

*Internal Audit Report*

# AUDIT OF SELECTED SCHOOLS



APRIL 2006

*Office of Management and Compliance Audits*

# THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Superintendent of Schools

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Office of Management and Compliance Audits

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Miami-Dade County Public Schools  
*giving our students the world*

**INTERNAL AUDIT REPORT  
SELECTED SCHOOLS**

**APRIL 2006**

**AUDIT COMMITTEE MEETING**

**MAY 2, 2006**

**SCHOOL BOARD MEETING**

**MAY 10, 2006**

**OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS**



# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Rudolph F. Crew, Ed.D.

**Chief Auditor**  
Allen M. Vann, CPA

**Assistant Chief Auditor**  
Jose F. Montes de Oca, CPA

**Miami-Dade County School Board**

Agustin J. Barrera, Chair  
Perla Tabares Hantman, Vice Chair  
Frank J. Bolaños  
Evelyn Langlieb Greer  
Dr. Robert B. Ingram  
Dr. Martin Karp  
Ana Rivas Logan  
Dr. Marta Pérez  
Dr. Solomon C. Stinson

April 25, 2006

Members of The School Board of Miami-Dade County, Florida  
Members of The School Board Audit Committee  
Dr. Rudolph F. Crew, Superintendent of Schools

Ladies and Gentlemen:

The Office of Management and Compliance Audits has completed the audits of nine schools from Regional Centers II and IV and the Dade County Athletic Equalization Fund. The audit period was the fiscal year ended June 30, 2005.

The audits included a review of internal funds, property, and payroll records. We reviewed the Community School Program records at those schools having the program, which is accounted through the internal funds. We also reviewed the Purchasing Credit Card Program and the most current "Authorized Applications for Employees by Locations Report" at selected schools. Property inventory results, as well as an analysis of property losses missing through the Plant Security Report process are included herein.

Our audits disclosed that three of the nine schools included herein and the Equalization Fund were in compliance with prescribed policies and procedures and their internal funds and payroll records were maintained in good order. There were six schools with audit exceptions in the areas of internal funds, payroll, the Purchasing Credit Card Program, and Community School. Our review of the "Authorized Applications for Employees by Locations Report" disclosed that procedures were generally followed at the schools where such reviews were performed. The physical inventory results showed that the schools were in compliance with property procedures. Property losses reported missing through the Plant Security Report Process were mostly in the area of computer equipment.

The audit findings noted in this report were discussed with the appropriate Regional Center staff and the principal, whose written response is included in this report and with which we concur. This report will be presented to the Audit Committee at its May 2, 2006 meeting and to the School Board at its May 10, 2006 meeting.

Sincerely,

Allen M. Vann, CPA  
Chief Auditor

Office of Management and Compliance Audits

AMV:mtg

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## I. INTRODUCTORY SECTION

## EXECUTIVE SUMMARY

The Office of Management and Compliance Audits has completed the audits of nine schools from Regional Centers II and IV not previously reported and the Dade County Athletic Equalization Fund. The audit period was the fiscal year ended June 30, 2005.

The scope of the audit conducted at these schools included the: (1) audit of the financial records for internal funds that includes a review of the community school records at those schools where there was a Community School Program; (2) review of the payroll records and procedures; (3) physical inventory of all property and the review of the procedures to account for and dispose of this property; (4) review of the Purchasing Credit Card Program at two schools; and (5) review of the "Authorized Applications for Employees by Locations Report" at three schools.

### Financial Statements and Control over Financial Reporting

Notwithstanding the exceptions noted below, the financial statements in this audit report present fairly, in all material respects, the changes in fund balances arising from cash transactions of the schools during the 2004-05 fiscal year, on the cash basis of accounting.

Additionally, as of June 30, 2005, the internal controls at the schools in this report generally functioned as designed by the District administration and implemented by the schools.

### Summary of Audit Findings

- o Records were maintained in good order and in accordance with prescribed policies and procedures at three of the nine schools in this report and at the Dade County Athletic Equalization Fund (See Schedule on page 9).
  - **We commend the administration and staff of these schools, as well as the corresponding Regional Centers and District staffs, for supporting the schools' efforts to strive for excellence in this area.**

### Internal Funds

- o At North Miami Beach Senior there were some instances of late payments (Pages 17-19). The administration concurred with our findings. See responses from senior management on pages 12-13; and responses from the principal on pages 20-21.
- o At Thomas Jefferson Middle proper receipting and disbursement procedures were not followed when a field trip sponsor used a portion of the collections to pay vendors directly, instead of depositing the collections in the internal funds of the school and paying all related vendors via school checks (Pages 22-24). The administration concurred with our findings. See responses from senior management on pages 12-13; and responses from the principal on page 25.

- o At Toussaint L'Ouverture Elementary, there was a difference between potential revenues and collections deposited in the Community School's fee account. Part of the difference was attributed to funds owed by the child care agency that subsidized a portion of the child care program. Furthermore, the school did not perform reconciliations between the funds reimbursed by the agency and student attendance records to determine the accuracy of the reimbursements and resolve possible discrepancies. Additionally, Community School records were not organized, some records were difficult to locate, while some of the student registration cards were not evident (Pages 44-46). The administration concurred with our findings. See responses from senior management on pages 12, 15-16; and responses from the principal on pages 47-49.
- **We recommend that the corresponding Regional Center, School Improvement, and District offices closely monitor the school's adherence to the procedures in the Manual of Internal Fund Accounting to prevent recurrence of these findings.**

#### Payroll

- o At Auburndale Elementary, there were discrepancies between the attendance posted on the Daily Payroll Attendance Sheets and the attendance reported on the Final Rosters for daily paid employees, and a few leave cards were incomplete or not evident. The necessary corrections were made at the request of the auditor (Pages 34-36). The administration concurred with our findings. See responses from senior management on pages 12 and 14; and responses from the principal on pages 37-38.
- o At Edison Park Elementary, there were discrepancies between the attendance posted on the Daily Payroll Attendance Sheets and the attendance reported on the Final Rosters for both hourly paid and daily paid employees. Also, leave cards were incomplete or not evident. The necessary corrections were made at the request of the auditor (Pages 39-41). The administration concurred with our findings. See responses from senior management on pages 12, 15-16; and responses from the principal on pages 42-43.
- **We recommend that the corresponding Regional Center and District offices closely monitor the schools' adherence to the procedures in the Payroll Processing Procedures Manual to prevent recurrence of these findings.**

#### Purchasing Credit Card Program

- o At North Miami Beach Senior, some credit card charges were supported by faxed copies of invoices instead of the original invoices (Pages 17-19). The administration concurred with our findings. See responses from senior management on pages 12 and 13; and responses from the principal on pages 20-21.



- o At Kinloch Park Middle, our review of the Purchasing Credit Card Program disclosed three separate instances where split purchases were apparently made to circumvent procurement procedures (Pages 29-31). The administration concurred with our findings. See responses from senior management on pages 12 and 14; and responses from the principal on pages 32-33.
- **We recommend that the corresponding Regional Center and District offices closely monitor the schools' adherence to the procedures in the Purchasing Credit Card Program Policies & Procedures Manual to prevent recurrence of these findings.**

### Property

- o Physical inventories of property items with an individual cost of \$1,000 or more were conducted at all nine schools in this report. The Dade County Athletic Equalization Fund is accounted for through the internal funds of Coral Gables Senior High School and there is not a property inventory related to this fund. We are also including the results of 11 schools from Regional Center IV whose property inventory was pending until now. Additionally, we are including the property inventory results of Hospitality Services, whose audit results are reported under separate cover at this time. Results indicated that the schools and center were in compliance with property procedures and there were "no unlocated" items. Approximately \$17.4 million was inventoried at these schools and center (Page 10). In addition, property losses reported through the Plant Security Report process showed 30 items at a cost of \$51,353 and a depreciated value of \$25,157 reported missing at 11 schools (Page 11).

### Data Security Quarterly Management Report And Approval Review

- o Our review of the "Authorized Applications for Employees by Locations Report" at three schools disclosed that the reports were signed by the principals to indicate that employees were properly authorized to access certain computer applications; and the computer application that allows for academic grade changes was generally limited and restricted to the principal, one assistant principal, and the registrar.
- **We commend the administration and staff of these schools, as well as the corresponding Regional Center, School Improvement, and District offices for supporting the schools' efforts to strive for excellence in these areas.**

## BACKGROUND

The Office of Management and Compliance Audits has performed the audits of the schools enumerated in the Table of Contents section of this report, as required by Section 1011.07, Florida Statutes, and State Board of Education Rule 6A-1.087, which requires an annual audit 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. Internal funds monies are collected in connection with summer program activities, school athletic events, fund-raising activities, gifts and contributions made by the band or athletic booster clubs, civic organizations, parent-teacher organizations, and commercial agencies and all other similar monies, properties or benefits.

Prior to spending internal funds some schools invest their cash in designated depositories, while others invested them in the MDCPS-Money Market Pool Fund. The Fund's interest rate as of June 30, 2005 was 3.25%.

The principal of each individual school, and his/her staff, are primarily responsible for performing the actual internal accounting functions in accordance with the Manual of Internal Fund Accounting and maintaining adequate internal controls. The financial statements are similarly the responsibility of management and were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

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.

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

### Payroll

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

Each school processes its own biweekly payrolls. Timekeeping personnel enter the employees' time and attendance data, on a centralized information system. After the information is entered into the system, it is approved by the principal on-line. Subsequently, the payroll department reviews the information and processes the payroll. Once the checks/advice are printed, they are distributed throughout the District by Treasury Management.

#### Purchasing Credit Card (P-Card) Program

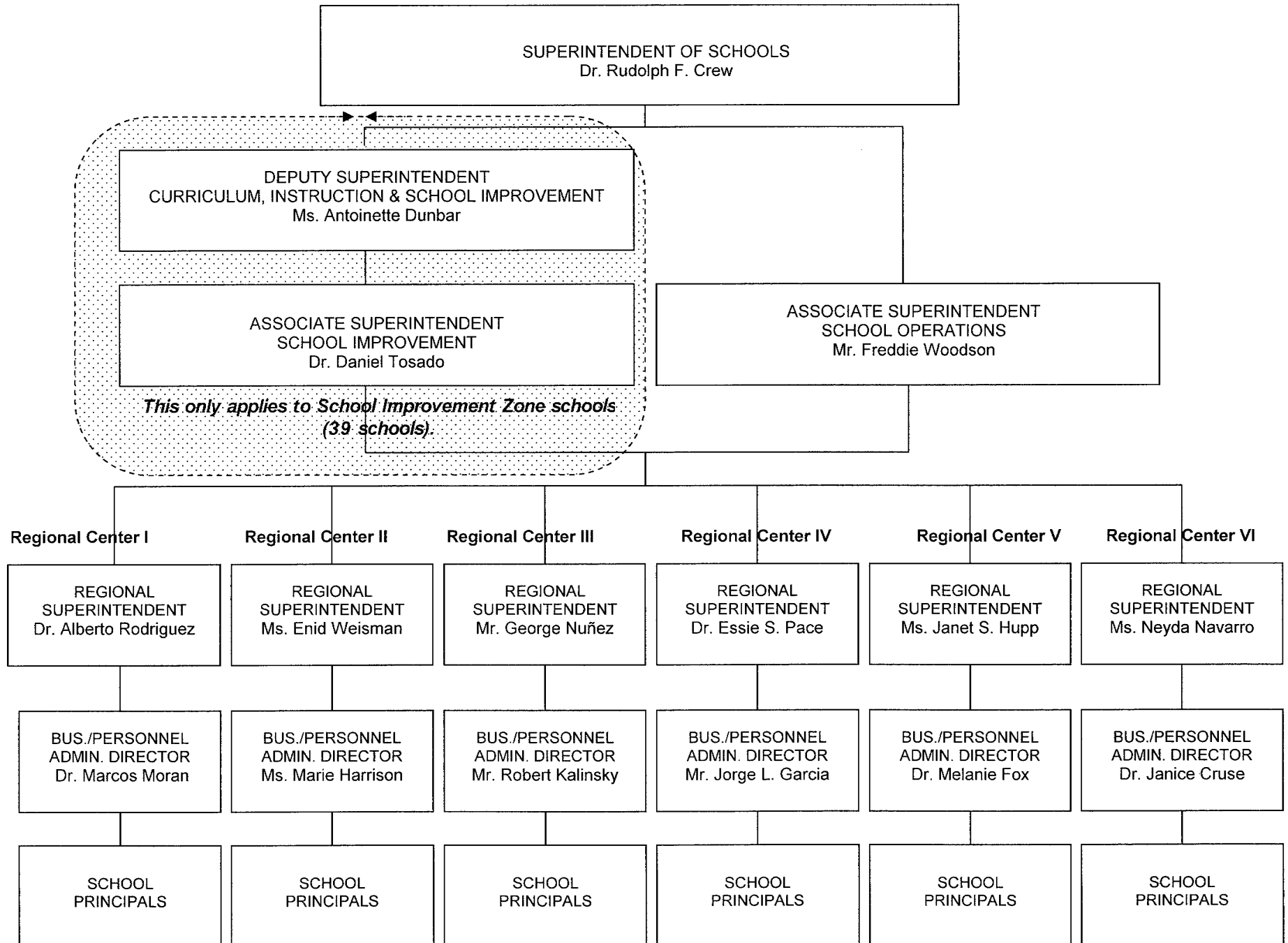
At the schools, the principal administers the credit card program, which must comply with the guidelines established in the Purchasing Credit Card Program Policies & Procedures Manual.

The credit card program was designed to streamline the acquisition process by enabling employees at the schools to make small dollar purchases (less than \$1,000 per individual transaction) for materials and supplies. The program is managed by the Office of the Controller.

#### Data Security Quarterly Management Report and Approval Review

Principals are responsible to ensure that only authorized school staff has access to designated computer applications. Information Technology Services (ITS) produces a quarterly report for each school location titled "Authorized Applications for Employees by Locations Report". Principals are responsible for reviewing this quarterly report to determine the appropriateness of computer applications approved for each school employee, as to whether they are required for his or her assigned duties; and to ensure that access to the computer application that allows for changes to students' academic grades is limited to a specific and restricted number of authorized personnel at their schools.

# ORGANIZATION CHART SCHOOL OPERATIONS



## OBJECTIVES, SCOPE, AND METHODOLOGY

In accordance with the Audit Plan for the 2005-06 Fiscal Year, the Office of Management and Compliance Audits has audited the financial statements for the fiscal year ended June 30, 2005 of the schools listed in the Table of Contents section of this report.

The objectives of our audits were to:

- express an opinion on the financial statements of the schools;
- evaluate compliance by the schools with the policies and procedures prescribed by the Manual of Internal Fund Accounting;
- evaluate the internal control at the schools to determine the extent to which the control components promote compliance with the policies and procedures prescribed by the Manual of Internal Fund Accounting;
- provide assurances to the administration regarding compliance with current payroll procedures, as well as compliance with the current purchasing credit card programs procedures; and that certain information technology controls are in place.

In addition to the audit of internal funds we performed the following:

- An inventory of **all** property items with an individual value of \$1,000 or more was taken at the schools to verify compliance with the Manual of Property Control Procedures.
- A review of selected payroll procedures **currently in effect** at **all** the schools to evaluate the propriety of the preparation and processing of the payroll, and to determine adherence to the Payroll Processing Procedures manual.
- A review of the purchasing credit card program records and procedures **currently in effect** was made at **selected** schools to determine compliance with the Purchasing Credit Card Program Policies & Procedures Manual.
- A review of Information Technology Services (ITS) "Authorized Applications for Employees by Locations Report" at **selected** schools to ascertain that they are currently being reviewed and signed by the principal and that, according to these reports, access to academic grade changes via the computer system is limited and restricted.

We conducted our audits in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States. We planned and performed the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. We examined, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Using sampling techniques, we selected and tested a representative sample of receipts and disbursements

of all the audited schools. We also analyzed selected activities where the schools generated significant resources. The results of our property audits reported herein were in all material respects similarly conducted in accordance with the generally accepted government auditing standards, with the exception of the continuing professional education requirement not followed by our property auditors.

## **Internal Controls**

In planning and performing our audits, we obtained an understanding of the internal control components established by the District administration. We documented our understanding of the internal control and assessed control risks. Our purpose in obtaining an understanding of the internal control and assessing control risks was to determine the nature, timing and extent of substantive tests of procedures to be performed. We ascertained what control policies and procedures were placed in operation by the school(s) administration concerning the reliability of financial reporting, especially those relevant to cash receipts and disbursements and the safeguarding of assets as of June 30, 2005.

The scope of our audits also included an assessment of the controls in place at the schools to promote compliance with applicable laws, administrative rules, and District policies as codified in the Manual of Internal Fund Accounting, which contains the procedures established to control the use of the internal funds. The internal control environment at the schools is generally characterized by a lack of segregation of incompatible accounting duties, which are typically performed by the bookkeeper/treasurer including collecting, receipting, and depositing funds, as well as posting and reconciling the books. This condition, which we consider to be a material weakness, results from the small size of the office staff, and is offset by the close supervision generally provided by the principal, who is the administrator responsible for all aspects of the operation of the school. We appropriately respond to these risks through the level of audit testing performed for each of the aforementioned categories. To the extent that grants and donations were received, we performed such tests as deemed appropriate in the circumstances to ensure that internal controls over financial reporting were adequate.

Reportable conditions are covered in the individual audit report of the school where the conditions were noted, as well as summarized in the **Summary of Audit Findings section within the Executive Summary** of this report. 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.

**SCHEDULE OF AUDIT FINDINGS**

**SELECTED SCHOOLS  
SUMMARY SCHEDULE OF AUDIT FINDINGS**

Work Loc. No.	Schools	Page No.	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
			Total Per School	AREA OF AUDIT FINDINGS	Total Per School	AREA OF AUDIT FINDINGS
<b>REGIONAL CENTER II SCHOOLS</b>						
7541	North Miami Beach Sr. <sup>(1)(2)</sup>	17	1	• Disbursements	None	
6281	Thomas Jefferson Middle	22	1	• Field Trips	None	
5141	Hubert O. Sibley El. <sup>(3)</sup>	26	None		1	• Fin. Mgt.
<b>REGIONAL CENTER IV SCHOOLS</b>						
6331	Kinloch Park Middle <sup>(1)</sup>	29	1	• Purch. Cr. Card	None	
0121	Auburndale Elementary	34	1	• Payroll	None	
1601	Edison Park Elementary <sup>(4)</sup>	39	1	• Payroll	None	
5141	Toussaint L'Ouverture El. <sup>(2)(4)</sup>	44	1	• Comm. Sch.	None	
7071	Coral Gables Senior <sup>(2)</sup>	50	None		1	• Payroll
3431	Phyllis R. Miller Elementary	52	None		None	
<b>Fund</b>						
N/A	Dade County Ath. Eq. Fund	54	None		None	
	<b>TOTAL</b>		<b>6</b>		<b>2</b>	

**Notes:**

- (1) Purchasing Credit Card Program records and procedures reviewed at this school (2 schools).
- (2) "Authorized Applications for Employees by Locations" Report reviewed at this school (3 schools).
- (3) Audit of Family Literacy Grant funds reported under separate cover to the Audit Committee on May 2, 2006 and to the School Board on May 10, 2006 (1 school).
- (4) School Improvement Zone school (2 schools).



**PROPERTY SCHEDULES**

**SELECTED SCHOOLS  
CURRENT PROPERTY INVENTORY RESULTS  
(COMPARATIVE PROPERTY INVENTORY RESULTS)**

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		
<b>REGIONAL CENTER II SCHOOLS</b>								
7541	North Miami Beach Senior	1,261	\$ 1,997,291	None			None	
6281	Thomas Jefferson Middle	635	908,241	None			None	
5141	Hubert O. Sibley Elementary	428	540,088	None			None	
<b>REGIONAL CENTER IV SCHOOLS</b>								
6331	Kinloch Park Middle	687	973,523	None			None	
0121	Auburndale Elementary	612	808,563	None			None	
1601	Edison Park Elementary	451	538,748	None			None	
3051	Toussaint L'ouverture Elementary	405	453,085	None			None	
7071	Coral Gables Senior	1,114	1,889,966	None			None	
7791	Booker T. Washington Senior <sup>(1)</sup>	1,862	3,313,509	None			None	
0111	Maya Angelou Elementary <sup>(1)</sup>	398	520,866	None			None	
0881	Comstock Elementary <sup>(1)</sup>	464	565,947	None			None	
1441	Paul L. Dunbar Elementary <sup>(1)</sup>	345	430,599	None			None	
1801	Fairlawn Elementary <sup>(1)</sup>	322	451,501	None			None	
2351	Eneida M. Hartner Elementary <sup>(1)</sup>	494	644,991	None			None	
3341	Miami Shores Elementary <sup>(1)</sup>	492	701,453	None			None	
3431	Phyllis R. Miller Elementary	486	752,438	None			None	
3501	Morningside Elementary <sup>(1)</sup>	368	511,815	None			None	
4841	Santa Clara Elementary <sup>(1)</sup>	319	354,701	None			None	
4961	Shadowlawn Elementary <sup>(1)</sup>	266	382,689	None			None	
5321	Southside Elementary <sup>(1)</sup>	309	478,519	None			None	
<b>OTHER CENTER</b>								
9026	Hospitality Services <sup>(2)</sup>	51	146,775	None			None	
	<b>TOTAL</b>	<b>11,769</b>	<b>\$ 17,365,308</b>	<b>None</b>	<b>-</b>	<b>-</b>	<b>None</b>	<b>-</b>

**Notes:**

(1) Property inventory results pending until now. Audit report presented to Audit Committee on March 14, 2006 and to the School Board on April 18, 2006.

(2) Audit results reported under separate cover to the Audit Committee on May 2, 2006 and to the School Board on May 10, 2006.

**SELECTED SCHOOLS  
ANALYSIS OF PROPERTY LOSSES PER PLANT SECURITY REPORTS  
SINCE PRIOR PHYSICAL INVENTORY**

Work Location No.	Schools	No. of Plant Security	Total Items	Total Amount At Cost	CATEGORY (AT COST)		Total Depreciated Value
					Audio Visual	Computers	
<b>REGIONAL CENTER II</b>							
7541	N. Miami Beach Sr.	1	3	\$ 4,800	\$ 1,955	\$ 2,845	\$ 745
6281	Thomas Jefferson Mid.	1	1	1,048	-	1,048	-
<b>REGIONAL CENTER IV</b>							
6331	Kinloch Park Middle	1	6	11,208	4,753	6,455	5,409
0121	Auburndale El.	1	4	6,520	-	6,520	6,520
1601	Edison Park El.	4	4	5,401	-	5,401	2,726
7791	Booker T. Washington Sr.	4	5	9,910	7,578	2,332	3,914
1801	Fairlawn El.	1	1	1,498	-	1,498	368
3341	Miami Shores El.	1	1	1,247	-	1,247	499
3431	Phyllis R. Miller El.	1	2	4,784	-	4,784	4,220
3501	Morningside El.	1	2	3,679	2,421	1,258	294
4961	Shadowlawn El.	1	1	1,258	-	1,258	462
	<b>TOTAL</b>	<b>17</b>	<b>30</b>	<b>\$ 51,353</b>	<b>\$ 16,707</b>	<b>\$ 34,646</b>	<b>\$ 25,157</b>

**Note: Schools with no property reported missing through the Plant Security Report Process are excluded from this schedule.**

**RESPONSES FROM SENIOR MANAGEMENT**

MEMORANDUM

April 21, 2006

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

**FROM:** Daniel Tosado, Associate Superintendent  
School Improvement


Freddie Woodson, Associate Superintendent  
School Operations

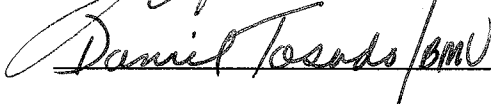
**SUBJECT: SELECTED SCHOOLS – RESPONSES TO AUDIT EXCEPTIONS  
FOR 2004 – 2005 FISCAL YEAR**

Please find attached responses to the internal funds audits conducted for the 2004-2005 fiscal year for the following schools in Regional Center II and Regional Center IV:

- Thomas Jefferson Middle School (Regional Center II)
- North Miami Beach Senior High School (Regional Center II)
- Auburndale Elementary School (Regional Center IV)
- Edison Park Elementary School (Regional Center IV – SIZ)
- Toussaint L'ouverture Elementary School (Regional Center IV – SIZ)
- Kinloch Park Middle School (Regional Center IV)

We concur with the assistance that the Regional Superintendents plan to provide to their affected personnel at these schools. The Office of School Improvement and School Operations will continue the practice of ongoing action of the administrators at these locations to prevent and eliminate audit exceptions in Internal Funds Accounting.

  
\_\_\_\_\_  
FW

  
\_\_\_\_\_  
DT

FW:DT:cg  
M#450  
Attachments

cc: Selected Regional Superintendents  
Ms. Blanca Valle  
Ms. Cynthia Gracia  
Selected Regional Directors

**MEMORANDUM**

April 17, 2006  
EW/2005-2006/#177  
(305) 624-8802

TO: Mr. Freddie Woodson, Associate Superintendent  
School Operations

FROM: Enid Weisman, Regional Superintendent *EW MFH*  
Regional Center II

**SUBJECT: REGIONAL CENTER II RESPONSE TO AUDIT EXCEPTIONS FOR  
SELECTED SCHOOLS FOR THE 2005-2006 FISCAL YEAR**

Please find attached the response to the internal funds audit for the 2005-2006 fiscal year for **North Miami Beach Senior High School** and **Thomas Jefferson Middle School**. Regional Center II has reviewed the audit response for both North Miami Beach and Thomas Jefferson Middle Schools. As a result of the audit exceptions cited, the following support activities will be implemented at the Regional level.

- The affected principals 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 affected principals will have regional/district mini-audit reviews conducted each semester for internal funds procedures and provide additional support and assistance at the school during the 2006-2007 school year.
- The Regional Center II Business/Personnel Administrative Director will review selected areas of the internal funds procedures of the affected schools during the 2006-2007 school year.
- Mentor principals will be assigned to the affected principals and together they will participate in the district's mandatory Money Matters Support Program.
- The affected principals will confer with the Regional Center II Director to ensure compliance with all guidelines found in the Procurement Credit Card Program Policies and Procedures Manual and the Manual of Internal Fund Accounting to prevent future exceptions in the internal fund account.

The Regional Center II Director will continue to work with the principals to promote efficient fiscal practices. Should you have any questions, please contact me at 305-624-8802.

EW/MFH/ccs  
Attachments

cc: Ms. Cynthia Gracia  
Ms. Marie Harrison

**MEMORANDUM**

April 20, 2006  
ESP# 304/2005-06

TO: Mr. Freddie Woodson, Associate Superintendent  
School Operations

From:  Essie Pace, Regional Superintendent  
Regional Center IV

**SUBJECT: RESPONSES TO INTERNAL FUNDS AUDIT OF AUBURNDALE  
ELEMENTARY SCHOOL AND KINLOCH PARK MIDDLE  
SCHOOL FOR FISCAL YEAR 2004-2005**

Please find attached the responses to the internal funds audits for the 2004-2005 fiscal year for the following schools:

- Auburndale Elementary School
- Kinloch Park Middle School

Regional Center IV has reviewed the audit responses for Auburndale Elementary School and Toussaint Kinloch Park Middle School. As a result to the audit exceptions cited, the following support activities will be implemented at the regional level:

- The affected principals will be required to address specific fiscal management in their 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 affected principals will have regional/district mini audits reviews conducted each semester for internal funds procedures, at their schools during the 2006-2007 school year.
- The Regional Center IV Administrative Director/Business will review selected areas of the internal funds and payroll procedures to the affected schools during the 2006-2007 school year. The Regional Center IV Administrative Director/Business will provide additional support and assistance to the affected schools during the 2006-2007 school year.
- A mentor principal, payroll clerk or treasurer will be assigned to affected personnel.

If you need additional information, please contact me at (305) 642-7555. Thank you for your continued support and assistance.

Cc: Mr. Jorge L. Garcia

**MEMORANDUM**

April 20, 2006  
ESP# 305/2005-06

TO: Mr. Freddie Woodson, Associate Superintendent  
School Operations

Dr. Daniel Tosado, Associate Superintendent  
School Improvement

From: Essie  Face, Regional Superintendent  
Regional Center IV

**SUBJECT: RESPONSES TO INTERNAL FUNDS AUDIT OF EDISON PARK  
ELEMENTARY SCHOOL AND TOUSSAINT LOUVERTURE  
ELEMENTARY SCHOOL FOR FISCAL YEAR 2004-2005**

Please find attached the responses to the internal funds audits for the 2004-2005 fiscal year for the following schools:

- Edison Park Elementary School
- Toussaint Louverture Elementary School

Regional Center IV has reviewed the audit responses for Edison Park Elementary School and Toussaint Louverture Elementary School. As a result to the audit exceptions cited, the following support activities will be implemented at the regional level:

- The affected principals will be required to address specific fiscal management in their 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 affected principals will have regional/district mini audits reviews conducted each semester for internal funds procedures, at their schools during the 2006-2007 school year.
- The Regional Center IV Administrative Director/Business will review selected areas of the internal funds and payroll procedures to the affected schools during the 2006-2007 school year. The Regional Center IV Administrative Director/Business will provide additional support and assistance to the affected schools during the 2006-2007 school year.
- A mentor principal, payroll clerk or treasurer will be assigned to affected personnel.



If you need additional information, please contact me at (305) 642-7555. Thank you for your continued support and assistance.

Cc: Ms. Blanca M. Valle  
Mr. Jorge L. Garcia

## **II. INDIVIDUAL AUDIT REPORTS**

**REGIONAL CENTER II SCHOOLS**

NORTH MIAMI BEACH SENIOR HIGH SCHOOL  
 AUDIT REPORT  
 FOR THE 2004-05 FISCAL YEAR  
 JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE SCHOOL

Address: 1247 N. E. 167 Street, No. Miami Beach, Florida 33162

Date School Established: 1971

Grades: 9-12

Principal: Mr. Raymond L. Fontana

Treasurer: Ms. Olga Sanchez

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity</u> <u>Date</u>	<u>Interest</u> <u>Rate</u>	<u>6/30/05</u>
Checking Account:			
Bank of America, N. A.	--	0.10	\$ 31,003.66
Investment:			
MDCPS-Money Market Pool Fund	Open-end	3.25	<u>248,026.44</u>
TOTAL			<u><u>\$ 279,030.10</u></u>

## NORTH MIAMI BEACH SENIOR HIGH SCHOOL (Continued)

### Property, Payroll, and Data Security

Property records were properly maintained and equipment items with an individual cost of \$1,000 and over were accounted for. In addition, payroll procedures were generally adhered to; and controls over the review and approval of the Authorized Applications for Employees by Locations Report were complied with.

### Internal Funds

Notwithstanding the exception noted below, the financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2004-05 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration, except as noted below. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting, except as noted below. 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.

### Purchasing Credit Card Program

With respect to the Purchasing Credit Card Program procedures, the school was in general compliance with the policies and procedures in the Purchasing Credit Card Program Policies & Procedures Manual, except as noted below.

The following exception was noted in the area of disbursements made with Internal Funds and with the Procurement Credit Card:

Our review of internal funds disbursements disclosed some instances where payments to vendors were not made on a timely basis. Delays ranged between 14 and 221 days. In addition, some of the disbursements made with internal funds and the purchasing credit card were supported with faxed copies of invoices instead of the original invoices. Section II, Chapter 5 of the Manual of Internal Fund Accounting requires the timely payment and proper documentation of all expenditures; while the Purchasing Credit Card Program Policies & Procedures Manual establishes the guidelines for documenting purchases made with the credit card. We recommend compliance with established procedures.

ACCESS CENTER II  
 SCHOOL - 7541 NORTH MIAMI BEACH SENI

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
ATHLETICS	27,324.83	42,519.20	100,189.54	55,352.27	25,006.76
MUSIC	8,805.83	3,889.00	2,994.75	3,025.00-	6,675.08
CLASSES AND CLUBS	87,735.00	210,312.72	206,328.32	2,781.97-	88,937.43
TRUST	68,599.19	127,828.02	153,018.04	19,444.80	62,853.97
PROPERTY DEPOSITS	2,170.14	1,214.50	1,912.35	332.50	1,804.79
INSTRUCTIONAL AIDS	14,836.65	7,323.80	13,371.61	.00	8,788.84
GENERAL	33,150.39	104,059.26	32,737.17	62,648.60-	41,823.88
INSTRUCTIONAL MATE	15,666.72	10,901.11	9,668.31	2,999.00-	13,900.52
COMMUNITY SCHOOL	26,564.65	.00	.00	.00	26,564.65
PRODUCTION/SERVICE	11,326.21	1,508.00	6,485.03	3,675.00-	2,674.18
<b>TOTAL</b>	<b>296,179.61</b>	<b>509,555.61</b>	<b>526,705.12</b>	<b>.00</b>	<b>279,030.10</b>

CHECKING 31,003.66 INVESTMENTS .00 SBMMF 248,026.44 TOTAL 279,030.10  
 ACCOUNTS PAYABLE .00

MEMORANDUM

April 17, 2006

TO: Ms. Enid Weisman, Regional Superintendent  
Regional Center II

FROM: Raymond L. Fontana, Principal <sup>RLF</sup>  
North Miami Beach Senior High School

**SUBJECT: INTERNAL FUNDS AUDIT OF NORTH MIAMI BEACH SENIOR  
HIGH SCHOOL – LOCATION NUMBER 7541**

The principal carefully reviewed the issues of the cited audit exceptions for the period of July 1, 2004 to June 30, 2005, and subsequently met with the treasurer to develop and implement a corrective plan of action.

The principal carefully reviewed Section II, Chapter 5 of the Manual of Internal Fund Accounting requesting the timely payment and proper documentation for all expenditures and the Procurement Credit Card Program Policies and Procedures Manual establishing the guidelines for procurement credit card purchases.

**Disbursement and Procurement Credit Card**

The following corrective actions were taken:

- The principal and the treasurer reviewed Section II, Chapter 5 of the Manual of Internal Fund Accounting and the Procurement Credit Card Program Policies and Procedures Manual with the assistant principals, the athletic director, and his staff. (April 2006)
- The principal directed the treasurer and staff to always obtain original invoices from vendors. (April 2006)
- The principal directed the treasurer to prepare a log of purchase orders to monitor disbursements. (April 2006)
- The principal reviewed all invoices to ensure that payments were made in a timely manner. (April 2006)
- The principal instructed the treasurer to submit invoices to the principal for payment within 30 days, or present a letter from the vendor specifying an extension for payment if she receives an invoice over 30 days. The principal reviewed all invoices to ensure that timely payments had been made. (April 2006)

The principal has established the following preventive strategies:

- The principal will ensure that the original invoice is presented prior to disbursing funds or signing check for payment for service.
- The principal will maintain and review a log of approved purchase orders weekly to ensure that original invoices are received. .

cc: Mrs. Marie Harrison



THOMAS JEFFERSON MIDDLE SCHOOL  
 AUDIT REPORT  
 FOR THE 2004-05 FISCAL YEAR  
 JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE SCHOOL

Address: 525 N. W. 147 Street, Miami, Florida 33168

Date School Established: 1958

Grades: 7-9

Principal: Ms. Ellen O. Wright

Treasurer: Ms. Linda Cason

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity</u> <u>Date</u>	<u>Interest</u> <u>Rate</u>	<u>6/30/05</u>
Checking Account:			
Banco Popular, N. A.	--	0.25	\$ 3,396.16
Investment:			
MDCPS-Money Market Pool Fund	Open-end	3.25	<u>26,713.85</u>
TOTAL			<u><u>\$ 30,110.01</u></u>

## THOMAS JEFFERSON MIDDLE SCHOOL (Continued)

### Property and Payroll

Property records were properly maintained and equipment items with an individual cost of \$1,000 and over were accounted for. In addition, payroll procedures were generally adhered to.

### Internal Funds

Notwithstanding the exception noted below, the financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2004-05 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration, except as noted below. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting, except as noted below. 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.

The following exception was noted in the area of field trips:

Proper receipting and disbursement procedures were not followed when, after the official collection period for a field trip was over, the sponsor continued making collections from students without issuing official receipts or depositing the funds with the school. Based on the number of admissions purchased, we determined that this activity should have raised \$8,256, of which the sponsor only deposited \$5,376. According to invoices obtained by the school, the sponsor paid \$2,717 directly to the vendors for additional admission tickets and transportation to the park. In addition, one of the teachers/chaperones paid \$384 to the park with her personal credit card to purchase the rest of the tickets that were needed. The school reimbursed the teacher's credit card disbursement with General Fund monies, since the Field Trip account did not have any available funds. Section II, Chapters 2, 3, 4 and 5 of the Manual of Internal Fund Accounting establish the procedures for receipting and disbursing funds; while Section IV, Chapter 1 of the Manual of Internal Fund Accounting establishes the procedures for conducting field trip activities. We recommend compliance with these procedures. We further recommend that the administration closely monitor these activities to ensure that sponsors are handling monies properly, raising sufficient funds to cover all related expenditures, and conducting activities that are duly authorized and properly planned.

ACCESS CENTER II  
 SCHOOL - 6281 THOMAS JEFFERSON MIDDLE

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
ATHLETICS	.00	.00	120.00	120.00	.00
CLASSES AND CLUBS	9,421.45	15,498.71	14,839.39	990.59-	9,090.18
TRUST	4,016.16	21,894.73	24,069.76	2,323.20	4,164.33
PROPERTY DEPOSITS	100.02	828.00	637.45	.00	290.57
INSTRUCTIONAL AIDS	761.52	526.50	405.62	19.48-	862.92
GENERAL	1,038.97	6,149.38	3,179.56	1,433.13-	2,575.66
INSTRUCTIONAL MATE	10,383.17	42,631.22	39,888.04	.00	13,126.35
TOTAL	25,721.29	87,528.54	83,139.82	.00	30,110.01

CHECKING	3,396.16	INVESTMENTS	.00	SBMMF	26,713.85	TOTAL	30,110.01
			ACCOUNTS PAYABLE		.00		

**MEMORANDUM**

April 17, 2006

**TO:** Enid Weisman, Regional Superintendent  
Regional Center II

**FROM:** Ellen O. Wright, Principal *EOW*  
Thomas Jefferson Middle School

**SUBJECT: RESPONSE TO AUDIT EXCEPTION AT THOMAS JEFFERSON MIDDLE SCHOOL LOCATION NUMBER #6281**

The principal has reviewed and discussed the Internal Funds audit report for the 2004-2005 school year with the appropriate personnel. A meeting was held with the treasurer and the activities coordinator regarding procedures for receipting and disbursing of funds in Section II, Chapters 2, 3, 4, and 5 of the Manual of Internal Fund Accounting and Section IV, Chapter 1 procedures for conducting field trip activities.

The principal has implemented corrective actions and preventative strategies to avoid future audit exceptions.

**AUDIT EXCEPTION**

Field Trip Procedures

The following corrective actions were implemented to avoid the recurrence of conditions leading to the exception:

- The principal met with the treasurer and activities coordinator to review the findings of the audit. (April, 2006)
- A meeting was held with the treasurer and the activities coordinator regarding procedures for receipting and disbursing of funds in Section II, Chapters 2, 3, 4, and 5 of the Manual of Internal Fund Accounting and Section IV, Chapter 1 procedures for conducting field trip activities. (April, 2006)
- The principal will include a job target in the principal's performance plan for the 2006-2007 school year to prevent recurrence of future audit exceptions.

The following preventative strategies have been established and will be implemented by the principal to prevent recurrences:

- The principal explained the procedures for field trips to all staff at a faculty meeting as outlined in Section II, Section IV of the Manual of Internal Fund Accounting.
- The principal will sign all service contracts for services and ensure that an itemized invoice is presented prior to disbursing payment for future field trips.
- The principal, will meet with the treasurer, monthly and review the status of all field trip activities approved on that month's calendar.
- The principal will account for required documents, i.e. final fieldtrip roster, prior to disbursing funds.

If additional information is needed, please contact me at 305-685-1681.

cc: Ms. Marie Harrison, Business Director  
Regional Center II

HUBERT O. SIBLEY ELEMENTARY SCHOOL  
 AUDIT REPORT  
 FOR THE 2004-05 FISCAL YEAR  
 JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE SCHOOL

Address: 255 N.W. 115 Street, Miami, Florida 33168

Date School Established: 2000

Grades: PK-5

Principal During Audit Period: Ms. Bettye L. Woodson (Through December 2005;  
 presently Executive Director, Magnet Programs)

Current Principal: Mr. Michael J. Charlot

Bookkeeper: Ms. Janice Coleman

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity</u> <u>Date</u>	<u>Interest</u> <u>Rate</u>	<u>06/30/05</u>
Checking Account:			
Wachovia Bank, N. A.	--	1.37	\$ 1,162.27
Investment:			
MDCPS-Money Market Pool Fund	Open-end	3.25	<u>10,344.46</u>
TOTAL			<u><u>\$11,506.73</u></u>

## HUBERT O. SIBLEY ELEMENTARY SCHOOL (Continued)

### AUDIT OPINION

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2004-05 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

### OTHER COMMENT

Under separate cover we are publishing the audit results of a \$75,000 Family Literacy Grant received and disbursed through District accounts by this school during the 2004-05 school year. The same grant was received for this current year and reviewed up to January 2006. Our audit contains some findings, which the school and District administrations have satisfactorily addressed in their plans of action.

REGION CENTER II

SCHOOL - 5141 HUBERT O. SIBLEY ELEME

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
CLASSES AND CLUBS					
FIRST GRADE	2.50	.00	.00	.00	2.50
THIRD GRADE	225.00	.00	.00	.00	225.00
FOURTH GRADE	48.00	.00	.00	.00	48.00
FIFTH GRADE	.00	.00	4.00-	.00	4.00
KINDERGARTEN	67.50	.00	.00	.00	67.50
CLASSES AND CLUBS	343.00	.00	4.00-	.00	347.00
TRUST					
FIELD TRIPS 1	324.00	4,260.00	4,260.00	324.00-	.00
FUND RAISING	37.76	.00	.00	.00	37.76
LIBRARY	427.36	1,083.63	3,322.86	3,539.65	1,727.78
LOST&DAMAGE TEXT	.00	6.50	6.50	.00	.00
FIELD TRIPS 2	.00	4,810.50	4,783.65	26.85-	.00
FIELD TRIPS 3	.00	615.00	610.00	5.00-	.00
FIELD TRIPS 4	.00	1,152.00	1,129.50	22.50-	.00
FIELD TRIPS 5	.00	1,385.00	1,382.00	3.00-	.00
FIELD TRIPS 6	.00	624.00	620.00	4.00-	.00
FIELD TRIPS 7	.00	520.00	450.00	70.00-	.00
FIELD TRIPS 8	.00	232.50	222.00	10.50-	.00
SPECIAL PURPOSE	314.64	1,985.53	4,048.72	2,491.10	742.55
UNCLAIMED STALE-	.00	.00	.00	73.62	73.62
UNITED WAY	.00	1,119.32	1,119.32	.00	.00
BOOK FAIR	.00	5,707.41	2,127.96	3,579.45-	.00
MEMORIAL 1	.00	5,762.96	3,488.92	.00	2,274.04
DONATION TWO	1,183.99	100.00	1,142.18	.00	141.81
FIELD TRIPS A-OU	.00	4,187.25	4,187.25	.00	.00
EESAC FUNDS	.00	.00	2,999.00	2,999.00	.00
TRUST	2,287.75	33,551.60	35,899.86	5,058.07	4,997.56
GENERAL					
GENERAL MISCELLA	912.37	103.00-	387.44	465.85	887.78
INTEREST	.00	111.54	.00	.00	111.54
SCHOOL PICTURES	.00	4,884.00	3,058.20	1,825.80-	.00
VENDING MACHINES	.00	748.98	.00	665.30-	83.68
DONATIONS	.00	958.00	.00	.00	958.00
GENERAL	912.37	6,599.52	3,445.64	2,025.25-	2,041.00
INSTRUCTIONAL MATERI					
FUND-9 INST. MAT	8,054.62	10,632.57	11,533.20	3,032.82-	4,121.17
INSTRUCTIONAL MATE	8,054.62	10,632.57	11,533.20	3,032.82-	4,121.17
TOTAL	11,597.74	50,783.69	50,874.70	.00	11,506.73

CHECKING 1,162.27 INVESTMENTS .00 SBMMF 10,344.46 TOTAL 11,506.73  
 ACCOUNTS PAYABLE .00

**REGIONAL CENTER IV SCHOOLS**



KINLOCH PARK MIDDLE SCHOOL  
 AUDIT REPORT  
 FOR THE 2004-05 FISCAL YEAR  
 JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE SCHOOL

Address: 4340 N. W. Third Street, Miami, Florida 33126

Date School Established: 1935

Grades: 6-8

Principal: Ms. Vivian M. Santiesteban-Pardo

Treasurer: Ms. Raquel Gonzalez

Community School Assistant Principal: Dr. Edward Brown

Community School Secretary: Ms. Maggie Bretos

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity</u> <u>Date</u>	<u>Interest</u> <u>Rate</u>	<u>6/30/05</u>
Checking Account:			
Union Planters Bank, N.A.	--	--	\$ 13,130.60
Investment:			
MDCPS-Money Market Pool Fund	Open-end	3.25	37,913.34
TOTAL			<u>\$ 51,043.94</u>

## KINLOCH PARK MIDDLE SCHOOL (Continued)

### Internal Funds, Property, and Payroll

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2004-05 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

### Purchasing Credit Card Program

With respect to the Purchasing Credit Card Program procedures, the school was in general compliance with the policies and procedures in the Purchasing Credit Card Program Policies & Procedures Manual, except as noted below.

Our review of the Purchasing Credit Card Program disclosed three separate instances where split purchases were made, apparently to circumvent procurement procedures. In one instance, the purchase of 33 chairs with a total cost of \$2,924 was split into three equal payments of \$975; another purchase for a fax machine with a cost of \$1,500 was split into two separate payments of \$750 each; and the third purchase of two fans with a total cost of over \$1,000 was split into two separate purchases on the same day. In addition, the fax machine had not been tagged for property control purposes. An Incoming Controlled Equipment form was submitted to Property Accounting for control purposes at our request. The Purchasing Credit Card Program Policies & Procedures Manual establishes the procedures and spending limits for credit card purchases and prohibits split purchases to circumvent limits. We recommend compliance with established procedures.

ACCESS CENTER IV

SCHOOL - 6331 KINLOCH PARK MIDDLE

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
ATHLETICS	.00	200.00	465.00	265.00	.00
MUSIC	2,366.42	3,967.56	5,326.96	244.00-	763.02
CLASSES AND CLUBS	13,757.03	59,697.71	51,535.95	716.51-	21,202.28
TRUST	6,887.83	42,685.13	46,334.60	4,107.58	7,345.94
PROPERTY DEPOSITS	4,169.49	1,676.40	1,303.56	2,000.00-	2,542.33
INSTRUCTIONAL AIDS	2,904.82	5,078.20	4,144.23	31.00-	3,807.79
GENERAL	3,069.32	9,374.58	9,886.66	739.52	3,296.76
INSTRUCTIONAL MATE	11,134.76	13,006.45	9,934.80	2,120.59-	12,085.82
COMMUNITY SCHOOL	.00	8,862.21	8,862.21	.00	.00
TOTAL	44,289.67	144,548.24	137,793.97	.00	51,043.94

CHECKING 13,130.60 INVESTMENTS .00 SBMMF 37,913.34 TOTAL 51,043.94  
 ACCOUNTS PAYABLE .00

**MEMORANDUM**

April 7, 2006

**TO:** Dr. Essie S. Pace, Regional Superintendent  
Regional Center IV

**FROM:** Vivian M. Santiesteban-Pardo, Principal  
Kinloch Park Middle School



**SUBJECT: KINLOCH PARK MIDDLE SCHOOL AUDIT RESPONSE TO AUDIT REPORT FOR THE 2004-05 SCHOOL YEAR**

The principal has thoroughly reviewed the internal funds audit findings pertaining to the Purchasing Credit Card Program with the appropriate personnel. A meeting was held with the treasurer to review the Purchasing Credit Card Program Policies & Procedures Manual. The principal has implemented corrective and preventive measures to prevent recurrence of similar conditions in future audits.

The principal will confer with the Regional Center IV Administrative Director, Business/Personnel for support in maintaining compliance with all guidelines and procedures related to the Purchasing Credit Card Program.

AUDIT EXCEPTION:

Purchasing Credit Card Program:

The following corrective actions were taken to prevent recurrence of conditions noted in this audit:

- On April 7, 2006 the principal met with the treasurer and discussed the audit findings. The principal reviewed in detail Section 5 of the Purchasing Credit Card Program Policies & Procedures Manual which establishes procedures for the purchase of authorized goods.
- The principal reviewed all credit card purchases for the 2005-2006 fiscal year to ensure compliance with all guidelines.
- An Incoming controlled Equipment form was submitted to Property Accounting for control purposes for the fax machine that had not been tagged.

The following preventive strategies will be implemented to eliminate purchasing credit card audit exceptions in the future:

- The principal will carefully review the Purchasing Credit Card Program Purchase Authorization Form (FM-5707) prior to providing a manual signature for the execution of any credit card transaction.
- The principal will not sign approval on the Purchasing Credit Card Program Purchase Authorization Form unless the purchase meets all guidelines outlined in the Purchasing Credit Card Program Policies & Procedures Manual. Any discrepancy will be corrected immediately.

If additional information is needed, please contact me at (305) 445-5467.

Cc: Mr. Jorge L. Garcia

AUBURNDALE ELEMENTARY SCHOOL  
 AUDIT REPORT  
 FOR THE 2004-05 FISCAL YEAR  
 JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE SCHOOL

Address: 3255 S. W. 6 Street, Miami, Florida 33135

Date School Established: 1922

Grades: PK-5

Principal: Ms. Yseult Charles

Bookkeepers: Ms. Marta Ariosa (Through August 2004)  
 Ms. Lucille Rosado

Community School Assistant Principal: Ms. Adela Figueredo

Community School Secretaries: Ms. Alma Grijalva (Through December 2005)  
 Ms. Silvia Valido

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/05</u>
Checking Account:			
Wachovia Bank, N. A.	--	1.37	\$ 2,816.73
Investment:			
MDCPS-Money Market Pool Fund	Open-end	3.25	<u>22,974.56</u>
TOTAL			<u>\$ 25,791.29</u>

## AUBURNDALE ELEMENTARY SCHOOL (Continued)

### Internal Funds and Property

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balance arising from cash transactions during the 2004-05 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

### Payroll

With respect to the payroll procedures tested, the school was in general compliance with the policies and procedures in the Payroll Processing Procedures Manual, except as noted below.

Our review of payroll records disclosed that daily paid employees did not always indicate their presence on the Daily Payroll Attendance Sheets; however, were reported present on the Final Rosters. Also, three employees were reported present, when they should have been reported on leave. In addition, a few leave cards were incomplete or not evident. The necessary corrections were made at the request of the auditor. Chapter 1 of the Payroll Processing Procedures Manual establishes the procedures for maintaining the payroll records and reporting the payroll. We recommend compliance with these procedures and closer monitoring of this function by the school administration.

REGION CENTER IV

SCHOOL - 0121 AUBURNDALE ELEMENTARY


FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE		
CLASSES AND CLUBS							
ESE - 3	.00	332.50	100.00	.00	232.50		
CLASSES AND CLUBS	.00	332.50	100.00	.00	232.50		
TRUST							
ADVANCE FOR CHAN	.00	150.00	150.00	.00	.00		
DONATIONS	.00	500.00	484.89	.00	15.11		
FIELD TRIPS 1	610.94	.00	.00	610.94-	.00		
FUND RAISING	.00	724.00	366.73	80.21-	277.06		
LIBRARY	3,100.60	396.24	2,334.32	9.76-	1,152.76		
LOST&DAMAGE TEXT	.00	22.95	22.95	.00	.00		
FIELD TRIPS 2	.00	1,071.00	945.75	125.25-	.00		
FIELD TRIPS 3	.00	912.00	910.00	2.00-	.00		
FIELD TRIPS 4	.00	2,566.50	2,425.50	141.00-	.00		
FIELD TRIPS 5	.00	1,017.00	1,016.25	.75-	.00		
FIELD TRIPS 7	.00	345.00	345.00	.00	.00		
SPECIAL PURPOSE	6.07	.00	1,357.71	1,515.34	163.70		
UNCLAIMED STALE-	99.00	.00	556.08	466.84	9.76		
UNITED WAY	.00	1,290.50	1,290.50	.00	.00		
DONATION TWO	552.01	.00	.00	.00	552.01		
TRUST	4,368.62	8,995.19	12,205.68	1,012.27	2,170.40		
GENERAL							
GENERAL MISCELLA	25,261.83	.00	13,518.61	960.15	12,703.37		
INTEREST	.00	795.15	.00	.00	795.15		
SCHOOL PICTURES	.00	8,275.00	5,142.34	1,515.34-	1,617.32		
DONATIONS	.00	988.84	.00	.00	988.84		
MEMORY BOOKS	.00	5,385.00	5,396.62	.00	11.62-		
GENERAL	25,261.83	15,443.99	24,057.57	555.19-	16,093.06		
INSTRUCTIONAL MATERI							
FUND-9 INST. MAT	2,154.28	8,239.08	8,085.93	.00	2,307.43		
INSTRUCTIONAL MATE	2,154.28	8,239.08	8,085.93	.00	2,307.43		
COMMUNITY SCHOOL							
BEFORE/AFTER SCH	.00	164,430.25	164,430.25	.00	.00		
COMM SCH CLASS F	.00	64,205.40	64,205.40	.00	.00		
COMM SCHL-FUND R	.00	818.62	1,133.87	702.73	387.48		
COMM SCHL-ACTIVI	4,411.41	7,780.00	6,431.18	1,159.81-	4,600.42		
PRE-K FEES	700.00	.00	700.00	.00	.00		
SUBSIDIZED CHILD	.00	65,632.40	65,632.40	.00	.00		
COMMUNITY SCHOOL	5,111.41	302,866.67	302,533.10	457.08-	4,987.90		
TOTAL	36,896.14	335,877.43	346,982.28	.00	25,791.29		
CHECKING	2,816.73	INVESTMENTS	.00	SBMMF	22,974.56	TOTAL	25,791.29
			ACCOUNTS PAYABLE	.00			



MEMORANDUM

April 13, 2006

TO: Dr. Essie S. Pace, Regional Superintendent  
Regional Center IV

FROM: Yseult Charles, Principal   
Auburndale Elementary Community School

SUBJECT: **AUBURNDALE ELEMENTARY COMMUNITY SCHOOL AUDIT  
RESPONSE TO AUDIT REPORT FOR THE 2005-2006 SCHOOL  
YEAR**

The principal has thoroughly reviewed the payroll audit findings for the 2004-2005 school year with the appropriate personnel. A meeting was held with the secretary/treasurer to review the Payroll Processing Procedures Manual.

The principal has implemented corrective and preventive strategies to avoid the recurrence of similar conditions in future audits. The assistant principal has been designated to assist in reviewing the payroll prior to approval of the final roster. Discrepancies will be addressed immediately.

The principal will request from with the Regional Center IV Administrative Director, Business/Personnel for support in maintaining compliance with all guidelines and procedures related to payroll.

AUDIT EXCEPTION:

Payroll:

The following corrective actions were taken to prevent recurrence of the conditions cited in the audit:

- On April 7, 2006 the principal discussed the audit findings with the payroll clerk, the designated assistant principal and the back-up payroll clerk. The principal also reviewed the Payroll Processing Procedures Manual, specifically focusing on the areas of the deficiency found by the auditor.
- The principal thoroughly reviewed the Payroll Processing Procedures Manual with the designated assistant principal and the payroll clerk to establish a system to carefully check and verify the Working Roster with the Daily Payroll Sheets and the correlated leave cards with documented absences prior to the principal's approval of the Final Roster.

- On April 19, 2006, the principal conducted a faculty meeting and reviewed applicable sections of the Payroll Processing Procedures Manual with staff and implemented procedures which emphasized signing-in, on the Daily Payroll Attendance Sheets, signing leave cards, identifying leave type, other than sick and personal with supporting documentation as appropriate.
- Employees identified as not having signed the Daily Payroll Attendance Roster Sheet properly were required to submit a statement explaining the reason why they did not sign the payroll sheet on the specific date.
- Payroll corrections were entered and processed for the affected employees.

The following preventive strategies will be implemented to eliminate payroll audit exceptions in the future:

- The secretary/treasurer will review on a daily basis the Daily Payroll Attendance Sheets for all employees and leave cards will be prepared the day of absence and signature will be secured by the secretary/treasurer upon the return of the employee.
- The designated assistant principal will review the payroll Working Roster before the Final Roster is printed. Any Discrepancies will be corrected immediately.
- The principal will review and sign leave cards on a daily basis with attached documentation and will compare them to the Final Roster before approval. Any discrepancies will be corrected immediately.
- The principal will review the Daily Payroll Attendance Sheets, leave cards and Final Roster for concurrency and accuracy before approval of the Final Roster. Any discrepancies will be corrected immediately.
- The principal will closely monitor the Daily Payroll Attendance Sheet and keep a log of frequently made errors and correct all discrepancies immediately.

If additional information is needed, please contact me at (305) 445-3587.

Cc: Mr. Jorge L. Garcia

EDISON PARK ELEMENTARY SCHOOL  
 AUDIT REPORT  
 FOR THE 2004-05 FISCAL YEAR  
 JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE SCHOOL\*

Address: 500 N. W. 67 Street, Miami, Florida 33150

Date School Established: 1950

Grades: PK-5

Principal: Ms. Veronica Swindell-Wesley

Bookkeeper: Ms. Diondra Alston

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/05</u>
Checking Account:			
Bank of America, N. A.	--	0.10	\$ 1,062.35
Investment:			
MDCPS-Money Market Pool Fund	Open-end	3.25	<u>5,783.27</u>
TOTAL			<u><u>\$ 6,845.62</u></u>

\* School Improvement Zone School.

## EDISON PARK ELEMENTARY SCHOOL (Continued)

### Internal Funds and Property

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balance arising from cash transactions during the 2004-05 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

The following exception was noted:

### Payroll

With respect to the payroll procedures tested, the school was in general compliance with the policies and procedures in the Payroll Processing Procedures Manual, except as noted below.

1. Our review of three payrolls disclosed the following discrepancies:
  - a. In eight instances, the leave reported on the Final Rosters did not match the leave indicated on the Daily Payroll Attendance Sheets. We also noted one instance where an employee was overpaid five hours. The necessary corrections were made at the request of the auditor.
  - b. In seventeen instances, hourly paid employees did not sign out on the last day of the pay period. According to the school administration, the employees were unable to sign out because the attendance sheets had been retrieved earlier that day to process the school payroll.
  - c. In eleven instances, leave cards were not evident, while in four other instances, the leave cards were not signed by the principal. However, the attendance reported on the Final Rosters reflected the attendance posted on the Daily Payroll Attendance Sheets.

Chapter 1 of the Payroll Processing Procedures Manual establishes the procedures for properly maintaining payroll records and processing the payroll. We recommend compliance with these requirements and a closer monitoring of this activity by the school administration.

REGION CENTER IV

SCHOOL - 1601 EDISON PARK ELEMENTARY

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE	
TRUST						
DONATIONS	1,027.18	.00	.00	.00	1,027.18	
FIELD TRIPS 1	27.49	190.00	190.00	27.49-	.00	
LIBRARY	178.59	.00	.00	.00	178.59	
LOST&DAMAGE TEXT	47.00	.00	47.00	.00	.00	
FIELD TRIPS 8	.00	512.00	428.00	.00	84.00	
SPECIAL PURPOSE	166.83	50.00	1,549.57	1,362.47	29.73	
STUDENT UNIFORM	91.10	.00	.00	91.10-	.00	
UNCLAIMED STALE-	.00	.00	65.92	65.92	.00	
UNITED WAY	.00	415.00	415.00	.00	.00	
EESAC FUNDS	.00	.00	2,000.00	2,000.00	.00	
RESTITUTION EMPL	2,361.90	.00	2,361.90	.00	.00	
TRUST	3,900.09	1,167.00	7,057.39	3,309.80	1,319.50	
GENERAL						
GENERAL MISCELLA	2,506.89	32.00	2,020.46	88.69	607.12	
INTEREST	.00	136.04	.00	.00	136.04	
SCHOOL PICTURES	.00	1,214.00	760.17	453.83-	.00	
VENDING MACHINES	.00	908.64	.00	908.64-	.00	
DONATIONS	.00	304.20	.00	.00	304.20	
GENERAL	2,506.89	2,594.88	2,780.63	1,273.78-	1,047.36	
INSTRUCTIONAL MATERI						
FUND-9 INST. MAT	8,425.47	7,692.22	10,147.16	2,036.02-	3,934.51	
INSTRUCTIONAL MATE	8,425.47	7,692.22	10,147.16	2,036.02-	3,934.51	
COMMUNITY SCHOOL						
COMM SCHL-ACTIVI	.00	453.00	98.75	.00	354.25	
COMMUNITY SCHL.	.00	190.00	.00	.00	190.00	
COMMUNITY SCHOOL	.00	643.00	98.75	.00	544.25	
TOTAL	14,832.45	12,097.10	20,083.93	.00	6,845.62	
CHECKING	1,062.35	INVESTMENTS	.00 SBMMF	5,783.27	TOTAL	6,845.62
			ACCOUNTS PAYABLE	.00		

# MEMORANDUM

April 17, 2006

**TO:** Dr. Essie S. Pace, Regional Superintendent  
Regional Center IV

**FROM:** Veronica Swindell-Wesley, Principal *VSW*  
Edison Park Elementary School

**SUBJECT: EDISON PARK ELEMENTARY SCHOOL AUDIT RESPONSE TO AUDIT REPORT FOR THE 2005-2006 SCHOOL YEAR**

The principal has thoroughly reviewed the internal funds audit findings pertaining to payroll for the 2004-2005 school year with appropriate personnel. A meeting was held with the payroll clerk to review the Payroll Processing Procedures Manual.

The principal has implemented corrective and preventive strategies to prevent the recurrence of similar conditions in future audits. The assistant principal has been designated to assist in reviewing the payroll prior to principal's approval of the Final Roster.

The principal will confer with the Regional Center IV Administrative Director, Business/Personnel and the District's payroll office for support in maintaining compliance with all guidelines established in the Payroll Processing Procedures Manual. Discrepancies will be addressed immediately.

## **AUDIT EXCEPTION:**

### Payroll:

The following corrective actions were taken to prevent recurrence of conditions noted in this audit:

- On April 17, 2006, the principal discussed the audit findings with the payroll clerk, the assistant principal, and the back-up payroll clerk. The principal also reviewed the Payroll Processing Procedures Manual, specifically focusing on the areas of deficiency found by the auditor, in order to avoid reoccurrence.
- The principal thoroughly reviewed the Payroll Processing Procedures Manual with the assistant principal and payroll clerk to establish a system to carefully double check and verify the Working Roster with the Daily Payroll Attendance Sheets and correlate leave cards with documented absences prior to the principal's approval of the Final Roster.
- On April 17, 2006, the principal and the assistant principal established a system for the payroll clerk to carefully review the working roster prior to the final approval. A back-up for the payroll clerk was identified. She will receive payroll procedures training to ensure that payroll is processed in accordance with established procedures.

- The payroll clerk was directed on April 17, 2006 to pay particular attention the proper maintenance of the Daily Payroll Attendance Sheets for all employees, with particular attention to hourly employees, the calculation of hours worked, and appropriate signing in/out.
- Payroll corrections were entered and processed and affected employees were notified that adjustments were made in accordance with payroll guidelines.

The following preventive strategies will be implemented to eliminate audit exceptions in payroll in the future:

- The payroll clerk on a daily basis will review the Daily Payroll Attendance Sheets for all employees and leave cards will be prepared the day of the absence and placed in the employee's mailbox.
- The assistant principal and the payroll clerk will conduct a thorough review of the attendance log, Daily Payroll Attendance Sheets, leave cards, substitute log and the payroll Working Roster for accuracy and any other pertinent documentation. Any discrepancy will be corrected immediately.
- The assistant principal will review all payroll information prior to submitting the Final Roster to the principals for approval. The principal will maintain a record of any errors discovered during the final review process for the payroll period. Any discrepancy will be corrected immediately.
- The assistant principal will thoroughly review with the payroll clerk the hourly payrolls on a weekly basis to ensure that computations, daily payroll attendance sheets, supporting documentation information are maintained. The assistant principal will compare the hours indicated on the Daily Payroll Attendance Sheets to the Working and Final Roster, paying special attention to anticipated payroll periods, prior to submitting the Final Roster to the principal for approval. Any discrepancy will be corrected immediately.
- The principal will review payroll and supporting documentation to verify that a leave card has been properly completed for any employee who has absent. Any discrepancy will be corrected immediately.
- On April 26, 2006, the principal will conduct a faculty meeting and reviewed applicable sections of the Payroll Processing Procedures Manual with staff members and emphasize signing-up on the Daily Payroll Attendance Sheets, requesting leave, other than sick or personal, signing leave cards and providing supporting documentation as necessary.

If you need additional information, please feel free to contact me at (305) 751-1018.

Cc: Ms. Blanca M. Valle  
Mr. Jorge Garcia

TOUSSAINT L'OUVERTURE ELEMENTARY SCHOOL  
 AUDIT REPORT  
 FOR THE 2004-05 FISCAL YEAR  
 JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE SCHOOL\*

Address: 120 N. E. 59 Street, Miami, Florida 33137

Date School Established: 1989

Grades: PK-5

Principal: Ms. Liliane A. Delbor

Bookkeeper: Ms. Marie C. Jean-Baptiste

Community School Assistant Principal: Mr. Joel Daphnis

After School Care Program Manager: Ms. Anita Brown (At Little River Elementary School Satellite)

Community School Secretaries: Ms. Erica Deliford (Through November 2005)  
 Ms. Samantha Lassegue  
 Ms. Sheila McNeil (At Little River Elementary School Satellite)

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity</u> <u>Date</u>	<u>Interest</u> <u>Rate</u>	<u>6/30/05</u>
Checking Account:			
Bank of America, N. A.	--	--	\$ 2,402.61
Investment:			
MDCPS-Money Market Pool Fund	Open-end	3.25	<u>1,344.85</u>
TOTAL			<u><u>\$ 3,747.46</u></u>

\*School Improvement Zone School.



## TOUSSAINT L'OUVERTURE ELEMENTARY SCHOOL (Continued)

### Property, Payroll, and Data Security

Property records were properly maintained and equipment items with an individual cost of \$1,000 and over were accounted for. In addition, payroll procedures were generally adhered to; and controls over the review and approval of the Authorized Applications for Employees by Locations Report were complied with.

### Internal Funds

Notwithstanding the exception noted below, the financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2004-05 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration, except as noted below. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting, except as noted below. 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.

1. Our review of the Community School Program disclosed the following:
  - a. There was a difference of \$6,590 between potential collections of \$60,126 and deposited collections of \$53,536. The participation of several students enrolled in the program was subsidized by a child care agency. Based on our analysis and review of the records, we attributed approximately \$1,124 of the difference to funds owed by that agency for services rendered to these students.
  - b. Although student attendance rosters were submitted to the child care agency for the reimbursement of fees, school personnel did not always perform a reconciliation of funds received with the student attendance rosters and amounts due from the agency. Additionally, some of these records were not properly organized and were difficult to locate.
  - c. A few registration cards from Little River Elementary School (a satellite of the Community School at Toussaint L'Ouverture) were not evident.

The Community School Procedures manual establishes the requirements to follow when conducting these activities. We recommend compliance with these requirements, and also recommend that greater care be placed over the organization and safeguarding of these records.

REGION CENTER IV

SCHOOL - 3051 TOUSSAINT L'OUVERTURE

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
CLASSES AND CLUBS					
CHESS CLUB	126.35	.00	.00	126.35-	.00
CLASSES AND CLUBS	126.35	.00	.00	126.35-	.00
TRUST					
DONATIONS	.00	50.00	.00	.00	50.00
FIELD TRIPS 1	101.00	530.00	454.00	101.00-	76.00
LIBRARY	508.63	103.44	.00	.00	612.07
SPECIAL PURPOSE	24.36	1,060.93	1,305.93	732.34	511.70
UNCLAIMED STALE-	91.99	.00	91.99	30.00	30.00
UNITED WAY	.00	1,306.54	1,306.54	.00	.00
YOUTH FAIR TICKE	218.00	378.00	296.00	300.00-	.00
GRANTS 1	.00	2,000.00	1,821.35	.00	178.65
FIELD TRIPS E-OU	22.00	154.00	134.00	42.00-	.00
FIELD TRIPS F-OU	40.00	1,205.00	1,205.00	40.00-	.00
EESAC FUNDS	.00	.00	663.86	663.86	.00
TRUST	1,005.98	6,787.91	7,278.67	943.20	1,458.42
GENERAL					
GENERAL MISCELLA	337.73	.00	440.75	609.35	506.33
INTEREST	.00	27.32	.00	.00	27.32
SCHOOL PICTURES	.00	1,959.00	1,226.66	732.34-	.00
GENERAL	337.73	1,986.32	1,667.41	122.99-	533.65
INSTRUCTIONAL MATERI					
FUND-9 INST. MAT	2,068.97	6,482.66	6,811.31	663.86-	1,076.46
INSTRUCTIONAL MATE	2,068.97	6,482.66	6,811.31	663.86-	1,076.46
COMMUNITY SCHOOL					
BEFORE/AFTER SCH	.00	7,426.20	7,426.20	.00	.00
BEFORE/AFTER SCH	.00	10,813.80	10,813.80	.00	.00
COMM SCH CLASS F	.00	.00	30.00-	30.00-	.00
COMM SCHL-ACTIVI	374.40	401.00	96.47	.00	678.93
SUBSIDIZED CHILD	.00	25,475.60	25,475.60	.00	.00
COMMUNITY SCHOOL	374.40	44,116.60	43,782.07	30.00-	678.93
TOTAL	3,913.43	59,373.49	59,539.46	.00	3,747.46

CHECKING	2,402.61	INVESTMENTS	.00	SBMMF	1,344.85	TOTAL	3,747.46
			ACCOUNTS PAYABLE		.00		

## MEMORANDUM

April 11, 2006

**TO:** Dr. Essie S. Pace, Regional Superintendent  
Regional Center IV

**FROM:** Liliane A. Delbor, Principal   
Toussaint L'ouverture Elementary School

**SUBJECT: TOUSSAINT LOUVERTURE ELEMENTARY SCHOOL AUDIT  
RESPONSE TO AUDIT REPORT FOR THE 2004-2005 SCHOOL  
YEAR**

The principal has thoroughly reviewed the internal funds audit report for the 2004-2005 school year with the appropriate personnel. A meeting was held with the Community School Assistant Principal, the After School Care Program Manager for Toussaint L'ouverture Elementary School and Little River Elementary School and the recently hired Community School Specialist to review the procedures as outlined in the Community School Procedures Manual.

The principal has implemented corrective and preventive strategies to prevent the recurrence of similar conditions in future audits. The principal will take a more active role in monitoring all personnel involved with the After School Care Program functions and in the proper maintenance of the After School Care Program records.

The principal will confer with the Regional Center IV Administrative Director, Business/Personnel and the Community School office for support in maintaining compliance with all of the guidelines established in the Community School Procedures Manual.

### AUDIT EXCEPTION:

#### After School Care Program:

The following corrective actions were taken to prevent recurrence of the conditions sited in the audit:

- On April 7, 2006 the principal met with the Community School Assistant Principal, the Community School Specialist and the Before School Care Program Managers (both locations) and discussed the audit findings. The principal also reviewed the Community School Procedures Manual, specifically focusing on appropriate sections that address the area of the deficiency from the auditor.

- The principal directed the After School Managers of each site to verify attendance rosters at the end of the month to ensure that they are completed accurately and that the summary information is included on the rosters.
- The After School Care Program Managers will submit the attendance rosters to the Community School Assistant Principal for his review and signature.
- The Principal directed the Community School Assistant Principal to make a hard copy of all attendance records and to maintain the records in a secure location in the main office.
- The Principal directed the After School Care Program Managers to reconcile funds received from childcare agency to the student attendance roster to ensure all monies due were received and discrepancies are cleared in a timely manner.

The following preventive strategies will be implemented to eliminate After School Care audit exceptions in the future:

- The principal will request on-going support and training from the After School Care Managers and the Community School Specialist from the Office of Adult/Vocational, Alternative and Community Education.
- The principal will review the attendance rosters monthly to ensure completion and that the summary information listed on the roster is correct.
- The principal will conduct random reviews of the attendance rosters to ensure that they are complete, accurate, and have the signature of the principal as required. Discrepancies will be addressed immediately.
- The assistant principal will check to ensure the After School Care Program Managers and Community School Specialist have completed the registration cards and obtained the appropriate signatures. The principal will conduct unannounced random reviews of the registration cards to ensure that they are being maintained in the proper order and are signed and secured. Discrepancies will be addressed immediately.
- The principal will review all After School Care Program records monthly to ensure accuracy and completeness. The principal will identify a secure location for all records to be maintained at both locations.

- The Community School assistant principal will review the reconciliation and discrepancies prepared by After School Program Managers monthly, prior to submission to the principal for signature.
- The principal will conduct unannounced random checks of the monthly reconciliation of the Reimbursement Report and the Discrepancy Report. Discrepancies will be addressed immediately.

If you need additional information, please contact me at (305) 758-0914.

cc: Ms. Blanca M. Valle  
Mr. Jorge L. Garcia

CORAL GABLES SENIOR HIGH SCHOOL  
 AUDIT REPORT  
 FOR THE 2004-05 FISCAL YEAR  
 JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE CENTER

Address: 450 Bird Road, Coral Gables, Florida 33146

Date School Established: 1950

Grades: 9-12

Principal: Dr. Alexis L. Martinez

Treasurers: Ms. Lourdes Salzlein (Through March 2006)  
 Ms. Carmen Martinez

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/05</u>
Checking Account:			
Coconut Grove Bank	--	0.70	\$ 61,218.51
Savings Account:			
Coconut Grove Bank	--	0.80	18,021.86
Investment:			
MDCPS-Money Market Pool Fund	Open-end	3.25	<u>156,277.75</u>
TOTAL			<u>\$ 235,518.12</u>

AUDIT OPINION

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to; and controls over the review and approval of the Authorized Applications for Employees by Locations Report were complied with. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2004-05 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

ACCESS CENTER IV

SCHOOL - 7071 CORAL GABLES SENIOR

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
ATHLETICS	9,252.78	46,738.95	64,453.33	19,564.00	11,102.40
MUSIC	1,868.89	31,430.10	29,343.44	2,891.99-	1,063.56
CLASSES AND CLUBS	97,633.24	412,279.72	412,412.09	4,553.88	102,054.75
TRUST	33,726.13	199,030.05	242,892.88	68,114.46	57,977.76
PROPERTY DEPOSITS	6,376.33	3,070.00	1,237.83	7,706.00-	502.50
INSTRUCTIONAL AIDS	25,052.07	38,762.85	56,389.72	2,218.78	9,643.98
GENERAL	30,599.65	141,123.42	67,387.11	83,117.94-	21,218.02
INSTRUCTIONAL MATE	7,868.06	60,358.55	58,844.14	.00	9,382.47
PRODUCTION/SERVICE	11,951.88	33,468.70	22,112.71	735.19-	22,572.68
TOTAL	224,329.03	966,262.34	955,073.25	.00	235,518.12

CHECKING	61,218.51	INVESTMENTS	18,021.86	SBMMF	156,277.75	TOTAL	235,518.12
			ACCOUNTS PAYABLE		.00		

PHYLLIS R. MILLER ELEMENTARY SCHOOL  
 AUDIT REPORT  
 FOR THE 2004-05 FISCAL YEAR  
 JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE SCHOOL

Address: 840 N. E. 87 Street, Miami Shores, Florida 33138

Date School Established: 1992

Grades: PK-5

Principal: Ms. Lora J. Manning

Bookkeeper: Ms. Monique Laroche

Community School Assistant Principal: Ms. Barbara Joseph

Community School Manager: Ms. Magalie Francois

Community School Secretary: Ms. Linda Sebastian

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/05</u>
Checking Account:			
Wachovia Bank, N. A.	--	1.37	\$ 17,300.98
Investment:			
MDCPS-Money Market Pool Fund	Open-end	3.25	<u>20,809.78</u>
TOTAL			<u>\$ 38,110.76</u>

AUDIT OPINION

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2004-05 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.



REGION CENTER IV

SCHOOL - 3431 PHYLLIS RUTH MILLER EL

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSEMENT	NET TRANSFER	ENDING BALANCE
CLASSES AND CLUBS					
GIFTED	38.34	.00	.00	.00	38.34
FUTURE EDUCATORS	577.26	.00	.00	577.26-	.00
FIRST GRADE	231.00	.00	.00	231.00-	.00
SECOND GRADE	24.64	.00	.00	24.64-	.00
THIRD GRADE	265.01	.00	.00	265.01-	.00
FOURTH GRADE	745.87	480.00	1,144.65	.00	81.22
FIFTH GRADE	132.19	5,589.69	3,846.65	1,740.00-	135.23
MUSIC CLUB	121.48	1,500.00	969.00	.00	652.48
CLASSES AND CLUBS	2,135.79	7,569.69	5,960.30	2,837.91-	907.27
TRUST					
DONATIONS	251.30	.00	.00	.00	251.30
FIELD TRIPS 1	50.99	1,935.00	1,850.00	135.99-	.00
FUND RAISING	1,915.20	.00	.00	.00	1,915.20
LIBRARY	3,839.67	2,231.31	2,097.13	2,554.15	6,528.00
FIELD TRIPS 3	.00	2,786.55	2,976.00	189.45	.00
SPECIAL EVENTS	265.15	288.48	.00	553.63-	.00
SPECIAL PURPOSE	148.81	1,419.60	3,960.29	2,539.22	147.34
UNCLAIMED STALE-	33.00	.00	33.00	.00	.00
UNITED WAY	.00	1,559.96	1,559.96	.00	.00
BOOK FAIR	5.70	9,474.89	6,477.77	3,002.82-	.00
REGION RETIREMEN	39.25	.00	.00	39.25-	.00
SCIENCE BOARD	37.50	1,013.00	.00	.00	1,050.50
HERITAGE	18.74	207.00	220.68	.00	5.06
DONATION TWO	1,643.52	.00	.00	.00	1,643.52
DONATION THREE	625.05	.00	.00	625.05-	.00
DONATION FOUR	107.86	150.00	29.65	.00	228.21
STUDENTS NEEDS/H	6,707.75	.00	.00	.00	6,707.75
DONATIONS FIVE	31.00	.00	.00	31.00-	.00
P.E. TRUST	228.45	.00	58.66	.00	169.79
FIELD TRIPS A-OU	.00	37,906.81	38,139.58	232.77	.00
FIELD TRIPS B-OU	135.50	.00	.00	135.50-	.00
FIELD TRIPS E-OU	1,289.00	.00	396.00	451.00	1,344.00
TRUST	17,373.44	58,972.60	57,798.72	1,443.35	19,990.67
SCHOOL STORE					
SCHOOL SUPPLIES	194.43	.00	.00	194.43-	.00
SCHOOL STORE	194.43	.00	.00	194.43-	.00
GENERAL					
GENERAL MISCELLA	675.32	57.88	2,719.65	3,863.06	1,876.61
CASH OVER & SHOR	.00	3.70-	.00	.00	3.70-
INTEREST	.00	633.14	.00	.00	633.14
SCHOOL PICTURES	.00	4,951.00	3,263.53	1,784.47-	97.00-
VENDING MACHINES	.00	574.90	6.00	489.60-	79.30
TRAVEL-FACULTY/A	.00	.00	480.00	.00	480.00-
DONATIONS	.00	81.45	.00	.00	81.45
GENERAL	675.32	6,294.67	6,469.18	1,588.99	2,089.80
INSTRUCTIONAL MATERI					
FUND-9 INST. MAT	5,102.73	10,484.08	14,807.58	.00	779.23
INSTRUCTIONAL MATE	5,102.73	10,484.08	14,807.58	.00	779.23
COMMUNITY SCHOOL					
FIELD TRIPS 1	.38	.00	.00	.38-	.00
BEFORE/AFTER SCH	.00	119,493.69	119,493.69	.00	.00
BEFORE/AFTER SCH	.00	10,302.00	10,318.39	16.39	.00
COMM SCH CLASS F	.00	26,496.16	26,496.16	.00	.00
COMM SCHL-FIELD	.02	.00	.00	.00	.02
COMM SCHL-ACTIVI	2,938.96	20,877.10	9,566.48	16.01-	14,233.57
SUBSIDIZED CHILD	.00	40,408.20	40,408.20	.00	.00
EXTENDED LIFE PR	110.20	.00	.00	.00	110.20
COMMUNITY SCHOOL	3,049.56	217,577.15	206,282.92	.00	14,343.79
TOTAL	28,531.27	300,898.19	291,318.70	.00	38,110.76

CHECKING 17,300.98 INVESTMENTS .00 SBMMF 20,809.78 TOTAL 38,110.76  
 ACCOUNTS PAYABLE .00

**FUND**

DADE COUNTY ATHLETIC EQUALIZATION FUND  
AUDIT REPORT  
FOR THE 2004-05 FISCAL YEAR  
JULY 1, 2004 THROUGH JUNE 30, 2005

PROFILE OF THE FUND:

Address: 1450 N.E. Second Avenue, Miami, Florida 33132

Date Established: 1963

Administrator during Audit Period: Mr. Craig Sturgeon, Assistant Superintendent,  
School Operations (Through August 2005;  
retired)

Current Administrator: Dr. Kamela Patton, Assistant Superintendent, School  
Operations

Trustee: Dr. Alexis Martinez, Principal  
Coral Gables Senior High School

CASH AND/OR INVESTMENTS SUMMARY

	<u>6/30/05</u>
Total Fund Balance Recorded in the Internal Funds of Coral Gables Senior High School	<u>\$ 20,117.94</u>
 TOTAL	 <u>\$ 20,117.94</u>

Background

The Dade County Athletic Equalization Fund was established to aid the athletic programs at senior high schools in financial distress. To assure the viability of this Fund, schools are required to repay amounts borrowed, for which no interest is charged. The unpaid loan balance at the close of the 2004-05 fiscal year was \$8,001.

The transactions of the Miami-Dade County Athletic Equalization Fund are recorded in a Trust Fund account maintained in the internal funds of Coral Gables Senior High School. The Assistant Superintendent served as the administrator of this fund, and the Principal of Coral Gables Senior High School served as the trustee. The interest received from the bank during the audit period was deposited in the Coral Gables Senior High School's General Fund to defray some of the costs of administering the Equalization Fund.

DADE COUNTY ATHLETIC EQUALIZATION FUND (Continued)

AUDIT OPINION

The internal funds records were properly maintained. The statement of changes in fund balances (cash basis) and the statement of loans receivable present fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2004-05 fiscal year. With respect to the items tested, the fund was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure was generally functioning as designed by the school and District administrations. 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.

EXHIBIT A

DADE COUNTY ATHLETIC EQUALIZATION FUND  
STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)  
FOR THE 2004-05 FISCAL YEAR  
JULY 1, 2004 THROUGH JUNE 30, 2005  
(COMPARED TO THE PRIOR YEAR)

	<u>2003-04</u>	<u>2004-05</u>
BEGINNING BALANCE	\$ 24,118.94	\$ 15,451.94
ADD – RECEIPTS:		
Loans Paid	<u>1,333.00</u>	<u>4,666.00</u>
Total Available	25,451.94	20,117.94
LESS – DISBURSEMENTS:		
Loans Advanced	<u>(10,000.00)</u>	<u>(0.00)</u>
ENDING BALANCE	<u>\$ 15,451.94</u>	<u>\$ 20,117.94</u>

EXHIBIT B

DADE COUNTY ATHLETIC EQUALIZATION FUND  
STATEMENT OF LOANS RECEIVABLE  
FOR THE 2004-05 FISCAL YEAR  
JULY 1, 2004 THROUGH JUNE 30, 2005

<u>SENIOR HIGH SCHOOL</u>	<u>BEGINNING BALANCE</u>	<u>LOANS ADVANCED</u>	<u>LOANS PAID</u>	<u>ENDING BALANCE</u>
Miami Douglas MacArthur No. Sr.	\$ 2,667.00	0.00	\$ 1,333.00	\$ 1,334.00
Miami Jackson Sr.	<u>10,000.00</u>	<u>0.00</u>	<u>3,333.00</u>	<u>6,667.00</u>
TOTAL	<u>\$12,667.00</u>	<u>0.00</u>	<u>\$ 4,666.00</u>	<u>\$ 8,001.00</u>