



Internal Audit Report



Selected Schools



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

January 2010

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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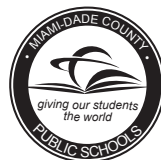
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January 19, 2010

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

Ladies and Gentlemen:

This report includes the audit results of 37 schools and centers currently reporting to various region and select district offices. At seven of the 37 schools, there was a change of principal since the prior audit. The audit period is one fiscal year ended June 30, 2009.

The main objectives of these audits were to express an opinion on the financial statements of the schools, evaluate compliance with District policies and procedures, and ensure that assets are properly safeguarded. The audits included a review of internal funds. On a selected basis, we reviewed payroll, credit card purchases, Title I Program expenditures and procedures, FTE reporting and student records, and aspects of data security. The results of property inventories for a portion of the schools included herein and for other schools previously reported are also included.

Our audits disclosed that the financial statements for most of the schools reported herein were fairly stated. At 29 of the 37 schools, we found general compliance with prescribed policies and procedures, and site records were maintained in good order. However, at eight schools, controls over the internal funds' disbursement function, payroll, property, purchasing credit card, Title I Program procedures, FTE records and procedures, and school site IT security need improvement. At one of these schools, discrepancies identified by the principal uncovered the former school treasurer's misappropriation of school merchandise and funds. Property audit results were satisfactory at 46 of the 50 schools being reported. However, at one of these four schools, substantial property losses required immediate corrective action from the current school administration, and were reported to the Miami-Dade Schools Police for further investigation.

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

Sincerely,

Jose F. Montes de Oca, CPA
Chief Auditor

Office of Management and Compliance Audits

JFM:mtg

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EXECUTIVE SUMMARY

The Office of Management and Compliance Audits has completed the audits of 37 schools and centers, seven of which were audited as a result of a change of principal since the prior audit. These 37 schools include 22 Region I schools, one Region II school, 11 Region III schools, two Region V schools, and one alternative education center which currently reports to the Adult/Vocational, Alternative Education Program and Community Education division within District/School Operations. The audit period for the schools reported herein was one fiscal year ended June 30, 2009.

The audits disclosed that records were maintained in good order and in accordance with prescribed policies and procedures at 29 of the 37 schools reported herein. The eight schools with reported audit findings are:

School Name	Region
1. William H. Turner Ed. Center	I
2. Orchard Villa Elementary	III
3. Frances S. Tucker Elementary	III
4. Brownsville Middle	III
5. Booker T. Washington Senior	III
6. Palmetto Elementary	V
7. Richmond Heights Middle	V
8. Corporate Academy South	Alt. Ed.

Audit findings pertain to selected aspects of internal funds, payroll, property, Purchasing Credit Card and Title I program procedures, FTE reporting and records, and School Site Information Technology (IT) data security. Refer to Summary Schedule of Audit Findings on pages 18-21. Management agreed with our recommendations and provided responses for corrective action. Responses are included following the recommendations in the *Findings and Recommendations* section of this report (pages 30-71); and in the Appendix section (pages 80-109) in memorandum format.

At-A-Glance Audit Results

- ◆ Of 37 Schools, Seven Were Reviewed As A Result Of A Change Of Principal
- ◆ 37 Schools Include 22 Region I Schools, One Region II School, 11 Region III Schools, 2 Region V Schools, And 1 Alternative Education Center
- ◆ 29 Of 37 Schools Were Compliant With District Procedures.

At-A-Glance Results

- ◆ **Financial Statements Fairly Stated At 36 Of 37 Schools**
- ◆ **During FY2008-2009, 37 Schools Received And Disbursed \$5.3M And \$5.6M, Respectively; At Year-End, \$976K Total Cash And Investments**
- ◆ **Internal Funds Reviewed At All 37 Schools; 33 Schools Compliant With Policy.**

Notwithstanding the conditions and findings reported herein, at 36 of the 37 schools, the financial statements present fairly, in all material respects, the changes in fund balances arising from the cash transactions of the schools during the 2008-2009 fiscal year, on the cash basis of accounting.

At Corporate Academy South, with the exception of the account activity in the Trust Fund-Graduation and Instructional Materials (Fund 9) account, the financial statement of the internal funds of the school otherwise fairly represents the changes in fund balances arising from cash transactions during the 2008-09 fiscal year, on the cash basis of accounting.

As of June 30, 2009, for all 37 schools and centers reported herein, total combined receipts and disbursements amounted to \$5,334,028 and \$5,613,322 respectively; while total combined cash and investments amounted to \$976,406 (Pages 10-13).

Also, as of June 30, 2009, the internal control structure at 36 of the 37 schools generally functioned as designed by the District and implemented by the school administration, except for those conditions reported at the individual schools. Furthermore, at Corporate Academy South, as further evidenced by the findings, our assessment of the controls in place to promote compliance with District policy indicated that the internal control structure was not generally functioning as designed by the administration.

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

INTERNAL FUNDS

Internal funds records and procedures were reviewed at all 37 schools. Of 37 schools, 33 were in general compliance with the procedures established in the *Manual of Internal Fund Accounting*.

At William H. Turner Education Center (Senior High School), EESAC expenditures paid with internal funds and posted to the Fund 9 account were not processed before the closing of the fiscal year. Consequently, approximately \$12,000 budgeted for EESAC expenditures were lost since they could not be re-budgeted by the District. These EESAC expenditures, which mostly consisted of out-of-county student travel, were improperly charged to the Fund 9 account, since guidelines expressly prohibit charging out-of-county student travel to this account (Pages 30-33).

At Booker T. Washington Senior, Child Care Program services were offered; however, we were unable to verify the accuracy of the revenues generated by the program because records maintained by the school were incomplete (Pages 34-35).

At Richmond Heights Middle, our review of the disbursement function disclosed invoices that were paid late or posted late to the MSAF system; as well as invoices that did not include signatures to indicate that goods or services had been received and payment was in order. We also found one overpayment. Some of these issues contributed to a deficit balance in the Internal Funds' General Fund of the school at year-end (Pages 36-39).

At Corporate Academy South, the Principal requested a police investigation after discovering that the school treasurer had made several unauthorized purchases with the Purchasing Credit card (P-Card). Our review of the school's internal funds and P-Card activities disclosed that the treasurer misappropriated \$2,261 in P-card purchases and cash collections. She admitted in writing to misuse of the P-card, restituted \$1,294 of the total amount misappropriated, and resigned from the school system. As result of her actions, she was charged with Grand Theft in the Third Degree, and was later arrested by the police. As of the completion of this audit, her case was pending prosecution at the State Attorney's office; and her M-DCPS personnel records had been flagged to preclude future employment (Pages 40-45).

At-A-Glance Audit Results

- ◆ **At William H. Turner Ed. Ctr. And Richmond Heights Middle, Controls Over Disbursements Need Improvement**
- ◆ **At Booker T. Washington Senior, Child Care Program Records Disclosed Discrepancies**
- ◆ **Fraudulent Internal Funds And P-Card Activity Uncovered At Corporate Academy South.**

At-A-Glance Audit Results

- ◆ Payroll Reviewed At All Seven Schools With A Change Of Principal; And At Ten Other Schools
- ◆ 16 Of 17 Schools Compliant With Payroll Policies
- ◆ At Booker T. Washington Sr., Most Payroll Discrepancies Related To Time And Attendance Record-Keeping Errors And Omissions.

PAYROLL

We reviewed payroll records and procedures at 17 of the 37 schools reported herein. These 17 schools include seven schools that underwent a change of principal since the prior audit, as identified below, and also in the table on pages 22-25. The 17 schools are:

- **William H. Turner Education Center***
- John G. Dupuis Elementary
- Amelia Earhart Elementary
- Dr. Rolando Espinosa K-8 Center
- Miami Lakes K-8 Center
- Palm Springs Middle
- **North Miami Middle***
- **Orchard Villa Elementary***
- Brownsville Middle
- **Booker T. Washington Senior***
- Coral Way K-8 Center
- Fairlawn Elementary
- Ada Merritt K-8 Center
- **Lenora B. Smith Elementary***
- **Palmetto Elementary***
- **Richmond Heights Middle***
- Corporate Academy South

At 16 of the 17 schools, there was general compliance with the *Payroll Processing Procedures Manual*.

At Booker T. Washington Senior, current payrolls revealed discrepancies with the time and attendance reported for employees and temporary instructors; and with the leave cards documenting employee absences. Payroll corrections associated with these conditions were processed by the school at our request (Pages 46-49).

* Change of principal since prior audit at this school (7 schools).

PROPERTY

The results of physical inventories of property items with an individual cost of \$1,000 or more are reported for 17 of the 37 schools included herein. We are also including the inventory results of 33 other schools whose property inventory results were pending publication since December 2009. At 20 schools, property inventories are currently in progress and results will be reported at a later date. Approximately \$26.7 million was inventoried at the 50 schools reported herein.

Property results indicated that 46 of the 50 schools were in compliance with the *Manual of Property Control Procedures*. A total of 26 items with an acquisition cost of \$40,060 and a depreciated value of \$9,951 were reported “unlocated” at four schools. Refer to Property Schedules on pages 26-28. However, only one of the four schools revealed significant property losses, as follows:

At Booker T. Washington Senior, a total of 22 property items with a depreciated value of \$8,053 and an acquisition cost of \$31,951 could not be located during the audit. Most of the missing equipment consisted of computers and musical instruments. This is the third consecutive audit, under different school administrations, where a property inventory has turned unsatisfactory results. Consequently, this matter was referred to the Miami-Dade Schools Police Department for further investigation (Pages 50-52).

Property inventories include the review of property losses reported by the schools through the Plant Security Report process. Our analysis of Plant Security Report losses for the schools reported herein disclosed a total of 13 items at a cost of \$19,414 and a depreciated value of \$6,429 reported missing at eight schools. Refer to Property Schedule on page 29. These losses, mostly the result of theft and vandalism incidents at the affected schools, concentrated in the area of computer equipment.

At-A-Glance Audit Results

- ◆ **Property Reported For 17 Of 37 Schools And For 33 Other Schools**
- ◆ **Inventory Of Remaining 20 Schools In Progress**
- ◆ **46 Of 50 Schools Compliant With Property Procedures**
- ◆ **At Booker T. Washington Sr., Unsatisfactory Property Audit Results Reported During Most Recent and Past Two Audits.**

At-A-Glance Audit Results

- ◆ P-Card Reviewed At Nine Schools
- ◆ Eight of Nine Schools Compliant With P-Card Procedures
- ◆ At Corporate Academy South, The Former Treasurer Fraudulently Used the P-Card
- ◆ Title I Program Expenditures At Two Schools Totaled Almost \$789K.

PURCHASING CREDIT CARD (P-CARD)

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

- James H. Bright/J. W. Johnson Elementary
- Dr. Rolando Espinosa K-8 Center
- Miami Park Elementary
- Jose Marti Middle
- North Dade Middle
- Palm Springs Middle
- Coral Way K-8 Center
- Ada Merritt K-8 Center
- **Corporate Academy South**

Our audits disclosed general compliance with the *Purchasing Credit Card Program Policies & Procedures Manual* at 8 of the 9 schools.

At *Corporate Academy South*, the former treasurer fraudulently used the P-Card. Refer to page 3 of this report for a summary of the fraudulent activity uncovered at this school, which involved P-Card and internal funds activities (Pages 40-45).

TITLE I PROGRAM

A review of Title I Program expenditures and procedures for the 2008-2009 fiscal year was conducted at two schools:

School	Title I Program Expenditures
Orchard Villa Elementary	\$ 330,804
North Miami Middle	457,690
Total	\$ 788,494

For these two schools, total expenditures incurred under various Title I programs amounted to \$788,494. Results disclosed that one of the two schools reviewed was generally compliant with the policies and procedures established by the *Title I Administration Handbook*.

At Orchard Villa Elementary, records maintained by the Community Involvement Specialist and the Title I Reading Coaches were not in proper order; and some records could not be located. In addition, the school failed to meet the one (1) percent expenditure minimum required for parental involvement (Pages 53-58).

FULL-TIME-EQUIVALENT (FTE) FUNDING

The following five schools were selected for these audits:

School	FTE Funding Reported
Bunche Park Elementary	\$ 639,805
Frances S. Tucker Elementary	757,936
Brownsville Middle	1,558,652
Coral Way K-8 Center	3,227,583
Palmetto Elementary	1,306,797
Total	\$ 7,490,773

The total FTE funding amounted to nearly \$7.5 million for the five schools combined. FY 2008-09 FTE Survey Period three (3) was reviewed at all schools but Bunche Park Elementary, where records corresponding to FY2009-10 FTE Survey Period two (2) were reviewed.

Of the five schools, two were generally compliant with FTE recordkeeping and reporting procedures.

At Palmetto Elementary and Frances S. Tucker Elementary, two students in total were incorrectly funded at a higher level than entitled according to the records in the student's cumulative folder. These errors would have required amendments to the Department of Education Correction System (DECO) for FTE surveys two (2) and three (3) totaling \$25,523 to realign the funding with the services.

At-A-Glance Audit Results

- ◆ Orchard Villa Elementary Not Compliant With Title I Record-Keeping Procedures

- ◆ FTE Records And Procedures Reviewed At Five Schools

- ◆ Total FTE Funding At These Five Schools Calculated At Nearly \$7.5 M.

However, as of the audit visit, the deadline to process a DECO amendment had expired, and the schools were unable to submit these corrections. Additionally, at Palmetto Elementary, other discrepancies identified in sampled Special Education (SPED) student records would have generated a potential funding loss to the District of \$12,762 (Pages 59-65).

At Brownsville Middle, discrepancies identified in sampled English Language Learners' (ELL) student records would have resulted in a potential funding disallowance of \$1,760 (Pages 66-68).

DATA SECURITY MANAGEMENT REPORT AND SCHOOL SITE IT SECURITY AUDIT CHECKLIST

We reviewed the report titled "Authorized Applications for Employees by Locations Report" at 12 schools. At two of these schools, we physically verified the information provided by the schools on the School Site Information Technology (IT) Assessment:

- Dr. Rolando Espinosa K-8 Center
- Miami Park Elementary
- Country Club Middle
- Hialeah Middle
- North Miami Middle
- Frances S. Tucker Elementary
- **Booker T. Washington Senior***
- Fairlawn Elementary
- **Ada Merritt K-8 Center***
- Jose de Diego Middle
- Richmond Heights Middle
- Corporate Academy South

* School Site IT Security Walk-Through conducted at this school (2 schools).

At-A-Glance Audit Results

- ◆ **Palmetto Elementary, Frances S. Tucker Elementary, and Brownsville Middle Were Non-Compliant With FTE Procedures.**
- ◆ **Selected Data Security Reports Reviewed At 12 Schools, And School Site IT Security Walk-Through Conducted At Two Schools.**

At 11 of the 12 schools, there was general compliance regarding staff's access to system applications and school site IT security.

At Booker T. Washington Senior, a security monitor had access to the electronic attendance manager application WGBA, even though access to the application was not required to perform the security monitor's job duties; and the principal had not reviewed the M-DCPS Network Security Standards (NSS) with the School Based Technician (SBT). During our walk-through of the facilities, we identified several PC-based machines without district antivirus, PC-based machines that were not members of the DADESCHOOLS domain, and problems with the servers reviewed. All matters identified during our review of data security reports and our walk-through of the facilities which related to non-compliance with school site IT protocols were discussed with the school administration for immediate corrective action (Pages 69-71).

AUDIT OPINION

The following tables summarize total cash receipts and disbursements, and financial position of cash and investments *as of June 30, 2009 for all 37 schools and centers included herein*. It also provides the audit opinion regarding the schools' financial statements:

At-A-Glance Audit Results

- ◆ **11 Of 12 Schools Generally Compliant With Data Security**
- ◆ **Review of Data Security Report And School Site IT Walk-Through Revealed Discrepancies At Booker T. Washington Senior**
- ◆ **Audit Opinion For All 37 Schools Included Herein.**

CONDENSED ANNUAL FINANCIAL REPORTS AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2009

The condensed Annual Financial Reports and Total Cash and Investments as of June 30, 2009 for the following 37 schools are:

Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
Region I Schools								
William H. Turner Ed. Center (Sr. High School)*	\$ 113,634.97	\$ 451,567.73	\$ 466,648.69	\$ 98,554.01	\$ 23,559.28	\$ 74,994.73	\$ -	\$ 98,554.01
William H. Turner Ed. Center (Adult Ed. Ctr.)*	42,557.39	132,735.51	145,342.88	29,950.02	2,489.57	27,460.45	-	29,950.02
James H. Bright/J. W. Johnson Elementary**	153,258.53	92,718.13	134,477.74	111,498.92	13,029.34	98,469.58	-	111,498.92
Bunche Park Elementary	20,082.88	18,055.37	22,747.65	15,390.60	5,024.41	10,366.19	-	15,390.60
John G. Dupuis Elementary	31,483.43	162,375.30	167,540.69	26,318.04	10,103.55	16,214.49	-	26,318.04
Amelia Earhart Elementary	22,812.95	100,897.54	107,659.84	16,050.65	1,559.41	14,491.24	-	16,050.65
Dr. Rolando Espinosa K-8 Center	-	389,900.34	372,650.31	17,250.03	17,250.03	-	-	17,250.03
Bob Graham Education Center	60,125.12	488,803.20	510,045.42	38,882.90	24,717.62	14,165.28	-	38,882.90
Hialeah Gardens Elementary	35,527.52	282,282.70	299,842.72	17,967.50	17,967.50	-	-	17,967.50
Miami Lakes K-8 Center	21,896.07	165,783.39	176,466.22	11,213.24	9,453.21	1,760.03	-	11,213.24

* School audit results for the senior high school and adult center reported together as one school audit.

** Principal supervises both school locations and results reported as one school audit. No internal funds at J. W. Johnson Elementary; only property.

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2009**

Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
Miami Park Elementary	22,234.75	19,381.92	29,200.99	12,415.68	1,916.74	10,498.94	-	12,415.68
North Dade Center for Modern Languages Elementary	27,231.15	39,991.14	54,837.10	12,385.19	8,926.31	3,458.88	-	12,385.19
Palm Lakes Elementary	14,731.94	69,112.02	72,853.34	10,990.62	10,990.62	-	-	10,990.62
Rainbow Park Elementary	9,155.62	31,199.53	27,927.01	12,428.14	11,024.37	1,403.77	-	12,428.14
Henry E. S. Reeves Elementary	6,896.11	41,039.50	42,492.82	5,442.79	4,309.60	1,133.19	-	5,442.79
Spanish Lake Elementary	17,675.28	89,319.90	80,451.38	26,543.80	26,543.80	-	-	26,543.80
Twin Lakes Elementary	21,454.88	31,429.06	39,642.83	13,241.11	194.40	13,046.71	-	13,241.11
Charles D. Wyche, Jr. Elementary	15,579.49	51,173.93	53,369.42	13,384.00	4,343.58	9,040.42	-	13,384.00
Country Club Middle	28,117.02	131,776.27	126,365.50	33,527.79	22,966.72	10,561.07	-	33,527.79
Hialeah Middle	43,143.89	132,297.48	153,905.36	21,536.01	9,111.59	12,424.42	-	21,536.01
Jose Marti Middle	44,210.29	178,882.89	188,506.94	34,586.24	4,458.41	30,127.83	-	34,586.24
North Dade Middle	18,843.68	43,166.08	43,290.29	18,719.47	4,782.22	13,937.25	-	18,719.47
Palm Springs Middle	66,182.25	122,548.60	157,613.07	31,117.78	28,687.49	2,430.29	-	31,117.78
<u>Region II School</u>								
North Miami Middle	24,699.98	21,475.55	27,455.36	18,720.17	7,005.09	11,715.08	-	18,720.17

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2009**

Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
<u>Region III Schools</u>								
Orchard Villa Elementary	4,831.82	10,318.03	12,771.90	2,377.95	1,348.48	1,029.47	-	2,377.95
Frances S. Tucker Elementary	12,093.72	29,131.41	32,223.27	9,001.86	7,176.32	1,825.54	-	9,001.86
Brownsville Middle	29,094.60	42,940.99	50,222.99	21,812.60	828.82	20,983.78	-	21,812.60
Booker T. Washington Senior	100,784.55	351,688.95	345,164.73	107,308.77	55,854.82	51,453.95	-	107,308.77
Coral Way K-8 Center	20,023.55	471,910.00	474,677.18	17,256.37	13,817.61	3,438.76	-	17,256.37
Fairlawn Elementary	36,052.42	182,769.43	200,851.41	17,970.44	17,306.98	663.46	-	17,970.44
Ada Merrit K-8 Center	20,117.77	345,256.86	343,222.69	22,151.94	6,501.55	15,650.39	-	22,151.94
Olinda Elementary	10,273.49	9,529.99	14,425.63	5,377.85	4,633.39	744.46	-	5,377.85
Riverside Elementary	27,791.00	31,173.14	31,475.23	27,488.91	15,648.43	11,840.48	-	27,488.91
Lenora Braynon Smith Elementary	12,941.66	44,932.88	38,216.97	19,657.57	9,958.31	9,699.26	-	19,657.57
Jose de Diego Middle	35,020.89	40,750.77	46,467.13	29,304.53	5,982.11	23,322.42	-	29,304.53
<u>Region V Schools</u>								
Palmetto Elementary	24,967.70	376,227.00	392,981.01	8,213.69	718.55	7,495.14	-	8,213.69
Richmond Heights Middle	54,698.07	105,370.09	123,203.12	36,865.04	16,137.86	20,727.18	-	36,865.04

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2009**

Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
Alternative Education Center								
Corporate Academy South	5,473.52	4,115.59	6,084.91	3,504.20	1,017.71	2,486.49	-	3,504.20
TOTAL	\$ 1,255,699.95	\$ 5,334,028.21	\$ 5,613,321.74	\$ 976,406.42	\$ 27,345.80	\$ 549,060.62	\$ -	\$ 976,406.42

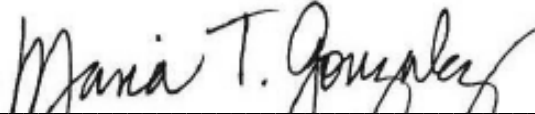
Audit Opinion on Financial Statements and Overall Assessment of Internal Controls Over Financial Reporting

Notwithstanding the conditions and findings reported herein, at 36 of the 37 schools, the financial statements present fairly, in all material respects, the changes in fund balances arising from the cash transactions of the schools during the 2008-2009 fiscal year, on the cash basis of accounting. At Corporate Academy South, with the exception of the account activity in the Trust Fund-Graduation and Instructional Materials (Fund 9) account, the financial statement of the internal funds of the school otherwise fairly represents the changes in fund balances arising from cash transactions during the 2008-09 fiscal year, on the cash basis of accounting.

As of June 30, 2009, the internal control structure at 36 of the 37 schools generally functioned as designed by the District and implemented by the school administration, except for those conditions reported at the individual schools. At Corporate Academy South, as further evidenced by the findings, our assessment of the controls in place to promote compliance with District policy indicate that the internal control structure was not generally functioning as designed by the administration.

As of June 30, 2009, for all 37 schools and centers reported herein, total combined receipts and disbursements amounted to \$ 5,334,028.21 and \$ 5,613,321.74 respectively; while total combined cash and investments amounted to \$ 976,406.42.

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


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

INTERNAL CONTROLS RATING

Internal controls ratings of the eight schools/centers with reported audit findings are depicted as follows:

SCHOOLS/ CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>Region I School</u>							
William H. Turner Ed. Center		✓			✓		Likely to impact
<u>Region III Schools</u>							
Orchard Villa Elementary		✓			✓		Likely to impact
Frances S. Tucker Elementary		✓			✓		Likely to impact
Brownsville Middle		✓			✓		Likely to impact
Booker T. Washington Senior		✓			✓		Likely to impact
<u>Region V Schools</u>							
Palmetto Elementary		✓			✓		Likely to impact
Richmond Heights Middle		✓			✓		Likely to impact
<u>Alternative Education Center</u>							
Corporate Academy South		✓			✓		Likely to impact

INTERNAL CONTROLS RATING

Internal controls ratings of the 29 schools/centers with no reported audit findings are depicted as follows:

SCHOOLS/ CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>Region I Schools</u>							
<u>Elementary Schools and K-8 Centers</u>							
James H. Bright/ J. W. Johnson Elementary	✓			✓			Not Likely to impact
Bunche Park Elementary	✓			✓			Not Likely to impact
John G. Dupuis Elementary	✓			✓			Not Likely to impact
Amelia Earhart Elementary	✓			✓			Not Likely to impact
Dr. Rolando Espinosa K-8 Center	✓			✓			Not Likely to impact
Bob Graham Education Center	✓			✓			Not Likely to impact
Hialeah Gardens Elementary	✓			✓			Not Likely to impact
Miami Lakes K-8 Center	✓			✓			Not Likely to impact
Miami Park Elementary	✓			✓			Not Likely to impact
North Dade Center For Modern Languages Elementary	✓			✓			Not Likely to impact
Palm Lakes Elementary	✓			✓			Not Likely to impact
Rainbow Park Elementary	✓			✓			Not Likely to impact

INTERNAL CONTROLS RATING

SCHOOLS/ CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Henry E. S. Reeves Elementary	✓			✓			Not Likely to impact
Spanish Lake Elementary	✓			✓			Not Likely to impact
Twin Lakes Elementary	✓			✓			Not Likely to impact
Charles David Wyche, Jr. Elementary	✓			✓			Not Likely to impact
<u>Middle Schools</u>							
Country Club Middle	✓			✓			Not Likely to impact
Hialeah Middle	✓			✓			Not Likely to impact
Jose Marti Middle	✓			✓			Not Likely to impact
North Dade Middle	✓			✓			Not Likely to impact
Palm Springs Middle	✓			✓			Not Likely to impact
<u>Region II School</u>							
<u>Middle School</u>							
North Miami Middle	✓			✓			Not Likely to impact
<u>Region III Schools</u>							
<u>Elementary Schools and K-8 Centers</u>							
Coral Way K-8 Center	✓			✓			Not Likely to impact
Fairlawn Elementary	✓			✓			Not Likely to impact
Ada Merritt K-8 Center	✓			✓			Not Likely to impact
Olinda Elementary	✓			✓			Not Likely to impact
Riverside Elementary	✓			✓			Not Likely to impact

INTERNAL CONTROLS RATING

SCHOOLS/ CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Lenora Braynon Smith Elementary	✓			✓			Not Likely to impact
<u>Middle School</u>							
Jose de Diego Middle	✓			✓			Not Likely to impact

SUMMARY SCHEDULE OF AUDIT FINDINGS

Summary of findings at schools/centers with reported audit findings are as follows:

Work Loc. No.	Schools/Centers	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	AREA OF FINDINGS	Total per School	AREA OF FINDINGS
<u>Region I School</u>					
7601/ 7602	William H. Turner Ed. Center	1	<ul style="list-style-type: none"> ▪ EESAC Disbursements 	None	
<u>Region III Schools</u>					
4171	Orchard Villa Elementary	2	<ul style="list-style-type: none"> ▪ Title I Community Involvement Specialist ▪ Title I Reading Coach 	None	
5561	Frances S. Tucker Elementary	1	<ul style="list-style-type: none"> ▪ FTE-Special Education 	None	
6031	Brownsville Middle	1	<ul style="list-style-type: none"> ▪ FTE-English Language Learners 	None	
7791	Booker T. Washington Senior	4	<ul style="list-style-type: none"> ▪ Child Care Program ▪ Payroll ▪ Property ▪ Data Security 	1	<ul style="list-style-type: none"> ▪ Property
<u>Region V Schools</u>					
4221	Palmetto Elementary	1	<ul style="list-style-type: none"> ▪ FTE-Special Education 	None	
6781	Richmond Heights Middle	1	<ul style="list-style-type: none"> ▪ Disbursements 	None	
<u>Alternative Education Center</u>					
8201	Corporate Academy South	1	<ul style="list-style-type: none"> ▪ Misappropriation-Internal Funds and Purchasing Credit Card 	None	
TOTAL		12		1	

SUMMARY SCHEDULE OF AUDIT FINDINGS

Summary of findings at schools/centers with no reported audit findings are as follows:

Work Loc. No.	Schools/Centers	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	AREA OF FINDINGS	Total per School	AREA OF FINDINGS
<u>Region I Schools</u>					
0481/2621	James H. Bright/ J. W. Johnson Elementary	None		2	▪ FTE (SPED and ELL)
0641	Bunche Park Elementary	None		None	
1481	John G. Dupuis Elementary	None		None	
1521	Amelia Earhart Elementary	None		None	
0122	Dr. Rolando Espinosa K-8 Center	None		None	
0091	Bob Graham Education Center	None		None	
2111	Hialeah Gardens Elementary	None		None	
3281	Miami Lakes K-8 Center	None		None	
3301	Miami Park Elementary	None		None	
5131	No. Dade Center For Modern Languages Elementary	None		None	
4241	Palm Lakes Elementary	None		None	
4541	Rainbow Park Elementary	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS

Work Loc. No.	Schools/Centers	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	AREA OF FINDINGS	Total per School	AREA OF FINDINGS
4491	Henry E. S. Reeves Elementary	None		None	
2191	Spanish Lake Elementary	None		None	
5601	Twin Lakes Elementary	None		None	
5991	Charles David Wyche, Jr. El.	None		None	
6611	Country Club Middle	None		None	
6231	Hialeah Middle	None		None	
6421	Jose Marti Middle	None		None	
6591	North Dade Middle	None		None	
6681	Palm Springs Middle	None		None	
<u>Region II School</u>					
6631	North Miami Middle	None		None	
<u>Region III Schools</u>					
1121	Coral Way K-8 Center	None		None	

SUMMARY SCHEDULE OF AUDIT FINDINGS

Work Loc. No.	Schools/Centers	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	AREA OF FINDINGS	Total per School	AREA OF FINDINGS
1801	Fairlawn Elementary	None		None	
3191	Ada Merritt K-8 Center	None		None	
4071	Olinda Elementary	None		1	▪ FTE (ELL)
4681	Riverside Elementary	None		None	
0081	Lenora B. Smith Elementary	None		None	
6361	Jose de Diego Middle	None		None	
TOTAL		None		3	

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Listed below are the names of the former and current principals of schools with audit findings:

Work Location No.	Schools/Centers	Current Pincipal(s)/ Administrator(s)	Former Principal(s)/ Administrator(s)
<u>Region I Schools</u>			
7601/7602	William H. Turner Ed. Center*	Ms. Lavette S. Hunter	Ms. Valmarie W. Rhoden (Through July 2009; retired)
<u>Region III Schools</u>			
4171	Orchard Villa Elementary*	Ms. Cathleen A. McGinnis	Ms. Patricia C. Duncan (Through August 2009; retired)
5561	Frances S. Tucker Elementary	Ms. Annette DeGoti	N/A-No Change of Principal Since Prior Audit
6031	Brownsville Middle	Ms. Sharon M. Johnson	N/A-No Change of Principal Since Prior Audit
7791	Booker T. Washington Sr.*	Mr. Rafael Villalobos	Ms. Rhonda Y. Williams (Through July 2009; presently Principal at Barbara J. Hawkins Elementary)
<u>Region V Schools</u>			
4221	Palmetto Elementary*	Mr. Eric Torres	Ms. Mirta R. Segredo (Through August 2009; presently Principal at Snapper Creek Elementary)
6781	Richmond Heights Middle*	Ms. Kristal B. Hickmon	Ms. Carol Y. Wright (Through July 2009; presently Principal at Coral Gables Adult Education Center)
<u>Alternative Education Center</u>			
8201	Corporate Academy South	Dr. David H. Brooks	N/A-No Change of Principal Since Prior Audit

Name highlighted indicates Principal in charge of school during audit period under which findings were cited.

* Change of Principal at this school.

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Listed below are the names of the former and current principals of schools/centers with no audit findings to report:

Work Location No.	Schools/Centers	Current Pincipal(s)/ Administrator(s)	Former Principal(s)/ Administrator(s)
<u>Region I Schools</u>			
0481/2621	James H. Bright/J.W. Johnson Elementary	Ms. Maritza M. Garcia	N/A-No Change of Principal Since Prior Audit
0641	Bunche Park Elementary	Dr. Viola E. Irons	N/A-No Change of Principal Since Prior Audit
1481	John G. Dupuis Elementary	Ms. Claudine Winsor	N/A-No Change of Principal Since Prior Audit
1521	Amelia Earhart Elementary	Dr. Ada B. Hernandez	N/A-No Change of Principal Since Prior Audit
0122	Dr. Rolando Espinosa K-8 Center	Ms. Reva A. Vangates	N/A-No Change of Principal Since Prior Audit
0091	Bob Graham Education Center	Dr. Robin P. Behrman	N/A-No Change of Principal Since Prior Audit
2111	Hialeah Gardens Elementary	Ms. Ivette Bernal-Pino	N/A-No Change of Principal Since Prior Audit
3281	Miami Lakes K-8 Center	Ms. Rosa L. Calvo	N/A-No Change of Principal Since Prior Audit
3301	Miami Park Elementary	Ms. Sandra C. Pelham	N/A-No Change of Principal Since Prior Audit
5131	North Dade Center for Modern Languages Elementary	Dr. Maria A. Castaigne	N/A-No Change of Principal Since Prior Audit
4241	Palm Lakes Elementary	Ms. Alina Q. Iglesias	N/A-No Change of Principal Since Prior Audit
4541	Rainbow Park Elementary	Ms. Robin T. Armstrong	N/A-No Change of Principal Since Prior Audit

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Work Location No.	Schools/Centers	Current Pincipal(s)/ Administrator(s)	Former Principal(s)/ Administrator(s)
4491	Henry E. S. Reeves Elementary	Mr. Julian E. Gibbs	N/A-No Change of Principal Since Prior Audit
2191	Spanish Lake Elementary	Ms. Jacqueline Arias-Gonzalez	N/A-No Change of Principal Since Prior Audit
5601	Twin Lakes Elementary	Ms. Maria Isabel de León	N/A-No Change of Principal Since Prior Audit
5991	Charles D. Wyche, Jr. Elementary	Dr. Barbara L. Johnson	N/A-No Change of Principal Since Prior Audit
6611	Country Club Middle	Mr. Jose Bueno	N/A-No Change of Principal Since Prior Audit
6231	Hialeah Middle	Ms. Lourdes Diaz	N/A-No Change of Principal Since Prior Audit
6421	Jose Marti Middle	Mr. Jose Enriquez, Jr.	N/A-No Change of Principal Since Prior Audit
6591	North Dade Middle	Mr. Lowell C. Crawford	N/A-No Change of Principal Since Prior Audit
6681	Palms Springs Middle	Ms. Melissa C. Wolin	N/A-No Change of Principal Since Prior Audit
<u>Region II School</u>			
6631	North Miami Middle*	Ms. Melanie E. Megias	Mr. Michael A. Lewis (Through September 2008; presently Principal at North Miami Senior) Mr. Fernando P. Diaz (Through March 2009; presently Assistant Principal at Highland Oaks Middle)

* Change of Principal at this school.

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Work Location No.	Schools/Centers	Current Pincipal(s)/ Administrator(s)	Former Principal(s)/ Administrator(s)
<u>Region III School</u>			
1121	Coral Way K - 8 Center	Mr. Alejandro Perez	N/A-No Change of Principal Since Prior Audit
1801	Fairlawn Elementary	Ms. Amelia P. Leth	N/A-No Change of Principal Since Prior Audit
3191	Ada Merrit K-8 Center	Ms. Carmen M. Garcia	N/A-No Change of Principal Since Prior Audit
4071	Olinda Elementary	Mr. Adrian Montes	N/A-No Change of Principal Since Prior Audit
4681	Riverside Elementary	Dr. Sharon M. Lopez	N/A-No Change of Principal Since Prior Audit
0081	Lenora Braynon Smith Elementary*	Mr. Orlando B. Milligan	Ms. Wanda R. Heidelberg (Through July 2009; presently Principal at Lillie C. Evans Elementary)
6361	Jose de Diego Middle	Mr. Jerry J. Clay, Jr.	N/A-No Change of Principal Since Prior Audit

* Change of Principal at this school.

PROPERTY SCHEDULES

Property inventory results are as follows:

Work Location No.	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. of Unloc. Items	Dollar Value
				No. of Unloc. items	At Cost	At Deprec. Value		
Region I Schools								
7601/7602	William H. Turner Ed. Ctr. (Ad. & Sr.)	1,169	\$ 3,759,609	None	-	-	None	-
0481/2621	James h. Bright/J.W. Johnson El.◆							
0641	Bunche Park Elementary◆							
1481	John G. Dupuis Elementary◆							
1521	Amelia Earhart Elementary◆							
0122	Dr. Rolando Espinosa K-8 Center◆							
0091	Bob Graham Education Center◆							
2111	Hialeah Gardens Elementary	115	282,366	None	-	-	None	-
3281	Miami Lakes K-8 Center◆							
3301	Miami Park Elementary◆							
5131	North Dade Ctr. for Mod. Lang.◆							
4241	Palm Lakes Elementary◆							
4541	Rainbow Park Elementary◆							
4491	Henry E. S. Reeves Elementary◆							
2191	Spanish Lake Elementary◆							
5601	Twin Lakes Elementary◆							
5991	Charles D. Wyche, Jr. Elementary◆							
6611	Country Club Middle◆							
6231	Hialeah Middle◆							
6421	Jose Marti Middle◆							
6591	North Dade Middle◆							
6681	Palm Springs Middle◆							
Region II School								
6631	North Miami Middle	215	432,886	None	-	-	1	\$ 1,325
Region III Schools								
4171	Orchard Villa Elementary	132	268,783	None	-	-	None	-
5561	Frances S. Tucker Elementary	98	213,923	None	-	-	None	-
6031	Brownsville Middle	313	717,652	None	-	-	None	-
7791	Booker T. Washington Senior	950	2,328,763	22	\$31,951	\$8,053	20	34,640
0111	Maya Angelou Elementary■	210	365,268	None	-	-	None	-
0121	Auburndale Elementary▼	208	436,689	None	-	-	None	-
0841	Coconut Grove Elementary▼	58	140,681	None	-	-	None	-
0881	Comstock Elementary■	168	277,695	None	-	-	None	-

Legend:

- ◆ Property inventory in progress. Results will be reported at a later date (20 schools).
- School Audit results reported at Audit Committee in December 8, 2009 (25 schools).
- ▼ School Audit results reported at Audit Committee in September 8, 2009 (8 schools).

PROPERTY SCHEDULES

Work Location No	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. of Unloc. Items	Dollar Value
				No. of Unloc. items	At Cost	At Deprec. Value		
0961	Coral Gables Elementary■	102	258,755	None	-	-	None	-
1081	Coral Terrace Elementary■	157	268,446	None	-	-	None	-
1121	Coral Way K - 8 Center	247	570,305	None	-	-	None	-
1401	Charles R. Drew Elementary■	167	306,679	1	3,999	467	None	-
1441	Paul Laurence Dunbar Elementary■	117	258,679	None	-	-	None	-
1801	Fairlawn Elementary	82	189,214	None	-	-	None	-
2361	Hialeah Elementary■	164	310,066	None	-	-	None	-
2501	Holmes Elementary■	141	239,810	1	1,024	531	1	3,196
2661	Kensington Park Elementary■	177	352,619	None	-	-	None	-
2741	Key Biscayne Community Center▼	392	692,638	None	-	-	None	-
2781	Kinloch Park Elementary■	111	255,039	None	-	-	None	-
2981	Liberty City Elementary■	114	235,372	None	-	-	None	-
3041	Lorah Park Elementary■	91	204,755	None	-	-	None	-
3191	Ada Merrit K-8 Center	131	298,358	None	-	-	None	-
3381	Miami Springs Elementary■	116	253,428	None	-	-	None	-
4071	Olinda Elementary	93	176,983	None	-	-	None	-
4401	Kelsey L. Pharr Elementary■	66	149,477	None	-	-	None	-
4501	Poinciana Park Elementary■	157	348,436	None	-	-	None	-
4681	Riverside Elementary	213	582,459	None	-	-	None	-
4841	Santa Clara Elementary■	101	307,988	None	-	-	None	-
5041	Silver Bluff Elementary▼	136	237,826	None	-	-	None	-
0081	Lenora Braynon Smith Elementary	121	283,612	None	-	-	None	-
5241	South Miami K- 8 Center■	186	441,198	None	-	-	None	-
5361	Springview Elementary■	98	282,998	None	-	-	None	-
5441	Sylvania Heights Elementary■	106	241,895	None	-	-	None	-
5831	Henry S. West Laboratory Elementary■	116	202,009	None	-	-	None	-
6361	Jose de Diego Middle	315	756,650	None	-	-	None	-
6521	Miami Springs Middle■	329	719,885	None	-	-	None	-
6881	South Miami Middle▼	294	694,143	None	-	-	None	-
6961	West Miami Middle■	311	586,687	None	-	-	None	-
7056	Young Men's Preparatory Academy▼	154	565,158	None	-	-	New	-
7161	MAST Academy■	772	1,832,799	None	-	-	3	3,765
7511	Miami Springs Senior■	427	984,382	None	-	-	None	-
7901	New World School of The Arts▼	181	368,578	None	-	-	None	-

Legend:

- ◆ Property inventory in progress. Results will be reported at a later date (20 schools).
- School Audit results reported at Audit Committee in December 8, 2009 (25 schools).
- ▼ School Audit results reported at Audit Committee in September 8, 2009 (8 schools).

PROPERTY SCHEDULES

Work Location No.	Schools/Centers	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. of Unloc. Items	Dollar Value
				No. of Unloc. items	At Cost	At Deprec. Value		
7721	South Miami Senior▼	691	1,517,157	None	-	-	1	1,369
Region V Schools								
4221	Palmetto Elementary	112	237,293	None	-	-	None	-
6781	Richmond Heights Middle	368	850,564	2	3,086	900	None	-
Adult/Career Technical Education Center								
7012	American Adult Education Center■	201	337,214	None	-	-	None	-
Alternative Education Center								
8201	Corporate Academy South	25	60,553	None	-	-	None	-
Total		11,518	\$26,684,422	26	\$40,060	\$9,951	26	\$44,295

Legend:

- ◆ Property inventory in progress. Results will be reported at a later date (20 schools).
- School Audit results reported at Audit Committee in December 8, 2009 (25 schools).
- ▼ School Audit results reported at Audit Committee in September 8, 2009 (8 schools).

PROPERTY SCHEDULES

An analysis of Plant Security Reports is as follows:

Work Location No.	Schools	No. of Plant Security Reports	Total Items	Total Amount at Cost	CATEGORY (AT COST)			Total Depreciated Value
					Computers	Audio Visual	Other	
Regional II School								
6631	North Miami Middle	1	1	\$ 1,038	\$ 1,038	-	-	\$ 381
Regional III Schools								
2741	Key Biscayne Community Center▼	1	1	1,359	1,359	-	-	838
2981	Liberty City Elementary■	1	1	1,285	1,285	-	-	557
3191	Ada Merrit K-8 Center	1	1	2,795	-	\$ 2,795	-	1,141
5361	Springview Elementary■	1	1	1,529	1,529	-	-	217
6961	West Miami Middle■	1	1	1,038	1,038	-	-	352
7511	Miami Springs Senior■	1	2	2,350	2,350	-	-	1,567
7721	South Miami Senior▼	1	5	8,020	2,354	-	\$ 5,666	1,376
TOTAL		8	13	\$ 19,414	\$ 10,953	\$ 2,795	\$ 5,666	\$ 6,429

Legend:

- School Audit results reported at Audit Committee in December 8, 2009 (25 schools).
- ▼ School Audit results reported at Audit Committee in September 8, 2009 (8 schools).

Note: Schools With No Plant Security Reports Are Excluded From This Schedule.

FINDINGS AND RECOMMENDATIONS

INTERNAL FUNDS

1. EESAC Funds Underutilized And Expenditures Improperly Processed Through The Instructional Materials And Supplies (Fund 9 Account) *William H. Turner Education Center*

Section III, Chapter 9 of the *Manual of Internal Fund Accounting* delineates the procedures for processing disbursements using the Instructional Material and Supplies (Fund 9) account. To obtain the revenue for the school's Fund 9 account, schools are allowed to "transfer" specified amounts of their allocated tax-dollar budget funds appropriated for supplies into internal funds. Expenditures made and posted to the account must be reported periodically to the district and account deficit balances are strictly prohibited. The procedures also include a list of expenditures not allowed to be charged to this account, which includes, among others, out-of-county travel expenditures for students.

Regarding EESAC expenditures paid with internal funds, a memorandum from the Office of the Controller issued on February 4, 2005 established specific procedures which limit internal funds to small food purchases and incentives otherwise not allowed through the Fund 9 process, purchasing credit card, or on-line MSAF purchasing guidelines.

Our review of EESAC expenditures disclosed that out-of-county travel expenditures for students were improperly processed through the Fund 9 account. Furthermore, in an effort to prevent deficit balances in the Fund 9 account, expenditures totaling \$9,106 were not processed on a timely basis, and funds budgeted for EESAC expenditures totaling almost \$12,000 were not timely utilized during the 2007-2008 fiscal year and lost since they could not be re-budgeted.

Details are as follows:

- 1.1. According to the June 4, 2008 EESAC committee minutes, the EESAC Committee approved two projects for students to travel to a convention and a conference out-of-state during the summer. The total estimated cost of the projects was \$10,100. According to the school's financial reports, the District had allocated \$29,989 to the school's EESAC Committee for the 2007-2008 fiscal year. At June 30, 2008, the EESAC account had a balance of \$11,798.
- 1.2. Our review of expenditures revealed that EESAC expenditures amounting to \$4,701 incurred during the 2007-2008 fiscal year were paid using internal funds. Of this amount, \$3,700 was spent on hotel accommodations and registration for

students who attended a convention out of state; and the remainder was used to purchase textbook materials.

Although the *Manual* provides a list of expenditures that are not allowed to be charged to the Fund 9 account (one of them being out-of-county travel of students), the school utilized Fund 9 to process the expenditures. However, at the time the expenditures were incurred, the balance in the Fund 9 account was insufficient to cover them. To prevent this account from having a deficit balance at the end of the year, the school temporarily charged the expenses to two other internal funds accounts.

After the closing of the year, once the Fund 9 account had been replenished at the beginning of the 2008-2009 fiscal year, the school modified the posting of these expenditures and charged them to the Fund 9 account, as initially intended.

- 1.3. During July and August 2008, the school used internal funds to pay an additional \$5,406 in out of state travel expenditures for those students who attended the conference. Total EESAC expenditures amounted to \$10,107, of which \$9,106 were incurred for out of state student travel expenditures paid with internal funds and charged to the Fund 9 account.
- 1.4. EESAC funds not utilized by June 30, 2008 were consequently lost. As a result, EESAC funds budgeted for the 2008-2009 fiscal year totaling \$8,677 were utilized to cover part of the total EESAC expenses and the remainder was covered by the school with tax-dollar discretionary funds budgeted for school supplies. Because expenditures charged to the EESAC account were slightly higher than the amount budgeted, the EESAC account closed the 2008-2009 fiscal year with a deficit balance of \$288.

RECOMMENDATIONS:

- 1.1. **Discuss the EESAC budgetary process with the EESAC Committee for understanding and awareness of the procedures.**
- 1.2. **Any decisions related to out-of-county travel of students must be planned in advance to ensure that the proper procurement channels are utilized. Furthermore, any decisions to spend funds must be made and planned in advance to utilize the funds within appropriate timelines.**

Person(s) Responsible:

Principal

Management Response:

The principal has thoroughly reviewed the findings cited in the Internal Funds Audit Report for the 2008 – 2009 fiscal year. Subsequently, a meeting was conducted with

the business manager to review, develop and implement a corrective plan of action and preventive strategies to ensure future compliance in the affected areas.

During the meeting, the principal reviewed Section III, Chapter 9 of the *Manual of Internal Fund Accounting*, which established the procedures for processing disbursements using the Instructional Material and Supplies (Fund 9) account. The principal also reviewed the list of expenditures not allowed to be charged to this account, which includes, among others, out-of-county travel expenditures for students. The principal instructed the business manager to only charge to the Fund 9 account those expenditures allowed by the *Manual of Internal Fund Accounting* and adhere to district procurement channels when out of county travel expenditures are being planned for staff and students.

The principal has requested assistance from the appropriate district office to provide technical training to the EESAC committee regarding the proper procedures for planning and spending EESAC funds.

At the next EESAC meeting to be held on January 13, 2010, the principal will discuss the findings with the EESAC committee for understanding and awareness of the procedures. At the meeting, the principal will discuss the Miami-Dade County Public Schools' Resource Guide for effective EESAC implementation, particularly the section which deals with School Performance Excellence Planning and the EESAC budget. The principal will discuss with the committee the proper procedures for disbursing funds and for the appropriate and timely allocation of EESAC funds. The goal of this meeting is for the EESAC to devise a plan and reach consensus on how the funds for the 2009-2010 school year will be utilized in a proper and timely manner.

The principal will meet periodically with the business manager to review EESAC funds disbursements and disbursements posted to the Fund 9 account to ensure that guidelines are being adhered to. Any discrepancies will be immediately discussed for corrective action. The principal will only approve EESAC fund disbursements in accordance with the guidelines and procedures delineated in Section III, Chapter 9 of the *Manual of Internal Fund Accounting*.

Person(s) Responsible:

Region I Administration

Management Response:

- The affected principal will be required to address specific fiscal management in her 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 Region I Business/Personnel Administrative Director will review and approve all out of county travel upon receipt of appropriate documentation (i.e. EESAC minutes) to ensure funds are utilized properly and within the appropriate fiscal year.

Person(s) Responsible:

District/School Operations

Management Response:

- Results from the region mini-reviews will be submitted to District/School Operations each semester for personnel, budget management, and internal funds procedures during the 2009-2010 school year. Discrepancies will be investigated through the appropriate region.
- District/School Operations in collaboration with the region will facilitate schedule for technical training with the appropriate office on a bi-monthly basis or as requested with the principal and business manager to review selected areas of Internal Funds, deposits and disbursements.

The Money Matters Support Program will provide information on Internal Funds and to reduce the probability of consequential audit findings.

**2. Child Care Program Non-Compliant
With Guidelines
*Booker T. Washington Senior***

Child Care Programs maintained at the schools follow procedures similar to those by Community Schools. These programs require that attendance records and student registration cards be maintained to record the activity.

During the 2008-2009 fiscal year, the Child Care Program generated revenues of approximately \$28,000. Both Child Care and After School Care services were offered at this school.

We were unable to verify the accuracy of the monies collected because of discrepancies in the child care records maintained by the school. Specifically, student attendance rosters [FM-2600] were not prepared. Instead, the school kept records of student attendance using in-house forms, which disclosed discrepancies when compared to ancillary records. Additionally, registration cards were incomplete or the information listed on the cards was incorrect, and several student registration cards were not on file. Also, attendance rosters and student registration cards were not provided for students who attended the After School Care program.

RECOMMENDATIONS

- 2.1. Discuss with staff the procedures for completing the child care attendance rosters and student registration cards for awareness and understanding of the procedures.**
- 2.2. Periodically review child care records with staff to ensure they are properly completed and filed.**
- 2.3. Going forward, review child care records to ensure their completeness and accuracy.**

Person(s) Responsible:

Principal

Management Response:

The principal met with the lead teacher, treasurer and the principal's designee to review the *Manual of Internal Fund Accounting* as well as the *Community School Procedures Manual* specifically focusing on the appropriate sections cited by the auditor.

The principal and principal's designee along with the treasurer will perform monthly audits of the child care program which will include, but will not be limited to: attendance rosters, registration cards and child care records in order to ensure accurate record keeping and proper accounting of all monies collected. The principal will periodically conduct unannounced reviews of the childcare records.

Person(s) Responsible:

Region III Administration

Management Response:

- Region III Business Administrative Director cooperatively with the principal will schedule technical training with the Office Career and Technical Training focusing on the Child Care Program.
- Region III Business Administrative Director cooperatively with the principal will coordinate periodical Child Care reviews with the district staff in the Office of Career and Technical Training. Results will be reviewed; any discrepancies will be corrected immediately. Copy of the review and corrections will be forwarded to the Region office.

Person(s) Responsible:

District/School Operations

Management Response:

- District/School Operations cooperatively with the Region will facilitate district technical training through the appropriate office for the affected staff of the school.
- District/School Operations will review the results of district reviews and correct any anomalies, immediately through the region/school. Copy of the review and corrections will be forwarded to District/School Operations.
- Results from the regional mini-reviews will be submitted to District/School Operations each semester for personnel, budget management, and internal funds procedures during the 2009-2010 school year. Discrepancies will be investigated through the appropriate Region.

3. Inadequate Controls Over Disbursements
Richmond Heights Middle

Section II, Chapters 4 and 5 of the *Manual of Internal Fund Accounting* require that disbursements have proper documentation in the form of an original invoice itemizing the items purchased or the services rendered, or equivalent documentation as provided by the vendor. Vendor invoices must be reviewed to ensure its mathematical accuracy; and must include the signature of the employee receiving the goods/services to confirm that the merchandise is received or the service has been rendered, and therefore payment is in order. The procedures also require that payment to vendors be made on a timely basis, within 30 days of satisfactory receipt of goods/services, unless special arrangements with the vendor are agreed upon and obtained in writing. Lastly, disbursements may only be processed when sufficient, uncommitted funds are available in the internal funds accounting structure where expenditures are going to be charged.

A review of a sample of disbursement records disclosed the following discrepancies:

- 3.1. The school's photographer was overpaid \$966. This overpayment was the result of an error in the amount invoiced to the school, which had gone undetected until identified during the audit. We contacted the photographer, who agreed with our calculations, and who refunded \$966 to the school on October 15, 2009.
- 3.2. In four instances, invoices totaling \$1,272 were paid late; and the school could not provide any written agreements with the vendors justifying and allowing for such delays in payment. Delays ranged from 37 to 75 days.
- 3.3. In 12 instances, invoices did not include signatures to indicate that goods or services, as specified, had been received and that payment was in order. These invoices amounted to \$30,836.
- 3.4. One payment totaling \$5,982 was posted to the MSAF system 18 days late, and was made using a confirmation statement instead of an original itemized invoice. At our request, the vendor provided an original itemized invoice.

One other discrepancy in the school's disbursement activity resulted in a year-end deficit balance in the school's Internal Funds-General Fund. *Weekly Briefing No. 6210 Transfer of Funds-General Account of the Schools' Internal Funds*, issued on June 18, 2009, informed the schools that June 24, 2009 close-of-business day was the deadline for processing all 2008-2009 fiscal year internal funds-related transactions, including payments for outstanding invoices. This deadline was to facilitate a transfer of funds from the school's Internal Funds to the District to satisfy the District's receivable without incurring a deficit balance. Also according to this *Weekly Briefing*, subsequent to the transfer, each school would only have \$1,000 available in the Internal Funds--General Fund for emergencies. At this school we found that:

- 3.5. At year-end, the Internal Funds' General Fund balance was \$(3,784). The deficit resulted when, contrary to instructions provided in the *Weekly Briefing*, on June 26, 2009, the school charged disbursements totaling \$4,784 to the Internal Funds' General Fund, whose \$1,000 balance after the District's transfer was insufficient to cover these expenditures¹.

RECOMMENDATIONS

- 3.1. **Review the disbursement function with staff to ensure awareness and understanding of the procedures.**
- 3.2. **Monitor the disbursement function to ensure compliance with the requirements and the timeliness of payments.**
- 3.3. **Review the school pictures activity with staff to ensure that the amount indicated in the photographer's invoice agrees with the monies collected by the school.**
- 3.4. **Strengthen the review of account balances and deadlines for processing payments to ensure funds are available before signing any checks or approving any transfers.**

Person(s) Responsible:

Principal

Management Response:

The principal met with the treasurer, clerical staff and an assistant principal to review audit findings and Section II, Chapter 4 and 5 of the *Manual of Internal Fund Accounting* in order to ensure that the identified aspects of fiscal management are properly maintained in accordance with the guidelines with regard to disbursements having proper documentation in the form of an original invoice itemizing purchases or services rendered, or equivalent documentation as provided by the vendor is accurate and maintained.

The principal prepared a checklist format outlining the proper procedures and methods that will ensure adequate controls over disbursements.

The principal directed the treasurer to establish a log for all purchase orders and outstanding invoices to ensure timely payment, posting, processing and monitoring. This log will include the name of the staff member initiating the purchase, the name of the vendor, the invoice number, amount due, the due date, the date of disbursement/ mailing and the check number. This principal will monitor this log weekly.

¹ At this school, the District's programmatic transfer amounted to \$9,986.

The principal directed the treasurer to establish a filing system for all incoming invoices. The principal directed the assistant principal to randomly review all incoming invoices to ensure all items have been received.

The principal established procedures for the receipt of goods, processing of invoices, and placement of received goods and delivery to initiator of purchase. The treasurer will acquire signature and date on the invoice to acknowledge goods received. These procedures will be reviewed with all faculty and staff, particularly clerical and custodial, to ensure adherence to procedures.

The principal directed the treasurer to pay invoices within 30 days and post disbursements on a daily basis to the MSAF system. The treasurer will update purchase order log to indicate date item received to facilitate timely invoice payment. Additionally, the treasurer was directed to attach a print-out of the MSAF screen to each check requisition prior to presentation to the principal for signature. The daily operations of the treasurer will be monitored by the principal to ensure strict adherence to the *Manual of Internal Fund Accounting*.

The principal will meet with the assistant principal and the treasurer to review the process for picture sales and to review all documents to verify monies collected. The principal will review at the end of the activity the account balance and the invoice with the treasurer to ensure that payment to the vendor is accurate. Any errors will be immediately addressed prior to submission of payment.

Person(s) Responsible:

Region V Administration

Management Response:

The Region Center V Business/Personnel Administrative Director will conduct bi-monthly site-reviews to insure compliance with all guidelines found in the *Manual of Internal Fund Accounting*.

The Region V Business/Personnel Administrative Director will conduct a school-site visit to review all documents with the principal and treasurer prior to submission to the [school pictures] vendor to ensure accuracy.

The principal has worked with the Region V Business/Personnel Administrative Director to develop a comprehensive system to monitor all areas of budgetary management.

The Region V Business/Personnel Administrative Director will conduct on-site quarterly mini-reviews of Purchase Order requisition logs, invoices, and all related documentation will be reviewed to ensure that record keeping procedures are intact, organized and dealt with in a timely manner.

Person(s) Responsible:

District/School Operations

Management Response:

- Results from the regional mini-reviews will be submitted to District/School Operations each semester for personnel, budget management, and internal funds procedures during the 2009-2010 school year. Discrepancies will be investigated through the appropriate Regional Center office.

The Money Matters Support Program will provide information on the proper implementation of completing the Matrix of Services, ***appropriate purchases of Internal Funds*** and FTE, to reduce the probability of consequential funding disallowances. District/School Operations will continue to work with staff from the regions to promote sound fiscal practices.

**4. P-Card Purchases And
Deposits In Transit
Revealed That Former
School Treasurer
Misused P-Card
And Misappropriated
School Funds
*Corporate Academy South***

In August 2009, the Principal requested an investigation from the Miami-Dade Schools Police Department (M-DSPD) after identifying discrepancies in the school's purchasing credit card (P-card) activity corresponding to the months of June and July 2009, while the Principal was out of the school. According to the M-DSPD report, the former treasurer made several P-card purchases without his authorization.

Our review of the school's P-card and internal funds activities from July 2008 to July 2009 disclosed that, between May and July 2009, the former treasurer misappropriated a total of \$2,261 in P-card purchases and cash collections. Unauthorized P-card purchases consisted of various gift cards, fuel and miscellaneous items totaling \$1,619 that she made for personal use. Cash collections associated with school activities that she failed to deposit in the bank amounted to \$642.

Subsequent to the discovery of the fraudulent activity, the former treasurer restituted \$1,294 of the total amount misappropriated. She admitted in writing to misuse of the P-card and resigned from the school effective August 27, 2009.

The finding of this investigation was established as probable cause. The former treasurer was charged with Grand Theft in the Third Degree, and was subsequently arrested by the police. At the present time, the case is at the State Attorney's office pending prosecution. Her records at M-DCPS have been flagged to preclude future employment.

Details of our audit are as follows:

At this school, P-cards were issued to the Principal, a former administrator, and the former treasurer. During the 2008-2009 fiscal year up to July 2009, the school processed 70 P-card disbursements totaling \$10,389.

- 4.1. Our review of the P-card activity disclosed that the former treasurer had inappropriately made seven P-card purchases in June totaling \$694.36 and eight purchases in July totaling \$924.49 for her personal use. Based on the corresponding invoices obtained from the vendors, we determined that she had purchased a total of 17 gift credit cards with individual values ranging between \$25 and \$100, gasoline, and other miscellaneous items.

In August 27, 2009, the former treasurer presented a \$694.36 money order to the Principal to reimburse the school for the misuse of the P-card during the month of June. The Principal forwarded the money order to M-DSPD.

In addition to the irregularities in the P-Card activity, we identified irregularities in the monies collected and deposited in Internal Funds toward the end of the 2008-2009 fiscal year. During the fiscal year, the school collected \$4,116 and disbursed \$6,085 from internal funds, which we reviewed in detail:

- 4.2. The June 30, 2009 bank reconciliation listed three deposits "in transit" totaling \$796. These consisted of cash collected by the former treasurer back in May, but withheld from deposit until July 31, 2009.

Our review of these deposits revealed that the former treasurer substituted \$642 of the cash collected with three checks received from the District² and from two other vendors. In October 2009, the former treasurer submitted to the Principal two other money orders for \$600 to reconstitute part of these funds.

According to the *Purchasing Credit Card Program Policies & Procedures*, P-card purchases must be duly authorized by the Principal before making purchases; invoices must be obtained to document purchases and must be signed to indicate that goods and services were received and payment is in order. The procedures also prohibit the splitting of charges to circumvent spending limits. Regarding the activity in the Fund 9 account, and according to Section III, Chapter 9 of the *Manual of Internal Fund Accounting*, all Fund 9 expenditures must be reported before June 30 of every year.

Aside from our findings related to the misuse of the school's P-cards and the misappropriation of funds, our review of records disclosed other procedural and recordkeeping discrepancies. These related to the P-card and the Instructional Materials and Supplies (Fund 9) account, as follows:

- 4.3. In one instance, the school made a single purchase of supplies totaling \$1,196 with the P-card; however, the purchase was split into three separate P-card charges to circumvent daily spending limits.
- 4.4. Purchases made between July 2008 and May 2009 revealed instances where credit card records were missing and/or were incomplete. These records consisted of purchase authorization forms and invoices that could not be located in the school files, and invoices that were not signed to indicate that goods had been received by the school. We contacted the appropriate vendors and obtained copies of those invoices that were missing.

²District check for \$605 dated June 12, 2009 received by the school to replenish the Instructional Materials and Supplies (Fund 9) account.

- 4.5. At June 30, 2009, the Fund 9 account listed expenditures totaling \$840 which were not processed for reimbursement. These included one invoice that was paid over two years late.

Section V, Chapter 1 of the *Manual of Internal Fund Accounting* requires an accurate inventory of prenumbered forms. Our review disclosed that:

- 4.6. The inventory of prenumbered forms contained various errors. Additionally, the Distribution Log of forms distributed to staff was not being maintained by the school.

RECOMMENDATIONS

- 4.1. Monitor the use of the P-card to ensure compliance with district policy.**
- 4.2. Strengthen the safeguarding of P-cards to ensure that purchases cannot be made without prior knowledge and approval from the administration.**

Person(s) Responsible: **Principal**

Management Response:

- The principal has established internal controls to insure that all purchases are reviewed and approved by the school administrator prior to the use of the P-Card. The principal will review the documentation presented by the Secretary/Treasurer on a weekly basis.
- To strengthen the safeguarding of the school's credit card, the principal will secure the P-card by having it in his possession at all times. The principal destroyed the old P-card and has requested the assignment of a new credit card for the school site with no additional authorized users.

- 4.3. Retrain staff on the proper receipting and depositing procedures to ensure awareness and clear understanding of the procedures to follow.**

Person(s) Responsible: **Principal**

Management Response:

- The principal hired a new secretary/treasurer on August 10, 2009, and has facilitated training through the appropriate district office on all functions relevant to the use of the schools' credit card to include purchase authorizations, monthly reconciliations, and receipting and depositing procedures.
- The principal will monitor the timely processing of entries to ensure that all money collections are receipted and deposited as stipulated in the *Manual of Internal Fund Accounting*.
- The principal has prepared a schedule to meet monthly with the secretary/treasurer to review the Monthly Financial Report and Bank Reconciliation.

- The school secretary/treasurer will print and review the Daily Activity Report from MSAF system with the principal to ensure deposits have been entered and posted in a timely manner.
- The deposit receipts returned from the bank will be copied and stapled to the deposit log verifying that deposits have been completed on the date received.

4.4. Monitor the bookkeeping function to ensure compliance with the procedures, and the proper and timely processing of transactions.

Person(s) Responsible: Principal

Management Response:

- The principal has established a procedure and reviewed it with affected staff which includes the collection of funds, and the receiving of a receipt to signify the exchange of monies, to ensure the accuracy of monitored collections and verification of deposits.
- The principal will then review the postings of receipts on a bi-weekly basis.
- The principal will monitor this practice and ensure that it will be completed in a timely manner.

4.5. Strengthen the monitoring over the Fund 9 account activity to ensure that the account is timely replenished.

Person(s) Responsible: Principal

Management Response:

- The principal will request additional training for the new secretary/treasurer and respective staff from the office review and discuss with the new treasurer the importance of Fund 9 account activity to ensure that the account is timely replenished.

4.6. Ensure that the year-end inventory of prenumbered forms is accurate and the distribution of the serialized books and forms is properly documented and controlled.

Person(s) Responsible: Principal

Management Response:

- The principal has instructed the school's secretary/treasurer and other clerical who disburse the daily mail and fax transmissions to deliver all statements and billing correspondence directly to the principal for initial review upon receipt.

Person(s) Responsible:

Alternative Education Administration

Management's Overall Response To All Six Recommendations:

- The principal hired a new Secretary/Treasurer on August 10, 2009, and has facilitated training through the appropriate district office on all functions relevant to the use of the schools' credit card to include purchase authorizations, monthly reconciliations, and receipting and depositing procedures.
- The principal has established internal controls to insure that all purchases are reviewed and approved by the school administrator prior to the use of the P-Card. The principal will be required to review all P-Card documentation with the District/School Operations/Alternative Education Administrative Director prior to approval.
- The principal will be required to confer with the District/School Operations/Alternative Education Administrative Director the turning in of entries to ensure that all money collections are receipted and deposited as stipulated in the *Manual of Internal Fund Accounting*.
- The principal will be required to prepare a monthly schedule with the Secretary/Treasurer to review the Monthly Financial Report and Bank Reconciliation. Results will be forwarded to the District/School Operations/Alternative Education Administrative Director.
- The principal has been instructed to establish a procedure and to be reviewed with affected staff which will include the monitoring of the collection of funds, and the receiving of a receipt to signify the exchange of monies, to ensure the accuracy of monitored collections and verification of deposits.
- The principal will then review the postings of receipts on a bi-weekly basis.
- The principal will monitor this practice and ensure that it will be completed in a timely manner.
- The District/School Operations/Alternative Education Administrative Director collaboratively with the principal will schedule training with the Office of Internal Accounting for the new Secretary/Treasurer, respective staff, and the principal.
- The principal is required to provide monthly statements and billing correspondence to District/School Operations/Alternative Education.

Person(s) Responsible:

District/School Operations

Management's Overall Response To All Six Recommendations:

- A conference was held with the principal and District/School Operations/Alternative Education Administrative Director to review and ensure compliance with all guidelines found in the *Manual of Internal Fund Accounting* and Purchasing Credit Card Program Policies and Procedures Manual.
- District/School Operations/Alternative Education Administrative Director will coordinate the scheduling of district technical training for the principal and secretary/treasurer.

- District/School Operations/Alternative Education Administrative Director will schedule on a bi-monthly basis mini-review conferences with the principal and secretary/treasurer to review selected areas of Internal Funds, deposits, disbursements and P-card purchases.

The affected principal will be required to address specific fiscal management in his/her 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 principal will participate in the District's Money Matters Support Program during the 2009-2010 school year.

PAYROLL

5. Inadequate Recordkeeping, Documenting, And Reporting Of Payroll *Booker T. Washington Senior*

The *Payroll Processing Procedures Manual* and *Payroll Highlights* published by the Payroll Department establish the procedures for documenting, recording and reporting the payroll. According to the *Manual*, the Daily Payroll Attendance Sheet is one of the most important documents in the payroll process. Accordingly, its accuracy and completeness are of paramount importance to school site administration that would customarily rely on this document to certify that the payroll information being reported is correct.

An Application for Leave Card is to be completed by full-time employees to document absences for scheduled work days. The leave card should be signed by the Principal or designee and by the employee.

Currently at this school, an administrator other than the Principal was assigned to supervise and approve the payroll. Our review of three payrolls processed between the months of October and November 2009 revealed the following discrepancies:

- 5.1. In 24 instances, the time and attendance reported for daily paid employees on the Final Rosters did not agree with the attendance recorded on the Daily Payroll Attendance Sheets. These errors consisted of discrepancies between the leave reported and documented, except for four instances where employees were underpaid a few hours up to one day.
- 5.2. In 37 instances, leave cards were not filed with the payroll records; while in 35 other instances, leave cards were not signed by the employee and/or the administrator. We also identified 46 instances where leave cards were incomplete or incorrectly prepared.
- 5.3. In 54 instances, employees did not indicate their attendance on the Daily Payroll Attendance Sheets; however, were reported present according to Final Rosters. Thirty five of these instances corresponded to overtime reported mostly for custodial and security staff; and documentation of their attendance consisted of in-house overtime approval forms completed by the school. According to the employees and the Principal, the employees worked the days/hours in question.
- 5.4. The Temporary Instructor's Daily Payroll Attendance Sheets [FM-7090] were incomplete in that the absent employee number was not consistently documented.

- 5.5. The *Manual* also addresses compensatory time. With a few exceptions, full-time instructional personnel are not allowed to earn compensatory time³. Our review of payroll records disclosed that in November 2009, the school reported two days of compensatory time for one instructional staff member who was not entitled to compensatory time. Compensatory records indicate that this time was earned in the prior year.

Payroll corrections associated with the conditions cited above were processed by the school at our request.

RECOMMENDATIONS

- 5.1. **Review payroll procedures with school staff and administration, particularly as they relate to payroll reporting, recordkeeping, and the preparation of leave cards to ensure understanding and awareness of the procedures.**
- 5.2. **Strengthen the supervision over the payroll function and the review of the payroll records to ensure that documentation supports the payroll reported, and that all records are signed by the administration and the employees.**
- 5.3. **Adhere to the provisions in the *Payroll Processing Procedures Manual* and the contract with the United Teachers of Dade when approving work assignment of instructional personnel that involves the granting of compensatory time.**

Person(s) Responsible:

Principal

Management Response:

The principal has implemented corrective and preventive strategies to prevent the recurrence of similar conditions in future audits. The principal will take an active role in monitoring the payroll in order to ensure accurate monitoring and processing of payroll records, streamline the efficiency of payroll processing and meet the guidelines set forth by Miami-Dade County Public Schools' *Payroll Processing Procedures Manual*.

The principal met and discussed the audit findings with the payroll clerk, the designated assistant principal and the back-up payroll clerk. The principal reviewed the *Payroll Processing Procedures Manual* specifically focusing on the areas of the deficiencies found by the auditor (i.e.: daily paid employees report, leave cards, Daily Payroll Attendance Sheet, Temporary Instructor's Daily Payroll Attendance Sheet and

³ According to *Article XX, Section 3(J) of the contract with the United Teachers of Dade*, instructional personnel in certain specific departments whose jobs require evening or Saturday work to implement certain specific in-service or parent education programs may be granted compensatory time at the ratio of 1:1 (straight time).

compensatory time). Payroll corrections were made for employees affected by the discrepancies identified by the auditor.

The principal established procedures and identified personnel to ensure compliance with the *Payroll Processing Procedures Manual* that would carefully check and review all the elements required for processing payroll. The procedure established focus on correlating and cross referencing the daily payroll sheets and leave cards to the working roster prior to the principal's approval of the final roster. This will ensure that employees have accurately documented their attendance on a daily basis and proper notations are made, i.e., "S" for sick, "A" for LWOP, etc., on the Daily Payroll Attendance Sheets, when employees are out of the building or on leave.

All absences must be documented and leave cards in place identifying the specific day and type of absence along with required signatures. The principal also instructed the payroll clerk to prepare the payroll in a designated area to eliminate interruptions during the payroll process. The principal will monitor this process on a daily basis to avoid any payroll reporting discrepancies in the future.

The principal held a faculty meeting on December 16, 2009, to discuss the importance of staff signing in and out on the Daily Payroll Attendance Roster as well as signing their leave cards and identifying leave type to ensure proper processing of payroll.

Compensatory time as stated in the United Teachers of Dade Contract was discussed with staff and the proper method for issuing compensatory time worked has been established. Guidelines set forth by the *Payroll Processing Procedures Manual* on compensatory time have also been reviewed.

The payroll clerk will review the Daily Payroll Attendance Sheets for all employees and leave cards will be prepared correctly 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. Any discrepancies will be corrected immediately.

The assistant principal will review all payroll information prior to submitting the Final Roster to the principal for approval. The principal will maintain a record of any errors discovered during the final review process for the payroll period. Any discrepancies will be corrected prior to approval.

The assistant principal will thoroughly review with the payroll clerk the hourly payrolls on a weekly basis to ensure that computations to the daily payroll attendance sheets are accurate before inputting into the Working Rosters and prior to submitting the Final Roster to the principal. If there are discrepancies corrections will be made immediately.

The payroll clerk will ensure that employees are documenting their hours worked on an official Daily Payroll Attendance Sheet as indicate in the *Payroll Processing Procedures Manual*. A final review of the payroll verification process each payroll period will be

conducted by the principal, payroll clerk and the assistant principal, ensuring accuracy and immediate response to corrections, if needed. The principal will review the Final Roster and use the payroll attendance sheets, leave cards and the Working Roster to establish an accurate comparison of those assigned for payment prior to approving the Final Roster.

Person(s) Responsible:

Region III Administration

Management Response:

- The Region III Business Administrative Director instructed the Principal to thoroughly review the *Payroll Processing Procedures Manual* and develop a systematic approach for properly maintaining payroll procedures to include review of the calculations of hours recorded for hourly employees, verify that the daily payroll corresponds to employee's actual attendance, identify appropriate leave types on leave cards, attach appropriate documentation to leave card as needed and ensure it matches the substitute log.
- The Region III Business Administrative Director instructed the principal to discontinue the use of Compensatory Time and communicate the same to his staff.
- The principal will conduct mini-reviews each semester to prevent future exceptions in the internal funds account. The results of these reviews will be submitted to the Region III Business Administrative Director.
- The Region III Business Administrative Director will conduct quarterly site-reviews to insure compliance with all guidelines found in the *Payroll Processing Procedures Manual* to make sure that the daily and hourly payrolls are accurate, leave cards match daily payroll attendance sheets, and that there is proper documentation to support the rosters.

Person(s) Responsible:

District/School Operations

Management Response:

Refer to page 35 and memorandum on page 106 for District/School Operations' response addressing these recommendations.

PROPERTY

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

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

At this school, the latest property inventory, which was conducted in August 2009, consisted of the physical verification of 950 property items with an individual cost of \$1,000 or more, for a total value of \$2,328,763. Our physical verification of the property disclosed the following discrepancies:

- 6.1. The school could not account for a total of 22 property items with a depreciated value of \$8,053 and an acquisition cost of \$31,951. The equipment breakdown is as follows:

Type of Equipment	Qty.	Year Acquired	Acquisition Cost	Depreciated Value
Computers	11	1999 - 2006	\$ 13,693	\$ 3,143
Musical Instruments	6	1999 - 2002	8,971	978
Various	5	1989 - 2004	9,287	3,932
Total	22		\$ 31,951	\$ 8,053

A property inventory at this school disclosed similar losses during the past two consecutive audits. This school has undergone four changes of Principal during the last three property audits. As a result of the discrepancies identified during this property audit, the current principal requested an investigation from the Miami-Dade Schools Police Department (M-DSPD).

RECOMMENDATIONS

- 6.1. **Ensure that staff and administration, particularly those in charge of property management, understand and are fully aware of the procedures for accounting for property; and strengthen the management of property items at the school.**
- 6.2. **Conduct periodic inventory of equipment to prevent loss of equipment.**

Person(s) Responsible:

Principal

Management Response:

The principal has implemented corrective and preventive strategies to prevent the recurrence of similar conditions in future audits. The principal will take an active role in monitoring the school’s property in order to meet the guidelines set forth by Miami-Dade County Public Schools’ *Manual of Property Control Procedures*.

The principal met with selected personnel, lead teacher and the assistant principal designated to manage property. During this meeting, a complete and thorough review of the *Manual of Property Control Procedures* and the corrective action plan was implemented.

The school's property audits have disclosed similar losses for the past four years. The current principal requested an investigation be conducted by Miami-Dade Schools Police Department (M-DCPS), SPAR # (R03241).

The principal instructed all staff to properly safeguard property located in their work area. The staff was instructed to immediately report any discrepancies as related to missing property to the assistant principal in charge of property and the principal. The staff was also reminded to secure doors and windows as they exit classrooms or buildings.

An in-house inventory of property will be conducted quarterly to ensure the identification of all property control items and their locations. Immediately following the in-house audit, unaccounted items will result in an in-house investigation process throughout the building to locate the item in question.

Losses resulting from theft or vandalism will be reported to M-DCPS School's Police and a plant security report (Form FM- 0366) and will be processed and placed in the property control binder with all outgoing, transfers and/or plant security reports for audit purposes.

Quarterly meetings will be held with the principal, assistant principal and lead teacher to review the in-house property audit and discuss areas of concern that may need to be reviewed or adjusted.

Surveillance cameras have been repaired and are fully functional. The principal and assistant principal over property have access to the cameras and will review them periodically for irregularities or when items are reported missing. Any suspicious activity will be investigated by the administration and/or Schools Police.

Property assigned to a staff member off site or sent for repair must have the principal's approval and must be properly documented with the required off-campus form, (form FM-2380). These forms will be verified during the quarterly in-house audits. Any discrepancies will be immediately reported to the principal and assistant principal for proper follow up and corrective action.

New property awaiting installation will be secured in a room with key access limited to designated assistant principal and principal.

Person(s) Responsible:

Region III Administration

Management Response:

- The principal was instructed to identify location of all property and conduct quarterly property inventories. Results of these property inventories will be submitted to the Region III Business Administrative Director for review.
- The principal was instructed to complete an online property survey and forward copies of their completed Outgoing Forms (FM1670) identifying all obsolete equipment, excessive equipment and identifying the location of said equipment. The Region III Business Administrative Director will coordinate with Richard's Warehouse a schedule and plan for removal of this equipment.
- The Region III Business Administrative Director will ensure that the appropriate procedures are followed and that a copy of the plant security report (FM0366) is on file at the Region.

Person(s) Responsible:

District/School Operations

Management Response:

Refer to page 35 and memorandum on page 106 for District/School Operations' response addressing these recommendations. In addition to the response on page 35:

- District/School Operations collaboratively with the Region will schedule the removal of all obsolete and excessive equipment through the appropriate district office. A copy of the completed Outgoing Form(s) (FM1670) will be forward to District/School Operations' and remain on file.

TITLE I PROGRAM RECORDS AND PROCEDURES

7. Inadequate Recordkeeping of Title I Parental Involvement Documents by Community Involvement Specialist Orchard Villa Elementary

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

Part of the CIS duties includes maintaining the Parental Involvement Filing System, whose objective is to maintain adequate documentation of all parenting activities, as prescribed by Section 1118 of the *No Child Left Behind Act of 2001*. The documentation should include, among others: weekly schedules, calendar of parental activities, monthly school reports, telephone contact logs, records of home visits, and school-parent compacts.

During the audit, we found that the school did not hire a CIS for the 2008-2009 fiscal year. Nevertheless, monthly reports of parental activities were required to be filed with the Title I office. The school hired a CIS for the 2009-2010 fiscal year. Consequently, we reviewed the CIS records provided for the 2008-2009 and 2009-2010 fiscal years. Our review disclosed the following discrepancies:

- 7.1. The CIS records for the 2008-2009 fiscal year were not maintained in proper order. Our review of these records revealed that weekly schedules were not prepared, while one monthly calendar was provided for the entire school year. In addition, the August 2008 and June 2009 Parental Involvement Monthly School Reports could not be located. We reviewed some of the monthly reports and found that the information reported did not always agree with the supporting documentation provided, or the proper support was not maintained on file. Also, reports were not submitted to the Title I office on a timely basis.

A school-parent compact is the written agreement between the school and the parents to identify those activities that parents, the school, and the students will be responsible for and will undertake to improve student academic achievement. The CIS is responsible for maintaining these compacts on file at the school.

- 7.2. Our review of the records provided disclosed that only 129 School-Parent Compacts were on file at the school. Based on student enrollment, the school should have received approximately 300 additional compacts.

Pursuant to Section F of the Title I Handbook requirements, schools must utilize a minimum of one (1) percent of the school's Title I allocation to support parental involvement requirements.

- 7.3. The school's Title I schoolwide allocation totaled \$149,480 for the 2008-2009 fiscal year. Because the school did not hire a CIS for the 2008-2009 fiscal year, and because Title I program expenditures associated with parental involvement activities were less than \$1,495, we concluded that the school failed to meet the one (1) percent expenditure required for parental involvement.

The Parent Resource Center is designed to welcome parents and visitors to the school and is an integral part of parental activities. According to the requirements, an individual is required to operate and manage the area. However, at this school, we found that:

- 7.4. The parent resource center is located away from the main office, and the center was not open the full day during the 2008-2009 fiscal year.

RECOMMENDATIONS

- 7.1. **Review the responsibilities of the Community Involvement Specialist with appropriate staff to ensure an understanding and awareness of their duties and responsibilities.**
- 7.2. **Ensure that the CIS understands and complies with the recordkeeping requirements associated with the position, and request training from the District if needed.**
- 7.3. **Strengthen the review of the records maintained by the CIS.**

Person(s) Responsible:

Principal

Management Response:

The Principal, Assistant Principal, and Community Involvement Specialists met to review and discuss the audit findings and to review the job responsibilities of the Community Involvement Specialist (CIS) as outlined in the Title I *Administration Handbook*.

The Principal established monthly review meetings with the Assistant Principal and CIS to discuss and affirm the collection of Title I documentation as it pertains to: home visitations logs; parent involvement meetings, parent compacts and parent surveys.

The Principal instructed the CIS to establish individual folders for each item needed for documentation and file in the "Title I Box". This will facilitate accurate recordkeeping and enable the monitoring of the requirements for Title I accountability procedure to be reviewed at the scheduled monthly meeting. The principal will ensure that all guidelines are adhered to as it pertains to Monthly Reports and the CIS attendance that appropriate district trainings/workshops and meetings.

Additionally, on January 6, 2010, the Principal held a meeting with faculty and staff regarding the requirements of a Title 1 school and the accountability procedures that need to be followed by all stakeholders.

Person(s) Responsible:

Region III Administration

Management Response:

- The principal will provide the responsibilities of the Community Involvement Specialist to ensure an understanding and awareness of their duties and responsibilities and forward a copy of the CIS acknowledgement to the Region III Business Administrative Director to file.
- Region III Business Administrative Director will solicit assistance from the Office of Title I Administration to conduct mini-reviews each semester of the Community Involvement Specialist Records, Reading Coach Logs and the Professional Development activities for compliance with Title I.
- Results from the districts mini-reviews will be submitted to the Region III Business Director. Discrepancies will be discussed with the principal and corrections will be made accordingly.

Person(s) Responsible:

District/School Operations

Management Response:

- District/School Operations collaboratively with the region will facilitate district reviews through the appropriate district office to be conducted each semester for compliance with Title I procedures.
- Results from the district mini-reviews will be submitted to District/School Operations. Anomalies will be discussed with the region and corrections will be made accordingly.

FTE RECORDS AND PROCEDURES

8. Inadequate Recordkeeping of Professional Development Activities Conducted by the Title I Reading Coach Orchard Villa Elementary

The *Title I Administration Handbook* delineates the education support and job description of the school's Reading Coach. According to the job description, Reading Coaches are vested with the responsibility of directing instructional services in reading/language arts to students and provide technical assistance to teachers implementing the reading program at the school. The Reading Coach must maintain adequate documentation of professional development activities as evidence of the assistance provided to teachers.

A Reading Coach Compact is a written agreement between the School, the Region, the District and the Reading Coach that is utilized to build the capacity of the Reading Coach. This form is completed and signed by all parties involved and maintained at the school. The Compact defines the responsibilities and tasks of the reading coach in relation to professional development, coaching and conferencing, student assessment, managing reading materials, and similar related activities. In addition to these responsibilities, Reading Coaches paid with Title I funds must act as liaison for professional development activities in the areas of Mathematics, Science and Reading.

8.1. During the 2008-2009 fiscal year, there were three different Reading Coaches at the school. A review of the associated records revealed that the Compacts for these Reading Coaches in 2008-2009 were not maintained on file. In addition, agendas and sign-in sheets documenting the professional development activities conducted by the coaches were not on file.

According to the current school administration, inquiries were made with staff to verify that professional development activities had been conducted. Also, according to the current administration, a log of such activities was maintained; however, it could not be located. We followed up with the Reading Coach who is currently employed at the school and verified that professional development activities conducted at the school during the current year are being properly documented; however, the school did not provide the Reading Coach Compact during the audit visit. At our request, the Reading Coach Compact was provided at a later date.

RECOMMENDATIONS

8.1. **Discuss the documentation requirements with the Reading Coach for understanding and awareness of the requirements.**

8.2. Monitor the activities of the Reading Coach to ensure that documentation is maintained on file at the school for all professional development activities.

8.3. Going forward, ensure that a properly completed and signed Reading Coach Compact is maintained on file.

Person(s) Responsible: Principal

Management Response:

The Principal met with the Assistant Principal and Reading Coach and reviewed the 2009-2010 *Title I Handbook*, focusing on the job descriptions and responsibilities of the Reading Coach. The Principal provided a copy of this document to the Assistant Principal and Reading Coach to ensure adherence to the guidelines.

The Principal has scheduled monthly meetings with the Reading Coach and the Assistant Principal to review the status of professional development delivered, coaching, demonstrations, conferencing and the management of student assessment reading materials. The Principal will monitor weekly the professional development logs in order to ensure proper documentation is being maintained and submitted as required in a timely manner.

Person(s) Responsible: Region III Administration

Management Response:

- The principal will provide the responsibilities of the Reading Coach to ensure an understanding and awareness of their duties and responsibilities and forward a copy of the Reading Coach acknowledgement to the Region III Business Administrative Director to file for compliance with Title I requirements.
- The principal instructed the assistant principals to meet with the Reading Coach and provide a schedule of professional development and class demonstrations for the principal's consideration. Upon approval of the activities, the principal collaboratively with the assistant principal and the Reading Coach will develop and distribute to affected staff a calendar of events. A copy will be submitted to the Region III Administrative Director.
- The principal will ensure that a properly completed Reading Coach Compact is signed and on file. A copy will be submitted to the Region III Administrative Director.

Person(s) Responsible:

District/School Operations

Management Response:

Refer to page 55 and memorandum on page 106 for District/School Operations' response addressing these recommendations.

9. Discrepancies In Special Education Student Records Resulted In FTE Funding Disallowances
Palmetto Elementary

Section D of the *Local Education Agency (LEA) Implementation Guide* requires that all special education forms be filed in the students' cumulative folders. Furthermore, the *Matrix of Services Handbook 2004 Revised Edition* issued by the Florida Department of Education establishes the guidelines and procedures to initiate and update a matrix.

The Matrix of Services form [FM-5582] is used to determine the cost factor for special education students based on the decisions made by the Individual Education Plan (IEP) Committee, as documented on the Individual Educational Plan (IEP) [FM-4953]. According to the guidelines, if services do not change as a result of an IEP meeting and the matrix is less than three years old, the existing matrix may be reviewed. If services change, a new matrix must be completed.

Our review of a sample of 26 special education (SPED) student folders, which included nine Gifted student folders, revealed the following discrepancies in five student folders:

- 9.1. In three instances, the Individual Education Plan (IEP) [FM-4953] and the corresponding Matrix of Services form [FM-5582] did not agree. Specifically, for one of these students, the cost factor listed on the Matrix of Services Form did not agree with the funding level reflected for this student in the Integrated Student Information System (ISIS). According to ISIS, this student was funded at higher level than what the Matrix of Services Form could substantiate. For the other two students, the related services listed on the IEP were not indicated on the *Areas of Eligibility* section on the Matrix of Services form.

In the case of the first student cited above, an amendment to the Department of Education Correction System (DECO) would have been required for FTE surveys two (2) and three (3) in the amount of \$9,872 to realign the funding with the services. However, as of the audit visit, the deadline to process a DECO amendment had already expired, and the school was unable to submit these corrections. For the other two students, pursuant to our calculations, the errors cited above would have generated a potential funding loss to the District of \$12,762.

Pursuant to instructions on *Weekly Briefing No. 5019*, dated October 16, 2008, schools are required to utilize the Web Interface for Special Educators (WISE) online system to complete IEPs, EPs and Matrix of Services forms. However, at this school:

- 9.2. Our sample disclosed two instances where the Matrix was completed manually. One of these instances referred to the student folder cited above, where errors identified during the audit would have required a DECO amendment to align the funding level with the services.

- 9.3. One Gifted Education Plan (EP) [FM-6329] indicated the incorrect conference type.

Although some of these errors did not generate potential funding losses to the District because the funding level for the corresponding students remained unchanged, they represent a lapse in compliance with established procedures.

RECOMMENDATIONS

- 9.1. **Ensure that all SPED folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed and updated. Funding allocated should be properly supported by a Matrix of Services form and accurate information should be entered into the Integrated Student Information System (ISIS) to reduce the probability of being out of compliance and the consequential funding disallowances that may result from documentation errors/omissions.**
- 9.2. **Ensure that school staff utilizes the WISE online system to enter SPED records and data.**

Person(s) Responsible:

Principal

Management Response:

- The principal reviewed with the assistant principal, the LEA Chairperson and the data input specialist the Local Education Agency (LEA) Implementation Guide and the State of Florida, Department of Education's *Matrix of Services Handbook* requirements to ensure strict adherence to the established procedures for the maintenance of SPED folders, to include documents relevant to FTE funding.
- The principal instructed the registrar and the appointed SPED teacher to review all incoming cumulative student records for accuracy and proper documentation in accordance with School Board Rule 6Gx13-5B-1.07- Student Education Records and to ensure that the PF17 screen documents correlated with the Matrix score that is indicated on the IEP.
- The principal instructed the assistant principal to convene with the SPED Chairperson and SPED Teachers on a quarterly basis to review all IEP/EP folders, utilizing the SPED Standards Record Review form (FM-7069) and the Gifted-Elementary FTE Pre-Audit Checklist to ensure full compliance.
- The principal instructed the program specialist to immediately conduct review training for all persons responsible in the area of maintenance of cumulative records, specifically focusing on Matrix of Services and other documents required for SPED funding.

- The assistant principal and the SPED department chairperson will work with SPED teachers to ensure that the cumulative records of all SPED students are in compliance using the SPED Cumulative Record Checklist (FM-7069).
- At every Individual Education Plan (IEP) Review and Initial Staffing for SPED students the aforementioned appointed SPED teacher will complete the SPED Program Standards Review (FM-7069) form to assure accuracy and submit to the principal or the designee for review. This form will be kept for reference.
- The team works in tandem with all other SPED teachers to ensure that the cumulative records of SPED students are in compliance utilizing the SPED Program Standards Review (FM-7069) and this form is logged and kept for reference by the SPED teacher on the team. The team will review all cumulative records for students with disabilities for compliance using this checklist at the conclusion of the grading periods. The principal instructed the assistant principal and the appointed SPED teacher to work as a team and review cumulative records with focused attention to the Matrix of Services forms with levels of 254 or 255.
- The team will review the SPED Services Data Sheet and will forward it to the registrar for recording purposes. The registrar will ensure that all information is accurately entered into ISIS system and a hard copy kept for reference. Prior to data entry, the assistant principal will review for accuracy.
- On the comment section of the SPED Program Standards Review (FM- 7069) form a line indicating a review of the Web Interface for Special Educators (WISE) on line system will be added to ensure that all incoming and annual IEP's have been correctly inputted in the system.
- The assistant principal has been instructed to work collaboratively with the registrar to ensure records are accurately coded. The registrar will print copies, as appropriate, of changes made to SPED student records and will submit copies to the assistant principal. The assistant principal and the SPED Chairperson will maintain copies of all required forms for continuous facilitation and implementation.
- The principal will be notified in writing of any missing or noncompliant records. The principal will make every attempt to locate the missing files and ensure that all non-compliant records have been brought to specifications.
- The principal will initiate a self mini-review utilizing the SPED Program Standards Review (FM-7069) form in September, January, and May to review all SPED students' IEP's and Matrix of Services for accuracy and correlation.

Person(s) Responsible:

Region V Administration

Management Response:

The Region V Business/Personnel Director will request district assistance in providing WISE and Matrix of Services training to insure online system entry of SPED records.

The Region Center V Business/Personnel Director will request district assistance with FTE input and review each semester to ensure accuracy of data entry of SPED information. The Administrative Director will provide additional support and assistance to the affected school during the 2009-2010 school year via an audit review of SPED/Gifted procedures and records.

The principal will be required to attend the FTE training when offered by the District.

Person(s) Responsible:

District/School Operations

Management Response:

- District/School Operations will collaboratively work with the Region Center in facilitating technical training from the respective offices regarding SPED and accurate completion and input of Matrix of Services and FTE Training.

10. Discrepancies In Special Education Student Records Resulted In FTE Funding Disallowances
Frances S. Tucker Elementary

The *Matrix of Services Handbook 2004 Revised Edition* issued by the Florida Department of Education establishes the guidelines and procedures to initiate and update a matrix. The Matrix of Services form [FM-5582] is used to determine the cost factor for special education students based on the decisions made by the Individual Education Plan (IEP) Committee, as documented on the Individual Educational Plan (IEP) [FM-4953]. According to the guidelines, if services do not change as a result of an IEP meeting and the matrix is less than three years old, the existing matrix may be reviewed. If services change, a new matrix must be completed.

We reviewed FTE records corresponding to the 2008-2009 fiscal year, survey period three (3) (February 2009). A review of a sample of 12 special education (SPED) student folders, which included 2 Gifted student folders, revealed one instance where the cost factor listed on the student's Matrix of Services Form did not agree with the funding level reflected in the Integrated Student Information System (ISIS). According to ISIS, this student was funded at higher level than what the Matrix of Services Form could substantiate. An amendment to the Department of Education Correction System (DECO) would have been required for survey periods two (2) and three (3) in the amount of \$15,651 to realign funding with the services. However, as of the audit visit, the deadline to process a DECO amendment had already expired, and the school was unable to submit these corrections.

RECOMMENDATION

- 10. Funding allocated to the students should be properly supported by an IEP and a Matrix of Services form; and accurate information should be entered into Integrated Student Information System (ISIS) to reduce the probability of being out of compliance and the consequential funding disallowances that may result from documentation errors/omissions.**

Person(s) Responsible:

Principal

Management Response:

The principal reviewed with the assistant principal, the LEA Chairperson and the data input specialist the Local Education Agency (LEA) Implementation Guide and the State of Florida, Department of Education's *Matrix of Services Handbook* requirements to ensure strict adherence to the established procedures for the maintenance of SPED folders, to include documents relevant to FTE funding.

The principal instructed the assistant principal to convene with the SPED Chairperson and SPED Teachers on a quarterly basis to review all IEP/EP folders, utilizing the SPED Standards Record Review form (FM-7069) and the Gifted-Elementary FTE Pre-Audit Checklist to ensure full compliance.

The principal instructed the program specialist to immediately conduct review training for all persons responsible in the area of maintenance of cumulative records, specifically focusing on Matrix of Services and other documents required for SPED funding.

The principal instructed the assistant principal to document in writing, any regulatory discrepancies for immediate corrective action. The principal will meet with the assistant principal and the SPED Chairperson periodically to review any submitted document(s) to ensure that all information in the students' folder is accurate, up-to-date and is reflected in the Integrated Students Information System (ISIS).

The assistant principal and the SPED department chairperson will work with SPED teachers to ensure that the cumulative records of all SPED students are in compliance using the SPED Cumulative Record Checklist (FM-7069).

The assistant principal was assigned to work collaboratively with the registrar to ensure records are accurately coded. The registrar will print copies, as appropriate, of changes made to SPED student records and will submit copies to the assistant principal. The assistant principal and the SPED Chairperson will maintain copies of all required forms for continuous facilitation and implementation. Additionally, the SPED Chairperson and the SPED Teachers have attended Matrix of Services training.

The principal directed the registrar to review all incoming cumulative student records, particularly those not completed on WISE, for accuracy and proper documentation in accordance with School Board Rule 6Gx13-5B-1.07-Student Educational Records and to ensure that the IEP and the Matrix of Services both match what appears in ISIS. All incoming SPED cumulative records will then be forwarded to the assistant principal for final review. The assistant principal will ensure that the PF17 screen documents the Matrix score that correlates to the IEP.

The Principal will be notified in writing of any missing or noncompliant records. The principal will make every attempt to locate the missing files and ensure that all non-compliant records have been brought to specifications.

Person(s) Responsible:

Region III Administration

Management Response:

- Region III Business Administrative Director will solicit assistance from the Office of Bilingual Education and from the Office of Special Education to conduct mini-reviews each semester for compliance in selected areas of the ELL and SPED program.

- Results from the districts mini-reviews will be submitted to the Region III Business Administrative Director to appraise. Discrepancies will be discussed with the principal and corrections will be made accordingly.

Person(s) Responsible:

District/School Operations

Management Response:

- District/School Operations collaboratively with the region will facilitate district reviews through the appropriate district office to be conducted each semester for compliance with SPED procedures.
- District/School Operations collaboratively with the region will facilitate district reviews through the appropriate district office to be conducted each semester for compliance with ELL procedures.

**11. Discrepancies In English Language Learners' (ELL) Student Records Resulted In Potential Funding Disallowances
*Brownsville Middle***

For the 2008-09 school year, guidelines and procedures for maintaining ELL student information were provided through the Division of Bilingual Education and World Languages memoranda, the *District ELL Plan 2008-2009* and *Procedures Manual 2005*.

According to the guidelines, parents must be notified each school year of their child's participation or any programmatic change in the ESOL program. Copies of the Notice to Parents/Guardians of Limited English Proficient (LEP) Students [FM-6577] and Home Language Surveys [FM-5196] must also be properly completed and are to be filed in the ESOL Program Record folder. In addition, all sections of the Individual ELL/LEP Student Plan [FM-4650] must be appropriately initiated and/or updated in a timely manner and maintained in the student cumulative folder. Also, for the 2008-2009 fiscal year, a Web-based ELL/LEP Plan (WLEP) must be completed for all ELL students.

A review of a sample of ten ELL student folders disclosed the following discrepancies in nine student folders (90%):

- 11.1. In three instances, the individual ELL/LEP Student Plan [FM-4650] was not properly completed. Specifically, we found that the ESOL Level and Program Update Information sections were not updated.
- 11.2. In two instances, the student's entry date to the ESOL program was dated prior to the ESOL test's assessment date.
- 11.3. In one instance, documentation which would indicate whether the student had been assessed at the end of the 2007-2008 fiscal year was not located in the student folder.
- 11.4. In five instances, a copy of the student schedule printed from the Integrated Student Information System (ISIS) database was not filed in the LEP folders. Schedules which did not include the date and time when printed were provided after our request. For these same students, the ELL/LEP Student Plans were completed manually and not in the online WLEP system.
- 11.5. In three instances, the second page of the Notice to Parents/Guardians of Limited English Proficient (LEP) Students [FM-6577] was not filed in the student folder; therefore, principal's signature could not be verified. For all three students, the page was provided after our initial request.

Pursuant to our potential loss calculations, the findings stated above generated a potential loss of \$1,760 FTE funding to the school.

RECOMMENDATION

- 11. To reduce the probability of potential losses in funding and other non-compliance issues regarding ESOL criteria, ESOL staff and administration should review ESOL Program Record Folders to make certain that the information is accurate and that all pertinent forms are completed and filed in the folders immediately after the information is entered into ISIS.**

Person(s) Responsible:

Principal

Management Response:

The principal reviewed with all staff responsible, all memoranda provided through the Division of Bilingual Education and World Languages and the District LEP Plan and Procedures Manual. The principal and/or principal's designee will monitor the proper completion of all documents in the ESOL Program Record folder, inclusive of the Notice to Parents/Guardians of Limited English proficient (LEP) Students (FM-6577), Home Language Surveys (FM-5196) and the Individual ELL/LEP Students Plan (FM-4650).

All ELL Program Record Folders for LEP students will be monitored, updated and reviewed at the beginning of the school year by the Assistant Principal and the ELL Chairperson and subsequently on a quarterly basis.

The ELL Chairperson will utilize the WLEP format which will automatically update the ESOL Level and Program Update Information section of the ELL/LEP Student Plan. To ensure compliance, each semester, the Individual LEP Student Plans will be reviewed by the ELL Chairperson and the Assistant Principal using a school generated checklist to cross reference all sections of the ELL Program Folder. A random review of ELL Program Folders will be completed by the principal.

At the beginning of the school year, the ELL Chairperson will print the J screen from the Integrated Student Information System (ISIS) database to ensure that the new test scores are reflected on the Individual LEP Student Plans, and assessment dates correlate with the student entry date and with the assessment documentation. The Assistant Principal will monitor this information and ensure that all assessment documentation is filed in the ELL Program Folder. A random review of this information will be conducted by the principal for compliance.

During each FTE Reporting Period (October and February), the ELL Chairperson will print each student schedule from the Integrated Student Information System (ISIS) database indicating the date and time the schedule was printed for each ELL student.

By the end of each FTE Period, the Assistant Principal will monitor each ELL Program Folder for a copy of the current student schedule. A random review of printed student schedules will be completed by the principal for compliance.

The ELL Chairperson will utilize the WLEP format for completing Individual LEP Student Plans. ELL Program Folders for students articulating, transferring or who are new to the school will be monitored for use of the WLEP format by the Registrar.

The Assistant Principal will monitor and check all documents to ensure that they are computer-generated and that no manual changes are made. If there are any corrections, a written notification will be provided to the principal to explain the changes. A random review of completed Individual LEP Student Plans will be conducted by the principal for compliance.

The Assistant Principal will ensure that the Notice to Parents/Guardians of Limited English Proficient (LEP) Students (FM-6577) notices are completed with principal's signature, both pages are duplicated, the copy is placed in the ELL Program folder and the original is disseminated. A random review of completed forms (FM-6577) will be conducted by the principal for compliance.

The principal has requested and received an ELL Program Review from the Office of Bilingual Education. The principal will continue to avail herself and her staff of training opportunities and assistance provided by the Office of Bilingual Education. The principal will monitor all aspects of the ELL Program to ensure that the school is in compliance with established procedures.

Person(s) Responsible:

Region III Administration

Management Response:

Refer to pages 64-65 and memorandum on page 100 for corrective action from Region III Administration regarding the monitoring of FTE activities of this school.

Person(s) Responsible:

District/School Operations

Management Response:

Refer to page 65 and memorandum on page 106 for corrective action from District/School Operations regarding the monitoring of FTE activities of this school.

SCHOOL SITE IT SECURITY

12. IT Function at School Site Not Properly Monitored and Maintained *Booker T. Washington Senior*

We performed our Information Technology (IT) review to assess the condition of the IT school site function.⁴ We found that IT controls and practices were deficient as detailed below:

- 12.1. We obtained and reviewed the most recent “Authorized Applications for Employees by Locations” (RACF) report and found that a security monitor had been given access to the *electronic attendance manager application (WGBA)*.
- 12.2. The principal had not reviewed the MDCPS Network Security Standards (NSS) with the School Based Technician (SBT).
- 12.3. According to the District's management tool *BigFix*, 21 PC-based machines did not have district antivirus installed, while five PC-based machines were not members of the DADESCHOOLS domain. In addition, of the two servers randomly selected one did not have District management software (BigFix) nor anti-virus software (SOPHOS) installed. The other server had an outdated antivirus installation.
- 12.4. The LOCAL ADMINISTRATOR PASSWORD was not on file. In addition, a required Domain administrator group was absent from one computer, while several others contained miscellaneous non-standard local administrator accounts.
- 12.5. The purpose of a disaster recovery plan is to provide recourse in the event of unexpected data loss. We found that the school had not produced a disaster recovery plan.

RECOMMENDATIONS

- 12.1. Revoke authorization to the WGBA application for the indicated staff member.**

⁴ This included the review of the evaluation document titled “School Site IT Security Audit Assessment” developed by the Office of Management and Compliance Audits, in collaboration with Information Technology Services (ITS). This self-assessment tool is completed every year by school sites to assess the quality of network security, compliance with the Network Security Standards (NSS), and district technology directives. Once completed, it is submitted to our office for review.

- 12.2. Review the NSS with the SBT and any other IT support personnel members to ensure that staff who are directly responsible for maintaining technology infrastructure understand how to comply with district IT policies and directives.
- 12.3. Review all server-class equipment to ensure the presence of District-mandated management software (*BigFix*) and antivirus (*SOPHOS*).
- 12.4. Review all computers to ensure the presence of District-mandated management software (*BigFix*) and antivirus (*SOPHOS*).
- 12.5. Ensure that all computers capable of being joined are made members of the DADESCHOOLS domain as soon as possible.
- 12.6. Maintain LOCAL ADMINISTRATOR PASSWORD on file, update if changed, and make the location of the file available to administrative staff for retrieval if necessary.
- 12.7. Ensure that all computers have presence of required network groups and that non-standard local administrator accounts are removed.
- 12.8. Develop and document a disaster recovery plan with the assistance of the SBT.

Person(s) Responsible:

Principal

Management Response:

The principal has implemented corrective and preventive strategies to eliminate the recurrence of similar conditions in future audits. The principal will take an active role in monitoring the Information Technology guidelines set forth by Miami-Dade County Public Schools' Network Security Standards (NSS) handbook.

The Principal convened a meeting with the Assistant Principals and the School Based Technician (SBT) to review the audit findings and the M-DCPS Network Security Standards to ensure that staff directly responsible for maintaining technology infrastructure understand and are fully aware of requirements, district IT policies and directives.

The Principal will print, review and sign the Authorized Applications for Employees by Locations report on a monthly basis to ensure that school personnel have access only to those applications required by their job duties. This report will be maintained on file in the principal's office. The Principal immediately revoked payroll approval access inadvertently given to unauthorized personnel. The application for the employee to access to the attendance manager has been revoked. The RACF report will be reviewed monthly to correct any discrepancies.

The Principal directed the SBT to print a BigFix Console report on a monthly basis for the Principal's review to ensure the presence of district mandated antivirus; and that all computers capable of being joined or bound are incorporated as members of the DADESCHOOLS domain. The servers identified in this audit were also corrected by installing SOPHOS antivirus.

Person(s) Responsible:

Region III Administration

Management Response:

- The Region III Business Administrative Director will request a copy of the administrator's signed RACF report on a monthly basis.
- The Region III Business Administrative Director will convene a meeting with the principal to review in-house Information Technology Security measures as delineated in M-DCPS Network Security Standards handbook.
- The Region III Administrative Director instructed the principal to print a BigFix Console report on a monthly basis to review and ensure the presence of district mandated antivirus software; and that all computers capable of being joined or bound are incorporated as members of the DADESCHOOLS domain.
- The Region III Administrative Director instructed the principal to develop and document a disaster recovery plan and backup routine. A copy of the plan and backup routine will be maintained on file in the Region.

Person(s) Responsible:

District/School Operations

Management Response:

Refer to page 35 and memorandum on page 106 for District/School Operations' response addressing these recommendations. In addition to the response on page 35:

- District/School Operations will review the affected schools RACF report through Control-D on a monthly basis for compliance.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our audits were to:

- express an opinion on the internal fund financial statements of the schools for the fiscal year ended June 30, 2009, on the cash basis of accounting;
- evaluate compliance by the schools with the policies and procedures prescribed in the *Manual of Internal Fund Accounting*;
- provide assurances regarding compliance with *current payroll procedures*, as well as compliance with *current purchasing credit card program procedures*; and *certain information technology controls*;
- verify compliance by the schools with the policies and procedures prescribed by the *Manual of Property Control Procedures*, and determine the adequacy of controls over the safeguarding of property items with an individual cost of \$1,000 or more;
- evaluate compliance with the policies and procedures set forth by the *No Child Left Behind Act of 2001, Title I Program*, and the *Title I Administration Handbook*; and
- ascertain compliance with State law, State Board of Education Rules, School Board Rules, manuals, directives and FTE reporting documentation procedures as they relate to student attendance, Special Education, English Language Learners, Cooperative Education and Teacher Certification.

While the scope of our audits generally covered internal funds operations during the period of July 1, 2008 through June 30, 2009, payroll, purchasing credit card transactions, and information technology controls included current periods. Title I Program expenditures and procedures were reviewed for the 2008-2009 fiscal year. FTE audits covered the February 2009 or October 2009 survey period.

Our procedures were as follows:

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

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

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

Internal Control Matters

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

BACKGROUND

INTERNAL FUNDS

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

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

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

Prior to spending internal funds, schools invest their cash in designated depositories. Funds not used in the daily operations may be invested in the MDCPS-Money Market Pool Fund. The Fund's interest rate as of June 30, 2009 was 1.29%.

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

- ◆ Annual audits of internal funds are required by Section 1011.07, Florida Statutes, and State Board of Education Rule 6A-1.087
- ◆ Internal Funds are revenues generated from student activities at the school level which are not part of the school's budget process
- ◆ Each school administers their internal funds separately through an operational checking account, following District guidelines as established in the *Manual of Internal Fund Accounting*
- ◆ Banks for school funds must be approved by the School Board and certified by the State Treasurer
- ◆ Idle funds in the operational account may be invested to yield interest revenue in a savings account, certificate of deposit or in the MDCPS-Money Market Pool Fund
- ◆ At June 30, 2009, the MDCPS-Money Market Pool Fund's interest rate was 1.29%.

PAYROLL

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

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

The process for distributing payroll checks and check advices has changed in 2009. Customarily, paper checks and check advices would be distributed at sites throughout the District by Treasury Management. Effective with the pay period which ended on March 5, 2009, *the district has changed payroll check distribution procedures in order to eliminate paper checks and check advices as a cost saving measure.* Employees who receive paper checks at the sites were requested to enroll in direct deposit for all payroll-related payments. Those employees who received check advices at the sites were directed to the Employee Portal located in the district's website to access their payroll information and print the payroll check advices. Although payroll check distribution at the sites has been greatly minimized, it has not been fully implemented, pending those employees who have not signed for direct deposit at this time.

PROPERTY

At MDCPS, the management of property items must comply with the guidelines established in the *Manual of Property Control Procedures*. According to Chapter 274.02 of the Florida Statutes, a complete physical inventory of all property shall be taken annually, be compared with the property record, and discrepancies must be identified and reconciled. Accordingly, our office conducts yearly inventories at each school of all property items with an individual value of \$1,000 or more, the results of which are reported herein.

PURCHASING CREDIT CARD (P-CARD) PROGRAM

At the schools, principals administer the purchasing credit card program, which must comply with the guidelines established in the *Purchasing Credit Card Program Policies & Procedures Manual*.

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

- *The P-Card Program enables schools to make small purchases of less than \$1,000 per individual transaction for materials and supplies*
- *It expedites the procurement process at the schools.*

TITLE I PROGRAM

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

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

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

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

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

FULL-TIME EQUIVALENT (FTE)

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

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

Schools are responsible for verifying student membership data submitted to the Florida Department of Education (FDOE) for funding purposes. This is accomplished through the FTE survey process.

The results of these surveys are FTE reports which allow schools to verify the data and make corrections as needed. Once this process is completed, the district transmits the information to the FDOE. During the 2008-2009 FY, months selected by the FDOE for these surveys are as follows:

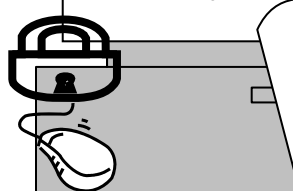
Survey Period No.	Time Period of Survey
1	July (Summer School only)
2	October
3	February
4	June (Summer School only)

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

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

As of the 2007-2008 fiscal year, FTE audits have been incorporated as part of the school audits routinely performed by the Office of Management and Compliance Audits. FTE audits are conducted at selected schools based on audit criteria developed by this office.

DATA SECURITY MANAGEMENT REPORT AND SCHOOL SITE IT SECURITY ASSESSMENT



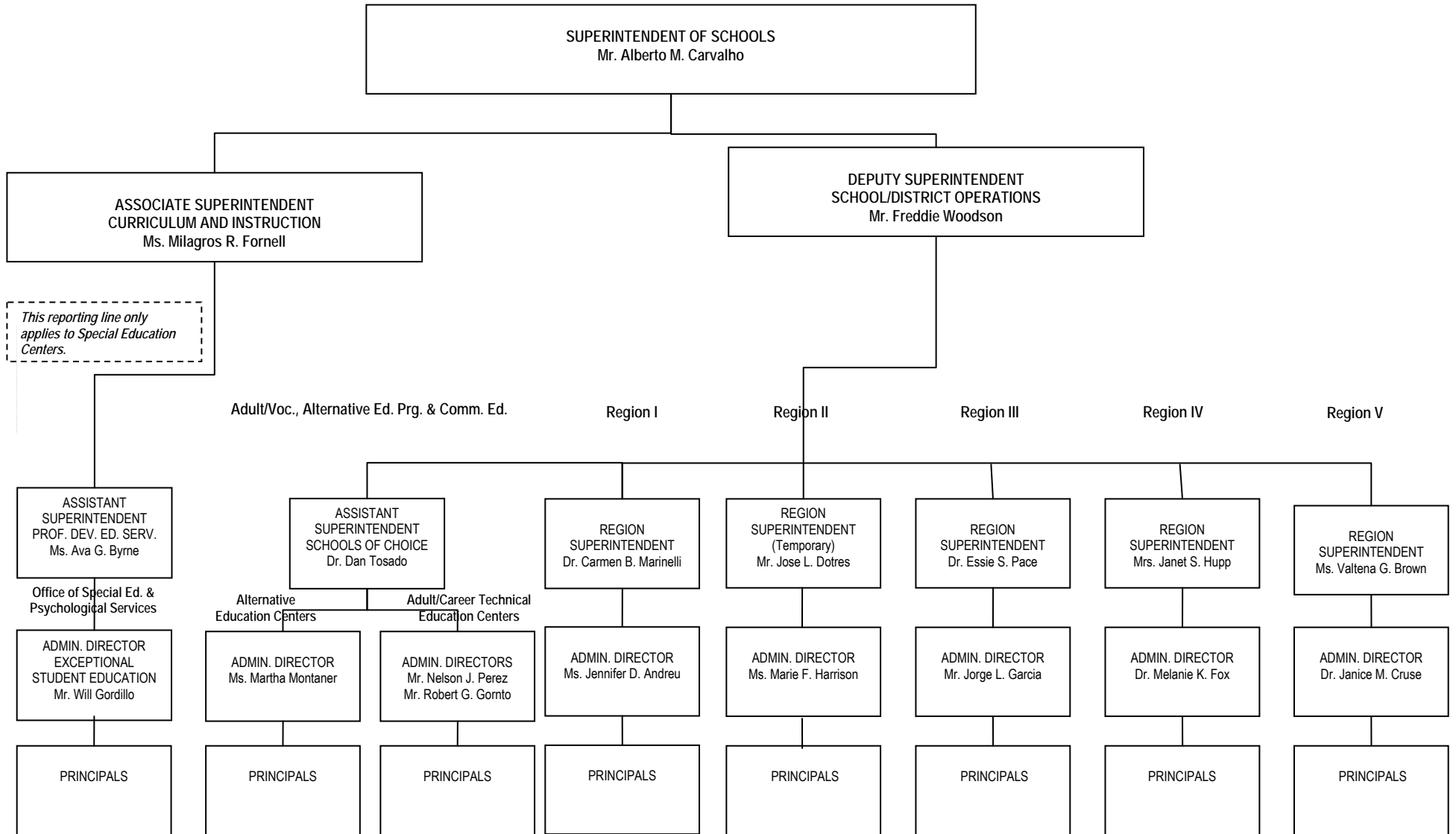
The School Site IT Security Audit Assessment is a tool for evaluating network security and compliance with District security policy.

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

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

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

PARTIAL ORGANIZATIONAL CHART



APPENDIX
MANAGEMENT'S RESPONSES

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 12, 2010

TO: Dr. Carmen B. Marinelli, Region Superintendent
Region Center I

FROM: LaVette S. Hunter, Principal *LH/RS*
William H. Turner Education Center

SUBJECT: ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF WILLIAM H. TURNER
EDUCATION CENTER FOR THE 2008-09 FISCAL YEAR

The following is a response to relevant findings in the school audit report of William H. Turner Education Center.

1.1. Discuss the EESAC budgetary process with the EESAC Committee for understanding and awareness of the procedures.

1.2. Any decisions related to out-of-county travel of students must be planned in advance to ensure that the proper procurement channels are utilized. Furthermore, any decisions to spend funds must be made and planned in advance to utilize the funds within appropriate timelines.

The principal has thoroughly reviewed the findings cited in the Internal Funds Audit Report for the 2008 – 2009 fiscal year. Subsequently, a meeting was conducted with the business manager to review, develop and implement a corrective plan of action and preventive strategies to ensure future compliance in the affected areas.

During the meeting, the principal reviewed Section III, Chapter 9 of the *Manual of Internal Fund Accounting*, which established the procedures for processing disbursements using the Instructional Material and Supplies (Fund 9) account. The principal also reviewed the list of expenditures not allowed to be charged to this account, which includes, among others, out-of-county travel expenditures for students. The principal instructed the business manager to only charge to the Fund 9 account those expenditures allowed by the *Manual of Internal Fund Accounting* and adhere to district procurement channels when out of county travel expenditures are being planned for staff and students.

The principal has requested assistance from the appropriate district office to provide technical training to the EESAC committee regarding the proper procedures for planning and spending EESAC funds.

At the next EESAC meeting to be held on January 13, 2010, the principal will discuss the findings with the EESAC committee for understanding and awareness of the procedures. At the meeting, the principal will discuss the Miami-Dade County Public Schools' Resource Guide for effective EESAC implementation, particularly the section which deals with School Performance Excellence Planning and the EESAC budget. The principal will discuss with the committee the proper procedures for disbursing funds and for the appropriate and timely allocation of EESAC funds. The goal of this meeting is for the EESAC to devise a plan and reach consensus on how the funds for the 2009-2010 school year will be utilized in a proper and timely manner.

The principal will meet periodically with the business manager to review EESAC funds disbursements and disbursements posted to the Fund 9 account to ensure that guidelines are being adhered to. Any discrepancies will be immediately discussed for corrective action. The principal will only approve EESAC fund disbursements in accordance with the guidelines and procedures delineated in Section III, Chapter 9 of the *Manual of Internal Fund Accounting*.

If there are any additional questions, please contact me at 305-751-7337.


cc: Dr. Daniel Tosado
Ms. Jennifer D. Andreu
Ms. Cynthia Gracia

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 6, 2010

TO: Dr. Essie S. Pace, Region Superintendent
Region III

FROM: Cathleen A. McGinnis, Principal 
Orchard Villa Elementary School

SUBJECT: **ADMINISTRATIVE RESPONSE TO TITLE I AUDIT REPORT OF
ORCHARD VILLA ELEMENTARY SCHOOL / 4171**

The following is submitted in response to the Internal Audit Report for Orchard Villa Elementary as it pertains to Title I Compliance.

Community Involvement Specialist Recordkeeping

The Principal, Assistant Principal, and Community Involvement Specialists met to review and discuss the audit findings and to review the job responsibilities of the Community Involvement Specialist (CIS) as outlined in the Title I *Administration Handbook*.

The Principal established monthly review meetings with the Assistant Principal and CIS to discuss and affirm the collection of Title I documentation as it pertains to: home visitations logs; parent involvement meetings, parent compacts and parent surveys.

The Principal instructed the CIS to establish individual folders for each item needed for documentation and file in the "Title I Box". This will facilitate accurate recordkeeping and enable the monitoring of the requirements for Title I accountability procedure to be reviewed at the scheduled monthly meeting. The principal will ensure that all guidelines are adhered to as it pertains to Monthly Reports and the CIS attendance that appropriate district trainings/workshops and meetings.

Additionally, on January 6, 2010, the Principal held a meeting with faculty and staff regarding the requirements of a Title 1 school and the accountability procedures that need to be followed by all stakeholders.

Reading Coach Inadequate Recordkeeping of Professional Development Activities Conducted

The Principal met with the Assistant Principal and Reading Coach and reviewed the 2009-2010 *Title I Handbook*, focusing on the job descriptions and responsibilities of the Reading Coach. The Principal provided a copy of this document to the Assistant Principal and Reading Coach to ensure adherence to the guidelines.

The Principal has scheduled monthly meetings with the Reading Coach and the Assistant Principal to review the status of professional development delivered, coaching,

APPENDIX-MANAGEMENT'S RESPONSE

demonstrations, conferencing and the management of student assessment reading materials. The Principal will monitor weekly the professional development logs in order to ensure proper documentation is being maintained and submitted as required in a timely manner.

The principal will monitor the various aspects of the Title I program guidelines to ensure the school is in compliance with established procedures.

If any further information is needed, please contact me directly at 305.754.0607.


CC: Dr. Daniel Tosado
Mr. Jorge L. Garcia
Ms. Cynthia Gracia

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 6, 2010

TO: Dr. Essie S. Pace, Region Superintendent
Region III

FROM: Annette DeGoti, Principal 
Frances S. Tucker Elementary School

SUBJECT: ADMINISTRATIVE RESPONSE TO FTE AUDIT REPORT OF
FRANCES S. TUCKER ELEMENTARY SCHOOL

The following is submitted in response to the Internal Audit Report of Frances S. Tucker Elementary School.

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

The principal reviewed with the assistant principal, the LEA Chairperson and the data input specialist the Local Education Agency (LEA) Implementation Guide and the State of Florida, Department of Education's *Matrix of Services Handbook* requirements to ensure strict adherence to the established procedures for the maintenance of SPED folders, to include documents relevant to FTE funding.

The principal instructed the assistant principal to convene with the SPED Chairperson and SPED Teachers on a quarterly basis to review all IEP/EP folders, utilizing the SPED Standards Record Review form (FM-7069) and the Gifted-Elementary FTE Pre-Audit Checklist to ensure full compliance.

The principal instructed the program specialist to immediately conduct review training for all persons responsible in the area of maintenance of cumulative records, specifically focusing on Matrix of Services and other documents required for SPED funding.

The principal instructed the assistant principal to document in writing, any regulatory discrepancies for immediate corrective action. The principal will meet with the assistant principal and the SPED Chairperson periodically to review any submitted document(s) to ensure that all information in the students' folder is accurate, up-to-date and is reflected in the Integrated Students Information System (ISIS).

The assistant principal and the SPED department chairperson will work with SPED teachers to ensure that the cumulative records of all SPED students are in compliance using the SPED Cumulative Record Checklist (FM-7069).

APPENDIX-MANAGEMENT'S RESPONSE

The assistant principal was assigned to work collaboratively with the registrar to ensure records are accurately coded. The registrar will print copies, as appropriate, of changes made to SPED student records and will submit copies to the assistant principal. The assistant principal and the SPED Chairperson will maintain copies of all required forms for continuous facilitation and implementation. Additionally, the SPED Chairperson and the SPED Teachers have attended Matrix of Services training.

The principal directed the registrar to review all incoming cumulative student records, particularly those not completed on WISE, for accuracy and proper documentation in accordance with School Board Rule 6Gx13-5B-1.07-Student Educational Records and to ensure that the IEP and the Matrix of Services both match what appears in ISIS. All incoming SPED cumulative records will then be forwarded to the assistant principal for final review. The assistant principal will ensure that the PF17 screen documents the Matrix score that correlates to the IEP

The Principal will be notified in writing of any missing or noncompliant records. The principal will make every attempt to locate the missing files and ensure that all non-compliant records have been brought to specifications.

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

If any further information is needed, please contact me directly at 305.567.3533.


cc: Dr. Daniel Tosado
Mr. Jorge L. Garcia
Ms. Cynthia Gracia
Mr. Albert Payne

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 6, 2010

TO: Dr. Essie S. Pace, Region Superintendent
Region III

FROM: Sharon M. Johnson, Principal 
Brownsville Middle School

**SUBJECT: ADMINISTRATIVE RESPONSE TO FTE AUDIT REPORT OF
BROWNSVILLE MIDDLE SCHOOL / 6031**

The following is in response to the findings in the FTE Audit Report for Brownsville Middle School.

In order to ensure that all ELL Program Record Folders are properly maintained in compliance with guidelines established by the Florida Department of Education, the principal will implement the following corrective actions and preventative strategies with regard to the maintenance of all ELL Program Folders.

The principal reviewed with all staff responsible, all memoranda provided through the Division of Bilingual Education and World Languages and the District LEP Plan and Procedures Manual. The principal and/or principal's designee will monitor the proper completion of all documents in the ESOL Program Record folder, inclusive of the Notice to Parents/Guardians of Limited English proficient (LEP) Students (FM-6577), Home Language Surveys (FM-5196) and the Individual ELL/LEP Students Plan (FM-4650).

All ELL Program Record Folders for LEP students will be monitored, updated and reviewed at the beginning of the school year by the Assistant Principal and the ELL Chairperson and subsequently on a quarterly basis.

The ELL Chairperson will utilize the WLEP format which will automatically update the ESOL Level and Program Update Information section of the ELL/LEP Student Plan. To ensure compliance, each semester, the Individual LEP Student Plans will be reviewed by the ELL Chairperson and the Assistant Principal using a school generated checklist to cross reference all sections of the ELL Program Folder. A random review of ELL Program Folders will be completed by the principal.

At the beginning of the school year, the ELL Chairperson will print the J screen from the Integrated Student Information System (ISIS) database to ensure that the new test scores are reflected on the Individual LEP Student Plans, and assessment dates correlate with the student entry date and with the assessment documentation. The Assistant Principal will monitor this information and ensure that all assessment documentation is filed in the ELL Program Folder. A random review of this information will be conducted by the principal for compliance.

APPENDIX-MANAGEMENT'S RESPONSE

During each FTE Reporting Period (October and February), the ELL Chairperson will print each student schedule from the Integrated Student Information System (ISIS) database indicating the date and time the schedule was printed for each ELL student.

By the end of each FTE Period, the Assistant Principal will monitor each ELL Program Folder for a copy of the current student schedule. A random review of printed student schedules will be completed by the principal for compliance.

The ELL Chairperson will utilize the WLEP format for completing Individual LEP Student Plans. ELL Program Folders for students articulating, transferring or who are new to the school will be monitored for use of the WLEP format by the Registrar.

The Assistant Principal will monitor and check all documents to ensure that they are computer-generated and that no manual changes are made. If there are any corrections, a written notification will be provided to the principal to explain the changes. A random review of completed Individual LEP Student Plans will be conducted by the principal for compliance.

The Assistant Principal will ensure that the Notice to Parents/Guardians of Limited English Proficient (LEP) Students (FM-6577) notices are completed with principal's signature, both pages are duplicated, the copy is placed in the ELL Program folder and the original is disseminated. A random review of completed forms (FM-6577) will be conducted by the principal for compliance.

The principal has requested and received an ELL Program Review from the Office of Bilingual Education. The principal will continue to avail herself and her staff of training opportunities and assistance provided by the Office of Bilingual Education. The principal will monitor all aspects of the ELL Program to ensure that the school is in compliance with established procedures.

If any further information is needed, please contact me directly at 305.633.1481.


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

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 4, 2010

TO: Dr. Essie S. Pace, Region Superintendent
Region III

FROM: Rafael A. Villalobos, Principal 
Booker T. Washington Senior High School

**SUBJECT: ADMINISTRATIVE RESPONSE TO INTERNAL AUDIT REPORT OF
BOOKER T. WASHINGTON SENIOR HIGH SCHOOL / 7791**

The following is submitted in response to the Internal Audit Report of Booker T. Washington Senior High School. This administrator was assigned on July 17, 2009.

The principal has implemented corrective and preventive strategies to prevent the recurrence of similar conditions in future audits.

CHILD CARE PROGRAM

The principal met with the lead teacher, treasurer and the principal's designee to review the Manual of Internal Fund Accounting as well as the Community School Procedures Manual specifically focusing on the appropriate sections cited by the auditor.

The principal and principal's designee along with the treasurer will perform monthly audits of the child care program which will include, but will not be limited to: attendance rosters, registration cards and child care records in order to ensure accurate record keeping and proper accounting of all monies collected. The principal will periodically conduct unannounced reviews of the childcare records.

PAYROLL

The principal has implemented corrective and preventive strategies to prevent the recurrence of similar conditions in future audits. The principal will take an active role in monitoring the payroll in order to ensure accurate monitoring and processing of payroll, records and streamline the efficiency of payroll processing and meet the guidelines set forth by Miami-Dade County Public Schools' Payroll Processing Procedures Manual.

The principal met and discussed the audit findings with the payroll clerk, the designated assistant principal and the back-up payroll clerk. The principal reviewed the Payroll Processing Procedures Manual specifically focusing on the areas of the deficiencies found by the auditor (ie: daily paid employees report, leave cards, Daily Payroll Attendance Sheet, Temporary Instructor's Daily Payroll Attendance Sheet and compensatory time). Payroll corrections were made for employees affected by the discrepancies identified by the auditor.

APPENDIX-MANAGEMENT'S RESPONSE

The principal established procedures and identified personnel to ensure compliance with the Payroll Processing Procedures Manual that would carefully check and review all the elements required for processing payroll. The procedure established focus on correlating and cross referencing the daily payroll sheets and leave cards to the working roster prior to the principal's approval of the final roster. This will ensure that employees have accurately documented their attendance on a daily basis and proper notations are made, i.e., "S" for sick, "A" for LWOP, etc., on the Daily Payroll Attendance Sheets, when employees are out of the building or on leave.

All absences must be documented and leave cards in place identifying the specific day and type of absence along with required signatures. The principal also instructed the payroll clerk to prepare the payroll in a designated area to eliminate interruptions during the payroll process. The principal will monitor this process on a daily basis to avoid any payroll reporting discrepancies in the future.

The principal held a faculty meeting on December 16, 2009, to discuss the importance of staff signing in and out on the Daily Payroll Attendance Roster as well as signing their leave cards and identifying leave type to ensure proper processing of payroll.

Compensatory time as stated in the United Teachers of Dade Contract was discussed with staff and the proper method for issuing compensatory time worked has been established. Guidelines set forth by the Payroll Processing Procedures Manual on compensatory time have also been reviewed.

The payroll clerk will review the Daily Payroll Attendance Sheets for all employees and leave cards will be prepared correctly 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. Any discrepancies will be corrected immediately.

The assistant principal will review all payroll information prior to submitting the Final Roster to the principal for approval. The principal will maintain a record of any errors discovered during the final review process for the payroll period. Any discrepancies will be corrected prior to approval.

The assistant principal will thoroughly review with the payroll clerk the hourly payrolls on a weekly basis to ensure that computations to the daily payroll attendance sheets are accurate before inputting into the Working Rosters and prior to submitting the Final Roster to the principal. If there are discrepancies corrections will be made immediately.

The payroll clerk will ensure that employees are documenting their hours worked on an official Daily Payroll Attendance Sheet as indicate in the Payroll Processing Procedures Manual. A final review of the payroll verification process each payroll period will be conducted by the principal, payroll clerk and the assistant principal, ensuring accuracy and immediate response to corrections, if needed. The principal will review the Final Roster and use the payroll attendance sheets, leave cards and the Working Roster to

APPENDIX-MANAGEMENT'S RESPONSE

establish an accurate comparison of those assigned for payment prior to approving the Final Roster.

PROPERTY

The principal has implemented corrective and preventive strategies to prevent the recurrence of similar conditions in future audits. The principal will take an active role in monitoring the school's property in order to meet the guidelines set forth by Miami-Dade County Public Schools' Manual of Property Control Procures.

The principal met with selected personnel, lead teacher and the assistant principal designated to manage property. During this meeting, a complete and thorough review of the Manual of Property Control Procedures and the corrective action plan was implemented.

The school's property audits have disclosed similar losses for the past four years. The current principal requested an investigation be conducted by Miami-Dade Schools Police Department (M-DCPS), SPAR # (R03241).

The principal instructed all staff to properly safeguard property located in their work area. The staff was instructed to immediately report any discrepancies as related to missing property to the assistant principal in charge of property and the principal. The staff was also reminded to secure doors and windows as they exit classrooms or buildings.

An in-house inventory of property will be conducted quarterly to ensure the identification of all property control items and their locations. Immediately following the in-house audit, unaccounted items will result in an in-house investigation process throughout the building to locate the item in question.

Losses resulting from theft or vandalism will be reported to M-DCPS School's Police and a plant security report (Form FM- 0366) and will be processed and placed in the property control binder with all outgoing, transfers and/or plant security reports for audit purposes.

Quarterly meetings will be held with the principal, assistant principal and lead teacher to review the in-house property audit and discuss areas of concern that may need to be reviewed or adjusted.

Surveillance cameras have been repaired and are fully functional. The principal and assistant principal over property have access to the cameras and will review them periodically for irregularities or when items are reported missing. Any suspicious activity will be investigated by the administration and/or Schools Police.

Property assigned to a staff member off site or sent for repair must have the principal's approval and must be properly documented with the required off-campus form, (form FM-2380). These forms will be verified during the quarterly in-house audits. Any discrepancies will be immediately reported to the principal and assistant principal for proper follow up and corrective action.

APPENDIX-MANAGEMENT'S RESPONSE

New property awaiting installation will be secured in a room with key access limited to designated assistant principal and principal.

INFORMATION TECHNOLOGY

The principal has implemented corrective and preventive strategies to eliminate the recurrence of similar conditions in future audits. The principal will take an active role in monitoring the Information Technology guidelines set forth by Miami-Dade County Public Schools' Network Security Standards, (NSS) handbook.

The Principal convened a meeting with the Assistant Principals and the School Based Technician (SBT) to review the audit findings and the M-DCPS Network Security Standards to ensure that staff directly responsible for maintaining technology infrastructure understand and are fully aware of requirements, district IT policies and directives.

The Principal will print, review and sign the Authorized Applications for Employees by Locations report on a monthly basis to ensure that school personnel have access only to those applications required by their job duties. This report will be maintained on file in the principal's office. The Principal immediately revoked payroll approval access inadvertently given to unauthorized personnel. The application for this employee to access the attendance manager has been revoked. The RACF report will be reviewed monthly to correct any discrepancies.

The Principal directed the SBT to print a BigFix Console report on a monthly basis for the Principal's review to ensure the presence of district mandated antivirus; and that all computers capable of being joined or bound are incorporated as members of the DADESCHOOLS domain. The servers identified in this audit were also corrected by installing SOPHOS antivirus.

Implementing the recommendations listed above as it pertains to childcare, payroll, property and IT will create a better monitoring process at Booker T. Washington Senior High School. This should ensure the elimination of audit findings from recurring in the future.

If any further information is needed, please contact me directly at 305.891.6590.

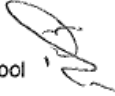
cc: Dr. Daniel Tosado
Mr. Jorge L. Garcia
Ms. Cynthia Gracia
Ms. Vanassa Washington

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 11, 2010

TO: Ms. Valtena G. Brown, Region Superintendent
Region V

FROM: Mr. Eric Torres, Principal
Palmetto Elementary School 

SUBJECT: ADMINISTRATIVE RESPONSE TO SCHOOL AUDIT REPORT OF PALMETTO
ELEMENTARY SCHOOL

The following is a response to relevant findings in the school audit report of Palmetto Elementary School. A management plan has been devised and implemented to address the recommendations listed below.

Exceptional Student Education Records

To reduce the probability of actual and potential losses in funding and other non-compliance issues regarding Exceptional Student Education records, we make the following recommendations:

- 1.1. Ensure that all SPED folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed and updated. Funding allocated should be properly supported by a Matrix of Services form and accurate information should be entered into the Integrated Student Information System (ISIS) to reduce the probability of being out of compliance and the consequential funding disallowances that may result from documentation errors/omissions.
- 1.2. Ensure that school staff utilizes the WISE online system to enter SPED records and data.

In order to ensure that the cumulative folders for all SPED students are properly maintained and the Matrix of Services forms are completed, reviewed, and updated in compliance with guidelines established by the Florida Department of Education, the principal implemented the following corrective actions and preventive strategies with regard to maintenance of student SPED records.

- The principal reviewed with the assistant principal, the LEA Chairperson and the data input specialist the Local Education Agency (LEA) Implementation Guide and the State of Florida, Department of Education's *Matrix of Services Handbook* requirements to ensure strict adherence to the established procedures for the maintenance of SPED folders, to include documents relevant to FTE funding.
- The principal instructed the registrar and the appointed SPED teacher to review all incoming cumulative student records for accuracy and proper documentation in accordance with School Board Rule 6Gx13-5B-1.07- Student Education Records and to ensure that the PF17 screen documents correlated with the Matrix score that is indicated on the IEP.
- The principal instructed the assistant principal to convene with the SPED Chairperson and SPED Teachers on a quarterly basis to review all IEP/EP folders, utilizing the SPED Standards Record Review form (FM-7069) and the Gifted-Elementary FTE Pre-Audit Checklist to ensure full compliance.
- The principal instructed the program specialist to immediately conduct review training for all persons responsible in the area of maintenance of cumulative records, specifically focusing on Matrix of Services and other documents required for SPED funding.

APPENDIX-MANAGEMENT'S RESPONSE

- The assistant principal and the SPED department chairperson will work with SPED teachers to ensure that the cumulative records of all SPED students are in compliance using the SPED Cumulative Record Checklist (FM-7069).
- At every Individual Education Plan (IEP) Review and Initial Staffing for SPED students the aforementioned appointed SPED teacher will complete the SPED Program Standards Review (FM-7069) form to assure accuracy and submit to the principal or the designee for review. This form will be kept for reference.
- The team works in tandem with all other SPED teachers to ensure that the cumulative records of SPED students are in compliance utilizing the SPED Program Standards Review (FM-7069) and this form is logged and kept for reference by the SPED teacher on the team. The team will review all cumulative records for students with disabilities for compliance using this checklist at the conclusion of the grading periods. The principal instructed the assistant principal and the appointed SPED teacher to work as a team and review cumulative records with focused attention to the Matrix of Services forms with levels of 254 or 255.
- The team will review the SPED Services Data Sheet and will forward it to the registrar for recording purposes. The registrar will ensure that all information is accurately entered into ISIS system and a hard copy kept for reference. Prior to data entry, the assistant principal will review for accuracy.
- On the comment section of the SPED Program Standards Review (FM- 7069) form a line indicating a review of the Web Interface for Special Educators (WISE) on line system will be added to ensure that all incoming and annual IEP's have been correctly inputted in the system.
- The assistant principal has been instructed to work collaboratively with the registrar to ensure records are accurately coded. The registrar will print copies, as appropriate, of changes made to SPED student records and will submit copies to the assistant principal. The assistant principal and the SPED Chairperson will maintain copies of all required forms for continuous facilitation and implementation.
- The principal will be notified in writing of any missing or noncompliant records. The principal will make every attempt to locate the missing files and ensure that all non-compliant records have been brought to specifications.
- The principal will initiate a self mini-review utilizing the SPED Program Standards Review (FM-7069) form in September, January, and May to review all SPED students' IEP's and Matrix of Services for accuracy and correlation.

If any further corrective actions or additional strategies are necessary, I may be contacted at Palmetto Elementary, 305-238-2327.


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

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 11, 2010

TO: Mrs. Valtena Brown, Region Superintendent
Region V

FROM: Ms. Kristal B. Hickmon, Principal 
Richmond Heights Middle School

SUBJECT: ADMINISTRATIVE RESPONSE TO SCHOOL AUDIT
REPORT OF RICHMOND HEIGHTS MIDDLE SCHOOL

The following is in response to findings in the school audit report of Richmond Heights Middle School. A management plan has been developed to address the recommendations listed below.

RECOMMENDATIONS

Inadequate Controls over Disbursements

To reduce the probability of actual and potential losses in funding and other non-compliance issues regarding disbursements, we make the following recommendations:

- 1.1. Review the disbursement function with staff to ensure awareness and understanding of the procedures
- 1.2. Monitor the disbursement function to ensure compliance with the requirements and the timeliness of payments.
- 1.3. Review the school pictures activity with staff to ensure that the amount indicated in the photographers' invoice agrees with the monies collected by the school.
- 1.4. Strengthen the review of account balances and deadlines for processing payments to ensure funds are available before signing any checks or approving any transfers.

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

Management Response The principal met with the treasurer, clerical staff and an assistant principal to review audit findings and Section II, Chapter 4 and 5 of the *Manual of Internal Fund Accounting* in order to ensure that the identified aspects of fiscal management are properly maintained in accordance with the guidelines with regard to disbursements having proper documentation in the form of an original invoice itemizing purchases or services rendered, or equivalent documentation as provided by the vendor is accurate and maintained.

The principal prepared a checklist format outlining the proper procedures and methods that will ensure adequate controls over disbursements.

The principal directed the treasurer to establish a log for all purchase orders and outstanding invoices to ensure timely payment, posting, processing and monitoring. This log will include the name of the staff member initiating the purchase, the name of the vendor, the invoice number, amount due, the due date, the date of disbursement/ mailing and the check number. This principal will monitor this log weekly.

APPENDIX-MANAGEMENT'S RESPONSE

The principal directed the treasurer to establish a filing system for all incoming invoices. The principal directed the assistant principal to randomly review all incoming invoices to ensure all items have been received.

The principal established procedures for the receipt of goods, processing of invoices, and placement of received goods and delivery to initiator of purchase. The treasurer will acquire signature and date on the invoice to acknowledge goods received. These procedures will be reviewed with all faculty and staff, particularly clerical and custodial, to ensure adherence to procedures.

The principal directed the treasurer to pay invoices within 30 days and post disbursements on a daily basis to the MSAF system. The treasurer will update purchase order log to indicate date item received to facilitate timely invoice payment. Additionally, the treasurer was directed to attach a print-out of the MSAF screen to each check requisition prior to presentation to the principal for signature. The daily operations of the treasurer will be monitored by the principal to ensure strict adherence to the Manual of Internal Fund Accounting.

The principal will meet with the assistant principal and the treasurer to review the process for picture sales and to review all documents to verify monies collected. The principal will review at the end of the activity the account balance and the invoice with the treasurer to ensure that payment to the vendor is accurate. Any errors will be immediately addressed prior to submission of payment.

If any further corrective actions or additional strategies are necessary, please contact me at Richmond Heights Middle School, 305-238-8013.

cc Dr. Daniel Tosado
 Dr. Janice Cruse-Sanchez
 Ms. Cynthia Gracia

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 12, 2010

TO: Ms. Martha M. Montaner, Administrative Director
District/School Operations/Alternative Education

FROM: David Brooks, Principal
Corporate Academy South

SUBJECT: ADMINISTRATIVE RESPONSE TO SCHOOL AUDIT REPORT OF CORPORATE ACADEMY SOUTH

The following is a response to relevant findings in the school audit report of Corporate Academy South.

P-Card Purchases and Deposits in Transit Revealed that Former School Treasurer Misused P-Card and Misappropriated School Funds.

In order to prevent the recurrence of similar conditions in future audits and to ensure that strict compliance is maintained with Board policies and procedures regarding the use of the P-card, the following corrective measures and preventive strategies have been implemented.

- 1.1 Monitor the use of the P-card to ensure compliance with district policy.**
- 1.2 Strengthen the safeguarding of P-cards to ensure that purchase cannot be made without prior knowledge and approval from administration.**
 - The principal has established internal controls to insure that all purchases are reviewed and approved by the school administrator prior to the use of the P-Card. The principal will review the documentation presented by the Secretary/Treasurer on a weekly basis.
 - To strengthen the safeguarding of the school's credit card, the principal will secure the P-card by having it in his possession at all times. The principal destroyed the old P-card and has requested the assignment of a new credit card for the school site with no additional authorized users.
- 1.3. Retrain staff on the proper receipting and depositing procedures to ensure awareness and clear understanding of the procedures to follow.**
 - The principal hired a new secretary/treasurer on August 10, 2009, and has facilitated training through the appropriate district office on all functions relevant to the use of the schools' credit card to include purchase authorizations, monthly reconciliations, and receipting and depositing procedures.
 - The principal will monitor the timely processing of entries to ensure that all money collections are receipted and deposited as stipulated in the *Manual of Internal Fund Accounting*.
 - The principal has prepared a schedule to meet monthly with the secretary/treasurer to review the Monthly Financial Report and Bank Reconciliation.
 - The school secretary/treasurer will print and review the Daily Activity Report from MSAF system with the principal to ensure deposits have been entered and posted in a timely manner.
 - The deposit receipts returned from the bank will be copied and stapled to the deposit log verifying that deposits have been completed on the date received.
- 1.4. Monitor the bookkeeping function to ensure compliance with the procedures, and the proper and timely processing of transactions.**
 - The principal has established a procedure and reviewed it with affected staff which includes the collection of funds, and the receiving of a receipt to signify the exchange of monies, to ensure the accuracy of monitored collections and verification of deposits.

APPENDIX-MANAGEMENT'S RESPONSE

- The principal will then review the postings of receipts on a bi-weekly basis.
 - The principal will monitor this practice and ensure that it will be completed in a timely manner.
- 1.5. Strengthen the monitoring over the Fund 9 account activity to ensure that the account is timely replenished.**
- The principal will request additional training for the new secretary/treasurer and respective staff from the office review and discuss with the new treasurer the importance of Fund 9 account activity to ensure that the account is timely replenished.
- 1.6. Ensure that the year-end inventory of prenumbered forms is accurate and the distribution of the serialized books and forms is properly documented and controlled.**
- The principal has instructed the school's secretary/treasurer and other clerical who disburse the daily mail and fax transmissions to deliver all statements and billing correspondence directly to the principal for initial review upon receipt.

If you have any additional questions, please call me at 305-246-4348.



DB

cc: Ms. Martha Montaner
Ms. Cynthia Gracia

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 13, 2010

TO: Mr. Freddie Woodson, Deputy Superintendent
District/School Operations

FROM: Dr. Carmen B. Marinelli, Region Superintendent *CBM*
Region Center I

SUBJECT: REGION CENTER I RESPONSE TO INTERNAL REPORT FOR WILLIAM H. TURNER EDUCATION CENTER FOR THE 2008-2009 FISCAL YEAR

The following is a response to relevant findings in the school audit report of William H. Turner Education Center.

Region I has reviewed the audit response for the above-mentioned school. As a result of the audit finding, the following support activities will be implemented at the Region level:

RECOMMENDATIONS:

- 1.1 **Discuss the EESAC budgetary process with the EESAC Committee for understanding and awareness of the procedures.**
- 1.2 **Any decisions related to out-of-county travel of students must be planned in advance to ensure that the proper procurement channels are utilized. Furthermore, any decisions to spend funds must be made and planned in advance to utilize the funds within appropriate timelines.**
 - The affected principal will be required to address specific fiscal management in her 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 Region I Business/Personnel Administrative Director will review and approve all out of county travel upon receipt of appropriate documentation (ie. EESAC minutes) to ensure funds are utilized properly and within the appropriate fiscal year.

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


cc: Dr. Daniel Tosado
Ms. Jennifer D. Andreu
Ms. Cynthia Gracia

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 7, 2010
ESP/#178/2009-10

TO: Mr. Freddie Woodson, Deputy Superintendent
District School Operations

FROM:  Essie S. Pace, Region Superintendent
Region III

SUBJECT: RESPONSES TO AUDIT REPORT OF REGION CENTER III SCHOOLS

Please find the attached responses to the audit reports of Booker T. Washington Senior High School, Brownsville Middle School, Orchard Villa Elementary School and Frances S. Tucker Elementary School.

Region III has reviewed the audit responses for the above-mentioned schools. As a result of the audit findings, the following support activities will be implemented at the Region level:

Booker T. Washington Senior High School

Child Care Program Non-Compliant With Guidelines

1.1. Discuss with staff the procedures for completing the child care attendance rosters and student registration cards for awareness and understanding of the procedures.

1.2. Periodically review child care records with staff to ensure they are properly completed and filed.

1.3. Going forward, review child care records to ensure their completeness and accuracy.

- Region III Business Administrative Director cooperatively with the principal will schedule technical training with the Office Career and Technical Training focusing on the Child Care Program.
- Region III Business Administrative Director cooperatively with the principal will coordinate periodical Child Care reviews with the district staff in the Office Career and Technical Training. Results will be reviewed; any discrepancies will be corrected immediately. Copy of the review and corrections will be forward to the Region office.

Inadequate Recordkeeping, Documenting, and Reporting Of Payroll

2.1. Review payroll procedures with school staff and administration, particularly as they relate to payroll reporting, recordkeeping, and the preparation of leave cards to ensure understanding and awareness of the procedures.

2.2. Strengthen the supervision over the payroll function and the review of the payroll records to ensure that documentation supports the payroll reported, and that all records are signed by the administration and the employees.

2.3. Adhere to the provisions in the *Payroll Processing Procedures Manual* and the contract with the United Teachers of Dade when approving work assignment of instructional personnel that involves the granting of compensatory time.

APPENDIX-MANAGEMENT'S RESPONSE

- The Region III Business Administrative Director instructed the Principal to thoroughly review the Payroll Processing Procedures Manual and develop a systematic approach for properly maintaining payroll procedures to include review of the calculations of hours recorded for hourly employees, verify that the daily payroll corresponds to employee's actual attendance, identify appropriate leave types on leave cards, attach appropriate documentation to leave card as needed and ensure it matches the substitute log.
- The Region III Business Administrative Director instructed the principal to discontinue the use of Compensatory Time and communicate the same to his staff.
- The principal will conduct mini-reviews each semester to prevent future exceptions in the internal funds account. The results of these reviews will be submitted to the Region III Business Administrative Director.
- The Region III Business Administrative Director will conduct quarterly site-reviews to insure compliance with all guidelines found in the Payroll Processing Procedures Manual to make sure that the daily and hourly payrolls are accurate, leave cards match daily payroll attendance sheets, and that there is proper documentation to support the rosters.

Inadequate Controls Over Property Inventory Result In Loss of Equipment

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

3.2. Conduct periodic inventory of equipment to prevent loss of equipment.

- The principal was instructed to identify location of all property and conduct quarterly property inventories. Results of these property inventories will be submitted to the Region III Business Administrative Director for review.
- The principal was instructed to complete an online property survey and forward copies of their completed Outgoing Forms (FM1670) identifying all obsolete equipment, excessive equipment and identifying the location of said equipment. The Region III Business Administrative Director will coordinate with Richard's Warehouse a schedule and plan for removal of this equipment.
- The Region III Business Administrative Director will ensure that the appropriate procedures are followed and that a copy of the plant security report (FM0366) is on file at the Region.

IT Function at School Site Not Properly Monitored and Maintained

4.1. Revoke authorization to the WBGA application for the indicated staff member.

4.2. Review the NSS with the SBT and any other IT support personnel members to ensure that staff who are directly responsible for maintaining technology infrastructure understands how to comply with district IT policies and directives.

4.3. Review all server-class equipment to ensure the presence of District mandated management software (*BigFix*) and antivirus (*SOPHOS*).

4.4. Review all computers to ensure the presence of District-mandated management software (*BigFix*) and antivirus (*SOPHOS*).

4.5. Ensure that all computers capable of being joined are made members of the DADESCHOOLS domain as soon as possible.

4.6. Maintain LOCAL ADMINISTRATOR PASSWORD on file, update if changed, and make the location of the file available to administrative staff for retrieval if necessary.

APPENDIX-MANAGEMENT'S RESPONSE

4.7. Ensure that all computers have presence of required network groups and that non-standard local administrator accounts are removed.

4.8. Develop and document a disaster recovery plan with the assistance of the SBT.

- The Region III Business Administrative Director will request a copy of the administrator's signed RACF report on a monthly basis.
- The Region III Business Administrative Director will convene a meeting with the principal to review in-house Information Technology Security measures as delineated in M-DCPS Network Security Standards handbook.
- The Region III Administrative Director instructed the principal to print a BigFix Console report on a monthly basis to review and ensure the presence of district mandated antivirus software; and that all computers capable of being joined or bound are incorporated as members of the DADESCHOOLS domain.
- The Region III Administrative Director instructed the principal to develop and document a disaster recovery plan and backup routine. A copy of the plan and backup routine will be maintained on file in the Region.

Frances S. Tucker Elementary School

Discrepancies In Special Education Student Records Resulted In FTE Funding Disallowances

1. Funding allocated to the students should be properly supported by an IEP and a Matrix of Services form; and accurate information should be entered into Integrated Student Information System (ISIS) to reduce the probability of being out of compliance and the consequential funding disallowances that may result from documentation errors/omissions.

Brownsville Middle School

Discrepancies In English Language Learners' (ELL) Student Records Resulted In Potential Funding Disallowances

1. To reduce the probability of potential losses in funding and other noncompliance issues regarding ESOL criteria, ESOL staff and administration should review ESOL Program Record Folders to make certain that the information is accurate and that all pertinent forms are completed and filed in the folders immediately after the information is entered into ISIS.

- Region III Business Administrative Director will solicit assistance from the Office of Bilingual Education and from the Office of Special Education to conduct mini- reviews each semester for compliance in selected areas of the ELL and SPED program.
- Results from the districts mini-reviews will be submitted to the Region III Business Administrative Director to appraise. Discrepancies will be discussed with the principal and corrections will be made accordingly.

Orchard Villa Elementary School

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

1.2. Ensure that the CIS understands and complies with the recordkeeping requirements associated with the position, and request training from the District if needed.

APPENDIX-MANAGEMENT'S RESPONSE

1.3. Strengthen the review of the records maintained by the CIS.

- The principal will provide the responsibilities of the Community Involvement Specialist to ensure an understanding and awareness of their duties and responsibilities and forward a copy of the CIS acknowledgement to the Region III Business Administrative Director to file.
- Region III Business Administrative Director will solicit assistance from the Office of Title I Administration to conduct mini-reviews each semester of the Community Involvement Specialist Records, Reading Coach Logs and the Professional Development activities for compliance with Title I.
- Results from the districts mini-reviews will be submitted to the Region III Business Director. Discrepancies will be discussed with the principal and corrections will be made accordingly.

2.1. Discuss the documentation requirements with the Reading Coach for understanding and awareness of the requirements.

2.2. Monitor the activities of the Reading Coach to ensure that documentation is maintained on file at the school for all professional development activities

2.3. Going forward, ensure that a properly completed and signed Reading Coach Compact is maintained on file.

- The principal will provide the responsibilities of the Reading Coach to ensure an understanding and awareness of their duties and responsibilities and forward a copy of the Reading Coach acknowledgement to the Region III Business Administrative Director to file for compliance with Title I requirements.
- The principal instructed the assistant principals to meet with the Reading Coach and provide a schedule of professional development and class demonstrations for the principal's consideration. Upon approval of the activities, the principal collaboratively with the assistant principal and the Reading Coach will develop and distribute to affected staff a calendar of events. A copy will be submitted to the Region III Administrative Director.
- The principal will ensure that a properly completed Reading Coach Compact is signed and on file. A copy will be submitted to the Region III Administrative Director.

The affected principals will participate, effective immediately, in the district's mandatory Money Matters Support Program. Additionally, the affected principals and be required to address specific fiscal management in his/her 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.

If you need additional information, please contact me at (305) 883-0403. Thank you for your continued support and assistance.

Attachments

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

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 12, 2010
VGB/2009-10/#60

TO: Mr. Freddie Woodson, Deputy Superintendent
District/School Operations

FROM: Mrs. Valtena G. Brown, Region Superintendent *V. G. Brown*
Region V

SUBJECT: **REGION V RESPONSE TO PALMETTO ELEMENTARY SCHOOL AND
RICHMOND HEIGHTS MIDDLE SCHOOL AUDIT EXCEPTIONS FOR THE 2008-2009
FISCAL YEAR**

Please find attached the response to the internal funds audit for the 2008-2009 fiscal year for Palmetto Elementary School and Richmond Heights Middle School.

Region V has reviewed the audit exceptions cited. The following support activities will be implemented at the Region level:

Palmetto Elementary School

Exceptional Student Education Records

- 1.1 **Ensure that all SPED folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed and updated. Funding allocated should be properly supported by a Matrix of Services form and accurate information should be entered into the Integrated Student Information System (ISIS) to reduce the probability of being out of compliance and the consequential funding disallowances that may result from documentation errors/omissions.**
- 1.2 **Ensure that school staff utilizes the WISE online system to enter SPED records and data.**

The Region V Business/Personnel Director will request district assistance in providing WISE and Matrix of Services training to insure online system entry of SPED records.

The Region Center V Business/Personnel Director will request district assistance with FTE input and review each semester to ensure accuracy of data entry of SPED information. The Administrative Director will provide additional support and assistance to the affected school during the 2009-2010 school year via an audit review of SPED/Gifted procedures and records.

The principal will be required to attend the FTE training when offered by the District.

Richmond Heights Middle School

Inadequate Controls over Disbursements

- 1.1. **Review the disbursement function with staff to ensure awareness and understanding of the procedures**
- 1.2. **Monitor the disbursement function to ensure compliance with the requirements and the timeliness of payments.**

The Region Center V Business/Personnel Administrative Director will conduct bi-monthly site-reviews to insure compliance with all guidelines found in the Manual of Internal Fund Accounting.

APPENDIX-MANAGEMENT'S RESPONSE

- 1.3. Review the school pictures activity with staff to ensure that the amount indicated in the photographers' invoice agrees with the monies collected by the school.**

The Region V Business/Personnel Administrative Director will conduct a school-site visit to review all documents with the principal and treasurer prior to submission to the vendor to ensure accuracy.

- 1.4. Strengthen the review of account balances and deadlines for processing payments to ensure funds are available before signing any checks or approving any transfers.**

The principal has worked with the Region V Business/Personnel Administrative Director to develop a comprehensive system to monitor all areas of budgetary management.

The Region V Business/Personnel Administrative Director will conduct on-site quarterly mini-reviews of Purchase Order Requisition Logs, Invoices, and all related documentation will be reviewed to ensure that record keeping procedures are intact, organized and dealt with in a timely manner.

Additionally, the effected principals will participate in the District's Money Matters Support Program during the 2009-2010 school year. The effected principal will be required to address the specific audit findings in their job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to ensure effective and efficient practices

If you need additional information, please contact me at (305) 252-3041. Thank you for your continued support and assistance.


cc: Dr. Daniel Tosado
Mr. Steffond Cone
Dr. Janice Cruse-Sanchez
Ms. Cynthia Gracia

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 12, 2010

TO: Mr. Freddie Woodson, Deputy Superintendent
District/School Operations

FROM: Martha M. Montaner, Administrative Director 
District/School Operations/Alternative Education

SUBJECT: DISTRICT/SCHOOL OPERATIONS/ALTERNATIVE EDUCATION RESPONSE TO CORPORATE ACADEMY SOUTH'S AUDIT EXCEPTIONS FOR THE 2008-2009 FISCAL YEAR

Please find attached the response to the internal funds audit for the 2008-2009 fiscal year for Corporate Academy South. District/School Operations/Alternative Education has reviewed the audit exceptions cited. The following corrective activities have been implemented:

- The principal hired a new Secretary/Treasurer on August 10, 2009, and has facilitated training through the appropriate district office on all functions relevant to the use of the schools' credit card to include purchase authorizations, monthly reconciliations, and receipting and depositing procedures.
- The principal has established internal controls to insure that all purchases are reviewed and approved by the school administrator prior to the use of the P-Card. The principal will be required to review all P-Card documentation with the District/School Operations/Alternative Education Administrative Director prior to approval.
- The principal will be required to confer with the District/School Operations/Alternative Education Administrative Director the turning in of entries to ensure that all money collections are receipted and deposited as stipulated in the *Manual of Internal Fund Accounting*.
- The principal will be required to prepare a monthly schedule with the Secretary/Treasurer to review the Monthly Financial Report and Bank Reconciliation. Results will be forwarded to the District/School Operations/Alternative Education Administrative Director.
- The principal has been instructed to establish a procedure and to be reviewed with affected staff which will include the monitoring of the collection of funds, and the receiving of a receipt to signify the exchange of monies, to ensure the accuracy of monitored collections and verification of deposits.
- The principal will then review the postings of receipts on a bi-weekly basis.
- The principal will monitor this practice and ensure that it will be completed in a timely manner.
- The District/School Operations/Alternative Education Administrative Director collaboratively with the principal will schedule training with the Office of Internal Accounting for the new Secretary/Treasurer, respective staff, and the principal.
- The principal is required to provide monthly statements and billing correspondence to District/School Operations/Alternative Education.

District/School Operations/Alternative Education will continue to work with the principal to promote efficient fiscal practices. Should you have any questions, please contact me at 305 995-1270.

MM:cg
M0145

cc: Ms. Cynthia Gracia
Dr. David Brooks

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 13, 2010

TO: Mr. Jose Montes de Oca, Chief Auditor
Audit & Investigative Affairs

FROM: Freddie Woodson, Deputy Superintendent
District/School Operations

SUBJECT: DISTRICT/SCHOOL OPERATIONS' RESPONSE TO THE WILLIAM
TURNER TECHNICAL HIGH SCHOOL AUDIT EXCEPTIONS FOR THE
2008-2009 FISCAL YEARS

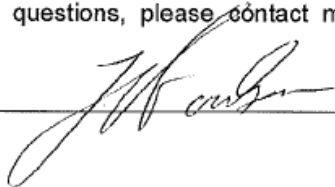
District/School Operations has reviewed the audit exceptions cited for the 2008-2009 fiscal years for William Turner Technical High School. The following support activities will be implemented at the District level:

William Turner Technical High School

- Results from the region mini-reviews will be submitted to District/School Operations each semester for personnel, budget management, and internal funds procedures during the 2009-2010 school year. Discrepancies will be investigated through the appropriate region.
- District/School Operations in collaboration with the region will facilitate schedule for technical training with the appropriate office schedule on a bi-monthly basis or as requested with the principal and business manager to review selected areas of Internal Funds, deposits and disbursements.

The Money Matters Support Program will provide information on Internal Funds and to reduce the probability of consequential audit findings.

District/School Operations will continue to work with staff from the regions to promote sound fiscal practices. Should you have any questions, please contact me at 305 995-2938.


_____ FW

FW:cg
M346

cc: Dr. Daniel Tosado
Dr. Carmen Marinelli
Ms. Maria T. Gonzalez
Ms. Jennifer Andreu
Ms. Cynthia Gracia

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 13, 2010

TO: Mr. Jose Montes de Oca, Chief Auditor
Audit & Investigative Affairs

FROM: Freddie Woodson, Deputy Superintendent
District/School Operations

SUBJECT: DISTRICT/SCHOOL OPERATIONS' RESPONSE TO THE BOOKER T. WASHINGTON HIGH SCHOOL, FRANCES TUCKER ELEMENTARY, BROWNSVILLE MIDDLE SCHOOL, AND ORCHARD VILLA ELEMENTARY SCHOOL AUDIT EXCEPTIONS FOR THE 2008-2009 FISCAL YEARS

District/School Operations has reviewed the audit exceptions cited for the 2008-2009 fiscal years for Booker T. Washington High School, Frances Tucker Elementary, Brownsville Middle School, and Orchard Villa Elementary School. The following support activities will be implemented at the District level:

Booker T. Washington High School

- District/School Operations cooperatively with the Region will facilitate district technical training through the appropriate office for the affected staff of the school.
- District/School Operations will review the results of district reviews and correct any anomalies, immediately through the region/school. Copy of the review and corrections will be forwarded to District/School Operations.
- Results from the regional mini-reviews will be submitted to District/School Operations each semester for personnel, budget management, and internal funds procedures during the 2009-2010 school year. Discrepancies will be investigated through the appropriate Region.
- District/School Operations will review the affected schools RACF report through Control-D on a monthly basis for compliance.
- District/School Operations collaboratively with the Region will schedule the removal of all obsolete and excessive equipment through the appropriate district office. A copy of the completed Outgoing Form(s) (FM1670) will be forward to District/School Operations' and remain on file.

Frances Tucker Elementary and Brownsville Middle School

- District/School Operations collaboratively with the region will facilitate district reviews through the appropriate district office to be conducted each semester for compliance with SPED procedures.
- District/School Operations collaboratively with the region will facilitate district reviews through the appropriate district office to be conducted each semester for compliance with ELL procedures.

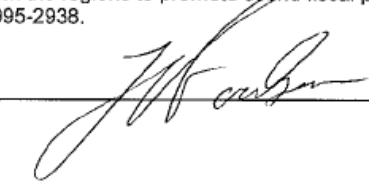
Orchard Villa Elementary School

- District/School Operations collaboratively with the region will facilitate district reviews through the appropriate district office to be conducted each semester for compliance with Title I procedures.
- Results from the district mini-reviews will be submitted to District/School Operations. Anomalies will be discussed with the region and corrections will be made accordingly.

APPENDIX-MANAGEMENT'S RESPONSE

The Money Matters Support Program will provide information on the proper implementation of Community Child Care Program, appropriate purchases and of Internal Funds, properly completing and updating the Matrix of Schools to reduce the probability of consequential funding disallowances and the appropriate maintenance of records and proper use of federally funded positions such as Reading Leaders and Community involvement Specialist.

District/School Operations will continue to work with staff from the regions to promote sound fiscal practices. Should you have any questions, please contact me at 305 995-2938.



FW

FW:cg
M347

cc: Dr. Daniel Tosado
Dr. Essie S. Pace
Ms. Maria T. Gonzalez
Mr. Jorge Garcia
Ms. Cynthia Gracia

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

January 13, 2010

TO: Mr. Jose Montes de Oca, Chief Auditor
Audit & Investigative Affairs

FROM: Freddie Woodson, Deputy Superintendent
District/School Operations

SUBJECT: **DISTRICT/SCHOOL OPERATIONS' RESPONSE TO THE PALMETTO ELEMENTARY SCHOOL AND RICHMOND HEIGHTS MIDDLE SCHOOL AUDIT EXCEPTIONS FOR THE 2008-2009 FISCAL YEARS**

District/School Operations has reviewed the audit exceptions cited for the 2008-2009 fiscal years for Richmond Heights Middle School and Palmetto Elementary School. The following support activities will be implemented at the District level:

Palmetto Elementary School

- District/School Operations will collaboratively work with the Region Center in facilitating technical training from the respective offices regarding SPED and accurate completion and input of Matrix of Services and FTE Training.

Richmond Heights Middle School

- Results from the regional mini-reviews will be submitted to District/School Operations each semester for personnel, budget management, and internal funds procedures during the 2009-2010 school year. Discrepancies will be investigated through the appropriate Region Center office.

The Money Matters Support Program will provide information on the proper implementation of completing the Matrix of Services, appropriate purchases and of Internal Funds and FTE, to reduce the probability of consequential funding disallowances.

District/School Operations will continue to work with staff from the regions to promote sound fiscal practices. Should you have any questions, please contact me at (305) 995-2938.


_____ FW

FW:cg
M348

cc: Dr. Daniel Tosado
Ms. Valena Brown
Ms. Maria T. Gonzalez
Dr. Janice Cruse-Sanchez
Ms. Cynthia Gracia

MEMORANDUM

January 13, 2010

TO: Mr. Jose Montes de Oca, Chief Auditor
Audit & Investigative Affairs

FROM: Freddie Woodson, Deputy Superintendent
District/School Operations

**SUBJECT: DISTRICT/SCHOOL OPERATIONS' RESPONSE TO THE CORPORATE ACADEMY
SOUTH AUDIT EXCEPTIONS FOR THE 2008-2009 FISCAL YEAR**

District/School Operations has reviewed the audit exceptions cited for the 2008-2009 fiscal year for Corporate Academy South. The following support activities will be implemented at the District level:

Corporate Academy South

- A conference was held with the principal and District/School Operations/Alternative Education Administrative Director to review and ensure compliance with all guidelines found in the Manual of Internal Fund Accounting and Purchasing Credit Card Program Policies and Procedures Manual.
- District/School Operations/Alternative Education Administrative Director will coordinate the scheduling of district technical training for the principal and secretary/treasurer.
- District/School Operations/Alternative Education Administrative Director will schedule on a bi-monthly basis mini-review conferences with the principal and secretary/treasurer to review selected areas of Internal Funds, deposits disbursements and P-card purchases.

The affected principal will be required to address specific fiscal management in his/her 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 principal will participate in the District's Money Matters Support Program during the 2009-2010 school year.

Should you have any questions, please contact me at (305) 995-2938.


_____FW

FW:cg
M323

cc: Dr. Daniel Tosado
Maria T. Gonzalez
Ms. Cynthia Gracia
Ms. Martha Montaner

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

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

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

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

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

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

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

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

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

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

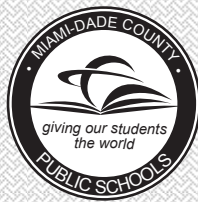
Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

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

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

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

**INTERNAL AUDIT REPORT
SELECTED SCHOOLS
JANUARY 2010**



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