# AUDIT OF SECONDARY SCHOOLS AND CENTERS REGIONAL CENTER II



**JUNE 2007** 



## THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Dr. Rudolph F. Crew Superintendent of Schools

Ms. Carolyn Spaht Chief of Staff

Mr. Allen M. Vann, CPA
Chief Auditor
Office of Management and Compliance Audits

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<u>Property Audits Supervised and Performed by:</u>
Mr. Dario Rosendo, CPA and Property Audits Staff



# INTERNAL AUDIT REPORT REGIONAL CENTER II SECONDARY SCHOOLS AND CENTERS

**JUNE 2007** 

### **AUDIT COMMITTEE MEETING**

**JUNE 26, 2007** 

**SCHOOL BOARD MEETING** 

**JULY 11, 2007** 

OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS



## Miami-Dade County Public Schools

giving our students the world

**Superintendent of Schools** Rudolph F. Crew, Ed.D.

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Assistant Chief Auditor-School Audits Maria T. Gonzalez, CPA

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Miami-Dade County School Board

Perla Tabares Hantman Dr. Robert B. Ingram Ana Rivas Logan Dr. Marta Pérez Dr. Solomon C. Stinson

Members of The School Board of Miami-Dade County, Florida Members of The School Board Audit Committee Dr. Rudolph F. Crew, Superintendent of Schools

#### Ladies and Gentlemen:

This report includes the audit results of ten secondary schools and centers corresponding to Regional Center II. The audit period was for the fiscal year ended June 30, 2006. Previously, one middle school from this Regional Center was published as a result of a change in principal.

June 18, 2007

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, property, and payroll records. We also reviewed the Purchasing Credit Card Program, as well as aspects of data security at selected schools. Property inventory results, including an analysis of property losses missing through the Plant Security Report process are reported herein.

The audits disclosed that the schools in this report were in general compliance with prescribed policies and procedures regarding their internal funds and payroll. Furthermore, the reviews of the Purchasing Credit Card Program and aspects of data security conducted at selected schools provided satisfactory results. Physical inventories disclosed that most schools reported herein generally conformed to the prescribed property standards. Nevertheless, one of the principals provided a written response delineating corrective actions in the property management area.

In closing, we would like to acknowledge the schools' staff and administration for their continued assistance and consideration during the performance of these audits.

Allen M. Vann, CPA

**Chief Auditor** 

Office of Management and Compliance Audits

AMV:mtg

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I. INTRODUCTORY SECTION

#### **EXECUTIVE SUMMARY**

The Office of Management and Compliance Audits has completed the audits of ten secondary schools and centers of the 11 schools and centers corresponding to Regional Center II. The audit period was the fiscal year ended June 30, 2006. Previously, the audit results of Thomas Jefferson Middle were published as result of a change in principal.

The scope of the audit conducted at these schools included the: (1) audit of the financial records for internal funds that includes a review of the community school records at those schools where there was a Community School Program; (2) review of the payroll records and procedures; (3) physical inventory of all property and the review of the procedures to account for and dispose of this property; (4) review of the Purchasing Credit Card Program at four schools; and (5) review of the "Authorized Applications for Employees by Locations Report" at five schools.

#### Financial Statements and Control over Financial Reporting

The financial statements in this audit report present fairly, in all material respects, the changes in fund balances arising from cash transactions of the schools during the 2005-06 fiscal year, on the cash basis of accounting.

Additionally, as of June 30, 2006, the internal controls at the schools in this report generally functioned as designed by the District administration and implemented by the schools.

#### **Summary of Audit Findings**

Records were maintained in good order and in accordance with prescribed policies and procedures at all ten schools in this report (See Schedule on page 8).

#### Internal Funds

All schools reported herein were in compliance with the <u>Manual of Internal Fund Accounting</u>.

#### Payroll

Our review of the payroll preparation and check distribution procedures disclosed that there was generally adequate segregation of the functions of the payroll preparation, authorization, and check distribution at the schools included herein. In addition, the payroll rosters were generally supported by adequately prepared attendance sheets as described by the <u>Payroll Processing Procedures Manual</u>.

#### Property

Physical inventories of property items with an individual cost of \$1,000 or more were conducted at all ten schools in this report, as well as at Thomas Jefferson Middle. Approximately \$10.8 million was inventoried at these schools. Of the 11 schools, nine were in general compliance with established property procedures. Property not located during the inventories consisted of the following:

- At North Miami Beach Senior, inventory results disclosed property items with a total cost of \$44,611 and a depreciated value of \$2,310 that could not be located during the inventory. Additionally, the school reported combined property losses of \$30,695 at cost and \$11,899 at depreciated value through various Plant Security Reports. Consequently, the principal provided a written response delineating corrective measures to improve the management of property at this school. Senior management concurred with these findings and with the proposed corrective measures, and agreed to assist the school with their implementation.
- At Thomas Jefferson Middle, audit results were previously published as result of a change in principal. Regarding property results, we found that seven items at a cost of \$11,612 and a depreciated value of \$454 could not be located during the inventory.

Additionally, our analysis of property losses reported through the Plant Security Report process disclosed six other schools that reported combined losses of \$50,814 at cost and \$14,337 at depreciated value.

#### Purchasing Credit Card Program

A review of the Purchasing Credit Card Program's records and procedures at four schools disclosed that there was general compliance with the <u>Purchasing Credit</u> Card Program Policies & <u>Procedures Manual</u>.

## Data Security Quarterly Management Report And Approval Review

Our review of the "Authorized Applications for Employees by Locations Report" at five schools disclosed that the report was signed by the principal to indicate that employees were properly authorized to access certain computer applications; and the computer application that allows for academic grade changes was generally limited and restricted to the principal, one assistant principal, and the registrar.

#### **BACKGROUND**

The Office of Management and Compliance Audits has performed the audits of the schools enumerated in the Table of Contents section of this report, as required by Section 1011.07, Florida Statutes, and State Board of Education Rule 6A-1.087, which requires an annual audit 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. Internal funds monies are collected in connection with summer program activities, school athletic events, fund-raising activities, gifts and contributions made by the band or athletic booster clubs, civic organizations, parent-teacher organizations, and commercial agencies and all other similar monies, properties or benefits.

Prior to spending internal funds some schools invest their cash in designated depositories, while others invested them in the MDCPS-Money Market Pool Fund. The Fund's interest rate as of June 30, 2006 was 4.76%.

The principal of each individual school, and his/her staff, are primarily responsible for performing the actual internal accounting functions in accordance with the <u>Manual of Internal Fund Accounting</u> and maintaining adequate internal controls. The financial statements are similarly the responsibility of management and were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

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.

#### **Property**

At M-DCPS, the management of property items must comply with the guidelines established in the <u>Manual of Property Control Procedures</u>. 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 cost of \$1,000 or more, the results of which are reported herein.

#### **Payroll**

All payroll transactions must be processed following the <u>Payroll Processing Procedures</u> <u>Manual</u>, 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. Once the checks/advices are printed, they are distributed throughout the District by Treasury Management.

#### **Purchasing Credit Card Program**

At the schools, the principal administers the credit card program, which must comply with the guidelines established in the <u>Purchasing Credit Card Program Policies & Procedures Manual</u>.

The credit 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.

#### Data Security Quarterly Management Report and Approval Review

Principals are responsible to ensure that only authorized school staff has access to designated computer applications. Information Technology Services (ITS) produces a quarterly report for each school location titled "Authorized Applications for Employees by Locations Report". Principals are responsible for reviewing this quarterly report to determine the appropriateness of computer applications approved for each school 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 at their schools.

#### **ORGANIZATIONAL CHART**

## SUPERINTENDENT OF SCHOOLS Dr. Rudolph F. Crew

#### ASSOCIATE SUPERINTENDENT SCHOOL OPERATIONS Mr. Freddie Woodson

### REGIONAL SUPERINTENDENT REGIONAL CENTER II Ms. Enid Weisman

## REGIONAL CENTER II BUSINESS DIRECTOR Ms. Marie F. Harrison

School

Principal

#### SENIOR HIGH SCHOOLS

Dr. Michael M. Krop Senior
Miami Beach Senior
North Miami Senior
North Miami Beach Senior
Dr. Matthew J. Welker
Dr. Rosann P. Sidener
Mr. Carnell A. White
North Miami Beach Senior
Mr. Raymond Fontana

#### MIDDLE SCHOOLS

Highland Oaks Middle
John F. Kennedy Middle
Nautilus Middle
North Miami Middle
Ms. Sally J. Alayon
Ms. Kay L. Mikulas
Dr. Allyn Bernstein
Mr. Arnold R. Montgomery

#### ADULT EDUCATION CENTER

Miami Beach Adult Education Center
North Miami Adult Education Center
Mr. Jean C. Ridore

#### **OBJECTIVES, SCOPE, AND METHODOLOGY**

In accordance with the Audit Plan for the 2006-07 Fiscal Year, the Office of Management and Compliance Audits has audited the financial statements for the fiscal year ended June 30, 2006 of the schools listed in the Table of Contents section of this report.

The objectives of our audits were to:

- express an opinion on the financial statements of the schools;
- evaluate compliance by the schools with the policies and procedures prescribed by the Manual of Internal Fund Accounting;
- evaluate the internal control at the schools to determine the extent to which the control components promote compliance with the policies and procedures prescribed by the <u>Manual of Internal Fund Accounting</u>;
- provide assurances to the administration regarding compliance with current payroll procedures, as well as compliance with the current purchasing credit card programs procedures; and that certain information technology controls are in place.

In addition to the audit of internal funds we performed the following:

- An inventory of all property items with an individual value of \$1,000 or more was taken at the schools to verify compliance with the <u>Manual of Property Control</u> Procedures.
- A review of selected payroll procedures currently in effect at all the schools to evaluate the propriety of the preparation and processing of the payroll, and to determine adherence to the Payroll Processing Procedures Manual.
- A review of the purchasing credit card program records and procedures currently in effect was made at selected schools to determine compliance with the <u>Purchasing</u> <u>Credit Card Program Policies & Procedures Manual</u>.
- A review of Information Technology Services (ITS) "Authorized Applications for Employees by Locations Report" at **selected** schools to ascertain that they are currently being reviewed and signed by the principal and that, according to these reports, access to academic grade changes via the computer system is limited and restricted.

We conducted our audits in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States. We planned and performed the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. We examined, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Using sampling techniques, we selected and tested a representative sample of receipts and disbursements

of all the audited schools. We also analyzed selected activities where the schools generated significant resources. The results of our property audits reported herein were in all material respects similarly conducted in accordance with the generally accepted government auditing standards, with the exception of the continuing professional education requirement not followed by our property auditors.

#### **Internal Controls**

In planning and performing our audits, we obtained an understanding of the internal control components established by the District administration. We documented our understanding of the internal control and assessed control risks. Our purpose in obtaining an understanding of the internal control and assessing control risks was to determine the nature, timing and extent of substantive tests of procedures to be performed. We ascertained what control policies and procedures were placed in operation by the school(s) administration concerning the reliability of financial reporting, especially those relevant to cash receipts and disbursements and the safeguarding of assets as of June 30, 2006.

The scope of our audits also included an assessment of the controls in place at the schools to promote compliance with applicable laws, administrative rules, and District policies as codified in the Manual of Internal Fund Accounting, which contains the procedures established to control the use of the internal funds. The internal control environment at the schools is generally characterized by a lack of segregation of incompatible accounting duties, which are typically performed by the bookkeeper/treasurer including collecting, receipting, and depositing funds, as well as posting and reconciling the books. This condition, which we consider to be a material weakness, results from the small size of the office staff, and is offset by the close supervision generally provided by the principal, who is the administrator responsible for all aspects of the operation of the school. We appropriately respond to these risks through the level of audit testing performed for each of the aforementioned categories. To the extent that grants and donations were received, we performed such tests as deemed appropriate in the circumstances to ensure that internal controls over financial reporting were adequate.

Reportable conditions are covered in the individual audit report of the school where the conditions were noted, as well as summarized in the **Summary of Audit Findings section within the Executive Summary** of this report. 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.

**SUMMARY SCHEDULE OF AUDIT FINDINGS** 

# REGIONAL CENTER II SECONDARY SCHOOLS AND CENTERS SUMMARY SCHEDULE OF AUDIT FINDINGS

			CURRENT YEAR AUDIT FINDINGS Total	i	PRIOR YEAR IDIT FINDINGS
Work Loc. No.	Schools	Page No.	per School	per School	AREA OF FINDINGS
SENIC	OR HIGH SCHOOLS				
7141	Dr. Michael M. Krop Senior	13	None	None	
7201	Miami Beach Senior <sup>(1)</sup>	15	None	None	
7591	North Miami Senior <sup>(1)(2)</sup>	17	None	None	
7541	North Miami Beach Senior <sup>(1)(2)(3)</sup>	19	None	1	<ul> <li>Disbursements</li> </ul>
MIDDL	E SCHOOLS				
6241	Highland Oaks Middle <sup>(1)(2)</sup>	21	None	None	
6281	Thomas Jefferson Middle <sup>(4)</sup>				
6301	John F. Kennedy Middle	23	None	None	
6541	Nautilus Middle <sup>(2)</sup>	25	None	None	
6631	North Miami Middle	27	None	None	
ADUL.	T EDUCATION CENTERS				
7202	Miami Beach Adult Ed. Center	29	None	None	
7592	North Miami Adult Ed. Ctr. <sup>(1)</sup>	31	None	3	<ul><li>Bus Passes</li><li>Fin Mgt.</li><li>Payroll</li></ul>
	TOTAL		None	4	

#### Notes:

- (1) "Authorized Applications for Employees by Locations" Report reviewed at this school (5 schools).
- (2) Purchasing Credit Card Program records and procedures reviewed at this school (4 schools).
- (3) See response to property management on page 10 (1 school).
- (4) Audit results previously published as result of a change in principal (1 school).

# PROPERTY SCHEDULES AND RESPONSE FROM PRINCIPAL

## REGIONAL CENTER II SECONDARY SCHOOLS AND CENTERS PROPERTY SCHEDULES

## CURRENT PROPERTY INVENTORY RESULTS (COMPARATIVE PROPERTY INVENTORY RESULTS)

		į	CURRENT INVENTORY					PRIOR INVENTORY	
				U	Jnlocated Item	ıs			
WORK	· ·					At	No. of		
LOCATION		Total	Dollar	No. of	At	Deprec.	Unloc.	Dollar	
NO.	SCHOOLS/CENTERS	Items	Value	items	Cost	Value	Items	Value	
SENIOR HIG	SH SCHOOLS								
7141	Dr. Michael M. Krop Senior	1,065	\$ 2,407,500	None			None		
7201	Miami Beach Senior	569	1,143,161	None			None		
7591	North Miami Senior	420	919,319	None			None		
7541	North Miami Beach Senior (1)	704	1,535,199	26	\$ 44,611	\$ 2,310	None		
MIDDLE SC	<u>HOOLS</u>		,						
6241	Highland Oaks Middle	308	685,755	None			None		
6281	Thomas Jefferson Middle <sup>(2)</sup>	329	656,786	7	11,612	454	None		
6301	John F. Kennedy Middle	846	1,318,101	None			None		
6541	Nautilus Middle	354	732,617	None			None		
6631	North Miami Middle	370	670,117	None			None		
ADULT EDU	ADULT EDUCATION CENTERS								
7202/8221	Miami Beach Adult Education Ctr.	292	564,580	None		*	None		
7592	North Miami Adult Education Ctr.	58	117,874	None			None		
	TOTAL	5,315	\$ 10,751,009	33	\$ 56,223	\$ 2,764	None	\$ -	

## ANALYSIS OF PROPERTY LOSSES PER PLANT SECURITY REPORTS SINCE PRIOR PHYSICAL INVENTORY

		No. of			CATEGORY (AT COST)			
WORK		Plant		Total				Total
LOCATION		Security	Total	Amount		Audio		Depreciated
NO.	SCHOOLS/CENTERS	Reports	Items	at Cost	Computers	Visual	Other	Value
SENIOR HIG	SENIOR HIGH SCHOOLS							
7141	Dr. Michael M. Krop Senior	1	1	\$ 2,680	\$ -	\$ -	\$ 2,680	\$ 2,117
7201	Miami Beach Senior	1	7	15,369	<u>-</u>	-	15,369	6,376
7591	North Miami Senior	2	2	3,533	1,773	1,760	-	1,855
7541	North Miami Beach Senior <sup>(1)</sup>	7	7	30,695	6,062	4,480	20,153	11,899
MIDDLE SC	HOOLS							
6241	Highland Oaks Middle	1	2	2,990	2,990	-	-	-
6541	Nautilus Middle	2	8	15,921	6,380	-	9,541	1,465
6631	No. Miami Middle	5	6	10,321	10,321	-	-	2,524
	Totals	19	33	\$ 81,509	\$ 27,526	\$ 6,240	\$ 47,743	\$ 26,236

#### Notes:

- (1) See response from principal in page that follows.
- (2) Audit results previously reported. Property results pending until now. Missing property consisted mostly of outdated computer equipment.

Schools with no property reported missing through the Plant Security Report Process are excluded from this last schedule.

#### MEMORANDUM

TO:

Ms. Enid Wiesman, Regional Superintendent

Regional Center II

FROM:

Raymond L. Fontana, Principal

North Miami Beach Senior High

Subject:

UNLOCATED PROPERTY

This memorandum is being written in response to the Physical Inventory of Property Audit findings for 2006-2007 for North Miami Beach Senior High. These losses were reported as unlocated property including various obsolete computer and digital equipment and several Plant Security Report losses which included a stolen playground set.

North Miami Beach Senior High School will take the following corrective/preventive actions in an effort to avoid future occurrences:

- 1. Identify a designee to serve as the individual that will conduct property selfaudits on a quarterly basis to monitor property inventory.
- 2. Maintain complete and accurate documentation regarding the issuance of any equipment assigned to personnel for off-campus use.
- 3. Develop, implement and monitor an organizational management system to include a database of the school's inventory of property that identifies the room location of each item.
- 4. Any unlocated property will be documented by properly completing and processing a Plant Security Report and filing a copy on-site in a centralized location.

Should you need additional information regarding this matter, please contact me at (305) 949-8381.

Cc: Ms. Marie Harrison

RESPONSES FROM SENIOR MANAGEMENT

June 14, 2007

#### MEMORANDUM

TO:

Mr. Allen Vann, Chief Auditor

Office of Management and Compliance Audits

FROM:

Freddie Woodson, Associate Superintendent

**School Operations** 

SUBJECT: RESPONSE TO 2005-2006 UNLOCATED PROPERTY AUDIT - NORTH

MIAMI BEACH SENIOR HIGH

Please find attached response to the property audit conducted for the 2005-2006 fiscal year for the following school in Regional Center II:

North Miami Beach Senior High

I concur with the assistance that the Regional Superintendent plans to provide to the affected personnel at this school. This office will continue the practice of monitoring the ongoing actions of the administrator at this location to prevent and eliminate future audit exceptions with property audits. Moden

FW

FW:CG: M446

**Attachments** 

CC:

Enid Weisman

Ms. Maria T. González Ms. Cynthia Gracia

June 5, 2007 EW/2006/07#191 305-624-8802

TO:

Mr. Freddie Woodson, Associate Superintendent

**School Operations** 

FROM:

Enid Weisman, Regional Superintendent

Regional Center II

**SUBJECT:** 

RESPONSE TO UNLOCATED PROPERTY AUDIT OF NORTH

MIAMI BEACH SENIOR HIGH SCHOOL FOR FISCAL YEAR

2005-06

Please find attached the school's response for the property audit for North Miami Beach Senior High School.

Regional Center II has reviewed the audit response for North Miami Beach Senior High School. As a result, the following support activities will be implemented at the regional level to prevent future occurrences:

- The principal will be required to address specific fiscal management in his job targets on the Performance Planning and Assessment System Planning Form and provide progress points and evidence of progress to improve business and professional standards for effectiveness and efficiency.
- The principal will have regional/district mini audit reviews conducted each semester to monitor property inventory, at the school during the 2007-2008 school year.
- The Regional Center II Administrative Director for Business/Personnel, will review property mini-audit for the school during the 2007-2008 school year. The Regional Center II Administrative Director for Business/Personnel will provide additional technical support and assistance to the school during the 2007-2008 school year.

Should you need additional information, please contact me at 305-624-8802. Thank you for your continued support and assistance.

xc: Mrs. Marie F. Harrison

II. INDIVIDUAL AUDIT REPORTS

**SENIOR HIGH SCHOOLS** 

#### DR. MICHAEL M. KROP SENIOR HIGH SCHOOL AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

### PROFILE OF THE SCHOOL

Address: 1410 N.E. 215 Street, Miami, Florida 33179

Date School Established: 1998

Grades: 9-12

Principal: Dr. Mathew J. Welker

Treasurers: Ms. Amelia Suarez (Through November 2006)

Ms. Blanche Deniha

Community School Assistant Principal: Ms. Vincent S. Vignola

Community School Secretary: Ms. Ivette Lugo

### CASH AND/OR INVESTMENT SUMMARY

	Maturity <u>Date</u>	Interest <u>Rate</u>	6/30/06
Checking Account:			
TotalBank			\$ 40,421.09
Investment:			
MDCPS-Money Market Pool Fund	Open-end	4.76	313,055.80
TOTAL			\$ 353,476.89

#### **AUDIT OPINION**

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our compliance of the controls in place to promote assessment Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

AS OF: 06/30/06 MIAMI-DADE COUNTY PUBLIC SCHOOLS PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. RUN DATE: 07/01/06

SCHOOL - 7141 DR. MICHAEL M. KROP SE ACCESS CENTER II

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
ATHLETICS MUSIC CLASSES AND CLUBS TRUST PROPERTY DEPOSITS INSTRUCTIONAL AIDS GENERAL INSTRUCTIONAL MATE COMMUNITY SCHOOL	33,524.83 412.59 111,804.99 77,557.22 3,579.20 12,027.91 9,814.24 10,915.40 12,818.39	69,884.17 752.50 492,316.44 206,209.86 2,925.00 30,304.00 162,856.06 60,883.29 265,391.90	102,119.59 .00 518,353.56 219,908.20 3,544.67 32,058.37 21,134.64 51,798.69 261,583.38	16,984.99 .00 93,938.37 13,328.62 .00 .00 124,251.98- .00	18,274.40 1,165.09 179,706.24 77,187.50 2,959.53 10,273.54 27,283.68 20,000.00 16,626.91
TOTAL	272,454.77	1,291,523.22	1,210,501.10	.00	353,476.89

.00 SBMMF ACCOUNTS PAYABLE 313,055.80 TOTAL 353,476.89 CHECKING 40,421.09 INVESTMENTS

#### MIAMI BEACH SENIOR HIGH SCHOOL AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

#### PROFILE OF THE SCHOOL

Address: 2231 Prairie Avenue, Miami Beach, Florida 33139

Date School Established: 1926

Grades: 9-12

Principals: Dr. Jeanne P. Friedman (Through June 2007; retired)

Dr. Rosann P. Sidener

<u>Treasurers</u>: Ms. Anna L. Echevarria (Through March 2006)

Ms. Tamara Wilson (Through July 2006)

Ms. Janai Guido

#### CASH AND/OR INVESTMENTS SUMMARY

Checking Account:	<u>Maturity</u> <u>Date</u>	<u>Term</u>	Interest <u>Rate</u>	6/30/06
SunTrust Bank		<b></b>	0.70	\$ 51,161.27
Investments:				
SunTrust Bank	5/12/07	12 mo.	2.96	3,000.00
MDCPS-Money Market Pool Fund	Open-end		4.76	283,589.51
TOTAL				\$ 337,750.78

#### **AUDIT OPINION**

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to; and controls over the review and approval of the Authorized Applications for Employees by Locations Report were complied with. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

AS OF: 06/30/06 MIAMI-DADE COUNTYPUBLIC SCHOOLS RUN DATE: 07/01/06 PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. 37

#### ACCESS CENTER II

SCHOOL - 7201 MIAMI	BEACH SENIOR				
	BEGINNING		DISBURSE-	NET	ENDING
FUNDS	BALANCE	RECEIPTS	MENT	TRANSFER	BALANCE
ATHLETICS	24,060.34	36,260.89	71,720.46	26,561.75	15,162.52
MUSIC	5,542.37	183.00	1,343.64	.00	4,381.73
CLASSES AND CLUBS	113,883.56	158,133.45	175,852.98	8,980.80	105,144.83
TRUST	50,754.59	136,419.56	120,905.64	6,632.76-	59,635.75
INSTRUCTIONAL AIDS	7,679.62	8,818.49	8,563.07	10.00-	7,925.04
GENERAL	103,552.53	75,568.60	27,719.43	25,900.79-	125,500.91
INSTRUCTIONAL MATE	15,763.24	10,619.95	3,384.19	2,999.00-	20,000.00
TOTAL	321,236.25	426,003.94	409,489.41	.00	337,750.78

### NORTH MIAMI SENIOR HIGH SCHOOL AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

#### PROFILE OF THE SCHOOL

Address: 800 N. E. 137 Street, North Miami, Florida 33161

Date School Established: 1951

Grades: 9-12

Principal: Mr. Carnell A. White

<u>Treasurer</u>: Ms. Susie Easterling

#### CASH AND/OR INVESTMENTS SUMMARY

Checking Account:	Maturity <u>Date</u>	Interest <u>Rate</u>	6/30/06
City National Bank			\$ 28,363.08
Investment:			
MDCPS-Money Market Pool Fund	Open-end	4.76	269,313.86
TOTAL			\$ 297,676.94

#### **AUDIT OPINION**

The internal funds, purchasing credit card, and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to; and controls over the review and approval of the Authorized Applications for Employees by Locations Report were complied with. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

AS OF: 06/30/06 M I A M I - D A D E C O U N T Y P U B L I C S C H O O L S RUN DATE: 07/01/06 PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. 41

#### ACCESS CENTER II

#### SCHOOL - 7591 NORTH MIAMI SENIOR

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET Transfer	ENDING BALANCE
ATHLETICS MUSIC CLASSES AND CLUBS TRUST PROPERTY DEPOSITS INSTRUCTIONAL AIDS GENERAL INSTRUCTIONAL MATE PRODUCTION/SERVICE	24,184.19 507.67- 74,667.65 35,880.16 3,278.50 10,271.86 146,968.64 11,225.12 6,745.93	40,578.77 10,002.00 181,877.35 122,898.29 .00 349.00 55,431.33 24,689.27 5,497.98	84,721.04 5,490.33 188,422.12 95,012.88 .00 113.91 58,250.47 17,634.90 6,715.78	37,047.08 118.50- 1,816.94- 33,131.77- .00 .00 1,979.87- .00	17,089.00 3,885.50 66,305.94 30,633.80 3,278.50 10,506.95 142,169.63 18,279.49 5,528.13
TOTAL	312,714.38	441,323.99	456,361.43	.00	297,676.94

CHECKING 28,363.08 INVESTMENTS .00 SBMMF 269,313.86 TOTAL 297,676.94 ACCOUNTS PAYABLE .00

#### NORTH MIAMI BEACH SENIOR HIGH SCHOOL AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

#### PROFILE OF THE SCHOOL

Address: 1247 N. E. 167 Street, North Miami Beach, Florida 33162

Date School Established: 1971

Grades: 9-12

Principal: Mr. Raymond Fontana

<u>Treasurer</u>: Ms. Olga Sanchez

#### CASH AND/OR INVESTMENT SUMMARY

Checking Account:	Maturity <u>Date</u>	Interest <u>Rate</u>	6/30/06
Bank of America, N. A.	<del></del>	0.10	\$ 32,356.98
Investment:			
MDCPS-Money Market Pool Fund	Open-end	4.76	257,380.31
TOTAL			\$ 289,737.29

#### **AUDIT OPINION**

The internal funds and purchasing credit card records were properly maintained. In addition, payroll procedures were generally adhered to; and controls over the review and approval of the Authorized Applications for Employees by Locations Report were complied with. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

A physical inventory of property items with an individual cost of \$1,000 or more showed that 26 items at a cost of \$44,611 and a depreciated value of \$2,310 could not be located. The Manual of Property Control Procedures requires a proper accounting of all items with an individual cost of \$1,000 or more.

AS OF: 06/30/06 MIAMI-DADE COUNTY PUBLIC SCHOOLS PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. RUN DATE: 07/01/06 40

SCHOOL - 7541 NORTH MIAMI BEACH SENI

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- Ment	NET Transfer	ENDING Balance
ATHLETICS MUSIC CLASSES AND CLUBS TRUST PROPERTY DEPOSITS INSTRUCTIONAL AIDS GENERAL INSTRUCTIONAL MATE COMMUNITY SCHOOL PRODUCTION/SERVICE	25,006.76 6,675.08 88,937.43 62,853.97 1,804.79 8,788.84 41,823.88 13,900.52 26,564.65 2,674.18	22,389.14 5,723.00 224,648.35 187,269.27 720.00 7,006.00 82,835.49 12,680.74 .00 482.83	84,985.56 6,419.42 222,124.30 181,151.34 .00 4,382.77 22,050.14 10,604.55 .00 1,329.55	74,052.97 447.00- 7,591.64 14,352.96- 279.50 2.50- 62,832.84- 2,999.00- .00 1,289.81-	36,463.31 5,531.66 99,053.12 54,618.94 2,804.29 11,409.57 39,776.39 12,977.71 26,564.65 537.65
TOTAL	279,030.10	543,754.82	533,047.63	.00	289,737.29

257,380.31 TOTAL 32,356.98 INVESTMENTS .00 SBMMF ACCOUNTS PAYABLE 289,737.29 CHECKING

MIDDLE SCHOOLS

## HIGHLAND OAKS MIDDLE SCHOOL AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

#### PROFILE OF THE SCHOOL

Address: 2375 N. E. 203 Street, North Miami Beach, Florida 33180

Date School Established: 1976

Grades: 6-8

Principal: Ms. Sally J. Alayon

<u>Treasurer</u>: Ms. Christine Shipman

#### CASH AND/OR INVESTMENTS SUMMARY

	Maturity <u>Date</u>	Interest <u>Rate</u>	6/30/06
Checking Account:			
Bank of America, N. A.			\$ 18,506.35
Investment:			
MDCPS-Money Market Pool Fund	Open-end	4.76	66,905.77
TOTAL			\$ 85,412.12

#### **AUDIT OPINION**

The internal funds, purchasing credit card, and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to; and controls over the review and approval of the Authorized Applications for Employees by Locations Report were complied with. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our in place to promote compliance with of the controls assessment Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

AS OF: 06/30/06 MIAMI-DADE COUNTY PUBLIC SCHOOLS RUN DATE: 07/01/06 PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. 29

SCHOOL - 6241 HIGHLAND OAKS MIDDLE S

FUNDS		BEGINNING BALANCE	RECEIPTS	DISBURSE MENT		IET ISFER	ENDING BALANCE
ATHLETICS MUSIC CLASSES AND TRUST PROPERTY DEP INSTRUCTIONA GENERAL INSTRUCTIONA	POSITS L AIDS	.00 653.32 26,296.46 17,328.79 1,640.69 1,377.93 14,344.48 7,168.42	40.00 1,405.75 102,878.80 233,929.94 3,272.50 5,129.58 44,821.63 35,482.41	1,440.0 1,457.5 86,878.6 249,825.5 2,813.4 5,424.3 27,515.7 35,003.3	57 56 4,7 50 10,8 50 1 76 7,5	00.00 .00 729.50- 320.57 .00 .00.00 991.07-	.00 601.50 37,567.10 12,253.80 2,099.79 1,183.12 24,059.28 7,647.53
TOTAL		68,810.09	426,960.61	410,358.5	8	.00	85,412.12
CHECKING	18,506.35	INVESTMENTS	.00 ACCOUNTS F		66,905.77 .00	TOTAL	85,412.12

#### JOHN F. KENNEDY MIDDLE SCHOOL AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

#### PROFILE OF THE SCHOOL

Address: 1075 N. E. 167 Street, No. Miami Beach, Florida 33162

Date School Established: 1957

Grades: 6-8

Principal: Ms. Kay L. Mikulas

<u>Treasurer</u>: Ms. Rochelle Frost

#### CASH AND/OR INVESTMENTS SUMMARY

	Maturity <u>Date</u>	Interest <u>Rate</u>	6/30/06
Checking Account:			,
Regions Bank			\$ 19,168.79
Investment:			
MDCPS-Money Market Pool Fund	Open-end	4.76	27,074.40
TOTAL			\$ 46,243.19

#### **AUDIT OPINION**

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

AS OF: 06/30/06 MIAMI-DADE COUNTY PUBLIC SCHOOLS RUN DATE: 07/01/06 PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. 31

SCHOOL - 6301 JOHN F. KENNEDY MIDDLE

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET Transfer	ENDING BALANCE
ATHLETICS MUSIC CLASSES AND CLUBS TRUST PROPERTY DEPOSITS INSTRUCTIONAL AIDS GENERAL INSTRUCTIONAL MATE	.00 117.34 13,224.97 4,959.19 398.03 1,523.38 9,419.24 9,318.14	.00 84.00 21,200.00 77,648.84 2,079.00 126.00 15,353.33 48,043.88	620.00 84.08 24,245.83 75,700.86 1,939.35 .00 10,918.90 43,743.13	620.00 .00 1,783.17 779.32 .00 .00 3,182.49-	.00 117.26 11,962.31 7,686.49 537.68 1,649.38 10,671.18 13,618.89
TOTAL	38,960.29		157,252.15	.00	46,243.19

CHECKING .00 SBMMF ACCOUNTS PAYABLE 27,074.40 TOTAL .00 46,243.19 19,168.79 INVESTMENTS

#### NAUTILUS MIDDLE SCHOOL AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

#### PROFILE OF THE SCHOOL

Address: 4301 North Michigan Avenue, Miami Beach, Florida 33140

Date School Established: 1949

Grades: 6-8

Principal During Audit Period: Ms. Caridad Figueredo (Through October 2006; presently

on leave)

Current Principal: Dr. Allyn Bernstein

Treasurer: Ms. Dana Lewis

#### CASH AND/OR INVESTMENTS SUMMARY

	Maturity <u>Date</u>	Interest <u>Rate</u>	6/30/06
Checking Account:			
Wachovia Bank, N. A.		3.21	\$ 31,331.85
Investment:			
MDCPS-Money Market Pool Fund	Open-end	4.76	21,350.53
TOTAL			\$ 52,682.38

#### **AUDIT OPINION**

The internal funds, purchasing credit card, and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

AS OF: 06/30/06 M I A M I - D A D E C O U N T Y P U B L I C S C H O O L S PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. RUN DATE: 07/01/06

SCHOOL - 6541 NAUTILUS MIDDLE SCHOOL

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET Transfer	ENDING BALANCE
ATHLETICS MUSIC CLASSES AND CLUBS TRUST PROPERTY DEPOSITS INSTRUCTIONAL AIDS GENERAL INSTRUCTIONAL MATE	.00 1,117.18 7,934.61 21,704.96 1,237.21 1,879.41 6,940.74 14,000.00	.00 6,001.00 14,003.26 84,699.07 6.50 1,860.00 21,640.33 23,217.18	260.00 4,073.07 9,388.01 96,418.36 .00 1,363.88 18,838.57 23,217.18	260.00 2,307.36- 3,933.35- 3,347.25 .00 3.86- 2,637.32	.00 737.75 8,616.51 13,332.92 1,243.71 2,371.67 12,379.82 14,000.00
TOTAL	54,814.11	151,427.34	153,559.07	.00	52,682.38

21,350.53 TOTAL .00 .00 SBMMF ACCOUNTS PAYABLE 52,682.38 CHECKING 31,331.85 INVESTMENTS

### NORTH MIAMI MIDDLE SCHOOL AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

#### PROFILE OF THE SCHOOL

Address: 13105 N. E. 7 Avenue, North Miami, Florida 33161

Date School Established: 1955

Grades: 6-8

Principal: Mr. Arnold R. Montgomery

<u>Treasurer</u>: Ms. Beverly Edgecombe

#### CASH AND/OR INVESTMENTS SUMMARY

Checking Account:	Maturity <u>Date</u>	Interest <u>Rate</u>	6/30/06
Wachovia Bank, N. A.		3.21	\$ 6,756.32
Investment:			
MDCPS-Money Market Pool Fund	Open-end	4.76	21,185.46
TOTAL			\$ 27,941.78

#### <u>AUDIT OPINION</u>

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

AS OF: 06/30/06 MIAMI-DADE COUNTY PUBLIC SCHOOLS RUN DATE: 07/01/06 PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. 34

# SCHOOL - 6631 NORTH MIAMI MIDDLE SCH

FUNDS		BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET Transfer	ENDING BALANCE
MUSIC CLASSES AND CL TRUST PROPERTY DEPOS INSTRUCTIONAL GENERAL INSTRUCTIONAL	SITS AIDS	99.07 340.52 8,438.86 35.21 440.03 4,547.95 13,012.10	960.00 6,276.45 21,350.30 392.00 40.00 4,289.13 12,507.78	773.57 4,170.40 22,776.90 .00 81.19 9,464.68 7,520.88	.00 1,619.77- 3,448.52 .00 196.00- 1,366.25 2,999.00-	285.50 826.80 10,460.78 427.21 202.84 738.65 15,000.00
TOTAL		26,913.74	45,815.66	44,787.62	.00	27,941.78
CHECKING	6,756.32	INVESTMENTS	.00	SBMMF 21,	185.46 TOTAL	27,941.78

.00 SBMMF ACCOUNTS PAYABLE 21,185.46 TOTAL .00 6,756.32 INVESTMENTS CHECKING

**ADULT EDUCATION CENTERS** 

#### MIAMI BEACH ADULT EDUCATION CENTER AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

#### PROFILE OF THE CENTER

Address: 1424 Drexel Avenue, Miami, Florida 33139

Date Center Established: 1989

Principal: Ms. Marta M. Montaner

Treasurer: Ms. Haydee Garay

Community School Assistant Principals: Mr. Victor Ferrante (Through May 2007)

Ms. Aisha Marrero

After School Care Program Managers: Ms. Cynthia Morales (Fienberg/Fisher Elementary

School Satellite)

Ms. Flor Schulz (Treasure Island Elementary

School Satellite)

#### CASH AND/OR INVESTMENT SUMMARY

Checking Account:	Maturity <u>Date</u>	Interest <u>Rate</u>	6/30/06
Bank of America, N.A.		0.10	\$ 37,351.24
Investment:			
MDCPS-Money Market Pool Fund	Open-end	4.76	154,380.86
TOTAL			\$ 191,732.10

#### **AUDIT OPINION**

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

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AS OF: 06/30/06 MIAMI-DADE COUNTY PUBLIC SCHOOLS RUN DATE: 07/01/06 PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. 38

#### VOCATIONAL/ADULT

SCHOOL - 7202 MIAMI BEACH ADULT

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
TRUST SCHOOL STORE INSTRUCTIONAL AIDS GENERAL INSTRUCTIONAL MATE ADULT EDUCATION COMMUNITY SCHOOL PRODUCTION/SERVICE	31,879.44 103,146.92 8,238.56 10,049.47 6,612.33 .00 7,200.25 399.28	46,021.91 50,825.98 3,246.00 9,127.30 49,775.74 95,933.00 165,410.20 831.50	45,924.04 40,461.92 2,770.90 6,216.56 39,347.17 95,933.00 165,683.19 629.00	2,446.25 2,040.90 6.81 2,538.06- 2,040.90- .00 85.00	34,423.56 115,551.88 8,720.47 10,422.15 15,000.00 00 7,012.26 601.78
TOTAL	167,526.25	421,171.63	396,965.78	.00	191,732.10

CHECKING 37,351.24 INVESTMENTS .00 SBMMF 154,380.86 TOTAL 191,732.10 ACCOUNTS PAYABLE .00

#### NORTH MIAMI ADULT EDUCATION CENTER AUDIT REPORT FOR THE 2005-06 FISCAL YEAR JULY 1, 2005 THROUGH JUNE 30, 2006

#### PROFILE OF THE CENTER

Address: 800 N. E. 137 Street, North Miami, Florida 33161

Date Center Established: 1958

Principal: Mr. Jean C. Ridore

Treasurers: Ms. Silvincia St. Hilaire (Through March 2006)

Ms. Tosha Knight

#### CASH AND/OR INVESTMENTS SUMMARY

	Maturity <u>Date</u>	<u>Term</u>	Interest <u>Rate</u>	6/30/06
Checking Account:				
Bank of America, N. A.			0.10	\$ 34,459.90
Investments:				
Bank of America, N. A.	08/15/06	90 days	3.06	10,000.00
Bank of America, N. A	10/14/06	6 mos.	2.81	15,000.00
Bank of America, N. A.	12/16/06	6 mos.	2.81	20,000.00
Bank of America, N. A.	Open-end		0.35	5,880.90
MDCPS-Money Market Pool Fund	Open-end		4.76	181,302.83
TOTAL				\$ 266,643.63

#### **AUDIT OPINION**

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 or more were accounted for. In addition, payroll procedures were generally adhered to; and controls over the review and approval of the Authorized Applications for Employees by Locations Report were complied with. The financial statement of the internal funds of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2005-06 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Fund Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Fund Accounting. 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.

AS OF: 06/30/06 MIAMI-DADE COUNTY PUBLIC SCHOOLS RUN DATE: 07/01/06 PRODUCT NO. T22160601 SCHOOL INTERNAL FUNDS - ANNUAL FINANCIAL REPORT PAGE NO. 42

#### VOCATIONAL/ADULT

SCHOOL - 759	2 NO	IMAIM	ADULT
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FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
CLASSES AND CLUBS TRUST SCHOOL STORE INSTRUCTIONAL AIDS GENERAL INSTRUCTIONAL MATE ADULT EDUCATION COMMUNITY SCHOOL PRODUCTION/SERVICE	700.00 47,319.91 52,383.50 45,999.21 8,024.95 778.40 .00 800.82 40,925.98	.00 35,294.38 114,229.46 6,303.00 8,381.04 52,703.31 27,730.00 13,958.00 5,532.50	.00 29,496.62 85,443.97 15.00 7,085.51 26,095.60 27,713.00 13,798.00 4,773.13	700.00- 2,207.80 4,886.11 254.28- 1,423.48 7,386.11- 17.00- 160.00-	.00 55,325.47 86,055.10 52,032.93 10,743.96 20,000.00 .00 800.82 41,685.35
TOTAL	196,932.77	264,131.69	194,420.83	.00	266,643.63

CHECKING 34,459.90 INVESTMENTS 50,880.90 SBMMF 181,302.83 TOTAL 266,643.63 ACCOUNTS PAYABLE .00

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.



Miami-Dade County Public Schools giving our students the world