



Miami-Dade County Public Schools

***Internal Audit Report
Selected Schools/Centers***

All 40 Schools/Centers Reported Herein Were Generally Compliant With Policies And Procedures, And Site Records Were Maintained In Good Order.

The Financial Statements Corresponding To These 40 Schools/Centers Were Fairly Stated.

Property Inventory Results Were Satisfactory For Most Schools/Centers In This Report, And Overall Equipment Losses Were Minimal.

September 2016

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Ms. Perla Tabares Hantman, Chair
Dr. Dorothy Bendross-Mindingall, Vice Chair
Ms. Susie V. Castillo
Dr. Lawrence S. Feldman
Dr. Wilbert "Tee" Holloway
Dr. Martin Karp
Ms. Lubby Navarro
Ms. Raquel A. Regalado
Dr. Marta Pérez Wurtz

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. Yvonne M. Barrios
Ms. Pamela L. Davis
Mr. Harry Demosthenes
Mr. Hugo Garcia, CFE
Ms. Maite Jimenez
Mr. Reginald Lafontant
Ms. Sandra Lainez
Mr. Elliott Satz
Ms. Glendys Serra
Ms. Patricia A. Tumelty
Ms. Jana E. Wright, CFE

School Audits Supervised and Reviewed by:

Ms. Maria T. Gonzalez, CPA
Ms. Tamara Wain, CPA
Ms. Mariela Jimenez-Linaje

Property Audit Supervised and Performed by:

Mr. Rolando Gonzalez and Property Audits Staff

School Audits Division Assisted by:

Mr. Daniel J. Garo

School Audit Report Prepared by:

Ms. Maria T. Gonzalez, CPA





Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Alberto M. Carvalho

Chief Auditor

Jose F. Montes de Oca, CPA

Miami-Dade County School Board

Perla Tabares Hartman, Chair

Dr. Dorothy Bendross-Mindingall, Vice Chair

Susie V. Castillo

Dr. Lawrence S. Feldman

Dr. Wilbert "Tee" Holloway

Dr. Martin Karp

Lubby Navarro

Raquel A. Regalado

Dr. Marta Pérez Wurtz

September 13, 2016

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

Ladies and Gentlemen:

This report includes the audit results of 40 schools/centers currently reporting to the Central Region Office, the South Region Office or the Office of Adult/Vocational, Alternative and Community Education Centers within School Operations. The audit period corresponding to 39 of 40 schools/centers is two fiscal years ended June 30, 2016, while the audit period for one school/center is a one fiscal year ended June 30, 2016. At six schools/centers, there was a change of Principal since the prior audit. In addition, we are including the first audit results of the internal funds corresponding to the Center for International Education: A Cambridge Associate School.

The main objectives of these audits were to express an opinion on the financial statements of the schools/centers, evaluate compliance with District policies and procedures, and ensure that assets were properly safeguarded. The audits included a review of internal funds at all 40 schools/centers. On a selected basis, we reviewed Full-Time Equivalent (FTE) reporting and student records, Title I Program procedures and expenditures, and certain aspects of school site data security. The audits also included the results of property inventories.

Our audits disclosed that the financial statements of the 40 schools/centers reported herein were fairly stated. In addition, we found that the schools/centers were in general compliance with prescribed policies and procedures, and their site records were maintained in good order. At the time of publication of this report, we performed property inventories at 33 of the 40 schools/centers reported herein. Property inventory results were mostly satisfactory and overall losses were minimal.

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

	<u>Page Number</u>
EXECUTIVE SUMMARY	1
CONDENSED ANNUAL FINANCIAL REPORTS.....	6
INTERNAL CONTROLS RATING	16
SUMMARY SCHEDULE OF AUDIT FINDINGS	20
LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS	24
ACCOUNTING SYSTEM CONVERSION SCHEDULE.....	28
PROPERTY SCHEDULE.....	30
OBJECTIVES, SCOPE AND METHODOLOGY	34
BACKGROUND	36
ORGANIZATIONAL CHART (SCHOOLS/CENTERS)	42

EXECUTIVE SUMMARY

The Office of Management and Compliance Audits has completed the audits of 40 schools/centers, of which nine report to the Central Region Office, 29 report to the South Region Office, and two report to the Office of Adult/Vocational, Alternative and Community Education Centers within School Operations. For 39 of the 40 schools/centers reported herein, the scope of our audits constituted two fiscal years ended June 30, 2016. For one school, the scope of the audit was one fiscal year ended June 30, 2016. At six schools/centers, there was a change of Principal since the prior audit. In addition, we are including the first audit results of the Internal Funds corresponding to the Center for International Education: A Cambridge Associate School.

INTERNAL FUNDS

Implementation Of New Accounting System At K-12 Centers

In March 2016, the District migrated the bookkeeping of the internal funds of all K-12 centers from a legacy bookkeeping system (referred to as the MSAF system) to a web-based full accrual accounting system. The new system is named the *Electronic Student Accounting System* by the District (otherwise referred to as the eSAS system)¹.

The deployment to the new system was accomplished in tiers, where K-12 schools/centers were segregated into four different groups (the first being the pilot group followed by three cohorts). Each group migrated into the new bookkeeping system according to the following schedule under the direction and guidance of various district departments (i.e., Accounting, Treasury Management, Information Technology Services (ITS)), and with technical assistance from the software vendor:

Group Designation	MSAF (Legacy) System End Date	eSAS System Available For Conversion	No. Of Schools/Centers In This Report
Pilot	9/29/2015	10/1/2015	2
Cohort 1	11/24/2015	12/1/2015	9
Cohort 2	1/27/2016	2/1/2016	18
Cohort 3	2/24/2016	3/1/2016	11
Total Schools/Centers			40

Consequently, the schools in this report converted from the cash basis system of accounting to the new full-accrual system on different dates, and these dates are

¹ Please, refer to *Background Section* on pages 36-37 for additional details.

reflected in the Opinion to the financial statements during the year of conversion (2015-2016). Please, refer to Accounting System Conversion Schedule on pages 28-29 for dates specific to each school/center reported herein.

Internal Funds-Summary Of Audit Results And Financial Statements' Opinion

Internal funds records and procedures were reviewed at all 40 schools/centers. At all schools/centers reported herein, we determined there was general compliance with the procedures established in the *Manual of Internal Fund Accounting and their site records were in order.*

Accordingly, for all 40 schools/centers reported herein, the financial statements present fairly, in all material respects, the changes in fund balances arising from the financial transactions of the schools/centers during the 2014-2015 and 2015-2016 fiscal years up to the MSAF End Date (depending on the school audited, as noted in the Accounting Conversion Schedule on pages 28-29), on the cash basis of accounting; and from the eSAS System Available Conversion Date (depending on the school audited, as noted in the Accounting System Conversion Schedule on pages 28-29) up to June 30, 2016, on the full accrual basis of accounting.

As of June 30, 2015, for 39² schools/centers reported herein, total combined receipts and disbursements amounted to \$6,664,174.34 and \$(6,678,196.76), respectively; while total combined cash and investments amounted to \$1,118,518.36 (Pages 6-9).

As of June 30, 2016, for all 40 schools/centers reported herein, total combined receipts and disbursements amounted to \$7,181,360.82 and \$(7,160,413.34), respectively; while total combined Fund Balance amounted to \$1,367,653.87 (Pages 10-14).

As of June 30, 2016, the internal control structure at all 40 schools/centers reported herein generally functioned as designed by the District and implemented by the school administration.

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

² This report includes 39 schools with two-year audits (2014-2015 and 2015-2016) and one school with one-year audit (2015-2016).

PROPERTY

The results of physical inventories of property items with an individual cost of \$1,000 or more are reported for 33 of the 40 schools/centers reported herein. As of the publication date of this report, the physical inventories of seven schools/centers were in progress, and results will be reported as soon as they are completed.

At the 33 schools/centers, Property Audits staff inventoried a total of 6,489 equipment items with a total approximate cost of \$16.1 million. Of the 33 inventories, 30 proved satisfactory. Results for three schools/centers disclosed that four (4) equipment items with a total depreciated value of \$47 and a total acquisition cost of \$6,179 could not be located (refer to Property Schedule on Pages 30-33).

Property inventories would also include the review of property losses reported by the centers through the Plant Security Report process; however, none of the schools/centers in this report submitted any losses through Plant Security Reports.

FULL-TIME-EQUIVALENT (FTE) FUNDING

The following two schools/centers were selected for these audits:

Schools/Centers	Region	Survey Period (SP)	FTE Funding
Charles R. Hadley Elementary	Central	2015-2016 SP 3	\$ 2,654,401
John I. Smith K-8 Center	Central	2015-2016 SP 3	4,255,443
Total FTE Funding			\$ 6,909,844

The total FTE funding amounted to approximately \$6.9 million for the two schools/centers combined. FTE records reviewed corresponded to the 2015-2016 fiscal year Survey Period 3 (February), as noted in the table above.

Our FTE reviews disclosed that both schools/centers were generally compliant with District policy.

TITLE I PROGRAM EXPENDITURES AND PROCEDURES

A review of Title I Program expenditures and procedures corresponding to the 2015-2016 fiscal year was conducted at the following three schools/centers:

Schools/Centers	Region	Audit Period	Total Expenditures
Hialeah Elementary	Central	2015-2016	\$ 265,897
Phyllis Ruth Miller Elementary	Central	2015-2016	188,957
Homestead Middle	South	2015-2016	591,318
Total Title I Program Expenditures			\$ 1,046,172

At these three schools/centers, aggregate expenditures incurred under various Title I programs amounted to approximately \$1.05 million.

All three schools were compliant with Title I Program procedures and recordkeeping requirements.

DATA SECURITY

We reviewed the report titled “*Authorized Applications for Employees by Locations Report*” at the following school/center as a follow-up to an exception cited during the school’s prior audit:

Schools/Centers	Region
Hialeah Elementary	Central

Data security procedures were reviewed at the time of our visit which took place at the beginning of the 2016-2017 school year. Our review disclosed that the school generally complied with the review of the report and with the requirements for granting staff’s access to system applications.

AUDIT OPINION

The following tables summarize total cash receipts and disbursements, and financial position of cash and investments as of June 30, 2015; as well as total receipts, disbursements and Fund Balance as of June 30, 2016 for all schools/centers included herein. It also provides the audit opinion regarding the schools/centers' financial statements:

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2015**

The Condensed Annual Financial Reports and Total Cash and Investments as of June 30, 2015 for 39 of the 40 schools/centers are as follows:

Work Loc. No.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
Central Region Office Schools/Centers									
2331	Charles R. Hadley Elementary	\$ 20,262.07	\$ 515,249.72	\$ (518,165.87)	\$ 17,345.92	\$ 6,306.75	\$ 11,039.17	\$ -	\$ 17,345.92
2361	Hialeah Elementary	12,948.45	41,598.39	(36,306.29)	18,240.55	2,391.08	15,849.47	-	18,240.55
3051	Toussaint L'Ouverture Elementary	12,316.37	16,444.41	(19,864.20)	8,896.58	(1,746.31)*	10,642.89	-	8,896.58
3431	Phyllis Ruth Miller Elementary	18,352.25	182,315.44	(179,677.94)	20,989.75	16,187.84	4,801.91	-	20,989.75
4491	Henry E. S. Reeves Elementary	6,980.92	106,651.48	(108,391.89)	5,240.51	4,065.02	1,175.49	-	5,240.51
4681	Riverside Elementary	19,842.75	196,330.34	(194,886.87)	21,286.22	15,312.13	5,974.09	-	21,286.22
5861	Dr. Henry W. Mack/West Little River K-8 Center	12,875.71	23,205.52	(21,279.20)	14,802.03	9,493.34	5,308.69	-	14,802.03
5101	John I. Smith K-8 Center	22,132.11	783,761.00	(787,462.75)	18,430.36	11,082.59	7,347.77	-	18,430.36
7056	Young Men's Preparatory Academy Senior	31,494.78	32,691.35	(34,076.10)	30,110.03	10,194.65	19,915.38	-	30,110.03

Note: *Checking account closed with a deficit balance in the system due to a posting error that was not detected until after the closing of the year. Correction made immediately after the closing of the year. We verified that the actual checking account did not incur a deficit.

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2015**

Work Loc. No.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments			Total Cash and Investments
							Money Market Pool Fund	Other		
<u>South Region Office Schools/Centers</u>										
4651	Ethel F. Beckford/Richmond Primary Learning Center	14,365.20	7,587.42	(9,644.51)	12,308.11	1,282.43	11,025.68	-	-	12,308.11
0271	Bent Tree Elementary	15,895.18	202,074.16	(199,474.47)	18,494.87	1,085.05	17,409.82	-	-	18,494.87
0771	Dr. William A. Chapman Elementary	23,279.10	17,724.93	(29,191.25)	11,812.78	1,250.25	10,562.53	-	-	11,812.78
0861	Colonial Drive Elementary	15,874.75	10,970.35	(10,988.67)	15,856.43	5,342.43	10,514.00	-	-	15,856.43
1041	Coral Reef Elementary	19,098.70	457,882.25	(454,193.85)	22,787.10	13,687.65	9,099.45	-	-	22,787.10
1811	Dante B. Fascell Elementary	27,209.93	152,801.30	(156,351.49)	23,659.74	6,148.96	17,510.78	-	-	23,659.74
5061	Dr. Carlos J. Finlay Elementary	18,985.21	38,825.92	(35,785.85)	22,025.28	5,647.99	16,377.29	-	-	22,025.28
2261	Greenglade Elementary	16,498.97	171,449.16	(171,670.93)	16,277.20	6,981.39	9,295.81	-	-	16,277.20
2641	Kendale Elementary	21,522.82	329,903.89	(326,969.04)	24,457.67	11,298.72	13,158.95	-	-	24,457.67
3111	Wesley Matthews Elementary	14,509.82	218,335.38	(217,555.40)	15,289.80	7,865.57	7,424.23	-	-	15,289.80

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2015**

Work Loc. No.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
4611	Redondo Elementary	13,076.09	28,748.67	(27,677.02)	14,147.74	2,817.49	11,330.25	-	14,147.74
5521	Tropical Elementary	18,781.91	6,637.32	(7,530.39)	17,888.84	8,142.08	9,746.76	-	17,888.84
5951	Whispering Pines Elementary	15,010.17	218,666.12	(217,112.24)	16,564.05	4,029.71	12,534.34	-	16,564.05
0451	Bowman Ashe/Doolin K-8 Academy	18,843.19	285,310.81	(285,275.04)	18,878.96	16,543.29	2,335.67	-	18,878.96
3621	Coconut Palm K-8 Academy	21,486.85	32,567.46	(32,067.60)	21,986.71	7,583.61	14,403.10	-	21,986.71
1281	Cypress K-8 Center	32,460.08	22,440.62	(27,081.72)	27,818.98	1,838.93	25,980.05	-	27,818.98
6021	Arvida Middle	129,006.58	446,223.76	(461,360.80)	113,869.54	25,868.72	88,000.82	-	113,869.54
6041	Paul W. Bell Middle	32,996.40	44,358.24	(40,566.97)	36,787.67	5,486.27	31,301.40	-	36,787.67
6211	Glades Middle	39,154.02	175,333.22	(171,654.16)	42,833.08	23,145.87	19,687.21	-	42,833.08
6221	Hammocks Middle	75,227.46	170,181.79	(160,829.17)	84,580.08	29,524.46	55,055.62	-	84,580.08
6251	Homestead Middle	17,698.48	48,229.49	(46,317.82)	19,610.15	2,767.07	16,843.08	-	19,610.15

**CONDENSED ANNUAL FINANCIAL REPORTS
AND TOTAL CASH AND INVESTMENTS AS OF JUNE 30, 2015**

Work Loc. No.	Schools/Centers	Beginning Balance	Receipts	Disbursements	End Balance	Cash	Investments		Total Cash and Investments
							Money Market Pool Fund	Other	
6441	Howard D. McMillan Middle	41,016.87	212,844.41	(211,854.82)	42,006.46	9,884.35	32,122.11	-	42,006.46
5003	South Dade Middle	19,947.99	61,187.26	(63,441.82)	17,693.43	6,193.33	11,500.10	-	17,693.43
6901	W. R. Thomas Middle	38,021.63	314,864.16	(315,309.57)	37,576.22	17,309.07	20,267.15	-	37,576.22
7021	Center For International Education: A Cambridge Associate School*	-	31,272.87	(24,678.79)	6,594.08	6,594.08	-	-	6,594.08
7091, 7041, 7061, 7551 & 7261	School for Advanced Studies (various campuses)	63,823.54	243,477.06	(231,991.17)	75,309.43	3,055.74	72,253.69	-	75,309.43
7741	Southwest Miami Senior	172,017.58	782,625.52	(806,015.71)	148,627.39	37,158.58	111,468.81	-	148,627.39
9732	Brucie Ball Educational Center	10,178.43	5,936.52	(3,349.22)	12,765.73	1,380.51	11,385.22	-	12,765.73
<u>Alternative Education Centers</u>									
8019	Academy For Community Education	12,270.75	19,033.26	(20,324.69)	10,979.32	2,889.12	8,090.20	-	10,979.32
7631	Miami MacArthur South School	17,077.67	8,433.37	(11,821.47)	13,689.57	1,472.23	12,217.34	-	13,689.57
TOTALS		\$ 1,132,540.78	\$ 6,664,174.34	\$ (6,678,196.76)	\$ 1,118,518.36	\$ 347,562.04	\$ 770,956.32	\$ -	\$ 1,118,518.36

Note:
*First Audit at this school/center.

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2016

The Condensed Annual Financial Reports and Fund Balance as of June 30, 2016 for the 40 schools/centers reported herein are as follows:

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Receipts	Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
<u>Central Region Office Schools/Centers</u>											
2331	Charles R. Hadley Elementary	\$ 17,345.92	\$ 548,743.23	\$ (546,528.24)	\$ 19,560.91	\$ 8,438.46	\$ 11,122.45	\$ -	\$ -	\$ -	\$ 19,560.91
2361	Hialeah Elementary	18,240.55	30,513.97	(26,187.60)	22,566.92	613.00	21,953.92	-	-	-	22,566.92
3051	Toussaint L'Ouverture Elementary	8,896.58	15,858.58	(15,274.49)	9,480.67	3,285.25	6,195.42	-	-	-	9,480.67
3431	Phyllis Ruth Miller Elementary	20,989.75	170,555.49	(169,524.33)	22,020.91	17,182.78	4,838.13	-	-	-	22,020.91
4491	Henry E. S. Reeves Elementary	5,240.51	77,306.79	(76,176.61)	6,370.69	5,186.34	1,184.35	-	-	-	6,370.69
4681	Riverside Elementary	21,286.22	192,668.89	(198,442.27)	15,512.84	9,493.70	6,019.14	-	-	-	15,512.84
5861	Dr. Henry W. Mack/West Little River K-8 Center	14,802.03	15,369.63	(15,519.82)	14,651.84	9,303.11	5,348.73	-	-	-	14,651.84

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2016

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Receipts	Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
5101	John I. Smith K-8 Center	18,430.36	755,790.66	(754,377.44)	19,843.58	12,445.01	7,398.57	-	-	-	19,843.58
7056	Young Men's Preparatory Academy Senior	30,110.03	39,869.36	(50,773.21)	19,206.18	6,147.11	13,059.07	-	-	-	19,206.18
<u>South Region Office Schools/Centers</u>											
4651	Ethel F. Beckford/Richmond Primary Learning Center	12,308.11	3,368.95	(4,332.65)	11,344.41	235.56	11,108.85	-	-	-	11,344.41
0271	Bent Tree Elementary	18,494.87	176,560.40	(179,324.81)	15,730.46	5,189.98	10,540.48	-	-	-	15,730.46
0771	Dr. William A. Chapman Elementary	11,812.78	25,803.73	(25,788.45)	11,828.06	4,201.48	7,626.58	-	-	-	11,828.06
0861	Colonial Drive Elementary	15,856.43	11,678.91	(11,320.14)	16,215.20	5,621.91	10,593.29	-	-	-	16,215.20
1041	Coral Reef Elementary	22,787.10	536,291.22	(538,518.96)	20,559.36	11,391.29	9,168.07	-	-	-	20,559.36
1811	Dante B. Fascell Elementary	23,659.74	149,258.54	(151,285.94)	21,632.34	3,989.47	17,642.87	-	-	-	21,632.34
5061	Dr. Carlos J. Finlay Elementary	22,025.28	31,100.05	(32,455.71)	20,669.62	4,168.80	16,500.82	-	-	-	20,669.62

**CONDENSED ANNUAL FINANCIAL REPORTS
AND FUND BALANCE AS OF JUNE 30, 2016**

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Receipts	Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
2261	Greenglade Elementary	16,277.20	189,641.74	(188,911.14)	17,007.80	7,641.87	9,365.93	-	-	-	17,007.80
2641	Kendale Elementary	24,457.67	352,398.28	(352,689.38)	24,166.57	10,908.37	13,258.20	-	-	-	24,166.57
3111	Wesley Matthews Elementary	15,289.80	216,985.22	(212,480.07)	19,794.95	12,314.72	7,480.23	-	-	-	19,794.95
4611	Redondo Elementary	14,147.74	25,189.56	(24,282.22)	15,055.08	3,639.38	11,415.70	-	-	-	15,055.08
5521	Tropical Elementary	17,888.84	6,933.95	(9,031.81)	15,790.98	5,970.71	9,820.27	-	-	-	15,790.98
5951	Whispering Pines Elementary	16,564.05	257,664.89	(258,230.79)	15,998.15	3,369.26	12,628.89	-	-	-	15,998.15
0451	Bowman Ashe/Doolin K-8 Academy	18,878.96	237,539.94	(242,565.31)	13,853.59	11,500.32	2,353.27	-	-	-	13,853.59
3621	Coconut Palm K-8 Academy	21,986.71	34,282.87	(35,238.51)	21,031.07	6,519.33	14,511.74	-	-	-	21,031.07
1281	Cypress K-8 Center	27,818.98	16,738.64	(21,498.93)	23,058.69	2,910.11	20,148.58	-	-	-	23,058.69
6021	Arvida Middle	113,869.54	430,959.34	(410,624.07)	134,204.81	5,352.00	128,852.81	-	-	-	134,204.81
6041	Paul W. Bell Middle	36,787.67	33,452.64	(34,358.43)	35,881.88	4,344.37	31,537.51	-	-	-	35,881.88

**CONDENSED ANNUAL FINANCIAL REPORTS
AND FUND BALANCE AS OF JUNE 30, 2016**

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Receipts	Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
6211	Glades Middle	42,833.08	240,749.68	(232,748.16)	50,834.60	30,998.89	19,835.71	-	-	-	50,834.60
6221	Hammocks Middle	84,580.08	116,417.97	(127,377.53)	73,620.52	18,149.61	55,470.91	-	-	-	73,620.52
6251	Homestead Middle	19,610.15	82,161.06	(78,381.87)	23,389.34	6,416.76	16,972.58	-	-	-	23,389.34
6441	Howard D. McMillan Middle	42,006.46	191,638.43	(188,832.59)	44,812.30	12,445.71	32,366.59	-	-	-	44,812.30
5003	South Dade Middle	17,693.43	60,336.70	(59,276.04)	18,754.09	8,675.36	10,078.73	-	-	-	18,754.09
6901	W. R. Thomas Middle	37,576.22	294,333.39	(287,837.59)	44,072.02	23,651.98	20,420.04	-	-	-	44,072.02
7021	Center For International Education: A Cambridge Associate School*	6,594.08	37,124.12	(35,146.05)	8,572.15	8,572.15	-	-	-	-	8,572.15
7361	Miami Killian Senior	228,188.03	539,253.19	(546,910.63)	220,530.59	25,164.15	195,366.44	-	-	-	220,530.59
7091, 7041, 7061, 7551 & 7261	School for Advanced Studies (various campuses)	75,309.43	242,038.82	(240,626.08)	76,722.17	3,906.31	72,815.86	-	-	-	76,722.17

Note:

* First Audit at this school/center.

CONDENSED ANNUAL FINANCIAL REPORTS AND FUND BALANCE AS OF JUNE 30, 2016

Work Loc. No.	Schools/Centers	Annual Financial Report				Fund Balance					
		Beginning Balance	Receipts	Disbursements	End Balance	Checking	Money Market Pool Fund	Other Investments	Accounts Receivable	Accounts Payable	Total Fund Balance
7741	Southwest Miami Senior	148,627.39	767,365.34	(750,100.13)	165,892.60	23,282.52	142,777.08	-	(167.00)*	-	165,892.60
9732	Brucie Ball Educational Center	12,765.73	6,168.64	(3,966.02)	14,968.35	2,007.49	12,960.86	-	-	-	14,968.35
Alternative Education Centers											
8019	Academy For Community Education	10,979.32	8,147.01	(8,144.25)	10,982.08	2,830.87	8,151.21	-	-	-	10,982.08
7631	Miami MacArthur South School	13,689.57	13,101.00	(15,325.07)	11,465.50	4,180.70	7,284.80	-	-	-	11,465.50
TOTALS		\$1,346,706.39	\$7,181,360.82	\$(7,160,413.34)	\$1,367,653.87	\$351,646.19	\$1,016,174.68	\$ -	\$ (167.00)	\$ -	\$1,367,653.87

Note:

* Credit balance in Accounts Receivable-Clearing Account to pay Athletic Game Officials listed a small credit balance at year-closing. Account should be zero at year-end.

AUDIT OPINION

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

For all 40 schools/centers reported herein, the financial statements present fairly, in all material respects, the changes in fund balances arising from the financial transactions of the schools/centers during the 2014-2015 and 2015-2016 fiscal years up to the MSAF End Date (depending on the school audited, as noted in the Accounting Conversion Schedule on pages 28-29), on the cash basis of accounting; and from the eSAS System Available Conversion Date (depending on the school audited, as noted in the Accounting System Conversion Schedule on pages 28-29) up to June 30, 2016, on the full accrual basis of accounting.

As of June 30, 2015, for 39³ schools/centers reported herein, total combined receipts and disbursements amounted to \$6,664,174.34 and \$(6,678,196.76), respectively; while total combined cash and investments amounted to \$1,118,518.36 (Pages 6-9).

As of June 30, 2016, for all 40 schools/centers reported herein, total combined receipts and disbursements amounted to \$7,181,360.82 and \$(7,160,413.34), respectively; while total combined Fund Balance amounted to \$1,367,653.87 (Pages 10-14).

As of June 30, 2016, the internal control structure at all 40 schools/centers reported herein generally functioned as designed by the District and implemented by the school administration.

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

Maria T. Gonzalez

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

³ This report includes 39 schools with two-year audits (2014-2015 and 2015-2016) and one school with one-year audit (2015-2016).

INTERNAL CONTROLS RATING

The internal control ratings for the 40 schools/centers reported herein **without audit exceptions** are depicted as follows:

CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>Central Region Office Schools</u>							
Charles R. Hadley Elementary	✓			✓			Not Likely to impact.
Hialeah Elementary	✓			✓			Not Likely to impact.
Toussaint L'Ouverture Elementary	✓			✓			Not Likely to impact.
Phyllis Ruth Miller Elementary	✓			✓			Not Likely to impact.
Henry E. S. Reeves Elementary	✓			✓			Not Likely to impact.
Riverside Elementary	✓			✓			Not Likely to impact.
Dr. Henry W. Mack/West Little River K-8 Center	✓			✓			Not Likely to impact.
John I. Smith K-8 Center	✓			✓			Not Likely to impact.
Young Men's Preparatory Academy Senior	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
<u>South Region Office Schools</u>							
Ethel F. Beckford/Richmond Primary Learning Center	✓			✓			Not Likely to impact.
Bent Tree Elementary	✓			✓			Not Likely to impact.
Dr. William A. Chapman Elementary	✓			✓			Not Likely to impact.
Colonial Drive Elementary	✓			✓			Not Likely to impact.
Coral Reef Elementary	✓			✓			Not Likely to impact.
Dante B. Fascell Elementary	✓			✓			Not Likely to impact.
Dr. Carlos J. Finlay Elementary	✓			✓			Not Likely to impact.
Greenglade Elementary	✓			✓			Not Likely to impact.
Kendale Elementary	✓			✓			Not Likely to impact.
Wesley Matthews Elementary	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Redondo Elementary	✓			✓			Not Likely to impact.
Tropical Elementary	✓			✓			Not Likely to impact.
Whispering Pines Elementary	✓			✓			Not Likely to impact.
Bowman Ashe/Doolin K-8 Academy	✓			✓			Not Likely to impact.
Coconut Palm K-8 Academy	✓			✓			Not Likely to impact.
Cypress K-8 Center	✓			✓			Not Likely to impact.
Arvida Middle	✓			✓			Not Likely to impact.
Paul W. Bell Middle	✓			✓			Not Likely to impact.
Glades Middle	✓			✓			Not Likely to impact.
Hammocks Middle	✓			✓			Not Likely to impact.
Homestead Middle	✓			✓			Not Likely to impact.

INTERNAL CONTROLS RATING

CENTERS	PROCESS & IT CONTROLS			POLICY & PROCEDURES COMPLIANCE			EFFECT
	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	SATISFACTORY	NEEDS IMPROVEMENT	INADEQUATE	
Howard D. McMillan Middle	✓			✓			Not Likely to impact.
South Dade Middle	✓			✓			Not Likely to impact.
W. R. Thomas Middle	✓			✓			Not Likely to impact.
Center For International Education: A Cambridge Associate School	✓			✓			Not Likely to impact.
Miami Killian Senior	✓			✓			Not Likely to impact.
School for Advanced Studies	✓			✓			Not Likely to impact.
Southwest Miami Senior	✓			✓			Not Likely to impact.
Brucie Ball Educational Center	✓			✓			Not Likely to impact.
<u>Alternative Education Centers</u>							
Academy For Community Education	✓			✓			Not Likely to impact.
Miami MacArthur South School	✓			✓			Not Likely to impact.

SUMMARY SCHEDULE OF AUDIT FINDINGS CURRENT AND PRIOR AUDIT PERIODS

Summary of findings of the 40 schools/centers reported herein **without audit exceptions** are as follows:

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
<u>Central Region Office Schools/Centers</u>						
2331	Charles R. Hadley Elementary	2014-2015 2015-2016	None		None	
2361	Hialeah Elementary	2014-2015 2015-2016	None		2	<ul style="list-style-type: none"> • Disbursements • Data Security
3051	Toussaint L'Ouverture Elementary	2014-2015 2015-2016	None		None	
3431	Phyllis Ruth Miller Elementary	2014-2015 2015-2016	None		None	
4491	Henry E. S. Reeves Elementary	2014-2015 2015-2016	None		None	
4681	Riverside Elementary	2014-2015 2015-2016	None		None	
5861	Dr. Henry W. Mack/West Little River K-8 Center	2014-2015 2015-2016	None		None	
5101	John I. Smith K-8 Center	2014-2015 2015-2016	None		None	
7056	Young Men's Preparatory Academy Senior	2014-2015 2015-2016	None		None	

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

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
<u>South Region Office Schools/Centers</u>						
4651	Ethel F. Beckford/Richmond Primary Learning Center	2014-2015 2015-2016	None		None	
0271	Bent Tree Elementary	2014-2015 2015-2016	None		None	
0771	Dr. William A. Chapman Elementary	2014-2015 2015-2016	None		None	
0861	Colonial Drive Elementary	2014-2015 2015-2016	None		None	
1041	Coral Reef Elementary	2014-2015 2015-2016	None		None	
1811	Dante B. Fascell Elementary	2014-2015 2015-2016	None		None	
5061	Dr. Carlos J. Finlay Elementary	2014-2015 2015-2016	None		None	
2261	Greenglade Elementary	2014-2015 2015-2016	None		None	
2641	Kendale Elementary	2014-2015 2015-2016	None		None	
3111	Wesley Matthews Elementary	2014-2015 2015-2016	None		None	
4611	Redondo Elementary	2014-2015 2015-2016	None		None	

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

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
5521	Tropical Elementary	2014-2015 2015-2016	None		None	
5951	Whispering Pines Elementary	2014-2015 2015-2016	None		None	
0451	Bowman Ashe/Doolin K-8 Academy	2014-2015 2015-2016	None		None	
3621	Coconut Palm K-8 Academy	2014-2015 2015-2016	None		None	
1281	Cypress K-8 Center	2014-2015 2015-2016	None		None	
6021	Arvida Middle	2014-2015 2015-2016	None		None	
6041	Paul W. Bell Middle	2014-2015 2015-2016	None		None	
6211	Glades Middle	2014-2015 2015-2016	None		None	
6221	Hammocks Middle	2014-2015 2015-2016	None		None	
6251	Homestead Middle	2014-2015 2015-2016	None		None	
6441	Howard D. McMillan Middle	2014-2015 2015-2016	None		None	
5003	South Dade Middle	2014-2015 2015-2016	None		None	

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

WORK LOC. NO.	SCHOOLS/CENTERS	AUDIT PERIOD	CURRENT AUDIT PERIOD FINDINGS		PRIOR AUDIT PERIOD FINDINGS	
		Fiscal Year(s)	Total Per Center	Area Of Findings	Total Per Center	Area Of Findings
6901	W. R. Thomas Middle	2014-2015 2015-2016	None		None	
7021	Center For International Education: A Cambridge Associate School	2014-2015 2015-2016	None		None	
7361	Miami Killian Senior	2015-2016	None		None	
7091, 7041, 7061, 7551 & 7261	School for Advanced Studies (various campuses)	2014-2015 2015-2016	None		None	
7741	Southwest Miami Senior	2014-2015 2015-2016	None		None	
9732	Brucie Ball Educational Center	2014-2015 2015-2016	None		None	
<u>Alternative Education Centers</u>						
8019	Academy For Community Education	2014-2015 2015-2016	None		None	
7631	Miami MacArthur South School	2014-2015 2015-2016	None		None	
TOTAL			None		2	

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Listed below are the names of the former and current principals/administrators, as applicable for the 40 schools/centers **without audit exceptions**. The **highlighted table cell represents the principal(s)/administrator(s) in charge of the center during the audit period**:

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
<u>Central Region Office Schools/Centers</u>			
2331	Charles R. Hadley Elementary	Ms. Maria R. Menchero	N/A = No Change of Principal Since Prior Audit.
2361	Hialeah Elementary	Ms. Rosa B. Iglesias	N/A = No Change of Principal Since Prior Audit.
3051	Toussaint L'Ouverture Elementary	Ms. Marchel D. Woods	N/A = No Change of Principal Since Prior Audit.
3431	Phyllis Ruth Miller Elementary	Ms. Carmen A. Boyd	N/A = No Change of Principal Since Prior Audit.
4491	Henry E. S. Reeves Elementary	Mr. Julian E. Gibbs	N/A = No Change of Principal Since Prior Audit.
4681	Riverside Elementary	Dr. Erica Y. Paramore-Respress	N/A = No Change of Principal Since Prior Audit.
5861	Dr. Henry W. Mack/West Little River K-8 Center	Ms. Kimula D. Oce	N/A = No Change of Principal Since Prior Audit.
5101	John I. Smith K-8 Center	Mr. Genaro Navarro	N/A = No Change of Principal Since Prior Audit.
7056	Young Men's Preparatory Academy Senior	Mr. Pierre R. Edouard	N/A = No Change of Principal Since Prior Audit.

Note:

(a) Change of Principal at this school/center since prior audit (six schools/centers).

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
<u>South Region Office Schools/Centers</u>			
4651	Ethel F. Beckford/Richmond Primary Learning Center ^{(a)(b)}	Ms. Crystal C. Coffey	Ms. Rachelle A. Surrancy (Through June 2015; presently Principal at Florida City Elementary School). Ms. Dianne W. Jones (Through October 2015; retired).
0271	Bent Tree Elementary	Ms. Victoria E. Bourland	N/A = No Change of Principal Since Prior Audit.
0771	Dr. William A. Chapman Elementary ^(c)	Mr. Carzell J. Morris	Ms. Michelle A. Bush (Through August 2014; presently Senior Assistant Principal at Center for International Education: A Cambridge Associate School). ----- Mr. Carzell J. Morris
0861	Colonial Drive Elementary	Ms. Laura F. Tennant	N/A = No Change of Principal Since Prior Audit.
1041	Coral Reef Elementary	Ms. Christina L. Guerra	N/A = No Change of Principal Since Prior Audit.
1811	Dante B. Fascell Elementary	Ms. Margaret D. Ferrarone	N/A = No Change of Principal Since Prior Audit.
5061	Dr. Carlos J. Finlay Elementary ^(a)	Ms. Marie H. Orth-Sanchez	Ms. Cecilia C. Sanchez (Through June 2016; presently Principal at Ethel Koger Beckham Elementary School).
2261	Greenglade Elementary	Dr. Maria V. Tercilla	N/A = No Change of Principal Since Prior Audit.
2641	Kendale Elementary ^(a)	Ms. Mary A. Gil-Alonso	Mr. Reginald J. Fox (Through June 2016; presently Principal at Robert Morgan Educational Center and Technical College).
3111	Wesley Matthews Elementary	Ms. Deborah Darbonne	N/A = No Change of Principal Since Prior Audit.

Notes:

(a) Change of Principal at this school/center since prior audit (six schools/centers).

(b) Change of Principal at this school/center; however, newly appointed Principal was in charge of the school/center for a portion of the audit period.

(c) Audit due to a change of Principal conducted at this school/center during prior audit.

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
4611	Redondo Elementary	Dr. Rene E. Baly	N/A = No Change of Principal Since Prior Audit.
5521	Tropical Elementary ^{(a)(b)}	Ms. Viviana Bouza Debs	Ms. Yubeda Miah (Through March 2016; presently Principal at Gulfstream Elementary School).
5951	Whispering Pines Elementary	Ms. Tamela L. Brown	N/A = No Change of Principal Since Prior Audit.
0451	Bowman Ashe/Doolin K-8 Academy	Ms. Lisset Vazquez-Rios	N/A = No Change of Principal Since Prior Audit.
3621	Coconut Palm K-8 Academy	Dr. Carmen Jones-Carey	N/A = No Change of Principal Since Prior Audit.
1281	Cypress K-8 Center	Mr. Eduardo L. Alonso	N/A = No Change of Principal Since Prior Audit.
6021	Arvida Middle	Ms. Nancy S. Aragon	N/A = No Change of Principal Since Prior Audit.
6041	Paul W. Bell Middle	Ms. Ingrid M. Soto	N/A = No Change of Principal Since Prior Audit.
6211	Glades Middle	Ms. Cynthia Valdes-Garcia	N/A = No Change of Principal Since Prior Audit.
6221	Hammocks Middle	Ms. Deborah Leal	N/A = No Change of Principal Since Prior Audit.
6251	Homestead Middle	Mr. Keith A. Anderson	N/A = No Change of Principal Since Prior Audit.
6441	Howard D. McMillan Middle	Ms. Hilca J. Thomas	N/A = No Change of Principal Since Prior Audit.

Notes:

(a) Change of Principal at this school/center since prior audit (six schools/centers).

(b) Change of Principal at this school/center; however, newly appointed Principal was in charge of the school/center for a portion of the audit period.

LIST OF SCHOOL PRINCIPALS/ADMINISTRATORS

Work Loc. No.	Schools/Centers	Current Principal(s)/Administrator(s)	Former Principal(s)/Administrator(s)
5003	South Dade Middle ^(a)	Mr. John A. Galardi	Ms. Maria Medina (Through June 2016; presently Principal at Carol City Middle School).
6901	W. R. Thomas Middle	Mr. Allen N. Breeding III	N/A = No Change of Principal Since Prior Audit.
7021	Center For International Education: A Cambridge Associate School	Ms. Lisa L. Pizzimenti-Bradshaw	N/A = First Audit.
7361	Miami Killian Senior	Ms. Magda R. Pereira	N/A = No Change of Principal Since Prior Audit.
7091, 7041, 7061, 7551 & 7261	School for Advanced Studies (various campuses)	Dr. Omar Monteagudo	N/A = No Change of Principal Since Prior Audit.
7741	Southwest Miami Senior	Mr. Carlos A. Diaz	N/A = No Change of Principal Since Prior Audit.
9732	Brucie Ball Educational Center	Ms. Deborah C. Wehking	N/A = No Change of Principal Since Prior Audit.
<u>Alternative Education Centers</u>			
8019	Academy For Community Education	Dr. Deborah A. Carter	N/A = No Change of Principal Since Prior Audit.
7631	Miami MacArthur South School ^{(a)(b)}	Mr. Marcus L. Miller	Mr. Gregory A. Beckford (Through October 2015; presently Principal at Redland Middle School).

Notes:

(a) Change of Principal at this school/center since prior audit (six schools/centers).

(b) Change of Principal at this school/center; however, newly appointed Principal was in charge of the school/center for a portion of the audit period.

ACCOUNTING SYSTEM CONVERSION SCHEDULE

Not all the schools/centers within the same group migrated to the new system on the same date. Although the system was available on the dates noted below for each of the pilot group/cohort groups, schools/centers were directed not to input any information until they attended the “Go Live” meeting scheduled at ITS, where Treasurers were given guidance on how to migrate to the new system and initialize the financial information in the new system. The table below summarizes the information for the 40 schools/centers reported herein:

Work Loc. No.	School/Centers	Group Designation	MSAF End Date	eSAS Available Conversion Date	“Go Live” Session Scheduled Date
<u>Central Region Office Schools/Centers</u>					
2331	Charles R. Hadley Elementary	Cohort 2	1/27/2016	2/1/2016	2/4/2016
2361	Hialeah Elementary	Cohort 2	1/27/2016	2/1/2016	2/4/2016
3051	Toussaint L'Ouverture Elementary	Cohort 3	2/24/2016	3/1/2016	3/2/2016
3431	Phyllis Ruth Miller Elementary	Cohort 3	2/24/2016	3/1/2016	3/2/2016
4491	Henry E. S. Reeves Elementary	Cohort 3	2/24/2016	3/1/2016	3/2/2016
4681	Riverside Elementary	Cohort 3	2/24/2016	3/1/2016	3/3/2016
5861	Dr. Henry W. Mack/West Little River K-8 Center	Cohort 2	1/27/2016	2/1/2016	2/4/2016
5101	John I. Smith K-8 Center	Cohort 2	1/27/2016	2/1/2016	2/4/2016
7056	Young Men's Preparatory Academy Senior	Cohort 1	11/24/2015	12/1/2015	12/3/2015
<u>South Region Office Schools/Centers</u>					
4651	Ethel F. Beckford/Richmond Primary Learning Center	Cohort 3	2/24/2016	3/1/2016	3/3/2016
0271	Bent Tree Elementary	Cohort 2	1/27/2016	2/1/2016	2/3/2016
0771	Dr. William A. Chapman Elementary	Cohort 2	1/27/2016	2/1/2016	2/3/2016
0861	Colonial Drive Elementary	Cohort 2	1/27/2016	2/1/2016	2/3/2016
1041	Coral Reef Elementary	Cohort 2	1/27/2016	2/1/2016	2/3/2016
1811	Dante B. Fascell Elementary	Cohort 2	1/27/2016	2/1/2016	2/4/2016
5061	Dr. Carlos J. Finlay Elementary	Cohort 3	2/24/2016	3/1/2016	3/3/2016
2261	Greenglade Elementary	Cohort 2	1/27/2016	2/1/2016	2/4/2016
2641	Kendale Elementary	Cohort 3	2/24/2016	3/1/2016	3/2/2016
3111	Wesley Matthews Elementary	Pilot	9/29/2015	10/1/2015	10/5/2015
4611	Redondo Elementary	Cohort 3	2/24/2016	3/1/2016	3/3/2016

ACCOUNTING SYSTEM CONVERSION SCHEDULE

Work Loc. No.	School/Centers	Group Designation	MSAF End Date	eSAS Available Conversion Date	"Go Live" Session Scheduled Date
5521	Tropical Elementary	Cohort 3	2/24/2016	3/1/2016	3/3/2016
5951	Whispering Pines Elementary	Cohort 3	2/24/2016	3/1/2016	3/3/2016
0451	Bowman Ashe/Doolin K-8 Academy	Cohort 2	1/27/2016	2/1/2016	2/3/2016
3621	Coconut Palm K-8 Academy	Cohort 2	1/27/2016	2/1/2016	2/4/2016
1281	Cypress K-8 Center	Cohort 2	1/27/2016	2/1/2016	2/3/2016
6021	Arvida Middle	Cohort 1	11/24/2015	12/1/2015	12/3/2015
6041	Paul W. Bell Middle	Cohort 1	11/24/2015	12/1/2015	12/2/2015
6211	Glades Middle	Cohort 1	11/24/2015	12/1/2015	12/2/2015
6221	Hammocks Middle	Cohort 3	2/24/2016	3/1/2016	3/3/2016
6251	Homestead Middle	Cohort 2	1/27/2016	2/1/2016	2/5/2016
6441	Howard D. McMillan Middle	Cohort 2	1/27/2016	2/1/2016	2/5/2016
5003	South Dade Middle	Cohort 2	1/27/2016	2/1/2016	2/4/2016
6901	W. R. Thomas Middle	Cohort 2	1/27/2016	2/1/2016	2/5/2016
7021	Center For International Education: A Cambridge Associate School	Cohort 1	11/24/2015	12/1/2015	12/3/2015
7361	Miami Killian Senior	Pilot	9/29/2015	10/1/2015	10/5/2015
7091, 7041, 7061, 7551 & 7261	School for Advanced Studies (various campuses)	Cohort 2	1/27/2016	2/1/2016	2/5/2016
7741	Southwest Miami Senior	Cohort 1	11/24/2015	12/1/2015	12/2/2015
9732	Brucie Ball Educational Center	Cohort 1	11/24/2015	12/1/2015	12/2/2015
<u>Alternative Education Centers</u>					
8019	Academy For Community Education	Cohort 1	11/24/2015	12/1/2015	12/2/2015
7631	Miami MacArthur South School	Cohort 1	11/24/2015	12/1/2015	12/3/2015
TOTAL		40 schools/centers			

PROPERTY SCHEDULE

The results of the property inventories of the schools/centers reported herein 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		
<u>Central Region Office Schools/Centers</u>								
2331	Charles R. Hadley Elementary	184	\$ 414,585	-	\$ -	\$ -	\$ -	\$ -
2361	Hialeah Elementary	125	294,836	-	-	-	-	-
3051	Toussaint L'Ouverture Elementary	125	266,744	1	1,869	47	-	-
3431	Phyllis Ruth Miller Elementary	191	530,925	-	-	-	-	-
4491	Henry E. S. Reeves Elementary	97	314,344	-	-	-	-	-
4681	Riverside Elementary	148	366,200	-	-	-	-	-
5861	Dr. Henry W. Mack/West Little River K-8 Center	200	401,520	-	-	-	-	-
5101	John I. Smith K-8 Center	374	868,345	-	-	-	-	-
7056	Young Men's Preparatory Academy Senior	170	642,279	1	2,234	0	-	-

PROPERTY SCHEDULE

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		
<u>South Region Office Schools/Centers</u>								
4651	Ethel F. Beckford/Richmond Primary Learning Center	45	149,287	-	-	-	-	-
0271	Bent Tree Elementary ^(a)							
0771	Dr. William A. Chapman Elementary	231	448,732	2	2,076	0	-	-
0861	Colonial Drive Elementary	81	228,348	-	-	-	-	-
1041	Coral Reef Elementary	122	262,093	-	-	-	-	-
1811	Dante B. Fascell Elementary	232	550,188	-	-	-	4	4,820
5061	Dr. Carlos J. Finlay Elementary ^(a)							
2261	Greenglade Elementary	155	304,894	-	-	-	-	-
2641	Kendale Elementary	127	244,397	-	-	-	1	1,154
3111	Wesley Matthews Elementary	133	268,279	-	-	-	-	-

Note:

(a) Property audit pending at time of publication. To be reported as soon as completed (seven schools/centers).

PROPERTY SCHEDULE

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		
4611	Redondo Elementary	115	271,760	-	-	-	-	-
5521	Tropical Elementary	186	404,912	-	-	-	-	-
5951	Whispering Pines Elementary ^(a)							
0451	Bowman Ashe/Doolin K-8 Academy	375	1,150,027	-	-	-	-	-
3621	Coconut Palm K-8 Academy	178	597,619	-	-	-	-	-
1281	Cypress K-8 Center	121	275,024	-	-	-	-	-
6021	Arvida Middle	226	562,916	-	-	-	-	-
6041	Paul W. Bell Middle	309	659,304	-	-	-	-	-
6211	Glades Middle	204	527,082	-	-	-	-	-
6221	Hammocks Middle ^(a)							
6251	Homestead Middle	361	788,579	-	-	-	5	7,710
6441	Howard D. McMillan Middle	400	822,478	-	-	-	-	-

Note:

(a) Property audit pending at time of publication. To be reported as soon as completed (seven schools/centers).

PROPERTY SCHEDULE

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		
5003	South Dade Middle	309	736,471	-	-	-	-	-
6901	W. R. Thomas Middle ^(a)							
7021	Center For International Education: A Cambridge Associate School	206	531,668	-	-	-	-	-
7361	Miami Killian Senior	449	1,441,519	-	-	-	-	-
7091, 7041, 7061, 7551 & 7261	School for Advanced Studies (various campuses) ^(a)							
7741	Southwest Miami Senior ^(a)							
9732	Brucie Ball Educational Center	103	226,136	-	-	-	-	-
<u>Alternative Education Centers</u>								
8019	Academy For Community Education	13	30,110	-	-	-	-	-
7631	Miami MacArthur South School	194	562,739	-	-	-	-	-
TOTAL		6,489	\$ 16,144,340	4	\$ 6,179	\$ 47	10	\$ 13,684

Note:

(a) Property audit pending at time of publication. To be reported as soon as completed (seven schools/centers).

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our audits were to:

- express an opinion on the internal fund financial statements of the schools/centers for the fiscal year(s) ended June 30, 2015 and/or June 30, 2016, depending on the school/center audited;
- evaluate compliance by the schools/centers with the policies and procedures prescribed in the *Manual of Internal Fund Accounting*;
- verify compliance by the schools/centers 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;
- provide assurances regarding compliance with *certain information technology controls*;
- evaluate compliance with the policies and procedures set forth by the *No Child Left Behind Act of 2001, Title I Program*, and the *Title I Administration Handbook*; and
- ascertain compliance with State law, State Board of Education Rules, School Board Rules, manuals, directives and FTE reporting documentation procedures as they relate to student attendance, Special Education, English Language Learners, Cooperative Education and Teacher Certification.

While the scope of our audits generally covered operations during the period of July 1, 2014 through June 30, 2015 and/or July 1, 2015 through June 30, 2016 (depending on whether the audit scope was one or two-year audit at the individual school/center being audited), the scope of the Title I Program audit was the 2015-2016 fiscal year for financial reporting purposes. FTE audits covered the 2015-2016 fiscal year Survey Period 3 (February).

Our procedures were as follows:

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

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

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

Internal Control Matters

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

BACKGROUND

INTERNAL FUNDS

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

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

Each school administers its 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/centers 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, 2015 and June 30, 2016 was 0.64%.

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/centers' internal funds and consequently are not audited by us.

- ◆ Annual audits of internal funds are required by Section 1011.07, Florida Statutes, and State Board of Education Rule 6A-1.087
- ◆ Internal Funds are revenues generated from student activities at the school level which are not part of the school's budget process
- ◆ Each school administers its internal funds separately through an operational checking account, following District guidelines as established in the *Manual of Internal Fund Accounting*
- ◆ Banks for school funds must be approved by the School Board and certified by the State Treasurer
- ◆ Idle funds in the operational account may be invested to yield interest revenue in a savings account, certificate of deposit or in the MDCPS-Money Market Pool Fund
- ◆ At June 30, 2015 and June 30, 2016, the MDCPS-Money Market Pool Fund's interest rate was 0.64%.

New Accounting Software To Account For The Internal Funds Of Schools/Centers

In 2013, Miami-Dade County Public Schools needed to upgrade the centralized accounting system applicable for the bookkeeping of the internal funds of the schools and centers districtwide. According to Information Technology Services (ITS), the existing internal funds' centralized accounting system software platform was outdated and difficult to sustain going forward. In addition, the District aimed at an accounting solution that would be capable of accepting credit card payments as well as on-line payments at all schools to mirror current advances in marketing technology and reduce the volume of cash handled at the sites.

After complying with the district-mandated processes for seeking vendor proposals, selecting and engaging a vendor, testing the product, training staff and creating the support infrastructure, the solution was the implementation of *Microsoft Dynamics GP*, an accounting (ERP) software package, which the District deployed on a full-scale for the internal funds of all 21 adult and community education centers/technical colleges effective at the beginning of April 2015. The District named it the *Electronic Student Accounting System* (otherwise referred to as the eSAS system). Unlike the legacy bookkeeping software where the financial activity was reflected on the cash basis of accounting, this new system records the financial transactions under the full accrual basis of accounting.

Regarding K-12 schools/centers, the migration from the old to the new system happened in stages between September 2015 and early March 2016 due to the large number of schools/centers involved (335). As of early March 2016, the District had migrated the bookkeeping of the internal funds of all K-12 centers from the legacy system to the new eSAS accounting system. The deployment was accomplished by establishing a system whereby schools were segregated into four different groups (the first being the pilot group followed by three cohort groups). Each group migrated to the new bookkeeping system according to an agreed upon schedule between the district and the software vendor. The end-dates and start-dates of this exercise are noted in the following table:

Group Designation	MSAF (Legacy) System End Date	eSAS System Available For Conversion	No. Of Schools/Centers
Pilot	9/29/2015	10/1/2015	18
Cohort 1	11/24/2015	12/1/2015	60
Cohort 2	1/27/2016	2/1/2016	149
Cohort 3	2/24/2016	3/1/2016	108
Total Schools/Centers			335

Not all the schools/centers within the same group migrated to the new system on the same date. Although the system was available on the dates noted above for each of the pilot group/cohort groups, schools/centers were directed not to input any information until they attended the “Go Live” meeting scheduled at ITS, where Treasurers were given guidance on how to migrate to the new system and initialize the financial information in the new system. “Go Live” meetings were scheduled following the day available for conversion and throughout the next few days to accommodate all the schools/centers within the group. For purposes of our opinion, we will use the “eSAS System Available For Conversion” date for the schools/centers in each group/cohort.

The conversion to the new automated system presented many challenges. These included familiarization with the bookkeeping of the funds on a web-based full-accrual system, sorting through discrepancies with the reports and understanding/resolving technical issues with the system in general. As a result, several reporting tasks and reconciliations associated with the bookkeeping of the internal funds were not always completed by the schools/centers in a timely manner. *We took these matters into consideration when performing and reporting the results of our audits.*

PROPERTY

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

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

FULL-TIME EQUIVALENT (FTE)

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

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

Section 1010.305, Florida Statutes vests the Auditor General 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. Generally, these audits are conducted every two-three years; but could be scheduled sooner.

Schools/centers 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/centers to verify the data and make corrections as needed. Once this process is completed, the district transmits the information to the FDOE. During the 2015-2016 fiscal year, months selected by the FDOE for these surveys are as follows:

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

Schools/centers are also responsible for maintaining an audit trail to ascertain compliance with State law, State Board of Education and School Board Policies 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/centers based on audit criteria developed by this office.

TITLE I PROGRAM

Schools/centers 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/centers 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/centers in rank order. The cut-off point for eligibility is based on the Title I allocation received from the State and other program components.

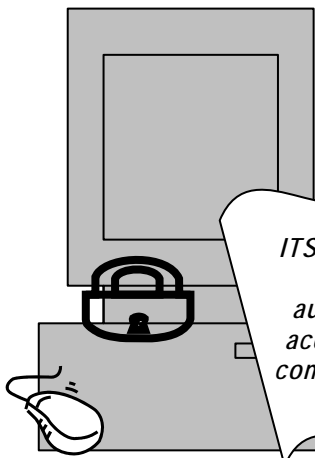


Schools/centers follow specific criteria for the use of Title I funds as delineated in the *Title I Administration Handbook*. Purchases of supplies and equipment are processed through regular district channels or via use of the P-Card Program, depending on the amount. Salary expenditures must comply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

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

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

DATA SECURITY MANAGEMENT REPORT

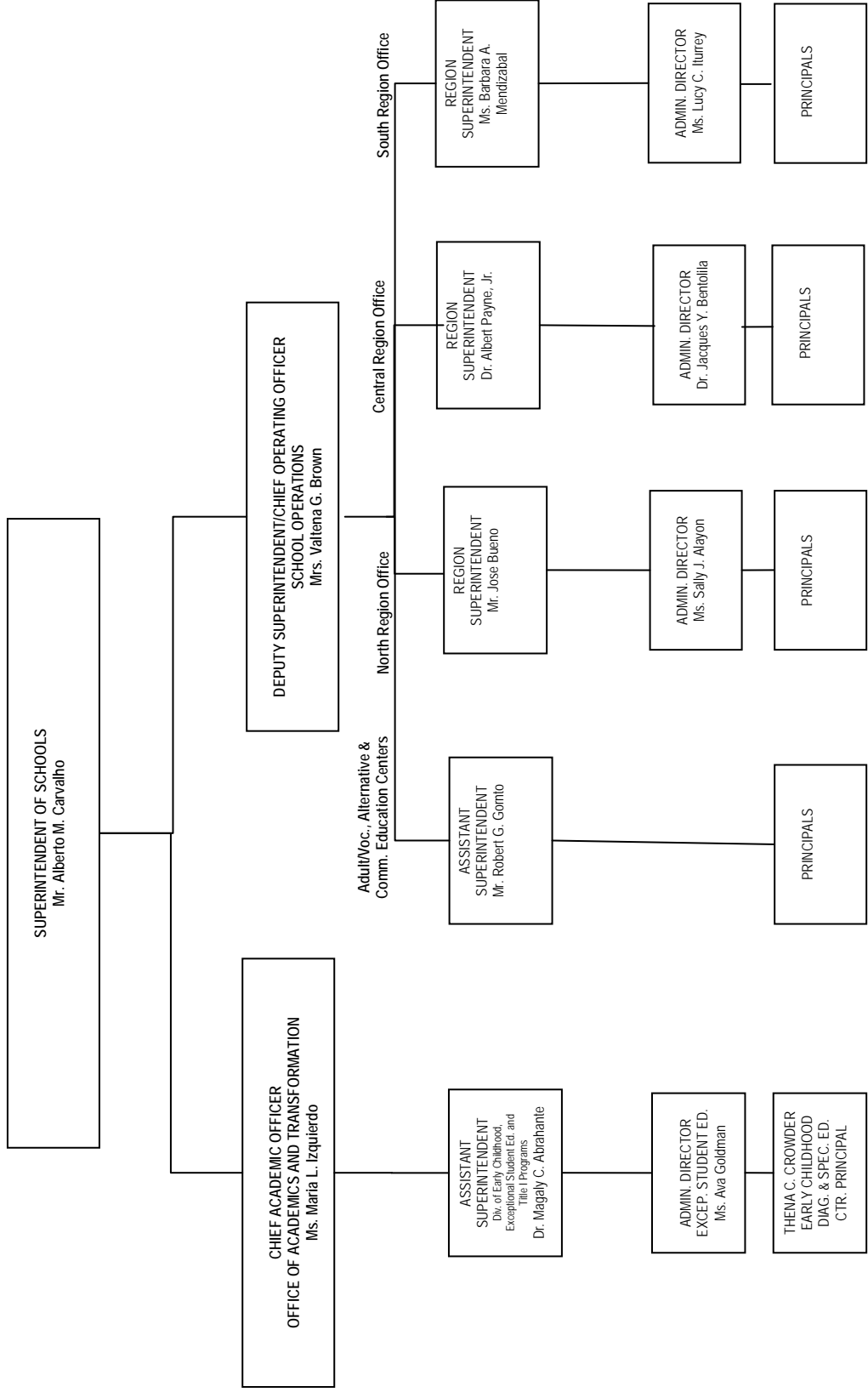


ITS report reviewed to ensure that only authorized staff has access to designated computer applications.

Principals are responsible for ensuring that network security standards and related security procedures are being observed at the school sites. Part of their responsibility includes ensuring that only authorized staff has access to designated applications. Information Technology Services (ITS) produces a monthly report for each location titled "Authorized Applications for Employees by Locations Report". Principals are responsible for reviewing this report to determine the appropriateness of applications approved for each employee, as to whether they are required for his or her assigned duties; and to ensure that access to the computer application that allows for changes to students' academic grades is limited to a specific

and restricted number of authorized personnel.

ORGANIZATIONAL CHART (SCHOOLS/CENTERS)



Anti-Discrimination Policy

Federal and State Laws

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Addition:

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

Miami-Dade County Public Schools



***INTERNAL AUDIT REPORT
SELECTED SCHOOLS/CENTERS
SEPTEMBER 2016***

**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>**