

MIAMI-DADE COUNTY PUBLIC SCHOOLS

***Internal Audit Report
Selected Schools***



All 52 Schools Reported Herein Were Generally Compliant With Policies And Procedures, And Site Records Were Maintained In Good Order.

The Financial Statements Corresponding To These 52 Schools Were Fairly Stated.

Property Inventory Results Were Satisfactory For Most Schools In This Report, And Overall Equipment Losses Were Not Significant.

May 2014

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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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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Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Chief Auditor
Jose F. Montes de Oca, CPA

Miami-Dade County School Board
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May 1, 2014

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

Ladies and Gentlemen:

This report includes the audit results of 52 schools. Of this total, 37 schools report to the Central Region Office within School Operations, and the remaining 15 schools report to the Education Transformation Office. At three of these schools, there was a change of Principal since the prior audit. The audit period of all 52 school audits is one fiscal year ended June 30, 2013.

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 at all the schools. On a selected basis, we reviewed payroll, credit card purchases, Title I Program expenditures and procedures, selected aspects of data security and Full-Time-Equivalent (FTE) reporting and student records. The audits also included the results of property inventories.

Our audits disclosed that the financial statements of all 52 schools reported herein were fairly stated. At these schools, we found general compliance with prescribed policies and procedures, and site records were maintained in good order. Property inventory results corresponding to these 52 schools and for six other schools (whose inventory results were pending publication previous to this report) were satisfactory for most the most part; and overall equipment losses were not significant.

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 52 schools. These include 37 schools that currently report to the Central Region Office within School Operations, as well as 15 that currently report to the Education Transformation Office (ETO). At three of these 52 schools there was a change of Principal since the prior audit. The audit period of all 52 schools is one fiscal year ended June 30, 2013.

The audits disclosed that all schools reported herein maintained their records in accordance with prescribed policies and procedures and in good order. There were no findings to report.

At all 52 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 2012-2013 fiscal year, on the cash basis of accounting.

As of June 30, 2013, for all 52 schools reported herein, total combined receipts and disbursements amounted to \$7,273,488.04 and \$7,317,328.85, respectively; while total combined cash and investments amounted to \$1,455,106.59 (Pages 6-10).

As of June 30, 2013, the internal control structure at all 52 schools generally functioned as designed by the District and implemented by the school administration.

- *We congratulate the principals and staffs of these schools and the corresponding region/district offices for implementing and enforcing at the school sites business practices that promote accountability and compliance with School Board policy.*

INTERNAL FUNDS

Internal funds records and procedures were reviewed at all 52 schools. We found general compliance with the procedures established in the *Manual of Internal Fund Accounting at all 52 schools.*

PAYROLL

We reviewed current payroll records and procedures at the following 13 schools:

School Name	Region	School Name	Region
Auburndale Elementary	Central	Biscayne Gardens Elementary	ETO
Henry M. Flagler Elementary	Central	Pine Villa Elementary ¹	ETO
Riverside Elementary	Central	Nathan B. Young Elementary	ETO
Santa Clara Elementary	Central	Campbell Drive Middle ¹	ETO
Southside Elementary	Central	Homestead Middle	ETO
Design and Architecture Senior (DASH)	Central	Redland Middle ¹	ETO
Young Women's Preparatory Academy	Central		

At all 13 schools, there was general compliance with the *Payroll Processing Procedures Manual*.

PROPERTY

The results of physical inventories of property items with an individual cost of \$1,000 or more are reported for 58 schools. This total includes the property results of all 52 schools in this report, as well as six other schools whose property inventory results were pending at the time their audit reports were previously published this fiscal year.

At 58 schools, Property Audits staff inventoried a total of 9,875 equipment items with a total approximate cost of \$22.9 million. Of the 58 schools, 54 proved satisfactory. Results for the remaining four schools disclosed that a total of 11 equipment items with an aggregate depreciated value of approximately \$820 and an aggregate cost of approximately \$18,400 could not be located (refer to Property Schedules on pages 24-26).

Property inventories also include the review of property losses reported by the schools through the Plant Security Report process. Our analysis of Plant Security Report losses reported by six of the 58 schools from this group disclosed that 18 items with an aggregate depreciated value of approximately \$6,850 and an aggregate cost of approximately \$33,530 were reported missing (Page 27).

¹ Change of Principal at this school (3 schools).

PURCHASING CREDIT CARD (P-CARD) PROGRAM

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

School Name	Region	School Name	Region
George Washington Carver Middle	Central	Caribbean Elementary	ETO
Ponce de Leon Middle	Central	Frederick Douglass Elementary	ETO
Coral Gables Senior	Central	Pine Villa Elementary	ETO
Law Enforcement Officers' Memorial High School	Central	Redland Middle	ETO
Young Men's Preparatory Academy	Central		

Our review disclosed that all nine schools listed above generally complied with the *Purchasing Credit Card Program Policies & Procedures Manual*.

TITLE I PROGRAM EXPENDITURES AND PROCEDURES

A review of Title I Program expenditures and procedures for the 2012-2013 fiscal year was conducted at the following two schools since our last report in March 2014:

School Name	Region Office	Total Expenditures
Auburndale Elementary	Central	\$ 269,183
Henry M. Flagler Elementary	Central	287,026
Total Title I Program Expenditures		\$ 556,209

Total expenditures incurred under various Title I programs amounted to approximately \$0.55 million. Results of our audits disclosed that both schools were generally compliant with the policies and procedures established by the *Title I Administration Handbook*.

FULL-TIME-EQUIVALENT (FTE) FUNDING

The following seven schools were selected for these audits:

School Name	Region Office	Survey Period (SP)	FTE Funding
Maya Angelou Elementary	Central	2013-2014 SP 3	\$ 1,656,770
Toussaint L'Ouverture Elementary	Central	2013-2014 SP 2	993,667
Agenoria S. Paschal/Olinda Elementary	Central	2013-2014 SP 2	846,591
Riverside Elementary	Central	2013-2014 SP 2	2,759,405
Silver Bluff Elementary	Central	2013-2014 SP 2	1,246,214
Southside Elementary	Central	2013-2014 SP 2	1,920,880
Paul Laurence Dunbar K-8 Center	ETO	2013-2014 SP 2	796,136
Total FTE Funding			\$ 10,219,663

The total FTE funding amounted to approximately \$10.2 million for the seven schools combined. FTE records reviewed corresponded to the 2013-2014 fiscal year Survey Period 2 (October 2013) or Survey Period 3 (February 2014), depending on the school audited, as noted in the previous table. Our FTE reviews disclosed that all seven schools were generally compliant with District policy.

DATA SECURITY

As a follow-up to previous audits of the individual schools, we reviewed the report titled "Authorized Applications for Employees by Locations Report" at the following two schools:

School Name	Region
Shenandoah Middle	Central
Coral Gables Senior	Central

Our review disclosed that both schools generally complied with the review of the report and with the requirements for granting access to system applications.

AUDIT OPINION

The following tables summarize total cash receipts and disbursements, and financial position of cash and investments as of June 30, 2013 for the 52 schools included herein. It also provides the audit opinion regarding the schools' financial statements:

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2013**

The Condensed Annual Financial Reports and Total Cash and Investments as of June 30, 2013 for the 52 schools reported herein are:

Work Loc. No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
<u>Central Region Office Schools</u>									
4081	Primary Learning Center	\$ 16,742.22	\$ 297,782.00	\$ 296,392.80	\$ 18,131.42	\$ 7,426.23	\$ 10,705.19	\$ -	\$ 18,131.42
0111	Maya Angelou Elementary	9,066.57	32,552.21	31,567.28	10,051.50	6,068.39	3,983.11	-	10,051.50
0121	Auburdale Elementary	17,050.33	250,389.11	249,017.03	18,422.41	8,099.70	10,322.71	-	18,422.41
0521	Broadmoor Elementary	9,909.02	32,460.70	35,570.17	6,799.55	1,338.97	5,460.58	-	6,799.55
0721	George Washington Carver Elementary	27,575.20	20,962.07	23,651.80	24,885.47	8,897.86	15,987.61	-	24,885.47
1081	Coral Terrace Elementary	17,028.65	130,901.16	132,474.33	15,455.48	6,565.80	8,889.68	-	15,455.48
1801	Fairlawn Elementary	25,779.36	206,874.42	202,377.50	30,276.28	13,129.63	17,146.65	-	30,276.28
1881	Henry M. Flagler Elementary	5,249.38	223,105.87	218,599.49	9,755.76	7,057.83	2,697.93	-	9,755.76
2661	Kensington Park Elementary	13,156.95	273,957.76	273,883.62	13,231.09	9,136.38	4,094.71	-	13,231.09
2821	Lakeview Elementary	8,695.97	27,911.94	31,967.05	4,640.86	1,378.17	3,262.69	-	4,640.86

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2013**

Work Loc. No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
3051	Toussaint L'Ouverture Elementary	11,784.45	17,645.36	17,383.73	12,046.08	10,434.43	1,611.65	-	12,046.08
4071	Agenoria S. Paschal/Olinda Elementary	14,551.02	12,411.88	14,806.13	12,156.77	4,316.17	7,840.60	-	12,156.77
4681	Riverside Elementary	16,718.86	139,387.46	138,128.54	17,977.78	12,071.87	5,905.91	-	17,977.78
4841	Santa Clara Elementary	8,231.08	12,458.24	12,712.24	7,977.08	2,281.66	5,695.42	-	7,977.08
4921	Seminole Elementary	25,545.52	32,708.69	32,938.70	25,315.51	12,262.80	13,052.71	-	25,315.51
5041	Silver Bluff Elementary	18,457.08	244,302.99	240,008.61	22,751.46	11,556.80	11,194.66	-	22,751.46
5321	Southside Elementary	30,649.43	448,425.34	446,114.66	32,960.11	20,198.96	12,761.15	-	32,960.11
5381	E.W.F. Stirrup Elementary	40,175.29	285,490.49	287,336.94	38,328.84	16,390.33	21,938.51	-	38,328.84
5441	Sylvania Heights Elementary	9,587.61	137,086.14	136,443.35	10,230.40	3,654.31	6,576.09	-	10,230.40
2041	Benjamin Franklin K-8 Center	10,578.41	23,715.13	24,073.84	10,219.70	3,763.34	6,456.36	-	10,219.70
5861	Dr. Henry W. MackWest Little River K-8 Center	11,650.56	11,516.36	11,429.36	11,737.56	6,489.48	5,248.08	-	11,737.56

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2013**

Work Loc. No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
5901	Carrie P. Meek/Westview K-8 Center	14,096.57	27,979.35	27,655.14	14,420.78	8,158.23	6,262.55	-	14,420.78
3191	Ada Merritt K-8 Center	27,266.32	417,048.74	417,479.48	26,835.58	14,924.57	11,911.01	-	26,835.58
5101	John I. Smith K-8 Center	34,608.37	700,283.32	707,734.67	27,157.02	7.88	27,149.14	-	27,157.02
5241	South Miami K-8 Center	26,259.05	362,752.47	357,467.24	31,544.28	14,512.90	17,031.38	-	31,544.28
6071	George Washington Carver Middle	97,647.48	247,750.71	252,019.17	93,379.02	2,247.70	91,131.32	-	93,379.02
6741	Ponce de Leon Middle	40,232.66	112,101.79	114,842.71	37,491.74	7,809.67	29,682.07	-	37,491.74
6821	Rockway Middle	63,741.48	192,734.47	197,027.51	59,448.44	2,401.13	57,047.31	-	59,448.44
6841	Shenandoah Middle	31,438.54	106,344.10	106,635.86	31,146.78	13,647.88	17,498.90	-	31,146.78
7071	Coral Gables Senior	266,119.65	1,145,174.24	1,136,294.46	274,999.43	4,175.33	270,824.10	-	274,999.43
7081	Design and Architecture Senior (DASH)	68,561.62	177,775.67	191,885.51	54,451.78	5,278.50	49,173.28	-	54,451.78
7581	iPreparatory Academy (iPrep)	27,466.46	18,960.06	14,015.12	32,411.40	29,397.44	3,013.96	-	32,411.40

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2013**

Work Loc. No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
7033	Law Enforcement Officers' Memorial High School	19,800.26	86,032.21	78,967.44	26,865.03	21,804.63	5,060.40	-	26,865.03
7901	New World School Of The Arts (NWSA)	50,096.67	179,521.10	187,973.37	41,644.40	11,671.50	29,972.90	-	41,644.40
7056	Young Men's Preparatory Academy	23,693.99	27,942.42	25,197.00	26,439.41	4,790.17	21,649.24	-	26,439.41
7055	Young Women's Preparatory Academy	50,423.52	155,826.83	148,333.87	57,916.48	20,601.16	37,315.32	-	57,916.48
8019	Academy For Community Education (ACE)	13,449.51	10,141.48	10,905.10	12,685.89	2,690.96	9,994.93	-	12,685.89
Education Transformation Office (EIO) Schools									
4651	Ethel F. Beckford/Richmond Elementary	15,763.01	12,763.06	14,437.10	14,088.97	3,189.11	10,899.86	-	14,088.97
0361	Biscayne Gardens Elementary	15,151.28	60,113.73	60,085.70	15,179.31	2,585.79	12,593.52	-	15,179.31
0661	Caribbean Elementary	12,009.54	11,047.86	10,993.88	12,063.52	5,462.49	6,601.03	-	12,063.52
1361	Frederick Douglass Elementary	9,797.36	24,236.33	19,651.86	14,381.83	8,033.43	6,348.40	-	14,381.83
3301	Miami Park Elementary	12,603.92	21,217.32	22,784.79	11,036.45	4,336.09	6,700.36	-	11,036.45

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2013**

Work Loc. No.	Schools	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
4461	Pine Villa Elementary	6,692.85	6,614.84	7,656.30	5,651.39	3,431.16	2,220.23	-	5,651.39
0081	Lenora Braynon Smith Elementary	18,643.91	8,967.16	15,688.79	11,922.28	6,688.81	5,233.47	-	11,922.28
5971	Nathan B. Young Elementary	6,211.30	26,774.77	25,287.60	7,698.47	6,364.85	1,333.62	-	7,698.47
1441	Paul Laurence Dunbar K-8 Center	13,312.53	19,002.60	18,429.51	13,885.62	6,592.47	7,293.15	-	13,885.62
6031	Brownsville Middle	31,108.77	48,051.13	55,644.16	23,515.74	3,602.91	19,912.83	-	23,515.74
6061	Campbell Drive Middle	30,504.02	41,370.93	46,956.77	24,918.18	4,195.33	20,722.85	-	24,918.18
6251	Homestead Middle	24,581.86	38,920.00	43,078.68	20,423.18	1,787.70	18,635.48	-	20,423.18
6591	North Dade Middle	25,569.64	64,156.50	72,418.68	17,307.46	5,028.48	12,278.98	-	17,307.46
6721	Parkway Middle	26,135.68	14,673.20	19,515.80	21,293.08	1,190.28	20,102.80	-	21,293.08
6761	Redland Middle	47,776.62	45,164.33	53,388.41	39,552.54	4,593.98	26,502.41	8,456.15	39,552.54
	TOTALS	\$ 1,498,947.40	\$ 7,273,488.04	\$ 7,317,328.85	\$ 1,455,106.59	\$ 403,721.64	\$ 1,042,928.80	\$ 8,456.15	\$ 1,455,106.59

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2012 AND/OR JUNE 30, 2013**

AUDIT OPINION

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

At all 52 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 2012-2013 fiscal year, on the cash basis of accounting.

As of June 30, 2013, for all 52 schools reported herein, total combined receipts and disbursements amounted to \$7,273,488.04 and \$7,317,328.85, respectively; while total combined cash and investments amounted to \$1,455,106.59 (Pages 6-10).

As of June 30, 2013, the internal control structure at all 52 schools generally functioned as designed by the District and implemented by the school administration.



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

INTERNAL CONTROLS RATING

The internal control ratings for the 52 schools reported herein **without audit exceptions** are depicted as follows:

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>Central Region Office Schools</u>							
Primary Learning Center	✓			✓			Not Likely to impact.
Maya Angelou Elementary	✓			✓			Not Likely to impact.
Auburndale Elementary	✓			✓			Not Likely to impact.
Broadmoor Elementary	✓			✓			Not Likely to impact.
George Washington Carver Elementary	✓			✓			Not Likely to impact.
Coral Terrace Elementary	✓			✓			Not Likely to impact.
Fairlawn Elementary	✓			✓			Not Likely to impact.
Henry M. Flagler Elementary	✓			✓			Not Likely to impact.
Kensington Park Elementary	✓			✓			Not Likely to impact.
Lakeview Elementary	✓			✓			Not Likely to impact.
Toussaint L'Ouverture Elementary	✓			✓			Not Likely to impact.
Agenoria S. Paschal/Olinda Elementary	✓			✓			Not Likely to impact.
Riverside Elementary	✓			✓			Not Likely to impact.
Santa Clara Elementary	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Seminole Elementary	✓			✓			Not Likely to impact.
Silver Bluff Elementary	✓			✓			Not Likely to impact.
Southside Elementary	✓			✓			Not Likely to impact.
E.W.F. Stirrup Elementary	✓			✓			Not Likely to impact.
Sylvania Heights Elementary	✓			✓			Not Likely to impact.
Benjamin Franklin K-8 Center	✓			✓			Not Likely to impact.
Dr. Henry W. Mack/West Little River K-8 Center	✓			✓			Not Likely to impact.
Carrie P. Meek/Westview K-8 Center	✓			✓			Not Likely to impact.
Ada Merritt K-8 Center	✓			✓			Not Likely to impact.
John I. Smith K-8 Center	✓			✓			Not Likely to impact.
South Miami K-8 Center	✓			✓			Not Likely to impact.
George Washington Carver Middle	✓			✓			Not Likely to impact.
Ponce de Leon Middle	✓			✓			Not Likely to impact.
Rockway Middle	✓			✓			Not Likely to impact.
Shenandoah Middle	✓			✓			Not Likely to impact.
Coral Gables Senior	✓			✓			Not Likely to impact.
Design and Architecture Senior (DASH)	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
iPreparatory Academy (iPrep)	✓			✓			Not Likely to impact.
Law Enforcement Officers' Memorial High School	✓			✓			Not Likely to impact.
New World School Of The Arts (NWSA)	✓			✓			Not Likely to impact.
Young Men's Preparatory Academy	✓			✓			Not Likely to impact.
Young Women's Preparatory Academy	✓			✓			Not Likely to impact.
Academy For Community Education (ACE)	✓			✓			Not Likely to impact.
<u>Education Transformation Office (ETO) Schools</u>							
Ethel F. Beckford/Richmond Elementary	✓			✓			Not Likely to impact.
Biscayne Gardens Elementary	✓			✓			Not Likely to impact.
Caribbean Elementary	✓			✓			Not Likely to impact.
Frederick Douglass Elementary	✓			✓			Not Likely to impact.
Miami Park Elementary	✓			✓			Not Likely to impact.
Pine Villa Elementary	✓			✓			Not Likely to impact.
Lenora Braynon Smith Elementary	✓			✓			Not Likely to impact.
Nathan B. Young Elementary	✓			✓			Not Likely to impact.
Paul Laurence Dunbar K-8 Center	✓			✓			Not Likely to impact.
Brownsville Middle	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

SCHOOLS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Campbell Drive Middle	✓			✓			Not Likely to impact.
Homestead Middle	✓			✓			Not Likely to impact.
North Dade Middle	✓			✓			Not Likely to impact.
Parkway Middle	✓			✓			Not Likely to impact.
Redland Middle	✓			✓			Not Likely to impact.

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

Summary of findings of the 52 schools reported herein without audit exceptions are as follows:

WORK LOC. NO.	SCHOOLS	CURRENT YEAR FINDINGS		PRIOR YEAR FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
<u>Central Region Office Schools</u>					
4081	Primary Learning Center	None		None	
0111	Maya Angelou Elementary	None		None	
0121	Auburndale Elementary	None		1	▪ Payroll
0521	Broadmoor Elementary	None		None	
0721	George Washington Carver Elementary	None		None	
1081	Coral Terrace Elementary	None		None	
1801	Fairlawn Elementary	None		None	
1881	Henry M. Flagler Elementary	None		None	
2661	Kensington Park Elementary	None		None	
2821	Lakeview Elementary	None		None	
3051	Toussaint L'Ouverture Elementary	None		None	
4071	Agenoria S. Paschal/Olinda Elementary	None		1	▪ Bookkeeping Function and Misappropriation of Funds
4681	Riverside Elementary	None		1	▪ Bookkeeping Function

**SUMMARY SCHEDULE OF AUDIT FINDINGS
CURRENT AND PRIOR AUDIT PERIODS**

WORK LOC. NO.	SCHOOLS	CURRENT YEAR FINDINGS		PRIOR YEAR FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
4841	Santa Clara Elementary	None		None	
4921	Seminole Elementary	None		None	
5041	Silver Bluff Elementary	None		None	
5321	Southside Elementary	None		None	
5381	E.W.F. Stirrup Elementary	None		None	
5441	Sylvania Heights Elementary	None		1	▪ FTE-ELL
2041	Benjamin Franklin K-8 Center	None		None	
5861	Dr. Henry W. Mack/West Little River K-8 Center	None		None	
5901	Carrie P. Meek/Westview K-8 Center	None		2	▪ FTE-SPED ▪ FTE-ELL
3191	Ada Merritt K-8 Center	None		None	
5101	John I. Smith K-8 Center	None		None	
5241	South Miami K-8 Center	None		None	
6071	George Washington Carver Middle	None		None	
6741	Ponce de Leon Middle	None		1	▪ Bookkeeping Function
6821	Rockway Middle	None		None	
6841	Shenandoah Middle	None		None	

**SUMMARY SCHEDULE OF AUDIT FINDINGS
CURRENT AND PRIOR AUDIT PERIODS**

WORK LOC. NO.	SCHOOLS	CURRENT YEAR FINDINGS		PRIOR YEAR FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
7071	Coral Gables Senior	None		None	
7081	Design and Architecture Senior (DASH)	None		None	
7581	iPreparatory Academy (iPrep)	None		None	
7033	Law Enforcement Officers' Memorial High School	None		None	
7901	New World School Of The Arts (NWSA)	None		None	
7056	Young Men's Preparatory Academy	None		None	
7055	Young Women's Preparatory Academy	None		None	
8019	Academy For Community Education (ACE)	None		None	
<u>Education Transformation Office Schools</u>					
4651	Ethel F. Beckford/Richmond Elementary	None		None	
0361	Biscayne Gardens Elementary	None		None	
0661	Caribbean Elementary	None		None	
1361	Frederick Douglass Elementary	None		None	
3301	Miami Park Elementary	None		None	
4461	Pine Villa Elementary	None		None	
0081	Lenora Braynon Smith Elementary	None		None	

**SUMMARY SCHEDULE OF AUDIT FINDINGS
CURRENT AND PRIOR AUDIT PERIODS**

WORK LOC. NO.	SCHOOLS	CURRENT YEAR FINDINGS		PRIOR YEAR FINDINGS	
		Total per School	Area Of Findings	Total per School	Area Of Findings
5971	Nathan B. Young Elementary	None		None	
1441	Paul Laurence Dunbar K-8 Center	None		1	▪ Field Trip Collections
6031	Brownsville Middle	None		None	
6061	Campbell Drive Middle	None		None	
6251	Homestead Middle	None		None	
6591	North Dade Middle	None		None	
6721	Parkway Middle	None		None	
6761	Redland Middle	None		None	
TOTAL		None		8	

LIST OF SCHOOL PRINCIPALS

Listed below are the names of the former and current principals, as applicable for the 52 schools without audit exceptions. **The highlighted table cell represents the principal(s) in charge of the school during the audit period:**

Work Loc. No.	Schools	Current Principal(s)	Former Principal(s)
<u>Central Region Office Schools</u>			
4081	Primary Learning Center	Mr. Alberto M. Carvalho	N/A = No Change of Principal Since Prior Audit.
0111	Maya Angelou Elementary	Ms. Adrena Y. Williams	N/A = No Change of Principal Since Prior Audit.
0121	Auburndale Elementary	Ms. Ana M. Gutierrez	N/A = No Change of Principal Since Prior Audit.
0521	Broadmoor Elementary	Ms. Linda G. Klein	N/A = No Change of Principal Since Prior Audit.
0721	George Washington Carver Elementary	Dr. Cheryl E. Johnson	N/A = No Change of Principal Since Prior Audit.
1081	Coral Terrace Elementary	Ms. Eva N. Ravelo	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.
1881	Henry M. Flagler Elementary	Ms. Zulema C. Lamazares	Dr. Orlando B. Gonzalez (Through July 2012; presently Assistant Principal at Lamar Louise Curry Middle School).
2661	Kensington Park Elementary	Mr. Genaro Navarro	N/A = No Change of Principal Since Prior Audit.
2821	Lakeview Elementary	Ms. Sandra V. Banky	Dr. Sharon R. Lewis (Through July 2012; retired).
3051	Toussaint L'Ouverture Elementary	Dr. Liliane A. Delbor	N/A = No Change of Principal Since Prior Audit.
4071	Agenoria S. Paschal/Olinda Elementary	Mr. Adrian Montes	N/A = No Change of Principal Since Prior Audit.
4681	Riverside Elementary	Ms. Erica Paramore-Respress	N/A = No Change of Principal Since Prior Audit.
4841	Santa Clara Elementary	Dr. Melanie K. Fox	N/A = No Change of Principal Since Prior Audit.

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools	Current Principal(s)	Former Principal(s)
4921	Seminole Elementary	Ms. Lourdes A. Lopez	N/A = No Change of Principal Since Prior Audit.
5041	Silver Bluff Elementary	Ms. Maria C. Mason	N/A = No Change of Principal Since Prior Audit.
5321	Southside Elementary	Mr. Salvatore Schiavone	N/A = No Change of Principal Since Prior Audit.
5381	E.W.F. Stirrup Elementary	Dr. Maria E. Hernandez	N/A = No Change of Principal Since Prior Audit.
5441	Sylvania Heights Elementary	Ms. Amor Reyes	N/A = No Change of Principal Since Prior Audit.
2041	Benjamin Franklin K-8 Center	Ms. Mary A. Gil-Alonso	N/A = No Change of Principal Since Prior Audit.
5861	Dr. Henry W. Mack/West Little River K-8 Center	Ms. Martha Z. Harris	N/A = No Change of Principal Since Prior Audit.
5901	Carrie P. Meek/Westview K-8 Center	Ms. Tracey D. Crews	N/A = No Change of Principal Since Prior Audit.
3191	Ada Merritt K-8 Center	Ms. Carmen M. Garcia	N/A = No Change of Principal Since Prior Audit.
5101	John I. Smith K-8 Center	Ms. Gwendolyn C. Hines	N/A = No Change of Principal Since Prior Audit.
5241	South Miami K-8 Center	Ms. Anamarie G. Moreiras	N/A = No Change of Principal Since Prior Audit.
6071	George Washington Carver Middle	Ms. Shelley F. Stroleny	Ms. Libia A. Gonzalez (Through September 2012; retired).
6741	Ponce de Leon Middle	Ms. Martha C. Chang	N/A = No Change of Principal Since Prior Audit.
6821	Rockway Middle	Ms. Melanie E. Megias	N/A = No Change of Principal Since Prior Audit.
6841	Shenandoah Middle	Mr. Humberto J. Miret	N/A = No Change of Principal Since Prior Audit.
7071	Coral Gables Senior	Mr. Adolfo L. Costa	N/A = No Change of Principal Since Prior Audit.

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools	Current Principal(s)	Former Principal(s)
7081	Design and Architecture Senior (DASH)	Dr. Stacey H. Mancuso	N/A = No Change of Principal Since Prior Audit.
7581	iPreparatory Academy (iPrep)	Mr. Alberto M. Carvalho	N/A = No Change of Principal Since Prior Audit.
7033	Law Enforcement Officers' Memorial High School	Mr. Christopher J. Shinn	N/A = No Change of Principal Since Prior Audit.
7901	New World School Of The Arts (NWSA)	Ms. Evonne S. Alvarez	N/A = No Change of Principal Since Prior Audit.
7056	Young Men's Preparatory Academy	Mr. Leonard J. Ruan	N/A = No Change of Principal Since Prior Audit.
7055	Young Women's Preparatory Academy	Ms. Concepcion I. Martinez	N/A = No Change of Principal Since Prior Audit.
8019	Academy For Community Education (ACE)	Dr. Deborah A. Carter	N/A = No Change of Principal Since Prior Audit.
Education Transformation Office (ETO) Schools			
4651	Ethel F. Beckford/Richmond Elementary	Ms. Jacqua J. Little	N/A = No Change of Principal Since Prior Audit.
0361	Biscayne Gardens Elementary	Ms. Maria L. LaCavalla	N/A = No Change of Principal Since Prior Audit.
0661	Caribbean Elementary	Dr. Alina M. Diaz-Blanco	N/A = No Change of Principal Since Prior Audit.
1361	Frederick Douglass Elementary	Ms. Yolanda L. Ellis	N/A = No Change of Principal Since Prior Audit.
3301	Miami Park Elementary	Ms. Stephanie D. Goree	N/A = No Change of Principal Since Prior Audit.
4461	Pine Villa Elementary ²	Ms. Renita L. Lee	Dr. Latonia M. Harris (Through November 2012; retired) Ms. Vanessa de la Pena (Through January 2014; presently on leave).
0081	Lenora Braynon Smith Elementary	Dr. Contessa S. Bryant	N/A = No Change of Principal Since Prior Audit.
5971	Nathan B. Young Elementary	Mr. Raymond J. Sands	N/A = No Change of Principal Since Prior Audit.
1441	Paul Laurence Dunbar K-8 Center	Ms. Ann M. Lewis	N/A = No Change of Principal Since Prior Audit.

² Change of Principal at this school (3 schools).

LIST OF SCHOOL PRINCIPALS

Work Loc. No.	Schools	Current Principal(s)	Former Principal(s)
6031	Brownsville Middle	Dr. Edward G. Robinson	N/A = No Change of Principal Since Prior Audit.
6061	Campbell Drive Middle ²	Mr. Eduardo L. Alonso	Mr. Paul A. Pfeiffer (Through December 2013; presently Principal at Cutler Bay Academy of Advanced Studies, Cutler Ridge Campus).
6251	Homestead Middle	Ms. Rachelle A. Surrancy	N/A = No Change of Principal Since Prior Audit.
6591	North Dade Middle	Dr. Tonya S. Dillard	N/A = No Change of Principal Since Prior Audit.
6721	Parkway Middle	Mr. Fabrice Laguerre	N/A = No Change of Principal Since Prior Audit.
6761	Redland Middle ²	Mr. Charles E. Hankerson	Ms. Beverley A. Salomatoff (Through November 2012; presently Senior Assistant Principal at Homestead Senior High School).

² Change of Principal at this school (3 schools).

PROPERTY SCHEDULES

The results of the property inventories of the 58 schools reported herein are as follows:

WORK LOCATION NO.	SCHOOLS	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
<u>Central Region Office Schools</u>								
4081	Primary Learning Center	38	\$ 65,515	-	-	-	-	-
0111	Maya Angelou Elementary	148	273,209	-	-	-	-	-
0121	Auburndale Elementary	194	428,331	-	-	-	-	-
0521	Broadmoor Elementary	58	151,762	-	-	-	-	-
0721	George Washington Carver Elementary	174	253,677	-	-	-	-	-
1081	Coral Terrace Elementary	162	266,252	-	-	-	-	-
1801	Fairlawn Elementary	84	210,986	-	-	-	-	-
1841	Flagami Elementary ^(a)	164	330,958	-	-	-	-	-
1881	Henry M. Flagler Elementary	131	292,292	-	-	-	-	-
2661	Kensington Park Elementary	170	513,329	-	-	-	-	-
2821	Lakeview Elementary	127	286,997	2	\$ 3,169	\$ 0	-	-
3051	Toussaint L'Ouverture Elementary	77	189,282	-	-	-	-	-
4071	Agenoria S. Paschal/Olinda Elementary	97	198,048	-	-	-	-	-
4681	Riverside Elementary	78	257,696	-	-	-	-	-
4841	Santa Clara Elementary	84	212,843	-	-	-	-	-
4921	Seminole Elementary	95	209,717	-	-	-	-	-
5041	Silver Bluff Elementary	139	302,155	-	-	-	-	-
5321	Southside Elementary	112	373,983	-	-	-	-	-
5381	E.W.F. Stirrup Elementary	116	308,486	-	-	-	-	-

Note:

(a) Property inventory results pending since school audit previously reported in 2013-2014 Fiscal Year (6 schools).

PROPERTY SCHEDULES

WORK LOCATION NO.	SCHOOLS	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
5441	Sylvania Heights Elementary	121	269,333	-	-	-	-	-
2041	Benjamin Franklin K-8 Center	127	251,332	-	-	-	-	-
5861	Dr. Henry W. Mack/West Little River K-8 Center	155	306,461	-	-	-	-	-
5901	Carrie P. Meek/Westview K-8 Center	141	391,170	-	-	-	-	-
3191	Ada Merritt K-8 Center	104	237,776	-	-	-	-	-
5101	John I. Smith K-8 Center	328	736,202	-	-	-	-	-
5241	South Miami K-8 Center	247	720,236	-	-	-	-	-
6071	George Washington Carver Middle	200	471,175	-	-	-	-	-
6121	Ruben Dario Middle ^(a)	280	544,408	-	-	-	-	-
6741	Ponce de Leon Middle	216	767,554	-	-	-	-	-
6821	Rockway Middle	249	659,370	-	-	-	-	-
6841	Shenandoah Middle	458	823,481	-	-	-	-	-
7071	Coral Gables Senior	414	1,264,839	-	-	-	-	-
7081	Design and Architecture Senior (DASH)	392	812,120	-	-	-	-	-
7581	iPreparatory Academy (iPrep)	38	110,973	-	-	-	-	-
7033	Law Enforcement Officers' Memorial High School	98	248,740	-	-	-	-	-
7901	New World School Of The Arts (NWSA)	136	351,518	-	-	-	-	-
7056	Young Men's Preparatory Academy	166	646,296	-	-	-	-	-
7055	Young Women's Preparatory Academy	363	529,541	-	-	-	-	-
8019	Academy For Community Education (ACE)	10	22,662	-	-	-	-	-
<u>South Region Office School</u>								
0261	Bel-Aire Elementary ^(a)	117	291,097	-	-	-	-	-

Note:

(a) Property inventory results pending since school audit previously reported in 2013-2014 Fiscal Year (6 schools).

PROPERTY SCHEDULES

WORK LOCATION NO.	SCHOOLS	CURRENT INVENTORY					PRIOR INVENTORY	
		Total Items	Dollar Value	Unlocated Items			No. Of Unloc. Items	Dollar Value
				No. Of Items	At Cost	At Deprec. Value		
<u>Education Transformation Office (ETO) Schools</u>								
4651	Ethel F. Beckford/Richmond Elementary	73	187,543	-	-	-	-	-
0361	Biscayne Gardens Elementary	127	286,997	-	-	-	-	-
0661	Caribbean Elementary	179	417,300	-	-	-	-	-
1361	Frederick Douglass Elementary	95	256,282	-	-	-	-	-
3301	Miami Park Elementary	125	304,587	-	-	-	-	-
4461	Pine Villa Elementary	95	208,088	-	-	-	-	-
0081	Lenora Braynon Smith Elementary	113	297,475	-	-	-	1	\$ 1,171
5971	Nathan B. Young Elementary	143	249,196	4	9,231	223	-	-
1441	Paul Laurence Dunbar K-8 Center	148	320,021	1	1,393	0	-	-
6031	Brownsville Middle	269	636,755	4	4,600	594	-	-
6061	Campbell Drive Middle	604	1,111,314	-	-	-	-	-
6251	Homestead Middle	353	758,260	-	-	-	-	-
6591	North Dade Middle	396	1,070,053	-	-	-	-	-
6721	Parkway Middle	126	312,257	-	-	-	-	-
6761	Redland Middle	303	630,140	-	-	-	-	-
<u>Adult Education Centers</u>								
7132	Hialeah Miami Lakes Adult Education Center ^(a)	55	114,544	-	-	-	-	-
7342	Miami Jackson Adult Education Ctr. ^(a)	17	31,083	-	-	-	-	-
7592	North Miami Adult Education Center ^(a)	46	121,439	-	-	-	-	-
TOTAL		9,875	\$22,895,136	11	\$ 18,393	\$ 817	1	\$ 1,171

Note:

(a) Property inventory results pending since school audit previously reported in 2013-2014 Fiscal Year (6 schools).

PROPERTY SCHEDULES

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

Work Location No.	Schools	No. of Plant Security Reports	Total Items	Total Amount at Cost	CATEGORY (AT COST)			Total Depreciated Value
					Computers	Audio Visual	Other ^(a)	
<u>Central Region Office Schools</u>								
2041	Benjamin Franklin K-8 Center	1	1	\$ 1,750	-	-	\$ 1,750	\$ 0
6741	Ponce de Leon Middle	1	1	1,548	\$ 1,548	-	-	0
6821	Rockway Middle	1	1	3,056	-	-	3,056	0
7901	New World School Of The Arts (NWSA)	2	10	14,889	9,692	\$ 1,749	3,448	613
<u>Education Transformation Office (ETO) Schools</u>								
0361	Biscayne Gardens Elementary	3	4	7,786	2,228	-	5,558	2,153
6061	Campbell Drive Middle	1	1	4,500	-	-	4,500	4,088
		9	18	\$ 33,529	\$ 13,468	\$ 1,749	\$ 18,312	\$ 6,854

Note:

(a) "Other" equipment included a riding lawn mower, two pressure washers, a radio, a digital music module and a tuba.

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, 2013, on the cash basis of accounting;
- evaluate compliance by the schools with the policies and procedures prescribed in the *Manual of Internal Fund Accounting*;
- provide assurances regarding compliance with *current payroll procedures*, as well as compliance with *current purchasing credit card program procedures*; and *certain information technology controls*;
- verify compliance by the schools with the policies and procedures prescribed by the *Manual of Property Control Procedures*, and determine the adequacy of controls over the safeguarding of property items with an individual cost of \$1,000 or more;
- evaluate compliance with the policies and procedures set forth by the *No Child Left Behind Act of 2001, Title I Program*, and the *Title I Administration Handbook*; and
- ascertain compliance with State law, State Board of Education Rules, School Board Rules, manuals, directives and FTE reporting documentation procedures as they relate to student attendance, Special Education, English Language Learners, Cooperative Education and Teacher Certification.

While the scope of our audits generally covered operations during the period of July 1, 2012 through June 30, 2013, payroll, purchasing credit card transactions, and information technology controls included current periods. Title I program covered the 2012-2013 fiscal year only. FTE audits covered the October 2013 survey period (2013-2014 survey period 2) or the February 2014 survey period (2013-2014 survey period 3), depending on the school audited.

Our procedures were as follows:

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

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

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

Internal Control Matters

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

BACKGROUND

INTERNAL FUNDS

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

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

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

Prior to spending internal funds, schools invest their cash in designated depositories. Funds not used in the daily operations may be invested in the MDCPS-Money Market Pool Fund. The Fund's interest rate as June 30, 2013 was 0.50%.

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

- ◆ Annual audits of internal funds are required by Section 1011.07, Florida Statutes, and State Board of Education Rule 6A-1.087
- ◆ Internal Funds are revenues generated from student activities at the school level which are not part of the school's budget process
- ◆ Each school administers its internal funds separately through an operational checking account, following District guidelines as established in the *Manual of Internal Fund Accounting*
- ◆ Banks for school funds must be approved by the School Board and certified by the State Treasurer
- ◆ Idle funds in the operational account may be invested to yield interest revenue in a savings account, certificate of deposit or in the MDCPS-Money Market Pool Fund
- ◆ At June 30, 2013, the MDCPS-Money Market Pool Fund's interest rate was 0.50%.

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.

At M-DCPS, the Systems Applications and Products in Data Processing (SAP) Time, Payroll and Benefits module replaced the mainframe Payroll Absence Reporting System previously used by the school system to process the payroll. The changeover to the SAP module became effective on October 28, 2011 and the first pay date under SAP Time, Payroll and Benefits was November 18, 2011. At present, although the 'behind-the-scenes' system processes are significantly different and updated, the payroll procedures for documenting employees' time and attendance at the school sites have not changed when compared to the former system.

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

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

PROPERTY

At M-DCPS, the management of property items must comply with the guidelines established in the *Manual of Property Control Procedures*. According to Chapter 274.02 of the Florida Statutes, a complete physical inventory of all property shall be taken annually, be compared with the property record, and discrepancies must be identified and reconciled. Furthermore, the Florida Department of Financial Services, Rule Chapter 69I-73 establishes that "all property with a value or cost of \$1,000 or more and a projected useful life of one year or more shall be recorded in the local government's financial system as property for inventory purposes".

Our office conducts yearly inventories at each school of all property items with an original cost of \$1,000 or more. These inventories are customarily scheduled and performed at the sites **after the first day of school and before the end of the school year**. Consequently, the property inventories of schools audited during the summer months of July and August are customarily conducted at a later date, unless staff is available at the schools and time permits. Inventories pending at year-end will be conducted and reported for the next fiscal year.

PURCHASING CREDIT CARD (P-CARD) PROGRAM

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

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

TITLE I PROGRAM

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



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

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

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

FULL-TIME EQUIVALENT (FTE)

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

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

Section 1010.305, Florida Statutes vests the Auditor General (AG) 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 customarily conducted every three years; however, the AG may schedule them earlier than every three years at their discretion.

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 2013-2014 fiscal year, months selected by the FDOE for these surveys are as follows:

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

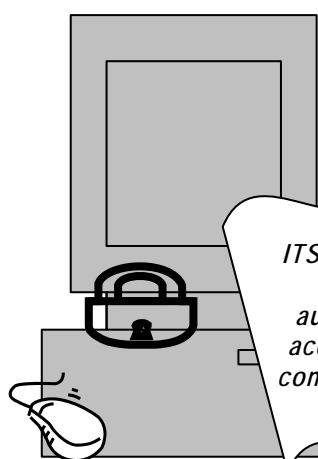
Schools are also responsible for maintaining an audit trail to ascertain compliance with State law, State Board of Education and School Board Rules as they relate to student attendance, Special Education, English Language Learners, Cooperative Education and Teacher Certification.

Incomplete/inaccurate student records which do not adequately support/justify funding levels may give rise to losses in funding. Similarly, teacher certification is closely linked to FTE funding and must be monitored on an ongoing basis to prevent similar losses in

funding to the District. Aside from the monetary losses, non-compliance issues are closely reviewed by the Auditor General and included in their reports.

As of the 2007-2008 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.

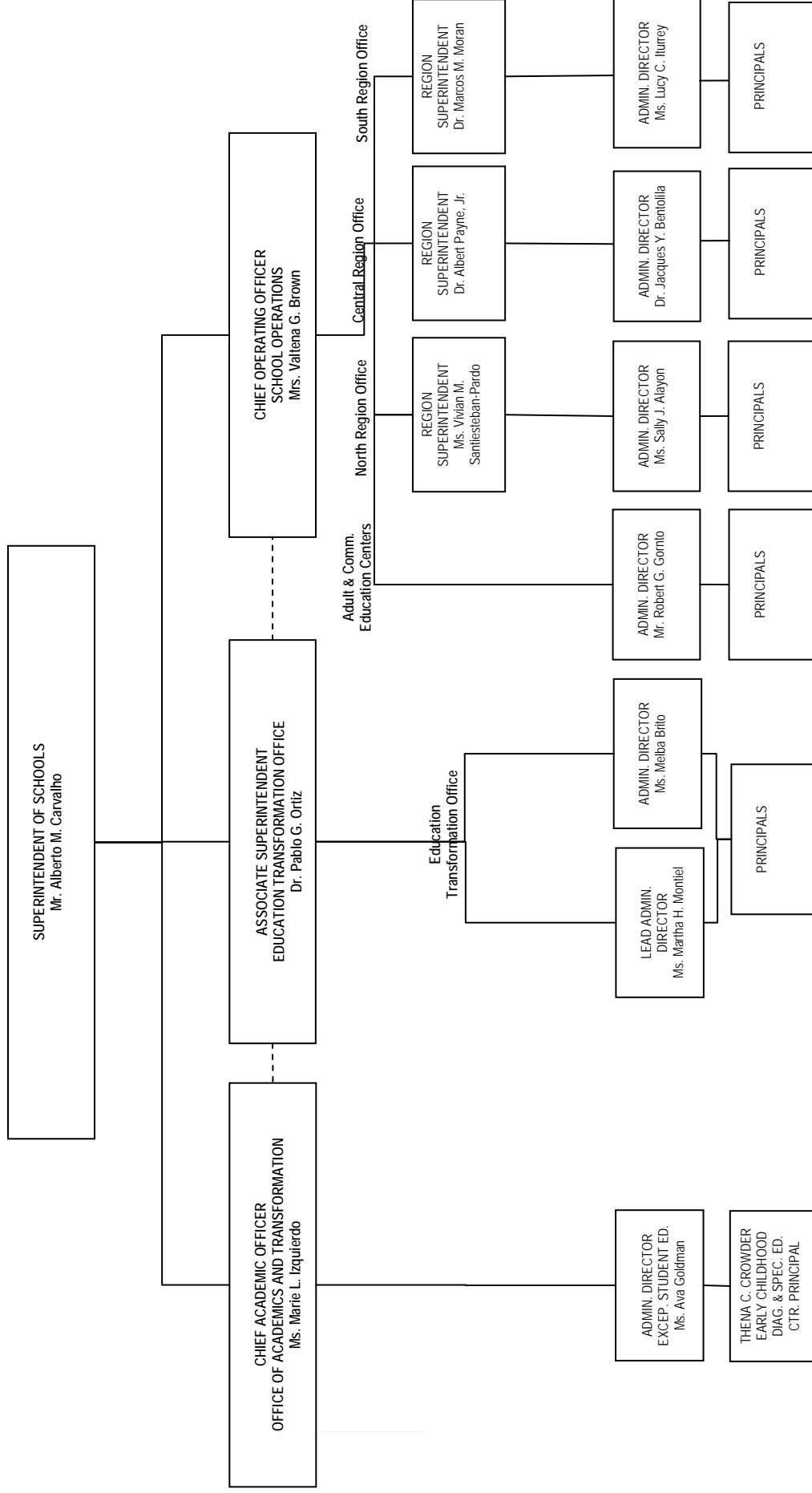
DATA SECURITY MANAGEMENT REPORT



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

Principals are responsible for ensuring that network security standards and related security procedures are being observed at the school sites. Part of their responsibility includes ensuring that only authorized staff has access to designated applications. Information Technology Services (ITS) produces a monthly report for each location titled "Authorized Applications for Employees by Locations Report". Principals are responsible for reviewing this report to determine the appropriateness of applications approved for each employee, as to whether they are required for his or her assigned duties; and to ensure that access to the computer application that allows for changes to students' academic grades is limited to a specific and restricted number of authorized personnel. For selected schools in this report, we reviewed this area as a follow up to conditions noted in the prior audit. In such cases, our purpose was to ensure that corrective action was implemented by the principals, and access to these computer applications was fully compliant with the guidelines.

PARTIAL ORGANIZATIONAL CHART (SCHOOLS)



Miami-Dade County Public Schools Anti-Discrimination Policy

Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 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 SELECTED SCHOOLS MAY 2014

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