



Internal Audit Report



Selected Schools

Two-Year Audits

And/Or

Schools With A Change Of Principal

*Financial Statements Were Fairly
Stated And Schools Were
Generally Compliant
With District Policy.*

September 2011

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Dr. Lawrence S. Feldman, Vice Chair
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Mr. Carlos L. Curbelo
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Ms. Raquel A. Regalado

Mr. Alberto M. Carvalho
Superintendent of Schools

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

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Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Alberto M. Carvalho

Miami-Dade County School Board

Perla Tabares Hantman, Chair

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September 19, 2011

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 46 schools currently reporting to various regional centers and selected district offices. At 12 of the 46 schools, there was a change of principal since the prior audit. The audit period for 44 of the 46 schools is two fiscal years ended June 30, 2011, while the audit period for the remaining 2 schools is one fiscal year ended June 30, 2011.

The main objectives of these audits were to express an opinion on the financial statements of the schools, evaluate compliance with District policies and procedures, and ensure that assets are properly safeguarded. The audits included a review of internal funds. On a selected basis, we reviewed records and procedures associated with payroll, credit card, Title I, FTE reporting and selected aspects of data security. Property inventories were conducted for most schools where there was a change of principal since the prior audit, and for schools whose property inventories were conducted approximately over six months ago. For the remaining schools, property inventories will be conducted and their results reported at a later date.

Our audits disclosed that the financial statements of the 46 schools reported herein were fairly stated. At all schools, we found general compliance with prescribed policies and procedures, and site records were maintained in good order. Also, property losses reported herein are minimal.

We would like to thank the schools' staff and administration for the cooperation and consideration provided to the audit staff during the performance of these audits.

Sincerely,

Jose F. Montes de Oca, CPA

Chief Auditor

Office of Management and Compliance Audits

JFM:mtg

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EXECUTIVE SUMMARY

The Office of Management and Compliance Audits has completed the audits of 46 schools. At 12 of the 46 schools, there was a change of principal since the prior audit. As of the beginning of the 2011-2012 fiscal year, the 5 regions previously in existence were reconfigured into 4 and we are reporting results following this new organizational structure. Accordingly, of the 46 schools, 7 currently report to the North Regional Center, 11 report to the North Central Regional Center, 5 report to the South Central Regional Center, and 14 report to the South Regional Center. Additionally, 3 report to the Education Transformation Office, 4 schools currently report to the Adult/Vocational, Alternative Education Program and Community Education division within District/School Operations, 1 reports to Specialized Education, and 1 reports to the Division of Curriculum and Instruction.

The 46 schools comprise the audit results of 44 schools with a two-fiscal year audit period ended June 30, 2011, and 2 schools with a one-fiscal year audit period ended June 30, 2011. Schools with two-year audits include the Miami-Dade County Public Schools Primary Learning Center (school's first audit), and Corporate Academy South, which closed its books at the end of August 2011 (school's final audit). Because the closing of the books happened after June 30, 2011, our audit scope also included the two-month period of July-August, 2011 to verify the cessation of the school's financial activity, the closing of the checking account and the proper disposition of the leftover funds (approximately \$1,460).

The audits disclosed that records were maintained in good order and in accordance with prescribed policies and procedures at all 46 schools reported herein. Refer to the *Summary Schedule of Audit Findings* on pages 18-21 for a comparison of current and prior year audit results. The names of principals in charge of the schools during the audit period are listed on pages 22-25, as well as the new principals where a change took place. Most property results were satisfactory. Refer to schedules on pages 26-29.

At all 46 schools, the financial statements present fairly, in all material respects, the changes in fund balances arising from the cash transactions during the 2009-2010 and/or 2010-2011 fiscal years, depending on the school being audited, on the cash basis of accounting.

As of June 30, 2010, for 44 of the 46 schools and centers reported herein, total combined receipts and disbursements amounted to \$8,414,129 and \$7,977,568, respectively; while total combined cash and investments amounted to \$1,985,101 (Pages 6-9).

As of June 30, 2011, for all 46 schools and centers reported herein, total combined receipts and disbursements amounted to \$8,160,164 and \$8,035,930, respectively; while total combined cash and investments amounted to \$2,128,732 (Pages 10-13).

Also, as of June 30, 2011, the internal control structure at the schools and centers generally functioned as designed by the District and implemented by the school administration.

INTERNAL FUNDS

All 46 schools were in general compliance with the procedures established in the *Manual of Internal Fund Accounting*.

PAYROLL

We reviewed payroll records and procedures at 19 of the 46 schools included herein. They are as follows:

- Thena C. Crowder Elementary
- Bob Graham Education Center
- Santa Clara Elementary
- Spanish Lake Elementary
- William H. Turner Ed. Center
- Dante B. Fascell Elementary
- Caribbean Elementary
- Coral Reef Elementary
- Cutler Ridge Elementary
- Howard Drive Elementary
- Redland Elementary
- Ethel F. Beckford/Richmond Elementary
- Miami Palmetto Senior
- Jesse J. McCrary Jr. Elementary
- Kelsey L. Pharr Elementary
- Pine Villa Elementary
- The English Center
- Robert Renick Education Center
- M-DCPS Primary Learning Center

At all 19 schools there was general compliance with the *Payroll Processing Procedures Manual*.

PROPERTY

The results of physical inventories of property items with an individual cost of \$1,000 or more are reported for 28 of the 46 schools. Property inventory results for 17 of the remaining 18 schools will be reported at a later date. At Corporate Academy South, the last property inventory was conducted by our office in June 2011, approximately two months prior to its closing. Subsequently, we briefly discussed with district administration the procedures for closing the location's property records.

At the 28 schools, Property Audits staff inventoried a total of 5,158 equipment items with a total approximate cost of \$12.5 million. Results were satisfactory at 26 of the 28 schools. At 2 schools, a total of 8 equipment items with a depreciated value of \$662 and a cost of \$14,830 could not be located (refer to Property Schedules on pages 26-28). Nevertheless, these losses are minimal (less than 0.12%) when compared to the overall inventory.

Property inventories also include the review of property losses reported by the schools through the Plant Security Report process. Our analysis of Plant Security Report losses reported by 5 schools from this group disclosed that 6 items with a depreciated value of \$435 and a total approximate cost of \$10,860 were reported missing (Page 29).

In addition to the property inventories conducted since late August of this fiscal year, we are including the results of property inventories at Robert B. Ingram Elementary and Homestead Middle which our office completed prior to June 30, 2011, but subsequent to the publication of our last school audit report in June 2011. At these 2 schools, we satisfactorily inventoried a total of 500 equipment items with a total approximate cost of \$1.2 million (bottom of page 28). No losses were reported.

PURCHASING CREDIT CARD (P-CARD) PROGRAM

We reviewed the P-Card Program’s procedures and records at the following 8 schools:

- Ben Sheppard Elementary
- Westland Hialeah Senior
- Dr. Rolando Espinosa K-8 Center
- Mandarin Lakes K-8 Academy
- Perrine Elementary
- Cutler Ridge Middle
- M-DCPS Primary Learning Center
- Corporate Academy South

Our review disclosed that all 8 schools listed above generally complied with the *Purchasing Credit Card Program Policies & Procedures Manual*. Any minor discrepancies identified during the audits were discussed with the principals and staff for corrective action.

TITLE I PROGRAM

A review of Title I Program expenditures and procedures for the 2010-2011 fiscal year was conducted at 2 schools since our last report in June 2011:

School	Regional Center	Title I Program Expenditures
Leisure City K-8 Center	South Regional	\$ 576,006
Cutler Ridge Middle	South Regional	322,814
Total		\$ 898,820

Total expenditures incurred under various Title I programs at the school amounted to approximately \$899,000. Audit results indicated that both schools were generally compliant with the policies and procedures established by the *Title I Administration Handbook*. Discrepancies that were deemed immaterial for reporting purposes were nevertheless discussed with school management for their information and corrective action.

FULL-TIME-EQUIVALENT (FTE) FUNDING

The following 2 schools were selected for these audits:

School	Regional Center	FTE Funding Reported
Dr. Rolando Espinosa K-8 Center	No. Central Regional	\$ 3,398,172
Spanish Lake Elementary	No. Central Regional	3,371,696
Total FTE Funding		\$ 6,769,868

The total FTE funding amounted to approximately \$6.8 million for the 2 schools combined. FTE records corresponding to the 2010-11 fiscal year FTE Survey Period 3 were reviewed.

Our reviews disclosed that both schools were generally compliant with District policy. Any discrepancies found during the reviews that were deemed immaterial for reporting purposes were nevertheless discussed with school management for corrective action.

DATA SECURITY MANAGEMENT REPORTS

We reviewed the report titled “*Authorized Applications for Employees by Locations Report*” at 6 schools. Of the 6 schools, we conducted a more thorough review of the school site IT function at 1 school. The schools are:

- Westland Hialeah Senior
- Mandarin Lakes K-8 Academy
- Frank C. Martin Elementary¹
- Pine Villa Elementary
- Robert Renick Education Center
- M-DCPS Primary Learning Center

Our review disclosed that all 6 schools generally complied with the review of the report and with the requirements for granting access to system applications. Furthermore, at 1 of the 6 schools, our review of selected aspects of the school’s site IT function disclosed that IT equipment such as servers, switches and routers were properly located and safeguarded; and school administration had generally informed staff of the requirements for backing-up critical data and the security of the network. *Minor discrepancies identified in this area were discussed with the school administration for corrective action.*

¹ Review of school site IT function at this school (1 school).

AUDIT OPINION

The following tables summarize total cash receipts and disbursements, and financial position of cash and investments *as of June 30, 2010 for 44 schools reported herein (2-year audits); and as of June 30, 2011 for all 46 schools included herein*. It also provides the audit opinion regarding the schools' financial statements:

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

The Condensed Annual Financial reports and Total Cash and Investments as of June 30, 2010 for the following 44 schools are:

Work Loc. No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
<u>North Regional Center</u>									
0481	James H. Bright Elementary	\$ 111,498.92	\$ 89,004.73	\$ 97,870.67	\$ 102,632.98	\$ 1,937.16	\$ 100,695.82	-	\$ 102,632.98
0091	Bob Graham Education Center	38,882.90	514,889.08	484,495.83	69,276.15	43,636.26	25,639.89	-	69,276.15
2241	Gratigny Elementary	13,930.92	25,404.70	22,767.07	16,568.55	5,164.47	11,404.08	-	16,568.55
4961	Shadowlawn Elementary	10,947.32	11,915.13	12,629.52	10,232.93	6,728.43	3,504.50	-	10,232.93
5021	Ben Sheppard Elementary	5,403.18	288,903.19	283,720.70	10,585.67	4,626.39	5,959.28	-	10,585.67
7049	Westland Hialeah Senior	47,602.82	304,012.16	272,677.12	78,937.86	33,602.32	45,335.54	-	78,937.86
<u>North Central Regional Center</u>									
0521	Broadmoor Elementary	9,394.74	15,610.07	11,367.30	13,637.51	1,640.97	11,996.54	-	13,637.51
0122	Dr. Rolando Espinosa K-8 Center	17,250.03	501,354.25	490,719.38	27,884.90	27,384.90	500.00	-	27,884.90
2081	Fulford Elementary	19,321.78	34,238.54	36,221.38	17,338.94	1,898.96	15,439.98	-	17,338.94
2981	Liberty City Elementary	4,558.39	14,289.18	13,574.40	5,273.17	3,411.16	1,862.01	-	5,273.17
5901	Carrie P. Meek/Westview K-8 Center	9,088.62	30,011.49	25,011.70	14,088.41	5,949.14	8,139.27	-	14,088.41
3241	Miami Gardens Elementary	5,037.58	22,073.99	22,042.17	5,069.40	483.92	4,585.48	-	5,069.40
4071	Olinda Elementary	5,377.85	22,484.21	15,115.21	12,746.85	5,034.13	7,712.72	-	12,746.85
4491	Henry E. S. Reeves Elementary	5,442.79	43,921.54	44,330.31	5,034.02	3,890.90	1,143.12	-	5,034.02

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

Work Loc. No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
4841	Santa Clara Elementary	5,299.84	17,792.27	12,979.07	10,113.04	1,038.95	9,074.09	-	10,113.04
2191	Spanish Lake Elementary	26,543.80	87,871.51	84,563.95	29,851.36	22,809.26	7,042.10	-	29,851.36
7601	William. H. Turner Ed. Center (H.S.) ¹	98,554.01	446,684.17	429,529.14	115,709.04	49,393.71	66,315.33	-	115,709.04
7602	William. H. Turner Ed. Center (Ad.) ¹	29,950.02	198,086.62	178,090.10	49,946.54	27,262.33	22,684.21	-	49,946.54
<u>South Central Regional Center</u>									
1811	Dante B. Fascell Elementary	30,037.25	159,619.50	152,138.25	37,518.50	6,717.72	30,800.78	-	37,518.50
2261	Greenglade Elementary	11,156.66	195,969.64	184,630.65	22,495.65	9,526.59	12,969.06	-	22,495.65
4761	Royal Palm Elementary	11,973.96	245,914.90	246,834.38	11,054.48	1,478.69	9,575.79	-	11,054.48
5521	Tropical Elementary	14,917.49	130,870.11	126,425.94	19,361.66	9,883.31	9,478.35	-	19,361.66
5831	Henry S. West Laboratory El.	8,658.93	6,743.58	5,611.45	9,791.06	4,314.26	5,476.80	-	9,791.06
<u>South Regional Center</u>									
4651	Ethel F. Beckford/Richmond El.	18,178.08	10,654.16	11,093.02	17,739.22	4,043.09	13,696.13	-	17,739.22
0661	Caribbean Elementary	7,869.53	55,017.49	51,255.81	11,631.21	5,137.84	6,493.37	-	11,631.21
0771	William A. Chapman Elementary	15,315.50	18,921.33	16,373.44	17,863.39	6,169.19	11,694.20	-	17,863.39
1041	Coral Reef Elementary	19,002.52	400,110.82	391,456.11	27,657.23	18,808.35	8,848.88	-	27,657.23
1241	Cutler Ridge Elementary	20,755.44	409,296.59	409,318.40	20,733.63	6,274.48	14,459.15	-	20,733.63
2541	Howard Drive Elementary	32,887.16	397,249.96	392,911.20	37,225.92	26,996.42	10,229.50	-	37,225.92
2901	Leisure City K-8 Center	19,120.49	91,985.49	89,077.01	22,028.97	5,449.58	16,579.39	-	22,028.97

¹ At William H. Turner Ed. Center, the Senior High school and Adult Ed. Center audits are reported as one school audit report. Both schools report to the same Principal.

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

Work Loc. No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
0073	Mandarin Lakes K-8 Academy	5,127.46	63,017.35	57,668.56	10,476.25	10,476.25	-	-	10,476.25
3101	Frank C. Martin K-8 Center	27,626.17	291,123.06	291,043.35	27,705.88	15,848.91	11,856.97	-	27,705.88
4381	Perrine Elementary	14,913.77	300,193.88	267,047.80	48,059.85	35,214.92	12,844.93	-	48,059.85
4581	Redland Elementary	19,051.36	157,103.41	144,454.16	31,700.61	12,454.23	19,246.38	-	31,700.61
5281	South Miami Heights Elementary	16,340.57	19,816.45	22,811.82	13,345.20	4,159.62	9,185.58	-	13,345.20
6111	Cutler Ridge Middle	27,442.73	84,213.19	86,331.51	25,324.41	4,493.64	20,830.77	-	25,324.41
7431	Miami Palmetto Senior	151,913.32	1,094,646.61	958,750.71	287,809.22	19,176.58	268,632.64	-	287,809.22
<u>Education Transformation Office</u>									
3021	Jesse J. McCrary, Jr. Elementary	9,717.88	17,768.69	17,826.59	9,659.98	6,298.28	3,361.70	-	9,659.98
4461	Pine Villa Elementary	2,795.27	13,200.33	11,937.88	4,057.72	1,873.71	2,184.01	-	4,057.72
<u>Adult Educational Centers</u>									
7841	The English Center	407,737.86	1,136,032.97	1,115,140.83	428,630.00	44,318.99	384,311.01	-	428,630.00
7112	Hialeah Adult Education Center	149,945.98	384,808.91	338,979.09	195,775.80	97,162.91	78,612.89	\$ 20,000.00	195,775.80
<u>Alternative Education Centers</u>									
8019	Academy For Community Education	14,110.26	13,760.84	14,106.44	13,764.66	3,941.38	9,823.28	-	13,764.66
8201	Corporate Academy South	3,504.20	5,842.84	3,244.91	6,102.13	4,096.79	2,005.34	-	6,102.13

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

Work Loc. No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
<u>Specialized Education Center</u>									
8151	Robert Renick Education Center	24,355.44	26,350.96	30,258.13	20,448.27	5,039.27	15,409.00	-	20,448.27
<u>Other Center</u>									
4081	M-DCPS Primary Learning Center ²	-	15,348.73	3,135.82	12,212.91	12,212.91	-	-	12,212.91
	TOTAL	\$1,548,540.79	\$8,414,128.62	\$7,977,568.28	\$1,985,101.13	\$ 627,461.27	\$1,337,639.86	\$ 20,000.00	\$1,985,101.13

2 First year of financial activity at this school.

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2011**

The Condensed Annual Financial reports and Total Cash and Investments as of June 30, 2011 for the following 46 schools are:

Work Loc. No.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
<u>North Regional Center</u>									
0481	James H. Bright Elementary	\$ 102,632.98	\$ 82,207.63	\$ 83,642.85	\$101,197.76	\$ 9,846.79	\$ 91,350.97	-	\$ 101,197.76
2531	Thena C. Crowder Elementary	10,280.59	3,156.99	5,653.15	7,784.43	4,815.99	2,968.44	-	7,784.43
0091	Bob Graham Education Center	69,276.15	493,123.29	493,482.82	68,916.62	43,096.74	25,819.88	-	68,916.62
2241	Gratigny Elementary	16,568.55	16,124.30	21,999.48	10,693.37	2,214.94	8,478.43	-	10,693.37
4961	Shadowlawn Elementary	10,232.93	18,221.04	19,506.68	8,947.29	5,418.21	3,529.08	-	8,947.29
5021	Ben Sheppard Elementary	10,585.67	291,140.96	289,619.93	12,106.70	6,105.58	6,001.12	-	12,106.70
7049	Westland Hialeah Senior	78,937.86	341,859.34	296,913.93	123,883.27	78,229.46	45,653.81	-	123,883.27
<u>North Central Regional Center</u>									
0521	Broadmoor Elementary	13,637.51	16,878.90	18,162.75	12,353.66	976.24	11,377.42	-	12,353.66
0122	Dr. Rolando Espinosa K-8 Center	27,884.90	534,341.73	530,819.59	31,407.04	25,851.39	5,555.65	-	31,407.04
2081	Fulford Elementary	17,338.94	25,445.72	29,108.35	13,676.31	1,158.15	12,518.16	-	13,676.31
2981	Liberty City Elementary	5,273.17	15,208.20	12,643.63	7,837.74	5,962.68	1,875.06	-	7,837.74
5901	Carrie P. Meek/Westview K-8 Center	14,088.41	37,240.24	36,426.65	14,902.00	6,705.58	8,196.42	-	14,902.00
3241	Miami Gardens Elementary	5,069.40	48,762.19	48,034.96	5,796.63	1,177.86	4,618.77	-	5,796.63
4071	Olinda Elementary	12,746.85	6,418.91	3,949.83	15,215.93	7,449.06	7,766.87	-	15,215.93

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2011**

Work Loc. No.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
4491	Henry E. S. Reeves Elementary	5,034.02	79,102.94	78,320.40	5,816.56	4,665.41	1,151.15	-	5,816.56
4841	Santa Clara Elementary	10,113.04	8,644.54	9,293.22	9,464.36	1,332.14	8,132.22	-	9,464.36
2191	Spanish Lake Elementary	29,851.36	82,662.30	79,481.33	33,032.33	25,940.79	7,091.54	-	33,032.33
7601	William. H. Turner Ed. Center (H.S.)	115,709.04	451,145.33	465,889.53	100,964.84	34,183.95	66,780.89	-	100,964.84
7602	William. H. Turner Ed. Center (Ad.)	49,946.54	225,588.19	217,605.77	57,928.96	35,085.51	22,843.45	-	57,928.96
<u>South Central Regional Center</u>									
1811	Dante B. Fascell Elementary	37,518.50	141,217.43	149,365.17	29,370.76	353.75	29,017.01	-	29,370.76
2261	Greenglade Elementary	22,495.65	145,565.06	149,440.19	18,620.52	5,560.40	13,060.12	-	18,620.52
4761	Royal Palm Elementary	11,054.48	212,682.25	214,942.01	8,794.72	1,152.22	7,642.50	-	8,794.72
5521	Tropical Elementary	19,361.66	126,459.78	129,305.00	16,516.44	6,971.56	9,544.88	-	16,516.44
5831	Henry S. West Laboratory El.	9,791.06	7,079.81	7,607.82	9,263.05	6,260.30	3,002.75	-	9,263.05
<u>South Regional Center</u>									
4651	Ethel F. Beckford/Richmond El.	17,739.22	13,008.09	14,357.55	16,389.76	2,597.48	13,792.28	-	16,389.76
0661	Caribbean Elementary	11,631.21	50,649.88	49,749.42	12,531.67	5,992.70	6,538.97	-	12,531.67
0771	William A. Chapman Elementary	17,863.39	26,097.70	17,554.34	26,406.75	14,630.46	11,776.29	-	26,406.75
1041	Coral Reef Elementary	27,657.23	391,399.63	392,776.13	26,280.73	17,369.72	8,911.01	-	26,280.73
1241	Cutler Ridge Elementary	20,733.63	391,709.10	388,332.34	24,110.39	9,549.73	14,560.66	-	24,110.39
2541	Howard Drive Elementary	37,225.92	398,785.39	399,436.12	36,575.19	26,273.88	10,301.31	-	36,575.19

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2011**

Work Loc. No.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
2901	Leisure City K-8 Center	22,028.97	79,347.00	81,789.89	19,586.08	2,890.30	16,695.78	-	19,586.08
0073	Mandarin Lakes K-8 Academy	10,476.25	63,503.32	59,905.39	14,074.18	13,070.83	1,003.35	-	14,074.18
3101	Frank C. Martin K-8 Center	27,705.88	246,526.20	254,091.43	20,140.65	8,200.45	11,940.20	-	20,140.65
4381	Perrine Elementary	48,059.85	256,785.08	290,741.23	14,103.70	1,168.59	12,935.11	-	14,103.70
4581	Redland Elementary	31,700.61	123,234.60	114,998.59	39,936.62	20,555.13	19,381.49	-	39,936.62
5281	South Miami Heights Elementary	13,345.20	20,645.58	20,030.68	13,960.10	7,725.77	6,234.33	-	13,960.10
6111	Cutler Ridge Middle	25,324.41	86,706.93	80,350.22	31,681.12	10,703.87	20,977.25	-	31,681.12
7431	Miami Palmetto Senior	287,809.22	954,594.16	918,581.34	323,822.04	12,616.79	311,205.25	-	323,822.04
<u>Education Transformation Office</u>									
3021	Jesse J. McCrary, Jr. Elementary	9,659.98	18,956.19	20,926.92	7,689.25	4,303.93	3,385.32	-	7,689.25
4401	Kelsey L. Pharr Elementary	9,115.43	8,903.95	8,208.80	9,810.58	1,347.67	8,462.91	-	9,810.58
4461	Pine Villa Elementary	4,057.72	14,291.50	11,316.31	7,032.91	4,833.56	2,199.35	-	7,032.91
<u>Adult Educational Centers</u>									
7841	The English Center	428,630.00	1,124,009.31	1,067,451.74	485,187.57	41,288.21	443,899.36	-	485,187.57
7112	Hialeah Adult Education Center	195,775.80	330,276.16	297,649.42	228,402.54	119,199.22	89,203.32	\$ 20,000.00	228,402.54
<u>Alternative Education Centers</u>									
8019	Academy For Community Education	13,764.66	8,057.48	8,197.61	13,624.53	3,732.28	9,892.25	-	13,624.53
8201	Corporate Academy South	6,102.13	2,552.65	7,196.46	1,458.32	1,438.89	19.43	-	1,458.32

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2011**

Work Loc. No.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
<u>Specialized Education Center</u>									
8151	Robert Renick Education Center	20,448.27	25,907.02	28,157.82	18,197.47	5,695.80	12,501.67	-	18,197.47
<u>Other Center</u>									
4081	M-DCPS Primary Learning Center	12,212.91	113,940.37	112,915.06	13,238.22	13,238.22	-	-	13,238.22
	TOTAL	\$2,004,497.15	\$8,160,164.36	\$8,035,929.85	\$2,128,731.66	\$668,938.18	\$1,439,793.48	\$20,000.00	\$2,128,731.66

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

The financial statements of the schools in this audit report present fairly, in all material respects, the changes in fund balances arising from cash transactions of the internal funds of the schools during the 2009-2010 and/or 2010-2011 fiscal years, depending on the school being audited, on the cash basis of accounting.

As of June 30, 2010, for 44 of the schools reported herein as identified in the tables above, total combined receipts and disbursements amounted to \$8,414,129 and \$7,977,568, respectively; while total combined cash and investments amounted to \$1,985,101. *As of June 30, 2011*, for all 46 schools reported herein, total combined receipts and disbursements amounted to \$8,160,164 and \$8,035,930, respectively; while total combined cash and investments amounted to \$2,128,732.

As of June 30, 2011, the internal control structure at the schools generally functioned as designed by the District and implemented by the school administration.

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


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

INTERNAL CONTROLS RATING

The internal controls rating of the schools reported herein are depicted as follows:

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>North Regional Center</u>							
James H. Bright Elementary	✓			✓			Not Likely to impact
Thena C. Crowder Elementary	✓			✓			Not Likely to impact
Bob Graham Education Center	✓			✓			Not Likely to impact
Gratigny Elementary	✓			✓			Not Likely to impact
Shadowlawn Elementary	✓			✓			Not Likely to impact
Ben Sheppard Elementary	✓			✓			Not Likely to impact
Westland Hialeah Senior	✓			✓			Not Likely to impact
<u>North Central Regional Center</u>							
Broadmoor Elementary	✓			✓			Not Likely to impact
Dr. Rolando Espinosa K-8 Center	✓			✓			Not Likely to impact
Fulford Elementary	✓			✓			Not Likely to impact
Liberty City Elementary	✓			✓			Not Likely to impact
Carrie P. Meek/Westview K-8 Ctr.	✓			✓			Not Likely to impact

INTERNAL CONTROLS RATING

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Miami Gardens Elementary	✓			✓			Not Likely to impact
Olinda Elementary	✓			✓			Not Likely to impact
Henry E. S. Reeves Elementary	✓			✓			Not Likely to impact
Santa Clara Elementary	✓			✓			Not Likely to impact
Spanish Lake Elementary	✓			✓			Not Likely to impact
William. H. Turner Ed. Center (H.S & Ad. Ed.)	✓			✓			Not Likely to impact
<u>South Central Regional Center</u>							
Dante B. Fascell Elementary	✓			✓			Not Likely to impact
Greenglade Elementary	✓			✓			Not Likely to impact
Royal Palm Elementary	✓			✓			Not Likely to impact
Tropical Elementary	✓			✓			Not Likely to impact
Henry S. West Laboratory Elementary	✓			✓			Not Likely to impact
<u>South Regional Center</u>							
Ethel F. Beckford/Richmond El.	✓			✓			Not Likely to impact
Caribbean Elementary	✓			✓			Not Likely to impact
William A. Chapman Elementary	✓			✓			Not Likely to impact

INTERNAL CONTROLS RATING

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Coral Reef Elementary	✓			✓			Not Likely to impact
Cutler Ridge Elementary	✓			✓			Not Likely to impact
Howard Drive Elementary	✓			✓			Not Likely to impact
Leisure City K-8 Center	✓			✓			Not Likely to impact
Mandarin Lakes K-8 Academy	✓			✓			Not Likely to impact
Frank C. Martin K-8 Center	✓			✓			Not Likely to impact
Perrine Elementary	✓			✓			Not Likely to impact
Redland Elementary	✓			✓			Not Likely to impact
South Miami Heights Elementary	✓			✓			Not Likely to impact
Cutler Ridge Middle	✓			✓			Not Likely to impact
Miami Palmetto Senior	✓			✓			Not Likely to impact
<u>Education Transformation Office</u>							
Jesse J. McCrary, Jr. Elementary	✓			✓			Not Likely to impact
Kelsey L. Pharr Elementary	✓			✓			Not Likely to impact
Pine Villa Elementary	✓			✓			Not Likely to impact

INTERNAL CONTROLS RATING

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>Adult Education Centers</u>							
The English Center	✓			✓			Not Likely to impact
Hialeah Adult Education Center	✓			✓			Not Likely to impact
<u>Alternative Education Centers</u>							
Academy For Community Education	✓			✓			Not Likely to impact
Corporate Academy South	✓			✓			Not Likely to impact
<u>Specialized Education Center</u>							
Robert Renick Education Center	✓			✓			Not Likely to impact
<u>Other Center</u>							
M-DCPS Primary Learning Center	✓			✓			Not Likely to impact

SUMMARY SCHEDULE OF AUDIT FINDINGS

Summary of findings at the 46 schools reported herein are as follows:

Work Loc. No.	Schools	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
<u>North Regional Center</u>					
0481	James H. Bright Elementary	None		None	
2531	Thena C. Crowder Elementary	None		None	
0091	Bob Graham Education Center	None		None	
2241	Gratigny Elementary	None		None	
4961	Shadowlawn Elementary	None		None	
5021	Ben Sheppard Elementary	None		None	
7049	Westland Hialeah Senior	None		None	
<u>North Central Regional Center</u>					
0521	Broadmoor Elementary	None		None	
0122	Dr. Rolando Espinosa K-8 Center	None		None	
2081	Fulford Elementary	None		None	
2981	Liberty City Elementary	None		None	
5901	Carrie P. Meek/Westview K-8 Center	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS

Work Loc. No.	Schools	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
3241	Miami Gardens Elementary	None		None	
4071	Olinda Elementary	None		None	
4491	Henry E. S. Reeves Elementary	None		None	
4841	Santa Clara Elementary	None		None	
2191	Spanish Lake Elementary	None		None	
7601/7602	William. H. Turner Ed. Center (H.S. & Adult Education Center)	None		1	▪ EESAC Disbursements
<u>South Central Regional Center</u>					
1811	Dante B. Fascell Elementary	None		None	
2261	Greenglade Elementary	None		None	
4761	Royal Palm Elementary	None		None	
5521	Tropical Elementary	None		None	
5831	Henry S. West Laboratory Elementary	None		None	
<u>South Regional Center</u>					
4651	Ethel F. Beckford/Richmond Elementary	None		None	
0661	Caribbean Elementary	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS

Work Loc. No.	Schools	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
0771	William A. Chapman Elementary	None		None	
1041	Coral Reef Elementary	None		1	▪ FTE-SPED
1241	Cutler Ridge Elementary	None		None	
2541	Howard Drive Elementary	None		None	
2901	Leisure City K-8 Center	None		1	▪ Fin. Mgt.
0073	Mandarin Lakes K-8 Academy	None		None	
3101	Frank C. Martin K-8 Center	None		None	
4381	Perrine Elementary	None		None	
4581	Redland Elementary	None		None	
5281	South Miami Heights Elementary	None		None	
6111	Cutler Ridge Middle	None		None	
7431	Miami Palmetto Senior	None		None	
<u>Education Transformation Office</u>					
3021	Jesse J. McCrary, Jr. Elementary	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS

Work Loc. No.	Schools	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
4401	Kelsey L. Pharr Elementary	None		None	
4461	Pine Villa Elementary	None		None	
<u>Adult Education Centers</u>					
7841	The English Center	None		1	▪ Spec. Purp. Disbursements
7112	Hialeah Adult Education Center	None		None	
<u>Alternative Education Centers</u>					
8019	Academy For Community Education	None		None	
8201	Corporate Academy South	None		1	▪ P-Card Disbursements
<u>Specialized Education Center</u>					
8151	Robert Renick Education Center	None		None	
<u>Other Center</u>					
4081	M-DCPS Primary Learning Center	None		N/A-New School	
TOTAL		None		5	

LIST OF SCHOOL PRINCIPALS

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

Work Loc. No.	Schools	Current Principal	Former Principal
<u>North Regional Center</u>			
0481	James H. Bright Elementary	Ms. Maritza M. Garcia	N/A = No Change of Principal Since Prior Audit
2531	Thena C.Crowder Elementary ¹	Dr. Dianne W. Jones	Ms. Avis Y. Bembry (Through June 2011; retired)
0091	Bob Graham Education Center	Dr. Robin P. Behrman	N/A = No Change of Principal Since Prior Audit
2241	Gratigny Elementary	Dr. Aaron L. Enteen	N/A = No Change of Principal Since Prior Audit
4961	Shadowlawn Elementary	Ms. Gwendolyn Haynes	N/A = No Change of Principal Since Prior Audit
5021	Ben Sheppard Elementary	Dr. Eduardo J. Tagle	N/A = No Change of Principal Since Prior Audit
7049	Westland Hialeah Senior	Mr. Guillermo A. Muñoz	N/A = No Change of Principal Since Prior Audit
<u>North Central Regional Center</u>			
0521	Broadmoor Elementary	Ms. Linda G. Klein	N/A = No Change of Principal Since Prior Audit
0122	Dr. Rolando Espinosa K-8 Center	Ms. Reva A. Vangates	N/A = No Change of Principal Since Prior Audit
2081	Fulford Elementary	Dr. Jean E. Teal	N/A = No Change of Principal Since Prior Audit
2981	Liberty City Elementary	Ms. Tamme Y. Williams	N/A = No Change of Principal Since Prior Audit
5901	Carrie P. Meek/Westview K-8 Center	Ms. Tracey D. Crews	N/A = No Change of Principal Since Prior Audit
3241	Miami Gardens Elementary	Dr. Apryle L. Kirnes	N/A = No Change of Principal Since Prior Audit

Note:
1 Change of Principal (12 schools).

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools	Current Principal	Former Principal
4071	Olinda Elementary	Mr. Adrian Montes	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
4841	Santa Clara Elementary ¹	Dr. Melanie K. Fox	Ms. Marie P. Caceres (Through July 2011; Presently Principal at Doral Middle)
2191	Spanish Lake Elementary	Ms. Jacqueline Arias-Gonzalez	N/A = No Change of Principal Since Prior Audit
7601/7602	William. H. Turner Ed. Center (H.S. & Ad. Ed. Ctr.)	Ms. Lavette S. Hunter	N/A = No Change of Principal Since Prior Audit
<u>South Central Regional Center</u>			
1811	Dante B. Fascell Elementary ¹	Mr. Allen N. Breeding, III	Dr. Esther Visiedo (Through July 2011; presently at South Central Regional)
2261	Greenglade Elementary	Dr. Maria V. Tercilla	N/A = No Change of Principal Since Prior Audit
4761	Royal Palm Elementary	Ms. Marta Garcia	N/A = No Change of Principal Since Prior Audit
5521	Tropical Elementary	Ms. Yubeda Miah	N/A = No Change of Principal Since Prior Audit
5831	Henry S. West Laboratory Elementary	Ms. Barbara R. Soto Pujadas	N/A = No Change of Principal Since Prior Audit
<u>South Regional Center</u>			
4651	Ethel F. Beckford/Richmond Elementary ¹	Ms. Jacqua J. Little	Dr. Sharon D. Lee (Through June 2011; presently at South Regional Center)
0661	Caribbean Elementary ¹	Ms. Alina M. Diaz	Ms. Christina L. Guerra (Through July 2011; presently Principal at Coral Reef)
0771	William A. Chapman Elementary	Mr. Carzell J. Morris	N/A = No Change of Principal Since Prior Audit

Note:
1 Change of Principal (12 schools).

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools	Current Principal	Former Principal
1041	Coral Reef Elementary ¹	Ms. Christina L. Guerra	Dr. Fred M. Albion (Through June 2011; presently Principal at Redland Elementary School)
1241	Cutler Ridge Elementary	Ms. Adrienne L. Wright-Mullings	N/A = No Change of Principal Since Prior Audit
2541	Howard Drive Elementary	Ms. Deanna D. Dalby	N/A = No Change of Principal Since Prior Audit
2901	Leisure City K-8 Center	Dr. Kelli R. Hunter	N/A = No Change of Principal Since Prior Audit
0073	Mandarin Lakes K-8 Academy	Ms. Angeles Fleites	N/A = No Change of Principal Since Prior Audit
3101	Frank C. Martin K-8 Center	Ms. Pamela F. Brown	N/A = No Change of Principal Since Prior Audit
4381	Perrine Elementary	Ms. Maileen A. Ferrer	N/A = No Change of Principal Since Prior Audit
4581	Redland Elementary ¹	Dr. Fred M. Albion	Ms. Cory R. Rodriguez (Through June 2011; presently Principal at Homestead Senior High School)
5281	South Miami Heights Elementary	Ms. Suzet M. Hernandez	N/A = No Change of Principal Since Prior Audit
6111	Cutler Ridge Middle	Mr. Eduardo L. Alonso	N/A = No Change of Principal Since Prior Audit
7431	Miami Palmetto Senior ¹	Dr. Allison Harley	Mr. Howard I. Weiner (Through June 2011; retired)
<u>Education Transformation Office</u>			
3021	Jesse J. McCrary, Jr. Elementary ¹	Ms. Maria E. Calvet-Cuba	Mr. Andy J. Pierre-Louis (Through July 2011; presently Administrative Director at North Regional Center)

Note:
1 Change of Principal (12 schools).

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools	Current Principal	Former Principal
4401	Kelsey L. Pharr Elementary ¹	Ms. Yvonne D. Perry	Dr. Sandra F. Clark (Through Oct. 2010; presently ESE Placement Specialist) Ms. Heather D. Tyler (Through June 2011; Presently Principal at Lorah Park Elementary)
4461	Pine Villa Elementary ¹	Dr. Latonia M. Harris	Ms. Renny L. Neyra (Through June 2011; Presently Principal at Madison Middle)
<u>Adult Education Centers</u>			
7841	The English Center ¹	Dr. Dulce M. De Villa	Ms. Chely C. Rajoy-Tarpin (Through November 2009; Presently Assistant Principal at Lindsey Hopkins Ed. Center)
7112	Hialeah Adult Education Center	Mr. Manuel Gonzalez	N/A = No Change of Principal Since Prior Audit
<u>Alternative Education Centers</u>			
8019	Academy For Community Education	Mr. Carlos J. Cambo	N/A = No Change of Principal Since Prior Audit
8201	Corporate Academy South ²	Mr. David H. Brooks (Through July 2011; Presently Assistant Principal at G. Holmes Braddock Senior)	N/A = No Change of Principal Since Prior Audit
<u>Specialized Education Center</u>			
8151	Robert Renick Education Center	Ms. Paulette Covin-Fredrik	N/A = No Change of Principal Since Prior Audit
<u>Other Center</u>			
4081	M-DCPS Primary Learning Center	Mr. Alberto M. Carvalho	N/A = New School

Note:

1 Change of Principal (12 schools).

2 School closed effective August 31, 2011.

PROPERTY SCHEDULES

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

Work Location No.	Schools	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
<u>North Regional Center</u>								
0481	James H. Bright Elementary ¹							
2531	Thena C. Crowder Elementary ²							
0091	Bob Graham Education Center ¹							
2241	Gratigny Elementary	128	\$ 35,088	None			None	
4961	Shadowlawn Elementary ¹							
5021	Ben Sheppard Elementary ¹							
7049	Westland Hialeah Senior ¹							
<u>North Central Regional Center</u>								
0521	Broadmoor Elementary ¹							
0122	Dr. Rolando Espinosa K-8 Center ¹							
2081	Fulford Elementary	82	217,744	None			None	
2981	Liberty City Elementary ²							
5901	Carrie P. Meek/Westview El. ¹							
3241	Miami Gardens Elementary	52	107,202	None			None	
4071	Olinda Elementary	93	179,783	None			None	
4491	Henry E. S. Reeves Elementary ¹							
4841	Santa Clara Elementary	98	303,168	None			None	
2191	Spanish Lake Elementary ¹							
7601/7602	William H. Turner Education Center	1,100	3,469,085	None			None	
<u>South Central Regional Center</u>								
1811	Dante B. Fascell Elementary	181	525,953	None			None	
2261	Greenglade Elementary	94	201,162	None			None	

Note:

1 Latest property results reported in June 2011. Property for 2011-12FY will be conducted later in the year (13 schools).

2 Property inventory in progress. Results will be reported at a later date (4 schools).

PROPERTY SCHEDULES

Work Location No.	Schools	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
4761	Royal Palm Elementary	158	378,222	None			None	
5521	Tropical Elementary	146	335,835	None			None	
5831	Henry S. West Laboratory El. ²							
<u>South Regional Center</u>								
4651	Ethel F. Beckford/Richmond El.	100	222,932	None			None	
0661	Caribbean Elementary	182	424,124	3	\$ 4,558	\$ 24	None	
0771	William Chapman Elementary	219	364,971	None			None	
1041	Coral Reef Elementary	61	140,595	None			None	
1241	Cutler Ridge Elementary	320	569,138	None			None	
2541	Howard Drive Elementary	138	226,332	None			None	
2901	Leisure City K-8 Center ¹							
0073	Mandarin Lakes K-8 Academy	184	522,351	None			None	
3101	Frank C. Martin K-8 Center	182	485,277	None			None	
4381	Perrine Elementary	143	293,929	None			None	
4581	Redland Elementary	103	253,700	None			None	
5281	South Miami Heights Elementary	139	302,317	None			None	
6111	Cutler Ridge Middle	168	595,348	None			None	
7431	Palmetto Senior	546	1,231,091	None			None	
<u>Education Transformation Office</u>								
3021	Jesse J. McCrary Jr. Elementary	184	333,240	None			None	
4401	Kelsey L. Pharr Elementary ²							
4461	Pine Villa Elementary	98	204,573	5	10,272	638	None	
<u>Adult Education Centers</u>								
7841	The English Center ¹							
7112	Hialeah Adult Education Center ¹							

Notes:

1 Latest property results reported in June 2011. Property for 2011-12FY will be conducted later in the year (13 schools).

2 Property inventory in progress. Results will be reported at a later date (4 schools).

PROPERTY SCHEDULES

Work Location No.	Schools	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
Alternative Education Centers								
8019	Academy for Community Education	10	16,291	None			None	
8201	Corporate Academy South ³							
Specialized Education Center								
8151	Robert Renick Education Center	228	495,239	None			None	
Other Center								
4081	M-DCPS Primary Learning Center	21	28,074	None			N/A-First Audit	
TOTAL		5,158	\$ 12,462,764	8	\$ 14,830	\$ 662	None	

Note:

3 Center closed as of August 2011. Last property inventory was completed on June 2011. Briefly discussed with district administration the procedures for closing the location's property records.

PROPERTY INVENTORIES CARRYOVER (COMPLETED BEFORE JUNE 30, 2011 BUT NOT REPORTED)

Work Location No.	Schools	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
North Regional Center								
4121	Dr. Robert B. Ingram Elementary	110	\$ 401,235	None			None	
South Regional Center								
6251	Homestead Middle	390	822,725	None			None	
TOTAL		500	\$ 1,223,960	None			None	

PROPERTY SCHEDULES

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

Work Location No.	Schools	No. of Plant Security Reports	Total Items	Total Amount at Cost	CATEGORY (AT COST)			Total Depreciated Value
					Computers	Audio Visual	Other ¹	
<u>South Regional Center</u>								
0661	Caribbean Elementary	1	1	\$ 1,525	\$ 1,525	-	-	-
0771	William A. Chapman Elementary	1	1	1,038	1,038	-	-	\$ 208
1241	Cutler Ridge Elementary	1	1	3,776	-	\$ 3,776	-	-
5281	South Miami Heights Elementary	1	1	1,439	1,439	-	-	227
<u>Alternative Education Center</u>								
8019	Academy for Community Education	1	2	3,081	-	-	\$ 3,081	-
TOTAL		5	6	\$ 10,859	\$ 4,002	\$ 3,776	\$ 3,081	\$ 435

Note:

1 Other equipment consisted of electronic switches.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our audits were to:

- express an opinion on the internal fund financial statements of the schools for the fiscal year ended June 30, 2010 and/or June 30, 2011, depending on the school audited, on the cash basis of accounting;
- evaluate compliance by the schools with the policies and procedures prescribed in the *Manual of Internal Fund Accounting*;
- provide assurances regarding compliance with *current payroll procedures*, as well as compliance with *current purchasing credit card program procedures*; and *certain information technology controls*;
- verify compliance by the schools with the policies and procedures prescribed by the *Manual of Property Control Procedures*, and determine the adequacy of controls over the safeguarding of property items with an individual cost of \$1,000 or more;
- evaluate compliance with the policies and procedures set forth by the *No Child Left Behind Act of 2001, Title I Program*, and the *Title I Administration Handbook*; and
- ascertain compliance with State law, State Board of Education Rules, School Board Rules, manuals, directives and FTE reporting documentation procedures as they relate to student attendance, Special Education, English Language Learners, Cooperative Education and Teacher Certification.

While the scope of our audits generally covered operations during the period of July 1, 2009 through June 30, 2010 and/or July 1, 2010 through June 30, 2011 (depending on whether the audit scope was one or two-year audit at the individual school being audited), payroll, purchasing credit card transactions, and information technology controls included current periods. Title I program covered the 2010-2011 fiscal year only. FTE audits covered the February 2011 survey period.

Our procedures were as follows:

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

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

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

Internal Control Matters

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

BACKGROUND

INTERNAL FUNDS

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

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

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

Prior to spending internal funds, schools invest their cash in designated depositories. Funds not used in the daily operations may be invested in the MDCPS-Money Market Pool Fund. The Fund's interest rate as of June 30, 2010 and June 30, 2011 was 0.76% and 0.57%, respectively.

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

- ◆ Annual audits of internal funds are required by Section 1011.07, Florida Statutes, and State Board of Education Rule 6A-1.087
- ◆ Internal Funds are revenues generated from student activities at the school level which are not part of the school's budget process
- ◆ Each school administers its internal funds separately through an operational checking account, following District guidelines as established in the *Manual of Internal Fund Accounting*
- ◆ Banks for school funds must be approved by the School Board and certified by the State Treasurer
- ◆ Idle funds in the operational account may be invested to yield interest revenue in a savings account, certificate of deposit or in the MDCPS-Money Market Pool Fund
- ◆ At June 30, 2010 and June 30, 2011 the MDCPS-Money Market Pool Fund's interest rate was 0.76% and 0.57%, respectively.

PAYROLL

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

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

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

PROPERTY

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

Our office conducts yearly inventories at each school of all property items with an 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 audited during the summer months of July and August are customarily conducted at a later date, unless staff is available at the schools and time permits. Inventories pending at year-end will be conducted and reported for the next fiscal year.

PURCHASING CREDIT CARD (P-CARD) PROGRAM

At the schools, principals administer the purchasing credit card program, which must comply with the guidelines established in the *Purchasing Credit Card Program Policies & Procedures Manual*. The P-card program was designed to streamline the acquisition process by enabling employees at the schools to make small dollar purchases (less than \$3,000 per individual transaction) for materials and supplies. The program is managed by the Office of the Controller.

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

TITLE I PROGRAM

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

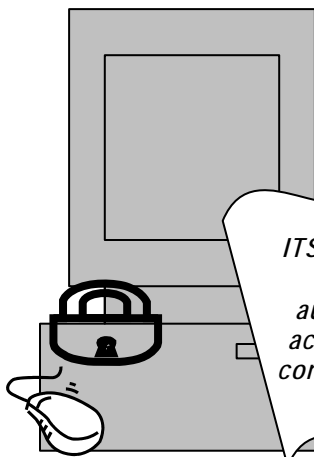


Schools follow specific criteria for the use of Title I funds as delineated in the *Title I Administration Handbook*. Purchases of supplies and equipment are processed through regular district channels or via use of the P-card Program, depending on the amount. Salary expenditures must comply with budgetary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

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

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

DATA SECURITY MANAGEMENT REPORT AND SCHOOL SITE IT SECURITY ASSESSMENT



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

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

FULL-TIME EQUIVALENT (FTE)

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

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

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

Schools are responsible for verifying student membership data submitted to the Florida Department of Education (FDOE) for funding purposes. This is accomplished through the FTE survey process. The results of these surveys are FTE reports which allow schools to verify the data and make corrections as needed. Once this process is completed, the district transmits the information to the FDOE. During the 2010-2011 fiscal year, months selected by the FDOE for these surveys are as follows:

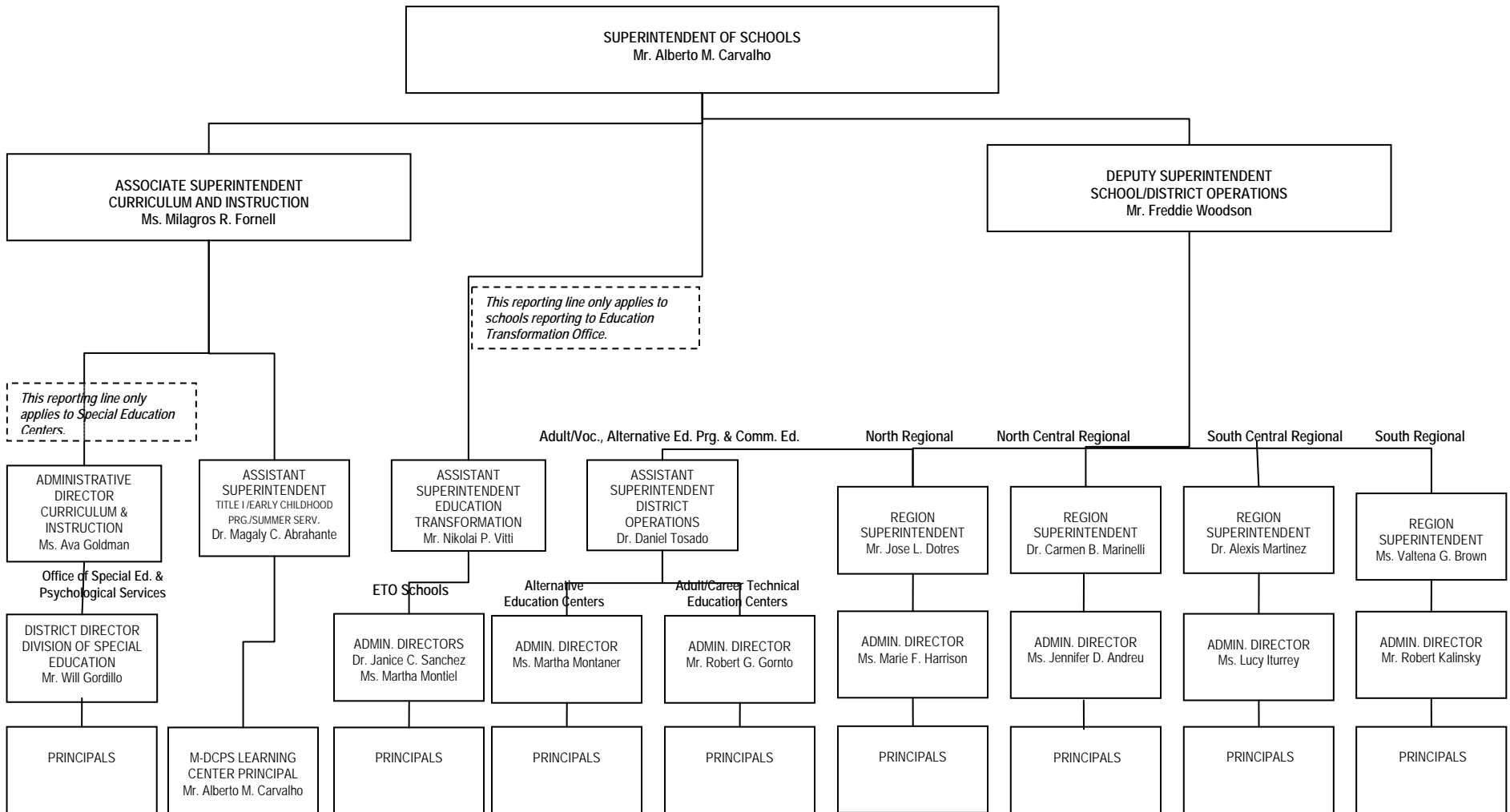
Survey Period No.	Time Period of Survey
1	July (Summer School only)
2	October
3	February
4	June (Summer School only)

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

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

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

PARTIAL ORGANIZATIONAL CHART (SCHOOLS)



MIAMI-DADE COUNTY PUBLIC SCHOOLS 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.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (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, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Revised: (07-11)

MIAMI-DADE COUNTY PUBLIC SCHOOLS

INTERNAL AUDIT REPORT SELECTED SCHOOLS SEPTEMBER 2011



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