15,728.73	-	-	-	39,470.51
5441	Sylvania Heights Elementary	14,463.23	185,269.57	(182,328.58)	17,404.22	10,544.16	6,860.06	-	-	-	17,404.22
5561	Frances S. Tucker Elementary	6,977.03	24,046.24	(22,919.65)	8,103.62	6,150.71	1,952.91	-	-	-	8,103.62
5931	Phillis Wheatley Elementary	7,266.94	7,530.03	(7,345.68)	7,451.29	3,254.37	4,196.92	-	-	-	7,451.29
0961	Coral Gables Preparatory Academy	30,562.91	94,382.90	(92,317.46)	32,628.35	5,153.78	27,474.57	-	-	-	32,628.35
1441	Paul Laurence Dunbar K-8 Center	12,881.71	10,294.33	(8,415.89)	14,760.15	5,114.10	9,646.05	-	-	-	14,760.15
1601	Edison Park K-8 Center	12,101.80	16,353.68	(16,683.18)	11,772.30	7,409.82	4,362.48	-	-	-	11,772.30
0122	Dr. Rolando Espinosa K-8 Center	45,713.49	272,889.80	(287,664.39)	30,938.90	3,802.44	27,136.46	-	-	-	30,938.90

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2018

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Total Receipts	Total Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
1721	Everglades K-8 Center	32,513.21	250,474.48	(254,701.81)	28,285.88	14,480.64	13,805.24	-	-	-	28,285.88
2041	Benjamin Franklin K-8 Center	11,731.73	72,765.50	(64,257.48)	20,239.75	671.71	19,228.04	-	-	340.00	20,239.75
5901	Carrie P. Meek/Westview K-8 Center	14,312.14	36,609.22	(35,198.99)	15,722.37	6,009.51	9,712.86	-	-	-	15,722.37
3501	Morningside K-8 Academy	14,731.62	30,418.10	(31,388.47)	13,761.25	4,478.86	9,282.39	-	-	-	13,761.25
5241	South Miami K-8 Center	55,735.40	463,561.42	(466,529.18)	52,767.64	35,000.83	17,766.81	-	-	-	52,767.64
5831	Henry S. West Laboratory School	20,087.01	130,578.20	(126,596.53)	24,068.68	23,003.84	1,064.84	-	-	-	24,068.68
6071	George Washington Carver Middle	85,037.90	103,165.63	(107,359.07)	80,844.46	6,929.68	73,914.78	-	-	-	80,844.46
6741	Ponce de Leon Middle	40,634.13	142,938.78	(142,536.41)	41,036.50	10,072.65	30,963.85	-	-	-	41,036.50
6331	Kinloch Park Middle	53,215.83	74,901.93	(76,952.32)	51,165.44	2,498.76	48,666.68	-	-	-	51,165.44
6961	West Miami Middle	40,321.21	71,102.15	(74,440.60)	36,982.76	9,655.86	27,326.90	-	-	-	36,982.76

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2018

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Total Receipts	Total Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
7571	International Studies Preparatory Academy	42,987.36	140,154.49	(139,566.69)	43,575.16	13,821.06	29,754.10	-	-	-	43,575.16
7251	Miami Central Senior	124,511.93	430,556.50	(484,595.69)	70,472.74	35,303.19	35,169.55	-	-	-	70,472.74
7271	Miami Coral Park Senior	179,418.74	469,050.87	(487,067.15)	161,402.46	20,900.23	140,502.23	-	-	-	161,402.46
7301	Miami Edison Senior	70,840.24	219,239.60	(233,276.31)	56,803.53	31,665.53	25,138.00	-	-	-	56,803.53
7461	Miami Senior	154,836.64	463,903.45	(470,492.86)	148,247.23	11,168.18	137,079.05	-	-	-	148,247.23
7241	Ronald W. Reagan/Doral Senior	187,032.34	608,467.32	(668,250.60)	127,249.06	24,028.81	103,220.25	-	-	-	127,249.06
7055	Young Women's Preparatory Academy	104,456.70	196,801.32	(209,362.36)	91,895.66	9,577.42	82,318.24	-	-	-	91,895.66
<u>South Region Office Schools/Centers</u>											
0861	Colonial Drive Elementary	17,022.03	3,801.58	(2,309.81)	18,513.80	7,670.96	10,842.84	-	-	-	18,513.80
4381	Dr. Henry E. Perrine Academy Of The Arts	35,838.50	332,139.97	(349,848.53)	18,129.94	11,343.65	6,786.29	-	-	-	18,129.94

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2018

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Total Receipts	Total Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
6771	Jorge Mas Canosa Middle	57,675.65	347,705.51	(348,014.99)	57,366.17	46,876.72	10,489.45	-	-	-	57,366.17
7051	G. Holmes Braddock Senior	125,992.36	776,430.33	(762,211.97)	140,210.72	55,892.42	84,318.30	-	-	-	140,210.72
7151	Homestead Senior	84,049.95	321,051.69	(323,384.52)	81,717.12	6,553.94	75,163.18	-	-	-	81,717.12
7431	Miami Palmetto Senior	305,874.33	644,003.98	(669,995.14)	279,883.17	35,660.13	244,223.04	-	-	-	279,883.17
TOTALS		\$2,699,652.54	\$10,773,571.63	\$(10,959,774.46)	\$2,513,449.71	\$815,887.57	\$1,697,232.31	\$ -	\$ -	\$329.83	\$2,513,449.71

AUDIT OPINION

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

Notwithstanding the conditions and findings in this report, at 59 of the 60 schools/centers, the financial statements present fairly, in all material respects, the changes in fund balances arising from financial activity conducted by the schools/centers during the 2017-2018 fiscal year, on the accrual basis of accounting.

At Morningside K-8 Academy, due to the conditions cited in the report, which disclosed material non-compliance regarding the accounting of student collections and school-sponsored fundraisers, including the handling of school-allied organization's fundraisers during the 2017-2018 fiscal year, as disclosed in the findings of the individual school audit report and in pages 60-63 of this report, the financial statement of the internal funds of the school/center for the 2017-2018 fiscal year does not fairly present the results of its operations, on the accrual basis of accounting.

As of June 30, 2018, for all 60 schools/centers reported herein, total combined receipts and disbursements amounted to \$10,773,572 and \$(10,959,774), respectively; while total combined Fund Balance amounted to \$2,513,450 (Pages 6-12).

Notwithstanding the conditions and findings reported herein, as of June 30, 2018, the internal control structure at 59 of 60 schools/centers generally functioned as designed by the District and implemented by the school administration, except for those conditions reported at the individual schools/centers. At Morningside K-8 Academy, as disclosed in the findings of the individual school audit report, the internal control structure was not generally functioning as designed by the school administration.

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



Elvira M. Sanchez
Certified Public Accountant, Certified Fraud Examiner
District Director, School Audits Division
Office of Management and Compliance Audits
Miami-Dade County Public Schools

INTERNAL CONTROLS RATING

The internal control ratings for the three schools/centers reported herein **with audit exceptions** are depicted as follows:

SCHOOLS/CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>North Region Office School/Center</u>							
North Miami Senior		✓			✓		Likely to impact.
<u>Central Region Office Schools/Centers</u>							
Benjamin Franklin K-8 Center		✓			✓		Likely to impact.
Morningside K-8 Academy			✓			✓	Impacted operations.

INTERNAL CONTROLS RATING

The internal control ratings for the 57 schools/centers reported herein **without audit exceptions** are depicted as follows:

SCHOOLS/CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>North Region Office Schools/Centers</u>							
North County K-8 Center	✓			✓			Not Likely to impact.
Henry H. Filer Middle	✓			✓			Not Likely to impact.
<u>Central Region Office Schools/Centers</u>							
Auburndale Elementary	✓			✓			Not Likely to impact.
Comstock Elementary	✓			✓			Not Likely to impact.
Coral Terrace Elementary	✓			✓			Not Likely to impact.
Frederick Douglass Elementary	✓			✓			Not Likely to impact.
Emerson Elementary	✓			✓			Not Likely to impact.
David Fairchild Elementary	✓			✓			Not Likely to impact.
Fairlawn Elementary	✓			✓			Not Likely to impact.
Flagami Elementary	✓			✓			Not Likely to impact.
Henry M. Flagler Elementary	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

SCHOOLS/CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Kinloch Park Elementary	✓			✓			Not Likely to impact.
Lakeview Elementary	✓			✓			Not Likely to impact.
Liberty City Elementary	✓			✓			Not Likely to impact.
Lorah Park Elementary	✓			✓			Not Likely to impact.
Toussaint L'Ouverture Elementary	✓			✓			Not Likely to impact.
Jesse J. McCrary, Jr. Elementary	✓			✓			Not Likely to impact.
Melrose Elementary	✓			✓			Not Likely to impact.
Miami Shores Elementary	✓			✓			Not Likely to impact.
Poinciana Park Elementary	✓			✓			Not Likely to impact.
Henry E. S. Reeves Elementary	✓			✓			Not Likely to impact.
Rockway Elementary	✓			✓			Not Likely to impact.
Santa Clara Elementary	✓			✓			Not Likely to impact.
Shadowlawn Elementary	✓			✓			Not Likely to impact.
Shenandoah Elementary	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

SCHOOLS/CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
South Hialeah Elementary	✓			✓			Not Likely to impact.
Southside Elementary	✓			✓			Not Likely to impact.
Springview Elementary	✓			✓			Not Likely to impact.
Sunset Elementary	✓			✓			Not Likely to impact.
Sylvania Heights Elementary	✓			✓			Not Likely to impact.
Frances S. Tucker Elementary	✓			✓			Not Likely to impact.
Phillis Wheatley Elementary	✓			✓			Not Likely to impact.
Coral Gables Preparatory Academy	✓			✓			Not Likely to impact.
Paul Laurence Dunbar K-8 Center	✓			✓			Not Likely to impact.
Edison Park K-8 Center	✓			✓			Not Likely to impact.
Dr. Rolando Espinosa K-8 Center	✓			✓			Not Likely to impact.
Everglades K-8 Center	✓			✓			Not Likely to impact.
Carrie P. Meek/Westview K-8 Center	✓			✓			Not Likely to impact.
South Miami K-8 Center	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

SCHOOLS/CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Henry S. West Laboratory School	✓			✓			Not Likely to impact.
George Washington Carver Middle	✓			✓			Not Likely to impact.
Ponce de Leon Middle	✓			✓			Not Likely to impact.
Kinloch Park Middle	✓			✓			Not Likely to impact.
West Miami Middle	✓			✓			Not Likely to impact.
International Studies Preparatory Academy	✓			✓			Not Likely to impact.
Miami Central Senior	✓			✓			Not Likely to impact.
Miami Coral Park Senior	✓			✓			Not Likely to impact.
Miami Edison Senior	✓			✓			Not Likely to impact.
Miami Senior	✓			✓			Not Likely to impact.
Ronald W. Reagan/Doral Senior	✓			✓			Not Likely to impact.
Young Women's Preparatory Academy	✓			✓			Not Likely to impact.
<u>South Region Office Schools/Centers</u>							
Colonial Drive Elementary	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

SCHOOLS/CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Dr. Henry E. Perrine Academy Of The Arts	✓			✓			Not Likely to impact.
Jorge Mas Canosa Middle	✓			✓			Not Likely to impact.
G. Holmes Braddock Senior	✓			✓			Not Likely to impact.
Homestead Senior	✓			✓			Not Likely to impact.
Miami Palmetto Senior	✓			✓			Not Likely to impact.

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

Summary of findings of the three schools/centers reported herein **with audit exceptions** are as follows:

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)/ <i>FTE Survey</i>	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
<u>North Region Office School/Center</u>						
7591	North Miami Senior ^(a)	Int. Funds: 2017-2018 <i>FTE:</i> <i>2018-19 SP2</i>	3	<ul style="list-style-type: none">• Bookkeeping (Disbursements, Receipts/Deposits, Financial Mgmt., Pre-Numbered Forms)• Student Activities• FTE ESOL, SPED and Teacher Certification	5	<ul style="list-style-type: none">• Rec./Dep.• Disbursmnt.• Yearbook• Student Fundraising Act.• Culinary Serv. Activity
<u>Central Region Office Schools/Centers</u>						
2041	Benjamin Franklin K-8 Center ^(b)	Int. Funds: 2017-2018 <i>FTE:</i> <i>2018-19 SP2</i>	1	<ul style="list-style-type: none">• FTE ESOL and Teacher Certification	None	
3501	Morningside K-8 Academy ^(b)	Int. Funds: 2017-2018	1	<ul style="list-style-type: none">• Field Trip Collections and Fundraising	None	
TOTAL			5		5	

Notes:

(a) No change of Principal since prior audit. Prior year audit results primarily occurred under the tenure of the former Principal and former Treasurer up to June 30, 2017; but results also involved part of the current Principal and current Treasurer's tenure. Prior audit report issued in December 2017.

(b) No change of Principal since prior audit.

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

Summary of findings of the 57 schools/centers reported herein **without audit exceptions** are as follows:

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)/ <i>FTE Survey</i>	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
<u>North Region Office Schools/Centers</u>						
3821	North County K-8 Center	Int. Funds: 2017-2018 <i>FTE: 2018-19 SP2</i>	None		1	• Bookkeeping
6171	Henry H. Filer Middle	Int. Funds: 2017-2018	None		2	• Bookkeeping • Student Activities and Yearbook
<u>Central Region Office Schools/Centers</u>						
0121	Auburndale Elementary	Int. Funds: 2017-2018 <i>FTE: 2018-19 SP2</i>	None		None	
0881	Comstock Elementary	Int. Funds: 2017-2018	None		None	
1081	Coral Terrace Elementary	Int. Funds: 2017-2018	None		None	
1361	Frederick Douglass Elementary	Int. Funds: 2017-2018	None		None	
1641	Emerson Elementary	Int. Funds: 2017-2018	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)/ FTE Survey	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
1761	David Fairchild Elementary	Int. Funds: 2017-2018	None		None	
1801	Fairlawn Elementary	Int. Funds: 2017-2018	None		None	
1841	Flagami Elementary	Int. Funds: 2017-2018	None		None	
1881	Henry M. Flagler Elementary	Int. Funds: 2017-2018	None		None	
2781	Kinloch Park Elementary	Int. Funds: 2017-2018 FTE: 2018-19 SP2	None		None	
2821	Lakeview Elementary	Int. Funds: 2017-2018 FTE: 2018-19 SP2	None		None	
2981	Liberty City Elementary	Int. Funds: 2017-2018	None		None	
3041	Lorah Park Elementary	Int. Funds: 2017-2018	None		None	
3051	Toussaint L'Ouverture Elementary	Int. Funds: 2017-2018	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)/ FTE Survey	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
3021	Jesse J. McCrary, Jr. Elementary	Int. Funds: 2017-2018	None		None	
3181	Melrose Elementary	Int. Funds: 2017-2018	None		None	
3341	Miami Shores Elementary	Int. Funds: 2017-2018	None		None	
4501	Poinciana Park Elementary	Int. Funds: 2017-2018 FTE: 2018-19 SP2	None		None	
4491	Henry E. S. Reeves Elementary	Int. Funds: 2017-2018	None		None	
4721	Rockway Elementary	Int. Funds: 2017-2018	None		None	
4841	Santa Clara Elementary	Int. Funds: 2017-2018	None		None	
4961	Shadowlawn Elementary	Int. Funds: 2017-2018	None		None	
5001	Shenandoah Elementary	Int. Funds: 2017-2018	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)/ FTE Survey	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
5201	South Hialeah Elementary	Int. Funds: 2017-2018	None		None	
5321	Southside Elementary	Int. Funds: 2017-2018	None		None	
5361	Springview Elementary	Int. Funds: 2017-2018	None		None	
5401	Sunset Elementary	Int. Funds: 2017-2018	None		None	
5441	Sylvania Heights Elementary	Int. Funds: 2017-2018	None		None	
5561	Frances S. Tucker Elementary	Int. Funds: 2017-2018	None		None	
5931	Phillis Wheatley Elementary	Int. Funds: 2017-2018	None		None	
0961	Coral Gables Preparatory Academy	Int. Funds: 2017-2018 FTE: 2018-19 SP2	None		None	
1441	Paul Laurence Dunbar K-8 Center	Int. Funds: 2017-2018	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)/ FTE Survey	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
1601	Edison Park K-8 Center	Int. Funds: 2017-2018	None		None	
0122	Dr. Rolando Espinosa K-8 Center	Int. Funds: 2017-2018	None		None	
1721	Everglades K-8 Center	Int. Funds: 2017-2018 FTE: 2018-19 SP2	None		None	
5901	Carrie P. Meek/ Westview K-8 Center	Int. Funds: 2017-2018 FTE: 2018-19 SP2	None		None	
5241	South Miami K-8 Center	Int. Funds: 2017-2018	None		None	
5831	Henry S. West Laboratory School	Int. Funds: 2017-2018	None		None	
6071	George Washington Carver Middle	Int. Funds: 2017-2018	None		None	
6741	Ponce de Leon Middle	Int. Funds: 2017-2018	None		None	
6331	Kinloch Park Middle	Int. Funds: 2017-2018	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)/ FTE Survey	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
6961	West Miami Middle	Int. Funds: 2017-2018 FTE: 2018-19 SP2	None		None	
7571	International Studies Preparatory Academy	Int. Funds: 2017-2018	None		None	
7251	Miami Central Senior	Int. Funds: 2017-2018	None		1	• FTE ESOL and SPED
7271	Miami Coral Park Senior	Int. Funds: 2017-2018	None		None	
7301	Miami Edison Senior	Int. Funds: 2017-2018	None		None	
7461	Miami Senior	Int. Funds: 2017-2018	None		None	
7241	Ronald W. Reagan/Doral Senior	Int. Funds: 2017-2018	None		None	
7055	Young Women's Preparatory Academy	Int. Funds: 2017-2018	None		None	
<u>South Region Office Schools/Centers</u>						
0861	Colonial Drive Elementary	Int. Funds: 2017-2018	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)/ FTE Survey	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
4381	Dr. Henry E. Perrine Academy Of The Arts	Int. Funds: 2017-2018	None		None	
6771	Jorge Mas Canosa Middle	Int. Funds: 2017-2018	None		None	
7051	G. Holmes Braddock Senior	Int. Funds: 2017-2018 FTE: 2018-19 SP2	None		None	
7151	Homestead Senior	Int. Funds: 2017-2018	None		None	
7431	Miami Palmetto Senior	Int. Funds: 2017-2018	None		None	
TOTAL			None		4	

LIST OF SCHOOL PRINCIPALS

Listed below are the names of the former and current principals/administrators, as applicable for the three schools/centers **with audit exceptions**. **The highlighted table cell represents the principal(s)/administrator(s) in charge of the school/center during the audit period and/or responsible for the audit exception(s):**

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
<u>North Region Office School/Center</u>			
7591	North Miami Senior	Mr. Patrick Lacouty	N/A = No Change of Principal Since Prior Audit.
<u>Central Region Office Schools/Centers</u>			
2041	Benjamin Franklin K-8 Center	Dr. Fabrice Laguerre	N/A = No Change of Principal Since Prior Audit.
3501	Morningside K-8 Academy	Ms. Jordana C. Schneider	N/A = No Change of Principal Since Prior Audit.

LIST OF SCHOOL PRINCIPALS

Listed below are the names of the former and current principals, as applicable for the 57 schools/centers **without audit exceptions**. The **highlighted table cell represents the principal(s) in charge of the school/center during the audit period**:

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
<u>North Region Office Schools/Centers</u>			
3821	North County K-8 Center	Ms. Melissa M. Mesa	N/A = No Change of Principal Since Prior Audit.
6171	Henry H. Filer Middle	Mr. John J. Donohue	N/A = No Change of Principal Since Prior Audit.
<u>Central Region Office Schools/Centers</u>			
0121	Auburndale Elementary	Ms. Ania Marti	N/A = No Change of Principal Since Prior Audit.
0881	Comstock Elementary	Dr. Orna L. Campbell Dumeus	N/A = No Change of Principal Since Prior Audit.
1081	Coral Terrace Elementary	Ms. Eva N. Ravelo	N/A = No Change of Principal Since Prior Audit.
1361	Frederick Douglass Elementary	Ms. Yolanda L. Ellis	N/A = No Change of Principal Since Prior Audit.
1641	Emerson Elementary	Mr. Leonardo Mouriño	N/A = No Change of Principal Since Prior Audit.
1761	David Fairchild Elementary	Ms. Lucy Amengual	N/A = No Change of Principal Since Prior Audit.
1801	Fairlawn Elementary	Ms. Heather D. Tyler	N/A = No Change of Principal Since Prior Audit.
1841	Flagami Elementary	Ms. Maria C. Mason	N/A = No Change of Principal Since Prior Audit.
1881	Henry M. Flagler Elementary	Ms. Zulema C. Lamazares	N/A = No Change of Principal Since Prior Audit.

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
2781	Kinloch Park Elementary	Ms. Kisa D. Humphrey	N/A = No Change of Principal Since Prior Audit.
2821	Lakeview Elementary	Ms. Sandra V. Banky	N/A = No Change of Principal Since Prior Audit.
2981	Liberty City Elementary	Ms. Adrian M. Rogers	N/A = No Change of Principal Since Prior Audit.
3041	Lorah Park Elementary	Ms. Atunya R. Walker	N/A = No Change of Principal Since Prior Audit.
3051	Toussaint L'Ouverture Elementary	Dr. Lilia A. Dobao	N/A = No Change of Principal Since Prior Audit.
3021	Jesse J. McCrary, Jr. Elementary	Ms. Trellany M. Parrish-Gay	N/A = No Change of Principal Since Prior Audit.
3181	Melrose Elementary	Mr. Sergio A. Muñoz	N/A = No Change of Principal Since Prior Audit.
3341	Miami Shores Elementary	Ms. Brenda L. Swain	N/A = No Change of Principal Since Prior Audit.
4501	Poinciana Park Elementary	Ms. Tania L. Jones	N/A = No Change of Principal Since Prior Audit.
4491	Henry E. S. Reeves Elementary	Mr. Julian E. Gibbs	N/A = No Change of Principal Since Prior Audit.
4721	Rockway Elementary ^(a)	Ms. Sylvia Coto-Gonzalez	Ms. Denise Vigoa (Through February 2019; retired).
4841	Santa Clara Elementary	Mr. Stephen E. Papp	N/A = No Change of Principal Since Prior Audit.
4961	Shadowlawn Elementary	Ms. Gwendolyn Haynes-Evans	N/A = No Change of Principal Since Prior Audit.
5001	Shenandoah Elementary	Ms. Michelle L. Coto	N/A = No Change of Principal Since Prior Audit.
5201	South Hialeah Elementary ^(a)	Mr. Ramses Ancheta	Ms. Linette Tellez (Through March 2019; presently on leave).

Note:

(a) Change of Principal at this school/center since prior audit (2 schools/centers).

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
5321	Southside Elementary	Ms. Annette DeGoti	N/A = No Change of Principal Since Prior Audit.
5361	Springview Elementary	Ms. Catalina Flor	N/A = No Change of Principal Since Prior Audit.
5401	Sunset Elementary	Dr. Marlene Leyte-Vidal	N/A = No Change of Principal Since Prior Audit.
5441	Sylvania Heights Elementary	Ms. Amor Reyes	N/A = No Change of Principal Since Prior Audit.
5561	Frances S. Tucker Elementary	Dr. Fredrelette B. Pickett	N/A = No Change of Principal Since Prior Audit.
5931	Phillis Wheatley Elementary	Ms. Cathy M. Williams	N/A = No Change of Principal Since Prior Audit.
0961	Coral Gables Preparatory Academy	Ms. Jeanette Sierra-Funcia	N/A = No Change of Principal Since Prior Audit.
1441	Paul Laurence Dunbar K-8 Center	Ms. Maria D. de Armas	N/A = No Change of Principal Since Prior Audit.
1601	Edison Park K-8 Center	Ms. Carla Patrick	N/A = No Change of Principal Since Prior Audit.
0122	Dr. Rolando Espinosa K-8 Center	Ms. Martha M. Muñoz	N/A = No Change of Principal Since Prior Audit.
1721	Everglades K-8 Center	Mr. Ramon J. Garrigo	N/A = No Change of Principal Since Prior Audit.
5901	Carrie P. Meek/ Westview K-8 Center	Ms. Marchel D. Woods	N/A = No Change of Principal Since Prior Audit.
5241	South Miami K-8 Center	Ms. Lourdes A. Lopez	N/A = No Change of Principal Since Prior Audit.
5831	Henry S. West Laboratory School	Ms. Barbara R. Soto Pujadas	N/A = No Change of Principal Since Prior Audit.
6071	George Washington Carver Middle	Ms. Shelley F. Stroleny	N/A = No Change of Principal Since Prior Audit.

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
6741	Ponce de Leon Middle	Mr. Hebert M. Penton	N/A = No Change of Principal Since Prior Audit.
6331	Kinloch Park Middle	Mr. Scott A. Weiner	N/A = No Change of Principal Since Prior Audit.
6961	West Miami Middle	Ms. Katyna D. Lopez-Martin	N/A = No Change of Principal Since Prior Audit.
7571	International Studies Preparatory Academy	Dr. Alina M. Diaz-Blanco	N/A = No Change of Principal Since Prior Audit.
7251	Miami Central Senior	Mr. Gregory M. Bethune	N/A = No Change of Principal Since Prior Audit.
7271	Miami Coral Park Senior	Ms. Alicia Hidalgo	N/A = No Change of Principal Since Prior Audit.
7301	Miami Edison Senior	Mr. Leon P. Maycock	N/A = No Change of Principal Since Prior Audit.
7461	Miami Senior	Mr. Benny Valdes	N/A = No Change of Principal Since Prior Audit.
7241	Ronald W. Reagan/Doral Senior	Mr. Juan C. Boue	N/A = No Change of Principal Since Prior Audit.
7055	Young Women's Preparatory Academy	Ms. Concepcion I. Martinez	N/A = No Change of Principal Since Prior Audit.
<u>South Region Office Schools/Centers</u>			
0861	Colonial Drive Elementary	Ms. Laura F. Tennant	N/A = No Change of Principal Since Prior Audit.
4381	Dr. Henry E. Perrine Academy Of The Arts	Ms. Carla D. Rivas	N/A = No Change of Principal Since Prior Audit.
6771	Jorge Mas Canosa Middle	Mr. Elio Falcon Jr.	N/A = No Change of Principal Since Prior Audit.
7051	G. Holmes Braddock Senior	Mr. Allen N. Breeding III	N/A = No Change of Principal Since Prior Audit.

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
7151	Homestead Senior	Mr. Guillermo A. Muñoz	N/A = No Change of Principal Since Prior Audit.
7431	Miami Palmetto Senior	Ms. Victoria G. Dobbs	N/A = No Change of Principal Since Prior Audit.

PROPERTY SCHEDULE

The schedule below includes the results of property inventories of 60 schools/centers. The results of the property inventories reported herein are as follows:

Work Location No.	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
North Region Office Schools/Centers								
3821	North County K-8 Center	71	\$ 154,060	-	\$ -	\$ -	-	\$ -
6171	Henry H. Filer Middle	192	545,947	-	-	-	-	-
7591	North Miami Senior	561	1,937,789	-	-	-	-	-
Central Region Office Schools/Centers								
0121	Auburndale Elementary	160	389,015	-	-	-	-	-
0881	Comstock Elementary	180	356,495	-	-	-	-	-
1081	Coral Terrace Elementary	115	236,488	-	-	-	1	1,038
1361	Frederick Douglass Elementary	67	137,408	-	-	-	-	-
1641	Emerson Elementary	122	264,399	-	-	-	-	-
1761	David Fairchild Elementary	134	257,312	-	-	-	-	-
1801	Fairlawn Elementary	105	284,443	-	-	-	-	-
1841	Flagami Elementary	100	241,255	-	-	-	-	-
1881	Henry M. Flagler Elementary	101	262,227	-	-	-	-	-
2781	Kinloch Park Elementary	126	271,099	-	-	-	-	-
2821	Lakeview Elementary	71	154,060	-	-	-	-	-
2981	Liberty City Elementary	104	292,990	-	-	-	-	-

PROPERTY SCHEDULE

Work Location No.	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
3041	Lorah Park Elementary	84	180,210	-	-	-	-	-
3051	Toussaint L'Ouverture Elementary	84	202,350	-	-	-	-	-
3021	Jesse J. McCrary, Jr. Elementary	92	235,022	-	-	-	-	-
3181	Melrose Elementary	145	325,176	-	-	-	-	-
3341	Miami Shores Elementary	158	360,690	-	-	-	-	-
4501	Poinciana Park Elementary	135	357,109	-	-	-	-	-
4491	Henry E. S. Reeves Elementary	122	361,487	-	-	-	-	-
4721	Rockway Elementary	85	214,291	-	-	-	-	-
4841	Santa Clara Elementary	127	288,621	-	-	-	-	-
4961	Shadowlawn Elementary	120	290,622	-	-	-	-	-
5001	Shenandoah Elementary	202	523,339	-	-	-	-	-
5201	South Hialeah Elementary	188	432,499	-	-	-	-	-
5321	Southside Elementary	93	317,272	-	-	-	-	-
5361	Springview Elementary	133	342,665	-	-	-	-	-
5401	Sunset Elementary	180	398,229	-	-	-	-	-
5441	Sylvania Heights Elementary	168	357,366	-	-	-	-	-
5561	Frances S. Tucker Elementary	143	372,524	-	-	-	-	-
5931	Phillis Wheatley Elementary	158	389,522	-	-	-	-	-
0961	Coral Gables Preparatory Academy	168	446,907	-	-	-	-	-

PROPERTY SCHEDULE

Work Location No.	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
1441	Paul Laurence Dunbar K-8 Center	168	362,072	-	-	-	-	-
1601	Edison Park K-8 Center	103	267,204	-	-	-	-	-
0122	Dr. Rolando Espinosa K-8 Center	196	531,185	-	-	-	-	-
1721	Everglades K-8 Center	289	698,955	-	-	-	-	-
2041	Benjamin Franklin K-8 Center	153	394,366	-	-	-	-	-
5901	Carrie P. Meek/Westview K-8 Center	210	549,488	-	-	-	-	-
3501	Morningside K-8 Academy	98	262,004	-	-	-	-	-
5241	South Miami K-8 Center	228	627,608	-	-	-	-	-
5831	Henry S. West Laboratory School	111	225,370	-	-	-	-	-
6071	George Washington Carver Middle	198	434,147	-	-	-	-	-
6741	Ponce de Leon Middle	260	773,748	-	-	-	-	-
6331	Kinloch Park Middle	266	632,120	-	-	-	-	-
6961	West Miami Middle	216	536,536	-	-	-	-	-
7571	International Studies Preparatory Academy	122	354,166	-	-	-	-	-
7251	Miami Central Senior	701	2,847,124	-	-	-	-	-
7271	Miami Coral Park Senior	858	2,830,715	-	-	-	-	-
7301	Miami Edison Senior	741	1,652,798	-	-	-	-	-
7461	Miami Senior	664	2,393,145	-	-	-	-	-
7241	Ronald W. Reagan/Doral Senior	515	1,654,182	-	-	-	-	-

PROPERTY SCHEDULE

Work Location No.	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
7055	Young Women's Preparatory Academy	109	307,052	-	-	-	-	-
<u>South Region Office Schools/Centers</u>								
0861	Colonial Drive Elementary	83	231,256	-	-	-	-	-
4381	Dr. Henry E. Perrine Academy Of The Arts	158	364,162	-	-	-	-	-
6771	Jorge Mas Canosa Middle	419	791,349	-	-	-	-	-
7051	G. Holmes Braddock Senior	698	2,007,835	-	-	-	-	-
7151	Homestead Senior	530	1,452,926	-	-	-	-	-
7431	Miami Palmetto Senior	372	923,207	-	-	-	-	-
TOTALS		13,260	\$ 36,285,608	-	\$ -	\$ -	1	\$ 1,038

FINDINGS AND RECOMMENDATIONS

1. Bookkeeping Practices And Internal Fund Procedures Over Disbursing And Receipting Of Funds Require Enhancements For Compliance. Some Conditions Are Recurrent From Prior Audits. ***North Miami Senior High School***

For the 2017-2018 fiscal year, total receipts and disbursements were approximately \$595,000 and \$596,000, respectively. From our audit, we determined that bookkeeping practices and the documentation supporting the associated transactions continue to require improvement and additional oversight. Specifically, we noted instances where individual purchases of \$1,000 or more were not documented with the required number of vendor quotations, including one from a certified minority. In addition, there were instances when the school was not following proper procedures for documenting the disbursements, and for not paying invoices in a timely manner. We also noted delays in the processing of receipts and discrepancies with the prenumbered forms inventory.

Some of these conditions, which were cited in the prior audit report, happened for the most part, under the tenure of the former administration and former treasurer. That audit report was discussed with the administration in late December 2017 and published in January 2018.

During this current audit, follow up to these issues took place between November 2018 and February 2019. The conditions cited herein happened under the current Principal and current Treasurer.

Disbursements

Pursuant to School Board Policy 6610 *Internal Accounts*, purchases of \$1,000 or more but less than \$50,000, require that at least three (3) written vendor quotations be solicited. One of these quotations must be from a certified minority enterprise, according to School Board Policy 6320.02, *Minority/Women Business Enterprise Certification Procedures*. The quotations must be included as part of the documentation filed for disbursements to show compliance with vendor selection and lowest price selected.

We sampled 62 disbursements totaling approximately \$170,000. Of this total, 19 disclosed discrepancies. These totaled approximately \$45,000. The specific conditions are as follows:

- 1.1. In four instances, the required minimum of three (3) written vendor quotations, including one from a certified minority enterprise were not on file. We requested documentation during the audit, but it was never provided. Items purchased included team sport apparel and uniforms, music equipment repair, teacher appreciation gifts and student incentives. These purchases totaled approximately \$10,300.

According to Section II, Chapters 4 and 5 of the *Manual of Internal Fund Accounting*, disbursements must be documented with an original itemized vendor invoice, which must be signed by the individual to acknowledge that the goods/services were received, and the corresponding payment is in order. In addition, payments to vendors must be made within thirty (30) days of satisfactory receipt of goods/services, unless the school obtains written agreements with the vendors to delay payment.

- 1.2. In ten instances, the invoices supporting the individual purchases were not signed to indicate acknowledgement of receipt of goods/services. These totaled approximately \$27,100.
- 1.3. In six instances, invoices were paid late. The delays ranged between 11 days to approximately four months. These purchases totaled approximately \$9,700.
- 1.4. In two instances, original invoices were not on file. Photocopies were used in lieu of original invoices. These totaled approximately \$3,700. In another instance, an invoice for the rental of audio-visual equipment for a school event was not properly itemized.

Financial Management- Deficit and Dormant Accounts

Section III, Chapters 3, 4, and 7 of the *Manual of Internal Fund Accounting* prohibit Classes and Clubs, Trust, and Instructional Aids Fund accounts from closing the year with deficit balances. We found that:

- 1.5. As of June 30, 2018, 12 accounts had closed the year with an aggregate deficit balance totaling approximately \$(2,300). As of December 2018, nine accounts continue with negative balances totaling approximately \$(2,600). For one account, the deficit balance further increased in the current fiscal year by approximately \$800.
- 1.6. As of June 30, 2018, six accounts with an aggregate balance of approximately \$5,300 remained dormant for two years. As of December 2018, five of these accounts totaling approximately \$3,300 remain dormant.

Receipts and Deposits

Section II, Chapter 2 of the *Manual of Internal Fund Accounting* requires that any money collected by faculty/staff, student, or authorized volunteers, regardless of the amount, be submitted to the school Treasurer or back-up designee on the same day collected. The procedures also require that the funds be deposited in the bank and posted to the system in a timely manner.

- 1.7. We tested a sample of nine deposits totaling approximately \$33,000. Our review of deposits for the 2017-2018 fiscal year up to December 2018 disclosed three instances where sponsor did not remit the collections to the treasurer in a timely manner. One instance disclosed a delay of up to 11 days. The delay in the remittance of these funds in turn created deposit and posting delays in the eSAS automated accounting system.

Inventory of Prenumbered Forms

Section II, Chapter 8 of the *Manual of Internal Fund Accounting* requires that a complete and accurate inventory of prenumbered forms be prepared at the end of the fiscal year and that all records be retained for audit. Our review disclosed that:

- 1.8. The Inventory of Prenumbered Forms was incomplete and contained errors. Specifically, not all centralized fee receipts were reported in the Distribution Log, and event tickets and wrist bands carried over from the prior year inventory were not listed in this year's inventory.

RECOMMENDATIONS

We continue to recommend that:

- 1.1. **The school administration should identify a designee to oversee internal funds. The school should implement a periodic system of review over the bookkeeping, namely, the receipting, depositing and disbursing of funds. This review should take place with certain frequency to assist in the timely detection/prevention of accounting/posting errors and delays in remittances from faculty/staff. The designee should also perform periodic reviews of internal funds records and official receipt books to ensure their adequacy.**
- 1.2. **Regarding individual disbursements of \$1,000 or more, staff should be directed to solicit quotations, including one from a certified minority as required by the guidelines; and should ensure that they properly support the items purchased. The school should ensure that all quotes be included as part of the supplementary disbursement documentation.**
- 1.3. **Regarding the disbursement function, the school administration or his/her designee: 1) should not sign the check unless all necessary supporting documentation is included and signatures are affixed to the required documents; 2) the supporting invoices are itemized and include the acknowledgement of receipt of goods/services; 3) the corresponding account to be charged has been verified and holds sufficient funds to cover the expenditure; and 4) the payment is made in a timely manner.**

- 1.4. Regarding dormant accounts, prior to making any transfers or use of these funds for purposes other than those initially intended, the school administration should contact the Region Office and the Internal Fund Accounting Division in the Office of the Controller for guidance and written approval. In addition, all deficits should be corrected immediately.
- 1.5. Regarding collections from sponsors, the school should discuss and enforce the timelines for remitting and depositing collections.
- 1.6. Controls over the custody of official forms should be strengthened to improve accountability and safeguard them from loss. In addition, we recommend careful preparation of this inventory of prenumbered forms to prevent unnecessary errors.

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

Management Response:

The Principal has reviewed the guidelines as stated in the Manual of Internal Fund Accounting with his Assistant Principal, Treasurer and staff, and has obtained signed acknowledgements from each to ensure their understanding of all procedures relating to receipting, depositing, disbursing of funds and bookkeeping. The Principal and the Assistant Principal will perform monthly reviews of internal fund records and official receipt books in order to detect and prevent accounting/posting errors and/or delays in remittances from faculty and staff. Additionally, the Assistant Principal will conduct periodic reviews of internal fund records and official receipt books to ensure their adequacy. Any anomalies will be reported to the Principal and corrected immediately.

The Principal has provided a copy of School Board Policy 6320.02 – Minority/Women Business Enterprise Certification Procedures to all faculty and staff with directives to solicit quotations, including one from a certified minority as required by the guidelines, as well as, to attach supplementary documentation as justification to support the items purchased for disbursements of \$1,000 or more. The Principal has retained signed memorandums from each faculty and staff member acknowledging receipt of these directives.

The Principal has reviewed, Section II, Chapter 4 and Chapter 5 of the Manual of Internal Fund Accounting and School Board Policy 6610, regarding Internal Accounts of \$1,000.00 or more but less than \$50,000.00 and has met with the Treasurer and has instructed her that disbursements must be documented with an original itemized vendor invoice and signed by the Treasurer to acknowledge that the goods/services were received, prior to requesting approval for payment from the Principal. The Principal will ensure that the school has at least three written quotations and one of which is a certified minority/women business enterprise (M/WBE) prior to purchase. The Treasurer at the request of the Principal, will require and review all quotes to ensure

minority/women business enterprise certificate procedures have been followed.

In regard to disbursement functions, the Principal has strengthened the internal funds procedures by requiring all request for purchases be reviewed and approved by the Principal and by instructing the Treasurer to provide all supporting documentation, including signatures on required documents, such as, *Check Requisition/JV Transfer* (including all signatures), original vendor invoices with acknowledgment of the receipt of goods and services, prior to the Principal signing checks. In addition, the Principal has instructed the Treasurer to provide verification of available funds with each expenditure request to ensure there are available funds for disbursement in a timely manner.

The Principal will seek the written approval from the Region Superintendent or designee and the Internal Fund Accounting Division Supervisor prior to transferring any remaining balances of \$1,000.00 or more in a dormant or inactive account for which no activity has transpired during two consecutive fiscal years.

The Principal has reviewed Section II, Chapter 5 of the Manual of Internal Fund Accounting handbook, regarding Expenditures and Disbursements. A memorandum of guidelines has been given to and acknowledged by the Treasurer regarding expenditures and disbursements, which includes the importance of processing invoices in a timely manner. The Principal will meet bi-weekly with the Treasurer to allow for timely identification and resolution of issues and/or concerns. Any anomalies will be brought to the attention of the Principal and corrected, immediately.

The Principal has set controls in place over the custody of official forms by designating the Assistant Principal to oversee the preparation of this inventory of prenumbered forms. The Principal and the Assistant Principal will review the inventory of prenumbered forms prior to the end of the school year to ensure the preparation of pre-numbered forms are completed correctly to prevent unnecessary errors.

Person(s) Responsible:

North Region Office Administration

Management Response:

The Principal was directed by the Region Superintendent to thoroughly read and review the Manual of Internal Fund Accounting in its entirety and has obtained written acknowledgement to ensure understanding of all procedures relating to receipting, depositing, disbursing of funds and bookkeeping.

The North Region Office Financial Human Capital Director and the Principal established a plan for the Principal to implement and monitor with the Assistant Principal and Treasurer, to ensure that bookkeeping functions are timely and accurate.

Additionally, the Principal was directed to thoroughly review the Section II, Chapters 2, 4, 5 and 8 and Section III, Chapters 3, 4 and 7 of the Manual of Internal Fund

Accounting in regard with the Assistant Principal and Treasurer to ensure understanding of procedures and guidelines.

The North Region Office Financial Human Capital Director assigned the Treasurer a Mentor Treasurer to serve as an immediate liaison and to provide support and answer questions or concerns the Treasurer may have regarding her bookkeeping responsibilities.

The North Region Office Financial Human Capital Director will ensure that the District/Region Fiscal Review Team assist the school and provide additional support in this area.

The Principal was directed to contact the Office of the Controller to request training opportunities available for the Treasurer and direct the Treasurer to register for internal accounting technical training.

The Principal was directed to contact, Career & Technical Education to inquire about the removal of the Health Occupations Students of America (HOSA) from his work site to avoid recurring findings.

The North Region Office Financial Human Capital Director in collaboration with the District School Operations Office will coordinate school site visits by the District/Region Fiscal Review Teams to provide support. In addition to the Treasurer being assigned a Mentor, North Region Office has also assigned a Mentor for the Principal to provide continuous support.

Lastly, the Principal was directed to attend the District's 2019-2020 Money DOES Matter Support Program with his Treasurer, and to include the Activities Director, ESOL Chair and ESE Chair as appropriate; and include specific fiscal management job targets on his Performance Plan and provide progress points/evidence of progress to improve.

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

Management Response:

School Operations has reviewed the audit findings cited in the 2017-2018 fiscal year and 2018-2019 FTE Survey Period 2 report for North Miami Senior High School. In response to the report, the following list outlines the corrective actions taken by School Operations:

- School Operations, in cooperation with the Office of the Controller, and the Office of Career and Technical Education has established the following practices to be in effect for the 2019-2020 school year:

- A review of the accounts for end-of-year closing with a focus on the Health Occupations Students of America (HOSA) account will be conducted by the Office of the Controller, Treasurer and the Executive Director of the Office of Career and Technical Education.
 - A separate account structure will be established at each high school with an active HOSA Chapter for meeting state and local fees and due requirements.
 - In addition, a presentation will be shared with the respective principals during the 2019-20 Opening of Schools Meeting. This will provide an overview of the responsibilities associated with management of the HOSA account.
- School Operations in collaboration with the North Region Center has assigned a mentor team comprised of a principal, master treasurer, activity director, ESE and ELL specialists to provide support with established recommendations and to further support the administration and staff with implementing bookkeeping practices and safeguards to avoid audit exception recurrence.
- School Operations has coordinated an oversight task force comprised of various district offices to facilitate a biannual onsite review of records, bookkeeping practices and provide additional support to the principals, treasurers and affected staff.
- During the 2019-2020 school year, the Money DOES Matter Support Program will include newly assigned, inherited, current and former Principals with audit exceptions, as well as, treasurers and expand participant qualifications to activity directors of schools with audit findings.

**2. School-Sponsored Activities Continued To Disclose Non-Compliance With Controls And Accountability Over Student Activities.
Recurrent Condition From Prior Audits.
*North Miami Senior High School***

Our review of selected activities for the 2017-2018 fiscal year included the Homecoming Dance, the Senior Prom and the Senior Grad Bash activities. For the 2018-2019 fiscal year, the Homecoming Dance was reviewed during the audit visit.

We continue to identify discrepancies similar to those cited in the prior audit. The school conducted approximately 25 fundraising activities during the audit period. Our review of a representative sample of fundraising activities during the 2017-2018 fiscal year up to December 2018 disclosed the following discrepancies:

According to Section IV, Chapter 2 of the *Manual of Internal Fund Accounting*, an Application for Fundraising Activity form [FM-1018] must be approved by the Principal prior to the start of the activity, and a *Student Activity Operating Report* [FM-0996] must be prepared upon completion of each activity. All fundraising activities must be recorded in the *Activity Log* [FM-6672]. Part of the completion of the *Student Activity Operating Report* includes signing and dating the report by the Activity Sponsor, the Treasurer and Principal or Designee overseeing this area to denote review and approval. All this documentation must be maintained on file for audit. Furthermore, Section IV, Chapter 7 of the *Manual* establishes the guidelines for Senior Class Activities such as the Senior Prom and the Gradnite/Grad Bash senior class field trip. Overall, student activities must be planned accordingly to ensure that revenue sources are planned and identified in advance to prevent overcharging/undercharging students, while ensuring that all related expenditures are duly covered and timely paid.

- 2.1. For the Senior Prom, the *Student Activity Operating Report* contained errors and the activity number was not listed on the *Student Activity Operating Report* or on the *Application for Fundraising Activity*. Furthermore, this report was not signed by the Treasurer or Principal/Designee. Regarding Homecoming, the *Student Activity Operating Report* for both the 2017-2018 fiscal year and current year 2018-2019 contained errors.
- 2.2. An analysis of revenues and expenditures corresponding to the 2017-2018 Senior Prom and Grad Bash and the 2018-2019 Homecoming Dance disclosed that revenues collected were not sufficient to cover the associated expenditures. This resulted in losses of approximately \$(10,000), \$(2,100), and \$(970), respectively. Most of these losses were covered with prior year carry over account balances or with funds transferred from related accounts with leftover balances.

- 2.3. Transactions corresponding to the Homecoming Dance activities for the 2017-2018 and 2018-2019 fiscal years were not posted to a sub-ledger account within the same account as previously recommended to segregate the accounting of these activities.

RECOMMENDATIONS

We continue to recommend that:

- 2.1. The Principal's designee should review the procedures with sponsors, the Activities Director and Treasurer to ensure awareness and understanding of the requirements, namely, the timelines, preparation, review, and sign-off of Student Activity Operating Reports and ancillary documentation.
- 2.2. Once sponsors submit Student Activity Operating Reports, the Treasurer should review the reports for accuracy.
- 2.3. The Treasurer should be directed to use sub-ledgers when different types of activities are recorded within the same account.
- 2.4. Periodically, the designee should review the activities and related documentation with the Activities Director and the Treasurer to ensure that all staff members are following the guidelines. Discrepancies should be immediately addressed for immediate corrective action.

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

Management Response:

The Principal has reviewed Section IV, Chapter 2 of the Manual of Internal Fund Accounting, an Application for Fundraising Activity form (FM-1018) and the Student Activity Operating Report (FM-0996) with the Treasurer, Activities Director, Athletic Director, Business Manager and Sponsors; as well as, Section IV, Chapter 7 of the Manual of Internal Fund Accounting as it relates to establishing the guidelines for Senior Class Activities.

In addition, the Principal has issued a memorandum, dated and signed by all Sponsors instructing them to submit an Application for Fundraising Activity form (FM-1018) prior to the start of the activity for approval and to complete the Student Activity Operating Report no later than two-weeks after the completion of an activity.

The Treasurer will review the Student Activity Operating Report and any ancillary documents in conjunction with the Principal for accuracy. Anomalies will be reported to the Principal for immediate correction.

The Principal instructed the Treasurer to use sub-ledgers when different activities are recorded within the same account for organization and accuracy. Additionally, prior to approving any activities, the Principal will ensure that sub-ledgers have been included.

The Principal will review the financial activities on a bi-weekly basis with the Activities Director and Treasurer to ensure collections are properly receipted, documented and timely posted.

Person(s) Responsible: **North Region Office Administration**

Management Response:

The North Region Office Financial Human Capital Director and the Principal established a plan for the Principal to implement and monitor with the Treasurer, Activities Director, Athletic Director, Business Manager and Sponsors to ensure that guidelines for Senior Class Activities are met.

The Principal was instructed to meet and review the financial activities on a bi-weekly basis with the Activities Director and Treasurer to ensure collections are properly receipted, documented and timely posted.

The Principal was directed to contact, Project Up-Start to request reimbursement for students attending, free of charge, Senior activities during the 2018-2019 school year.

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

Management Response:

Refer to page 43-44 of this report and page 85 in the report's Appendix Section for School Operations administration's comprehensive response addressing the recommendations to the school findings of North Miami Senior High School.

3. School Non-Compliant With Full-Time Equivalent FTE Records And Procedures Resulted In FTE Funding Disallowances *North Miami Senior High School*

Our review of a sample of FTE records in 2018-2019 found discrepancies in the areas of ESOL, Teacher Certification and SPED. Based on our samples, the non-compliant issues identified in these areas could have generated a combined funding disallowance of \$10,300.

During the audit, we spent significant time with the school administration and staff discussing the issues, detailing the correct procedures to follow and providing guidance. Specifically, we consulted with District administration from the Bilingual Education and World Languages Department, Certification Office, Exceptional Student Education and Federal and State Compliance Office (FASCO) to ensure that the school received assistance for corrective action going forward, in anticipation of the February 2019 FTE Survey Period.

Previously, this school was audited by the State Auditor General for the 2016-2017 fiscal year and their report, published in August 2018, cited similar issues as those identified during our review of FTE records for this subsequent FTE period. We selected this school as a follow-up to that external audit.

Results Of Review Of ESOL Records

For the 2018-2019 school year, guidelines and procedures for maintaining student information for English Learners (EL), also known as English for Speakers of Other Languages (ESOL), were provided through the 2018-2019 Opening of School Year Information and Reminders, the Division of Bilingual Education and World Languages memoranda, and the District Plan for Services to English Language Learners (ELL).

According to the guidelines, all sections of the ELL Plan for students attending secondary schools must be appropriately initiated and/or updated in a timely manner and maintained in the student's cumulative folder. In addition, parents/guardians must be notified each school year of their child's participation or any programmatic change in the ESOL Program.

The ELL Committee must convene no earlier than 30 school days prior to the third anniversary of the student's Date Entered United States School (DEUSS)² and no later than the anniversary date, unless the student's anniversary date falls within the first two weeks of any school year. Then, the ELL Committee may convene no later than October 1. Any student considered for extension of ESOL services will be assessed on

² The *Date Entered United States School* (DEUSS) refers to the first time the student *enters a school in the United States*. DEUSS is obtained from the parents; consequently, *school personnel must make every effort to obtain any previous schooling information for the student from a U.S. school*. The date is necessary to calculate whether a student has attended a U.S. school for three (3) full academic years.

at least one department-approved assessment instrument. Evidence of that assessment must be maintained in the student's file.

During the October 2018 FTE Survey³, the school reported 395 students enrolled in the ESOL program. This constitutes a large program. A review of a sample of 40 ELL student folders disclosed discrepancies in 14 student folders sampled (35%). According to staff responsible for the review of these records, time constraints due to teaching work schedule and demands with class instruction did not permit sufficient time for review. According to our calculations, the ESOL-related findings could have potentially generated a funding disallowance to the District of approximately \$3,800. We found that:

- 3.1. In 12 instances, students were beyond six ESOL semesters, but ELL Committee meeting documentation was either incomplete or not evident. Two of these students were reported as having participated in the program over the 6-year period of ESOL funding. Consequently, an amendment for each of these two students should have been filed to correct these discrepancies and discontinue further ESOL funding. The corrections were submitted to FASCO at the request of the auditor and they are still pending as of the date of this report.
- 3.2. In eight (8) instances, the student record disclosed an incorrect Date Entered U.S. School (DEUSS) in DSIS (Integrated Student Information System). The school processed the necessary corrections in the system at the request of the auditor.
- 3.3. In four (4) instances, the student had a DEUSS date that would have required a current CELLA assessment (Florida Comprehensive English Language Learning Assessment) for the ELL Committee meeting; however, the student was not assessed.

Results Of Review Of Teacher Certification Records

The schools are responsible for ensuring that instructors are assigned to teach in accordance with certification requirements. The Principal or administrative designee should ensure that out-of-field waivers are maintained on file at the school site, if applicable; and that teachers are assigned to teach in accordance with certification requirements.

During this survey, the school listed a total of 132 teachers. We selected a judgmental sample of ten (10) teachers to review their certification requirements and found that four (4) teachers were non-compliant. According to our calculations, the findings stated herein for three (3) of these teachers could have potentially generated a funding disallowance to the District of approximately \$6,500. We found that:

³ FTE Survey in October is otherwise referred to as FTE Survey Period 2.

- 3.4. The teacher's certification in the field assigned subject area did not comply with certification requirements related to the subject area courses taught by the teacher. The Agreement for Teachers Accepting Out-Of-Field Assignments [FM-5784] were not on file for any of these teachers, and we were not able to verify the School Board approval for these out-of-field assignments.

School staff involved with teacher certification and scheduling stated they were unaware of the certification requirements. However, a similar condition was cited by the Auditor General in their 2016-2017 report.

Results Of Review Of SPED Records

The *Matrix of Services* form (referred to as a *Matrix*) is used to determine the cost factor for exceptional education students. The cost factor calculation in the *Matrix* is based on the decisions made by the Individual Education Plan Committee, which are documented on the student's *Individual Education Plan* (IEP).

The Division of Special Education and Advanced Academic Programs establishes the procedures for completing the Individual Educational Plans (IEP) and Educational Plan (EP). According to the guidelines, an IEP or EP must be completed and is required for each exceptional education student *prior* to the provision of Special Education and related services. The form includes the plan's initiation/duration dates (timeline), which must be current by the time that the corresponding FTE survey period arrives. The Plan must be finalized in the Miami-Dade County Public Schools' Exceptional Student Education Electronic Management System (ESE-EMS)⁴ in a timely manner.

Regarding the timing of the parent notification (the *Notice of Meeting*) to attend an IEP or EP meeting, Florida Administrative Code 6A-6.03028 requires that the notice to the parent be sent at least ten (10) days *prior to the meeting*.

For the October 2018 FTE Survey, the school reported 354 Special Education (SPED) students. This constitutes a large program that includes both Exceptional Student Education (ESE) students and Gifted students.

Our review of a sample of 35 Special Education (SPED) records (of which 18 were Exceptional Student Education and 17 were Gifted Student folders) disclosed non-compliance with District and State policy in 29 of the 35 student folders sampled (83%). We found that:

- 3.5. In 26 instances, the *Notice of Meeting* to the parent was sent less than the ten (10) day minimum notice. In some cases, the notice was sent *on the same day*

⁴ A Web-based system that integrates the students' services with the Matrix and adheres to the state's and federal guidelines and the District's security standards and integrates with existing systems and procedures.

that the meeting was conducted. In 21 of these instances, the parent did not attend the meeting.

- 3.6. In four instances, the occupational and/or physical therapy services were not indicated on the student's Individualized Educational Plan (IEP), which did not agree with the Matrix of Services and DSIS.
- 3.7. In two instances, the name of the staff member completing the *Matrix of Services* form was not indicated.

RECOMMENDATIONS

- 3.1. **The school administration should designate an administrator to oversee the FTE records. The appropriate District departments should be contacted to inquire about additional training opportunities for staff involved with ESOL, ESE, Gifted and Teacher Certification.**
- 3.2. **To reduce the probability of potential losses in funding and other non-compliance issues regarding ESOL criteria, appropriate 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 timely filed in the folders. All records should be filed in the LEP folders by the time of the FTE Survey.**
- 3.3. **In order to ensure future compliance with District guidelines, in those instances where students are enrolled over six semesters in the ESOL program, improved efforts should be made by the school administration to ensure that upcoming meetings are identified with sufficient time to schedule them in a timely manner and prior to the FTE week. Particular attention should be paid to the student's DEUSS date to ensure compliance with ESOL anniversary requirements. Special attention should also be given to students receiving ESOL services over the 6-year period of ESOL funding.**
- 3.4. **Regarding certification issues, the school administration should contact the Certification Department in order to resolve these issues. To reduce the probability of potential losses in funding and other non-compliance issues regarding Certification criteria, school administration should ensure that waivers are maintained on file at the school site; and that instructors are assigned to teach in accordance with certification requirements. Going forward, the Certification Office should be immediately contacted for any clarification or assistance.**
- 3.5. **To reduce the probability of potential losses in funding and other non-compliance issues regarding SPED and Gifted criteria, the Principal or administrative designee should monitor the SPED and Gifted area and**

student folders on a regular basis to ensure that IEP and EP conferences are properly and accurately documented in the student cumulative folders and in ESE-EMS; and all necessary records are properly completed, signed and filed. Particular attention should be made to documentation corresponding to students funded at levels 254 Support Level 4 and 255 Support Level 5.

Person(s) Responsible: Principal, Assistant Principal, ESOL Chair, SPED Chair, Program Specialist

Management Response:

The Principal has designated the Assistant Principal to oversee the Full Time Equivalent (FTE) records. To resolve issues, the Principal in collaboration with the North Region Office, have contacted the Division of Special Education and the Division of Bilingual Education and World Languages to conduct a record review as well as a training for designated school site personnel.

To improve efforts with students who are enrolled over six semesters in the ESOL program, the Principal has directed the ESOL Department Chair to schedule ELL meetings in a timely manner and prior to the FTE Survey Period. The Principal will conduct periodic reviews utilizing the Secondary ESOL Records Folder Checklist provided by the Division of Bilingual Education and World Languages in conjunction with the ESOL Compliance Procedures Year-At-A-Glance calendar.

To reduce the probability of potential losses in funding and other non-compliance issues regarding ESOL criteria, the Principal and the ESOL Department Chair will review ESOL Program Record Folders to make certain that the information is accurate and that all pertinent forms are completed and timely filed in the folders. The results will be transmitted monthly to the North Region Office Financial Human Capital Director. Any anomalies will be addressed and corrected as needed.

To ensure future compliance with District guidelines, the Principal and the ESOL Department Chair, utilizing the *Elevation Platform*, will review the Three Years or More Report for students enrolled over six semesters in the ESOL program, and schedule meetings in a timely manner and prior to FTE week with particular attention paid to student's DEUSS date to ensure compliance with ESOL anniversary requirements. Furthermore, special attention will also be given to students receiving ESOL services over the 6-year period of ESOL funding.

To reduce the probability of potential losses in funding and other non-compliance issues regarding Certification criteria, moving forward, the Principal will assign instructors in accordance with their certification. In instances where an instructor is assigned to an out of field area, the Principal will complete the out of field waiver process prior to FTE week and ensure that proper waivers are on file.

Additionally, a certification binder has been created to include the following documents: teacher certification, DSIS PF-9 screen of teacher schedule, PF-17 screen showing the required certification for each subject. Additionally, the Certification Department will be contacted to ensure proper documentation is on file prior to FTE Survey Periods.

To reduce the probability of potential losses in funding and other non-compliance issues regarding SPED and Gifted criteria, the Principal, ESE Program Specialist and SPED Chair will on a monthly basis, monitor the SPED and Gifted area and review student records of the SPED and Gifted students to ensure that IEP and EP conferences are properly and accurately documented in the students' cumulative folders and ESE-EMS system; and that all necessary records are properly completed, signed and filed.

Additionally, SPED students funded at level 254 support level 4 and 255 support level 5 will be monitored monthly.

Person(s) Responsible:

North Region Office Administration

Management Response:

The North Region Office Financial Human Capital Director and the Principal established a plan for the Principal to implement and monitor with the Assistant Principal, ESOL Department Chair for all procedures regarding ESOL compliance requirements. The Principal was directed to provide a report monthly to the North Region Office Financial Human Capital Director of findings and corrections made.

The North Region Office Financial Human Capital Director coordinated school site visits from the various district offices: Division of Bilingual Education and World Languages, the Certification Department and the Office of Special Education to support and assist the Principal and affected staff with addressing the findings, review of records and establishing controls. The Principal was directed to provide a report to the North Region Office Financial Human Capital Director after each school site visit that highlights the safeguards and controls put in place to avoid future recurrence.

The Principal was directed to contact the Federal and State Compliance Office (FASCO) to coordinate services to correct deficiencies during the February 2019 FTE Survey Period.

Person(s) Responsible:

School Operations Administration

Management Response:

Refer to page 43-44 of this report and page 85 in the report's Appendix Section for School Operations administration's comprehensive response addressing the recommendations to the school findings of North Miami Senior High School.

4. School Non-Compliant With Full-Time Equivalent FTE Records And Procedures Resulted In FTE Funding Disallowances *Benjamin Franklin K-8 Center*

Our review of a sample of FTE records in 2018-2019, specifically FTE Survey Period 2 in October 2018, found discrepancies in ESOL and Teacher Certification. Based on our samples, the non-compliant issues identified in these areas could have generated a combined funding disallowance of \$6,400.

During our audit visit, it came to our attention that the District administration from the Bilingual Education and World Languages Department had visited the school and provided recommendations to the school administration. We were also informed that staff had attended ESOL Program Compliance Trainings in the current fiscal year. During our audit visit in February 2019, records were found to be disorganized or often incomplete.

Results of Review of ESOL Records

For the 2018-2019 school year, guidelines and procedures for maintaining student information for English Learners (EL), also known as English for Speakers of Other Languages (ESOL), were provided through the 2018-2019 Opening of School Year Information and Reminders, the Division of Bilingual Education and World Languages memoranda, and the District Plan for Services to English Language Learners (ELL).

According to the guidelines, all sections of the ELL Plan for students attending secondary schools must be appropriately initiated and/or updated in a timely manner and maintained in the student's cumulative folder. In addition, parents/guardians must be notified each school year of their child's participation or any programmatic change in the ESOL Program.

The ELL Committee must convene no earlier than 30 school days prior to the third anniversary of the student's Date Entered United States School (DEUSS)⁵ and no later than the anniversary date, unless the student's anniversary date falls within the first two weeks of any school year. Then, the ELL Committee may convene no later than October 1. Any student considered for extension of ESOL services will be assessed on at least one department-approved assessment instrument. Evidence of that assessment must be maintained in the student's file.

During the October 2018 FTE Survey⁶, the school reported 124 students enrolled in the ESOL program. A review of a sample of twelve (12) ELL student folders disclosed

⁵ The *Date Entered United States School* (DEUSS) refers to the first time the student *enters a school in the United States*. DEUSS is obtained from the parents; consequently, *school personnel must make every effort to obtain any previous schooling information for the student from a U.S. school*. The date is necessary to calculate whether a student has attended a U.S. school for three (3) full academic years.

⁶ FTE Survey in October is otherwise referred to as FTE Survey Period 2.

discrepancies in all student folders sampled (100%). According to our calculations, the ESOL-related findings could have potentially generated a funding disallowance to the District of approximately \$2,800. We found that:

- 4.1. In all twelve (12) instances, the individual *ELL Plan* was not completed as of the October FTE survey period. These were completed subsequently.
- 4.2. In nine (9) instances, a student was enrolled in the ESOL program for more than six semesters; however, the Language English Proficiency (LEP) folder did not show documentary evidence that The ELL Committee had met to assess the student's progress.
- 4.3. In four instances, the *Notification of English Language Program Continuation* letter was dated after the October FTE survey period or the letter was not evident in the file.

Results Of Review Of Teacher Certification Records

The schools are responsible for ensuring that instructors are assigned to teach in accordance with certification requirements. The Principal or administrative designee should ensure that out-of-field waivers are completed and maintained on file at the school site, if applicable; and that teachers are assigned to teach in accordance with certification requirements.

During this survey, the school listed a total of 43 teachers. We selected a judgmental sample of ten (10) teachers to review their certification requirements and found that four (4) teachers were non-compliant. According to our calculations, the findings stated herein for three (3) of these teachers could have potentially generated a funding disallowance to the District of approximately \$3,600. Regarding these four (4) teachers:

- 4.4. The teacher's certification in the field assigned subject area did not comply with certification requirements related to the subject area courses taught by the teacher. The Agreement for Teachers Accepting Out-Of-Field Assignments [FM-5784] were not on file for any of these teachers, and we were not able to verify the School Board approval for these out-of-field assignments.

RECOMMENDATIONS

- 4.1. **The school administration should designate an administrator to oversee the FTE records. The appropriate District departments should be contacted to inquire about additional training opportunities for staff involved with ESOL and Teacher Certification.**
- 4.2. **To reduce the probability of potential losses in funding and other non-compliance issues regarding ESOL criteria, school administration should review ESOL Program Record Folders to make certain that the information**

is accurate and that all pertinent forms are completed and timely filed in the folders. All records should be filed in the LEP folders by the time of the FTE Survey.

- 4.3. In those instances where students are enrolled over six semesters in the ESOL program, improved efforts should be made by the school administration to ensure that upcoming meetings are identified with sufficient time to schedule them in a timely manner and prior to the FTE week.
- 4.4. Regarding certification issues, the school administration should contact the Certification Department in order to resolve the issues cited. Going forward, the Certification Office should be immediately contacted for any clarification or assistance.

Person(s) Responsible: Principal, Assistant Principal, ESOL Chair, Registrar

Management Response:

The Principal met with the Assistant Principal, ESOL Chair and Registrar to review the audit findings and recommendations and to discuss appropriate procedures to be implemented by the school to ensure that accurate and complete data is submitted to the FLDOE (Florida Department of Education) for each FTE survey period. The Principal contacted the Office of Bilingual Education and requested additional training to ensure proper ESOL compliance procedures are achieved. The Principal established a system of controls and protocols for completing FTE and monitoring ESOL and teacher certification. The Principal requested assistance from the Federal and State Compliance Office to train the Registrar and an alternate to ensure that records are properly maintained.

The Principal addressed the status of the ESOL program at the school and the need to secure waivers for teachers that are teaching ESOL students at a staff meeting. In an effort to correct this matter, moving forward staff assigned to teach ESOL students will have the required waiver and documentation on file. To reduce the probability of potential losses in funding and other noncompliance issues regarding ESOL criteria, the principal established a monthly compliance review meeting with the Assistant Principal and ESOL Chair to review and discuss ESOL files to specifically address student progress, re-entry, updating J-Screen, and program records to ensure that parents received proper notification on student(s) status.

During the monthly compliance meeting the ESOL Chair will meet with the Assistant Principal to identify students that have been enrolled in the ESOL program for 6 semesters or more and schedule upcoming LEP Committee meetings for the identified students in a timely matter. The administration will follow the criteria delineated by the Bilingual department for providing extension of services in the ESOL program or exiting the ESOL program prior to October/February FTE. The Assistant Principal will review

ESOL Program Record Folders to make certain that the information is accurate and that all pertinent forms are completed and filed prior to the FTE survey. The Principal and Assistant Principal will conduct a monthly review of the FTE program to ensure that the documentation is maintained per the guidelines. Any discrepancies noted will be addressed immediately.

As part of the planning process for the master schedule for the upcoming school year, instructional staff certifications will be reviewed to determine highly qualified teachers in the content areas prior to making assignments. The administration will work with the Certification Office in order to resolve issues with teacher placement and certification. Should the need arise, waivers will be issued with region approval to ensure teachers receive the proper training to service students. Moving forward, a certification binder will be maintained with a copy of the current teacher's certification, professional development transcripts, and a record of endorsement courses taken by teachers.

Person(s) Responsible: **Central Region Office Administration**

Management Response:

The Financial/Business Director instructed the Principal to develop a plan for reviewing the records of English Language Learners (ELL) to ensure that the records are maintained in accordance with the respective program guidelines. The Financial/Business Operations Director will solicit assistance from the Office of Bilingual Education and World Languages to assist in strengthening these procedures. The Principal and Registrar will attend all available training/professional developments to enhance their knowledge of this program. The Principal contacted the Certification Department and outstanding Waivers were submitted for processing.

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

Management Response:

School Operations has reviewed the audit findings cited in the 2017-2018 fiscal year and 2018-2019 FTE Survey Period 2 report for Morningside K-8 Academy and Benjamin Franklin K-8 Center.

In response to the report, the following list outlines corrective actions taken by School Operations:

- For the 2019-2020 school year, the Money DOES Matter Support Program will expand the current criteria for required participants. The new participant criteria will now include all new principals in addition to current and former principals with audit exceptions. Treasurers and activity directors of schools with audit findings, will also participate.

- In preparation for the opening of the new school year, School Operations has incorporated guidelines, policies and procedures for conducting fundraisers, fieldtrips and activities involving collection of funds, disbursement functions, and policies including soliciting quotations from a certified minority small business.
- School Operations in collaboration with the Central Region Center has assigned a mentor team comprised of a Principal, Master Treasurer, ESE and ELL Specialists to schools with audit findings. The goal of the mentor team is to provide follow up with established recommendations, assist with the implementation of bookkeeping best practices, and to provide further support to the administration as a safeguard to avoid recurrence of audit exceptions.

5. Field Trip Collections And Fundraising Activities Non-Compliant With Guidelines

Morningside K-8 Academy

In 2017-2018, the school conducted the Close-Up field trip to Washington, D. C. The total cost of the field trip was approximately, \$22,000, of which \$4,000 was subsidized with “fellowships”⁷, and the remainder, or \$18,000, was to be paid with individual student collections, proceeds from school-sponsored fundraisers and donations. According to procedures for this field trip, parents could pay the Close-Up Foundation directly with a personal credit card or electronic check; or could pay the school directly. In turn, the school would issue a check to the Close-Up Foundation (the Foundation) as an aggregate payment accompanied by a list of the students involved.

Our review of this activity disclosed material non-compliance regarding the accounting of student collections and school-sponsored fundraisers, including the handling of the school's Parent Teacher Student Association⁸ (PTSA) fundraisers. Specifically, we discovered instances where personal funds from sponsors were comingled with student collections, approvals for fundraisers were not on file, and teachers/staff handled collections on behalf of the schools' PTSA.

According to the specific guidelines in the *Manual of Internal Fund Accounting*, Section II, Chapter 2, any money collected by faculty/staff, student, or authorized volunteers, *regardless of the amount*, must be submitted to the school Treasurer or back-up designee *on the same day collected*. In addition, Section IV, Chapter 2 requires the proper approval and accounting of fundraising activities, including fundraising activities organized and conducted by the PTSA. Lastly, according to Section IV, Chapter 12, faculty and other school staff who are members of school allied organizations chartered at the school where they are employed should act mainly as liaisons between the school allied organization and the school. However, these employees *may not be involved in handling of money or merchandise for the organization's fundraising efforts*.

Details of our findings follow:

- 5.1. Of the amount due to Close-Up, or \$18,000, we found that one field trip sponsor used his personal credit card to make individual student payments to the Foundation totaling approximately \$9,600. Of this amount, the sponsor was reimbursed \$5,000 via two school checks. The rest, or \$4,600 appears to be from student collections or fundraising proceeds that he received but did not remit to the school for proper accounting. According to the sponsors, some parents paid cash since they did not have bank accounts, and Recap of Collections were issued as “receipts”, however, copies of these documents were discarded at year-end.

⁷ This is a form of financial assistance provided by Close-Up to both students and chaperones/teachers.

⁸ The school-allied organization.

- 5.2. The source of the \$5,000 reimbursement issued to the sponsor involved a PTSA donation for the trip, discretionary donations from outside parties, and \$700 in fundraising “donations”. However, the fundraising “donations” were actual proceeds from car washes, candy sales and a dance held by the Upper Academy (middle school), withheld by the sponsor, and later remitted to the school as two personal checks totaling \$700. Due to the absence of supporting documentation, we were unable to verify the total revenues generated from these fundraising activities.
- 5.3. Regarding the PTSA donation for the trip, the Principal stated that the PTSA was approved to conduct fundraisers; however, there were no Fundraising Activity Application Forms on file. Also, as confirmed by the Principal and the PTSA President, several teachers/sponsors collected funds on behalf of the PTSA. We requested PTSA records to verify amounts collected; however, we were told that the records could not be located.
- 5.4. For the current year, regarding the Close-Up field trip, credit card statements provided by the sponsor disclosed a similar practice. This year’s charges amounted to approximately \$5,800. However, after the internal fund policies were discussed with the school staff and administration during the audit, the sponsor discontinued the use of his personal credit card.
- 5.5. During the current 2018-2019 fiscal year, the school held a fundraising activity to fund a portion of the Close-Up trip. Although admissions were collected and deposited in a Trust-Special Events account, the school did not complete the required fundraising documentation, and prenumbered admission tickets were not issued to provide a complete accounting of these funds.

Pursuant to our inquiries and according to the Treasurer, the school did not have fundraisers or fundraising documentation on file, and according to the Principal, she was aware of fundraising activities; however, could not determine which activities were conducted by the PTSA or which were conducted by the school’s Upper Academy.

RECOMMENDATIONS

- 5.1. **The school administration and the Treasurer would benefit from additional training in internal funds.**
- 5.2. **The staff should be directed that personal funds and school collections must not be comingled to promote clear accountability and prevent the appearance of improprieties.**
- 5.3. **The school must ensure that all monetary collections handled by a school employee are properly receipted and submitted to the Treasurer in the**

same form receipted and on the same day collected, and all supporting documentation must be retained for audit purposes.

- 5.4. The school administration should direct staff to conduct fundraisers following the guidelines in Section IV, Chapter 2 of the *Manual of Internal Fund Accounting*. For fundraising activities where services are rendered, or tasks performed (such as a car wash), or there is an admission fee (dance), collections must be controlled by pre-numbered (admission) tickets.
- 5.5. The school administration should discuss fundraising procedures with the entire faculty and staff and the school's PTSA to ensure awareness and understanding of the related procedures. Particularly, staff should be informed that the handling of collections or merchandise on behalf of the PTSA is prohibited.

Person(s) Responsible: Principal, Assistant Principal, Secretary/Treasurer

Management Response:

The Principal reviewed Section IV, Chapter 2 of the *Manual of Internal Fund Accounting* with the Assistant Principal and Secretary/Treasurer to ensure compliance as it relates to field trip collections. The Principal and Secretary/Treasurer attended a joint Region Office and District Business Managers training on internal funds to ascertain additional information on field trip collections to ensure proper compliance procedures are adhered to.

During a faculty meeting, the Principal and Secretary/Treasurer reviewed clear accountability procedures for the collection of funds and issued school site expectations. The Principal directed staff that comingling of school funds and personal monies were not to occur. Furthermore, all monies collected from students will be properly documented by the field trip sponsor and submitted to the treasurer for receipting/depositing in a timely manner. The Principal will randomly review documents monthly to ensure compliance and any discrepancies will be corrected immediately.

The Principal reviewed Section IV, Chapter 12 of the *Manual of Internal Fund Accounting* with the Assistant Principal and Secretary/Treasurer to ensure compliance as it relates to fundraising activities. The Principal met and reviewed with staff and the PTSA procedures for conducting fundraising activities, emphasis was placed on the requirement of utilization of pre-numbered tickets to ensure proper accountability. In addition, the Principal discussed that staff is prohibited from handling the collections or merchandise belonging to the PTSA. The Assistant Principal will review all documents prior to submitting to the Principal for final closing of activity. The Principal and Assistant Principal will conduct a final review of fundraising documents monthly and any anomalies will be addressed immediately.

Person(s) Responsible:**Central Region Office Administration****Management Response:**

The Financial/Business Director instructed the Principal to review Section II, Chapter 2 of the *Manual of Internal Fund Accounting*. The Principal was directed to develop a plan to ensure procedures are followed as it relates to collection, submission and immediate depositing of funds by faculty/staff, student, or authorized volunteers regardless of amount collected.

The Financial/Business Director instructed the Principal to review Section IV, Chapter 2 and 12 of the *Manual of Internal Fund Accounting* to ensure proper approval and accounting of fundraising activities, including activities organized and conducted by the PTSA. The Principal and Secretary/Treasurer attended internal fund training conducted by the Region and District Business Managers. The Principal was directed to review with faculty/staff appropriate handling of money and/or merchandise for school allied organizations.

The Principal will be required to address specific fiscal management job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to improve business and professional standards for effectiveness and efficiency.

The Principal, Treasurer, and Registrar have been directed to attend 2019-2020 Money DOES Matter Support Program.

Person(s) Responsible:**School Operations Administration****Management Response:**

Refer to page 58-59 of this report and page 86 in the report's Appendix Section for School Operations administration's comprehensive response addressing the recommendations to the school findings for Morningside K-8 Academy.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our audits were to:

- express an opinion on the internal fund financial statements of the schools/centers for the one fiscal year ended June 30, 2018;
- evaluate compliance by the schools/centers with the policies and procedures prescribed in the *Manual of Internal Fund Accounting*;
- verify compliance by the schools/centers 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;
- ascertain compliance with State law, State Board of Education Rules, School Board Policy, manuals, directives and FTE reporting documentation procedures as they relate to student attendance, Special Education, English Language Learners, Cooperative Education and Teacher Certification.

The scope of our internal funds audits covered operations during the period of July 1, 2017 through June 30, 2018.

The scope of the Property Inventory audit was the 2018-2019 fiscal year.

The scope of the FTE audit was the 2018-2019 fiscal year, Survey Period 2 (October 2018).

Our procedures were as follows:

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

We conducted our audits in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

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

Internal Control Matters

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

BACKGROUND

INTERNAL FUNDS

According to Section 1011.07, Florida Statutes, *Planning and Budgeting-Internal Funds*, and State Board of Education Rule 6A-1.001, *District Financial Records*, through direct reference to Chapter 8 of the Florida Department of Education's *Financial and Program Cost Accounting and Reporting for Florida Schools*, the School Board is responsible for providing an annual audit of the schools' 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 its 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/centers 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, 2018 was 1.669%.

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/centers' internal funds and consequently are not audited by us.

PROPERTY

At M-DCPS, 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. Furthermore, the Florida Department of Financial Services, Rule Chapter 69I-73 establishes that “all property with a value or cost of \$1,000 or more and a projected useful life of one year or more shall be recorded in the local government’s financial system as property for inventory purposes”.

Our office conducts yearly inventories at each school/center of all property items with an original cost of \$1,000 or more. These inventories are customarily scheduled and performed at the sites after the first day of school and before the end of the school year. Consequently, the property inventories of schools/centers audited during the summer months of July and August are customarily conducted at a later date, unless staff is available at the sites and time permits. Inventories pending at year-end will be conducted and reported for the next fiscal year.

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. Generally, these audits are conducted every two years; but could be scheduled sooner.

Schools/centers 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/centers to verify the data and make corrections as needed. Once this process is completed, the district transmits the information to the FDOE. During the 2018-2019 fiscal year, months selected by the FDOE for these surveys are as follows:

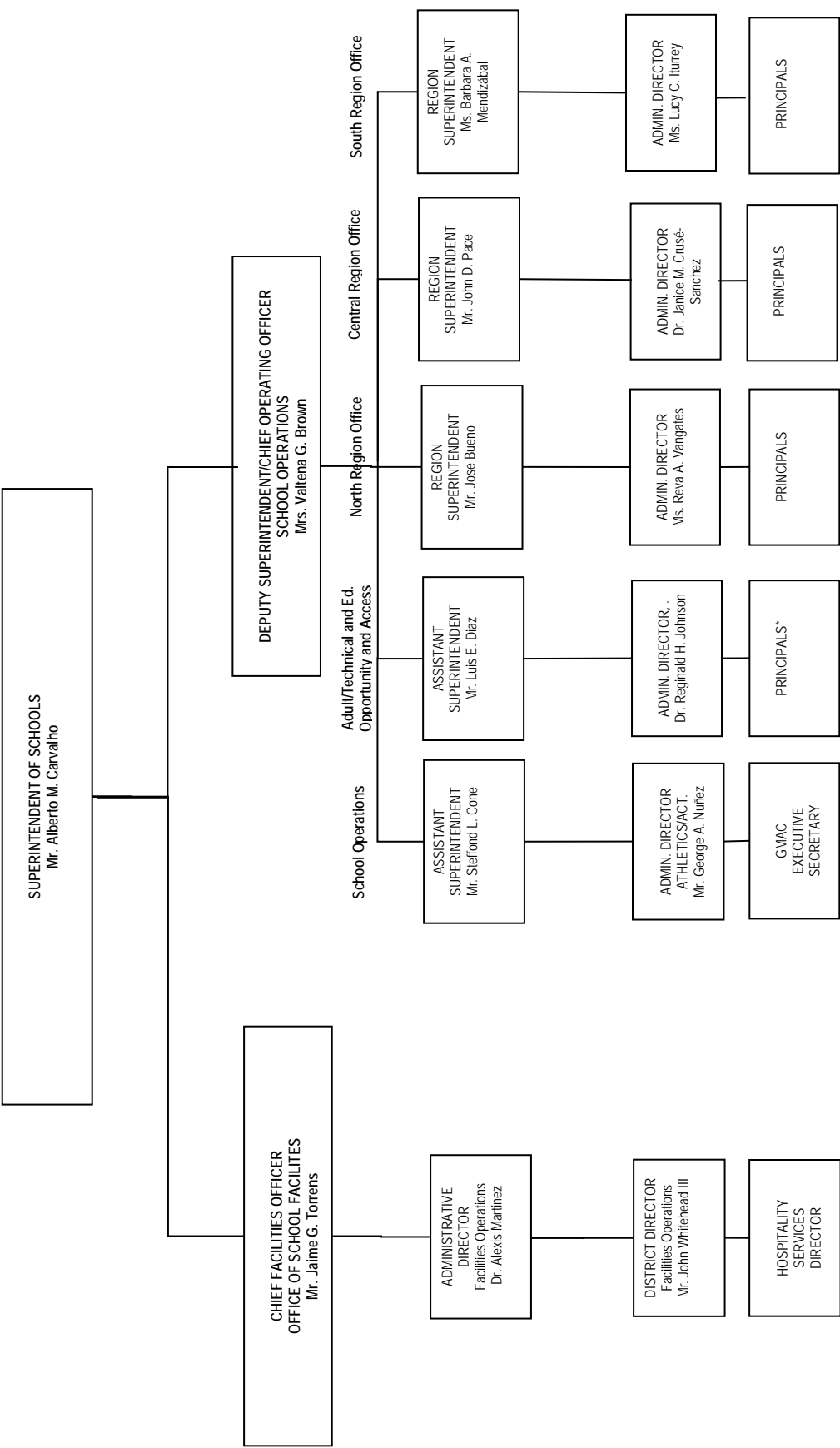
<i>Survey Period No.</i>	<i>Time Period of Survey</i>
<i>1</i>	<i>July (Summer School only)</i>
<i>2</i>	<i>October</i>
<i>3</i>	<i>February</i>
<i>4</i>	<i>June (Summer School only)</i>

Schools/centers are also responsible for maintaining an audit trail to ascertain compliance with State law, State Board of Education and School Board Policies 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 2007-2008 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/centers based on audit criteria developed by this office.

ORGANIZATIONAL CHART (SCHOOLS/CENTERS)



*Includes Systemwide Business and Industry Services Center.

APPENDIX
MANAGEMENT'S RESPONSES

MEMORANDUM

April 2, 2019

TO: Mr. Jose Bueno, Region Superintendent
North Region Office

FROM: Mr. Patrick Lacouty, Principal 
North Miami Senior High School

**SUBJECT: ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF
NORTH MIAMI SENIOR HIGH SCHOOL FOR THE 2017- 2018 FISCAL
YEAR AND 2018-2019 FULL TIME EQUIVALENT REPORT SURVEY
PERIOD 2**

The following is a response to the findings related to the Audit Report for North Miami Senior High School for the 2017-2018 fiscal year and the 2018-2019 Full Time Equivalent (FTE), Survey Period 2.

The audit findings have been carefully reviewed by the Principal. As a result, the Principal has implemented the following corrective measures to prevent the recurrence of similar conditions and to ensure that strict compliance is maintained with School Board policies and procedures.

RECOMMENDATIONS

- 1.1 The school administration should identify a designee to oversee internal funds. The school should implement a periodic system of review over the bookkeeping, namely, the receipting, depositing and disbursing of funds. This review should take place with certain frequency to assist in the timely detection/prevention of accounting/posting errors and delays in remittances from faculty/staff. The designee should also perform periodic reviews of internal funds records and official receipt books to ensure their adequacy.
- 1.2 Regarding individual disbursements of \$1,000 or more, staff should be directed to solicit quotations, including one from a certified minority as required by the guidelines; and should ensure that they properly support the items purchased. The school should ensure that all quotes be included as part of the supplementary disbursement documentation.
- 1.3 Regarding the disbursement function, the school administration or his/her designee: 1) should not sign the check unless all necessary supporting documentation is included and signatures are affixed to the required documents; 2) the supporting invoices are itemized and include the acknowledgement of receipt of goods/services; 3) the corresponding account to be charged has been

verified and holds sufficient funds to cover the expenditure; and 4) the payment is made in a timely manner.

- 1.4. Regarding dormant accounts, prior to making any transfers or use of these funds for purposes other than those initially intended, the school administration should contact the Region Office and the Internal Fund Accounting Division in the Office of the Controller for guidance and written approval. In addition, all deficits should be corrected immediately.
- 1.5. Regarding collections from sponsors, the school should discuss and enforce the timelines for remitting and depositing collections.
- 1.6. Controls over the custody of official forms should be strengthened to improve accountability and safeguard them from loss. In addition, we recommend careful preparation of this inventory of prenumbered forms to prevent unnecessary errors.

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

Management Response:

The Principal has reviewed the guidelines as stated in the Manual of Internal Fund Accounting with his Assistant Principal, Treasurer and staff, and has obtained signed acknowledgements from each to ensure their understanding of all procedures relating to receipting, depositing, disbursing of funds and bookkeeping. The Principal and the Assistant Principal will perform monthly reviews of internal fund records and official receipt books in order to detect and prevent accounting/posting errors and/or delays in remittances from faculty and staff. Additionally, the Assistant Principal will conduct periodic reviews of internal fund records and official receipt books to ensure their adequacy. Any anomalies will be reported to the Principal and corrected immediately.

The Principal has provided a copy of School Board Policy 6320.02 – Minority/Women Business Enterprise Certification Procedures to all faculty and staff with directives to solicit quotations, including one from a certified minority as required by the guidelines, as well as, to attach supplementary documentation as justification to support the items purchased for disbursements of \$1,000 or more. The Principal has retained signed memorandums from each faculty and staff member acknowledging receipt of these directives.

The Principal has reviewed, Section II, Chapter 4 and Chapter 5 of the Manual of Internal Fund Accounting and School Board Policy 6610, regarding Internal Accounts of \$1,000.00 or more but less than \$50,000.00 and has met with the Treasurer and has instructed her that disbursements must be documented with an original itemized vendor invoice and signed by the Treasurer to acknowledge that the goods/services were received, prior to requesting approval for payment from the Principal. The Principal will ensure that the school has at least three written quotations and one of which is a certified minority/women business enterprise (M/WBE) prior to purchase. The Treasurer at the

request of the Principal, will require and review all quotes to ensure minority/women business enterprise certificate procedures have been followed.

In regard to disbursement functions, the Principal has strengthened the internal funds procedures by requiring all request for purchases be reviewed and approved by the Principal and by instructing the Treasurer to provide all supporting documentation, including signatures on required documents, such as, *Check Requisition/JV Transfer* (including all signatures), original vendor invoices with acknowledgment of the receipt of goods and services, prior to the Principal signing checks. In addition, the Principal has instructed the Treasurer to provide verification of available funds with each expenditure request to ensure there are available funds for disbursement in a timely manner.

The Principal will seek the written approval from the Region Superintendent or designee and the Internal Fund Accounting Division Supervisor prior to transferring any remaining balances of \$1,000.00 or more in a dormant or inactive account for which no activity has transpired during two consecutive fiscal years.

The Principal has reviewed Section II, Chapter 5 of the Manual of Internal Fund Accounting handbook, regarding Expenditures and Disbursements. A memorandum of guidelines has been given to and acknowledged by the Treasurer regarding expenditures and disbursements, which includes the importance of processing invoices in a timely manner. The Principal will meet bi-weekly with the Treasurer to allow for timely identification and resolution of issues and/or concerns. Any anomalies will be brought to the attention of the Principal and corrected, immediately.

The Principal has set controls in place over the custody of official forms by designating the Assistant Principal to oversee the preparation of this inventory of prenumbered forms. The Principal and the Assistant Principal will review the inventory of prenumbered forms prior to the end of the school year to ensure the preparation of pre-numbered forms are completed correctly to prevent unnecessary errors.

RECOMMENDATIONS

- 2.1. The Principal's designee should review the procedures with sponsors, the Activities Director and Treasurer to ensure awareness and understanding of the requirements, namely, the timelines, preparation, review, sign-off and filing of Student Activity Operating Reports and ancillary documentation.
- 2.2. Once sponsors submit Student Activity Operating Reports, the Treasurer should review the reports for accuracy.
- 2.3. The Treasurer should be directed to use sub-ledgers when different types of activities are recorded within the same account.
- 2.4. Periodically, the designee should review the activities and related documentation with the Activities Director and the Treasurer to ensure that all staff members are

following the guidelines. Discrepancies should be immediately addressed for immediate corrective action.

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

Management Response:

The Principal has reviewed Section IV, Chapter 2 of the Manual of Internal Fund Accounting, an Application for Fundraising Activity form (FM-1018) and the Student Activity Operating Report (FM-0996) with the Treasurer, Activities Director, Athletic Director, Business Manager and Sponsors; as well as, Section IV, Chapter 7 of the Manual of Internal Fund Accounting as it relates to establishing the guidelines for Senior Class Activities.

In addition, the Principal has issued a memorandum, dated and signed by all Sponsors instructing them to submit an Application for Fundraising Activity form (FM-1018) prior to the start of the activity for approval and to complete the Student Activity Operating Report no later than two-weeks after the completion of an activity.

The Treasurer will review the Student Activity Operating Report and any ancillary documents in conjunction with the Principal for accuracy. Anomalies will be reported to the Principal for immediate correction.

The Principal instructed the Treasurer to use sub-ledgers when different activities are recorded within the same account for organization and accuracy. Additionally, prior to approving any activities, the Principal will ensure that sub-ledgers have been included.

The Principal will review the financial activities on a bi-weekly basis with the Activities Director and Treasurer to ensure collections are properly receipted, documented and timely posted.

RECOMMENDATIONS

- 3.1. The school administration should designate an administrator to oversee the FTE records. The appropriate District departments should be contacted to inquire about additional training opportunities for staff involved with ESOL, ESE, Gifted and Teacher Certification.
- 3.2. To reduce the probability of potential losses in funding and other non-compliance issues regarding ESOL criteria, appropriate 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 timely filed in the folders. All records should be filed in the LEP folders by the time of the FTE Survey.

- 3.3. In order to ensure future compliance with District guidelines, in those instances where students are enrolled over six semesters in the ESOL program, improved efforts should be made by the school administration to ensure that upcoming meetings are identified with sufficient time to schedule them in a timely manner and prior to the FTE week. Particular attention should be paid to the student's DEUSS date to ensure compliance with ESOL anniversary requirements. Special attention should also be given to students receiving ESOL services over the 6-year period of ESOL funding.
- 3.4. Regarding certification issues, the school administration should contact the Certification Department in order to resolve these issues. To reduce the probability of potential losses in funding and other non-compliance issues regarding Certification criteria, school administration should ensure that waivers are maintained on file at the school site; and that instructors are assigned to teach in accordance with certification requirements. Going forward, the Certification Office should be immediately contacted for any clarification or assistance.
- 3.5. To reduce the probability of potential losses in funding and other non-compliance issues regarding SPED and Gifted criteria, the Principal or administrative designee should monitor the SPED and Gifted area and student folders on a regular basis to ensure that IEP and EP conferences are properly and accurately documented in the student cumulative folders and in ESE-EMS; and all necessary records are properly completed, signed and filed. Particular attention should be made to documentation corresponding to students funded at levels 254 Support Level 4 and 255 Support Level 5.

Responsible Person(s): Principal, Assistant Principal, ESOL Chair,
SPED Chair, Program Specialist

Management Response:

The Principal has designated the Assistant Principal to oversee the Full Time Equivalent (FTE) records. To resolve issues, the Principal in collaboration with the North Region Office, have contacted the Division of Special Education and the Division of Bilingual Education and World Languages to conduct a record review as well as a training for designated school site personnel.

To improve efforts with students who are enrolled over six semesters in the ESOL program, the Principal has directed the ESOL Department Chair to schedule ELL meetings in a timely manner and prior to the FTE Survey Period. The Principal will conduct periodic reviews utilizing the Secondary ESOL Records Folder Checklist provided by the Division of Bilingual Education and World Languages in conjunction with the ESOL Compliance Procedures Year-At-A-Glance calendar.

To reduce the probability of potential losses in funding and other non-compliance issues regarding ESOL criteria, the Principal and the ESOL Department Chair will review ESOL Program Record Folders to make certain that the information is accurate and that all

pertinent forms are completed and timely filed in the folders. The results will be transmitted monthly to the North Region Office Financial Human Capital Director. Any anomalies will be addressed and corrected as needed.

To ensure future compliance with District guidelines, the Principal and the ESOL Department Chair, utilizing the Ellevation Platform, will review the Three Years or More Report for students enrolled over six semesters in the ESOL program, and schedule meetings in a timely manner and prior to FTE week with particular attention paid to student's DEUSS date to ensure compliance with ESOL anniversary requirements. Furthermore, special attention will also be given to students receiving ESOL services over the 6-year period of ESOL funding.

To reduce the probability of potential losses in funding and other non-compliance issues regarding Certification criteria, moving forward, the Principal will assign instructors in accordance with their certification. In instances where an instructor is assigned to an out of field area, the Principal will complete the out of field waiver process prior to FTE week and ensure that proper waivers are on file.

Additionally, a certification binder has been created to include the following documents: teacher certification, DSIS PF-9 screen of teacher schedule, PF-17 screen showing the required certification for each subject. Additionally, the Certification Department will be contacted to ensure proper documentation is on file prior to FTE Survey Periods.

To reduce the probability of potential losses in funding and other non-compliance issues regarding SPED and Gifted criteria, the Principal, ESE Program Specialist and SPED Chair will on a monthly basis, monitor the SPED and Gifted area and review student records of the SPED and Gifted students to ensure that IEP and EP conferences are properly and accurately documented in the students' cumulative folders and ESE-EMS system; and that all necessary records are properly completed, signed and filed.

Additionally, SPED students funded at level 254 support level 4 and 255 support level 5 will be monitored monthly.

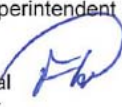
If you have any questions, please contact my office at (305) 891-6590.

cc: Reva A. Vangates
Cynthia Gracia

MEMORANDUM

April 10, 2019

TO: Mr. John D. Pace, Region Superintendent
Central Region Office

FROM: Dr. Fabrice Laguerre, Principal 
Benjamin Franklin K-8 Center

SUBJECT: ADMINISTRATIVE RESPONSE TO SCHOOL AUDIT REPORT OF BENJAMIN
FRANKLIN K-8 CENTER FOR YEAR 2017-2018 AND 2018-2019 FTE SURVEY
PERIOD 2

The following is in response to findings in the school audit report of Benjamin Franklin K-8 Center. A management plan has been developed to address the recommendations listed below to ensure non-recurrence of events.

RECOMMENDATIONS

- 1.1 The school administration should designate an administrator to oversee the FTE records. The appropriate District departments should be contacted to inquire about additional training opportunities for staff involved with ESOL and Teacher Certification.
- 1.2 To reduce the probability of potential losses in funding and other noncompliance issues regarding ESOL criteria, school administration should review ESOL Program Record Folders to make certain that the information is accurate and that all pertinent forms are completed and timely filed in the folders. All records should be filed in the LEP folders by the time of the FTE Survey.
- 1.3 In those instances where students are enrolled over six semesters in the ESOL program, improved efforts should be made by the school administration to ensure that upcoming meetings are identified with sufficient time to schedule them in a timely manner and prior to the FTE Week.
- 1.4 Regarding certification issues, the school administration should contact the Certification Department in order to resolve the issues cited. Going forward, the Certification Office should be immediately contacted for any clarification or assistance.

Person(s) Responsible: Principal, Assistant Principal, ESOL Chair, Registrar

Management Response:

The Principal met with the Assistant Principal, ESOL Chair and Registrar to review the audit findings and recommendations and to discuss appropriate procedures to be implemented by the school to ensure that accurate and complete data is submitted to the FLDOE (Florida Department of Education) for each FTE survey period. The Principal contacted the Office of Bilingual Education and requested additional training to ensure proper ESOL compliance procedures are

achieved. The Principal established a system of controls and protocols for completing FTE and monitoring ESOL and teacher certification. The Principal requested assistance from the Federal and State Compliance Office to train the Registrar and an alternate to ensure that records are properly maintained.

The Principal addressed the status of the ESOL program at the school and the need to secure waivers for teachers that are teaching ESOL students at a staff meeting. In an effort to correct this matter, moving forward staff assigned to teach ESOL students will have the required waiver and documentation on file. To reduce the probability of potential losses in funding and other noncompliance issues regarding ESOL criteria, the principal established a monthly compliance review meeting with the Assistant Principal and ESOL Chair to review and discuss ESOL files to specifically address student progress, re-entry, updating J-Screen, and program records to ensure that parents received proper notification on student(s) status.

During the monthly compliance meeting the ESOL Chair will meet with the Assistant Principal to identify students that have been enrolled in the ESOL program for 6 semesters or more and schedule upcoming LEP Committee meetings for the identified students in a timely matter. The administration will follow the criteria delineated by the Bilingual department for providing extension of services in the ESOL program or exiting the ESOL program prior to October/February FTE. The Assistant Principal will review ESOL Program Record Folders to make certain that the information is accurate and that all pertinent forms are completed and filed prior to the FTE survey. The Principal and Assistant Principal will conduct a monthly review of the FTE program to ensure that the documentation is maintained per the guidelines. Any discrepancies noted will be addressed immediately.

As part of the planning process for the master schedule for the upcoming school year, instructional staff certifications will be reviewed to determine highly qualified teachers in the content areas prior to making assignments. The administration will work with the Certification Office in order to resolve issues with teacher placement and certification. Should the need arise, waivers will be issued with region approval to ensure teachers receive the proper training to service students. Moving forward, a certification binder will be maintained with a copy of the current teacher's certification, professional development transcripts, and a record of endorsement courses taken by teachers.


Thank you for your assistance with this matter. If additional information is needed, please contact me at 305-681-4335.

cc Dr. Janice Cruse-Sanchez
Ms. Cynthia Gracia

MEMORANDUM

April 9, 2019

TO: Mr. John D. Pace, Region Superintendent
Central Region Office

FROM: Jordana Schneider, Principal
Morningside K-8 Academy 

SUBJECT: ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF
MORNINGSIDE K-8 ACADEMY FOR YEAR 2017-2018

The following is a response to relevant findings in the school audit report of Morningside K-8 Academy. As a result, the Principal has established corrective and preventive measures to prevent future occurrences:

RECOMMENDATION

- 1.1. The school administration and the Treasurer would benefit from additional training in internal funds.
- 1.2. The staff should be directed that personal funds and school collections must not be comingled to promote clear accountability and prevent the appearance of improprieties.
- 1.3. The school must ensure that all monetary collections handled by a school employee are properly receipted and submitted to the Treasurer in the same form receipted and on the same day collected, and all supporting documentation must be retained for audit purposes.
- 1.4. The school administration should direct staff to conduct fundraisers following the guidelines in Section IV, Chapter 2 of the *Manual of Internal Fund Accounting*. For fundraising activities where services are rendered, or tasks performed (such as a car wash), or there is an admission fee (dance), collections must be controlled by pre-numbered (admission) tickets.
- 1.5. The school administration should discuss fundraising procedures with the entire faculty and staff and the school's PTSA to ensure awareness and understanding of the related procedures. Particularly, staff should be informed that the handling of collections or merchandise on behalf of the PTSA is prohibited.

Person(s) Responsible: Principal, Assistant Principal, Secretary/Treasurer

Management Response:

The Principal reviewed Section IV, Chapter 2 of the *Manual of Internal Fund Accounting* with the Assistant Principal and Secretary/Treasurer to ensure compliance as it relates to field trip collections. The Principal and Secretary/Treasurer attended a joint Region

Office and District Business Managers training on internal funds to ascertain additional information on field trip collections to ensure proper compliance procedures are adhered to.

During a faculty meeting, the Principal and Secretary/Treasurer reviewed clear accountability procedures for the collection of funds and issued school site expectations. The Principal directed staff that comingling of school funds and personal monies were not to occur. Furthermore, all monies collected from students will be properly documented by the field trip sponsor and submitted to the treasurer for receipting/depositing in a timely manner. The Principal will randomly review documents monthly to ensure compliance and any discrepancies will be corrected immediately.

The Principal reviewed Section IV, Chapter 12 of the *Manual of Internal Fund Accounting* with the Assistant Principal and Secretary/Treasurer to ensure compliance as it relates to fundraising activities. The Principal met and reviewed with staff and the PTSA procedures for conducting fundraising activities, emphasis was placed on the requirement of utilization of pre-numbered tickets to ensure proper accountability. In addition, the Principal discussed that staff is prohibited from handling the collections or merchandise belonging to the PTSA. The Assistant Principal will review all documents prior to submitting to the Principal for final closing of activity. The Principal and Assistant Principal will conduct a final review of fundraising documents monthly and any anomalies will be addressed immediately.


If you require additional information, please contact me at (305) 758-6741.

cc: Dr. Janice M. Cruse-Sanchez
Ms. Cynthia Gracia

MEMORANDUM

April 9, 2019
JB#152/2018-2019
(305) 572-2800

TO: Ms. Valtena G. Brown, Deputy Superintendent/Chief Operating Office
School Operations

FROM: Jose Bueno, Region Superintendent 
North Region Office

SUBJECT: **RESPONSE TO AUDIT REPORT OF SELECTED SCHOOL IN NORTH
REGION OFFICE**

Attached, please find the response to the audit findings for North Miami Senior High School for the 2017-2018 fiscal year and the 2018-2019 Full Time Equivalent (FTE), Survey Period 2. The North Region Office has reviewed the exceptions cited. The following support activities will be implemented at the Region level.

1. Bookkeeping Practices and Internal Fund Procedures Over Disbursing and Receipting of Funds Require Enhancements for Compliance. Some Conditions are Recurrent from Prior Audits.

The Principal was directed by the Region Superintendent to thoroughly read and review the Manual of Internal Fund Accounting in its entirety and has obtained written acknowledgement to ensure understanding of all procedures relating to receipting, depositing, disbursing of funds and bookkeeping.

The North Region Office Financial Human Capital Director and the Principal established a plan for the Principal to implement and monitor with the Assistant Principal and Treasurer, to ensure that bookkeeping functions are timely and accurate.

Additionally, the Principal was directed to thoroughly review the Section II, Chapters 2, 4, 5 and 8 and Section III, Chapters 3, 4 And 7 of the Manual of Internal Fund Accounting in regard with the Assistant Principal and Treasurer to ensure understanding of procedures and guidelines.

The North Region Office Financial Human Capital Director assigned the Treasurer a Mentor Treasurer to serve as an immediate liaison and to provide support and answer questions or concerns the Treasurer may have regarding her bookkeeping responsibilities.

The North Region Office Financial Human Capital Director will ensure that the District/Region Fiscal Review Team assist the school and provide additional support in this area.

The Principal was directed to contact the Office of the Controller to request training opportunities available for the Treasurer and direct the Treasurer to register for internal accounting technical training.

2. School-Sponsored Activities Continued to Disclose Non-Compliance with Controls and Accountability Over Student Activities. Recurrent Condition from Prior Audits.

The North Region Office Financial Human Capital Director and the Principal established a plan for the Principal to implement and monitor with the Treasurer, Activities Director, Athletic Director, Business Manager and Sponsors to ensure that guidelines for Senior Class Activities are met.

The Principal was instructed to meet and review the financial activities on a bi-weekly basis with the Activities Director and Treasurer to ensure collections are properly receipted, documented and timely posted.

3. School Non-Compliant with Full-Time Equivalent FTE Records and Procedures Resulted in FTE Funding Disallowances

The North Region Office Financial Human Capital Director and the Principal established a plan for the Principal to implement and monitor with the Assistant Principal, ESOL Department Chair for all procedures regarding ESOL compliance requirements. The Principal was directed to provide a report monthly to the North Region Office Financial Human Capital Director of findings and corrections made.

The North Region Office Financial Human Capital Director coordinated school site visits from the various district offices: Division of Bilingual Education and World Languages, the Certification Department and the Office of Special Education to support and assist the Principal and affected staff with addressing the findings, review of records and establishing controls. The Principal was directed to provide a report to the North Region Office Financial Human Capital Director after each school site visit that highlights the safeguards and controls put in place to avoid future recurrence.

The Principal was directed to contact, Career & Technical Education to inquire about the removal of the Health Occupations Students of America (HOSA) from his work site to avoid recurring findings.

The Principal was directed to contact, Project Up-Start to request reimbursement for students attending, free of charge, Senior activities during the 2018-2019 school year.

The Principal was directed to contact the Federal and State Compliance Office (FASCO) to coordinate services to correct deficiencies during the February 2019 FTE Survey Period.

The North Region Office Financial Human Capital Director in collaboration with the District School Operations Office will coordinate school site visits by the District/Region Fiscal Review Teams to provide support. In addition to the Treasurer being assigned a Mentor, North Region Office has also assigned a Mentor for the Principal to provide continuous support.

Lastly, the Principal was directed to attend the District's 2019-2020 Money DOES Matter Support Program with his Treasurer, and to include the Activities Director, ESOL Chair and ESE Chair as appropriate; and include specific fiscal management job targets on his Performance Plan and provide progress points/evidence of progress to improve.

Should you need additional information, please contact me at (305) 572-2800.


JB/RV/IM

cc: Reva A. Vangates
Cynthia Gracia

MEMORANDUM

April 12, 2019
JDP/#043/2018-19

TO: Mrs. Valtena G. Brown, Deputy Superintendent/Chief Operating Officer
School Operations

FROM: John D. Pace, Region Superintendent 
Central Region Office

SUBJECT: **CENTRAL REGION OFFICE RESPONSE TO INTERNAL AUDIT REPORTS
FOR BENJAMIN FRANKLIN K-8 CENTER AND MORNINGSIDE K-8
ACADEMY**

Please find attached the responses to the audit findings for Benjamin Franklin K-8 Center and Morningside K-8 Academy. The Central Region Office has reviewed the exceptions cited. The following support activities will be implemented at the Region level.

BENJAMIN FRANKLIN K-8 CENTER

**1. School Non-Compliant with Full-Time Equivalent FTE Records And Procedures
Resulted in FTE Funding Disallowances**

The Financial/Business Director instructed the Principal to develop a plan for reviewing the records of English Language Learners (ELL) to ensure that the records are maintained in accordance with the respective program guidelines. The Financial/Business Operations Director will solicit assistance from the Office of Bilingual Education and World Languages to assist in strengthening these procedures. The Principal and Registrar will attend all available training/professional developments to enhance their knowledge of this program. The Principal contacted the Certification Department and outstanding Waivers were submitted for processing.

MORNINGSIDE K-8 ACADEMY

1. Field Trip Collections And Fundraising Activities Non-Compliant With Guidelines

The Financial/Business Director instructed the Principal to review Section II, Chapter 2 of the *Manual of Internal Fund Accounting*. The Principal was directed to develop a plan to ensure procedures are followed as it relates to collection, submission and immediate depositing of funds by faculty/staff, student, or authorized volunteers regardless of amount collected.

The Financial/Business Director instructed the Principal to review Section IV, Chapter 2 and 12 of the *Manual of Internal Fund Accounting* to ensure proper approval and accounting of fundraising activities, including activities organized and conducted by the PTSA. The Principal and Secretary/Treasurer attended internal fund training conducted by the Region and District Business Managers. The Principal was directed to review with faculty/staff appropriate handling of money and/or merchandise for school allied organizations.

The Principal will be required to address specific fiscal management job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to improve business and professional standards for effectiveness and efficiency.

The Principal, Treasurer, and Registrar have been directed to attend 2019-2020 Money DOES Matter Support Program.

Thank you for your assistance and cooperation. If there are any additional questions, please contact me.


JDP/JCS

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

MEMORANDUM

April 16, 2019

TO: Maria T. Gonzalez, Chief Auditor
Office of Management and Compliance Audits

FROM: Valtena G. Brown, Deputy Superintendent/Chief Operating Officer 
School Operations

SUBJECT: **SCHOOL OPERATIONS RESPONSE TO SELECTED SCHOOL AUDITS IN THE NORTH REGION CENTER**

School Operations has reviewed the audit findings cited in the 2017-2018 fiscal year and 2018-2019 FTE Survey Period 2 report for North Miami Senior High School. In response to the report, the following list outlines the corrective actions taken by School Operations:

- School Operations, in cooperation with the Office of the Controller, and the Office of Career and Technical Education has established the following practices to be in effect for the 2019-2020 school year:
 - A review of the accounts for end-of-year closing with a focus on the Health Occupations Students of America (HOSA) account will be conducted by the Office of the Controller, Treasurer and the Executive Director of the Office of Career and Technical Education.
 - A separate account structure will be established at each high school with an active HOSA Chapter for meeting state and local fees and due requirements.
 - In addition, a presentation will be shared with the respective principals during the 2019-20 Opening of Schools Meeting. This will provide an overview of the responsibilities associated with management of the HOSA account.
- School Operations in collaboration with the North Region Center has assigned a mentor team comprised of a principal, master treasurer, activity director, ESE and ELL specialists to provide support with established recommendations and to further support the administration and staff with implementing bookkeeping practices and safeguards to avoid audit exception recurrence.
- School Operations has coordinated an oversight task force comprised of various district offices to facilitate a biannual onsite review of records, bookkeeping practices and provide additional support to the principals, treasurers and affected staff.
- During the 2019-2020 school year, the Money DOES Matter Support Program will include newly assigned, inherited, current and former Principals with audit exceptions, as well as, treasurers and expand participant qualifications to activity directors of schools with audit findings.

If you have any questions, please contact me at 305 995-2938.


VGB:cg
M075

cc Mr. Jose Dotres
Ms. Marie Izquierdo
Mr. Ron Steiger
Mr. Jose Bueno
Ms. Cynthia Gracia

MEMORANDUM

April 25, 2019

TO: Maria T. Gonzalez, Chief Auditor
Office of Management and Compliance Audits

FROM: Valtena G. Brown, Deputy Superintendent/Chief Operating Officer 
School Operations

SUBJECT: **SCHOOL OPERATIONS RESPONSE TO SELECTED SCHOOL AUDITS IN THE CENTRAL REGION CENTER**

School Operations has reviewed the audit findings cited in the 2017-2018 fiscal year and 2018-2019 FTE Survey Period 2 report for Morningside K-8 Academy and Benjamin Franklin K-8 Center.

In response to the report, the following list outlines corrective actions taken by School Operations:

- For the 2019-2020 school year, the Money DOES Matter Support Program will expand the current criteria for required participants. The new participant criteria will now include all new principals in addition to current and former principals with audit exceptions. Treasurers and activity directors of schools with audit findings, will also participate.
- In preparation for the opening of the new school year, School Operations has incorporated guidelines, policies and procedures for conducting fundraisers, fieldtrips and activities involving collection of funds, disbursement functions, and policies including soliciting quotations from a certified minority small business.
- School Operations in collaboration with the Central Region Center has assigned a mentor team comprised of a Principal, Master Treasurer, ESE and ELL Specialists to schools with audit findings. The goal of the mentor team is to provide follow up with established recommendations, assist with the implementation of bookkeeping best practices, and to provide further support to the administration as a safeguard to avoid recurrence of audit exceptions.

If you have any questions, please contact me at 305 995-2938.

VGB:cg
M077

cc Mr. Ron Steiger
Mr. John Pace
Dr. Janice Cruse-Sanchez
Ms. Cynthia Gracia

Anti-Discrimination Policy

Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities 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 gender 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.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

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.

In Addition:

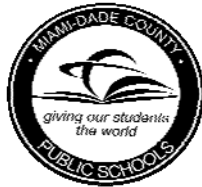
School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: crc@dadeschools.net Website: <http://crc.dadeschools.net>



Miami-Dade County Public Schools

*INTERNAL AUDIT REPORT
SELECTED SCHOOLS/CENTERS
MAY 2019*

Office of Management and Compliance Audits
1450 N. E. 2nd Avenue, Room 415
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