

## **Miami-Dade County Public Schools Office of Management and Compliance Audits**



### **AUDIT OF INVENTORIES AS OF JUNE 30, 2014**



The value of the inventories reported in the District's unaudited Annual Financial Report as of June 30, 2014, is fairly stated, in all material respects. In addition, our inventory observations and reconciliation of physical counts were satisfactory at the various departments and units.

December 2014

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

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Dr. Dorothy Bendross-Mindingall  
Ms. Susie V. Castillo  
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Mr. Alberto M. Carvalho  
Superintendent of Schools

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

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Mr. Trevor L. Williams, CPA





# Miami-Dade County Public Schools

*giving our students the world*

**Superintendent of Schools**  
Alberto M. Carvalho

**Chief Auditor**  
José F. Montes de Oca, CPA

**Miami-Dade County School Board**

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Raquel A. Regalado

December 8, 2014

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

Ladies and Gentlemen:

In accordance with the 2014-15 Fiscal Year Audit Plan, we have audited the inventory balances as reported in the unaudited Annual Financial Report for the fiscal year ended June 30, 2014, for the following departments/units of Miami-Dade County Public Schools (M-DCPS):

- Department of Food and Nutrition
- Stores and Mail Distribution
- Maintenance Materials Management
- Department of Transportation

The inventory information appearing in the unaudited Annual Financial Report is the responsibility of management. Our responsibility is to express an opinion on the inventory balances based on our audit.

Our audit consisted of observing the physical inventory counts, testing the counts, and verifying the prices at which the inventories were valued. In addition, we compared the physical inventory results to the perpetual inventory records, to the general ledger balances, and to the amounts reported in the unaudited Annual Financial Report. In our opinion, the inventories were fairly stated, in all material respects, in the unaudited Annual Financial Report.

Total year-end inventories increased 3% from \$9.3 million at June 30, 2013, to \$9.6 million at June 30, 2014. We found the internal controls over the inventory counting and reconciling processes for the four inventories to be satisfactory. There was no textbook inventory on hand at June 30, 2014.

We would like to thank management for the cooperation and courtesies extended to our staff during the conduct of this audit.

Sincerely,

  
José F. Montes de Oca, CPA  
Chief Auditor



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## **EXECUTIVE SUMMARY**

Based on our audit, we have concluded that year-end inventories of \$9.6 million at June 30, 2014, were fairly stated, in all material respects, in the unaudited Annual Financial Report.

The following summarizes our findings:

- Audit test counts at the Department of Food and Nutrition, Stores and Mail Distribution, Maintenance Materials Management and the Department of Transportation verified the amounts to be reported in the district's records and unaudited Annual Financial Report.

In addition, internal controls over the inventory management function were generally adequate. Notwithstanding this general assessment of internal controls, there were certain matters that came to our attention, which were deemed non-reportable because they were immaterial and inconsequential. These matters, which include the adjustments to the Department of Transportation's year-end general ledger inventory balance and a few inconsistencies in the school cafeteria inventory reported by Department of Food and Nutrition, were discussed with management for their information and follow-up.

## INTERNAL CONTROLS

Our overall evaluation of internal controls over the district's materials, supplies and fuel inventories management practices is summarized in the table below. The following index is provided to assist with the analysis of the table.

F = Department of Food and Nutrition  
 S = Stores and Mail Distribution  
 M = Maintenance Materials Management  
 T = Department of Transportation

<b>INTERNAL CONTROLS RATING</b>			
<b>CRITERIA</b>	<b>SATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	<b>INADEQUATE</b>
<b>Process Controls</b>	<b>F, S, M, T</b>		
<b>Policy &amp; Procedures Compliance</b>	<b>F, S, M, T</b>		
<b>Effect</b>	<b>F, S, M, T</b>		
<b>Information Risk</b>	<b>S, M</b>	<b>F, T</b>	
<b>External Risk</b>	<b>F, S, M, T</b>		

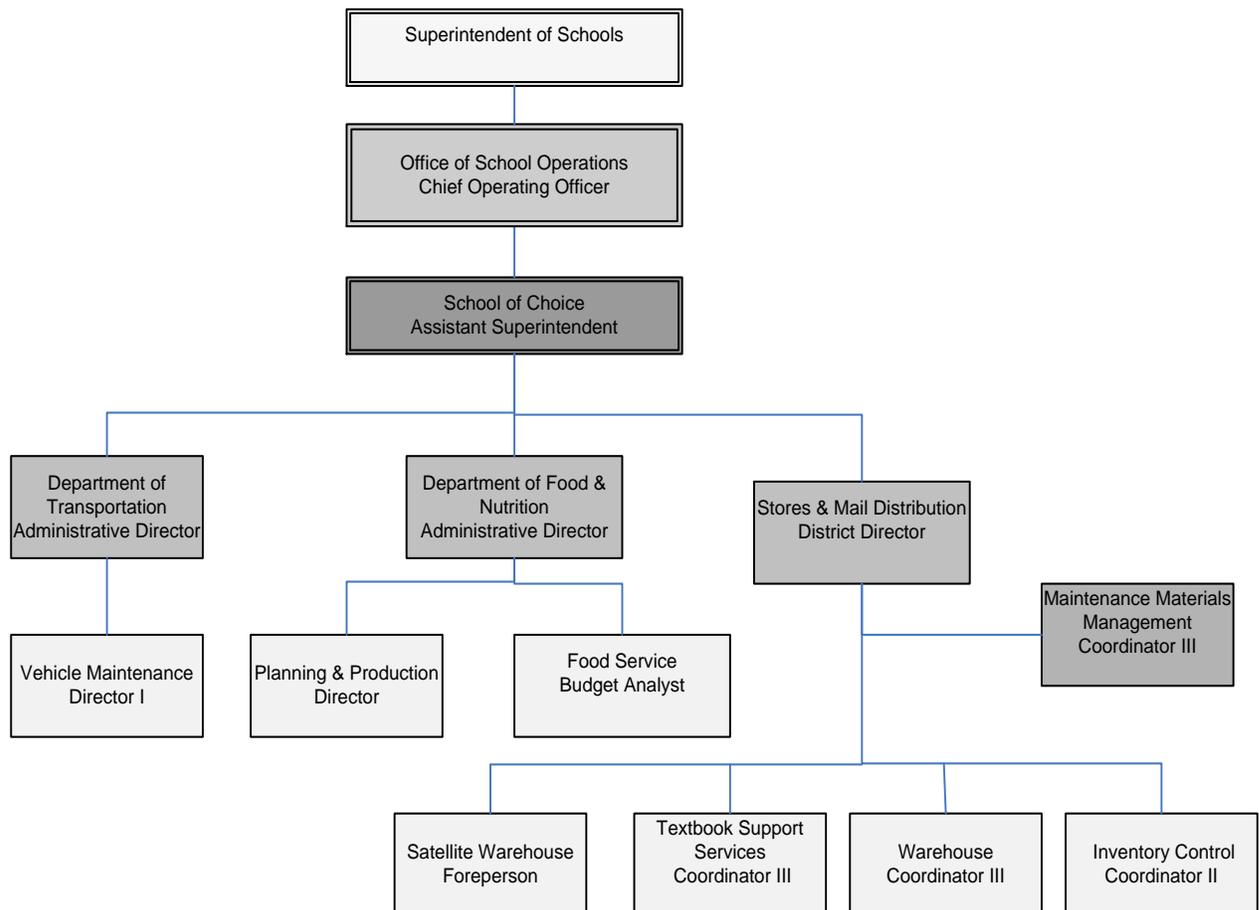
<b>INTERNAL CONTROLS LEGEND</b>			
<b>CRITERIA</b>	<b>SATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>	<b>INADEQUATE</b>
<b>Process Controls</b>	Effective	Opportunities exist to improve effectiveness.	Do not exist or are not reliable.
<b>Policy &amp; Procedures Compliance</b>	In compliance	Non-Compliance issues exist.	Non-compliance issues are pervasive, significant, or have severe consequences.
<b>Effect</b>	Not likely to impact operations or program outcomes.	Impact on outcomes contained.	Negative impact on outcomes.
<b>Information Risk</b>	Information systems are reliable.	Data systems are mostly accurate but can be improved.	Systems produce incomplete or inaccurate data which may cause inappropriate financial and operational decisions.
<b>External Risk</b>	None or low.	Potential for damage.	Severe risk of damage.

## **BACKGROUND**

Miami-Dade County Public Schools maintains inventories of food, textbooks, parts, equipment, curriculum materials, and supplies in order to facilitate its ability to educate its students. The food inventory is accounted for in the Food Service Fund, a Special Revenue Fund; whereas, all other inventories are accounted for in the General Fund.

The overall responsibility for the inventories has been assigned to the Office of School Operations, as depicted in the partial organizational chart below:

### **PARTIAL ORGANIZATIONAL CHART**



## **Textbook Support Services**

As part of Stores and Mail Distribution (S&MD), Textbook Support Services coordinates with district schools to purchase the State of Florida adopted textbooks and other instructional materials from the Florida School Book Depository (FSBD) and monitors the textbook account activity generated by requisitions from schools. The FSBD is the principal source from which schools requisition State-adopted textbooks and other instructional materials. At different times during the year, each school makes its individual orders from the SAP online catalogs. The textbook orders are then grouped and a composite order is electronically transmitted to FSBD. This transmission process is repeated when a sufficient number of orders from schools are received in SAP. Stores and Mail Distribution is responsible for receiving, storing and delivering the textbooks and instructional materials to the schools. Textbook Support Services operates in work areas within the S&MD warehouse located at 7001 S.W. 4<sup>th</sup> Street, Miami, Florida.

A perpetual inventory is not maintained for textbooks. Historically, the vast majority of textbooks for any school year is ordered in advance during the last two months of the preceding fiscal year and is paid with funds from the subsequent year's budget (forward funding), as allowed by Florida Statutes. Typically, under this model, textbooks that are received in the district and remain unused as of June 30<sup>th</sup> are carried as inventory, at cost, at the end of the fiscal year for financial statement reporting purposes, in compliance with generally accepted accounting principles. The textbook inventory as of June 30, 2014, was zero, as orders placed prior to June 30, 2014, were not received until the subsequent fiscal year.

## **Department of Food and Nutrition**

The Department of Food and Nutrition (F&N) has the responsibility of providing food services for students at all district schools, with the exception of those food service programs operating at the adult/vocational education centers. These services include, but are not limited to maintaining various inventories of federally-donated and district-purchased foods and supplies, and preparing a district-wide food service program budget.

Bulk, frozen, and dry commodity, canned goods, and refrigerated foods are stored at U.S. Foods, Inc., the vendor providing contracted delivery and storage facilities; while non-food supplies are stored at the S&MD warehouse. Processed and purchased foods are also stored at the schools. School inventory records are maintained through an automated perpetual inventory system. F&N also maintains manual inventory records. Commodities stored in bulk are recorded

through an automated perpetual inventory system maintained by U.S. Foods, Inc. Both the Department's records and U.S. Foods, Inc., records are reconciled monthly. Approximately 80% of the inventory is commodity foods donated by the federal government, while the remaining 20% is food and supplies purchased by the district.

Donated commodities are recorded in inventory at their fair market value at the time of donation from the Florida Department of Agriculture and Consumer Services, Bureau of Food Distribution, the pass-through agency for federally-donated commodity foods. The inventory is valued using the weighted average method.

A Department of Food and Nutrition, Director of Planning and Production was in charge of the inventory counting and ordering processes for food items, and a Food Service Budget Analyst was in charge of the reconciliation process for USDA commodities received. The administrative office of F&N is located at 7042 West Flagler Street, Miami, Florida.

### **Stores and Mail Distribution**

Stores and Mail Distribution (S&MD) is responsible for maintaining and supplying office and teaching supplies, equipment, and printed forms used by the school system. The main warehouse is located at 7001 S.W. 4<sup>th</sup> Street, Miami, Florida. The inventory is valued using the weighted average method. A satellite warehouse, located at 12525 N.W. 28<sup>th</sup> Avenue, Miami, Florida, is also maintained to temporarily store large purchases of new equipment and supplies, which are used to furnish newly constructed and renovated schools; and used surplus equipment pending sale at public auction. These equipment and supplies are not included as part of the inventory.

S&MD also operates the mail service for the school system, and stores and distributes textbooks. S&MD maintains a fleet of 32 trucks and vans that are used to deliver supplies to various school sites and district locations. An Inventory Control Coordinator II was in charge of the inventory counting process.

## **Maintenance Materials Management**

Maintenance Materials Management (MMM) is responsible for supplying Facilities Operations – Maintenance (Maintenance) with materials, parts and equipment for routine maintenance and improvements to the school system's facilities. At June 30, 2014, there were two locations for storing inventory. Almost all (99.8%) of the inventory is stored at the Central Warehouse located at 12525 N.W. 28<sup>th</sup> Avenue, Miami, Florida. Small inventories of selected items are also stored at the Coral Reef Maintenance complex located at 15301 S.W. 117<sup>th</sup> Avenue, Miami, Florida. The inventory is valued using the weighted average method.

MMM maintains a fleet of 18 vehicles that are used to deliver supplies, parts and equipment to Maintenance satellite locations and schools to support Zone Mechanics. An MMM Coordinator III was in charge of the inventory counting process.

## **Department of Transportation**

The M-DCPS Department of Transportation (DOT) operates a fleet of 1,247 school buses from eight terminals to transport the students of M-DCPS. Also, approximately 1,600 vehicles from DOT, S&MD, F&N, MMM, Maintenance, Information Technology Services (ITS), School Police, and various other district offices are serviced at these terminals. In addition, monthly safety inspections are performed on 504 additional private school buses that are contracted by the district for student transportation to and from schools and/or activity trips.

To service the buses, trucks and other vehicles, inventories of fuel are maintained at eight DOT terminals and one Maintenance location. While Maintenance is responsible for the custody of the fuel and dispensing equipment at the latter location, as well as for related environmental issues, DOT oversees the ordering and dispensing of diesel and unleaded fuels at this Maintenance location. Maintenance provides DOT with the daily, weekly and monthly fuel readings for that site. However, issues that may arise with equipment or the fuel management system are addressed by DOT.

Additionally, inventories of oil, replacement parts, and tires are maintained at seven of the eight terminals. Approximately 60% of replacement parts, including tires, are stored at the Central Warehouse located at 11601 S.W. 160<sup>th</sup> Street, Miami, Florida. The inventories are valued using the weighted average method. The Administrative Director of Transportation was in charge of the inventory counting process.

## **OBJECTIVES, SCOPE AND METHODOLOGY**

In accordance with the 2014-15 Fiscal Year Audit Plan for the Office of Management and Compliance Audits, we have audited the inventory balances as reported in the unaudited Annual Financial Report issued by the Office of the Controller for the fiscal year ended June 30, 2014, and the related accounting records, for the purpose of determining the inventory values of the following departments/units:

- Textbook Support Services
- Department of Food and Nutrition
- Stores and Mail Distribution
- Maintenance Materials Management
- Department of Transportation

The audit procedures included observing the inventory-taking process by the administration at year-end and comparing the results with the amounts reported in the unaudited Annual Financial Report. The inventories and related records are the responsibility of the administration. Our responsibility is to express an opinion on the physical inventory results at year-end.

We conducted this performance audit in accordance with generally accepted *Government Auditing Standards* issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions, based on our audit objectives. An audit includes examining, on a test basis, evidence supporting the amounts reported as inventory for the stated departments/units in the unaudited Annual Financial Report. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall inventory presentation. In addition, this audit included an assessment of applicable internal controls. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions, based on our audit objectives.

**EXHIBIT A****STATEMENTS OF INVENTORIES PER UNAUDITED ANNUAL FINANCIAL REPORT  
FOR THE FISCAL YEARS ENDED JUNE 30, 2014 AND 2013<sup>1</sup>**

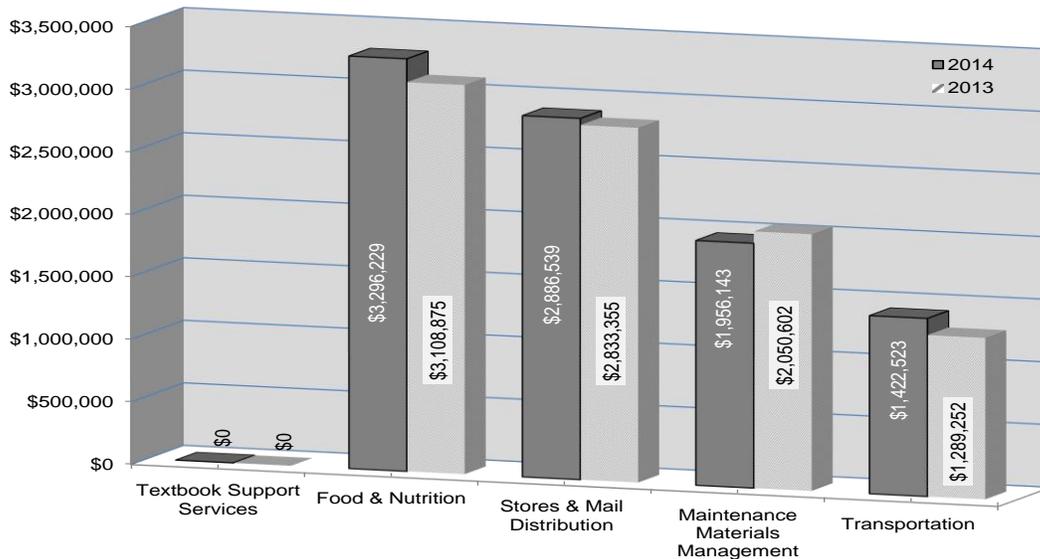
	<u>June 30, 2014</u>	<u>June 30, 2013</u>
<b>Textbook Support Services<sup>2</sup></b>	<b>\$ <u>0</u></b>	<b>\$ <u>0</u></b>
<b>Food &amp; Nutrition<sup>3</sup></b>		
Commodities – Processing Plant	2,109,781	1,876,643
Public Warehouse	450,043	529,043
Schools	74,220	63,190
Purchased Food Schools	329,293	350,126
Processed Food Schools	14,777	19,965
Non-Food Supplies Schools	<u>318,115</u>	<u>269,908</u>
Total Food and Nutrition	<u>3,296,229</u>	<u>3,108,875</u>
<b>Stores and Mail Distribution</b>	<u>2,886,539</u>	<u>2,833,355</u>
<b>Maintenance Materials Management</b>		
Materials, Parts and Supplies	<u>1,956,143</u>	<u>2,050,602</u>
<b>Department of Transportation</b>		
Parts	926,827	806,479
Fuel	383,468	397,239
Tires and Tubes	<u>112,228</u>	<u>85,534</u>
Total Department of Transportation	<u>1,422,523</u>	<u>1,289,252</u>
<b>Total Inventory</b>	<b><u>\$9,561,434</u></b>	<b><u>\$9,282,084</u></b>

<sup>1</sup> Please refer to EXHIBIT B – Analysis of Year-to-Year Changes in Inventory Balances for the Fiscal Years Ended June 30, 2014 and 2013 for explanations of the changes in inventory balances.

<sup>2</sup> The textbook inventory as of June 30, 2014, was zero. Textbooks orders totaling \$13 million were placed on June 24, 2014, but were not received until after the close of the fiscal year.

<sup>3</sup> The inventory for the Department of Food & Nutrition was reported as part of the Special Revenue Fund. The other inventories were reported in the General Fund.

**ANALYSIS OF YEAR-TO-YEAR CHANGES IN INVENTORY BALANCES  
FOR THE FISCAL YEARS ENDED JUNE 30, 2014 AND 2013**



**Textbook Support Services** – The textbook inventory as of June 30, 2014 was zero. We noted that orders of textbooks occurred on June 24, 2014, but were not received until after the close of the fiscal year. Textbooks ordered between June 2014 and August 2014, totaled \$13.7 million.

**Food and Nutrition** – The \$187,354 or 6% increase in food inventory as of June 30, 2014, resulted from increased quantities received from the U.S. Department of Agriculture.

**Stores and Mail Distribution** – The \$53,184 or 2% increase in supplies inventory as of June 30, 2014, resulted from changes in demand from the schools and in the composition of items stored by S&MD.

**Maintenance Materials Management** – Materials, parts and equipment inventory as of June 30, 2014, decreased by \$94,459 or 5% from one year ago. The decrease was due to stockroom management adjusting reorder points to align with actual usage history, not reordering stock items determined to be obsolete or discontinued, and curtailing the need for additional outside purchases by continuing to deplete non-recurring stock that were added to inventory in prior years for capital repairs projects by the Maintenance workforce.

**Department of Transportation** – The \$133,271 or 10% increase in inventory as of June 30, 2014, restored the year-end balance to its normal level and reversed the 7% year-over-year decrease from the prior year, which resulted from a cessation of non-salary expenditures during May and June 2013.

**EXHIBIT C**

**ANALYSIS OF INVENTORY RESULTS AND COMPOSITION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

Department/Unit	Perpetual Inventory Prior to Count	Adjustment to Perpetual	Adjusted Perpetual Inventory June 30, 2014	Unadjusted General Ledger	Adjustment to General Ledger	Adjusted General Ledger June 30, 2014	Annual Financial Report June 30, 2014
Textbook Support Services <sup>1</sup>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Food & Nutrition <sup>2</sup>	3,296,289	(60)	3,296,229	3,296,229	-	3,296,229	3,296,229
Stores and Mail Distribution <sup>3</sup>	2,822,059	64,480	2,886,539	2,886,539	-	2,886,539	2,886,539
Maintenance Materials Management <sup>4</sup>	1,946,163	9,980	1,956,143	1,966,972	(10,829)	1,956,143	1,956,143
Transportation <sup>5</sup>	<u>1,422,503</u>	<u>20</u>	<u>1,422,523</u>	<u>1,475,402</u>	<u>(52,879)</u>	<u>1,422,523</u>	<u>1,422,523</u>
<b>Total Inventory</b>	<b><u>\$9,487,014</u></b>	<b><u>\$74,420</u></b>	<b><u>\$9,561,434</u></b>	<b><u>\$9,625,142</u></b>	<b><u>\$(63,708)</u></b>	<b><u>\$9,561,434</u></b>	<b><u>\$9,561,434</u></b>

<sup>1</sup> No perpetual inventory system is maintained for textbooks. Also, refer to Exhibit A, Note 2 and Exhibit B.

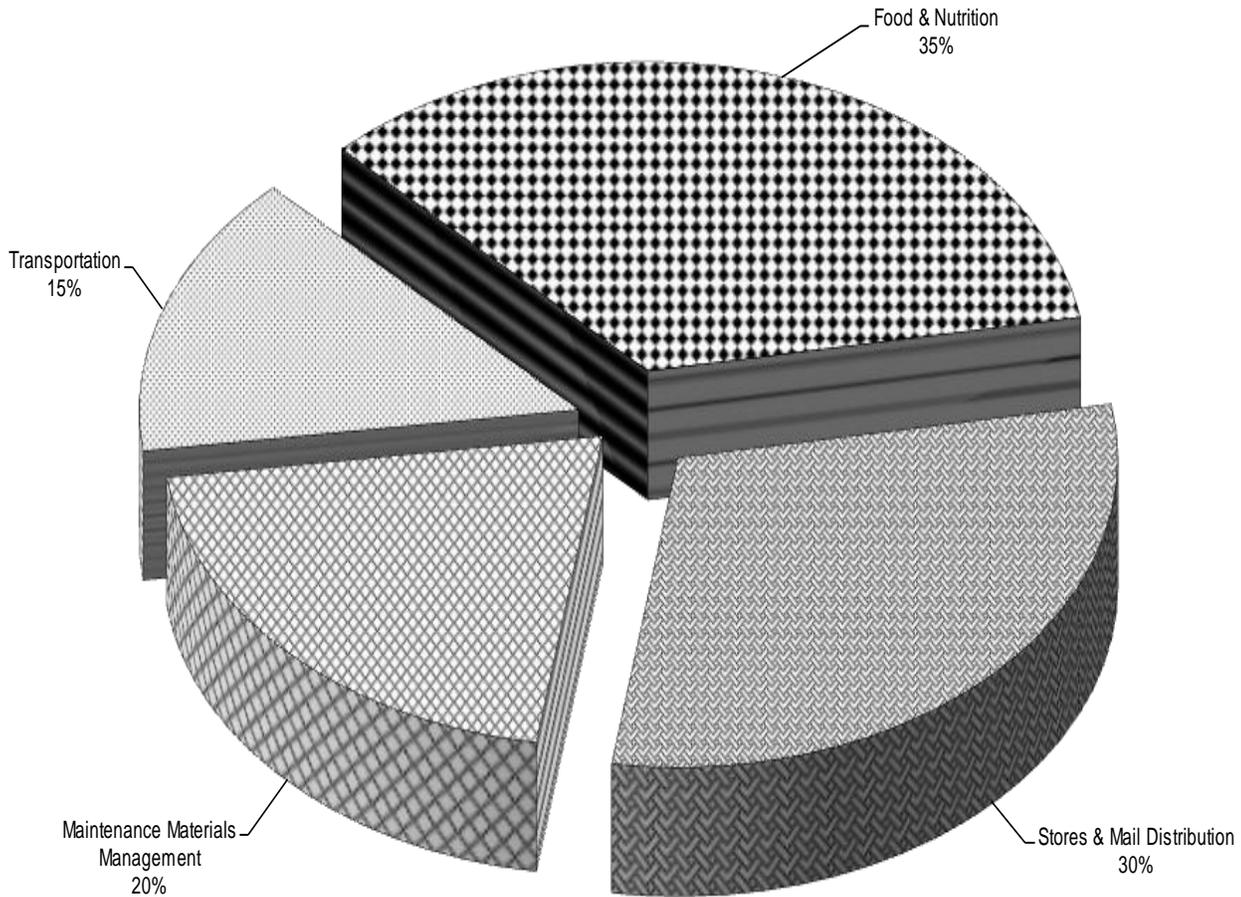
<sup>2</sup> Adjustments consisted of \$(60) warehouse count adjustments.

<sup>3</sup> Adjustments consisted of \$65,022 from inventory items received after the cut-off date, but before June 30, 2014, and \$(542) in department count adjustments.

<sup>4</sup> Adjustments consisted of \$10,022 from inventory items received after the cut-off date, but before June 30, 2014, and \$(42) in department count adjustments.

<sup>5</sup> Adjustments to perpetual was immaterial. Adjustments to general ledger consisted of \$(74,272) for repair parts, \$19,464 for tires and tubes, \$5,335 for unleaded fuel and \$(3,406) for diesel fuel. Although not material to the overall inventory balance, we have discussed our concerns about these adjustments with DOT.

Composition of Inventory as of June 30, 2014



## **RESULTS OF THE AUDIT**

### **INVENTORY OBSERVATIONS AND RECONCILIATION OF PHYSICAL COUNTS WERE SATISFACTORY AT ALL DEPARTMENTS AND UNITS**

#### **Department of Food and Nutrition**

The annual physical inventory count of the public warehouse inventory was conducted by F&N staff. Based on records maintained of the physical count, net inventory adjustment of \$(60) was made to the warehouse inventory. We obtained positive confirmation for 100% of the \$2,109,781 of inventory located at the food processing plants. We concluded that the \$3,296,229 in inventory was accurately reported in the district's unaudited Annual Financial Report, in all material respects.

#### **Stores and Mail Distribution**

The annual physical inventory count was conducted on June 30, 2014. Using Cumulative Monetary Amount (CMA) sampling methodology with a confidence level of 95%, we test-counted \$1,843,994 or 64% of the total inventory value. Our counts resulted in adjustments of \$(32) to the perpetual inventory records. In addition, prior to our counts, the department made net adjustments of \$(510) resulting from its count of the inventory. Adjustments of \$65,022 were also made to the perpetual inventory records for stock items received between the cut-off and year-end dates. The associated inventory items were subject to our counting procedures. We concluded that the \$2,886,539 in inventory was accurately reported in the district's unaudited Annual Financial Report, in all material respects.

#### **Maintenance Materials Management**

The annual physical inventory count was conducted on June 30, 2014. Using CMA sampling methodology with a confidence level of 95%, we test-counted \$1,043,584 as well as an additional \$14,349, randomly selected items, for a total of \$1,057,933 or 54% of the total inventory on hand. Our counts resulted in net adjustments of \$(42) to the perpetual inventory records. There were also adjustments totaling \$10,022 to the perpetual inventory for stock items received between the cut-off and year-end dates. In addition, an adjustment of \$(10,829) was required to adjust the general ledger balance (\$1,966,972) as of June 30, 2014, to the perpetual inventory records after our counts. We concluded that the \$1,956,143 in inventory was accurately reported in the district's unaudited Annual Financial Report, in all material respects.

## **Department of Transportation**

The annual physical inventory counts were conducted on June 30, 2014. Using CMA sampling methodology with a confidence level of 95%, we test-counted \$207,233 of inventory, as well as an additional \$17,526, randomly selected items and \$383,468 of fuel inventory for a total of \$608,227 or 43% of the total inventory value. The process of reconciling the perpetual inventory to the general ledger resulted in net adjustments of \$(52,879). Although the total net adjustments to the general ledger was not material to the total inventory balance, due to the timing and nature of the adjustments, we have met with DOT to share our concerns and review measures developed by DOT to eliminate the need for these adjustments in the future. We concluded that the \$1,422,523 in inventory was accurately reported in the district's unaudited Annual Financial Report, in all material respects.

### **RECOMMENDATION**

NONE



## Anti-Discrimination Policy

### Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **In Addition:**

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

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**INTERNAL AUDIT REPORT**

**Audit of Inventories as of June 30, 2014**



**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**Office of Management and Compliance Audits**  
**1450 N.E. 2<sup>nd</sup> Avenue, Room 415**  
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