

Internal Audit Report



Selected Schools



*Most Financial Statements Were
Fairly Stated; However, At 11
Schools, Controls In Selected Areas
Need Improvement.*

May 2010

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Dr. Solomon C. Stinson, Chair
Ms. Perla Tabares Hantman, Vice Chair
Mr. Agustin J. Barrera
Mr. Renier Diaz de la Portilla
Dr. Lawrence S. Feldman
Dr. Wilbert "Tee" Holloway
Dr. Martin Stewart Karp
Ms. Ana Rivas Logan
Dr. Marta Pérez

Mr. Alberto M. Carvalho
Superintendent of Schools

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

Contributors To This Report:

School Audits Performed by:

Ms. Martha Anderson
Mr. Luis O. Baluja
Ms. Yvonne Barrios
Mr. Harry Demosthenes
Ms. Vivian Ferradaz
Ms. Jeanette Hanna
Ms. Maite Jimenez
Ms. Mariela Jimenez
Mr. Reginald Lafontant
Ms. Teresita M. Rodriguez, CPA
Mr. Elliott Satz
Ms. Latosha Styles
Ms. Glendys Valls
Ms. Jeannie Vilato

School Audits Supervised and Reviewed by:

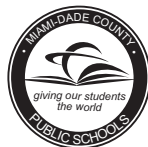
Ms. Maria T. Gonzalez, CPA
Ms. Germa Plaza, CPA
Ms. Tamara Wain, CPA

Property Audits Supervised and Performed by:

Ms. Maria T. Gonzalez, CPA and Property Audits Staff

School Audit Report Prepared by:

Ms. Maria T. Gonzalez, CPA
Ms. Latosha Styles





Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Alberto M. Carvalho

Miami-Dade County School Board

Dr. Solomon C. Stinson, Chair

Perla Tabares Hantman, Vice Chair

Agustin J. Barrera

Renier Díaz de la Portilla

Dr. Lawrence S. Feldman

Dr. Wilbert "Tee" Holloway

Dr. Martin S. Karp

Ana Rivas Logan

Dr. Marta Pérez

May 3, 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 40 schools and centers currently reporting to various region and select district offices. At three of the 40 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 40 schools, we found general compliance with prescribed policies and procedures, and site records were maintained in good order. However, at 11 schools, controls over the internal funds' disbursement function and selected school activities, the safeguarding of property, the use of the purchasing credit card, Full-Time Equivalent (FTE) records and procedures, and school site Information Technology (IT) data security need improvement. In addition, our recent FTE audits identified certain issues related to the scheduling of Special Education (SPED) students in half-day Pre-Kindergarten programs, which are reported herein, and for which the District provided corrective action. Property audit results were satisfactory at 49 of the 52 schools being reported. At two of these schools, substantial property losses reported through the Plant Security Report process required corrective action from the school administration and the District.

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

TABLE OF CONTENTS

	Page Number
EXECUTIVE SUMMARY	1
CONDENSED ANNUAL FINANCIAL REPORTS.....	10
INTERNAL CONTROLS RATING	14
SUMMARY SCHEDULE OF AUDIT FINDINGS	18
LIST OF SCHOOL PRINCIPALS.....	22
PROPERTY SCHEDULES	26
FINDINGS AND RECOMMENDATIONS	
INTERNAL FUNDS	
1. Inadequate Controls Over Instructional Materials And Supplies (Fund 9) Disbursements <i>North Hialeah Elementary</i>	30
2. Inadequate Controls Over The Sale Of Physical Education Uniforms Result In Revenue Losses <i>Hialeah Senior High</i>	32
3. Inadequate Controls Over Athletic Tickets Inventory <i>Hialeah-Miami Lakes Senior High</i>	35
4. Inadequate Controls Over Disbursements <i>Morningside Elementary</i>	37

TABLE OF CONTENTS (Continued)

		<u>Page Number</u>
5.	Inadequate Controls Over Disbursements <i>Norland Elementary</i>.....	41
6.	Running Checkbook Balance Not Consistently Monitored Resulted In Deficit Checking Account Balance At The Closing Of The Fiscal Year <i>Highland Oaks Middle</i>.....	44
 PROPERTY		
7.	Inadequate Controls Over Property Inventory Result In Loss Of Equipment <i>Hialeah Senior High</i>.....	46
 PURCHASING CREDIT CARD		
8.	Purchasing Credit Card (P-Card) Charges Not Compliant With Transaction Limits And Documentation Requirements <i>American Senior High</i>.....	50
 FULL-TIME EQUIVALENT (FTE) REPORTING		
9.	Discrepancies In Special Education Student Records Resulted In FTE Funding Disallowances <i>Andover Middle</i>.....	53
10.	Discrepancies In Special Education Student Records Resulted In FTE Funding Disallowances <i>Highland Oaks Middle</i>.....	56

TABLE OF CONTENTS (Continued)

	<u>Page Number</u>
11. Discrepancies In English Language Learners' (ELL) Student Records Resulted In Potential Funding Disallowances <i>West Hialeah Gardens Elementary</i>	60
12. Discrepancies In English Language Learners' (ELL) Student Records Resulted In Potential Funding Disallowances <i>Westview Middle</i>	63
13. Discrepancies In FTE Records Of Special Education (SPED) Students Enrolled In Part-Time Pre-Kindergarten Programs Resulted In Funding Disallowances <i>District Departments- Curriculum & Instruction (C&I) And Information Technology Services (ITS)</i>	66
SCHOOL SITE IT SECURITY	
14. IT Function At School Site Not Properly Monitored And Maintained <i>Madison Middle</i>	68
OBJECTIVES, SCOPE AND METHODOLOGY	72
BACKGROUND	74
PARTIAL ORGANIZATIONAL CHART	79

TABLE OF CONTENTS (Continued)

	<u>Page Number</u>
APPENDIX—MANAGEMENT’S RESPONSES	
North Hialeah Elementary	80
West Hialeah Gardens Elementary	81
Westview Middle.....	83
American Senior High	84
Hialeah Senior High.....	86
Hialeah-Miami Lakes Senior High	91
Madison Middle.....	92
Morningside Elementary	94
Norland Elementary.....	96
Andover Middle.....	98
Highland Oaks Middle	100
Miami Central Senior’s Plant Security Memorandum.....	102
Miami Norland Senior’s Plant Security Memorandum	103
Region I Administration’s Response	104
Region II Administration’s Response	109
District/School Operations’ Response	112
<i>District Departments’ Responses To Selected School Audits</i>	
Curriculum & Instruction And Information Technology Services’ Response And Weekly Briefing No. 7618 Re: Pre-K SPED Schedules–Half Day Programs	114
Capital Improvement And District/School Operations’ Response Re: Plant Security Reports At Miami Central Senior	117

EXECUTIVE SUMMARY

The Office of Management and Compliance Audits has completed the audits of 40 schools and centers, three of which experienced a change of principal since the prior audit. These 40 schools include eight Region I schools, 19 Region II schools, one Region III school, five Region V schools, two adult education centers and three alternative education centers which currently report to the Adult/Vocational, Alternative Education Program and Community Education division within District/School Operations. We are also reporting audit results of two special centers which currently report to the District's division of Special Education. 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 40 schools reported herein. The 11 schools with reported audit findings are:

School Name	Region
1. North Hialeah Elementary	I
2. West Hialeah Gardens Elementary	I
3. Madison Middle School	I
4. Westview Middle	I
5. American Senior High	I
6. Hialeah Senior High	I
7. Hialeah-Miami Lakes Senior High	I
8. Morningside Elementary	II
9. Norland Elementary	II
10. Andover Middle	II
11. Highland Oaks Middle	II

Audit findings relate to the internal funds' disbursement function, merchandising activities and athletic ticket inventories at schools, property management, Purchasing Credit Card Program, Full-Time Equivalent (FTE) reporting and records, and school site Information Technology (IT) security. In addition, our findings include certain FTE issues related to the scheduling of Special Education (SPED) students in half-day Pre-Kindergarten programs.

At-A-Glance Audit Results

- ◆ **Of 40 Schools, Three Were Reviewed As A Result Of A Change Of Principal**
- ◆ **40 Schools Include Schools From Regions I, II, III and V; Adult, Alternative, And Specialized Education Centers**
- ◆ **29 Of 40 Schools Were Compliant With District Procedures.**

At-A-Glance Results

- ◆ **Financial Statements Fairly Stated At 39 Of 40 Schools**
- ◆ **During FY2008-2009, 40 Schools Receipted And Disbursed Almost \$10.3M And \$10.8M, Respectively; At Year-End, Almost \$2.8M Total Cash And Investments**
- ◆ **Internal Funds Reviewed At All 40 Schools; 34 Schools Compliant With Policy.**

Refer to the 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 in memorandum format (Pages 80-118).

Notwithstanding the conditions and findings reported herein, at 39 of the 40 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 North Hialeah Elementary, with the exception of the activity in the Instructional Materials and Supplies (Fund 9), the Trust Fund-Special Purpose and General Fund-General Miscellaneous accounts, 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 40 schools and centers reported herein, total combined receipts and disbursements amounted to \$10,279,206 and \$10,756,897 respectively; while total combined cash and investments amounted to \$2,771,767 (Pages 10-13).

Also, as of June 30, 2009, the internal control structure at the 40 schools reported herein generally functioned as designed by the District and implemented by the school administration, except for those conditions reported at the individual schools. 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 40 schools. Of 40 schools, 34 were in general compliance with the procedures established in the *Manual of Internal Fund Accounting*.

At North Hialeah Elementary, the Fund 9 account activity disclosed that the school had not processed any of the disbursements charged to this account during the fiscal year. A portion of these expenditures was ultimately charged to other internal fund accounts after the closing of the year, because the school did not have sufficient District funds to replenish the Fund 9 charges; and the remainder was processed using 2009-10 fiscal year's budgeted funds. As of the completion of the audit, the school had spent funds in excess of the Fund 9 threshold for reimbursement purposes; however, the reimbursement had not been processed (Pages 30-31).

At Hialeah Senior, the sale of Physical Education uniforms for the 2008-09 fiscal year and the 2009-10 fiscal year up to the date of our visit disclosed revenue shortfalls. According to the school administration, they disposed of uniforms that were damaged during storage; however, the damage represented only a portion of the discrepancy. We also identified a few other discrepancies related to this activity (Pages 32-34).

At Hialeah-Miami Lakes Senior, the school discovered that athletic tickets were missing after completing the athletic ticket inventory for the 2008-09 fiscal year. The tickets may have been lost or stolen during relocation of the office where the tickets were stored. Upon discovery of the missing tickets, the school filed a Plant Security Report and notified our office (Pages 35-36).

At Morningside Elementary, sampled disbursements disclosed various discrepancies related to the invoices supporting the expenditures, and some invoices were not on file. Some of the instances cited herein corresponded to the current year; and several of these invoices related to field trips (Pages 37-40).

At Norland Elementary, the year-end Outstanding Liabilities Report listed invoices that were not paid on time. Some of the expenditures, which were to be charged to the school's Fund 9 account, were paid with the school's Purchasing Credit Card (P-Card) after the closing of the year. Nevertheless, the school erroneously reported them as Fund 9 disbursements, which resulted in a Fund 9 over-reimbursement. Our review of the associated P-card transactions disclosed instances where Purchase Authorization forms were prepared after-the-fact or were incomplete (Pages 41-43).

At-A-Glance Audit Results

- ◆ **Fund 9
Account Not
Timely
Replenished At
North Hialeah
Elementary**

- ◆ **Sale Of
Physical
Education
Uniforms At
Hialeah Senior
Disclosed
Discrepancies**

- ◆ **Loss Of Athletic
Tickets At
Hialeah-Miami
Lakes Senior**

- ◆ **Disbursement
Issues At
Morningside
And Norland
Elementary
Schools.**

At-A-Glance Audit Results

- ◆ **Year-End
Deficit
Checkbook
Balance At
Highland Oaks
Middle**

- ◆ **Payroll
Reviewed at
19 of 40
Schools**

- ◆ **All 19 Schools
Compliant
With Payroll
Policies And
Payroll
Records
Properly
Maintained.**

At Highland Oaks Middle, the June 2009 checking account reconciliation disclosed a small deficit balance at the closing of the year. The checking account's bank statements also listed negative balances on June 30th and July 1, 2009. The deficit was corrected on July 2nd, once the District processed a transfer of funds from the school's Money Market Pool Fund account to the checking account. The school had made attempts to correct the error on June 29th; however, the MSAF system had already closed for the fiscal year (Pages 44-45).

PAYROLL

We reviewed payroll records and procedures at 19 of the 40 schools reported herein. The 19 schools are:

- American Senior High
- Hialeah Senior High
- Hialeah-Miami Lakes Senior High
- Miami Central Senior High
- Morningside Elementary
- Andover Middle
- Highland Oaks Middle
- Greynolds Park Elementary
- Lake Stevens Elementary
- North Beach Elementary
- Thomas Jefferson Middle
- Dr. Michael M. Krop Senior High
- Miami Beach Senior High
- North Miami Beach Senior High
- Coral Reef Senior High
- Miami Beach Adult Education Center
- Corporate Academy North
- Dorothy M. Wallace C.O.P.E. Center
- Ruth Owens Krusé Education Center

All 19 schools were in 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 28 of the 40 schools included herein. We are also including the inventory results of 24 other schools whose property inventory results were pending publication since previous reports. At 12 schools, property inventories are currently in progress and results will be reported at a later date. Approximately \$36.1 million was inventoried at the 52 schools reported herein.

Property results indicated that 49 of the 52 schools were in compliance with the *Manual of Property Control Procedures*. A total of 13 items with an acquisition cost of \$27,756 and a depreciated value of \$8,466 were reported “unlocated” at three schools. Refer to Property Schedules on pages 26-28. Of the three schools, one revealed significant property losses, as follows:

At Hialeah Senior, our most recent property audit disclosed that 11 property items with a total acquisition cost of \$23,660 and a depreciated value of \$6,595 remain “unlocated”. This is the second consecutive year that a property audit at this school has revealed property losses (Pages 46-49).

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 103 items at a cost of \$194,105 and a depreciated value of \$51,289 reported missing at 15 schools (Page 29). The most significant losses were reported at Miami Central Senior and Miami Norland Senior High schools.

At Miami Central Senior, Plant Security losses of almost \$139,900 (approximately \$29,400 in depreciated value) ensued at the time the school was experiencing an extensive construction and demolition project. The school utilized the old cafeteria as storage facility for a number of property controlled items, which were scheduled to be surveyed out. During demolition, the security alarm of the area where the items were stored was not functioning, and property was stolen during a break-in incident. Equipment included obsolete computers and cafeteria equipment, among others (see Table on Page 29).

At-A-Glance Audit Results

- ◆ **Property Reported For 28 Of 40 Schools And For 24 Others; Remaining 12 In Progress**
- ◆ **49 Of 52 Schools Compliant With Property Procedures**
- ◆ **At Hialeah Senior High, Unsatisfactory Property Audit**
- ◆ **Plant Security Reports Losses At Miami Central And Miami Norland Sr. High Schools Due To Break-Ins.**

At-A-Glance Audit Results

- ◆ **P-Card Reviewed At 12 Schools**
- ◆ **Eleven of 12 Schools Compliant With P-Card Procedures**
- ◆ **Split Purchases and P-Card Documents Not Signed To Indicate Approval and Receipt of Goods At American Senior High School.**

The school administration, as well as administration from the Office of School Facilities and District/School Operations provided a corrective action plan and implemented procedures to prevent similar losses from recurring in the future. Refer to memoranda in pages 102, 117 and 118 of the Appendix.

At Miami Norland Senior, new computer equipment with an acquisition cost of approximately \$22,000 (total depreciated value of approximately \$13,500) was stolen during two separate break-in incidents (Page 29). School administration provided an action plan addressing the implementation of stricter controls over property (See Appendix, Page 103).

PURCHASING CREDIT CARD (P-CARD)

We reviewed the P-Card Program's procedures and records at the following 12 schools:

- **American Senior High**
- Hialeah Senior High
- Morningside Elementary
- Norland Elementary
- Andover Middle
- Lake Stevens Elementary
- North Beach Elementary
- Miami Beach Senior High
- North Miami Beach Senior High
- C.O.P.E. Center North
- Dorothy M. Wallace C.O.P.E. Center
- Ruth Owens Krusé Education Center

Our audits disclosed general compliance with the *Purchasing Credit Card Program Policies & Procedures Manual* at 11 of the 12 schools.

At American Senior, a review of recent P-card reconciliations and associated disbursement documentation disclosed instances where purchases were split to circumvent credit card transaction limits. There were instances where Purchase Authorization Forms were approved by the school administration after-the-fact; as well as instances where invoices were not signed to indicate that the goods had been received at the school. We also identified a few other discrepancies related to the documentation supporting the P-card disbursements (Pages 50-52).

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
Brentwood Elementary	\$ 485,803
Earlington Heights Elementary	260,934
Total	\$ 746,737

Total expenditures incurred under various Title I programs amounted to almost \$747,000. Results 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 eight schools were selected for these audits:

School	FTE Funding Reported
North Hialeah Elementary	\$ 1,251,357
West Hialeah Gardens Elementary	2,264,381
Westview Middle	1,401,399
American Senior High	4,038,809
Carol City Elementary	1,217,682
Andover Middle	1,365,200
Highland Oaks Middle	2,943,048
Miami Beach Senior High	4,046,955
Total	\$ 18,528,831

The total FTE funding amounted to approximately \$18.5 million for the eight schools combined. Records corresponding to FY 2009-10 FTE Survey Period two (2) was reviewed at all schools. Of the eight schools, four were generally compliant with FTE recordkeeping and reporting procedures.

**At-A-Glance
Audit Results**

- ◆ **Title I Program Expenditures At Two Schools Totaled Almost \$747K**
- ◆ **Schools In Compliance**
- ◆ **FTE Records And Procedures Reviewed At Eight Schools**
- ◆ **FY 2009-10 Survey Period 2 Records Reviewed**
- ◆ **Total FTE Funding At Eight Schools Calculated At Approximately \$18.5 M.**

At Andover Middle, we identified several instances where the Matrix of Services form did not indicate that it had been reviewed on the date corresponding to the student's interim Individual Education Plan (IEP) meeting. According to the school, the reviews were conducted, but not documented. The oversight could have generated a total potential funding disallowance of almost \$28,000 to the District. Other minor discrepancies in the records reviewed were identified and discussed with the school for corrective action (Pages 53-55).

At Highland Oaks Middle, we identified instances where the IEP and the corresponding Matrix of Services form did not agree. These errors required amendments to the Department of Education Correction System (DECO) totaling approximately \$14,000 to realign the funding with the services provided to the students. Additionally, other discrepancies with the documentation could have potentially generated funding losses of about \$4,600 (Pages 56-59).

At West Hialeah Gardens Elementary and Westview Middle, our review of a sample of English Language Learners' (ELL) student folders disclosed discrepancies in the supporting documentation. Pursuant to our calculations, the errors would have represented a combined funding disallowance to the District of \$5,431 (Pages 60-65).

Recent FTE audits at two elementary schools identified FTE reporting discrepancies regarding Special Education (SPED) students enrolled in half-day Pre-Kindergarten (Pre-K) programs. The District erroneously utilized the same subject code numbers to register both full-time and part-time Pre-K SPED students. *The schools we visited were unaware of the need for corrective action until the matter was discussed with District staffs during the audits.* Amendments to the Department of Education Correction System (DECO) totaling \$79,000 were required to realign the funding with the actual services being provided. These programs are offered at a few other schools within our District (Pages 66-67). *Administration from Curriculum & Instruction and Information Technology Services provided a corrective action plan regarding this finding.* Refer to Pages 115 and 116 of Appendix for instructions provided to the schools subsequent to the audit.

At-A-Glance Audit Results

- ◆ **Andover Middle, Highland Oaks Middle, West Hialeah Gardens Elementary And Westview Middle Were Non-Compliant With FTE Procedures**
- ◆ **FTE Reporting Discrepancies Due To Scheduling Errors of Half-Day Pre-K Programs Were Identified During School Audits And Corrected By District.**

DATA SECURITY MANAGEMENT REPORT AND SCHOOL SITE IT SECURITY AUDIT ASSESSMENT

We reviewed the report titled “Authorized Applications for Employees by Locations Report” at 11 schools. At seven of these schools, we physically verified the information provided by the schools on the School Site Information Technology (IT) Assessment:

- **North Hialeah Elementary***
- **Madison Middle School***
- Hialeah Senior High
- Miami Central Senior High
- Andover Middle
- **Highland Oaks Middle***
- **Parkway Elementary***
- **Miami Carol City Senior High***
- No. Miami Beach Senior High
- **South Dade Middle***
- **Southwest Miami Adult Education Center***

At 10 of the 11 schools, there was general compliance regarding staff’s access to system applications and school site IT security. At Madison Middle, our assessment of the IT function, which happened on December 2009, disclosed that many of the required IT controls and practices were deficient. These issues were discussed with the administration for corrective action. On March 2010, we conducted a follow-up visit; and although the administration had reviewed and corrected most deficiencies, some still required corrective action (Page 68-71).

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 40 schools and centers included herein. It also provides the audit opinion regarding the schools’ financial statements:

* School Site IT Security Walk-Through conducted at this school.

At-A-Glance Audit Results

- ◆ **Selected Data Security Reports Reviewed At 11 Schools, And School Site IT Security Walk-Through Conducted At Seven Schools**

- ◆ **Ten Of 11 Schools Generally Compliant With Data Security and IT Controls**

- ◆ **School Site IT Walk-Through Revealed Deficient IT Controls At Madison Middle.**

**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 40 schools are:

Work Location Number.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
<u>Region I Schools</u>									
Elementary Schools									
3901	North Hialeah Elementary	\$ 22,979.94	\$ 26,757.57	\$ 37,375.84	\$ 12,361.67	\$ 11,465.42	\$ 896.25	-	\$ 12,361.67
2371	West Hialeah Gardens Elementary	12,113.09	269,204.99	264,832.24	16,485.84	16,485.84	-	-	16,485.84
Middle Schools									
6391	Madison Middle	21,435.73	25,547.71	27,562.62	19,420.82	5,839.73	13,581.09	-	19,420.82
6981	Westview Middle	29,345.50	46,994.69	49,351.38	26,988.81	19,945.93	7,042.88	-	26,988.81
Senior High Schools									
7011	American Senior	224,269.79	534,140.56	563,674.41	194,735.94	23,067.02	171,668.92	-	194,735.94
7111	Hialeah Senior	282,632.50	701,111.29	785,113.88	198,629.91	16,263.78	182,366.13	-	198,629.91
7131	Hialeah-Miami Lakes Senior	145,896.95	522,700.31	523,589.48	145,007.78	59,058.12	85,949.66	-	145,007.78
7251	Miami Central Senior	207,536.15	423,874.30	502,233.25	129,177.20	27,166.13	102,011.07	-	129,177.20
<u>Region II Schools</u>									
Elementary Schools									
3501	Morningside Elementary	9,615.70	36,263.11	35,118.29	10,760.52	3,988.31	6,772.21	-	10,760.52
3701	Norland Elementary	6,667.61	69,516.47	68,685.29	7,498.79	1,172.20	6,326.59	-	7,498.79

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

Work Location Number.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
0461	Brentwood Elementary	13,112.88	31,849.97	30,963.94	13,998.91	9,075.51	4,923.40	-	13,998.91
0561	W. J. Bryan Elementary	19,817.24	136,480.05	140,310.18	15,987.11	3,102.97	12,884.14	-	15,987.11
0681	Carol City Elementary	33,771.59	31,877.48	32,734.77	32,914.30	30,162.70	2,751.60	-	32,914.30
2281	Greynolds Park Elementary	24,349.37	196,579.80	198,692.83	22,236.34	7,475.17	14,761.17	-	22,236.34
2801	Lake Stevens Elementary	15,691.91	11,032.75	21,348.36	5,376.30	1,388.48	3,987.82	-	5,376.30
3741	North Beach Elementary	58,286.70	371,314.12	386,095.10	43,505.72	10,248.40	33,257.32	-	43,505.72
4341	Parkway Elementary	5,208.74	24,851.27	23,777.01	6,283.00	3,227.39	3,055.61	-	6,283.00
4881	Scott Lake Elementary	11,086.77	182,520.60	176,852.42	16,754.95	5,923.21	10,831.74	-	16,754.95
Middle Schools									
6023	Andover Middle*	-	39,511.84	22,326.49	17,185.35	17,185.35	-	-	17,185.35
6241	Highland Oaks Middle	73,149.72	376,823.82	398,638.54	51,335.00	(240.39)	51,575.39	-	51,335.00
6281	Thomas Jefferson Middle	27,919.05	58,260.89	59,318.29	26,861.65	7,156.54	19,705.11	-	26,861.65
6351	Lake Stevens Middle	34,615.30	54,626.06	56,141.63	33,099.73	13,503.08	19,596.65	-	33,099.73
Senior High Schools									
7141	Dr. Michael M. Krop Senior	293,110.99	988,852.54	1,027,794.81	254,168.72	27,165.04	227,003.68	-	254,168.72
7201	Miami Beach Senior	327,099.81	446,616.43	528,458.45	245,257.79	7,559.98	237,697.81	-	245,257.79
7231	Miami Carol City Senior	155,430.59	557,898.96	609,945.12	103,384.43	4,082.56	99,301.87	-	103,384.43
7381	Miami Norland Senior	149,196.77	429,875.38	442,277.20	136,794.95	46,410.71	90,384.24	-	136,794.95

* New School. First Year Audit.

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

Work Location Number.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
7541	North Miami Beach Senior	281,968.01	565,417.38	626,654.65	220,730.74	21,692.02	199,038.72	-	220,730.74
<u>Region III School</u>									
1561	Earlington Heights Elementary	12,508.34	15,227.84	16,879.25	10,856.93	3,645.69	7,211.24	-	10,856.93
<u>Region V Schools</u>									
<u>Elementary Schools</u>									
4651	Ethel F. Beckford/ Richmond Elementary	16,121.83	22,766.71	20,710.46	18,178.08	7,056.09	11,121.99	-	18,178.08
2151	Jack D. Gordon Elementary	32,517.81	404,584.69	414,571.50	22,531.00	18,128.41	4,402.59	-	22,531.00
4381	Perrine Elementary	14,443.39	305,751.96	305,281.58	14,913.77	3,842.20	11,071.57	-	14,913.77
<u>Middle School</u>									
5003	South Dade Middle	12,360.82	113,494.16	107,475.11	18,379.87	8,638.14	9,741.73	-	18,379.87
<u>Senior High School</u>									
7101	Coral Reef Senior	275,986.45	1,258,047.79	1,295,024.14	239,010.10	21,721.82	217,288.28	-	239,010.10
<u>Adult/Career Technical Education Centers</u>									
7202	Miami Beach Adult Education Center	187,705.82	496,555.63	466,209.30	218,052.15	89,535.77	128,516.38	-	218,052.15
7742	Southwest Miami Adult Education Center	86,415.18	305,926.70	287,888.80	104,453.08	43,109.29	61,343.79	-	104,453.08
<u>Alternative Education Centers</u>									
8121	C.O.P.E. Center North	47,749.25	48,060.86	61,402.70	34,407.41	6,124.06	28,283.35	-	34,407.41
8161	Corporate Academy North	12,776.90	27,092.18	27,138.33	12,730.75	8,614.66	4,116.09	-	12,730.75

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

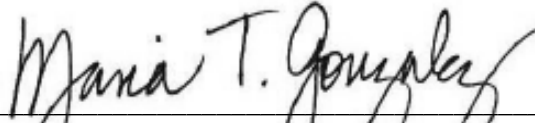
Work Location Number.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments	Other	Total Cash and Investments
8131	Dorothy M. Wallace C.O.P.E. Center	27,492.46	93,700.16	87,903.44	33,289.18	27,088.42	6,200.76	-	33,289.18
Specialized Education Centers									
8181	Ruth Owens Krusé Education Center	21,602.33	15,923.37	19,469.80	18,055.90	2,999.35	15,056.55	-	18,055.90
9732	Merrick Educational Center	15,469.06	11,573.50	7,075.81	19,966.75	4,511.63	15,455.12	-	19,966.75
	TOTAL	\$ 3,249,458.04	\$ 10,279,205.89	\$ 10,756,896.69	\$ 2,771,767.24	\$ 644,586.73	\$ 2,127,180.51	-	\$ 2,771,767.24

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

Notwithstanding the conditions and findings reported herein, at 39 of the 40 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 2008-09 fiscal year, on the cash basis of accounting. At North Hialeah Elementary, with the exception of the account activity in the Instructional Materials and Supplies (Fund 9), Trust Fund-Special Purpose and General Fund-General Miscellaneous accounts, 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 all 40 schools generally functioned as designed by the District and implemented by the school administration, except for those conditions reported at the individual schools. *As of June 30, 2009*, for all 40 schools and centers reported herein, total combined receipts and disbursements amounted to \$10,279,205.89 and \$10,756,896.69 respectively; while total combined cash and investments amounted to \$ 2,771,767.24.

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 11 schools 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 Schools</u>							
<u>Elementary Schools</u>							
North Hialeah Elementary		✓			✓		Likely to impact
West Hialeah Gardens Elementary		✓			✓		Likely to impact
<u>Middle Schools</u>							
Madison Middle		✓			✓		Likely to impact
Westview Middle		✓			✓		Likely to impact
<u>Senior High Schools</u>							
American Senior		✓			✓		Likely to impact
Hialeah Senior		✓			✓		Likely to impact
Hialeah-Miami Lakes Senior		✓			✓		Likely to impact
<u>Region II Schools</u>							
<u>Elementary Schools</u>							
Morningside Elementary		✓			✓		Likely to impact
Norland Elementary		✓			✓		Likely to impact
<u>Middle Schools</u>							
Andover Middle		✓			✓		Likely to impact
Highland Oaks Middle		✓			✓		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 School</u>							
<u>Senior High School</u>							
Miami Central Senior	✓			✓			Not Likely to impact
<u>Region II Schools</u>							
<u>Elementary Schools</u>							
Brentwood Elementary	✓			✓			Not Likely to impact
W. J. Bryan Elementary	✓			✓			Not Likely to impact
Carol City Elementary	✓			✓			Not Likely to impact
Greynolds Park Elementary	✓			✓			Not Likely to impact
Lake Stevens Elementary	✓			✓			Not Likely to impact
North Beach Elementary	✓			✓			Not Likely to impact
Parkway Elementary	✓			✓			Not Likely to impact
Scott Lake Elementary	✓			✓			Not Likely to impact
<u>Middle Schools</u>							
Thomas Jefferson Middle	✓			✓			Not Likely to impact
Lake Stevens Middle	✓			✓			Not Likely to impact
<u>Senior High Schools</u>							
Dr. Michael M. Krop Senior	✓			✓			Not Likely to impact

INTERNAL CONTROLS RATING

SCHOOLS/ CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Miami Beach Senior	✓			✓			Not Likely to impact
Miami Carol City Senior	✓			✓			Not Likely to impact
Miami Norland Senior	✓			✓			Not Likely to impact
North Miami Beach Senior	✓			✓			Not Likely to impact
<u>Region III School</u>							
<u>Elementary School</u>							
Earlington Heights Elementary	✓			✓			Not Likely to impact
<u>Region V Schools</u>							
<u>Elementary Schools</u>							
Ethel F. Beckford/ Richmond Elementary	✓			✓			Not Likely to impact
Jack D. Gordon Elementary	✓			✓			Not Likely to impact
Perrine Elementary	✓			✓			Not Likely to impact
<u>Middle School</u>							
South Dade Middle	✓			✓			Not Likely to impact
<u>Senior High School</u>							
Coral Reef Senior	✓			✓			Not Likely to impact
<u>Adult/Career Technical Education Centers</u>							
Miami Beach Adult Education Center	✓			✓			Not Likely to impact

INTERNAL CONTROLS RATING

SCHOOLS/ CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Southwest Miami Adult Education Center	✓			✓			Not Likely to impact
<u>Alternative Education Centers</u>							
C.O.P.E. Center North	✓			✓			Not Likely to impact
Corporate Academy North	✓			✓			Not Likely to impact
Dorothy M. Wallace C.O.P.E. Center	✓			✓			Not Likely to impact
<u>Specialized Education Centers</u>							
Ruth Owens Krusé Education Center	✓			✓			Not Likely to impact
Merrick Educational Center	✓			✓			Not Likely to impact

SUMMARY SCHEDULE OF AUDIT FINDINGS

Summary of findings at schools 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 Schools</u>					
3901	North Hialeah Elementary	1	▪ Fund 9 Account	None	
2371	West Hialeah Gardens Elementary	1	▪ FTE-English Language Learners	None	
6391	Madison Middle	1	▪ School Site IT	None	
6981	Westview Middle	1	▪ FTE-English Language Learners	None	
7011	American Senior	1	▪ P-Card	None	
7111	Hialeah Senior	2	▪ Property ▪ P. E. Uniforms	3	▪ Deposits ▪ Payroll ▪ Property
7131	Hialeah-Miami Lakes Senior	1	▪ Athletic Tickets	None	
<u>Region II Schools</u>					
3501	Morningside Elementary	1	▪ Disbursements	None	
3701	Norland Elementary	1	▪ Disbursements	None	
6023	Andover Middle	1	▪ FTE-SPED	None	
6241	Highland Oaks Middle	2	▪ Fin. Mgt. ▪ FTE-SPED	None	
<u>District Departments</u>					
Curriculum & Instruction/ Information Technology Services		1	▪ FTE - Part-Time Pre-K SPED Student Schedules	N/A	
TOTAL		14		3	

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 School</u>					
7251	Miami Central Senior	None		1	▪ Property
<u>Region II Schools</u>					
0461	Brentwood Elementary	None		None	
0561	W. J. Bryan Elementary	None		None	
0681	Carol City Elementary	None		None	
2281	Greynolds Park Elementary	None		None	
2801	Lake Stevens Elementary	None		None	
3741	North Beach Elementary	None		None	
4341	Parkway Elementary	None		1	▪ Bookkeeping Function
4881	Scott Lake Elementary	None		None	
6281	Thomas Jefferson Middle	None		1	▪ EESAC Expenditures
6351	Lake Stevens Middle	None		2	▪ Disbursements ▪ Fund-raisers
7141	Dr. Michael M. Krop Senior	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
7201	Miami Beach Senior	None		2	<ul style="list-style-type: none"> ▪ Fin. Records ▪ Yearbook
7231	Miami Carol City Senior	None		None	
7381	Miami Norland Senior	None		None	
7541	North Miami Beach Senior	None		1	<ul style="list-style-type: none"> ▪ School Site IT
<u>Region III School</u>					
1561	Earlington Heights Elementary	None		None	
<u>Region V Schools</u>					
4651	Ethel F. Beckford/Richmond Elementary	None		None	
2151	Jack D. Gordon Elementary	None		None	
4381	Perrine Elementary	None		None	
5003	South Dade Middle	None		None	
7101	Coral Reef Senior	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
<u>Adult/Career Technical Education Centers</u>					
7202	Miami Beach Adult Education Center	None		None	
7742	Southwest Miami Adult Education Center	None		None	
<u>Alternative Education Centers</u>					
8121	C.O.P.E. Center North	None		None	
8161	Corporate Academy North	None		None	
8131	Dorothy M. Wallace C.O.P.E. Center	None		None	
<u>Specialized Education Centers</u>					
8181	Ruth Owens Krusé Education Center	None		None	
9732	Merrick Educational Center	None		None	
TOTAL		None		8	

LIST OF SCHOOL PRINCIPALS

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

Work Location No.	Schools/Centers	Current Principal(s)	Former Principal(s)
<u>Region I Schools</u>			
3901	North Hialeah Elementary	Mr. John G. Schoeck	N/A=No Change of Principal Since Prior Audit
2371	West Hialeah Gardens Elementary	Ms. Sharon M. Gonzalez	N/A=No Change of Principal Since Prior Audit
6391	Madison Middle	Dr. Tonya S. Dillard	N/A=No Change of Principal Since Prior Audit
6981	Westview Middle	Ms. Robin Y. Atkins	N/A=No Change of Principal Since Prior Audit
7011	American Senior	Mr. Luis E. Diaz	N/A=No Change of Principal Since Prior Audit
7111	Hialeah Senior	Dr. Verena Cabrera	Mr. Lorenzo Ladaga (Through August 2008; retired) ----- Dr. Verena Cabrera
7131	Hialeah-Miami Lakes Senior	Mr. Christopher J. Shinn	N/A=No Change of Principal Since Prior Audit
<u>Region II Schools</u>			
3501	Morningside Elementary	Ms. Kathleen John-Louissaint	N/A-No Change of Principal Since Prior Audit
3701	Norland Elementary	Ms. Karen S. Powers	N/A-No Change of Principal Since Prior Audit
6023	Andover Middle	Mr. Arnold R. Montgomery	N/A-New School
6241	Highland Oaks Middle	Ms. Dawn M. Baglos	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.

LIST OF SCHOOL PRINCIPALS

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 Principal(s)	Former Principal(s)
<u>Region I School</u>			
7251	Miami Central Senior*	Mr. Douglas P. Rodriguez	Mr. Eugene Butler, Jr. (Through December 2008; presently Principal at Norland Middle School)
<u>Region II Schools</u>			
0461	Brentwood Elementary	Dr. Sharon D. Jackson	N/A=No Change of Principal Since Prior Audit
0561	W. J. Bryan Elementary*	Ms. Carmen A. Boyd	Ms. Milagros L. Maytin (Through November 2009; presently on leave)
0681	Carol City Elementary	Ms. Patricia L. Bloodworth-Johnson	N/A=No Change of Principal Since Prior Audit
2281	Greynolds Park Elementary	Dr. Eduardo R. Rivas	N/A=No Change of Principal Since Prior Audit
2801	Lake Stevens Elementary	Ms. Stephanie D. Goree	N/A=No Change of Principal Since Prior Audit
3741	North Beach Elementary	Dr. Alice F. Quarles	N/A=No Change of Principal Since Prior Audit
4341	Parkway Elementary	Ms. Tracie N. Lewis	N/A=No Change of Principal Since Prior Audit
4881	Scott Lake Elementary	Ms. Valerie B. Ward	N/A=No Change of Principal Since Prior Audit
6281	Thomas Jefferson Middle	Ms. Maria C. Fernandez	N/A=No Change of Principal Since Prior Audit

* Change of Principal at this school.
Name highlighted indicates Principal in charge of school during audit period.

LIST OF SCHOOL PRINCIPALS

Work Location No.	Schools/Centers	Current Principal(s)	Former Principal(s)
6351	Lake Stevens Middle	Dr. Mark Soffian	Dr. Derick McKoy (Through September 2008; presently Principal at Miami Norland Senior) Dr. Mark Soffian
7141	Dr. Michael M. Krop Senior	Dr. Matthew J. Welker	N/A=No Change of Principal Since Prior Audit
7201	Miami Beach Senior	Dr. Rosann P. Sidener	N/A=No Change of Principal Since Prior Audit
7231	Miami Carol City Senior	Mr. Nelson Izquierdo	Ms. Kim W. Cox (Through September 2008; presently Principal at Carol City Middle) Mr. Nelson Izquierdo
7381	Miami Norland Senior	Dr. Derick R. McKoy	Dr. Mark Soffian (Through September 2008; presently Principal at Lake Stevens Middle) Dr. Derick R. McCoy
7541	North Miami Beach Senior	Mr. Raymond L. Fontana	N/A=No Change of Principal Since Prior Audit
<u>Region III School</u>			
1561	Earlington Heights Elementary	Dr. Thalya Watkins	N/A=No Change of Principal Since Prior Audit
<u>Region V Schools</u>			
4651	Ethel F. Beckford/Richmond Elementary	Dr. Sharon D. Lee	N/A-No Change of Principal Since Prior Audit
2151	Jack D. Gordon Elementary	Ms. Ruth A. Alperin	N/A=No Change of Principal Since Prior Audit

Name highlighted indicates Principal in charge of school during audit period.

LIST OF SCHOOL PRINCIPALS

Work Location No.	Schools/Centers	Current Principal(s)	Former Principal(s)
4381	Perrine Elementary	Ms. Maileen A. Ferrer	N/A=No Change of Principal Since Prior Audit
5003	South Dade Middle	Mr. Brian Hamilton	N/A-No Change of Principal Since Prior Audit
7101	Coral Reef Senior	Ms. Adrienne F. Leal	N/A-No Change of Principal Since Prior Audit
<u>Adult/Career Technical Education Centers</u>			
7202	Miami Beach Adult Education Center	Dr. Shirley A. Velasco	N/A-No Change of Principal Since Prior Audit
7742	Southwest Miami Adult Education Center	Mr. Steve J. Rummel	N/A-No Change of Principal Since Prior Audit
<u>Alternative Education Centers</u>			
8121	C.O.P.E. Center North	Dr. Lillian K. Cooper	N/A-No Change of Principal Since Prior Audit
8161	Corporate Academy North*	Dr. Doyleene N. Tarver	Dr. Barbara T. Hawkins (Through November 2008; on leave)
8131	Dorothy M. Wallace C.O.P.E. South	Ms. Karen F. Webb	N/A-No Change of Principal Since Prior Audit
<u>Specialized Education Centers</u>			
8181	Ruth Owens Krusé Education Center	Dr. Angel L. Rodriguez	N/A-No Change of Principal Since Prior Audit
9732	Merrick Educational Center	Ms. Deborah C. Wehking	N/A-No Change of Principal Since Prior Audit

* Change of Principal at this school.

Name highlighted indicates Principal in charge of school during audit period.

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 Items	At Cost	At Deprec. Value		
Region I Schools								
3901	North Hialeah Elementary	88	\$ 277,047	None	-	-	None	-
2371	West Hialeah Gardens Elementary	65	298,888	None	-	-	None	-
6391	Madison Middle	222	669,602	None	-	-	None	-
6981	Westview Middle	237	473,916	None	-	-	None	-
7011	American Senior	649	1,791,485	None	-	-	None	-
7111	Hialeah Senior	1,179	2,718,064	11	\$ 23,660	\$ 6,595	18	\$ 26,013
7131	Hialeah-Miami Lakes Senior	806	1,806,709	None	-	-	None	-
7251	Miami Central Senior	1,288	3,189,193	None	-	-	11	24,489
Region II Schools								
3501	Morningside Elementary	87	217,058	None	-	-	None	-
3701	Norland Elementary	375	575,537	None	-	-	None	-
6023	Andover Middle	346	945,597	None	-	-	None	-
6241	Highland Oaks Middle	287	654,842	None	-	-	None	-
0341	Arch Creek Elementary▼	114	384,864	None	-	-	None	-
0361	Biscayne Gardens Elementary▼	133	306,593	None	-	-	None	-
2441	Virginia A. Boone/Highland Oaks Elementary▼	183	324,186	None	-	-	None	-
0461	Brentwood Elementary	335	610,256	None	-	-	None	-
0561	W. J. Bryan Elementary	136	306,893	None	-	-	None	-
0681	Carol City Elementary	120	256,364	None	-	-	None	-
1161	Crestview Elementary▼	120	292,041	None	-	-	2	2,548
2241	Gratigny Elementary▼	108	289,970	None	-	-	None	-
2281	Greynolds Park Elementary	277	564,158	1	2,879	1,871	None	-
2401	Hisbiscus Elementary▼	173	326,403	None	-	-	None	-

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 Items	At Cost	At Deprec. Value		
2581	Madie Ives Elementary▼	185	363,296	None	-	-	None	-
5005	David Lawrence Jr. K-8 Center▼	684	1,092,857	None	-	-	2	3,846
2801	Lake Stevens Elementary	72	214,539	None	-	-	None	-
2911	Linda Lentin K-8 Center▼	308	634,735	None	-	-	None	-
3051	Toussaint L'Ouverture Elementary▼	80	174,292	None	-	-	None	-
3431	Phyllis Ruth Miller Elementary▼	205	595,024	None	-	-	None	-
3661	Natural Bridge Elementary▼	179	344,486	None	-	-	None	-
3741	North Beach Elementary	113	271,601	None	-	-	None	-
3941	North Miami Elementary▼	152	319,663	None	-	-	None	-
4061	Ojus Elementary▼	180	344,669	None	-	-	None	-
4341	Parkway Elementary	89	214,902	None	-	-	None	-
5141	Hubert O. Sibley Elementary▼	119	270,401	None	-	-	None	-
4881	Scott Lake Elementary	145	273,256	None	-	-	None	-
5081	Skyway Elementary▼	89	244,791	None	-	-	None	-
5091	South Pointe Elementary▼	54	140,566	None	-	-	None	-
0092	Sunny Isles Beach Community School▼	179	566,445	None	-	-	None	-
5481	Treasure Island Elementary▼	143	273,631	None	-	-	None	-
6051	Carol City Middle▼	292	736,750	None	-	-	None	-
6281	Thomas Jefferson Middle	110	281,985	None	-	-	None	-
6301	John F. Kennedy Middle▼	718	1,182,068	None	-	-	None	-
6351	Lake Stevens Middle	292	599,178	None	-	-	None	-
6541	Nautilus Middle▼	279	671,054	None	-	-	None	-
7191	Hialeah Gardens Senior ▼	403	1,258,996	None	-	-	None	-
7141	Dr. Michael M. Krop Senior	971	2,188,844	None	-	-	None	-
7201	Miami Beach Senior	561	1,703,229	None	-	-	None	-
7231	Miami Carol City Senior	621	1,473,343	None	-	-	None	-

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 Items	At Cost	At Deprec. Value		
7381	Miami Norland Senior	292	705,226	None	-	-	None	-
7541	North Miami Beach Senior	632	1,338,411	None	-	-	None	-
<u>Region III School</u>								
1561	Earlington Heights Elementary	96	204,581	None	-	-	None	-
<u>Region IV Schools</u>								
7041/7061/ 7091/7551	School for Advanced Studies Senior▼	64	113,181	1	1,217	-	None	-
<u>Region V Schools</u>								
4651	Ethel F. Beckford/Richmond Elementary*							
2151	Jack D. Gordon Elementary*							
4381	Perrine Elementary*							
5003	South Dade Middle*							
7101	Coral Reef Senior*							
<u>Adult/Career Technical Education Centers</u>								
7202	Miami Beach Adult Education Center*							
7742	Southwest Miami Adult Education Center*							
<u>Alternative Education Centers</u>								
8121	C.O.P.E. Center North*							
8161	Corporate Academy North*							
8131	Dorothy M. Wallace C.O.P.E. South*							
<u>Specialized Education Centers</u>								
8181	Ruth Owens Krusé Education Center*							
9732	Merrick Educational Center*							
Totals		15,635	\$ 36,075,666	13	\$ 27,756	\$ 8,466	33	\$ 56,896

Legend:

- ▼ School Audit results reported at Audit Committee of March 16, 2010 (24 schools).
- * Property Inventory in progress. Results will be reported at a later date (12 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	
Region I Schools								
6391	Madison Middle	1	1	\$ 1,352	\$ 1,352	-	-	\$ 879
7011	American Senior	1	1	2,449	-	\$ 2,449	-	613
7251	Miami Central Senior ◊	2	66	139,860	36,129	4,410	\$ 99,321	29,355
Region II Schools								
0461	Brentwood Elementary	1	1	2,477	2,477	-	-	-
0561	W. J. Bryan Elementary	1	1	1,138	1,138	-	-	203
1161	Crestview Elementary	1	1	1,129	1,129	-	-	452
3051	Toussaint L'Ouverture Elementary	1	2	2,701	2,701	-	-	861
3941	North Miami Elementary	1	1	1,195	-	-	1,195	-
6301	John F. Kennedy Middle	1	1	2,722	2,722	-	-	369
6351	Lake Stevens Middle	2	2	2,654	1,355	-	1,299	316
6541	Nautilus Middle	1	1	1,044	1,044	-	-	418
7141	Dr. Michael M. Krop Senior	1	1	2,237	-	2,237	-	1,510
7231	Miami Carol City Senior	3	5	9,661	1,124	-	8,537	2,840
7381	Miami Norland Senior ■	2	18	22,117	22,117	-	-	13,473
7541	North Miami Beach Senior	1	1	1,369	1,369	-	-	-
TOTAL		20	103	\$ 194,105	\$ 74,657	\$ 9,096	\$ 110,352	\$ 51,289

Legend:

◊ Losses due to major break-in incident during construction/demolition project at school. Breakdown as follows:

Type of Equipment	Qty.	Year Acquired	Acquisition Cost	Depreciated Value
Cafeteria	32	1990 – 2005	\$ 93,580	\$ 13,801
Computer	29	2001 – 2006	36,129	9,287
Music	3	2008	5,741	3,964
Audio Visual	2	2002 – 2007	4,410	2,303
Total	66		\$ 139,860	\$ 29,355

Refer to responses from school administration regarding the strengthening of property management procedures on page 102; and from the Office of School Facilities and District/School Operations regarding new procedures for the disposal of equipment that will no longer be used as a result of a capital project on pages 117-118.

■ Refer to response from school administration regarding the strengthening of property management procedures of assets on page 103.

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

FINDINGS AND RECOMMENDATIONS

INTERNAL FUNDS

**1. Inadequate Controls
Over Instructional
Materials And Supplies
(Fund 9) Disbursements
*North Hialeah Elementary***

Pursuant to guidelines in Section III, Chapter 9 of the *Manual of Internal Fund Accounting*, replenishments to the Instructional Materials and Supplies (Fund 9) account must be timely processed, once expenditures representing 25% of the establishment amount has been reached; and all Fund 9 expenditures must be reported to the District before June 30 of every year. At this school, the Fund 9 establishment amount was \$5,000.

Our review of Fund 9 account activity disclosed that at June 30, the Fund reconciliation listed disbursements totaling \$3,573 which remained unprocessed for replenishment. *This represented all the expenditures processed through this account for the entire fiscal year.*

According to the school administration, because of year-end reductions to the school's budget, the school was unable to replenish the Fund 9 account by the end of the fiscal year. During July 2009, the school modified and charged \$1,705 of these expenditures to the Trust Fund-Special Purpose and General Fund-General Miscellaneous accounts; however, the remainder \$1,868 was charged to the 2009-10 fiscal year's budget. At the present time, the school has spent \$1,932, which already exceeds the 25% reporting reimbursement threshold by \$682, and has not reported these expenditures to the District.

RECOMMENDATIONS

- 1.1. The school should refrain from further charging expenditures to this account until funds are replenished.**
- 1.2. Administration and staff should review the Fund 9 replenishment procedures to ensure future compliance and the timely reimbursement of Fund 9 disbursements.**

Person(s) Responsible:

Principal and Treasurer

Management Response:

The Principal has thoroughly reviewed the findings cited in the Internal Funds Audit Report for the 2008 – 2009 fiscal year. The Principal replenished funds in the amount of \$ 1,932.03 in Fund 9 on March 11, 2010. Subsequently, a meeting was conducted with the Treasurer to review, develop and implement a corrective action plan and strategies to monitor and ensure future compliance with the timely reimbursement of Fund 9 disbursements.

During the meeting, the Principal reviewed Section III, Chapter 9 of *the Manual of Internal Fund Accounting*, which establishes the procedures for processing disbursements and the replenishment of the Instructional Materials and Supplies Fund 9 account. The Principal instructed the Treasurer to closely monitor the actual Fund 9 account to ensure that account replenishments are processed in a timely manner. The principal will verify the status of the account prior to signing disbursements.

The Principal also instructed the Treasurer to monitor and comply with the end-of-school year Fund 9 replenishment procedures and deadline due dates.

The Principal along with the Treasurer will attend and/or view all District supported Money Matters Support Program. The Principal will meet periodically with the Treasurer to review compliance with all procedures related to the replenishment of Fund 9 and all District weekly briefings relating to Internal Accounting end-of-school year procedures.

Person(s) Responsible:

Region I Administration

Management Response:

- The Region Center I Business/Personnel Administrative Director ensured that the Principal replenished funds in the amount of \$1,932.03 in Fund 9.
- The Region Center I Business/Personnel Administrative Director will monitor Fund 9 reconciliation worksheets on a monthly basis to ensure that Fund 9 replenishments are initiated in a timely manner.

Person(s) Responsible:

District/School Operations

Management Response:

- District/School Operations ensured that funds were replenished in the amount of \$1,932.03 through the Region.

**2. Inadequate Controls Over The
Sale Of Physical Education
Uniforms Result In
Revenue Losses
*Hialeah Senior High***

Pursuant to the guidelines in Section III, Chapter 5 of the *Manual of Internal Fund Accounting*, financial transactions related to the sale of clothing merchandise required to be used by students for school activities, such as the sale of Physical Education (P.E.) uniforms, must be accounted for in the internal funds of the school.

To account for this merchandise, an employee designated by the Principal shall maintain inventory records during the year, perform a year-end physical inventory of unsold merchandise, and complete an Inventory and Operating Statement [FM-0987] to summarize the revenues, expenses, and document the ending inventory of unsold merchandise. Additionally, Section IV Chapter 9 of the *Manual* requires that sales tax be paid on purchases (such as uniforms) for which the students will claim ownership. At this school, staff from the P.E. Department was responsible for the sale of P.E. merchandise.

The school sells P.E. uniforms to students as part of its school-sponsored activities. Our review of this activity covered the 2008-09 fiscal year and, because of discrepancies identified during the audit, the 2009-10 fiscal year up to the date of our visit on February 8, 2010.

During the 2008-09 fiscal year, the activity generated revenues totaling \$18,790. For the current year up to February 8, 2010, the activity had generated revenues totaling \$9,910. Details are as follows:

- 2.1. Based on the number of P.E. uniforms purchased for resale and our count of merchandise on hand, we calculated revenue shortfalls of \$1,210 for fiscal year 2008-09 and \$6,620 for fiscal year 2009-10. According to our calculations, the school should have collected \$20,000 and \$16,530 for each of the respective fiscal years up to the time of our visit.

The school was unable to explain the discrepancy for the 2008-09 fiscal year. Regarding the discrepancy corresponding to the 2009-10 fiscal year, and according to the sponsor of the activity and one of the assistant principals, the school had disposed of 432 P. E. shirts at the beginning of the 2009-10 fiscal year due to storage damage; however, a Certificate of Loss Report [FM 0997] had not been prepared to document the incident; and the Principal had not been informed of these losses until our inquiries. Since the sales value of these items amounted to \$4,320; there is still an unexplained difference of \$2,300 or 230 items for the current year.

- 2.2. The Inventory and Operating Statement Report [FM 0987] was not prepared at the end of the 2008-09 fiscal year. It was prepared at our request.
- 2.3. Sales tax totaling \$180 was not paid to the vendor or remitted to the Florida Department of Revenue.

RECOMMENDATIONS

- 2.1. Implement controls over the sale of P. E. Uniforms, including the preparation, review and filing of Operating Statements.**

Person(s) Responsible: **Principal, Principal’s Designee,
P. E. Department Head and Treasurer**

Management Response:

The Principal has met with the Principal’s Designee, P.E. Department Head, and the Treasurer to review, develop, and implement a corrective plan of action and preventive strategies to ensure future compliance in affected areas.

The sale of P.E. Uniforms will take place through the Treasurer’s Office only.

The Treasurer will maintain inventory records during the year, perform a year-end physical inventory of unsold merchandise, and complete an Inventory and Operating Statement (FM-0987) to summarize the revenues, expenses, and document the ending inventory of unsold merchandise.

- 2.2. Discuss procedures with staff for awareness and understanding of the requirements; and meet with sponsor on a periodic basis to discuss the activity and review the financial transactions.**

Person(s) Responsible: **Principal, Principal’s Designee,
P. E. Department Head and Treasurer**

Management Response:

In order to ensure accurate monitoring of the sale of P.E. Uniforms, the following corrective measures and preventive strategies have been instituted:

The Principal will meet with Principal’s Designee, Physical Education Department Head, and Treasurer to discuss ordering, taking inventory, operating statement and procedures for the sale of P.E. uniforms. The Treasurer and Principal will review the inventory and operating statement (FM-0987) to ensure accuracy and verification of inventory and information presented on operating statement. Inventories of the P.E. uniforms will be conducted by P.E. teacher and Treasurer at the beginning of the school year, mid-year and at the closing of the school year.

The Principal will meet periodically with P.E. Department Head and Treasurer to ensure that guidelines are being adhered to. Any discrepancies will be addressed immediately.

2.3. Ensure that taxes are paid to the vendor or the Florida Department of Revenue.

Person(s) Responsible: Principal, Principal's Designee and Treasurer

Management Response:

In order to ensure accurate monitoring of the sale of P.E. Uniforms, the following corrective measures and preventive strategies have been instituted:

In compliance with Section IV, Chapter 9 of the *Manual of Internal Fund Accounting*, Treasurer will ensure that sales tax is paid on P.E. Uniform purchases. Sales tax will be paid to the vendor or Florida Department of Revenue.

Region/District Response to Recommendations 2.1, 2.2 and 2.3:

Person(s) Responsible: Region I Administration

Management Response:

- The Principal will submit the Inventory and Operating Statement Form [FM-0987] for P.E. uniforms on a quarterly basis to the Region Center I Business/Personnel Administrative Director for review.
- The Region Center I Business/Personnel Administrative Director will conduct a site review to ensure compliance with Section IV, Chapter 9, of the *Manual of Internal Fund Accounting* ensuring that sales tax is paid to the vendor or Florida Department of Revenue.

Person(s) Responsible: District/School Operations

Management Response:

- Results of the site review conducted by the Region Center will be submitted to District/School Operations on a monthly basis.

**3. Inadequate Controls Over
Athletic Tickets Inventory
Hialeah-Miami Lakes Senior High**

According to Section III, Chapter I of the *Manual of Internal Fund Accounting*, the *Interscholastic Athletic Manual* should be referred to regarding the procedural guidelines for administering the athletic programs at the schools. According to guidelines in Chapter III, Section D of the *Interscholastic Athletic Manual*, the Athletic Business Manager is responsible for taking an inventory of all unused tickets, and such inventory is to be verified by our office. This section also requires that schools file a Plant Security Report and notify our office to report the loss of tickets or ticket sales.

During the summer, our office received notification that the school had discovered the disappearance of athletic tickets after completing the athletic ticket inventory for the 2008-09 fiscal year.

Our verification of the athletic ticket inventory revealed that 1,060 tickets, mostly consisting of football tickets of \$4 denomination with a potential sales value of \$4,635 could not be accounted for. This calculation was based on tickets initially inventoried and purchased by the school, and those tickets presented to us for verification purposes. According to the school administration, the athletic office had been relocated three times during the year due to construction and refurbishing; and tickets may have been lost or stolen during those times. We received a copy of the Plant Security Report filed by the school reporting the losses and this incident.

We calculated that the school should have raised a total of \$33,634 from ticket sales; however, only \$28,946 could be traced to the accounts, for a difference of \$4,688 or 14% of total potential revenues. The discrepancy consisted of the \$4,635 missing tickets described above, plus an additional \$53 ticket discrepancy, which we traced to two of the individual athletic activities reviewed.

RECOMMENDATION

3. Strengthen controls over the safeguarding of athletic tickets.

Person(s) Responsible: **Principal, Athletic Director,
Assistant Athletic Director and Business Manager**

Management Response:

The Principal has thoroughly reviewed and discussed the school audit finding pertaining to inadequate controls over athletic tickets inventory with appropriate personnel to include the Athletic Director, Assistant Athletic Director, and Business Manager.

All tickets will be secured in a cabinet located in the athletic office. Only Athletic Staff will have keys and/or access to this cabinet. In the event the athletic staff has to be relocated, the secure storage cabinet will be relocated as well.

Tickets will be immediately returned to the cabinet for storage and safety at the conclusion of athletic events.

Only a select number of ticket sellers will be utilized at events in order to minimize discrepancies.

An inventory will be completed at the conclusion of each athletic season and reviewed with the Principal.

Person(s) Responsible: **Region I Administration**

Management Response:

- The Region Center I Business/Personnel Administrative Director will monitor Internal Funds Procedures related to Athletic Tickets Inventory at the conclusion of each athletic season to ensure the safeguarding of athletic tickets.

Person(s) Responsible: **District/School Operations**

Management Response:

- District/School Operations will facilitate technical assistance to the Region Center upon request for the purpose of monitoring Internal Funds Procedures related to Athletic Tickets Inventory at the conclusion of each athletic season.

**4. Inadequate Controls
Over Disbursements
*Morningside Elementary***

Pursuant to Section II, Chapters 4 and 5 of the *Manual of Internal Fund Accounting*, all disbursements must have proper documentation in the form of an original invoice or equivalent documentation provided by the vendor, and must include the signature of the employee responsible for receiving the goods/services to certify receipt. In those instances where an individual purchase exceeds \$1,000 but is less than \$5,000, at least three telephone quotes must be included as part of the ancillary documentation to show that the lowest bid was selected.

During the 2008-09 fiscal year, the school made disbursements totaling \$35,118. Our initial sample disclosed several discrepancies; therefore, we extended our review of disbursements to the 2009-10 fiscal year up to February 2010. The total disbursed between July 2009 and February 2010 was \$23,931. Our review of 17 sampled disbursements disclosed discrepancies in 14 disbursements as follows:

- 4.1. In six instances, the invoice was not signed to indicate that goods/services had been received and payment was in order. Three of those instances corresponded to the current fiscal year.
- 4.2. In five instances, the invoice provided did not match the amount disbursed. Specifically, in one of these instances, outside organizations paid a portion of the invoice; while in the remaining instances, the school may have either overpaid or underpaid the vendors. In one of these instances, and based on the invoice obtained from the vendor, a \$38 refund was not yet received. One of the five instances cited herein corresponded to the current year. Except for this current invoice, which corresponded to book fair expenses, all others related to field trips.
- 4.3. In five instances, an invoice was not on file to support the disbursement, the invoice provided was not itemized or was a faxed copy. The school contacted the vendors who provided those invoices initially not on file. Four of the instances cited herein corresponded to the current year, two of which related to field trips.

4.4. A current-year disbursement of \$1,218 for T-shirts was not supported with the three required documented telephone quotes. According to the administration, the three quotes were received via email; however, two of the emails had been deleted. In addition, sales tax of \$85 was not paid to the vendor or remitted to Florida's Department of Revenue.

RECOMMENDATIONS

4.1. **Discuss the procedures with staff for understanding and awareness of the requirements.**

4.2. **Strengthen controls over the disbursement function to ensure that disbursement documentation is complete, appropriate, and filed.**

Person(s) Responsible:

Principal

Management Response:

In order to prevent the reoccurrence of similar conditions and to ensure strict compliance to district procedures as outlined in the *Manual of Internal Fund Accounting*, the following corrective and preventative measures will ensue:

The Principal met with the Assistant Principal, School Treasurer and Clerical Staff and reviewed Section II, Chapter 4 and 5 of the *Manual of Internal Fund Accounting*, regarding policies and procedures for making authorized purchases and maintaining proper accountability and documentation for audit purpose in order to ensure that all purchases are made and received as stipulated in the document.

Additionally, the Principal met with grade levels in small groups and reviewed field trip monetary collection procedures and timelines for collection. The Principal emphasized that funds would not be collected after the established deadline.

The Principal created A *Purchase Order Requisition Log* and will be maintained by the Secretary/Treasurer with documentation, which will be presented to the Principal prior to securing Principal's signature for funds disbursement. Furthermore, the Principal instructed the Assistant Principal to be the first level of review and ensure that disbursements have proper documentation; completed check requisition form, purchase order, original invoice/receipt is stamped "goods received" signed and dated prior to signing the check. The Principal will review the *Purchase Order Log* and documentation on a monthly basis.

The Principal directed Secretary/Treasurer not to collect field trip funds from staff after the established collection deadline.

4.3. Contact vendors to correct any overpayments/underpayments, and remit sales tax to vendor or to Florida's Department of Revenue.

Person(s) Responsible:

Principal

Management Response:

The Principal instructed the Secretary/Treasurer, Assistant Principal and Lead Teacher to secure at least three quotes in writing for any purchase that is made over \$999.99. The quotes will be reviewed with the Principal and filed with the requisition.

The Principal instructed the Secretary/Treasurer to present the three bids for any purchase made over \$999.99 prior to signing the check.

The Principal contacted vendor on April 19, 2010 in order to request an original invoice for t-shirts reflecting the \$85.26 sales tax that was previously not paid. A check in the amount of \$85.26 tax was remitted to the vendor on April 20, 2010.

The Principal contacted the vendor on April 21, 2010 in order to secure a \$38.00 refund that was due as a result of students who did not attend a field trip to Miami Metro Zoo. The Principal will monitor to ensure that funds are received, deposited and are immediately refunded to affected students.

Region/District Response to Recommendations 4.1, 4.2 and 4.3:

Person(s) Responsible:

Region II Administration

Management Response:

The Region Center II Business/Personnel Administrative Director and the Principal established a systematic plan for the Principal to implement and monitor after review with affected staff. Additionally, this plan encompasses tracking a purchase from its initiation through its completion of payment including monitoring of disbursement function and documentation related to the P-Card, Internal Funds, and Fund 9 accounts as well as guidelines for timelines of payment.

The Region Center II Business/Personnel Administrative Director will conduct on-site mini-reviews each quarter to ensure that all purchases are made in accordance with district policies. Additionally, 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:

- The Region Center will submit to District/School Operations a copy of the established systematic plan developed to track purchases payment, monitoring of disbursements, and the P-Card. This plan will be reviewed and on file.
- The Region Center will submit the on-site mini-reviews each quarter to District/School Operations for review, on a quarterly basis.

**5. Inadequate Controls
Over Disbursements
Norland Elementary**

Section II, Chapter 5 of the *Manual of Internal Fund Accounting* requires that payments 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. Pursuant to Section III, Chapter 9 of the *Manual*, replenishments to the Instructional Materials and Supplies (Fund 9) account must be processed on a timely basis, once total expenditures reach 25% of the establishment amount; and all Fund 9 expenditures must be reported before June 30 of every year. At this school, the establishment amount was \$5,000.

Regarding purchases made with the credit card, the *Purchasing Credit Card Program Policies & Procedures Manual* requires that purchases be previously approved by the Work Location Administrator by signing the Purchasing Credit Card (P-Card) Purchase Authorization Form [FM-5707] *before a purchase is made*.

A review of school's disbursement activities conducted through Internal Funds and the P-Card revealed the following discrepancies:

- 5.1. The year-end Outstanding Liabilities Report listed a total of ten unpaid invoices amounting to \$1,507 which dated from April 30, 2009 to June 16, 2009. These invoices were paid in July and August 2009; however, none documented an arrangement with the vendor to delay payment past 30 days of receipt. Payment delays ranged from 15 to 60 days.
- 5.2. We reviewed the P-Card activity from June 2009 up to January 2010 to verify payment of some of the outstanding liabilities cited above, since they could not be traced to any internal funds disbursements issued after the closing of the year. We verified that three of the invoices included in the year-end Outstanding Liabilities Report were actually paid using the P-Card. In addition, we identified ten additional invoices amounting to \$1,173, which were also paid late using the P-Card. Delays ranged from 11 days to over three months. Of the ten invoices, eight corresponded to the same uniform services vendor, who billed the school for services provided twice a month.

- 5.3. The Fund 9 Reconciliation prepared by the school as of June 30, 2009 was incorrect. Specifically, the reconciliation listed a Purchase Order for \$2,264 to replenish the account which was not approved until July 2009. Furthermore, this Purchase Order had been overstated by \$1,161 because it reported three checks for internal funds disbursements that *were never cashed or posted to the MSAF system*. One of these checks corresponded to an expenditure listed in the Outstanding Liabilities Report which the school ultimately paid with the P-Card in August 2009; and the other two were expenditures incurred during the 2008-09 fiscal year that we traced payment to the P-card. Consequently, the school had to return the excess reimbursement to the District in August 2009 in order to properly reconcile the account.
- 5.4. Ten P-card Purchase Authorization forms were prepared after-the-fact or were incomplete.

RECOMMENDATIONS

- 5.1. **Review the disbursement function with staff to ensure awareness and understanding of those procedures related to the P-Card and the Fund 9 account.**
- 5.2. **Strengthen the oversight over the disbursement function, including credit card activity to ensure compliance with the guidelines and the timeliness of payments.**
- 5.3. **Ensure that payments approved with the P-Card are not being paid through Internal Funds and vice versa.**

Person(s) Responsible:

Principal

Management Response:

This Principal has met with the Assistant Principal and Treasurer to review Section II, Chapter 5 Expenditures/Disbursements, and Section III, Chapter 9 Instructional Materials and Educational Support (Fund 9) Program in the *Manual of Internal Funds Accounting*. Additionally, the Principal met with the Assistant Principal and Treasurer to discuss the *Purchasing Credit Card Program Policies & Procedures Manual*.

Internal controls have been established to insure that all P-Card purchases are reviewed and pre-approved, utilizing the Purchasing Card Purchase Authorization Form (FM-5707). Additionally, the Principal created and implemented a P-Card Log as an Internal Control mechanism. The Treasurer will list all approved P-Card purchases, invoice number, Vendor, Date of Payment Due and Date of Payment. The Principal will utilize this log will be compared to the monthly statement to ensure that all payments

have been satisfied in a timely manner. All Purchasing Card Purchase Authorization forms (FM 5707) will continue to be kept in a file for the purpose of the end of month reconciliation.

On a weekly basis, the Principal will meet with the Treasurer to discuss pending disbursements to ensure they are paid on a judicious manner utilizing appropriate funding sources.

The checking account balance will be monitored the week before the closing of the month to ensure there are sufficient funds to pay outstanding disbursements and that vendors are paid through the correct accounts on a timely basis.

An Internal Funds Purchase Order Log will be reviewed by the Principal to verify that each PO recorded matches the contents of the original invoice and are paid in a timely manner. The Principal will monitor the Fund 9 account to ensure replenishment on a timely basis.

Person(s) Responsible: **Region II Administration**

Management Response:

The Region Center II Business/Personnel Administrative Director and the Principal established an organized plan for the Principal to implement and monitor after review with affected staff. This plan encompasses tracking a purchase from its initiation through its completion of payment including monitoring of disbursement function and documentation related to the P-Card, Internal Funds, and Fund 9 accounts as well as guidelines for timelines of payment.

The Region Center II Business/Personnel Administrative Director will conduct on-site mini-reviews each quarter to ensure that all purchases are made in accordance with district policies. Additionally, 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:

- The Region Center will submit to District/School Operations a copy of the established systematic plan developed to track purchases payment, monitoring of disbursements, and the P-Card. This plan will be reviewed and on file.
- The Region Center will submit the on-site mini-reviews each quarter to District/School Operations for review, on a quarterly basis.

**6. Running Checkbook Balance
Not Consistently Monitored
Resulted In Deficit
Checking Account
Balance At The Closing
Of The Fiscal Year
*Highland Oaks Middle***

Section II, Chapter 1 of the *Manual of Internal Fund Accounting* prohibits the overdrawing of the checking account. In addition, Section II, Chapter 5 of the *Manual* requires that disbursements be processed only when sufficient, uncommitted funds are available in the checking account.

For the 2008-09 fiscal year, Weekly Briefing No. 6210 dated June 18, 2009 instructed schools to process all transactions including payments for outstanding invoices in the Internal Fund accounts by the end of June 24, 2009.

At this school, the June checking account reconciliation disclosed a deficit balance of \$(240) at the closing of the year, while the checking account bank statements listed negative balances on June 30th and July 1, 2009. On these days, the deficit balances were \$(409) and \$(608), respectively. The deficit was corrected on July 2nd, once the District processed a \$5,000 transfer of funds from the Money Market Pool Fund account to the checking account requested on July 1st.

According to the school administration, the school noticed the deficit balance on June 29, 2009; however, funds could not be transferred before June 30th due to the District's early year end-closing procedures. We reviewed the check register maintained by the school, and it appears that a running checkbook balance may have been computed after-the-fact, since a deficit balance could have been detected as early as June 22nd. Consequently, we are of the opinion that this error could have been prevented if school staff had consistently monitor the checking account balance, and had transferred funds prior to the June 24th deadline and prior to writing checks.

RECOMMENDATION:

- 6. Monitor the checkbook balance on a daily basis, and ensure that sufficient funds are available in the checking account before authorizing any disbursements.**

Person(s) Responsible:

Principal and Treasurer

Management Response:

The principal reviewed Section II, Chapters 1 and 5 of the *Manual of Internal Fund Accounting* regarding the procedures for checking account balances and Monthly and Fiscal Year-end Closing Procedures with the school's treasurer.

The principal developed a systematic process for monitoring the checkbook balance. The principal has directed the treasurer to print the Available Funds by Object (-06) screen on a daily basis to be compared against the daily balance on the check stubs and maintain a log. The principal will monitor the expenditures by comparing the checkbook balance and the print out of Available Funds by Object screen on a weekly basis. The principal will ensure that sufficient funds are available prior to signing disbursements.

Person(s) Responsible:

Region II Administration

Management Response:

The Principal and Region Center II Business/Personnel Administrative Director developed a systematic process in which the treasurer prints the *Available Funds By Object (06)* screen daily, meets with the principal to compare it to the actual balance of the checkbook and then records the findings on a log.

The Region Center II Business/Personnel Administrative Director instructed the principal to submit the log matching the *Available Funds By Object* screen to the checkbook balance on a monthly basis for review.

Person(s) Responsible:

District/School Operations

Management Response:

- The Region Center will submit the log reviewed matching the *Available Funds By Object (06)* screen daily to the checkbook balance to District/School Operations on a monthly basis.

PROPERTY

7. Inadequate Controls Over Property Inventory Result In Loss Of Equipment *Hialeah Senior High*

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.

Section 3 of the *Manual* establishes that property items moved to another location within the school system, either temporary or permanently will be recorded on an "Outgoing Controlled Equipment" Form [FM-1670]. Similarly, an "Approval For Off-Campus Use of School Property" [FM-2380] is to be completed when property items are temporarily assigned off-campus.

At this school, the property inventory consisted of 1,179 property items with an individual cost of \$1,000 or more, for a total value of \$2,718,064. Our most recent property audit at this school disclosed a total of 11 property items with a total acquisition cost of \$23,660, and a depreciated value of \$6,595 remain “unlocated”. The breakdown of the missing equipment is as follows:

Equipment Category	Qty.	Year Acquired	Acquisition Cost	Depreciated Value
Audio Visual	3	2003	\$ 6,096	\$ 1,894
Computer	4	1996-2007	5,177	1,113
Musical Instrument	1	2004	1,049	481
Other (1 Mill, 2 Special Needs Eq.)	3	1999-2008	11,338	3,107
Total	11		\$ 23,660	\$ 6,595

The location of the missing equipment during the last audit was on campus, with the exception of a laptop and one piece of equipment for students with special needs, which were located off-campus, and for which documentation was on file during the prior audit. This year, the equipment reported off-campus could not be located by the school and presented during the verification of the inventory.

This is the second consecutive year that a property audit at this school has revealed similar losses. Last year, our office requested the implementation of an action plan for the improvement of property management and the safeguarding of physical assets. Based on the results, the plans previously submitted and school efforts require strengthening.

RECOMMENDATIONS

- 7.1. Devise and implement an effective action plan for the safeguarding of assets and the management of property, and designate staff to carry out the plan.**

Person(s) Responsible:

**Principal
Principal's Designee
SPED Chairperson
Microsystems Technician**

Management Response:

The Principal met with selected personnel and Principal's Designee and reviewed the Manual of Property Control Procedures focusing on procedures for accounting for property and a corrective action plan was developed.

In addition, the Principal met with the SPED Department Chair to discuss the assignment of property to special education students.

- 7.2. Ensure that the entire school staff, especially those in charge of property management, understand and are fully aware of the procedures for safeguarding and maintaining control over property.**

Person(s) Responsible:

**Principal
Principal's Designee
Microsystems Technician**

Management Response:

In order to ensure accurate monitoring of property control records, the following corrective measures and preventive strategies have been instituted:

A meeting was held with all staff to discuss property control procedures. The Principal instructed all staff to properly safeguard property located in their work area. The staff was also instructed to immediately report any discrepancies as related to missing property to their Department Chair, 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. A Property Inventory Confirmation Form will be completed by all staff as part of Opening of Schools Procedures. In addition, an End-of-Year Property Inventory Confirmation Form will be completed by all staff.

- 7.3. Strengthen the monitoring and accounting of property, and conduct in-house property inventories periodically.**

Person(s) Responsible:

**Principal
Principal's Designee
Department Chairperson
Microsystems Technician**

Management Response:

In order to ensure accurate monitoring of property control records, the following corrective measures and preventive strategies have been instituted.

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 review, unaccounted items will result in an in-house investigation process throughout the building to locate the item in question.

Quarterly meetings will be held with the Principal, Assistant Principal and Department chair to review the in-house property review and discuss areas of concern that may need to be reviewed or adjusted.

7.4. Maintain complete documentation of property that is surveyed or taken off-campus. Regarding off-campus property, frequently monitor to ensure their existence.

Person(s) Responsible:

**Principal
Principal's Designee
Microsystems Technician**

Management Response:

In order to ensure accurate monitoring of property control records, the following corrective measures and preventive strategies have been instituted:

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, (FM-2380). These forms will be verified during the quarterly in-house reviews and will be kept on file by the Principal.

Any discrepancies will be immediately addressed for proper follow up and corrective action.

7.5. Actively investigate property losses to determine cause, and revisit the action plan, as needed, to determine whether adjustments to the plan should be made.

Person(s) Responsible:

**Principal
Principal's Designee**

Management Response:

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

Principal will meet periodically with Principal's Designee to review property inventory and discuss areas of concern that may need to be reviewed or adjusted.

Region/District Response to Recommendations 7.1 to 7.5:

Person(s) Responsible:

Region I Administration

Management Response:

- The Principal will identify location of all property and conduct quarterly property inventories. Results of these property inventories will be submitted to the Region Center I Business/Personnel Administrative Director for review.
- The Region Center I Business/Personnel Administrative Director will monitor documentation supporting property items temporarily used Off-campus (Approval for Off-Campus Use of School Property [FM-2380]) or transferred to other locations (Outgoing Controlled equipment [FM-1670]) to ensure compliance with District Guidelines.
- The Region Center I Business/Personnel Administrative Director will ensure that the appropriate procedures are followed and that a copy of the Plant Security Report [FM-0366] is on file at the Region.

Person(s) Responsible:

District/School Operations

Management Response:

- All quarterly property inventories once conducted and submitted by the Principal to the Region Center, will be forwarded to District/School Operations for final review.
- District/School Operations collaboratively with the Region Center will schedule the removal of all obsolete and excessive equipment through the appropriate District office.
- Copies of all Plant Security Report (FM-0366) will be forwarded to District/School Operations.
- Results of the site review conducted by the Region Center will be submitted to District/School Operations on a monthly basis.

PURCHASING CREDIT CARD

8. Purchasing Credit Card (P-Card) Charges Not Compliant With Transaction Limits And Documentation Requirements *American Senior High*

The *Purchasing Credit Card Program Policies & Procedures Manual* establishes the procedures for documenting credit card purchases. According to the procedures, credit cards are issued to purchase authorized goods and services costing less than \$1,000. Pursuant to the Manual's *General Cardholder Instructions*, work locations are prohibited from splitting purchases, through separate consecutive transactions, in order to bypass the \$1,000 purchase limit policy. In addition, purchases made with the credit card must be authorized in advance utilizing the Purchasing Credit Card Purchase Authorization Form [FM-5707]; must be approved by the Work Location Administrator before a purchase is made; and the documentation supporting the purchase must be complete and signed by the individual receiving the goods and services.

We reviewed the three most recent P-Card monthly reconciliations and subsidiary records, which comprised a total of 29 transactions totaling \$14,338. Of this total, we found discrepancies in 21 transactions totaling \$12,652, or 89 percent of the total charges processed through the P-Card. Discrepancies are as follows:

- 8.1. There were three separate instances where purchases may have been split to circumvent \$1,000 credit card transaction limit. Specifically, the school purchased 47 laser printer cartridges from the same vendor between August 31 and September 2, 2009 for a total of \$2,982; however, the purchase was documented via four separate *consecutive* invoices of less than \$1,000 each. Two credit card charges totaling \$1,240 for two registrations to a conference were documented via two separate invoices dated on the same day. There was a third instance where educational supplies totaling \$1,959 were similarly documented with two invoices dated on the same day for less than \$1,000 each.
- 8.2. In seven instances, the Purchase Authorization Form [FM-5707] was approved by the administration after-the-fact; and in one instance, the authorization was not on file to indicate administrative approval.
- 8.3. There were 16 separate instances where invoices were not signed to indicate that the goods had been received at the school; and in two separate instances, the order documenting the purchase was not itemized, or an invoice was not provided to substantiate the charge made.

RECOMMENDATION:

8. **Review the Purchasing Credit Card Program guidelines with staff for awareness and understanding of the requirements; and strengthen the review over disbursements made with the credit card to ensure compliance with District policy.**

Person(s) Responsible:

**Principal, Assistant Principal,
Treasurer, and Purchasing Clerk**

Management Response:

The Principal has thoroughly reviewed the findings cited in the school's audit report for the fiscal year related to the Purchasing Credit Card Program (P-Card). Subsequently, a meeting was conducted with the Assistant Principal, Treasurer and Purchasing Clerk to review, develop and implement a corrective plan of action and preventive strategies to ensure future compliance.

The Principal reviewed the *Purchasing Credit Card Program Policies and Procedures Manual* identifying items that are allowed to be charged to the P-Card as well as those that are prohibited. The main emphasis of this meeting was to review all rules and regulations related to split purchases. The Treasurer and Purchasing Clerk were instructed to process purchase orders through the appropriate district approval chain for any purchase that exceeds the \$1,000.00 credit card transaction limit. The Principal emphasized that the P-Card is to be used for **emergency** purposes only. All future purchases will be reviewed by the Principal/Designee and signed for approval, prior to any orders being placed.

The Principal discussed the issue of receipts/invoices that are received for approved purchases. These receipts will only be signed by the individual designated to receive the merchandise (Treasurer or Purchasing Clerk) and filed by the School Treasurer. All orders received will be thoroughly reviewed to ensure that no discrepancies are prevalent.

The Principal will meet periodically with his Designee, Treasurer and Purchasing Clerk to review the P-Card activities. Any discrepancies to the guidelines instituted in this manual will be discussed and immediately corrected. The Principal will also request assistance, if necessary, from the appropriate district office for any questions or concerns.

Person(s) Responsible:

Region I Administration

Management Response:

- The Region Center I Business/Personnel Administrative Director will conduct bi-monthly site-reviews to ensure compliance with all guidelines found in the *Purchasing Credit Card Program Policies and Procedures Manual*.

Person(s) Responsible:

District/School Operations

Management Response:

- District/School Operations will review the results of the bi-monthly Region site-reviews to ensure compliance with all guidelines found in the *Purchasing Credit Card Program Policies and Procedures Manual*.

FULL-TIME EQUIVALENT (FTE) REPORTING

9. Discrepancies In Special Education Student Records Resulted In FTE Funding Disallowances *Andover Middle*

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 12 special education (SPED) student folders, which included two Gifted student folders, revealed the following discrepancies in seven student folders (58%):

- 9.1. In six instances, the Matrix of Services form [FM-5582] did not indicate that it had been reviewed on the date corresponding to the student's interim IEP meeting. According to school staff and administration, the forms were reviewed; however, were not initialed on the appropriate space to indicate that a review had been conducted. This oversight could have generated a total potential funding disallowance of \$27,777 to the District.
- 9.2. One Gifted Education Plan (EP) [FM-6329] did not have all of the required signatures. This error represents a lapse in compliance with procedures, since it did not affect funding levels which would generate potential losses to the District.

RECOMMENDATION

9. **Ensure that all SPED folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed, signed and updated.**

Person(s) Responsible:

**Principal, Assistant Principal,
SPED Chairperson and Registrar**

Management Response:

In order to prevent the recurrence of similar conditions in future audits and to ensure that strict compliance is maintained with policies and procedures regarding the maintaining of Special Education student records, the following corrective measures and preventive strategies have been implemented.

The Principal, Assistant Principal, SPED Chairperson and Registrar reviewed *the Local Education Agency Implementation Guide (LEA), the Education's Matrix of Services Handbook* and The Matrix of Services form (FM-5582). All procedures for matrix documentation, page 34 of the LEA handbook, were reviewed, underlined, photocopied and distributed for signature acknowledgement. In addition, all SPED teachers received a copy of the LEA handbook to prevent any other audit discrepancies.

The principal met with the Registrar and SPED Chairperson and authorized a review of all incoming and existing SPED cumulative student records for required signatures, accuracy of matrix input and proper IEP/EP documentation. The registrar and SPED Chairperson will ensure that the PF17 screen correlates with the matrix score as indicated on the Matrix of Services form and create a checklist to confirm that SPED cumulative folders have been reviewed. The principal will randomly select SPED folders and cross-reference with the checklist to ensure that compliance with procedures have been followed.

The Principal has established a procedure to conduct quarterly mini-reviews of Special Education cumulative folders to insure compliance. The Principal, Assistant Principal, SPED Chairperson and registrar will utilize FM 7069 for SPED and the Gifted-FTE Pre-Audit checklist to ensure full compliance.

The principal will schedule the SPED Chairperson to regularly visit existing Profoundly Mentally Handicapped (PMH) units in Region 2 schools to review matrix and IEP/EP monitoring procedures. A journal will be utilized to record effective matrix and IEP/EP monitoring practices.

The Principal, Assistant Principal, SPED Chairperson and Registrar will attend all LEA compliance, Matrix of Service and IEP workshops/trainings as scheduled by the region/district. This will provide required training to assure compliance with SPED related issues.

The Principal will request additional collaboration from District and Region SPED personnel to bi-annually review samples of school site SPED/Gifted cumulative folders. The Assistant Principal, SPED Chairperson and Registrar will address discrepancies, if any, before scheduled audit reviews.

The Principal, in conjunction with District and Region SPED supervisors will establish a communication network to expeditiously answer any future questions or concerns regarding SPED/Gifted issues.

Person(s) Responsible:

Region II Administration

Management Response:

The Region Center II Business/Personnel Administrative Director will solicit assistance from the Division of Special Education as well as the Region's SPED Supervisor and the Region's Business Management Review Team (BMRT) to conduct mini-reviews each semester for compliance in selected areas of the SPED program.

Results from the District and Region mini-reviews will be submitted to the Region Center II Business/Personnel Administrative Director for review and discussion with the Principal. All necessary corrections will be made accordingly.

School staff will utilize a records review checklist, developed by the Region, to ensure that cumulative folders and SPED/IEP folders are carefully reviewed for compliance upon entry.

Person(s) Responsible:

District/School Operations

Management Response:

- District/School Operations will work in conjunction with the Region in securing District technical assistance as requested.
- Results from the Region mini-reviews will be submitted to District/School Operations for a final review. Any discrepancies will be corrected immediately.
- Results of the Region developed records review checklist will be submitted to District/School Operations to ensure that cumulative folders and SPED/IEP folders have been carefully reviewed.

10. Discrepancies In Special Education Student Records Resulted In FTE Funding Disallowances
Highland Oaks Middle

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 40 special education (SPED) student folders, which included ten Gifted student folders, revealed the following discrepancies in twelve student folders:

- 10.1. In two instances, the Individual Education Plan (IEP) [FM-4953] and the corresponding Matrix of Services form [FM-5582] did not agree. 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). In the case of the other student, the domain ratings were mathematically incorrect. According to ISIS, both students were funded at a higher level than what the Matrix of Services Form could substantiate. Consequently, amendments to the Department of Education Correction System (DECO) totaling \$13,887 were required to realign the funding with the services.
- 10.2. In three instances, a student was 14 years or older; however, the Notice of Meeting [FM-4851] did not indicate that the student had been invited to participate in the meeting. This omission could have generated a potential funding loss of \$4,629 to the District.

We identified several other errors and omissions in the student folder documentation which did not negatively impact funding levels. However, these discrepancies represent lapses in compliance with established procedures which require management's immediate attention. Details follow:

- 10.3. In five instances, the Matrix of Services Form in effect for the October FTE survey had not been reviewed or updated at the interim conference date; and in one other instance, the date on the Matrix of Services form was incomplete.
- 10.4. In two instances, the Notification of Meeting was not evident; and in one of these instances, the parent had not signed the IEP.
- 10.5. The school had not prepared an IEP or Matrix covering the October FTE survey for one ESE student who had transferred from another county in August 2009.
- 10.6. In one instance, the LEA had not signed the IEP.

RECOMMENDATIONS

- 10.1. Ensure that all SPED folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed and updated.**
- 10.2. Funding levels allocated to students 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.**

Person(s) Responsible: **Principal, Assistant Principal, LEA chairperson, and Registrar**

Management Response:

The principal reviewed the Local Education Agency (LEA) Implementation Guide and the State of Florida, Department of Education's Matrix of Services Handbook requirements with the assistant principal, the LEA chairperson, and the registrar to ensure strict adherence to the established procedures for the maintenance of SPED folders.

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

The assistant principal, the program specialist, 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 Record Checklist (FM-7069) at every IEP meeting.

The principal instructed the program specialist to generate a list of all SPED students who will become 14 years of age or older during the school year and distribute to all SPED teachers at the beginning of the year with a reminder that all students whose names appear on the list must be invited to all IEP meetings. The assistant principal will monitor that each student has been added to the notification of meeting prior to the notification form being sent.

At every IEP Review and Initial Staffing, the LEA will complete and sign the SPED Program Standards Review (FM-7069). The form will be submitted to the principal or designee for review after each IEP Review and Initial Staffing.

The principal instructed the registrar and program specialist to review all incoming cumulative folders for accuracy and appropriate documentation using (FM-7069) and ensure that all information on the PF17 screen in the Integrated Student Information System (ISIS) correlates with the information printed on the IEP and the Matrix of Services.

The assistant principal, LEA, and SPED department chairperson will work with all other SPED teachers to complete quarterly reviews of all cumulative folders using the SPED Record Checklist (FM-7069) with specific attention given to Matrix of Services forms with levels of 254 or 255.

The LEA will review the SPED Services Data Sheet at each IEP Review and Initial Staffing and forward it to the registrar for recording accuracy, particularly as it relates to the Matrix of Services Domain Rating. The registrar will ensure that all information is entered correctly into the Integrated Student information System (ISIS) and a hard copy is kept for reference.

The principal will be notified in writing of any missing or noncompliant records. The principal will make every effort to locate the missing documentation and ensure that all non-compliant records have been corrected.

The principal will conduct mini-reviews in September, January, and May utilizing the SPED Record Checklist (FM-7069).

Person(s) Responsible:

Region II Administration

Management Response:

The Region Center II Business/Personnel Administrative Director will solicit assistance from the Division of Special Education as well as the *Region's Business Management Review Team (BMRT)* to conduct mini-reviews each semester for compliance in selected areas of the SPED program.

Results from the District and Region mini-reviews will be submitted to the Region Center II Business/Personnel Administrative Director for review and discussion with the Principal. All necessary corrections will be made accordingly.

School staff will utilize a records review checklist, developed by the Region, to ensure that cumulative folders and SPED/IEP folders are carefully reviewed for compliance upon entry.

Person(s) Responsible:

District/School Operations

Management Response:

- District/School Operations will work in conjunction with the Region in securing District technical assistance as requested.
- Results from the Region mini-reviews will be submitted to District/School Operations for a final review. Any discrepancies will be corrected immediately.
- Results of the Region developed records review checklist will be submitted to District/School Operations to ensure that cumulative folders and SPED/IEP folders have been carefully reviewed.

11. Discrepancies In English Language Learners' (ELL) Student Records Resulted In Potential Funding Disallowances
West Hialeah Gardens Elementary

For the 2009-10 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-6576] and Home Language Surveys [FM-5196] must be properly completed and filed in the ESOL Program Record folder. The Oral Language Proficiency Scale [FM-5924] (Pre-Kindergarten through Kindergarten First Semester), [FM-5925] (Kindergarten Second Semester through Second Grade), or [FM-5926] (Third Grade through Fifth Grade) must be completed and the testing section must be dated in accordance with the student's assessment date. All sections of the Individual ELL/LEP Student Plan [FM-4649] must be appropriately initiated and/or updated in a timely manner and maintained in the student cumulative folder.

At this school, a total of 559 students were enrolled in the ESOL program. Our review of a sample of 40 ELL student folders disclosed discrepancies in 33 student folders, or approximately 83% of the sample. Details follow:

- 11.1. In 32 instances, the *Notice to Parents/Guardians of English Language Learners (ELL)* [FM-6576] was not evident in the student folders.
- 11.2. In eight instances, the testing material's date in the Oral Language Proficiency Scale form did not agree with the initial assessment date listed on the individual ELL/LEP Student Plan [FM-4649], or the date was not listed.
- 11.3. In five instances, the Home Language Survey [FM-5196] was not properly completed. Specifically, the document was not dated and/or not signed by the parent.

Pursuant to our calculations, the errors stated above generated a potential funding disallowance of \$3,323 to the District.

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, Assistant Principal,
ELL Chairperson, and Registrar**

Management Response:

The principal will take an active role in monitoring the English Language Learners' (ELL) program in order to ensure accurate compliance with all requirements, guidelines, and procedures as delineated in the Division of Bilingual Education and World Languages *District ELL Plan 2008 – 2009* and *Procedures Manual 2005*.

The Principal has met and thoroughly reviewed the audit findings with the Assistant Principal, the ELL Chairperson, and the Registrar, specifically focusing on the areas of the deficiencies found by the Auditor.

The Principal established procedures and identified personnel to ensure compliance with the *District ELL Plan 2008 – 2009* that would carefully monitor and review all the elements to ensure compliance with requirements, guidelines and procedures. The procedures established include ensuring that copies of the Notice to Parents/Guardians of Limited English Proficient (LEP) Students (FM-6576) is placed in all ELL students' ESOL Program Record folder on an annual basis.

Additionally, all Oral Language Proficiency Scale forms will be reviewed and cross-checked with the information in ISIS to ensure that the date listed for the assessment matches the date posted in the computer.

All Home Language Surveys (FM-5196) will be checked for accuracy and completeness. For future registrations, the parent will be personally assisted by the registrar when completing this portion of the registration package.

An in-house review team consisting of the Principal, Assistant Principal, ELL Chairperson, Data Input Specialist, Registrar, and SPED Liaison was created. They will meet quarterly to perform mini-review, sampling a cross-section of the student cumulative folders ensuring compliance with requirements, guidelines, and procedures for ELL, SPED, and Gifted programs.

Implementing the recommendations listed above as it pertains to FTE and more specifically, the ELL program will create a better monitoring process at West Hialeah Gardens Elementary School. This should ensure the elimination of audit findings from recurring in the future.

Person(s) Responsible:

Region I Administration

Management Response:

- The Region Center I Business/Personnel Administrative Director will solicit assistance from the Office of Bilingual Education and World Languages to conduct mini-reviews each semester for compliance in selected areas of the ELL Program.
- Results from the District's mini-reviews will be submitted to the Region Center I Business/Personnel Administrative Director. Discrepancies will be discussed with the Principal and corrections will be made accordingly.
- The affected Principal will be required to attend the FTE training when offered by the District.
- The affected principals will participate effective immediately, in the District's mandatory Money Matters Support Program. Additionally, the affected Principals 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.

Person(s) Responsible:

District/School Operations

Management Response:

- District/School Operations cooperatively with the Region will facilitate district technical assistance training through the appropriate office for affected staff of the school.
- Results from the Region mini-reviews will be submitted to District/School Operations. Discrepancies will be discussed with the Region and corrections will be made accordingly.

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

For the 2009-10 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 be properly completed and filed in the ESOL Program Record folder. 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's cumulative folder. For secondary schools, a student schedule printed from the Integrated Student Information System (ISIS) database for the current school year must be included in the folder and must be dated prior to FTE week. For the 2009-2010 fiscal year, a Web-based ELL/LEP Plan (WLEP) must be completed for *all* ELL students. For a student who has been enrolled over six semesters in the ESOL program, the student folder must hold evidence that the LEP committee convened to assess progress after each semester.

At this school, a total of 67 students were enrolled in the ESOL program. Our review of a sample of ten ELL student folders disclosed discrepancies in all ten student folders, or 100% of the sample. Details follow:

- 12.1. In six instances, a printout of the student schedule from the Integrated Student Information System (ISIS) database for the current year was dated *after* the FTE survey period. For the other four students, the schedule printout was not found in the folders.
- 12.2. The Notice to Parents/Guardians of Limited English Proficient (LEP) Students [FM-6577] was not filed in two student folders.
- 12.3. One Home Language Survey [FM-5196] and one ELL Plan [FM-4650] were not properly completed.
- 12.4. Three students were beyond six semesters in ESOL; however, there was no evidence in the folders to demonstrate that the LEP committee had convened after each semester.

Pursuant to our calculations, the findings stated above generated a potential funding disallowance of \$2,108 to the District.

RECOMMENDATION

12. 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, complete, and updated, and that all pertinent forms are completed and filed in the folders immediately after the information is entered into ISIS.

Person(s) Responsible:

**Principal, Assistant Principal,
ESOL Teacher and Registrar**

Management Response:

We concur with these recommendations. On January 19, 2010, the Principal discussed the audit findings with the Assistant Principal, ESOL Teacher and Registrar, to ensure that staff understands and adheres to ESOL Program procedures. Additionally, the following preventive strategies have been developed in order to avoid exceptions with the ESOL Program record keeping and program implementation:

The Administrators will monitor the ESOL Program record keeping and all other program implementation procedures by conducting semi-annual internal reviews, (September and January respectively) utilizing the District's 2009-2010 Division of Bilingual Education and World Languages - English Language Learner Checklist. These internal reviews will ensure that copies of the Notice to Parents/Guardians of Limited English Proficient (LEP) Students and Home Language Surveys are filed in the LEP folder and all components properly completed.

Additionally, the FTE calendar will be monitored by the Administrators, ESOL teacher and Registrar in order to ensure that copies of each student's current schedule is printed and placed in the student's folder prior to FTE week.

There will also be a thorough review of the Monitoring Progress of Students with Six Semesters or More of Participation in ESOL (Report #T0511P45-01).

A calendar of meetings indicating that the LEP Committee has convened will be developed to ensure that the students' progress is being assessed after each semester.

Person(s) Responsible:

Region I Administration

Management Response:

- The Region Center I Business/Personnel Administrative Director will solicit assistance from the Office of Bilingual Education and World Languages to conduct mini-reviews each semester for compliance in selected areas of the ELL Program.
- Results from the District's mini-reviews will be submitted to the Region Center I Business/Personnel Administrative Director. Discrepancies will be discussed with the Principal and corrections will be made accordingly.
- The affected Principal will be required to attend the FTE training when offered by the District.

Person(s) Responsible:

District/School Operations

Management Response:

- Results from the Region mini reviews will be submitted to District/School Operations.
- District/School Operations will review the results of the Region reviews and any anomalies will be corrected immediately through the Region.

**13. Discrepancies In FTE Records Of
Special Education (SPED) Students
Enrolled In Part-Time
Pre-Kindergarten Programs
Resulted In Funding
Disallowances
District Departments-
Curriculum & Instruction (C&I) And
Information Technology Services (ITS)**

For the 2009-10 fiscal year, the District implemented new system procedures for scheduling and reporting Pre-Kindergarten (Pre-K) students. At the annual *Opening of Schools* meeting held in August 2009, these new procedures were presented to principals and staff involved with the scheduling process at the schools.

For Special Education (SPED) students, Pre-K programs are offered on a full-time or part-time basis. Full-time programs are coded in the system as providing services to students for a total of 1,650 minutes per week; while part-time programs offer services for a total of 750 minutes per week.

Recent FTE audits at North Hialeah Elementary and Carol City Elementary schools identified FTE reporting discrepancies regarding SPED students enrolled in half-day Pre-K programs. Our samples at both schools identified instances where the time reported for services rendered to a SPED student enrolled in a half-day program was overstated in the system, thus causing an over-reporting of FTE to the Department of Education. As a result of our audits, both schools were required to file amendments to the Department of Education Correction System (DECO) totaling \$ 79,000 to realign the funding with the actual services being provided.

According to administration from the District's Curriculum & Instruction and Information Technology Services, the District erroneously utilized the same subject code numbers to register both full-time and part-time Pre-K SPED students. The schools we visited were unaware of the need for corrective action until the matter was discussed with District staffs during the audits. Pursuant to written instructions provided to the schools in March 2010, subsequent to our audits, schools offering half-day programs should have modified the total number of minutes reflected in ISIS for those students enrolled in half day courses *prior* to the FTE survey period. In addition to the two schools reviewed, there are other schools throughout the District offering similar part-time Pre-K programs to SPED students.

RECOMMENDATIONS

- 13.1. Ensure that part-time programs are properly coded in the system to prevent over-reporting of FTE.
- 13.2. Follow-up with affected schools to ensure that necessary corrections have been processed and provide assistance as needed.

Departments Responsible:

**Curriculum and Instruction &
Information Technology Services**

Management Response:

This is in response to a recent audit identifying Special Education (SPED) students enrolled in half-day Pre-Kindergarten (Pre-K) programs who have been reported as meeting 1,650 contact minutes (full-time) in the *Pre-K Disabilities: 3-5* and *Pre-K: Other* courses. Students in half-day Pre-K programs must be reported as meeting 750 contact minutes (part-time).

Issue

Effective with the 2009-2010 school year, Full-Time Equivalent (FTE) Reporting mandated that Pre-K students be assigned to academic schedules. At the time the schedules were created, the subject code numbers used for the full-time SPED schedules were the same subject code numbers as those used for the part-time schedules. As a result, the state's computerized system automatically applied 1,650 minutes to the half-day schedules. The District receives 1 FTE for full-time students and ½ FTE for part-time students.

Response

Principals of the 36 affected schools were advised of the District's error via Weekly Briefing #7618 (attached)¹, dated March 12, 2010. The briefing provided instructions to be followed by principals in order to correct the number of minutes. Staff from the Office of Curriculum & Instruction is in the process of contacting all affected schools to verify that schedules have been corrected. Additionally, two new course numbers for the half-day programs have been created for the 2010-11 school year which will automatically apply the appropriate number of minutes for FTE Reporting.

¹ Auditor's Note: Refer to Weekly Briefing No. 7618 on Pages 115 and 116 of Appendix.

SCHOOL SITE IT SECURITY

14. IT Function At School Site Not Properly Monitored And Maintained *Madison Middle*

Weekly Briefing No. 3177 issued by Information Technology Services, was a reminder to school administration regarding access to system applications such as ISIS, PERS, MSAF and any system containing sensitive and/or confidential data. According to this reminder, staff that views or modifies information that is inappropriate for their function may be in violation of the Family Educational Rights and Privacy Act (FERPA) as well as the M-DCPS Network Security Standards. Regarding payroll approval, and pursuant to Chapter 3 of the *Payroll Processing Procedures Manual*, only administrative personnel should be designated to approve the payroll; while Weekly Briefing No. 1120 states that authorized personnel for changing grades are defined as the Principal, one Assistant Principal and the Registrar.

- 14.1. On December 14, 2009, we performed our Information Technology (IT) review to assess the condition of the IT school site function², and found that many of the required IT controls and practices were deficient. These issues were discussed with the administration for corrective action.

On March 2, 2010, we conducted an audit follow-up visit; and verified that the administration had reviewed staff access to system applications. During this review, the administration had revoked access to those employees identified during the initial audit visit who should not have been authorized to access system applications for approving the payroll or changing student grades. As part of this audit follow-up, we sampled system reports for the period of July 2009 to the present and verified that only administrative staff had in fact approved the payroll and/or changed student grades at this school.

- 14.2. Our initial visit revealed the presence of unsecured wireless access points (WAPs). Although the identified WAP had been appropriately configured on our subsequent visit, an additional unsecured rogue WAP was discovered in a data closet during a follow-up visit by ITS. The use of the WAP was immediately terminated.

The following are those deficiencies identified during our initial audit visit that remained uncorrected during the audit follow-up visit:

² 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.

- 14.3. Utilizing the District’s management tool (BigFix) in addition to physical inspections, we confirmed that several computers had not yet been corrected for the proper installation of District-required antivirus.
- 14.4. Randomly selected computers throughout the network still showed non-standard LOCAL ADMINISTRATOR accounts.
- 14.5. One of the connected and operational network servers (not being utilized on our initial visit) had yet to be placed into service as a data repository. A recent critical data loss event at this location is indicative that the school does not have an effective, centralized backup procedure.

RECOMMENDATIONS

- 14.1. In order to comply with the MDCPS Network Security Standards (NSS), all WAPs must have the broadcast feature disabled and strongest possible encryption protocols enabled. If the WAP is unable to meet minimum standards as described in section 4.2 of the NSS, the use of the WAP should be terminated.**
- 14.2. All computers should be reviewed to ensure the presence of District-mandated management software (*BigFix*) and antivirus (*SOPHOS*).**
- 14.3. Review all computers to ensure the removal of non-standard LOCAL ADMINISTRATOR accounts and that all accounts originate from within the DADESCHOOLS domain.**
- 14.4. Place server into use as soon as possible, utilizing centralized storage and routine backup processes to provide recourse in the event of data loss. In addition to providing recourse, this transition will relieve staff of this task.**

Person(s) Responsible: *Principal and School Based Technician*

Management Response:

A meeting was held with the School-Based Technician and Assistant Principal to review the audit findings, and to develop and implement a corrective plan of action and preventive strategies.

The Principal reviewed 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).

In order to ensure that the IT function at the school site is properly monitored and maintained and that the school is in compliance with Network Security Standards and all district technology directives, the Principal will initiate and conduct monthly self-

assessments utilizing the self-assessment tool “School Site IT Security Audit Assessment”. During the monthly self-assessment, the Principal will review Authorized Applications for Employees by Locations (Product Number T0802E0101) to ensure that all employees have appropriate and compliant access to all system applications. The School-Based Technician will complete the monthly self-assessment and the Principal and Assistant Principal will review and verify accuracy of the results of the self-assessment for compliance with NSS and district technology directives.

To comply with all MDCPS NSS, the School-Based Technician disabled the broadcast feature on all WAPS and enabled the strongest possible encryption protocol. The Principal or Assistant Principal assigned to oversee Technology will provide the wireless password to authorized staff once their computer has been assessed by the School Based-Technician for compliance with NSS and district technology directives. In addition, the School-Based Technician will change the wireless password every ninety (90) days to further maintain IT security.

To ensure the presence of District-mandated software on all computers, the School-Based Technician will provide the Principal with the BigFix and Sophos report on a weekly basis. The School-Based Technician is required to correct any deficiencies contained in the BigFix and/or Sophos Report within 48 hours. When the Computer Specialist needs assistance to correct the deficiency, a HEAT Ticket will be submitted and the School-Based Technician will follow up with ITS, if the school does not receive a response within one week of the HEAT Ticket request.

The School-Based Technician has removed all non-standard LOCAL ADMINISTRATOR accounts and has ensured that all accounts originate from within the DADESCHOOLS domain. During the monthly self-assessments, the School-Based Technician will review LOCAL ADMINISTRATOR accounts to ensure that accounts originate from within the DADESCHOOLS domain and the Assistant Principal will verify accuracy of the results of the self-assessment.

The School-Based Technician has established centralized storage and routine backup processes with profiles on the server for all administrators, teachers and staff members to provide recourse in the event of data loss. Teachers and staff will be trained during department meetings the week of April 26, 2010 on how to save their documents on the server.

Person(s) Responsible:

Region I Administration

Management Response:

- The Region Center I Business/Personnel Administrative Director will request a copy of the administrator’s signed RACF report on a monthly basis.

- The Region Center I Business/Personnel 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 Center I Business/Personnel 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 Center I Business/Personnel 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:

- Copies of school site administrators' signed RACF report will be forwarded District/School Operations on a monthly basis.
- The Region Center will submit documentation that a meeting was held with the principal to review in-house information Technology Security measures as delineated in M-DCPS Network Security Standards handbook.
- The Region Center will submit to District/School Operations documentation of the reviews conducted of the BigFix Console report on a monthly basis.
- District/School Operations will review and maintain on file a copy of the school's disaster recovery plan and back routine.

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 October 2009 survey period two (2).

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 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 school wide 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:

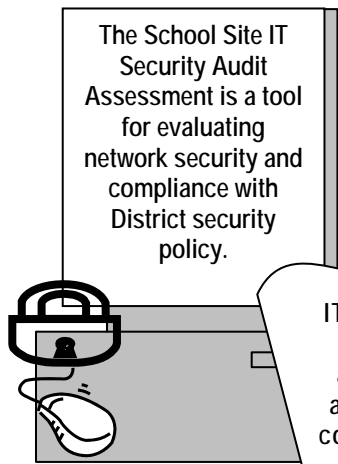
Survey Period No.	Time Period of Survey
1	July (Summer School only)
2	October
3	February
4	June (Summer School only)

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



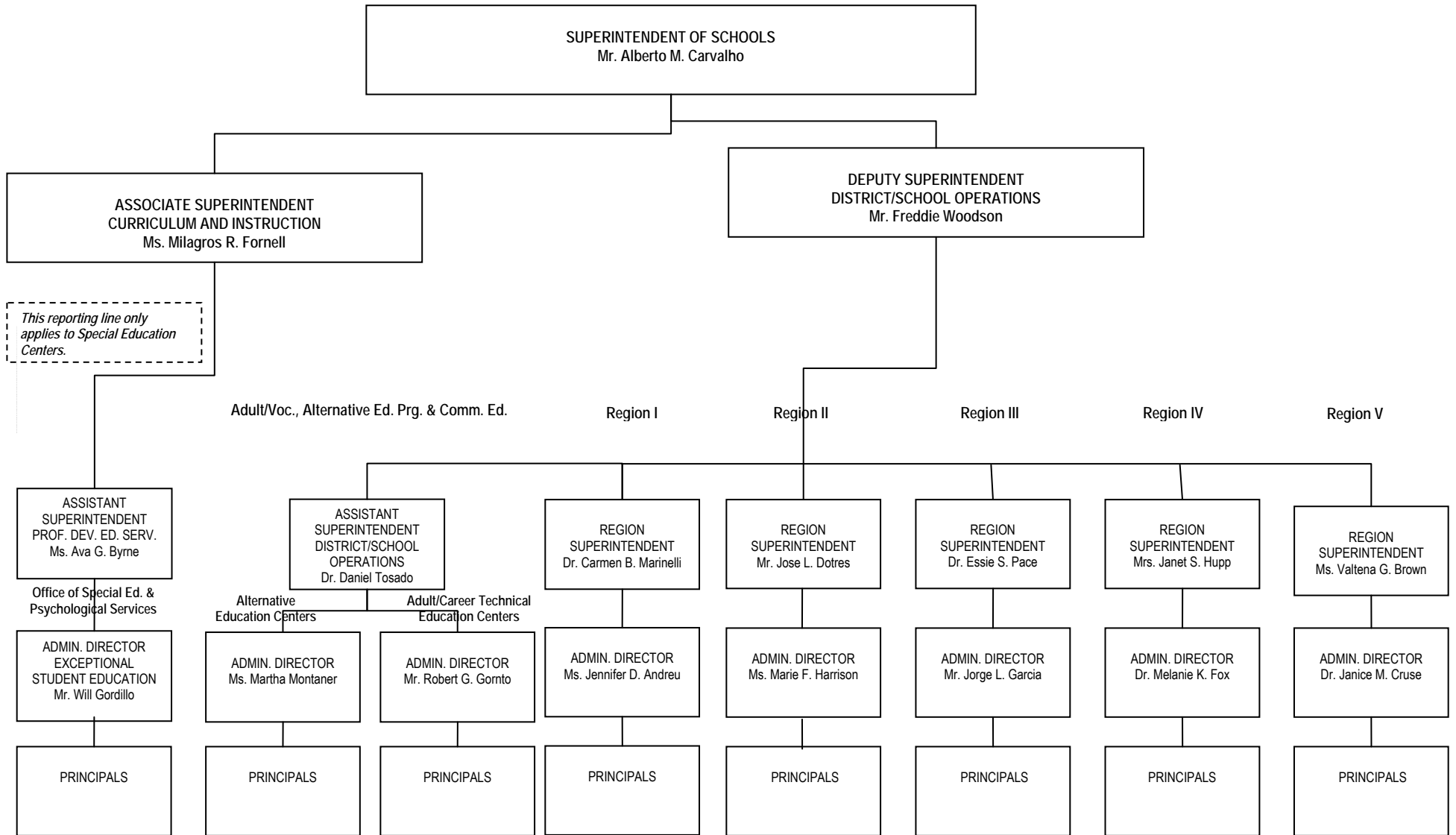
The School Site IT Security Audit Assessment is a tool for evaluating network security and compliance with District security policy.

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

April 16, 2010

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

FROM: John G. Schoeck, Principal
North Hialeah Elementary School

SUBJECT: NORTH HIALEAH ELEMENTARY SCHOOL AUDIT RESPONSE FOR THE 2008 - 09
FISCAL YEAR

The cited audit findings for the period of July 1, 2008 through June 30, 2009, have been carefully reviewed by the Principal. As a result, the Principal has established an action plan comprised of definite strategies to implement in order to prevent recurrence.

1.1 The school should refrain from further charging expenditures to this account until funds are replenished.

1.2 Administration and staff should review the Fund 9 replenishment procedures to ensure future compliance and the timely reimbursement of Fund 9 disbursements.

The Principal has thoroughly reviewed the findings cited in the Internal Funds Audit Report for the 2008 – 2009 fiscal year. The Principal replenished funds in the amount of \$ 1,932.03 in Fund 9 on March 11, 2010. Subsequently, a meeting was conducted with the Treasurer to review, develop and implement a corrective action plan and strategies to monitor and ensure future compliance with the timely reimbursement of Fund 9 disbursements.

During the meeting, the Principal reviewed Section III, Chapter 9 of the *Manual of Internal Fund Accounting*, which established the procedures for processing disbursements and the replenishment of the Instructional Materials and Supplies Fund 9 account. The Principal instructed the Treasurer to closely monitor the actual Fund 9 account to ensure that account replenishments are processed in a timely manner. The principal will verify the status of the account prior to signing disbursements.

The Principal also instructed the Treasurer to monitor and comply with the end-of-school year Fund 9 replenishment procedures and deadline due dates.

The Principal along with the Treasurer will attend and/or view all District supported Money Matters Support Program. The Principal will meet periodically with the Treasurer to review compliance with all procedures related to the replenishment of Fund 9 and all District weekly briefings relating to Internal Accounting end-of-school year procedures.

If there are any additional questions, please contact me at 305-685-8343.

KGS/smp

cc: Ms. Cynthia Gracia
Ms. Jennifer Andreu
Ms. Martha Montiel
Mr. Richard Vidal

APPENDIX-MANAGEMENT'S RESPONSE

M E M O R A N D U M

April 16, 2010

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

FROM: Sharon Gonzalez, Principal ✂
West Hialeah Gardens Elementary School

**SUBJECT: WEST HIALEAH GARDENS ELEMENTARY SCHOOL AUDIT
RESPONSE FOR THE 2008 – 09 FISCAL YEAR**

The cited audit findings for the period of July 1, 2008 through June 30, 2009 have been carefully reviewed by the Principal. As a result, the Principal has established action plans comprised of definite strategies to implement in order to prevent recurrence.

- 1. 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.**

The Principal will take an active role in monitoring the English Language Learners' (ELL) program in order to ensure accurate compliance with all requirements, guidelines, and procedures as delineated in the Division of Bilingual Education and World Languages *District ELL Plan 2008 – 2009* and *Procedures Manual 2005*.

The Principal has met and thoroughly reviewed the audit findings with the Assistant Principal, the ELL Chairperson, and the Registrar, specifically focusing on the areas of the deficiencies found by the Auditor.

The Principal established procedures and identified personnel to ensure compliance with the *District ELL Plan 2008 – 2009* that would carefully monitor and review all the elements to ensure compliance with requirements, guidelines and procedures. The procedures established include ensuring that copies of the Notice to Parents/Guardians of Limited English Proficient (LEP) Students (FM-6576) is placed in all ELL students' ESOL Program Record folder on an annual basis.

Additionally, all Oral Language Proficiency Scale forms will be reviewed and cross-checked with the information in ISIS to ensure that the date listed for the assessment matches the date posted in the computer.

APPENDIX-MANAGEMENT'S RESPONSE

All Home Language Surveys (FM-5196) will be checked for accuracy and completeness. For future registrations, the parent will be personally assisted by the registrar when completing this portion of the registration package.

An in-house review team consisting of the Principal, Assistant Principal, ELL Chairperson, Data Input Specialist, Registrar, and SPED Liaison was created. They will meet quarterly to perform mini-review, sampling a cross-section of the student cumulative folders ensuring compliance with requirements, guidelines, and procedures for ELL, SPED, and Gifted programs.

Implementing the recommendations listed above as it pertains to FTE and more specifically, the ELL program will create a better monitoring process at West Hialeah Gardens Elementary School. This should ensure the elimination of audit findings from recurring in the future.

If any further information is needed, please feel free to contact me. Thank you for your assistance and cooperation.

SG/smp

cc: Ms. Cynthia Gracia
Ms. Jennifer Andreu
Ms. Martha H. Montiel
Dr. Neraida Smith

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 19, 2010

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

FROM: Robin Atkins, Principal
Westview Middle School

SUBJECT: WESTVIEW MIDDLE SHOOAL AUDIT RESPONSE FOR THE FTE AUDIT 09-10
SURVEY PERIOD 02

The cited audit findings for the FTE audit is 09-10 Survey period 2 have been carefully reviewed by the Principal. As a result the Principal has established action plans comprised of definite strategies to implement in order to prevent recurrence.

- 1. 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, complete, and updated, and that all pertinent forms are completed and filed in folders immediately after information is entered into ISIS.**

We concur with these recommendations. On January 19, 2010, the Principal discussed the audit findings with the Assistant Principal, ESOL Teacher and Registrar, to ensure that staff understands and adheres to ESOL Program procedures. Additionally, the following preventive strategies have been developed in order to avoid exceptions with the ESOL Program record keeping and program implementation:

The Administrators will monitor the ESOL Program record keeping and all other program implementation procedures by conducting semi-annual internal reviews, (September and January respectively) utilizing the District's 2009-2010 Division of Bilingual Education and World Languages - English Language Learner Checklist. These internal reviews will ensure that copies of the Notice to Parents/Guardians of Limited English Proficient (LEP) Students and Home Language Surveys are filed in the LEP folder and all components properly completed.

Additionally, the FTE calendar will be monitored by the Administrators, ESOL teacher and Registrar in order to ensure that copies of each student's current schedule is printed and placed in the student's folder prior to FTE week.

There will also be a thorough review of the Monitoring Progress of Students with Six Semesters or More of Participation in ESOL (Report #T0511P45-01).

A calendar of meetings indicating that the LEP Committee has convened will be developed to ensure that the students' progress is being assessed after each semester.

If there are any additional questions, please contact me at (305) 685-2310.

RA/smp

cc: Ms. Jennifer Andreu
Ms. Cynthia Gracia
Ms. Martha Montiel
Mr. Richard Vidal

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 14, 2010

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

FROM: Luis Diaz, Principal ➤
American Senior High School

**SUBJECT: AMERICAN SENIOR HIGH SCHOOL AUDIT RESPONSE FOR THE
2008 - 09 FISCAL YEAR**

The cited audit findings for the period of July 1, 2008 through June 30, 2009 have been carefully reviewed by the Principal. As a result, the Principal has established action plans comprised of definite strategies to implement in order to prevent recurrence.

- 1. Review the Purchasing Credit Card Program guidelines with staff for awareness and understanding of the requirements; and strengthen the review over disbursements made with the credit card to ensure compliance with District policy.**

The following is a response to relevant findings in the school audit report of American Senior High School.

The Principal has thoroughly reviewed the findings cited in the school's audit report for the fiscal year related to the Purchasing Credit Card Program (P-Card). Subsequently, a meeting was conducted with the Assistant Principal, Treasurer and Purchasing Clerk to review, develop and implement a corrective plan of action and preventive strategies to ensure future compliance.

The Principal reviewed the Purchasing Credit Card Program Policies and Procedures Manual identifying items that are allowed to be charged to the P-Card as well as those that are prohibited. The main emphasis of this meeting was to review all rules and regulations related to split purchases. The Treasurer and Purchasing Clerk were instructed to process purchase orders through the appropriate district approval chain for any purchase that exceeds the \$1000.00 credit card transaction limit. The Principal emphasized that the P-Card is to be used for **emergency** purposes only. All future purchases will be reviewed by the Principal/Designee and signed for approval, prior to any orders being placed.

The Principal discussed the issue of receipts/invoices that are received for approved purchases. These receipts will only be signed by the individual designated to receive the merchandise (Treasurer or Purchasing Clerk) and filed by the School Treasurer. All orders received will be thoroughly reviewed to ensure that no discrepancies are prevalent.

APPENDIX-MANAGEMENT'S RESPONSE

The Principal will meet periodically with his Designee, Treasurer and Purchasing Clerk to review the P-Card activities. Any discrepancies to the guidelines instituted in this manual will be discussed and immediately corrected. The Principal will also request assistance, if necessary, from the appropriate district office for any questions or concerns.

If there are any additional questions, please contact me at (305) 558-8392.

LD/smp


cc: Ms. Cynthia Gracia
Ms. Jennifer Andreu
Ms. Martha Montiel
Dr. Neraida Smith

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 16, 2010
HHS/09-10/M#137
HHS 305/822-1500

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

FROM: Dr. Verena Cabrera, Principal
Hialeah Senior High School 

SUBJECT: HIALEAH SENIOR HIGH SCHOOL AUDIT RESPONSE FOR THE
2008-2009 FISCAL YEAR

The cited audit findings for the period of July 1, 2008 through June 30, 2009 have been carefully reviewed by the Principal. As a result the Principal has established action plans comprised of definite strategies to implement in order to prevent recurrence.

Inadequate Controls Over Property Inventory Result in Loss of Equipment

- 1.1 Devise and implement an effective action plan for the safeguarding of assets and the management of property, and designate staff to carry out the plan.**

Person(s) Responsible: Principal
Principal's Designee
SPED Chairperson
Microsystems Technician

Management Response:

In order to ensure accurate monitoring of property control records, the following corrective measures and preventive strategies have been instituted:

The Principal met with selected personnel and Principal's Designee and reviewed the Manual of Property Control Procedures focusing on procedures for accounting for property and a corrective action plan was developed. In addition, the Principal met with the SPED Department Chair to discuss the assignment of property to special education students.

- 1.2 Ensure that the entire school staff, especially those in charge of property management, understand and are fully aware of the procedures for accounting for safeguarding and maintaining control over property.**

APPENDIX-MANAGEMENT'S RESPONSE

Person(s) Responsible: Principal
Principal's Designee
Microsystems Technician

Management Response: In order to ensure accurate monitoring of property control records, the following corrective measures and preventive strategies have been instituted:

A meeting was held with all staff to discuss property control procedures. The Principal instructed all staff to properly safeguard property located in their work area. The staff was also instructed to immediately report any discrepancies as related to missing property to their Department Chair, 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. A Property Inventory Confirmation Form will be completed by all staff as part of Opening of Schools Procedures. In addition, an End-of-Year Property Inventory Confirmation Form will be completed by all staff.

1.3 Strengthen the monitoring and accounting of property, and conduct in-house property inventories periodically.

Person(s) Responsible: Principal
Principal's Designee
Department Chairperson
Microsystems Technician

Management Response: In order to ensure accurate monitoring of property control records, the following corrective measures and preventive strategies have been instituted

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 review, unaccounted items will result in an in-house investigation process throughout the building to locate the item in question.

Quarterly meetings will be held with the Principal, Assistant Principal and Department chair to review the in-house property review and discuss areas of concern that may need to be reviewed or adjusted.

1.4 Maintain complete documentation of property that is surveyed or taken off-campus. Regarding off-campus property, frequently monitor to ensure their existence.

Person(s) Responsible: Principal
Principal's Designee
Microsystems Technician

APPENDIX-MANAGEMENT'S RESPONSE

Management Response:

In order to ensure accurate monitoring of property control records, the following corrective measures and preventive strategies have been instituted:

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, (FM-2380). These forms will be verified during the quarterly in-house reviews and will be kept on file by the Principal.

Any discrepancies will be immediately addressed for proper follow up and corrective action.

- 1.5 Actively investigate property losses to determine cause, and revisit the action plan, as needed, to determine whether adjustments to the plans should be made.**

Person(s) Responsible: Principal
Principal's Designee

Management Response:

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

Principal will meet periodically with Principal's Designee to review property inventory and discuss areas of concern that may need to be reviewed or adjusted.

Inadequate Controls Over P.E. Uniform Sales Result in Revenue Losses

- 2.1 Implement controls over the sale of P.E. Uniforms, including the preparation, review and filing of Operating Statements.**

Person(s) Responsible: Principal
Principal's Designee
P.E. Department Head
Treasurer

Management Response:

In order to ensure accurate monitoring of the sale of P.E. Uniforms, the following corrective measures and preventive strategies have been instituted:

APPENDIX-MANAGEMENT'S RESPONSE

Principal has met with Principal's Designee, P.E. Department Head, and Treasurer to review, develop, and implement a corrective plan of action and preventive strategies to ensure future compliance in affected areas.

The sale of P.E. Uniforms will take place through the Treasurer's Office only.

Treasurer will maintain inventory records during the year, perform a year-end physical inventory of unsold merchandise, and complete an Inventory and Operating Statement (FM-0987) to summarize the revenues, expenses, and document the ending inventory of unsold merchandise.

Discuss procedures with staff for awareness and understanding of the requirements; and meet with sponsor on a periodic basis to discuss activity and review the financial transactions.

Person(s) Responsible: Principal
Principal's Designee
P.E. Department Head
Treasurer

Management Response:

In order to ensure accurate monitoring of the sale of P.E. Uniforms, the following corrective measures and preventive strategies have been instituted:

The Principal will meet with Principal's Designee, Physical Education Department Head, and Treasurer to discuss ordering, taking inventory, operating statement and procedures for the sale of P.E. uniforms. The Treasurer and Principal will review the inventory and operating statement (FM-0987) to ensure accuracy and verification of inventory and information presented on operating statement. Inventories of the P.E. uniforms will be conducted by PE teacher and treasurer at the beginning of the school year, mid-year and at the closing of the school year.

Principal will meet periodically with P.E. Department Head and Treasurer to ensure that guidelines are being adhered to. Any discrepancies will be addressed immediately.

Ensure that taxes are paid to the vendor or the Florida Department of Revenue.

Person(s) Responsible: Principal
Principal's Designee
Treasurer

Management Response:

In order to ensure accurate monitoring of the sale of P.E. Uniforms, the following

APPENDIX-MANAGEMENT'S RESPONSE

corrective measures and preventive strategies have been instituted:

In compliance with Section IV, Chapter 9 of the Manual of Internal Fund Accounting, Treasurer will ensure that sales tax is paid on P.E. Uniform purchases. Sales tax will be paid to the vendor or Florida Department of Revenue.

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

For further information regarding this response, please contact Dr. Verena Cabrera, Principal, Hialeah Senior High School, at (305)822-1500.

CM:VC/mt

cc: Ms. Cynthia Gracia
Ms. Jennifer Andreu
Ms. Martha Montiel
Mr. Richard Vidal

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 22, 2010

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

FROM: Christopher J. Shinn, Principal *CJS*
Hialeah-Miami Lakes Senior High School

**SUBJECT: HIALEAH-MIAMI LAKES SENIOR HIGH SCHOOL AUDIT
RESPONSE FOR THE 2008 - 2009 FISCAL YEAR**

The cited audit findings for the period of July 1, 2008 through June 30, 2009 have been carefully reviewed by the Principal. As a result, the Principal has established action plans comprised of definite strategies to implement in order to prevent recurrence.

1. Strengthen controls over the safeguarding of athletic tickets.

The following corrective actions are in place to strengthen controls over athletic tickets and ensure no recurrence of audit exception:

The Principal has thoroughly reviewed and discussed the school audit finding pertaining to inadequate controls over athletic tickets inventory with appropriate personnel to include the Athletic Director, Assistant Athletic Director, and Business Manager.

All tickets will be secured in a cabinet located in the athletic office. Only Athletic Staff will have keys and/or access to this cabinet. In the event the athletic staff has to be relocated, the secure storage cabinet will be relocated as well.

Tickets will be immediately returned to the cabinet for storage and safety at the conclusion of athletic events.

Only a select number of ticket sellers will be utilized at events in order to minimize discrepancies.

An inventory will be completed at the conclusion of each athletic season and reviewed with the Principal.

If there are any additional questions, please contact me at 305-823-4092.

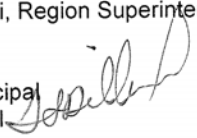
cc: Ms. Cynthia Gracia
Ms. Jennifer Andreu
Ms. Martha Montiel
Mr. Richard Vidal

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 22, 2010

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

FROM: Dr. Tonya Dillard, Principal
Madison Middle School 

SUBJECT: MADISON MIDDLE SCHOOL AUDIT RESPONSE FOR THE 2008 –
2009 FISCAL YEAR

The cited audit findings for the period of July 1, 2008 through June 30, 2009 have been carefully reviewed by the Principal. As a result, the Principal has established action plans comprised of definite strategies to implement in order to prevent recurrence.

- 1.1 In order to comply with the MDCPS Network Security Standards (NSS), all Wireless Access Points (WAPS) must have the broadcast feature disabled and strongest possible encryption protocols enabled. If the WAP is unable to meet minimum standards as described in section 4.2 of the NSS, the use of the WAP should be terminated.
- 1.2 All computers should be reviewed to ensure the presence of District-mandated management software (BigFix) and antivirus (SOPHOS)
- 1.3 Review all computers to ensure the removal of non-standard LOCAL ADMINISTRATOR accounts and that all accounts originate from within the DADESCHOOLS domain.
- 1.4 Place server into use as soon as possible, utilizing centralized storage and routine backup processes to provide recourse in the event of data loss. In addition to providing recourse, this transition will relieve staff of this task.

A meeting was held with the School-Based Technician and Assistant Principal to review the audit findings, and to develop and implement a corrective plan of action and preventive strategies.

The Principal reviewed 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).

In order to ensure that the IT function at the school site is properly monitored and maintained and that the school is in compliance with Network Security Standards and all district technology directives, the Principal will initiate and conduct monthly self-assessments utilizing the self-assessment tool "School Site IT Security Audit Assessment". During each monthly self-assessment, the Principal will review

APPENDIX-MANAGEMENT'S RESPONSE

Authorized Applications for Employees by Locations (Product Number T0802E0101) to ensure that all employees have appropriate and compliant access to all system applications. The School-Based Technician will complete the monthly self-assessment and the Principal and Assistant Principal will review and verify accuracy of the results of the self-assessment for compliance with NSS and district technology directives.

To comply with all MDCPS NSS, the School-Based Technician disabled the broadcast feature on all WAPS and enabled the strongest possible encryption protocol. The Principal or Assistant Principal assigned to oversee Technology will provide the wireless password to authorized staff once their computer has been assessed by the School Based-Technician for compliance with NSS and district technology directives. In addition, the School-Based Technician will change the wireless password every ninety (90) days to further maintain IT security.

To ensure the presence of District-mandated software on all computers, the School-Based Technician will provide the Principal with the BigFix and Sophos report on a weekly basis. The School-Based Technician is required to correct any deficiencies contained in the BigFix and/or Sophos Report within 48 hours. When the Computer Specialist needs assistance to correct the deficiency, a HEAT Ticket will be submitted and the School-Based Technician will follow up with ITS, if the school does not receive a response within one week of the HEAT Ticket request.

The School-Based Technician has removed all non-standard LOCAL ADMINISTRATOR accounts and has ensured that all accounts originate from within the DADESCHOOLS domain. During each monthly self-assessment, the School-Based Technician will review LOCAL ADMINISTRATOR accounts to ensure that accounts originate from within the DADESCHOOLS domain and the Assistant Principal will verify accuracy of the results of the self-assessment.

The School-Based Technician has established centralized storage and routine backup processes with profiles on the server for all administrators, teachers and staff members to provide recourse in the event of data loss. Teachers and staff will be trained during department meetings the week of April 26, 2010 on how to save their documents on the server.

If additional information is needed, I can be reached at 305-836-2610.

TD/smp

cc: Ms. Cynthia Gracia
Ms. Jennifer Andreu
Ms. Martha Montiel
Mr. Richard Vidal

APPENDIX-MANAGEMENT'S RESPONSE

M E M O R A N D U M

April 21, 2010

TO: Mr. Jose L. Dotres, Region Superintendent
Region Center II

FROM: Kathleen John-Louissaint, Principal
Morningside Elementary School

SUBJECT: MORNINGSIDE ELEMENTARY SCHOOL AUDIT RESPONSE FOR THE 2008-2009 FISCAL YEAR

The following is submitted in response to the relevant findings in the school internal audit report conducted for the July 1, 2008 through June 30, 2009 fiscal period.

INADEQUATE CONTROLS OVER DISBURSEMENTS

- 1.1 Discuss the procedures with staff for understanding and awareness of the requirements.**
- 1.2 Strengthen controls over the disbursements function to ensure that disbursements documentation is complete, appropriate, and filed.**

In order to prevent the reoccurrence of similar conditions and to ensure strict compliance to district procedures as outlined in the Manual of Internal Fund Accounting, the following corrective and preventative measures will ensue:

The Principal met with the Assistant Principal, School Treasurer and Clerical Staff and reviewed Section II, Chapter 4 and 5 of the Manual of Internal Fund Accounting, regarding policies and procedures for making authorized purchases and maintaining proper accountability and documentation for audit purpose in order to ensure that all purchases are made and received as stipulated in the document.

Additionally, the Principal met with grade levels in small groups and reviewed field trip monetary collection procedures and timelines for collection. The Principal emphasized that funds would not be collected after the established deadline.

The Principal created A *Purchase Order Requisition Log* and will be maintained by the Secretary/Treasurer with documentation, which will be presented to the Principal prior to securing Principal's signature for funds disbursement. Furthermore, the Principal instructed the Assistant Principal to be the first level of review and ensure that disbursements have proper documentation; completed check requisition form, purchase order, original invoice/receipt is stamped "goods received" signed and dated prior to signing the check. The Principal will review the *Purchase Order Log* and documentation on a monthly basis.

The Principal directed Secretary/Treasurer not to collect field trip funds from staff after the established collection deadline.

- 1.3 Contact Vendors to correct any overpayments/underpayments and remit sales tax to vendor or to Florida's Department of Revenue**

The Principal instructed the Secretary/Treasurer, Assistant Principal and Lead Teacher to secure at least three quotes in writing for any purchase that is made over \$999.99. The quotes will be reviewed with the Principal and filed with the requisition.

The Principal instructed the Secretary/Treasurer to present the three bids for any purchase made over \$999.99 prior to signing the check.

APPENDIX-MANAGEMENT'S RESPONSE

The Principal contacted vendor on April 19, 2010 in order to request an original invoice for t-shirts reflecting the \$85.26 sales tax that was previously not paid. A check in the amount of \$85.26 tax was remitted to the vendor on April 20, 2010.

The Principal contacted the vendor on April 21, 2010 in order to secure a \$38.00 refund that was due as a result of students who did not attend a field trip to Miami Metro Zoo. The Principal will monitor to ensure that funds are received, deposited and are immediately refunded to affected students.

Should you require additional information, please call me at 305-758-6741.

cc: Ms. Marie Harrison, Administrative Director
Ms. Lourdes Gimenez, Administrative Director

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 21, 2010

TO: Mr. Jose L. Dotres, Region Superintendent
Region II

FROM: Karen Powers, Principal *K.P.*
Norland Elementary School

SUBJECT: NORLAND ELEMENTARY SCHOOL AUDIT RESPONSE TO FOR THE
2008-2009 FISCAL YEAR

The following is submitted in response to the Internal Audit Report of Norland Elementary School for the period of July 1, 2008 through June 30, 2009. As a result, corrective and preventive measures have been implemented.

- 1.1 Review the disbursement function with staff to ensure awareness and understanding of those procedures related to the P-Card and the Fund-9 account.
- 1.2 Strengthen the oversight over the disbursement function, including credit card activity to ensure compliance with the guidelines and the timeliness of payments.
- 1.3 Ensure that payments approved with the P-Card are not being paid through Internal Funds and vice versa.

This Principal has met with the Assistant Principal and Treasurer to review Section II, Chapter 5 Expenditures/Disbursements, and Section III, Chapter 9 Instructional Materials and Educational Support (Fund 9) Program in the Manual of Internal Funds Accounting. Additionally, the Principal met with the Assistant Principal and Treasurer to discuss the Purchasing Credit Card Program Policies & Procedures Manual.

Internal controls have been established to insure that all P-Card purchases are reviewed and pre-approved, utilizing the Purchasing Card Purchase Authorization Form (FM-5707). Additionally, the Principal created and implemented a P-Card Log as an Internal Control mechanism. The Treasurer will list all approved P-Card purchases, invoice number, Vendor, Date of Payment Due and Date of Payment. The Principal will utilize this log will be compared to the monthly statement to ensure that all payments have been satisfied in a timely manner. All Purchasing Card Purchase Authorization forms (FM 5707) will continue to be kept in a file for the purpose of the end of month reconciliation.

On a weekly basis, the Principal will meet with the Treasurer to discuss pending disbursements to ensure they are paid on a judicious manner utilizing appropriate funding sources.

The checking account balance will be monitored the week before the closing of the month to ensure there are sufficient funds to pay outstanding disbursements and that vendors are paid through the correct accounts on a timely basis.

APPENDIX-MANAGEMENT'S RESPONSE

An Internal Funds Purchase Order Log will be reviewed by the Principal to verify that each PO recorded matches the contents of the original invoice and are paid in a timely manner. The Principal will monitor the Fund 9 account to ensure replenishment on a timely basis

If you need additional information, please feel free to contact me at (305) 652-6140.


Cc: Ms. Marie Harrison
Dr. Kamela Patton

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 20, 2010

TO: Mr. Jose Dotes, Regional Superintendent
Region Center 2

FROM: Arnold R. Montgomery, Principal
Andover Middle School 

SUBJECT: ANDOVER MIDDLE SCHOOL AUDIT RESPONSE FOR THE 2008-2009 FISCAL YEAR

The following is a response to relevant findings in the school audit report of Andover Middle School for July 1, 2008 through June 30, 2009.

- 1. Ensure that all SPED folders contain current IEP/EP's and Matrix of Services forms which have been properly completed, reviewed, signed and updated.**

In order to prevent the recurrence of similar conditions in future audits and to ensure that strict compliance is maintained with policies and procedures regarding the maintaining of Special Education student records, the following corrective measures and preventive strategies have been implemented.

The Principal, Assistant Principal, SPED Chairperson and Registrar reviewed the Local Education Agency Implementation Guide (LEA), the Education's Matrix of Services Handbook and The Matrix of Services form (FM-5582). All procedures for matrix documentation, page 34 of the LEA handbook, were reviewed, underlined, photocopied and distributed for signature acknowledgement. In addition, all SPED teachers received a copy of the LEA handbook to prevent any other audit discrepancies.

The principal met with the Registrar and SPED Chairperson and authorized a review of all incoming and existing SPED cumulative student records for required signatures, accuracy of matrix input and proper IEP/EP documentation. The registrar and SPED Chairperson will ensure that the PF17 screen correlates with the matrix score as indicated on the Matrix of Services form and create a checklist to confirm that SPED cumulative folders have been reviewed. The principal will randomly select SPED folders and cross-reference with the checklist to ensure that compliance with procedures have been followed.

The Principal has established a procedure to conduct quarterly mini-reviews of Special Education cumulative folders to insure compliance. The Principal, Assistant Principal, SPED Chairperson and registrar will utilize FM 7069 for SPED and the Gifted-FTE Pre-Audit checklist to ensure full compliance.

The principal will schedule the SPED Chairperson to regularly visit existing Profoundly Mentally Handicapped (PMH) units in Region 2 schools to review matrix and IEP/EP monitoring procedures. A journal will be utilized to record effective matrix and IEP/EP monitoring practices. The Principal, Assistant Principal, SPED Chairperson and Registrar will attend all LEA compliance, Matrix of Service and IEP workshops/trainings as scheduled by the region/district. This will provide required training to assure compliance with SPED related issues.

APPENDIX-MANAGEMENT'S RESPONSE

The Principal will request additional collaboration from District and Region SPED personnel to bi-annually review samples of school site SPED/Gifted cumulative folders. The Assistant Principal, SPED Chairperson and Registrar will address discrepancies, if any, before scheduled audit reviews.

The Principal, in conjunction with District and Region SPED supervisors will establish a communication network to expeditiously answer any future questions or concerns regarding SPED/Gifted issues.

If you have any additional questions, please contact me directly at (305) 654-2727.


Cc: Ms. Marie F. Harrison
Dr. Kamela Patton

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 19, 2010

TO: Mr. Jose L. Dotres, Region Superintendent
Region II

FROM: Dawn M. Baglos, Principal 
Highland Oaks Middle School

SUBJECT: HIGHLAND OAKS MIDDLE SCHOOL AUDIT RESPONSE FOR THE
2008-2009 FISCAL YEAR

The following is a response to the findings in the Audit Report for Highland Oaks Middle School for the period of July 1, 2008 through June 30, 2009.

1.1 Monitor checkbook balance on a daily basis, and ensure that sufficient funds are available in the checking account before authorizing any disbursements.

The principal reviewed Section II, Chapters 1 and 5 of the *Manual of Internal Fund Accounting* regarding the procedures for checking account balances and Monthly and Fiscal Year-end Closing Procedures with the school's treasurer.

The principal developed a systematic process for monitoring the checkbook balance. The principal has directed the treasurer to print the Available Funds by Object (-06) screen on a daily basis to be compared against the daily balance on the check stubs and maintain a log. The principal will monitor the expenditures by comparing the checkbook balance and the print out of Available Funds by Object screen on a weekly basis. The principal will ensure that sufficient funds are available prior to signing disbursements.

2.1 Ensure that all SPED folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed and updated.

2.2 Funding Levels allocated to students 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.

The principal reviewed the *Local Education Agency (LEA) Implementation Guide* and the *State of Florida, Department of Education's Matrix of Services Handbook* requirements with the assistant principal, the LEA chairperson, and the registrar to ensure strict adherence to the established procedures for the maintenance of SPED folders.

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

APPENDIX-MANAGEMENT'S RESPONSE

The assistant principal, the program specialist, 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 Record Checklist (FM-7069) at every IEP meeting.

The principal instructed the program specialist to generate a list of all SPED students who will become 14 years of age or older during the school year and distribute to all SPED teachers at the beginning of the year with a reminder that all students whose names appear on the list must be invited to all IEP meetings. The assistant principal will monitor that each student has been added to the notification of meeting prior to the notification form being sent.

At every IEP Review and Initial Staffing, the LEA will complete and sign the SPED Program Standards Review (FM-7069). The form will be submitted to the principal or designee for review after each IEP Review and Initial Staffing.

The principal instructed the registrar and program specialist to review all incoming cumulative folders for accuracy and appropriate documentation using (FM-7069) and ensure that all information on the PF17 screen in the Integrated Student Information System (ISIS) correlates with the information printed on the IEP and the Matrix of Services.

The assistant principal, LEA, and SPED department chairperson will work with all other SPED teachers to complete quarterly reviews of all cumulative folders using the SPED Record Checklist (FM-7069) with specific attention given to Matrix of Services forms with levels of 254 or 255.

The LEA will review the SPED Services Data Sheet at each IEP Review and Initial Staffing and forward it to the registrar for recording accuracy, particularly as it relates to the Matrix of Services Domain Rating. The registrar will ensure that all information is entered correctly into the Integrated Student information System (ISIS) and a hard copy is kept for reference.

The principal will be notified in writing of any missing or noncompliant records. The principal will make every effort to locate the missing documentation and ensure that all non-compliant records have been corrected.

The principal will conduct mini-reviews in September, January, and May utilizing the SPED Record Checklist (FM-7069).

For further information regarding this response, please contact, Dawn M. Baglos, Principal of Highland Oaks Middle School, at 305-932-3810.

CC: Mr. Paul J. Greenfield
Ms. Marie F. Harrison

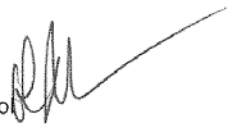
APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 19, 2010

TO: Dr. Carmen Marinelli, Region Superintendent
Region I

FROM: Douglas Rodriguez, Principal
Miami Central Senior High School

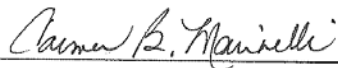


SUBJECT: PLANT SECURITY REPORT

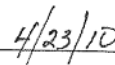
Miami Central Senior High School has been going through an extensive construction and demolition project over the past year. As a result, the school was forced to store a number of property controlled items in its old cafeteria. These items were scheduled to be surveyed out and were stored in an area that we felt was secure. Due to the demolition, the security alarm was cut in that area and a break in occurred.

The total value of the items that were stolen was \$139,860. While this is a large amount it does represent items that were no longer used and considered obsolete. We are currently in the process of surveying out all of the old and obsolete equipment. In addition, a request was made to the construction department to have a private guard placed on site until construction and demolition has been concluded. This was approved and a guard is currently in place.

Should you have any additional concerns or questions please contact my office. Thank you in advance for your support in this matter.



Reviewed, Dr. Carmen Marinelli



Date


cc: Martha Montiel

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 22, 2010

To: Mr. Jose L. Dotres, Regional Superintendent
Region II

From: Dr. Derick McKoy, Principal 
Miami Norland Senior High School

SUBJECT: THEFT OF PROPERTY – PLANT SECURITY

During the 2009-2010 school year, breaches in security at Miami Norland Senior High School have resulted in the theft of 18 Apple desktop computers. The total cost of these computers is \$22,117.00 and the depreciated value is \$13,473.00. The computers may have been stolen during the evening when there is no security on campus.

Below are some of the corrective measures taken to prevent additional loss of property:

- The school conducts bi-annual internal property audits.
- Computers are now stored in a more restrictive access.
- The computer storage room is being re-keyed with only two keys created.
- The principal is in possession of both keys. The spare key will remain in a secure location.

Should you require additional information, please contact me directly at 305-653-2287.

Cc: Dr. Daniel Tosado
Ms. Marie Harrison
Mr. Paul Greenfield

APPENDIX-MANAGEMENT'S RESPONSE



MEMORANDUM

April 23, 2010
CBM#035/2009-2010
(305)687-6565

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

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

SUBJECT: RESPONSES TO AUDIT REPORT OF REGION CENTER I SCHOOLS

Please find the attached responses to the audit reports of American Senior High School, Hialeah Senior High School, Hialeah-Miami Lakes Senior High School, Madison Middle School, Westview Middle School, North Hialeah Elementary School, and West Hialeah Gardens Elementary School.

Region I 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:

AMERICAN SENIOR HIGH SCHOOL

Purchasing Credit Card (P-Card) Charges Not Compliant With Transaction Limits and Documentation Requirements

1.1 **Review the Purchasing Credit Card Program guidelines with staff for awareness and understanding of the requirements; and strengthen the review over disbursements made with the credit card to ensure compliance with District policy.**

- The Region Center I Business/Personnel Administrative Director will conduct bi-monthly site-reviews to ensure compliance with all guidelines found in the Purchasing Credit Card Program Policies and Procedures Manual.

HIALEAH SENIOR HIGH SCHOOL

Inadequate Controls Over Property Inventory Result in Loss of Equipment

1.1 **Devise and implement an effective action plan for the safeguarding of assets and the management of property, and designate staff to carry out the plan.**

APPENDIX-MANAGEMENT'S RESPONSE

- 1.2 **Ensure that the entire school staff, especially those in charge of property management, understand and are fully aware of the procedures for accounting for safeguarding and maintaining control over property.**
- 1.3 **Strengthen the monitoring and accounting of property, and conduct in-house property inventories periodically.**
 - The Principal will identify location of all property and conduct quarterly property inventories. Results of these property inventories will be submitted to the Region Center I Business/Personnel Administrative Director for review.
- 1.4 **Maintain complete documentation of property that is surveyed or taken off-campus. Regarding off-campus property, frequently monitor to ensure their existence.**
 - The Region Center I Business/Personnel Administrative Director will monitor documentation supporting property items temporarily used Off-campus (Approval for Off-Campus Use of School Property [FM-2380]) or transferred to other locations (Outgoing Controlled equipment [FM-1670]) to ensure compliance with District Guidelines.
- 1.5 **Actively investigate property losses to determine cause, and revisit the action plan, as needed, to determine whether adjustments to the plans should be made.**
 - The Region Center I Business/Personnel Administrative Director will ensure that the appropriate procedures are followed and that a copy of the Plant Security Report [FM-0366] is on file at the Region.

Inadequate Controls Over P.E. Uniform Sales Result in Revenue Losses

- 2.1 **Implement controls over the sale of P.E. Uniforms, including the preparation, review and filing of Operating Statements.**
- 2.2 **Discuss procedures with staff for awareness and understanding of the requirements; and meet with sponsor on a periodic basis to discuss activity and review the financial transactions.**
 - The Principal will submit the Inventory and Operating Statement Form [FM-0987] for P.E. uniforms on a quarterly basis to the Region Center I Business/Personnel Administrative Director for review.
- 2.3 **Ensure that taxes are paid to the vendor or the Florida Department of Revenue.**
 - The Region Center I Business/Personnel Administrative Director will conduct a site review to ensure compliance with Section IV, Chapter 9, of the *Manual of Internal Fund Accounting* ensuring that sales tax is paid to the vendor or Florida Department of Revenue.

APPENDIX-MANAGEMENT'S RESPONSE

HIALEAH-MIAMI LAKES SENIOR HIGH SCHOOL

Inadequate Controls over Athletic Tickets Inventory

1. **Strengthen controls over the safeguarding of athletic tickets.**
 - The Region Center I Business/Personnel Administrative Director will monitor Internal Funds Procedures related to Athletic Tickets Inventory at the conclusion of each athletic season to ensure the safeguarding of athletic tickets.

MADISON MIDDLE SCHOOL

IT Function at School Site Not Properly Monitored and Maintained

- 1.1 **In order to comply with the MDCPS Network Security Standards (NSS), all Wireless Access Points (WAPS) must have the broadcast feature disabled and strongest possible encryption protocols enabled. If the WAP is unable to meet minimum standards as described in section 4.2 of the NSS, the use of the WAP should be terminated.**
- 1.2 **All computers should be reviewed to ensure the presence of District-mandated management software (BigFix) and antivirus (SOPHOS)**
- 1.3 **Review all computers to ensure the removal of non-standard LOCAL ADMINISTRATOR accounts and that all accounts originate from within the DADESCHOOLS domain.**
- 1.4 **Place server into use as soon as possible, utilizing centralized storage and routine backup processes to provide recourse in the event of data loss. In addition to providing recourse, this transition will relieve staff of this task.**
 - The Region Center I Business/Personnel Administrative Director will request a copy of the administrator's signed RACF report on a monthly basis.
 - The Region Center I Business/Personnel 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 Center I Business/Personnel 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 Center I Business/Personnel 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.

APPENDIX-MANAGEMENT'S RESPONSE

WESTVIEW 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 non-compliance issues regarding ESOL criteria, ESOL staff and administration should review ESOL Program Record Folders to make certain that the information is accurate, complete, and updated, and that all pertinent forms are completed and filed in folders immediately after information is entered into ISIS.
 - The Region Center I Business/Personnel Administrative Director will solicit assistance from the Office of Bilingual Education and World Languages to conduct mini-reviews each semester for compliance in selected areas of the ELL Program
 - Results from the District's mini-reviews will be submitted to the Region Center I Business/Personnel Administrative Director. Discrepancies will be discussed with the Principal and corrections will be made accordingly.
 - The affected Principal will be required to attend the FTE training when offered by the District.

NORTH HIALEAH ELEMENTARY SCHOOL

Inadequate Controls Over Instructional Materials and Supplies (Fund 9) Disbursement

- 1.1 The school should refrain from further charging expenditures to this account until funds are replenished.
- 1.2 Administration and staff should review the Fund 9 replenishment procedures to ensure future compliance and the timely reimbursement of Fund 9 disbursements.
 - The Region Center I Business/Personnel Administrative Director ensured that the Principal replenished funds in the amount of \$1,932.03 in Fund 9.
 - The Region Center I Business/Personnel Administrative Director will monitor Fund 9 reconciliation worksheets on a monthly basis to ensure that Fund 9 replenishments are initiated in a timely manner.

WEST HIALEAH GARDENS ELEMENTARY SCHOOL

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

APPENDIX-MANAGEMENT'S RESPONSE

1. **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.**
 - The Region Center I Business/Personnel Administrative Director will solicit assistance from the Office of Bilingual Education and World Languages to conduct mini-reviews each semester for compliance in selected areas of the ELL Program
 - Results from the District's mini-reviews will be submitted to the Region Center I Business/Personnel Administrative Director. Discrepancies will be discussed with the Principal and corrections will be made accordingly.
 - The affected Principal will be required to attend the FTE training when offered by the District.

The affected principals will participate effective immediately, in the District's mandatory Money Matters Support Program. Additionally, the affected Principals 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.

If you need additional information, please contact me at (305)687-6565. Thank you for your continued support and assistance.

CBM/smp
Attachments

cc: Dr. Daniel Tosado
Ms. Cynthia Gracia
Ms. Martha Montiel

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 26, 2010
JLD#100/2009-10
305-523-0901

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

FROM: Jose L. Dotres, Region Superintendent
Region Center II



SUBJECT: RESPONSES TO AUDIT REPORT OF REGION CENTER II SCHOOLS

Please find attached the responses to the audit finding for the 2008-2009 fiscal year for Andover Middle School, Highland Oaks Middle School, Morningside Elementary School and Norland Elementary School. Region Center II has reviewed the exceptions cited. The following support activities will be implemented at the Region level.

Andover Middle School

1. Discrepancies in Special Education Student Records Resulted in FTE Funding Disallowances

1.1 Ensure that all SPED folders contain current IEP/EPs and Matrix of Services forms which have been properly completed, reviewed, signed and updated.

The Region Center II Business/Personnel Administrative Director will solicit assistance from the Division of Special Education as well as the Region's SPED Supervisor and the Region's Business Management Review Team (BMRT) to conduct mini-reviews each semester for compliance in selected areas of the SPED program.

Results from the District and Region mini-reviews will be submitted to the Region Center II Business/Personnel Administrative Director for review and discussion with the Principal. All necessary corrections will be made accordingly.

School staff will utilize a records review checklist, developed by the Region, to ensure that cumulative folders and SPED/IEP folders are carefully reviewed for compliance upon entry.

Highland Oaks Middle School

1.1 Monitor checkbook balance on a daily basis and ensure that sufficient funds are available in the checking account before authorizing any disbursements

The Principal and Region Center II Business/Personnel Administrative Director developed a systematic process in which the treasurer prints the *Available Funds By Object (06)* screen daily, meets with the principal to compare it to the actual balance of the checkbook and then records the findings on a log.

APPENDIX-MANAGEMENT'S RESPONSE

The Region Center II Business/Personnel Administrative Director instructed the principal to submit the log matching the *Available Funds By Object* screen to the checkbook balance on a monthly basis for review.

- 2.1 **Ensure that all SPED folders contain current IEP/EPs and Matrix Services forms which have been properly completed, reviewed and updated.**
- 2.2 **Funding levels allocated to students should be properly supported by a Matrix of Services from 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.**

The Region Center II Business/Personnel Administrative Director will solicit assistance from the Division of Special Education as well as the *Region's Business Management Review Team (BMRT)* to conduct mini-reviews each semester for compliance in selected areas of the SPED program.

Results from the District and Region mini-reviews will be submitted to the Region Center II Business/Personnel Administrative Director for review and discussion with the Principal. All necessary corrections will be made accordingly.

School staff will utilize a records review checklist, developed by the Region, to ensure that cumulative folders and SPED/IEP folders are carefully reviewed for compliance upon entry.

Morningside Elementary School

- 1.1 **Discuss the procedures with staff for understanding and awareness of the requirements.**
- 1.2 **Strengthen controls over the disbursement function to ensure that disbursement documentation is complete, appropriate, and filed.**
- 1.3 **Contact vendors to correct any overpayments/underpayments, and remit sales tax to vendor or to Florida's Department of Revenue.**

The Region Center II Business/Personnel Administrative Director and the Principal established a systematic plan for the Principal to implement and monitor after review with affected staff. Additionally, this plan encompasses tracking a purchase from its initiation through its completion of payment including monitoring of disbursement function and documentation related to the P-Card, Internal Funds, and Fund 9 accounts as well as guidelines for timelines of payment.

The Region Center II Business/Personnel Administrative Director will conduct on-site mini-reviews each quarter to ensure that all purchases are made in accordance with district policies. Additionally, 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.

APPENDIX-MANAGEMENT'S RESPONSE

Norland Elementary School

- 1.1 **Review the disbursement function with staff to ensure awareness and understanding of those procedures related to the P-Card and Fund 9 Account.**
- 1.2 **Strengthen the oversight over the disbursement function, including credit card activity to ensure compliance with the guidelines and timeliness of payment.**
- 1.3 **Ensure that payments approved with the P-Card are not being paid through Internal Funds and vice versa.**

The Region Center II Business/Personnel Administrative Director and the Principal established an organized plan for the Principal to implement and monitor after review with affected staff. This plan encompasses tracking a purchase from its initiation through its completion of payment including monitoring of disbursement function and documentation related to the P-Card, Internal Funds, and Fund 9 accounts as well as guidelines for timelines of payment.

The Region Center II Business/Personnel Administrative Director will conduct on-site mini-reviews each quarter to ensure that all purchases are made in accordance with district policies. Additionally, 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.

Should you need additional information, please contact me a (305) 523-0901.
JLD/MFH/mm

Attachments

cc: Dr. Daniel Tosado
Ms. Cynthia Gracia
Ms. Marie F. Harrison

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 30, 2010

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

FROM: Freddie Woodson, Deputy Superintendent
District/School Operations

SUBJECT: SELECTED REGION I AND REGION II SCHOOLS AUDIT EXCEPTIONS FOR THE 2008-2009 FISCAL YEAR

District/School Operations has reviewed the audit exceptions cited for selected Region I and Region II schools with audit findings for the 2008-2009 fiscal year. The following support activities will be implemented at the District level:

REGION I

American Senior High School

- District/School Operations will review the results of the bi-monthly Region site-reviews to ensure compliance with all guidelines found in the Purchasing Credit Card Program Policies and Procedures Manual.

Hialeah Senior High School

- All quarterly property inventories once conducted and submitted by the Principal to the Region Center, will be forwarded to District/School Operations for final review.
- District/School Operations collaboratively with the Region Center will schedule the removal of all obsolete and excessive equipment through the appropriate District office.
- Copies of all Plant Security Report (FM-0366) will be forwarded to District/School Operations.
- Results of the site review conducted by the Region Center will be submitted to District/School Operations on a monthly basis.

Hialeah-Miami Lakes Senior High School

- District/School Operations will facilitate technical assistance to the Region Center upon request for the purpose of monitoring Internal Funds Procedures related to Athletic Tickets Inventory at the conclusion of each athletic season.

Madison Middle School

- Copies of school site administrators' signed RACF report will be forwarded District/School Operations on a monthly basis.
- The Region Center will submit documentation that a meeting was held with the principal to review in-house information Technology Security measures as delineated in M-DCPS Network Security Standards handbook.
- The Region Center will submit to District/School Operations documentation of the reviews conducted of the BigFix Console report on a monthly basis.
- District/School Operations will review and maintain on file a copy of the school's disaster recovery plan and back routine.

Westview Middle School

- Results from the Region mini reviews will be submitted to District/School Operations.
- District/School Operations will review the results of the Region reviews and any anomalies will be corrected immediately through the Region.

APPENDIX-MANAGEMENT'S RESPONSE

North Hialeah Elementary School

- District/School Operations ensured that funds were replenished in the amount of \$1,932.03 through the Region.

West Hialeah Gardens Elementary School

- District/School Operations cooperatively with the Region will facilitate district technical assistance training through the appropriate office for affected staff of the school.
- Results from the Region mini-reviews will be submitted to District/School Operations. Discrepancies will be discussed with the Region and corrections will be made accordingly.

REGION II

Andover Middle School

- District/School Operations will work in conjunction with the Region in securing District technical assistance as requested.
- Results from the Region mini-reviews will be submitted to District/School Operations for a final review. Any discrepancies will be corrected immediately.
- Results of the Region developed records review checklist will be submitted to District/School Operations to ensure that cumulative folders and SPED/IEP folders have been carefully reviewed.

Highland Oaks Middle School

- The Region Center will submit the log reviewed matching the *Available Funds By Object* (06) screen daily to the checkbook balance to District/School Operations on a monthly basis.
- District/School Operations will work in conjunction with the Region in securing District technical assistance as requested.
- Results from the Region mini-reviews will be submitted to District/School Operations for a final review. Any discrepancies will be corrected immediately.
- Results of the Region developed records review checklist will be submitted to District/School Operations to ensure that cumulative folders and SPED/IEP folders have been carefully reviewed.

Morningside Elementary School/Norland Elementary School

- The Region Center will submit to District/School Operations a copy of the established systematic plan developed to track purchases payment, monitoring of disbursements, and the P-Card. This plan will be reviewed and on file.
- The Region Center will submit the on-site mini-reviews each quarter to District/School Operations for review, on a quarterly basis.

The Money Matters Support Program will provide information on appropriate purchases, documentation of disbursement/expenditures, and of all Internal Funds operational functions, properly completing and updating ELL documents and on the proper procedures for record keeping of cumulative folders and SPED/IEP folders to reduce the probability of consequential funding disallowances and the appropriate maintenance of records and proper use of federally funded programs.

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:cg
M501

cc: Dr. Daniel Tosado
Dr. Carmen B. Marinelli
Mr. Jose Dotres
Ms. Maria T. Gonzalez
Ms. Cynthia Gracia

FW

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 14, 2010

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

FROM: Milagros R. Fornell, Associate Superintendent Curriculum and Instruction *MF*
Deborah C. Karcher, Chief Information Officer Information Technology Services *DK*

SUBJECT: PART-TIME PRE-KINDERGARTEN PROGRAM MINUTES

This memorandum is in response to a recent audit identifying Special Education (SPED) students enrolled in half-day Pre-Kindergarten (Pre-K) programs who have been reported as meeting 1,650 contact minutes (full-time) in the *Pre-K Disabilities: 3-5* and *Pre-K: Other* courses. Students in half-day Pre-K programs must be reported as meeting 750 contact minutes (part-time).

Issue

Effective with the 2009-2010 school year, Full-Time Equivalent (FTE) Reporting mandated that Pre-K students be assigned to academic schedules. At the time the schedules were created, the subject code numbers used for the full-time SPED schedules were the same subject code numbers as those used for the part-time schedules. As a result, the state's computerized system automatically applied 1,650 minutes to the half-day schedules. The District receives 1 FTE for full-time students and ½ FTE for part-time students.

Response

Principals of the 36 affected schools were advised of the District's error via Weekly Briefing #7618 (attached), dated March 12, 2010. The briefing provided instructions to be followed by principals in order to correct the number of minutes. Staff from the Office of Curriculum & Instruction is in the process of contacting all affected schools to verify that schedules have been corrected. Additionally, two new course numbers for the half-day programs have been created for the 2010-11 school year which will automatically apply the appropriate number of minutes for FTE Reporting.

Should you have any further questions, please contact Ms. Charlene Burks, Administrative Director, Attendance Services.

MRF/DK:cb
MF #987/DK #036
Attachment

cc: Dr. Magaly C. Abrahante
Dr. María de Armas
Ms. Charlene Burks
Ms. Roni Bader Tables
Ms. Beverly Young
Mr. John Stimson

MANAGEMENT AND
COMPLIANCE AUDITS
2010 APR 19 PM 3:56

APPENDIX-MANAGEMENT'S RESPONSE

Young, Beverly

From: School Operations
Sent: Friday, March 12, 2010 7:46 AM
To: PRINCIPAL - AUBURNDALE ELEMEN; PRINCIPAL - BLUE LAKES ELEM; PRINCIPAL - BRYAN, WM. J. ELEM; PRINCIPAL - CARIBBEAN ELEM; PRINCIPAL - CAROL CITY ELEM; PRINCIPAL - CLAUDE PEPPER ELEM; PRINCIPAL - COCONUT GROVE ELEM; PRINCIPAL - CORAL PARK ELEM; PRINCIPAL - CHRISTINA M.EVE ELEM; PRINCIPAL - EVERGLADES ELEM; PRINCIPAL - FLORIDA CITY ELEM; PRINCIPAL - FLOYD, GLORIA ELEM; PRINCIPAL - HIALEAH GARDENS ELEM; PRINCIPAL - GRATIGNY ELEM; PRINCIPAL - GULFSTREAM ELEM; PRINCIPAL - CHARLES R. HADLEY ELEM; PRINCIPAL - HIBISCUS ELEM; PRINCIPAL - HIGHLAND OAKS ELEM; PRINCIPAL - ZORA N. HURSTON ELEM; PRINCIPAL - KENSINGTON PARK ELEM; PR3334@dadeschools.net; PRINCIPAL - NORLAND ELEM; PRINCIPAL - NORTH HIALEAH ELEM; PRINCIPAL - PALM LAKES ELEM; PRINCIPAL - IRVING/BEATRICE PESKOE EL; PRINCIPAL - REDONDO ELEM; PRINCIPAL - JANE ROBERTS ELEM; PRINCIPAL - SILVER BLUFF ELEM; PRINCIPAL - SKYWAY ELEM; PRINCIPAL - TROPICAL ELEM; PRINCIPAL - DR. EDWARD L. WHIGHAM EL; PRINCIPAL - DIV OF EXCEP'L STUDENT EDUC
Cc: Marinelli, Carmen B.; Dotres, Jose L.; Pace, Essie S.; Hupp, Janet S.; Brown, Valtena G.; Andreu, Jennifer D.; Montiel, Martha H.; Smith, Neraida F.; Vidal, Richard M.; Gimenez, Lourdes P.; Greenfield, Paul J.; Harrison, Marie F.; Garcia, Jorge L.; Santiestebanpardo, Vivian M.; Payne Jr, Albert; Washington, Vanassa L.; Fox, Melanie K.; Kirton, Charmyn M.; Martinez, Alexis L.; Whyte, Winston A.; Cone, Steffond L.; Cruse, Janice M.; Mendizabal, Barbara A.; Valle, Blanca M.
Subject: SELECTED SCHOOLS: Prekindergarten Schedules - Half Day ESE

Briefing ID #: 7618

SELECTED SCHOOLS: Prekindergarten Schedules - Half Day ESE
Category: For Your Information

Audience: Principals/APs (Elementary)

Due Date: n/a
Meeting Date: n/a

Attachment(s):

A recent audit identified ESE students enrolled in half day Prekindergarten programs as being reported with 1650 minutes in the "Prekindergarten Disabilities: 3-5" and "Prekindergarten Other" courses. Half day students should be reported for 0750.

- Prekindergarten Academic Programs **11** (ESE Pre-K students in half-day programs) and **12** (Pre-K Role Models in half-day programs) are used for students with PK code E (ESE Pre-K) and Z (Pre-K Role Model) who attend the ESE program for half day (0750 minutes).
- At the time the Elementary Programs were created, the subject code for the full time ESE programs was the same subject code used for the full-time programs which have 1650 minutes.
- As a result, the course sequence/sections for students participating in the half day programs (11 and 12) need to have the minutes modified to 0750.
- All schools with half-day Pre-K ESE program students should have modified the minutes for the half day course sequence/sections on the Course Record screen (PF9) prior to the October FTE Survey 2.

APPENDIX-MANAGEMENT'S RESPONSE

- **Updating the Course Record screen (PF9) and Student Schedules**
 - Schools that have not changed the minutes, must correct the minutes to 0750 in the sequence/sections that contain half day students.
 - If the half day students are enrolled in the **same section** as full-time students, a new section with 0750 minutes will need to be opened and the students will need to be moved to the new section.
- **If changes are made in ISIS, complete the following form(s) to make necessary adjustments in DECO.**
 - To correct student schedules use Student DECO Amendment (FM-5502).
 - To add or create a teacher sequence and section use Teacher DECO Amendment (FM-5503).
 - Submit form(s) to FTEoffice@dadeschools.net.
- If assistance is needed with changing the minutes, please submit a Self Service Incident to Support Services at:
 - <http://selfservice.dadeschools.net>
 - Select "Ask ITS A Question" from the drop-down list.

Contact: Support Services (<http://selfservice.dadeschools.net>)
Department: Information Technology Services

APPENDIX-MANAGEMENT'S RESPONSE

MEMORANDUM

April 29, 2010

TO: Mr. Jose F. Montes-de-Oca, CPA, Chief Auditor
Audit and Investigative Affairs

FROM: Jaime G. Torrens, Chief Facilities Officer
Office of School Facilities

Dr. Marcos M. Moran, Assistant Superintendent
School Operations

**SUBJECT: RESPONSE TO THE INTERNAL SCHOOL AUDIT OF MIAMI CENTRAL
SENIOR HIGH SCHOOL - 7251**

In response to the auditors' observation regarding disposal of equipment that will no longer be used as the result of a capital project, the following procedures have been updated to ensure proper disposal of food service and other equipment in capital projects:

New/Remodeled Kitchen Projects

1. During the design phase of a capital project that provides for a new/remodeled kitchen, the Department of Food and Nutrition will:
 - a. Identify any equipment which will be transferred to the new kitchen
 - b. Identify equipment that is cost-effective to be transferred to other schools
 - c. Designate all remaining equipment for disposal
2. The Office of School Facilities (OSF) - Construction Department will:
 - a. Ensure that appropriate funding is allocated in the construction project to facilitate the required equipment relocation
 - b. Consult with Maintenance Department, as appropriate, regarding equipment that will be transferred to other schools
3. Once the existing kitchen ceases operation:
 - a. For large/fixed equipment, the OSF - Furniture, Fixtures and Equipment Department will:
 - i. Ensure that school administrator signs Outgoing Controlled Equipment (FM-1670) form for controlled equipment being transferred to other locations or removed as surplus
 - ii. Arrange for transfer and installation of equipment designated by Food and Nutrition to be installed in the new kitchen at existing school

APPENDIX-MANAGEMENT'S RESPONSE

- iii. Arrange for transfer of equipment, as designated by Food and Nutrition, to other school(s) and coordinate installation with the Maintenance Department (funded from capital project)
- iv. Coordinate disposal of surplus equipment
- b. For small/portable equipment, the Department of Food and Nutrition will:
 - i. Ensure that school administrator signs Outgoing Controlled Equipment (FM-1670) form for any controlled equipment being transferred to other locations or removed as surplus
 - ii. Relocate equipment to new kitchen, as appropriate
 - iii. Transfer equipment to other schools, as needed

Capital Projects not related to Food Service Areas

For other equipment, not related to food service, the school administrator will determine the disposition of said equipment and OSF - Furniture, Fixtures and Equipment Department will assist the school administrator in relocating or disposing of said equipment, as appropriate.

JGT/MMM:sma
M285

cc: Mr. Alberto M. Carvalho
Mr. Nicolas A. Betancourt
Ms. Maria T. Gonzalez

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
MAY 2010**



MIAMI-DADE COUNTY PUBLIC SCHOOLS
Office of Management and Compliance Audits
1450 N.E. 2nd Avenue, Room 415
Miami, Florida 33132
Tel: (305) 995-1318 • Fax: (305) 995-1331
<http://mca.dadeschools.net>