

# INTERNAL AUDIT REPORT

## REGION CENTER I SECONDARY SCHOOLS

JUNE 2005

OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS



*Miami-Dade County Public Schools*

*giving our students the world*

# THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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Dr. Robert B. Ingram, Vice Chair  
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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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Mr. Freddie Britt and Property Audits Staff



**INTERNAL AUDIT REPORT  
REGION CENTER I SECONDARY SCHOOLS**

**JUNE 2005**

**AUDIT COMMITTEE MEETING**

**JUNE 28, 2005**

**SCHOOL BOARD MEETING**

**JULY 13, 2005**

**OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS**





# Miami-Dade County Public Schools

*giving our students the world*

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

**Chief Auditor**  
Allen M. Vann, CPA

**Assistant Chief Auditor**  
Jose F. Montes de Oca, CPA

**Miami-Dade County School Board**

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Dr. Martin Karp  
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Dr. Marta Pérez  
Dr. Solomon C. Stinson

June 21, 2005

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:

The Office of Management and Compliance Audits has completed the audits of the internal funds of eight of the remaining 12 secondary schools in Region Center I, and one additional secondary school that formerly reported to Region Center I but that currently reports to School Improvement. This last school is part of this report, because it was a Region Center I school during the audit period. The audit period for all nine schools was one fiscal year ended June 30, 2004. The audit results of the remaining four Region Center I secondary schools not reported herein will be presented to the Audit Committee and the School Board once they are completed. The audit of Lake Stevens Middle was published earlier, in March 2005, as result of a change in principal at that school.

The audits included a review of internal funds, property, and payroll records. We also reviewed the Purchasing Credit Card Program at three schools, while food service records and procedures were reviewed at four schools. In addition, we reviewed the most current "Authorized Applications for Employees by Locations Report" at three schools. We are including the property inventory results of the remaining 13 secondary schools in Region Center I, as well as an analysis of property losses missing through the Plant Security Report Process.

Our audits disclosed that seven of the nine schools in this report were in compliance with prescribed policies and procedures and their internal funds and payroll records were maintained in good order. The audit exceptions were in the areas of internal funds and payroll. Our review of the Purchasing Credit Card Program, food service, and the "Authorized Applications for Employees by Locations Report" disclosed that procedures were followed at the schools where such reviews were performed. The physical inventory results showed that all schools in this report were in compliance with the prescribed procedures related to property, and property losses reported missing through the Plant Security Report Process were minimal.

The findings noted in this report were discussed with the appropriate Region Center I, School Improvement, and District staffs and the principals, whose responses are included in this report and with which we concur. This report will be presented to the Audit Committee at its June 28, 2005 meeting and to the School Board at its July 13, 2005 meeting.

Sincerely,

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 the internal funds of eight of the remaining 12 secondary schools from Region Center I. In addition, we completed the audit of Hialeah-Miami Lakes Senior. Although this school is currently a School Improvement Zone school, we are including it as part of this report because it was a Region Center I school during the audit period. The audit period for all nine schools was one fiscal year ended June 30, 2004. At the remaining four schools: Miami Carol City Senior, Henry H. Filer Middle, José Martí Middle, and Miami Lakes Middle schools, we could not complete the audits on time for publication. Those results will be presented to the Audit Committee and the School Board once they are completed. The audit of Lake Stevens Middle School for the 2003-04 fiscal year was previously published in March 2005, as a result of a change in principal at that school.

The scope of the audit conducted at these schools included the: (1) audit of the financial records for internal funds; (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 three schools; (5) review of food service procedures at four schools; and (6) review of the "Authorized Applications for Employees by Locations Report" at three schools.

### **Financial Statements and Control over Financial Reporting**

In our opinion, the financial statements of all nine schools in this audit report present fairly, in all material respects, the changes in fund balances arising from cash transactions of the schools during the 2003-04 fiscal year, on the cash basis of accounting. In addition, 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**

- o We are pleased to report that the records were maintained in good order and in accordance with prescribed policies and procedures at seven of the nine schools in this report (See Schedule on page 9).

### **Internal Funds**

- o At Hialeah-Miami Lakes Senior, the Athletic Fund closed the fiscal year with a deficit balance; however, this condition was corrected during the current year (Pages 16-17). The administration concurred with our finding. See responses from senior management on pages 12-15; and responses from the school administration on pages 19-22.

- **We recommend that the Region Center I office and School Improvement staff closely monitor the schools' adherence to the procedures in the new Manual of Internal Fund Accounting<sup>1</sup> to prevent recurrence of these findings.**

### Payroll

- o At Palm Springs Middle, several employees were reported present on the Final Rosters while on leave, while a few hourly paid employees were either underpaid or overpaid a few hours, and others signed ahead of time. In addition, several hourly paid employees did not always indicate the times in or out and were paid for hours worked; and teachers apparently on temporary duty and for whom substitutes were required, were not properly reported on the Final Rosters and leave cards were not prepared. A similar item was noted in the prior audit report (Pages 23-24). The administration concurred with our finding. See responses from senior management on pages 12-13 and 15; and responses from the school administration on pages 26-28.
- **We recommend that the Region Center I office closely monitor the schools' adherence to the procedures in the Payroll Processing Procedures Manual to prevent recurrence of these findings.**

### Property

- o Physical inventories of property items with an individual cost of \$1,000 or more were conducted at the remaining 12 secondary schools in Region I and the School Improvement Zone school included in this report. Results of the property inventory of Lake Stevens Middle were previously reported in March 2005, as result of a change in principal at that school. Property inventory results included herein indicated that all 13 schools were in compliance with property procedures and there were "no unlocated" items. Approximately \$20.1 million was inventoried at these schools (Page 10). In addition, property losses reported through the Plant Security Report process showed 25 items at a cost of \$44,713 and a depreciated value of \$22,745 reported missing at eight schools (Page 11).

### Purchasing Credit Card Program

- o A review of the Purchasing Credit Card Program's records and procedures at three schools disclosed that there was general compliance with the Purchasing Credit Card Program Policies & Procedures Manual.

<sup>1</sup>At the School Board meeting of March 17, 2004, the School Board repealed the Manual of Internal Accounting and promulgated a new Manual of Internal Fund Accounting under the final approval to amend School Board Rules 6Gx13-3D-1.021 and 6Gx13-3D-1.061, and to repeal School Board Rule 6Gx13-3D1.06. Although this action took effect, the Manual of Internal Accounting is cited in this Audit Report, because it was the official document during the 2003-04 fiscal year. As agreed by the Office of the Controller and this office, enforcement of the new Manual of Internal Fund Accounting will take effect, for audit purposes, beginning with the 2004-05 fiscal year.

### Food Service

- o A review of the food service procedures at four schools disclosed that there was general compliance with the Food and Nutrition Procedures Manual.

### Data Security Quarterly Management Report And Approval Review

- o Our review of the “Authorized Applications for Employees by Locations Report” at three schools disclosed that the reports were signed by the principals 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.
- **We commend the administration and staff of these schools, as well as Region Center I, School Improvement, and District staffs for supporting the schools' efforts to strive for excellence in these areas.**

## 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, 2004 was 1.86%.

The principal of each individual school, and his/her staff, are primarily responsible for performing the actual internal accounting functions in accordance with the Manual of Internal Accounting 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 Manual of Property Control Procedures. According to Chapter 274.02 of the Florida Statutes, a complete physical inventory of all property shall be taken annually, be compared with the property record, and discrepancies must be identified and reconciled. Accordingly, our office conducts yearly inventories at each school of all property items with an individual value of \$1,000 or more, the results of which are reported herein.

### Payroll

All payroll transactions must be processed following the Payroll Processing Procedures Manual, which establishes the guidelines for the recordkeeping, reporting, and maintenance of payroll and payroll records.

Each school processes their 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/advises are printed, they are distributed throughout the District by Treasury Management.

#### Purchasing Credit Card (P-Card) Program

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

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.

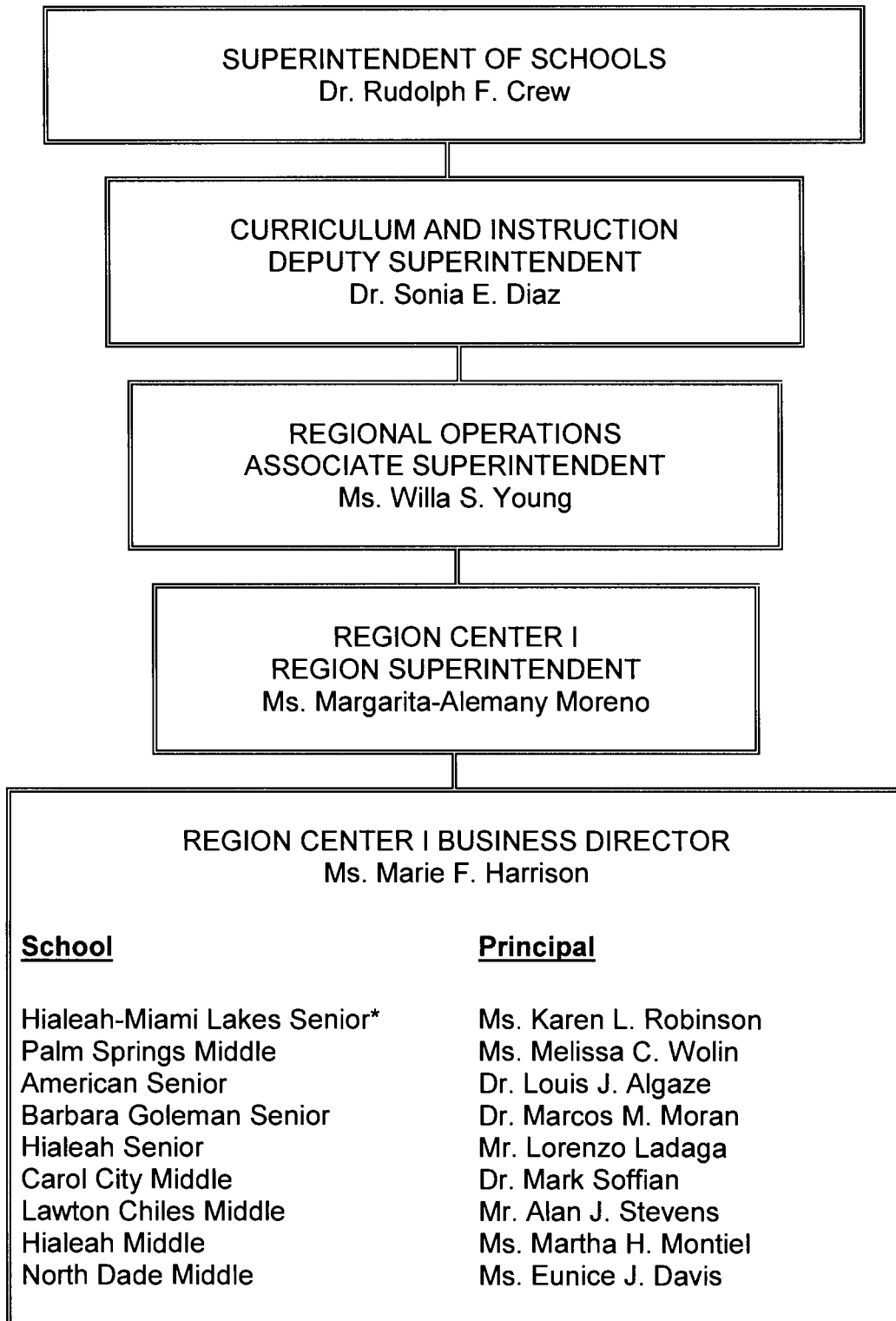
#### Food Service

The National School Lunch and School Breakfast Programs, as administered by M-DCPS under the Department of Food and Nutrition, provides free and reduced priced meals to needy students. Students from households who receive food stamps and/or Temporary Aid to Needy Families (TANF) and who have a social security number on file at the school may be eligible for direct certification. Students who are not directly certified must submit applications to participate in the free and reduced price meals program, and eligibility is based on certain eligibility requirements.

Student applications are maintained at the schools, and an application must be renewed each year. The federal government requires random sample verification of income. While M-DCPS operates a centralized school food service program, at the schools the principal and food service manager are responsible for maintaining food service records as prescribed in the Food and Nutrition Procedures Manual.

#### 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.



\* A Region Center I school during the 2003-04 fiscal year up to July 2004. Effective August 2004, this school became an Improvement Zone school. As part of the reorganization, it currently reports to School Improvement Zone Operations.



## OBJECTIVES, SCOPE, AND METHODOLOGY

In accordance with the Audit Plan for the 2004-05 Fiscal Year, the Office of Management and Compliance Audits has audited the financial statements for the fiscal year ended June 30, 2004, 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 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 Manual of Internal Accounting;
- provide assurances to the administration regarding compliance with current payroll procedures, as well as compliance with the current purchasing credit card and food service 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 Manual of Property Control 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 Purchasing Credit Card Program Policies & Procedures Manual.
- A review of the **current** food service records and procedures was made at **selected** schools to determine compliance with the Food and Nutrition Procedures Manual.
- 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, 2004.

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 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.

**REGION CENTER I SECONDARY SCHOOLS  
SUMMARY SCHEDULE OF AUDIT FINDINGS BY SCHOOL**

School	Page No.	CURRENT YEAR AUDIT FINDINGS		PRIOR YEAR AUDIT FINDINGS	
		Total per School	AREA OF FINDING	Total per School	AREA OF FINDING
Hialeah-Miami Lakes Senior <sup>(1)(2)(3)(4)(5)</sup>	16	1	• Fin. Mgt.	2	• Fin. Mgt. • Yearbook
Palm Springs Middle <sup>(6)(7)</sup>	23	1	• Payroll	1	• Payroll
American Senior <sup>(3)</sup>	29	None		None	
Miami Carol City Senior <sup>(8)</sup>	--	--		--	
Barbara Goleman Senior	31	None		None	
Hialeah Senior <sup>(6)</sup>	33	None		4	• Fin. Mgt. • Yearbook • Property • Food Service
Carol City Middle <sup>(2)(4)(6)</sup>	35	None		None	
Lawton Chiles Middle <sup>(2)(3)(4)(6)</sup>	37	None		None	
Henry H. Filer Middle <sup>(8)</sup>	--	--		--	
Hialeah Middle	39	None		None	
Lake Stevens Middle <sup>(9)</sup>	--	--		--	
José Martí Middle <sup>(8)</sup>	--	--		--	
Miami Lakes Middle <sup>(8)</sup>	--	--		--	
North Dade Middle	41	None		None	
<b>Total</b>		<b>2</b>		<b>7</b>	

**Notes:**

- (1) School Improvement Zone school (1 school).
- (2) Change of Principal at this school (3 schools).
- (3) Purchasing Credit Card at this school (3 schools).
- (4) "Authorized Applications for Employees by Locations" Report reviewed at this school (3 schools).
- (5) Former principal from May 23, 2003 through April 14, 2004. New principal effective April 15, 2004.
- (6) Food service records and procedures reviewed at this school (4 schools).
- (7) Same school administration responsible for findings during both audit periods (1 school).
- (8) Audit in progress. Results to be published at a later date (4 schools).
- (9) Audit Report published in March 2005, as a result of a change in principal (1 school).



**PROPERTY SCHEDULES**



**REGION CENTER I SECONDARY SCHOOLS  
COMPARATIVE PROPERTY INVENTORY RESULTS**

SCHOOLS	CURRENT INVENTORY					PRIOR INVENTORY		
	Total Items	Dollar Value	Unlocated Items			Unlocated Items		
			No. of items	At Cost	At Deprec. Value	No. of items	At Cost	At Deprec. Value
Hialeah-Miami Lakes Senior	1,074	\$ 1,772,525	None			None		
Palm Springs Middle	774	1,106,442	None			None		
American Senior	1,297	1,929,772	None			None		
Barbara Goleman Senior	1,674	2,622,495	None			18	\$ 33,329	\$ -
Hialeah Senior	1,923	3,531,816	None			34	53,628	24,509
Miami Carol City Senior	1,168	2,005,966	None			None		
Carol City Middle	498	594,979	None			None		
Lawton Chiles Middle	836	1,201,754	None			None		
Henry H. Filer Middle	750	1,018,440	None			None		
Hialeah Middle	757	1,141,488	None			None		
Lake Stevens Middle*	--	--	--			--		
Jose Marti Middle	945	1,450,521	None			None		
Miami Lakes Middle	742	988,820	None			None		
North Dade Middle	511	771,748	None			None		
<b>TOTAL</b>	<b>12,949</b>	<b>\$ 20,136,766</b>	<b>None</b>			<b>52</b>	<b>\$ 86,957</b>	<b>\$ 24,509</b>

**Note:**

\* Property inventory results with "no unlocated" items previously published in March 2005.

**REGION CENTER I SECONDARY SCHOOLS  
ANALYSIS OF PROPERTY LOSSES PER PLANT SECURITY REPORTS  
SINCE PRIOR PHYSICAL INVENTORY**

Schools	No. Of Plant Security Reports	Total Items	Total Amount At Cost	CATEGORY (AT COST)			Total Depreciated Value
				Audio Visual	Computers	Other	
Hialeah-Miami Lakes Senior	2	2	\$ 3,759		\$ 2,399	\$ 1,360	\$ 440
Palm Springs Middle	2	6	9,808	\$ 1,850	7,958		4,735
American Senior	3	3	9,281	7,591	1,690		5,906
Hialeah Senior	3	3	3,540	1,046	2,494		1,712
Miami Carol City Senior	1	1	1,300		1,300		672
Lawton Chiles Middle	2	7	11,206		11,206		6,428
Henry H. Filer Middle	2	2	3,807		3,807		2,852
Hialeah Middle	1	1	2,012		2,012		0
<b>TOTAL</b>	<b>16</b>	<b>25</b>	<b>\$ 44,713</b>	<b>\$ 10,487</b>	<b>\$ 32,866</b>	<b>\$ 1,360</b>	<b>\$ 22,745</b>

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




**RESPONSES FROM SENIOR MANAGEMENT**



**MEMORANDUM**

**June 10, 2005**

To: Mr. Allen Vann, Chief Auditor  
Office of Management and Compliance Audits

From: Sonia E. Díaz, Deputy Superintendent  
Curriculum and Instruction 

**SUBJECT: RESPONSE TO 2003-2004 INTERNAL FUNDS AUDITS  
FOR REGION I SECONDARY SCHOOLS**

The responses to the internal funds audits conducted for the 2003-2004 fiscal year by the Office of Management and Compliance Audits at the following Region I secondary schools are attached:

- √ Palm Springs Middle School
- √ Hialeah-Miami Lakes Senior High School


The Region Superintendent will provide assistance to the affected personnel at these schools. This office will monitor the ongoing actions of the administrators at these locations and Region I in order to prevent future audit exceptions in the internal funds.

SED/pag  
Attachments  
M280

**M E M O R A N D U M**

**June 6, 2005**  
**WSY/#M169/2004-2005**

To: Dr. Sonia Díaz, Deputy Superintendent  
Curriculum and Instruction

From: Willa S. Young, Associate Superintendent  
Regional Operations 

**SUBJECT: RESPONSES TO 2003-2004 INTERNAL FUNDS AUDITS FOR  
REGION I SECONDARY SCHOOLS**

Please find attached responses to the internal funds audits conducted for the 2003-2004 fiscal year for the following schools in Region I:

- √ Palm Springs Middle School
- √ Hialeah-Miami Lakes Senior High School

I concur with the assistance that the Region Superintendent plans to provide to the affected personnel at these schools. This office will continue the practice of monitoring the ongoing actions of the administrators at these locations to prevent and eliminate audit exceptions in internal funds.

WSY/pag

Attachments

cc: Ms. Margarita Alemany-Moreno

June 17, 2005

**MEMORANDUM**

**TO:** Allen M. Vann, Chief Auditor  
Office of Management and Compliance Audits

**FROM:** Alberto Rodriguez, Associate Superintendent  
School Improvement



**SUBJECT: RESPONSE TO INTERNAL FUNDS AUDIT OF HIALEAH-  
MIAMI LAKES SENIOR HIGH SCHOOL**

Attached please find the response to the 2003-2004 internal audit conducted at Hialeah-Miami Lakes Senior High School prepared by the principal. The principal has described immediate corrective actions that were taken to address the audit exception in her school and the preventative strategies that will be established to prevent any recurrences.

With the support of the School Improvement Business Director and the District Business Manager, all affected personnel will participate in an inservice training program. The Business Director will conduct quarterly mini-audits at the school and will work closely with the principal to monitor proper maintenance of the school's internal funds as stipulated in the new *Manual of Internal Fund Accounting*.

We look forward to the opportunity to assist the school principal in assuring compliance with the policies and procedures in the new *Manual of Internal Fund Accounting*.

AR/ad  
M#34

cc: Ms. Blanca M. Valle



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**MEMORANDUM**

June 3, 2005  
MAM#213/2004-05

**TO:** Ms. Willa S. Young, Associate Superintendent  
Regional Operations

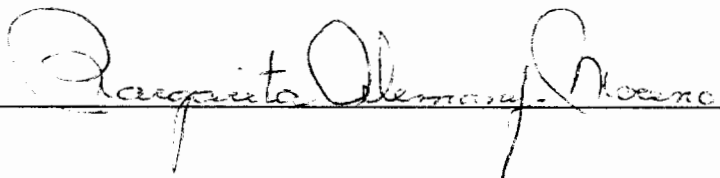
**FROM:** Margarita Alemany-Moreno, Region Superintendent  
Region Center I

**SUBJECT: RESPONSES TO INTERNAL FUNDS AUDIT OF PALM SPRINGS  
MIDDLE SCHOOL AND HIALEAH-MIAMI LAKES SENIOR HIGH  
SCHOOL**

Region Center I staff has reviewed the audit responses for Palm Springs Middle School and Hialeah-Miami Lakes Senior High School. As a result of the audit exceptions cited, the following support activities, in addition to those specifically indicated in each response, will be implemented:

- The affected principal will be required to address the audit exceptions in the job targets section of the Performance Planning and Assessment System Planning Form.
- The affected principal will conduct mini audits of internal funds and payroll procedures at her school during the 2005-2006 school year and report the outcomes to this administrator.
- The former principal at Hialeah-Miami Lakes Senior High School will participate in mini-audits of internal funds of his feeder pattern schools, and report the outcomes to this administrator.
- The Region Center I Business Director will make onsite visits to Palm Springs Middle School to spot check selected areas of the internal funds and payroll procedures.
- A mentor principal and treasurer will be assigned to affected personnel.

Should you have questions or require additional information, please advise.

  
MAM

MAM:MFH/rad  
Attachments

cc: Region Center I Directors

## **II. INDIVIDUAL AUDIT REPORTS**





HIALEAH-MIAMI LAKES SENIOR HIGH SCHOOL  
 AUDIT REPORT  
 FOR THE 2003-2004 FISCAL YEAR  
 JULY 1, 2003 THROUGH JUNE 30, 2004

PROFILE OF THE SCHOOL\*

Address: 7977 West 12 Avenue, Hialeah, Florida 33014

Date School Established: 1971

Grades: 9-12

Principals: Mr. Richard Vidal (Through April 2004; presently Director of Advocacy at Region Center I)

Ms. Karen L. Robinson

Treasurer: Ms. Maria E. Brito

CASH AND/OR INVESTMENT SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/04</u>
<u>Checking Account:</u>			
Eastern National Bank	--	0.25	\$ 48,579.69
<u>Investment:</u>			
MDCPS-Money Market Pool Fund	Open-end	1.86	<u>107,634.09</u>
<b>TOTAL</b>			<b><u><u>\$156,213.78</u></u></b>

\*School Improvement Zone School.

## HIALEAH-MIAMI LAKES SENIOR HIGH SCHOOL (Continued)

### Property, Purchasing Credit Card, Payroll, and Data Security

Property and purchasing credit card records were properly maintained and equipment items with an individual cost of \$1,000 and over 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.

### Internal Funds

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 2003-04 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration, except as noted below. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Accounting, except as noted below.

### Financial Management

1. On June 30, 2004 the Athletic Fund had a deficit balance of \$(17,997); however, as of May 17, 2005, there was a positive balance of \$8,847. Section 4-1 of the Manual of Internal Accounting provides that uncommitted funds must be available before authorizing a purchase, while Section III, Chapter 1 of the *new* Manual of Internal Fund Accounting establishes that the school must not end the year with a deficit balance in this fund. We recommend compliance with the established procedures and closer monitoring of these activities by the school administration.

ACCESS CENTER I  
 SCHOOL - 7131 HIALEAH-MIAMI LAKES SE

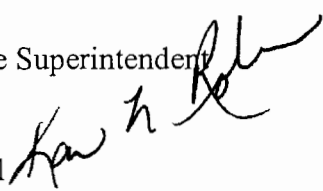
FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
ATHLETICS	11,007.58	43,885.84	138,203.18	65,312.33	17,997.43-
MUSIC	1,541.09	7,183.28	9,117.58	1,323.00	929.79
CLASSES AND CLUBS	77,833.93	192,434.08	196,711.40	1,398.70-	72,157.91
TRUST	52,051.05	141,487.47	149,966.86	5,175.29	48,746.95
PROPERTY DEPOSITS	1,561.15	647.50	3.50	.00	2,205.15
INSTRUCTIONAL AIDS	12,568.07	20,443.00	21,217.02	135.00	11,929.05
GENERAL	50,761.55	86,139.77	45,840.85	70,546.92-	29,513.55
INSTRUCTIONAL MATE	6,439.29	101,329.49	90,585.53	.00	17,183.25
PRODUCTION/SERVICE	545.56	.00	.00	.00	545.56
<b>TOTAL</b>	<b>214,309.27</b>	<b>593,550.43</b>	<b>651,645.92</b>	<b>.00</b>	<b>156,213.78</b>

CHECKING	48,579.69	INVESTMENTS	.00	SBMMF	107,634.09	TOTAL	156,213.78
			ACCOUNTS PAYABLE		.00		

June 16, 2005

**MEMORANDUM**

**TO:** Alberto Rodriguez, Associate Superintendent  
School Improvement

**FROM:** Karen L. Robinson, Principal   
Hialeah-Miami Lakes Senior High School

**SUBJECT: RESPONSE TO INTERNAL FUND AUDIT  
HIALEAH-MIAMI LAKES SENIOR HIGH SCHOOL**

The Principal has thoroughly reviewed and discussed the internal fund audit finding pertaining to Athletics with the appropriate personnel including the Treasurer and Athletic Director.

Prior to this audit, and subsequent to the closing of the 2003-04 school year, this Principal discovered the deficit balance in the Athletic Fund and transferred the funds needed to correct the deficit balance. At that time, the deficit balance was discussed with affected personnel. Consequently, this principal implemented procedures to correct and prevent the recurrence of similar conditions in future audits. Currently, the Athletic Fund has a positive balance at this school.

This Principal will continue to confer with the School Improvement Zone Business Director for support in maintaining compliance with the guidelines established in the Manual of Internal Fund Accounting.

**AUDIT EXCEPTION**

**Athletic Fund:**

The following corrective actions were taken:

- On May 27, 2005, the Principal met with the Athletic Director, Athletic Business Manager and Treasurer to go over the audit finding, discuss Section III, Chapter 1 of the *new* Manual of Internal Fund Accounting that relates to the Athletic Fund, and reiterate the importance of maintaining a positive balance in the Fund at all times.
- The Principal created an excel spreadsheet to more closely monitor Athletic Fund's revenues and expenditures.

- The Principal directed the Athletic Director, Athletic Business Manager and the Treasurer that no expenditure will be approved nor check signed unless accompanied by a properly completed check requisition, an itemized invoice, and a current MSAF printout of account balances indicating that sufficient funds are available to cover the expenditures.
- The Principal then directed the Treasurer to review and monitor the Athletic Fund and bring to the Principal's attention when deficit balances occur at any time for immediate corrective action.

The following preventative measures were implemented for future and continued compliance with established guidelines:

- The Principal increased the percentage of funds from revenue of vending machines to Athletics for the 2004-2005 school year and future years, as needed to cover expenditures and prevent shortfalls.
- The Principal will meet with Athletic Director, Athletic Business Manager and Treasurer on a monthly basis to review the Fund's activity and ensure a positive balance in Athletics. The Principal will also review the spreadsheet periodically to ensure positive balances.
- The Principal will not sign a check or approve a purchase order, that is not accompanied by a current MSAF printout of account balances demonstrating sufficient funds available to cover the expenditures. Discrepancies will be addressed immediately.
- The Principal will spot check the balance in the Athletic Fund. Discrepancies will be immediately addressed.
- The Principal will review with the Athletic Director, Athletic Business Manager and Treasurer, as needed, the applicable sections of the Manual of Internal Fund Accounting in order to promote compliance with all established guidelines.


These corrective measures are not only intended to address immediately the cited exception, but promote and institutionalize established best practices in order to avoid any future recurrences.

If you have any questions feel free to contact me at (305) 823-1330. Thank you for your assistance and support.

**MEMORANDUM**

**May 31, 2005  
RMV2004-05/M102**

**TO:** Mrs. Margarita Alemany-Moreno, Region Superintendent  
Region Center I

**FROM:** Richard M. Vidal, Director   
Region Center I

**SUBJECT: RESPONSE TO HIALEAH-MIAMI LAKES SENIOR HIGH  
SCHOOL INTERNAL FUNDS AUDIT FOR JULY 1, 2003  
THROUGH JUNE 30, 2004**

The former principal has thoroughly reviewed the internal funds audit pertaining to Athletics at Hialeah-Miami Lakes Senior High School for July 1, 2003 through June 30, 2004

As the former principal, I would have implemented corrective and preventative strategies to prevent the recurrence of similar conditions in future audits. I would have taken a more active role in monitoring the school treasurer and athletic director.

**AUDIT EXCEPTION**

**Financial Management**

The following immediate corrective actions would have been taken by the former principal:

- Discuss the findings in the audit exception with the athletic director and treasurer and review Section 4-1 of the Manual of Internal Accounting and Section III, Chapter 1 of the **new** Manual of Internal Fund Accounting with the appropriate personnel.
- Meet regularly with the athletic director and the treasurer to monitor the athletic account in order to avoid negative balances in this account.
- Meet with the District Business Manager prior to the end of year in preparation for the close of year statement.
- Direct the athletic director and the treasurer to present supporting documentation indicating that there are sufficient funds in the athletic account prior to approving requisitions.

- Increase the percentage of funds from revenue of vending machines to the athletic account to cover expenses in the athletic account.
- Transfer from General Miscellaneous account to the athletic account to eliminate the negative balance since there were sufficient funds in the General Miscellaneous account.

The following strategies would have been established by the former principal to prevent recurrence:

- Meet monthly with the Athletic Director and Treasurer and review the athletic fund to ensure that there is a positive balance in the athletic fund at all times.
- Prior to signing a check, the principal would ensure that the check is accompanied by a properly completed check requisition, itemized invoice, and MSAF printout of account balance indicating that sufficient funds are available to cover the corresponding expenditure.
- Review the athletic account, to ensure that sufficient revenue is anticipated to prevent a negative balance in the account.
- Participate in a workshop and/or in-service opportunities related to Internal Funds procedures.

cc: Ms. Marie F. Harrison

PALM SPRINGS MIDDLE SCHOOL  
 AUDIT REPORT  
 FOR THE 2003-04 FISCAL YEAR  
 JULY 1, 2003 THROUGH JUNE 30, 2004

PROFILE OF THE SCHOOL

Address: 1025 West 56 Street, Hialeah, Florida 33012

Date School Established: 1957

Grades: 6-8

Principal: Ms. Melissa C. Wolin

Treasurer: Ms. Gisela C. Colon

CASH AND/OR INVESTMENT SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/04</u>
Checking Account:			
Wachovia Bank, N.A.	--	0.10	\$ 24,198.62
Investment:			
MDCPS-Money Market Pool Fund	Open-end	1.86	<u>27,445.49</u>
TOTAL			<u><u>\$ 51,644.11</u></u>



## PALM SPRINGS MIDDLE (Continued)

### Internal Funds, Property, and Food Service

Internal funds, property, and food service records were properly maintained and equipment items with an individual cost of \$1,000 and over were accounted for. 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 2003-04 fiscal year, on the cash basis of accounting. With respect to the items tested, the school was in general compliance with the policies and procedures in the Manual of Internal Accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal Accounting indicated that the internal control structure at the school was generally functioning as designed by the school administration.

### Payroll

With respect to the payroll procedures tested, the school was in general compliance with the policies and procedures in the Payroll Processing Procedures Manual, except as noted below.

The following exceptions were noted:

1. Our review of current payroll records disclosed that:
  - a. Seven employees were reported present on the Final Roster while on sick, personal, or vacation leave. One of these instances included the person who prepares the payroll. Corrections were made at the request of the auditor.
  - b. In several instances, teachers who were apparently assigned to temporary duty and for whom substitutes were required to cover their working assignment, were not reported on temporary duty and leave cards were not evident. In two other instances, substitutes were paid for teachers who were reported present on the same day. The school administration could not provide an explanation as to why the two substitutes were paid.
  - c. Nine hourly paid employees did not indicate the times in or out on the last day of the pay period and were paid for hours worked. According to the school administration, the employees worked the hours for which they were paid.
  - d. Twelve hourly paid employees signed out ahead of schedule, while one daily paid employee indicated her presence one day ahead of time.
  - e. In a few instances, hourly paid employees were either underpaid or overpaid a few hours. Corrections were made at the request of the auditor.

A similar issue was noted in the prior audit report. The Payroll Processing Procedures Manual establishes the procedures to process and document payroll. We again recommend that the school administration review the controls over this activity to ensure compliance and prevent future errors.

ACCESS CENTER I  
 SCHOOL - 6681 PALM SPRINGS MIDDLE SC


FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
MUSIC	986.21	1,278.00	1,265.88	.00	998.33
CLASSES AND CLUBS	23,940.20	140,582.51	137,380.31	2,425.76-	24,716.64
TRUST	3,406.54	37,214.43	38,446.10	2,574.23	4,749.10
PROPERTY DEPOSITS	84.99	900.00	.00	.00	984.99
INSTRUCTIONAL AIDS	4,226.77	2,231.75	3,511.74	108.89-	2,837.89
GENERAL	7,381.95	21,528.25	22,940.49	39.58-	5,930.13
INSTRUCTIONAL MATE	9,530.29	19,310.05	17,413.31	.00	11,427.03
TOTAL	49,556.95	223,044.99	220,957.83	.00	51,644.11

CHECKING 24,198.62 INVESTMENTS .00 SBMMF 27,445.49 TOTAL 51,644.11  
 ACCOUNTS PAYABLE .00

**MEMORANDUM**

May 31, 2005

TO: Mrs. Margarita Alemany-Moreno, Assistant Superintendent  
Region Center I

FROM: Ms. Melissa C. Wolin, Principal   
Palm Springs Middle School

**SUBJECT: RESPONSE TO INTERNAL FUNDS AUDIT OF PALM SPRINGS  
MIDDLE SCHOOL FOR THE 2003-2004 SCHOOL YEAR**

The principal has thoroughly reviewed and discussed the internal funds audit findings pertaining to payroll for the 2003-2004 school year with appropriate personnel. A meeting was held with the payroll clerk to review procedures pertaining to the payroll process using the Payroll Processing Procedures manual as a guide to address this exception.

The principal has implemented corrective and preventative strategies to avoid any recurrence of similar conditions in future audits. The principal has also designated an assistant principal to assist in reviewing the payroll. During the remainder of the 2004-2005 school year and in the future, the principal will take a more active role in monitoring payroll procedures and maintaining payroll records.

The principal will confer with the Region Center I Business Director and the District's payroll office for support in maintaining compliance with all the guidelines established in the Payroll Processing Procedures manual.

**AUDIT EXCEPTION:**

Payroll:

- On May 27, 2005, the principal discussed the audit findings with the payroll clerk, the designated assistant principal, and the back-up payroll clerk. The principal also reviewed the Payroll Processing Procedures manual, specifically focusing on areas of deficiency found by the auditor, in order to avoid reoccurrence.
- The principal thoroughly reviewed the Payroll Processing Procedures manual with the designated assistant principal and the payroll clerk to establish a back-up system to carefully double check the working roster prior to the principal's final approval (May 2005).

- On May 26, 2005, the principal held a faculty meeting to stress the importance of employees following procedures as outlined in the Payroll Processing Procedures manual as it relates to signing in on the Daily Payroll Attendance Sheets. Special emphasis was placed on the importance of not signing the sheets in advance.
- On May 27, 2005, the principal directed the payroll clerk to move the payroll sheets from the teacher's lounge to the main office.
- The principal directed the payroll clerk to indicate the reasons for employee absences on the Daily Payroll Attendance Sheets on a daily basis. (May 2005)
- The principal directed the payroll clerk to submit only the days that employees have signed in on the Daily Payroll Attendance Sheets. (May 2005)
- The principal directed the payroll clerk to complete employee leave cards daily and indicate the reason for the absence as indicated on the Daily Payroll Attendance Sheets. (May 2005)
- The principal met with hourly paid employees to explain the audit findings and to clarify sign in/out procedures. In addition, employees were notified that the District would be seeking restitution for overpayments. (May 2005).
- The principal designated an assistant principal who will assist in the review of the payroll each pay period. (May 2005)
- The principal directed the payroll clerk to pay particular attention to the proper maintenance of the Daily Payroll Attendance Sheets for hourly employees and the calculation of hours worked for hourly paid employees. The principal further directed the payroll clerk to report only actual time worked during the pay period on the Final Payroll Roster as stipulated in the Payroll Processing Procedures manual. (May 2005).
- The principal directed the payroll clerk to match each substitute with an eligible absent employee, prior to submitting time for substitutes. (May 2005)
- The principal requested immediate support and training for the payroll clerk and the designated assistant principal regarding payroll processing, payroll reporting, and maintaining payroll records. The principal will request assistance from Region Center I to provide guidance to the payroll clerk until her training period is completed. (June 2005).

The following preventative strategies have been established and will be implemented by the principal:

- The principal will closely monitor the activities of the payroll clerk and the designated assistant principal before, during, and after the training to prevent errors in processing of the payroll.
- The principal will check the Daily Payroll Attendance Sheets on a daily basis to ensure that employees are signing in, that the payroll clerk is marking the reason for employee absences on a daily basis, and that employees are not indicating their presence ahead of time. Concerns will be addressed with the payroll clerk immediately.
- The payroll clerk and the back-up payroll clerk will review the working payroll roster, leave cards, temporary duty assignments, and any other supporting documentation for employee absences with the designated assistant principal. Errors will be corrected prior to submitting the working roster to the principal.
- The assistant principal will check the calculated hours for hourly paid employees and verify the information on the working payroll roster. Errors will be recalculated, if necessary, and corrected on the roster.
- The principal and the designated assistant principal will make a final check of the working payroll roster, the Daily Attendance Sheets, the substitute log, leave cards, and all other documentation of employee absences. If errors are found, these will be corrected prior to printing the final payroll roster.

cc: Ms. Marie Harrison, Director

AMERICAN SENIOR HIGH SCHOOL  
 AUDIT REPORT  
 FOR THE 2003-04 FISCAL YEAR  
 JULY 1, 2003 THROUGH JUNE 30, 2004

PROFILE OF THE SCHOOL

Address: 18350 N. W. 67 Avenue, Hialeah, Florida 33015

Date School Established: 1976

Grades: 9-12

Principal: Dr. Louis J. Algaze

Treasurers: Ms. Earnestin Person (Through July 2004)  
 Ms. Elizabeth Gendys

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/04</u>
Checking Account:			
Bank of America, N.A.	--	0.10	\$ 29,669.00
Investment:			
MDCPS-Money Market Pool Fund	Open-end	1.86	<u>232,719.95</u>
TOTAL			<u><u>\$ 262,388.95</u></u>

AUDIT OPINION

The internal funds, purchasing credit card, and property records were properly maintained and equipment items with an individual cost of \$1,000 and over 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 2003-04 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal 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 Accounting.

ACCESS CENTER I

SCHOOL - 7011 AMERICAN SENIOR

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
ATHLETICS	36,948.30	89,651.90	104,248.90	5,178.91	27,530.21
MUSIC	835.19	6,741.30	5,165.75	502.53-	1,908.21
CLASSES AND CLUBS	73,592.43	203,556.18	221,448.34	53,318.12	109,018.39
TRUST	141,397.34	99,622.52	156,089.89	33,153.81-	51,776.16
PROPERTY DEPOSITS	1,708.77	2,253.50	.00	.00	3,962.27
SCHOOL STORE	601.23	.00	.00	550.00-	51.23
INSTRUCTIONAL AIDS	9,555.38	18,467.00	23,263.33	4.00-	4,755.05
GENERAL	48,085.95	98,350.56	65,384.12	24,512.50-	56,539.89
INSTRUCTIONAL MATE	10,579.65	23,703.39	30,871.38	.00	3,411.66
PRODUCTION/SERVICE	3,499.76	15,065.34	15,355.03	225.81	3,435.88
<b>TOTAL</b>	<b>326,804.00</b>	<b>557,411.69</b>	<b>621,826.74</b>	<b>.00</b>	<b>262,388.95</b>

CHECKING 29,669.00 INVESTMENTS .00 SBMMF 232,719.95 TOTAL 262,388.95  
 ACCOUNTS PAYABLE .00

BARBARA GOLEMAN SENIOR HIGH SCHOOL  
 AUDIT REPORT  
 FOR THE 2003-04 FISCAL YEAR  
 JULY 1, 2003 THROUGH JUNE 30, 2004

PROFILE OF THE SCHOOL

Address: 14100 N.W. 89 Avenue, Miami, Florida 33016

Date School Established: 1995

Grades: 9-12

Principal: Dr. Marcos M. Moran

Treasurer: Ms. Indira Quintana

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/04</u>
Checking Account:			
Union Planters Bank, N.A.	--	--	\$ 14,197.36
Investment:			
MDCPS-Money Market Pool Fund	Open-end	1.86	<u>329, 424.42</u>
TOTAL			<u>\$ 343,621.78</u>

AUDIT OPINION

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 and over 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 2003-04 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal 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 Accounting.



ACCESS CENTER I  
 SCHOOL - 7751 BARBARA GOLEMAN SENIOR

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
ATHLETICS	46,701.09	40,778.79	94,743.10	46,211.61	38,948.39
MUSIC	3,819.18	2,982.58	3,123.20	.00	3,678.56
CLASSES AND CLUBS	132,680.72	462,398.22	498,725.43	11,482.57	107,836.08
TRUST	73,449.61	177,122.93	217,580.67	14,467.06	47,458.93
PROPERTY DEPOSITS	8,814.43	5,370.00	5,444.25	.00	8,740.18
INSTRUCTIONAL AIDS	14,161.92	30,721.00	34,057.06	.00	10,825.86
GENERAL	108,717.55	152,361.84	80,574.78	72,011.24-	108,493.37
INSTRUCTIONAL MATE	5,818.58	100,908.09	90,730.84	.00	15,995.83
COMMUNITY SCHOOL	.00	6,472.00	5,627.83	.00	844.17
PRODUCTION/SERVICE	4,412.83	19,913.00	23,375.42	150.00-	800.41
<b>TOTAL</b>	<b>398,575.91</b>	<b>999,028.45</b>	<b>1,053,982.58</b>	<b>.00</b>	<b>343,621.78</b>

CHECKING 14,197.36 INVESTMENTS .00 SBMMF 329,424.42 TOTAL 343,621.78  
 ACCOUNTS PAYABLE .00

HIALEAH SENIOR HIGH SCHOOL  
 AUDIT REPORT  
 FOR THE 2003-04 FISCAL YEAR  
 JULY 1, 2003 THROUGH JUNE 30, 2004

PROFILE OF THE SCHOOL

Address: 251 East 47 Street, Hialeah, Florida 33016

Date School Established: 1954

Grades: 9-12

Principal: Mr. Lorenzo Ladaga

Treasurer: Ms. Ana A. Hernandez

CASH AND/OR INVESTMENT SUMMARY

	<u>Maturity Date</u>	<u>Term</u>	<u>Interest Rate</u>	<u>6/30/04</u>
Checking Account:				
Wachovia Bank, N.A.	--	--	0.10	\$ 19,686.48
Investments:				
Bank of America, N.A.				
MDCPS-Money Market Pool Fund	Open-end	--	1.86	<u>231, 246.77</u>
TOTAL				<u>\$ 250,933.25</u>

AUDIT OPINION

The internal funds, food service and property records were properly maintained and equipment items with an individual cost of \$1,000 and over 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 2003-04 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal 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 Accounting.

ACCESS CENTER I

SCHOOL - 7111 HIALEAH SENIOR

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
ATHLETICS	9,378.10	47,538.65	46,836.24	.00	10,080.51
MUSIC	6,729.02	14,583.32	15,638.17	1,436.00	7,110.17
CLASSES AND CLUBS	131,700.48	341,357.03	411,963.40	87,784.21	148,878.32
TRUST	33,864.55	108,980.82	113,047.30	7,891.69-	21,906.38
PROPERTY DEPOSITS	836.57	.00	.00	.00	836.57
INSTRUCTIONAL AIDS	7,454.00	13,251.00	12,559.12	23.65-	8,122.23
GENERAL	35,483.88	115,856.19	27,184.92	81,304.87-	42,850.28
INSTRUCTIONAL MATE	18,469.04	153,737.94	171,985.80	.00	221.18
PRODUCTION/SERVICE	1,843.66	15,512.00	6,428.05	.00	10,927.61
TOTAL	245,759.30	810,816.95	805,643.00	.00	250,933.25

CHECKING	19,686.48	INVESTMENTS	.00	SBMMF	231,246.77	TOTAL	250,933.25
			ACCOUNTS PAYABLE		.00		

CAROL CITY MIDDLE SCHOOL  
 AUDIT REPORT  
 FOR THE 2003-04 FISCAL YEAR  
 JULY 1, 2003 THROUGH JUNE 30, 2004

PROFILE OF THE SCHOOL

Address: 3737 N. W. 188 Street, Miami, Florida 33055

Date School Established: 1959

Grades: 6-8

Principal During Audit Period: Ms. Patricia W. Roberts (Through January 2005; resigned)

Current Principal: Dr. Mark Soffian

Treasurer: Ms. Sandra Hawkins

CASH AND/OR INVESTMENTS SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/04</u>
<u>Checking Account:</u>			
Wachovia Bank, N.A.	--	--	\$ 4,697.11
<u>Investment:</u>			
MDCPS-Money Market Pool Fund	Open-end	1.86	<u>8,949.78</u>
<b>TOTAL</b>			<u><u>\$ 13,646.89</u></u>

AUDIT OPINION

The internal funds, food service, and property records were properly maintained and equipment items with an individual cost of \$1,000 and over 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 2003-04 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal 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 Accounting.

ACCESS CENTER I  
 SCHOOL - 6051 CAROL CITY MIDDLE SCHO

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
MUSIC	460.11	3,073.00	2,899.33	.00	633.78
CLASSES AND CLUBS	2,738.20	17,015.00	16,918.42	1,274.20-	1,560.58
TRUST	1,394.34	5,985.20	5,824.32	838.59	2,393.81
PROPERTY DEPOSITS	36.93	.00	.00	.00	36.93
INSTRUCTIONAL AIDS	537.42	1,618.00	854.85	.00	1,300.57
GENERAL	1,389.30	2,936.41	4,792.04	435.61	30.72-
INSTRUCTIONAL MATE	9,600.00	23,120.79	24,968.85	.00	7,751.94
<b>TOTAL</b>	<b>16,156.30</b>	<b>53,748.40</b>	<b>56,257.81</b>	<b>.00</b>	<b>13,646.89</b>

CHECKING	4,697.11	INVESTMENTS	.00	SBMMF	8,949.78	TOTAL	13,646.89
			ACCOUNTS PAYABLE		.00		

LAWTON CHILES MIDDLE SCHOOL  
 AUDIT REPORT  
 FOR THE 2003-04 FISCAL YEAR  
 JULY 1, 2003 THROUGH JUNE 30, 2004

PROFILE OF THE SCHOOL

Address: 8190 N.W. 197 Street, Hialeah, Florida 33015

Date School Established: 2000

Grades: 6-8

Principals: Ms. Karen L. Robinson (Through April 2004; presently at Hialeah-Miami Lakes Senior High School)

Mr. Alan J. Stevens

Treasurer: Ms. Josephine Durante

CASH AND/OR INVESTMENT SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/04</u>
<u>Checking Account:</u>			
Wachovia Bank, N.A.	--	0.10	\$ 61,220.76
<u>Investment:</u>			
MDCPS-Money Market Pool Fund	Open-end	1.86	<u>5,233.29</u>
<b>TOTAL</b>			<b><u><u>\$ 66,454.05</u></u></b>

AUDIT OPINION

The internal funds, purchasing credit card, food service, and property records were properly maintained and equipment items with an individual cost of \$1,000 and over 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 2003-04 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal 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 Accounting.

ACCESS CENTER I  
 SCHOOL - 6161 LAWTON CHILES MIDDLE S

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
MUSIC	984.12	1,176.00	1,126.00	.00	1,034.12
CLASSES AND CLUBS	19,828.91	36,915.00	32,207.53	942.59-	23,593.79
TRUST	9,446.01	74,290.29	70,424.13	1,010.66	14,322.83
PROPERTY DEPOSITS	4.37	1,326.50	318.73	637.45-	374.69
INSTRUCTIONAL AIDS	3,756.90	12,811.00	11,726.12	.00	4,841.78
GENERAL	6,506.16	7,166.80	6,955.50	569.38	7,286.84
INSTRUCTIONAL MATE	14,340.33	3,501.95	2,842.28	.00	15,000.00
<b>TOTAL</b>	<b>54,866.80</b>	<b>137,187.54</b>	<b>125,600.29</b>	<b>.00</b>	<b>66,454.05</b>

CHECKING	61,220.76	INVESTMENTS	.00	SBMMF	5,233.29	TOTAL	66,454.05
			ACCOUNTS PAYABLE		.00		

HIALEAH MIDDLE SCHOOL  
 AUDIT REPORT  
 FOR THE 2003-04 FISCAL YEAR  
 JULY 1, 2003 THROUGH JUNE 30, 2004

PROFILE OF THE SCHOOL

Address: 6027 East Seventh Avenue, Hialeah, Florida 33013

Date School Established: 1964

Grades: 7-9

Principals: Ms. Raquel Montoya (Through July 2003; resigned)  
 Ms. Martha H. Montiel

Treasurers: Ms. Esther Izquierdo (Through October 2003)  
 Ms. Teresita Montesino (Through July 2004)  
 Ms. Danelia Cespedes

CASH AND/OR INVESTMENT SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/04</u>
Checking Account:			
Bank of America, N.A.	--	0.10	\$ 7,198.19
Investment:			
MDCPS-Money Market Pool Fund	Open-end	1.86	<u>23,703.30</u>
TOTAL			<u><u>\$ 30,901.49</u></u>

AUDIT OPINION

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 and over 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 2003-04 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal 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 Accounting.



ACCESS CENTER I  
 SCHOOL - 6231 HIALEAH MIDDLE SCHOOL

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
MUSIC	572.11	276.00	200.00	.00	648.11
CLASSES AND CLUBS	8,095.46	54,896.75	52,679.94	.00	10,312.27
TRUST	6,310.44	42,889.79	43,452.73	1,311.91	7,059.41
PROPERTY DEPOSITS	1,102.26	333.00	637.45	.00	797.81
INSTRUCTIONAL AIDS	748.79	5,398.50	4,739.98	.00	1,407.31
GENERAL	2,388.48	11,033.09	8,834.80	1,311.91-	3,274.86
INSTRUCTIONAL MATE	12,000.00	33,731.30	38,767.94	.00	6,963.36
COMMUNITY SCHOOL	438.36	.00	.00	.00	438.36
<b>TOTAL</b>	<b>31,655.90</b>	<b>148,558.43</b>	<b>149,312.84</b>	<b>.00</b>	<b>30,901.49</b>

CHECKING 7,198.19 INVESTMENTS .00 SBMMF 23,703.30 TOTAL 30,901.49  
 ACCOUNTS PAYABLE .00

NORTH DADE MIDDLE SCHOOL  
 AUDIT REPORT  
 FOR THE 2003-04 FISCAL YEAR  
 JULY 1, 2003 THROUGH JUNE 30, 2004

PROFILE OF THE SCHOOL

Address: 1840 N. W. 157 Street, Opa-locka, Florida 33054

Date School Established: 1957

Grades: 6-8

Principal: Ms. Eunice J. Davis

Treasurers: Ms. Lula M. Roberts (Through April 2005)  
 Ms. Delois D. Hall

CASH AND/OR INVESTMENT SUMMARY

	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>6/30/04</u>
Checking Account:			
Bank of America, N.A.	--	0.10	\$ 8,450.36
Investment:			
MDCPS-Money Market Pool Fund	Open-end	1.86	<u>10,520.77</u>
TOTAL			<u>\$ 18,971.13</u>

AUDIT OPINION

The internal funds and property records were properly maintained and equipment items with an individual cost of \$1,000 and over 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 2003-04 fiscal year, on the cash basis of accounting. Our assessment of the controls in place to promote compliance with the Manual of Internal 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 Accounting.

ACCESS CENTER I  
 SCHOOL - 6591 NORTH DADE MIDDLE SCHO

FUNDS	BEGINNING BALANCE	RECEIPTS	DISBURSE- MENT	NET TRANSFER	ENDING BALANCE
MUSIC	5.91	964.00	969.91	.00	.00
CLASSES AND CLUBS	5,390.65	31,838.08	31,187.77	11.93-	6,029.03
TRUST	6,811.10	17,877.32	22,361.18	314.17	2,641.41
INSTRUCTIONAL AIDS	79.50	636.00	715.50	.00	.00
GENERAL	345.42	4,295.67	2,790.81	302.24-	1,548.04
INSTRUCTIONAL MATE	9,052.78	15,327.78	15,627.91	.00	8,752.65
TOTAL	21,685.36	70,938.85	73,653.08	.00	18,971.13

CHECKING 8,450.36 INVESTMENTS .00 SBMMF 10,520.77 TOTAL 18,971.13  
 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.*

Revised 5/9/03