

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Internal Audit Report



Hospitality Services

The Financial Statements
Were Fairly Stated, Internal
Controls Were Satisfactory,
And The Operation Was
Fiscally Compliant.

January 2016

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Dr. Dorothy Bendross-Mindingall, Vice Chair
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Mr. Alberto M. Carvalho
Superintendent of Schools

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

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Ms. Maria T. Gonzalez, CPA





Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Chief Auditor
José F. Montes de Oca, CPA

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January 14, 2016

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

Ladies and Gentlemen:

In accordance with our fiscal year 2015-2016 Annual Audit Plan, we conducted an audit of Hospitality Services for the seven-year audit period July 1, 2008 through June 30, 2015. The objectives of our audit were to express an opinion on the financial statements; evaluate compliance with applicable Florida Statutes, State Board of Education Rules, School Board Policy, as well as general compliance with the *Manual of Internal Fund Accounting*; evaluate the internal control processes and payroll and property procedures.

Based on our audit, we are of the opinion that the financial statements of the internal funds of Hospitality Services present fairly, in all material respects, the changes in fund balances arising from cash transactions during the seven-year period ended June 30, 2015, on the cash basis of accounting. Our assessment of the controls indicated that the internal control structure was generally functioning as designed by the administration.

Historically, Hospitality Services has operated for the convenience of staff, business guests, and visitors of Miami-Dade County Public Schools and these services are not only convenient but welcomed.

As always, we would like to thank the administration for the cooperation and courtesies extended to our staff during the audit.

Sincerely,

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

JFM:mtg

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EXECUTIVE SUMMARY

Based on our audit, we concluded that the financial statements of the internal funds of Hospitality Services present fairly, in all material respects, the changes in fund balances arising from cash transactions during the fiscal years 2008-2009 through 2014-2015, based upon the cash basis method of accounting.

Our assessment of the controls that are in place to promote compliance with the *Manual of Internal Fund Accounting* indicated that the internal control structure was generally functioning as designed. Please, refer to the internal control tables on page 2 of this report.

For property and payroll, our audit concluded that equipment items with an individual cost of \$1,000 or more were properly accounted for and payroll procedures were generally adhered to.

Historically, Hospitality Services has operated the School Board Administration Building (SBAB) dining facilities for the convenience of staff, business guests, and visitors of Miami-Dade County Public Schools. Consequently, most of the associated payroll costs were subsidized by the District since this activity does not generate sufficient funds to be self-sufficient. At the present time, the District's annual budget to operate this facility is approximately \$940,000.

With respect to the items tested, they were in general compliance with the policies and procedures delineated in the *Manual of Internal Fund Accounting and with the Payroll Processing Procedures Manual*.

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

INTERNAL CONTROLS

Our overall evaluation of internal controls for Hospitality Services is summarized in the table below.

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

BACKGROUND

General Operation

Hospitality Services generates revenue from the sale of food items and beverages at its dining facilities. It also receives vendor commissions from the six vending machines located throughout the School Board Administration Building (SBAB) and Annex buildings. The main dining facility is located on the seventh floor of the SBAB and is currently operational. An additional dining facility located in the Annex Building operated until it closed in August 3, 2011 to accommodate expansion of instructional areas in the Annex Building.

The revenues generated from these activities are deposited into an internal funds checking account managed at the site by the Director of Hospitality Services. These funds are primarily utilized to purchase provisions used in the preparation of meals. They are also used to purchase cafeteria supplies, equipment, and related miscellaneous expenses; and to subsidize hospitality-related expenses incurred by the District. In addition, they are used to pay for the overtime and hourly payroll of cafeteria employees not otherwise covered with District funds.

In addition to the sale of food items and beverages, Hospitality Services is responsible for subsidizing complimentary hospitality on behalf of the District during official meetings and special events. Vendor commissions from the six vending machines and revenues generated from food sales are utilized to subsidize the related expenses.

Staff and Administration

As of June 2015, Hospitality Services employed 19 full-time employees and one part-time employee. This includes administrative, clerical, and food handling staff members (refer to organizational chart on page 6). Payroll expenditures are covered with District's funds.

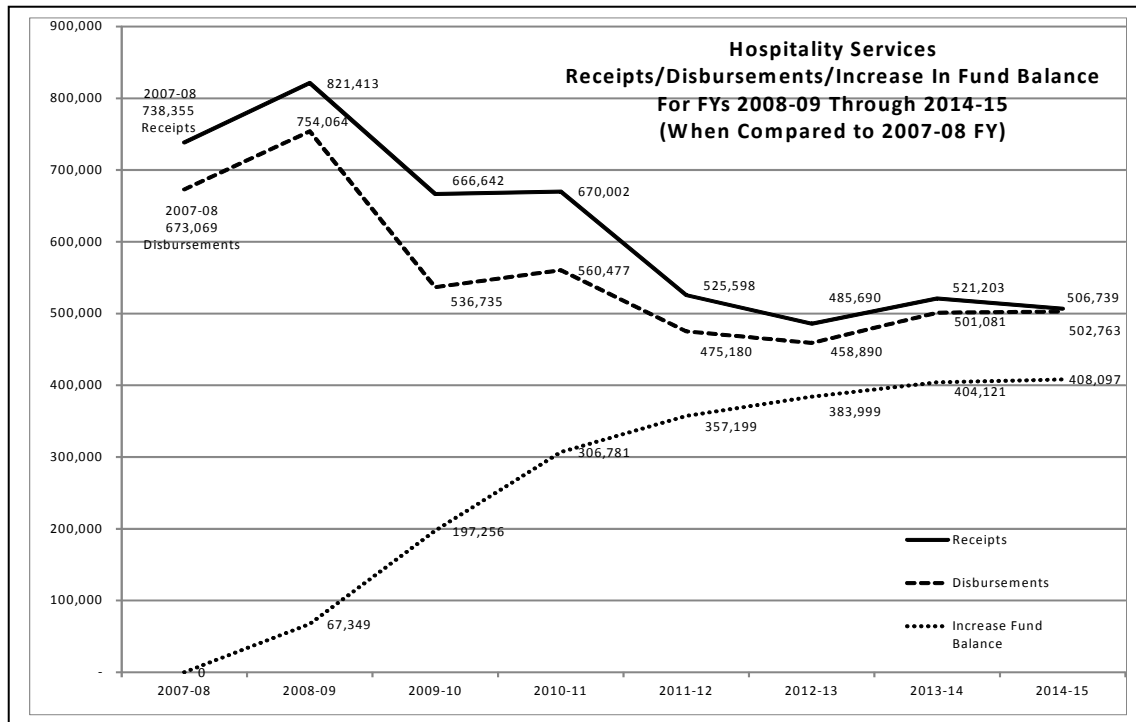
Use of Cash and Investments

To maximize interest earnings, internal funds not used in the day-to-day operations of the facility are invested in the MDCPS-Money Market Pool Fund, which was earning interest at the rate of 1.29%, 0.76%, 0.57%, 0.54%, 0.50%, 0.62% and 0.64% at the end of each of the respective fiscal years under audit. Similarly, for each of the years under audit, the fund balance deposited in both the interest-bearing checking account and the MDCPS-Money Market Pool Fund amounted to \$63,553.19, \$807,292.51, \$953,418.12, \$1,008,293.28, \$1,032,707.77, \$1,068,123.56 and \$1,074,799.44 (refer to the following table for this facility's cash and investment summary and pages 9-15 of this report for the financial statements).

HOSPITALITY SERVICES
INTERNAL FUNDS--CASH AND/OR INVESTMENTS SUMMARY
2008-2009 THROUGH 2014-2015 FISCAL YEARS
FROM JULY 1, 2008 TO JUNE 30, 2015

INTERNAL FUNDS- CASH AND/OR INVESTMENTS SUMMARY	Maturity Date	Interest Rate	6/30/09	6/30/10	6/30/11	6/30/12	6/30/13	6/30/14	6/30/15
Checking Account:									
Wachovia Bank, N. A.	--	0.10	\$ 57,805.48	\$ 82,154.67					
Wachovia Bank, N. A.	--	0.05			\$ 45,553.45				
Wells Fargo Bank, N. A.	--	--				\$ 41,096.66	\$ 43,481.61	\$ 28,187.97	\$ 25,489.01
Investment:									
MDCPS-Money Market Pool Fund	Open-end	1.29	63,553.19						
MDCPS-Money Market Pool Fund	Open-end	0.76		807,292.51					
MDCPS-Money Market Pool Fund	Open-end	0.57			953,418.12				
MDCPS-Money Market Pool Fund	Open-end	0.54				1,008,293.26			
MDCPS-Money Market Pool Fund	Open-end	0.50					1,032,707.77		
MDCPS-Money Market Pool Fund	Open-end	0.62						1,068,123.56	
MDCPS-Money Market Pool Fund	Open-end	0.64							1,074,799.44
TOTAL			\$ 121,358.67	\$ 889,447.18	\$ 998,971.57	\$1,049,389.92	\$1,076,189.38	\$1,096,311.53	\$1,100,288.45

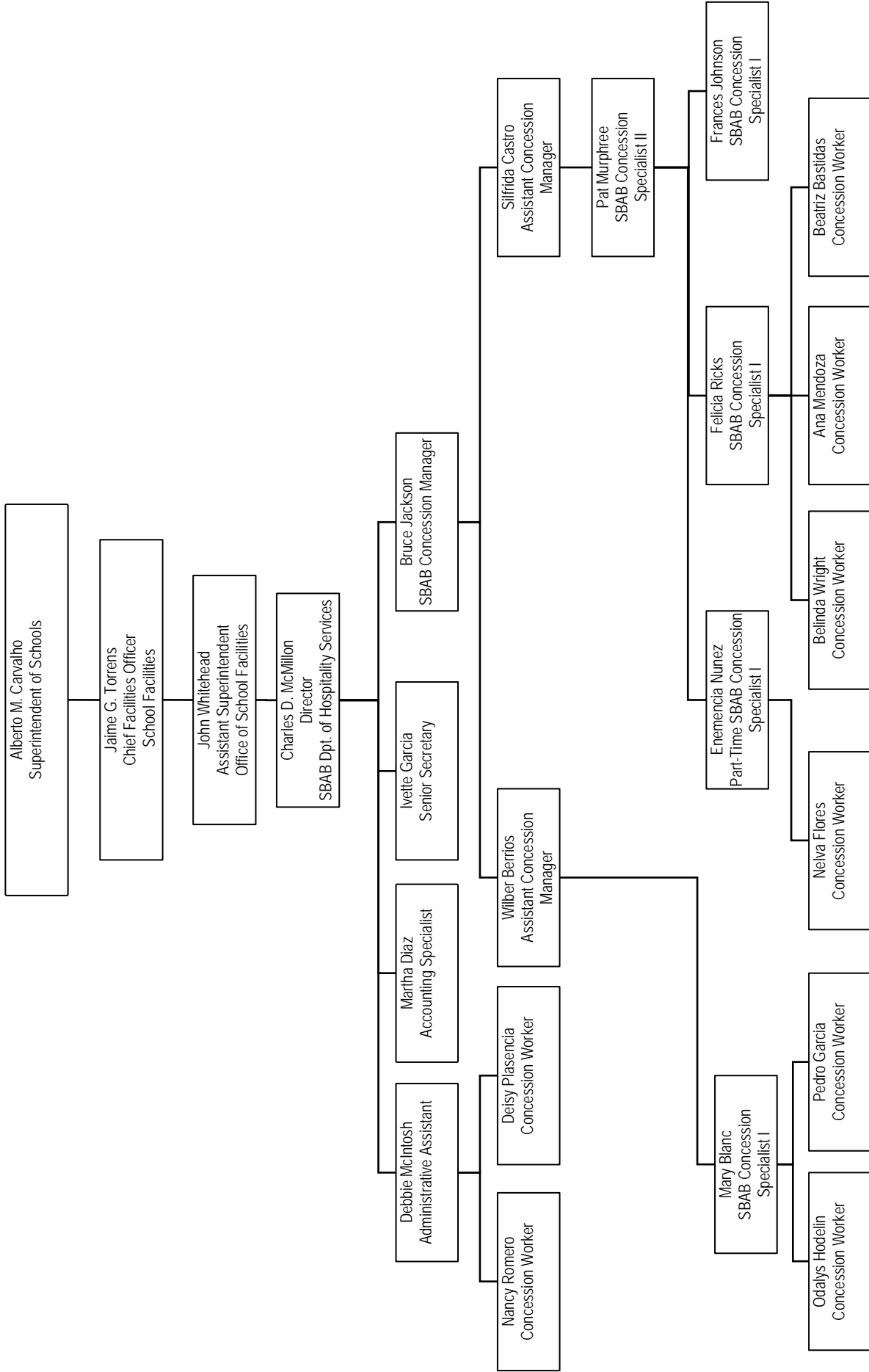
For fiscal years ended June 30, 2009 to June 30, 2015, operational cash receipts and disbursements processed through the internal funds of Hospitality Services were reflected in the following graph¹:



In 2007-2008, cash receipts and disbursements amounted to \$738,355 and \$673,069, respectively, while the internal funds balance amounted to \$692,192. From this graph, it can be noted that since the end of the 2007-2008 fiscal year, cash receipts decreased by approximately \$231,600, while disbursements decreased by approximately \$170,300. Nevertheless, the fund balance continued to increase since 2007-2008. As of the end of 2014-2015, the fund balance (totaling \$1,100,288) experienced an overall increase of approximately \$408,100.

¹ During June 2009, the Internal Funds-General Fund had a balance of \$639,182. Before the closing of the year, on June 26, 2009, Hospitality Services transferred \$638,182 to the District. This transaction (which left the Internal Funds-General Fund with a balance of \$1,000) was part of a district-wide effort to satisfy a receivable from the Schools' Internal Funds created during the 2007-2008 closing to assist with the District's financials. The District restored the funds to all locations including Hospitality Services in August 2009. In the internal funds records of Hospitality Services, these transactions (on a cash basis) were recorded as a disbursement in 2008-2009 when remitted to the District, and as a receipt in 2009-2010 when restored by the District; thus overstating operational revenues and disbursements for the respective fiscal years. Consequently, the graph above reflects totals in the corresponding fiscal years that were adjusted to exclude these transactions in order to more accurately represent the receipts/disbursements generated by Hospitality Services' normal operating activities.

HOSPITALITY SERVICES ORGANIZATIONAL CHART



OBJECTIVES, SCOPE, AND METHODOLOGY

The objectives of our audit were to:

- express an opinion on the financial statements;
- evaluate compliance with applicable Florida Statutes, State Board of Education Rules and School Board Policy, and policies and procedures prescribed in the *Manual of Internal Fund Accounting*;
- evaluate internal controls to determine the extent to which the control components promote compliance with the policies and procedures prescribed by the *Manual of Internal Fund Accounting*;
- provide assurance to the administration regarding compliance with current payroll procedures prescribed in the *Payroll Processing Procedures Manual*; and
- determine whether all property items with an individual value of \$1,000 or more were accounted for, and whether policies and procedures prescribed by the *Manual of Property Control Procedures* were adhered to.

Our review of internal funds and property records covered the seven-year fiscal period of July 2008 through June 2015. The scope of the payroll audit was the 2014-2015 fiscal year.

Procedures performed to satisfy audit objectives were as follows:

- interviewed staff and reviewed the organizational structure of the facility;
- examined, on a test basis, a representative sample of receipts and disbursements, as well as other subsidiary records;
- reviewed the checking account and subsidiary documentation;
- reviewed the bookkeeping and cashiering functions;
- reviewed policies and procedures regarding the food operation and the hospitality account;
- reviewed vending machine contracts;
- visually inspected the dining facilities and the vending machines located throughout the administrative building;
- reviewed payroll records;
- reviewed inspection reports and food handler certifications;
- verified the inventory of all property items with an individual value of \$1,000 or more assigned to this location; and
- performed other audit procedures as deemed necessary.

We conducted our audit in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States of America. The results of our property audit was in all material respects similarly conducted in accordance with the generally accepted government auditing standards, with the exception of the continuing professional education requirement not followed by our property auditors.

FINDINGS AND RECOMMENDATIONS

None cited/recommended.

FINANCIAL STATEMENTS

The following are the internal funds' annual financial reports for each audited fiscal year. Refer to page 4 for the cash and/or investments summary:

Miami-Dade County Public Schools					
Hospitality Services--Location No. 9026					
School Internal Funds--Annual Financial Report					
As of June 30, 2009					
<u>Funds</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Net Transfers</u>	<u>Ending Balance</u>
Trust	\$ 12,729.34	\$ 193,274.61	\$ 181,086.04	\$ (18,714.64)	\$ 6,203.27
General	681,830.26	20,394.20	675,202.15	(26,022.31)	1,000.00
Food Service	(2,368.00)	607,744.04	535,957.59	44,736.95	114,155.40
Total	\$ 692,191.60	\$ 821,412.85	\$ 1,392,245.78	\$ -	\$ 121,358.67
Checking:	\$ 57,805.48	Investments:	\$ 63,553.19	Total:	\$ 121,358.67

FINANCIAL STATEMENTS

Miami-Dade County Public Schools					
Hospitality Services--Location No. 9026					
School Internal Funds-Annual Financial Report					
As of June 30, 2010					
Funds	Beginning Balance	Receipts	Disbursements	Net Transfers	Ending Balance
Trust	\$ 6,203.27	\$ 64,485.18	\$ 41,875.10	\$ (15,130.49)	\$ 13,682.86
General	1,000.00	643,816.09	8,549.67	241,797.90	878,064.32
Food Service	114,155.40	596,522.64	486,310.63	(226,667.41)	(2,300.00)
Total	121,358.67	1,304,823.91	536,735.40	-	889,447.18
Checking:	\$ 82,154.67	Investments:	\$ 807,292.51	Total:	\$ 889,447.18

FINANCIAL STATEMENTS

Miami-Dade County Public Schools					
Hospitality Services--Location No. 9026					
School Internal Funds--Annual Financial Report					
As of June 30, 2011					
Funds	Beginning Balance	Receipts	Disbursements	Net Transfers	Ending Balance
Trust	\$ 13,682.86	\$ 80,067.05	\$ 41,146.98	\$ (35,760.00)	\$ 16,842.93
General	878,064.32	6,180.06	4,196.92	104,381.18	984,428.64
Food Service	(2,300.00)	583,754.44	515,133.26	(68,621.18)	(2,300.00)
Total	889,447.18	670,001.55	560,477.16	-	998,971.57
Checking:	\$ 45,553.45	Investments:	\$ 953,418.12	Total:	\$ 998,971.57

FINANCIAL STATEMENTS

Miami-Dade County Public Schools					
Hospitality Services--Location No. 9026					
School Internal Funds--Annual Financial Report					
As of June 30, 2012					
Funds	Beginning Balance	Receipts	Disbursements	Net Transfers	Ending Balance
Trust	\$ 16,842.93	\$ 57,995.79	\$ 32,550.84	\$ (29,642.13)	\$ 12,645.75
General	984,428.64	18,864.44	22,957.27	58,408.36	1,038,744.17
Food Service	(2,300.00)	448,737.95	419,671.72	(28,766.23)	(2,000.00)
Total	998,971.57	525,598.18	475,179.83	-	1,049,389.92
Checking:	\$ 41,096.66	Investments:	\$ 1,008,293.26	Total:	\$ 1,049,389.92

FINANCIAL STATEMENTS

Miami-Dade County Public Schools					
Hospitality Services--Location No. 9026					
School Internal Funds-Annual Financial Report					
As of June 30, 2013					
Funds	Beginning Balance	Receipts	Disbursements	Net Transfers	Ending Balance
Trust	\$ 12,645.75	\$ 43,495.19	\$ 30,628.48	\$ (12,511.84)	\$ 13,000.62
General	1,038,744.17	4,731.50	3,577.95	25,291.04	1,065,188.76
Food Service	(2,000.00)	437,463.22	424,684.02	(12,779.20)	(2,000.00)
Total	1,049,389.92	485,689.91	458,890.45	-	1,076,189.38
Checking:	\$ 43,481.61	Investment:	\$ 1,032,707.77	Total:	\$ 1,076,189.38

FINANCIAL STATEMENTS

Miami-Dade County Public Schools					
Hospitality Services--Location No. 9026					
School Internal Funds--Annual Financial Report					
As of June 30, 2014					
Funds	Beginning Balance	Receipts	Disbursements	Net Transfers	Ending Balance
Trust	\$ 13,000.62	\$ 65,605.48	\$ 30,514.80	\$ (33,760.76)	\$ 14,330.54
General	1,065,188.76	5,415.79	11,682.47	25,058.91	1,083,980.99
Food Service	(2,000.00)	450,181.83	458,883.68	8,701.85	(2,000.00)
Total	1,076,189.38	521,203.10	501,080.95	-	1,096,311.53
Checking:	\$ 28,187.97	Investment:	\$ 1,068,123.56	Total:	\$ 1,096,311.53

FINANCIAL STATEMENTS

Miami-Dade County Public Schools					
Hospitality Services--Location No. 9026					
School Internal Funds--Annual Financial Report					
As of June 30, 2015					
Funds	Beginning Balance	Receipts	Disbursements	Net Transfers	Ending Balance
Trust	\$ 14,330.54	\$ 40,192.95	\$ 32,088.70	\$ (8,824.34)	\$ 13,610.45
General	1,083,980.99	6,675.88	3,786.19	1,807.32	1,088,678.00
Food Service	(2,000.00)	459,870.63	466,887.65	7,017.02	(2,000.00)
Total	1,096,311.53	506,739.46	502,762.54	-	1,100,288.45
Checking:	\$ 25,489.01	Investment:	\$ 1,074,799.44	Total:	\$ 1,100,288.45

HOSPITALITY SERVICES—PRIOR AUDIT FINDINGS TABLE

Prior Audit Findings	Follow-Up of Hospitality Services		Auditor's Comment
	Recommendations	Corrective Action by Management	
<p>1. Hospitality Services Subsidized By The General Fund Needs To Be Evaluated In Light of the District's Deteriorating Financial Condition</p>	<p>1. In the short term consider adjusting prices and reducing costs. For the long term, coordinate with Procurement Management Services the issuance of a Request for Information in order to gain an understanding of the potential benefits of outsourcing food services at the School Board Administration (SBAB) Building and the Annex Building.</p>	<p>To increase revenues, Hospitality Services began offering hot lunch services in the Annex dining facility in December of 2005. In March, 2008, Hospitality Services adjusted over 80% of its menu prices for breakfast and lunch items. In January 2009, an average 7.5% increase for lunch entrée specials and an average 17% increase for dessert prices was effected. Hospitality Services will continue to review menu prices periodically and make adjustments to continue increasing revenue while providing services that customers expect. The Hospitality Services Director will review price adjustment recommendations with his immediate supervisor prior to implementation.</p> <p>Office of School Facilities and Hospitality Services will work with Procurement Management Services to explore the feasibility of outsourcing part or all of its operations to a commercial food service vendor.</p>	<p>The administration has determined to continue operating the SBAB Dining facility as a service to staff/administration; however, the Annex Dining facility closed in August 3, 2011 due to expansion of instructional spaces in Annex Building and reduction of personnel.</p>
<p>2. Inadequate Controls Over Purchasing And Disbursements</p>	<p>2.1. Hospitality Services should coordinate with Procurement Management Services to negotiate and enter into food</p>	<p>Hospitality Services concurs with the recommendation in the Audit Report to ensure compliance with the District's purchasing and disbursement controls. Hospitality Services has reviewed all current District bids related to</p>	<p>Recommendations implemented and issues of contracts and bids showed great improvement during the</p>

HOSPITALITY SERVICES—PRIOR AUDIT FINDINGS TABLE

Prior Audit Findings	Follow-Up of Hospitality Services		Auditor's Comment
	Recommendations	Corrective Action by Management	
	contracts or obtain vendor quotes for items purchased not on contract. Otherwise, the purchasing procedures established in the Manual of Internal Fund Accounting should be followed.	food service operation. Hospitality Services is currently working with Procurement Management staff to issue bids according to the Manual of Internal Fund Accounting procedures for goods and services required by Hospitality Services but currently not available on District bids. Hospitality Services is also working with Procurement Management staff to obtain quotes for products that do not exceed the District threshold requiring formal bidding. The Director of Hospitality Services will review with Procurement Management Services all quotes received for compliance with the District's purchasing policies.	current audit. Minor discrepancies regarding some of the vendors utilized were noted. This was discussed with the Director to ensure compliance going forward.
	2.2. Hospitality Services should maintain copies of food contracts, quotes and any other documentation supporting these purchases.	Hospitality Services now maintains in its files copies of all current M-DCPS bid awards used to make purchases related to its food service operation. The Director of Hospitality Services will be responsible for maintaining copies of all current bid awards, contracts, quotes and relevant documents in the Hospitality Services office files.	Fully implemented. Bids and quotes on file.
	2.3. Ensure that all required signatures are affixed to the checks prior to processing payment.	Hospitality Services concurs with the recommendation in Audit Report that all signatures must be affixed to checks prior to issuance of payment. Control measures have been implemented according to the Manual of Internal Fund Accounting procedures to assure that all required steps are followed for payment to vendors for goods and services.	Fully implemented. No instances noted during current audit.
3. Management Of Vending Machines Contracts Needs Strengthening	3.1. Procurement Management Services must strengthen the contract approval process to	A contract-approval process was in place to require Vending Machine Agreements to be signed by Procurement Management Services, prior to execution, in order to ensure	Fully implemented. Current bid with selected vendor up to June 2016.

HOSPITALITY SERVICES—PRIOR AUDIT FINDINGS TABLE

Prior Audit Findings	Follow-Up of Hospitality Services		Auditor's Comment
	Recommendations	Corrective Action by Management	
	<p>ensure that submitted contracts are timely reviewed and submitted to the Attorney's Office for final review and approval.</p>	<p>that all requirements of the Agreement were met by the vendor and would then also be available for official recording. However, due to the negotiations of a contract with DD Marketing, Inc., for revenue-generating opportunities for beverages in vending machines district-wide, the Agreements for Hospitality were placed on hold. Inasmuch as the proposed revenues by DD Marketing, Inc. were not in the best interest of the District, the contract was rejected by the Board. Subsequent to the rejection of the marketing contract, the routing process was not completed. The Vending Machine Agreement form, which was previously approved by the Attorney's Office as to legal form and sufficiency, was fully enforceable. A log of all Vending Agreements processed will be maintained to avoid this occurrence in the future.</p>	
		<p>Hospitality Services will coordinate with Procurement Management staff in a timely manner for review and submission of all vending machine contracts. Hospitality Services has established a log to track the status of each vending machine contract it submits to Procurement Management staff for their review and approval.</p>	
	<p>3.2. Investigate the issuance of a bid based upon Access Fee Concept to have better control over commissions received.</p>	<p>Procurement Management Services agrees with the recommendation and has met with Food and Nutrition staff to draft a bid for a fixed-fee arrangement for vending machines. This bid will also include the beverage-vending machines operated by the Hospitality Department. The specifications of the bid will include separate accounting responsibilities for Food and Nutrition and the Hospitality</p>	<p>Fully implemented. At present one vendor services machines and submits monthly access fixed-fee. However, number of machines decreased resulting in lower vending</p>

HOSPITALITY SERVICES—PRIOR AUDIT FINDINGS TABLE

Prior Audit Findings	Follow-Up of Hospitality Services		Auditor's Comment
	Recommendations	Corrective Action by Management	
<p>4. Guidelines For Providing Complimentary Hospitality Updated But Not Formally Approved</p>	<p>4.1. Update and formally approve current guidelines to ensure consistency in the provision of complimentary hospitality services.</p>	<p>Department, and is scheduled to be presented for the Board's consideration in June 2009.</p> <p>As noted in the Audit Report, in order to reduce cost, Hospitality Services revised the guidelines for providing complimentary refreshment services. Stricter guidelines were implemented by Hospitality Services in April 2008.</p> <p>The revised guidelines for providing complimentary services have now been approved by senior management. Guidelines will be reviewed from time to time.</p>	<p>commissions.</p> <p>Fully implemented. Guidelines have been revised.</p>

HOSPITALITY SERVICES—PRIOR AUDIT FINDINGS TABLE

Prior Audit Findings	Follow-Up of Hospitality Services		Auditor's Comment
	Recommendations	Corrective Action by Management	
4.2.	<p>Revisit the current \$40,000 complimentary hospitality threshold to determine whether the expenditures should be curtailed going forward.</p>	<p>It is anticipated that recent reductions in personnel assigned to the School Board Administration Complex will result in lower vending machine revenues. Consequently, to ensure expenses for complimentary services are adequately funded, Hospitality Services has set a budget for these services that is 10% below the vending machine profits during fiscal year 2007-08. This represents a reduction of nearly \$2,600 during 2008-09 for an annual budget of approximately \$23,200.</p> <p>Going forward, the annual budget will be 10% below the previous year's revenues. The Director of Hospitality Services will be responsible for monitoring expenses monthly and, based on the revenues received through vending machine operations, make further reductions that may be necessary throughout the year.</p>	<p>Hospitality services totaled between \$23,830 and \$44,874 during the seven-year period. While it is evident that the demand for Hospitality Services has increased, in contrast, vending commissions have diminished due to less vending machine activity and lower number of machines in buildings. Therefore, vending commissions will no longer be able to cover the Hospitality needs of the District and revenues from food sales are required to cover the shortfall. The Director of Hospitality Services closely monitors volume and expenses monthly to ensure amounts spent are reasonable and do not exceed District guidelines.</p>
4.3.	<p>Lists of the names of meeting attendees should be included</p>	<p>Hospitality Services shall request all names of meeting attendees to be included with request for services. The</p>	<p>Implemented. Minor discrepancies discussed with</p>

HOSPITALITY SERVICES—PRIOR AUDIT FINDINGS TABLE

Prior Audit Findings	Follow-Up of Hospitality Services		Auditor's Comment
	Recommendations	Corrective Action by Management	
	as part of the documentation.	names of all meeting attendees will be kept on file with complimentary service requests. Non-compliance by any requesting department will be brought to the attention of the corresponding member of Superintendent's Cabinet for appropriate action.	Director of Hospitality Services for continued compliance.
4.4.	Prepare and maintain on file price lists related to the complimentary hospitality items.	<p>Hospitality Services has in its file a price list for complimentary services. The Director of Hospitality Services will periodically review with senior management the pricing structure for complementary services and make adjustments accordingly.</p> <p>In closing, Hospitality Services management recognizes the importance of adhering to established M-DCPS purchasing guidelines and best business practices. Staff will endeavor to reduce operating costs and increase revenues while continuing to provide quality services to District Office employees and visitors.</p>	List is available and updated. However, not approved by supervisor of Director of Hospitality Services.

Anti-Discrimination Policy

Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Addition:

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

MIAMI-DADE COUNTY PUBLIC SCHOOLS



INTERNAL AUDIT REPORT HOSPITALITY SERVICES JANUARY 2016



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