

**SUMMARY OF AUDIT ACTIVITIES FOR THE 2012-2013 FISCAL YEAR
AND
PROPOSED AUDIT PLAN FOR THE 2013-2014
FISCAL YEAR FOR THE
OFFICE OF THE CHIEF AUDITOR**

To be presented to the:

AUDIT COMMITTEE on

JUNE 20, 2013

**The SCHOOL BOARD of BROWARD COUNTY,
FLORIDA on**

JULY 23, 2013

BY

THE OFFICE OF THE CHIEF AUDITOR

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



The School Board of Broward County, Florida

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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Office of the Chief Auditor
Patrick Reilly, Chief Auditor
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Superintendent of Schools

June 20, 2013

Members of the School Board of Broward County, Florida
Members of the School Board Audit Committee
Mr. Robert W. Runcie, Superintendent of Schools

Ladies and Gentlemen:

The Office of the Chief Auditor has completed a significant number of financial, operational, construction and compliance audits of the District. Our audit reports were aimed at enhancing the economical and efficient use of resources, safeguarding assets and assisting management in accomplishing their established goals and objectives.

We reported in the Summary of Audit Activities for the 2012-2013 fiscal year, the completed audits, reviews and trainings. We completed several construction audits, resulting in recommendations to improve internal controls and identified cost recoveries in excess of \$1 million, as well as cost avoidance initiatives for the District. We performed operational audits of vendor contracts that identified questioned costs and non-compliance with contract terms that resulted in the District's seeking reimbursement and/recommendations for revisions to contract language and better contract management. In the area of Property and Inventory audits and Internal Fund audits, we continue to see a significant number of audits that are in compliance with all policies, procedures, rules and regulations. We provided significant assistance to management through participation in multiple committees throughout the District. In addition, we provided the Charter School Department with auditing resources in order to monitor financial conditions of the Charter Schools.

The Proposed Audit Plan includes required audits per State Statutes and School Board Policies, as well as operational audits of construction projects and reviews of various District departments. As always, we look forward to your input, so that our Audit Plan can be finalized for the new fiscal year.

I would like to thank the Superintendent, the Audit Committee and the School Board for their support of the Office of the Chief Auditor. Our goal is to continue to be an independent appraisal function to examine and evaluate activities of the District.

This report will be presented to the Audit Committee at its June 20, 2013 meeting and to the School Board at its July 23, 2013 meeting.

Sincerely,

Patrick Reilly CPA, Chief Auditor
Office of the Chief Auditor

PR:pm

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INTRODUCTION

**The Office of the Chief Auditor
Audit Plan for Fiscal Year 2013-2014**

INTRODUCTION

Internal auditing is an independent appraisal function established within the school system to examine and evaluate District's operations as a service to the organization. The primary objective of the Office of the Chief Auditor (OCA) is to assist management of the School Board in the performance of their responsibilities. OCA furnishes analyses, recommendations, counsel and information concerning the activities reviewed.

The scope of the internal audit work should encompass the examination and evaluation of the adequacy and effectiveness of the organization's system of internal control and the quality of performance in carrying out assigned responsibilities. It is our responsibility to provide reasonable assurance that internal controls are in place to achieve the following:

- Reliability and integrity of information.
- Compliance with policies, plans, procedures, laws and regulations.
- Safeguarding of assets against unauthorized acquisition, use and/or disposition.
- Effective and efficient use of resources.
- Accomplishment of established objectives and goals for operations and programs.

Our Audit Approach

In order to accomplish our primary objective and to assume additional responsibilities, we will continue to streamline the audit process to increase productivity within the office. Additionally, we will continue to reallocate office resources to focus on the high-risk areas that are critical to meeting the goals and mission of the District. Our approach is to identify and quantify systemic problems and determine if adequate internal control procedures are in existence which can prevent significant deficiencies from going undetected. In an effort to promote accountability at all levels of the District, reports and findings are summarized to provide useful information to the District Administration.

Management is responsible for setting operating standards to measure an activity's effective and efficient use of resources. It is also responsible for establishing operating goals and objectives, developing and implementing control procedures, and accomplishing desired operating results. Internal auditors are responsible for determining if:

- Operating standards have been established for measuring economy and efficiency.
- Established operating standards are understood and are being met.
- Deviations from operating standards are identified, analyzed, and communicated to those responsible for corrective action.
- Corrective action has been taken.

We continue to focus our audits in the areas of effective and efficient use of resources and the accomplishment of established goals and objectives for operations or programs. We will continue this endeavor next year.

OCA is guided by the Governmental Auditing Standards (the “Yellow Book”) issued by the Comptroller General of the United States. OCA is committed to implementing these standards which encompass:

- Maintaining the independence of the internal auditing department from the activities audited, and the objectivity of internal auditors.
- Ensuring the proficiency of internal auditors and the professional care they exercise.
- Determining the scope of internal auditing work.
- Planning and conducting internal auditing assignments.
- Maintaining quality control and assurances.

We believe that these Standards enhance and improve the professionalism of the department.

SUMMARY OF AUDIT ACTIVITIES

FOR THE 2012-2013 FISCAL YEAR

The Office of the Chief Auditor
Summary of Audit Activities for the 2012-2013 Fiscal Year

FACILITY AUDITS

1. Performed Current Status of the Audit of the Facilities & Construction Management Division's Project No. P.000917 – PPO Zone 4 Maintenance Facility.
2. Performed Review of the Cooper City High School Design Build Project #1931-P000877 – Shell Subcontractor's Performance & Payment Bonds Status.
3. Performed Current Status Review of the January 2011 Final Report of the Nineteenth Statewide Grand Jury.
4. Performed Current Status Review of the Interim Report of the 2002 Fall Term Grand Jury on School Board Construction.
5. Assisted McGladrey, LLP with the Current Status of the Operational Review of the Office of Facilities & Construction.
6. Assisted the Office of Facilities & Construction with the revisions of the construction contracts that McGladrey, LLP recommended in their Operational Review.
7. Assisted Marcum, LLP with the Current Status Review of the January 2011 Final Report of the Nineteenth Statewide Grand Jury (Ethics Related Findings and Recommendations).
8. Monitored construction in progress for selected projects throughout the District.
9. In conjunction with the General Counsel's Office, we continued to monitor legal proceedings related to the pursuit of a reimbursement in the amount of \$765,000 identified in the July 2009 Audit of Ashbritt, Inc. and C&B Services Invoices for District Portable Repairs Related to Hurricane Wilma.
10. In conjunction with the Office of Facilities and Construction and General Counsel, our Office participated as a non-voting member of the weekly Agenda Preparation Group (APG) to review the agenda items for specific requirements (i.e. Right to Audit Clause, proper funding and general review) prior to submission to the Senior Leadership Team.
11. In conjunction with the Office of Facilities and Construction and General Counsel, our Office participated as a non-voting member of the Project Management Council, which reviews District change orders. The OCA is a non-voting member of this Committee.

12. In conjunction with the Office of Facilities and Construction, provided input to the Negotiations Parameters Committee and Qualification Selection Evaluation Committee (QSEC) and monitored the activities of the Negotiations Parameters Committee to strengthen the procurement process over professional services and construction contracts. The OCA is a non-voting member of these committees.
13. Monitored and attended Bid Openings and reviewed bid tabulations.
14. Participated in seminars on accounting and auditing of construction activities.
15. Provided the Office of Inspector General, Florida Department of Education with the Current Status Review of the January 2011 Final Report of the Nineteenth Statewide Grand Jury and responded to the Inspector General's inquiries, based on their review of the report.
16. Reviewed various construction projects completed throughout the District.
17. Reviewed Work Order #FM16076 relating to the Remodeling of the Chief Building Official's Offices at the Rock Island Administrative Site.

AUDIT OF INTERNAL FUNDS

1. Performed audits of the Internal Funds of Schools and Centers for the 2011-2012 fiscal year and presented the audit reports to the Audit Committee. Several audits pertaining to the 2010-2011 fiscal year were completed during the 2012-2013 fiscal year. Six separate reports were issued throughout the year. As of June 20, 2013, there were several schools' audits pertaining to the 2011-2012 fiscal year which were scheduled, in-process, or in the management review phase. The field work for these schools will be completed by July 31, 2013 and will be combined with the schools' audits pertaining to the year ended June 30, 2013 that will be performed during the 2013-2014 school year.

In conjunction with the Audits of Internal Funds, the following procedures were performed:

- Review of payroll procedures and records at all schools and centers.
- Review of After-School Care and Community School Programs.
- On site visit of vending operations to spot check commissions and review vendor contracts (ongoing).
- Assisted management with new School Board Policies, Standard Practice Bulletins, Business Practice Bulletins, i.e. I-101 General Policy, PR-100 Payroll and Time Entry, I-305 Disbursements and others.

- Assisted the Business Support Center on procedures pertaining to receipting and depositing of funds related to Standard Practice Bulletins I-302 Cash Collections and I-303 Deposit of Collections.

We also performed the following activities:

- Surveyed Schools and Centers after completion of each audit in order to obtain feedback from the schools' administration regarding our auditing services.
 - Provided assistance to Bookkeepers and Administrators on Standard Practice Bulletins relating to accounting for Internal Funds at schools and centers.
 - Conducted audit investigations in conjunction with the Broward District Schools Police related to Audits of Internal Funds of schools and centers.
 - Collaborated with Broward District Schools Police on potential fraud cases presented by our Office on several investigations, which are pending or resolved.
 - Assisted Cadre Directors with monitoring Internal Funds in schools with audit exceptions.
 - Continued audits of athletic events to assist schools in improving internal controls over athletic ticket selling procedures, which included cash collection reconciliations with ticket sales at high school sporting events.
 - Identified yearbook vendor overcharges, which led to monetary recoveries.
 - Performed site visits and assisted school staff in resolving audit exceptions and monitoring their Internal Funds Accounts.
 - Performed training for Athletic Directors relating to ticket sales and accounting for game revenues.
2. Performed reviews of Independent School Related Organizations' (ISRO) activities at the request of the Superintendent.

PROPERTY AND INVENTORY (P&I)

1. Performed Property Audits of schools, centers and departments and assisted District staff with monitoring and accounting for fixed assets at each location. A total of six audit reports were issued containing 285 locations, in which over \$284 million in property was listed in the property records. A total of 992 items were unaccounted for with a historical cost that exceeded \$2 million.

2. Assisted with the correction of asset records due to missing serial numbers or serial numbers not properly recorded when receipt of goods procedures were performed.
3. Performed follow-ups for those locations that had audit exceptions in order to verify whether internal control procedures were implemented.
4. While conducting physical inventories, identified items that were not included in the District's Master File of Capital Assets database, which were subsequently added to the location's inventory records.
5. Conducted Property and Inventory audits including taking digital photos of classrooms and building contents as part of the process of substantiating assets purchased by Charter Schools with FTE funding. We coordinated the return of Charter School assets to the District that were purchased with FTE funds related to closed Charter Schools.
6. Provided internal control procedures and reviewed the Property and Inventory Business Practice Bulletin O-100 with District staff, as requested.
7. Reviewed Schedule of Assets identified for Surplus and Removal from Asset Records prior to submission to School Board for approval of write-off of assets.
8. Assisted the State Auditor General in coordinating their review of property and inventory for the District.

OPERATIONAL AUDITS

1. Performed a Review of U.S. Security Associates Inc. Invoices Pertaining to Bid 27-013T – Security Guard Services for the Period from July 1, 2009 through December 31, 2012.
2. Performed a Review of Varsity Football Game Ticket Sales and Cash Collection Procedures.
3. Performed a Review of Donations Earmarked for Exceptional Student Education Programs Received from 2012 WalkAbout Autism Event.
4. Performed Audit of the Family Counseling Behavioral Health Program Grant for the period ended September 30, 2012.
5. Prepared documentation for vendor's legal counsel to support the District's position of overpayments to U.S. Security Associates, Inc. Pertaining to Bid 27-013T – Security Guard Services for the Period from July 1, 2009 through December 31, 2012.
6. Monitored the Personal Use of District-Issued Cellular Telephones (ongoing).

7. Assisted the State Auditor General in coordinating their annual financial audit with data collection, legal confirmations and management's responses.
8. Assisted the State Auditor General with the Florida Education Finance Program (FEFP) Full-Time Equivalent (FTE) Students and Student Transportation for the Fiscal Year Ended June 30, 2012.
9. Assisted the State Auditor General with the Audit of Virtual Instruction Programs and assisted management with written responses to the report.
10. Monitored the close-out of the Utilities Auditing and Billing Review which related to water bills. Reduction in water bills has occurred due to the installation of separate water meters.
11. Performed a review of purchases paid from General Funds, in conjunction with the Audits of Internal Funds, for selected schools.
12. Submitted annual reports to the Data Clearinghouse and other agencies as required by the Annual Financial Reporting requirements.
13. Performed year-end inventories of various schools' and centers' bookstores throughout the District.
14. Attended training sessions for SAP Payroll and various accounting modules.
15. Performed a review of internal control procedures over access and use of the Department of Highway Safety & Motor Vehicles database by the Broward District Schools Police Department's personnel.
16. Performed an analysis of the options related to an in-house Workers' Compensation Program vs. the current contracted services for the Workers' Compensation program.
17. Assisted Operations management with informal reviews of internal control procedures, as requested.

PAYROLL

1. Performed reviews of payroll procedures and payroll records (regular and overtime hours) in conjunction with the Audits of Internal Funds.
2. Per request, provided management with payroll data related to salary adjustments for the Transportation Department.

3. Performed investigative audit of all payroll records at several schools and departments for the 2011-2012 fiscal year, pertaining to overtime payments and undocumented hours worked.
4. Participated in the development of the On-Line Time Review Demo and Approval Process.

INVENTORIES

1. Performed a physical inventory, on a sample basis, in June 2012, which included inventory test counts at the various District Warehouses to ensure the accuracy of inventory, compliance with control procedures and the quantity, dollar amount and types (increase/decrease) of adjustments. Year-end observations will be performed on June 30, 2013 at various locations to complete the inventory audit procedures.

GRANTS - CONTRACT AUDITS

1. Performed financial and compliance audits of educational services funded by Broward County and various agencies, as required by the terms and conditions of the contracts.

POLICY REVISIONS

1. Provided technical assistance for revisions to School Board Policies, Standard Practice and Business Practice Bulletins amended during the fiscal year, including:
 - Policy 4300.1 - Overtime Pay or Compensatory Time
 - Business Practice Bulletin PR-100 - Payroll and Time Entry
 - Policy 1341 – Use of Broward County School Facilities for Non-School Purposes
 - Policy 3320 – Purchasing Policies
 - Policy 5202 - Gifts to Personnel
 - Reviewed draft of Policy 4413 - Anti-Fraud Policy
 - Standard Practice Bulletin I-302 Cash Collections
 - Standard Practice Bulletin I-303 Deposit of Collections
 - Standard Practice Bulletin I-309 Vending Commissions
 - Standard Practice Bulletin I-101 General Policy
 - Standard Practice Bulletin I-311 Donations
 - Policy 1401 Naming/Renaming School Board-Owned Facilities
 - Standard Practice Bulletin I-305 Cash Disbursements
 - Business Practice Bulletin A-472 Collecting, Processing & Reporting Workforce Education Data

PROCUREMENT

1. Reviewed yearbook contracts with vendors for compliance with contract terms and made recommendations for improving the yearbook procurement process.

2. Reviewed vending machine contracts for various schools.
3. Provided Supply Management and Logistics staff with technical assistance related to audit provisions and financial statement reviews of vendors who submitted bid proposals for various requests issued by the District.

LIAISON WITH OTHER AUDITORS/OFFICES

1. Assisted multiple external auditors including McGladrey, LLP, Marcum LLP, U.S. Department of Education's Office of Inspector General with their ARRA funds audit, and the State Auditor General auditors with the Annual Audited Financial Reports, FTE audits, Virtual Instruction Program audit, as well as other District audits. We also coordinated data gathering, scheduled audit conferences with District staff, prepared legal confirmation letters and assisted in obtaining management responses.

INVESTIGATIVE MATTERS

1. Conducted Audits/Investigations and assisted the State Attorney's Office, and several other law enforcement agencies, as well as the Broward District Schools Police with fraud investigations related to financial issues within the District (Internal Funds, payroll, procurement, vendor payments, construction projects, etc.).

OTHER ACTIVITIES

1. Maintained the website for the Office of the Chief Auditor.
2. Conducted Continuing Professional Education in-service training programs for administrators and school staff.
3. Coordinated and served as a liaison between the School Board Members and the School Board Audit Committee.
4. Recorded, transcribed and distributed minutes from Audit Committee meetings to the Audit Committee and District staff.
5. Copied and delivered hard copies of all audit reports and other Audit Committee materials to Audit Committee members.
6. Arranged Audit Committee meetings.
7. Participated in various committees established by the District, such as the School Board Audit Committee, Advertising Committee, Facilities Task Force, Qualification Selection Evaluation Committee, Charter School Financial Review Committee and the Charter School Oversight and Monitoring Committee, and multiple other committees.

8. Attended School Board Meetings, Workshops and responded to Board Follow-Up Requests and Referrals in writing.
9. Maintained a Yearbook Conference on the CAB E-Mail system to enhance communication between school yearbook sponsors.
10. Participated in the activities related to the AdvancED Accreditation Process.

CHARTER SCHOOLS

1. Assisted the Charter School Office, which included reviews of Charter Schools' Quarterly and Annual Financial Statements, to determine that there were adequate standards of fiscal management, as required by the terms of the Charter Schools' Agreements.
2. Collaborated with Charter School Office and met with staff from various Charter Schools and performed a detailed review of all Charter Schools experiencing financial emergencies and reviewed financial recovery plans for those Charter schools on a quarterly basis. Participated as a non-voting member of the Charter Schools Oversight and Monitoring Committee (CSMO).
3. Performed follow-up reviews of Charter Schools related to the closing of the schools.
4. Performed reviews of several closed Charter Schools relating to custody of Property and Inventory that were purchased with FTE dollars.
5. Performed multiple forensic reviews of the financial records for Charter Schools that closed during the 2012-13 fiscal year.
6. Provided technical assistance to the Charter School Office related to Charter School Agreements and various audit related correspondence.
7. Provided financial analysis and operational review and recommendations to the Charter School Office related to the non-renewal of Charter School agreements.
8. Assisted District staff with establishing procedures for the recovery of District funds in cases where Charter Schools are assessed financial penalties, due to non-compliance with State regulations.

PROPOSED AUDIT PLAN

FOR THE 2013 - 2014 FISCAL YEAR

The Office of the Chief Auditor
Proposed Audit Plan for the 2013-2014 Fiscal Year

FACILITY AUDITS

1. Perform Audit of Construction Contract Administration and Project Costs for selected construction projects.
2. Review consulting services agreements, open end contracts and other purchased services by the Office of Facilities and Construction and Physical Plant Operations.
3. In conjunction with the Office of Facilities and Construction and General Counsel, participate as a non-voting member of the Agenda Preparation Group (APG) to review agenda items for specific requirements (i.e. verification of contract requirements, review questioned costs and general reviews) (ongoing).
4. Review various Change Orders and Contingency Use Directives related to construction projects.
5. Perform a Current Status Review of the Cypress Elementary School Project #1781-24-01/P000346 New Food Service Building Renovations and Site Improvements.
6. Perform a Current Status Review of the Palmview Elementary School Project #1131-23-01/P000207 New Food Service Multipurpose Building, Renovations and Site Improvements.
7. In conjunction with the Office of Facilities and Construction, provide input to the Negotiations Parameters Committee, Qualification Selection Evaluation Committee (QSEC), and Project Management Council and monitor the activities of these committees to strengthen the procurement process over professional services and construction contracts (ongoing).
8. Monitor and Perform Close-Out Report of the Audit of Ashbritt, Inc. and C&B Services Invoices for District Portable Repairs Related to Hurricane Wilma (ongoing).
9. Monitor Bid Openings and review Hard Bid Process (ongoing).
10. Review of Norcrest Elementary School Final Construction closeout (in progress).
11. Assist with the final settlement of the PPO Zone 4 Maintenance Facility project (in progress).
12. Review Construction Services Minor Projects (CSMP) questioned costs related to Owners' and Contractors Protective Liability Insurance (OCP) Premiums (in progress).

13. Review Construction Services Minor Projects (CSMP) questioned costs related to RS Means prices charged to District (in progress).
14. Perform Audit of Construction Contract Administration and Project Costs for selected roofing projects.
15. Perform Operational Audit of Selected Departments within Physical Plant Operations.

SPECIAL ASSIGNMENTS

1. Reserve a limited number of audit days for special assignments requested by the Superintendent, School Board Members and Audit Committee Members.

INTERNAL FUNDS

1. Perform all audits for the 2012-2013 fiscal year for:
 - High Schools
 - Middle Schools
 - Elementary Schools
 - Technical, Adult, Alternative and ESE Centers

OPERATIONAL AUDITS

1. Perform Operational Audits of selected activities for various District vendors.
2. Perform a Current Status of the Auditor General's Financial, Operational and Federal Single Audit for the Fiscal Year ended June 30, 2012
3. Perform Current Status Reviews of prior Operational Audits.
4. Perform a Review of the M/WBE program (ongoing).
5. Perform annual year-end warehouse inventory test counts.
6. Perform a Review of selected ESE Services and related expenditures.
7. Perform a Review of Check Request Expenditure Process.
8. Assist the External Auditor with IT audits.
9. Review consulting services agreements and purchased services by various Divisions and Departments.
10. Perform a Review of the in-house Workers' Compensation Program.

INVESTIGATIVE MATTERS

1. Conduct audits/investigations and assist the State Attorney's Office and the Broward District Schools Police with investigations related to financial issues in the school system (internal funds, payroll, procurement, vendor payments, etc.)

LIAISON WITH OTHER AUDITORS/OFFICES

1. Assist external auditors, Office of Inspector General, Auditor General, State of Florida and other State and Federal auditors) in the performance/execution of annual audit and other audit services.
2. Coordinate and assist with school and District level responses to State FTE audit findings, and coordinate the audit appeals process with the Florida Department of Education.

PROPERTY AND INVENTORY AUDITS

1. Perform Property Audits of Schools, Centers and Departments.
2. Provide training on Property and Inventory Procedures.
3. Perform follow-up reviews for those locations that had audit exceptions, in order to verify compliance with audit recommendations.
4. Provide assistance to Charter Schools in instances where Charter Schools have closed and their property and inventory reverts back to the District, per State Statutes.

PAYROLL

1. Perform review of payroll procedures and payroll processing (regular and overtime hours) in conjunction with the Audits of Internal Funds and selected operational audits.
2. Perform unannounced payroll check distributions and/or remuneration/direct deposit statement distributions at selected work locations.
3. Assist external auditors in the performance of all SAP Payroll System Reviews.
4. Monitor the implementation of the electronic on-line payroll review and approval process.
5. Review the KRONOS timekeeping system at various locations.

INFORMATION TECHNOLOGY AUDITS

1. Perform an Operational Review of Selected IT Vendors' Consulting Services.
2. Assist external auditors, consultants and staff in the performance of selected activities of the Information & Technology (IT).

GRANTS - CONTRACT SERVICES

1. Perform audits of grants and contract services, as required by the terms and conditions of the contracts.

CHARTER SCHOOLS

1. Assist the Charter School Office, which includes reviews of charter schools' monthly and annual financial statements for over 95 Charter Schools to determine if there are adequate standards of fiscal management, as required by the terms of the Charter Schools' agreements and Florida Statutes.
2. Monitor Charter Schools' financial operations which have been identified with a financial emergency.
3. Review annual audited financial reports of all Charter Schools and present summaries to the Audit Committee.
4. Assist in the closeout process, i.e. property and inventory of Charter Schools that are terminated.
5. Participate in the District's Charter School Oversight and Monitoring Committee.

OTHER ACTIVITIES

1. Continue membership on various School Board Committees where participation is required or requested, when not interfering with the auditing function.
2. Continue quality assurance and in-service training programs for administrators and school staff.
3. Assist management of the School Board in the performance of their responsibilities. Provide analyses, recommendations, counsel, and information concerning the activities reviewed.
4. Coordinate and serve as liaison between the School Board Members and the School Board Audit Committee.
5. Coordinate and serve as liaison for the District and external auditors.

STAFFING ISSUES

1. This Audit Plan is based on the current internal staff of 22 employees, which includes one (1) open position to be filled in the 2013-2014 fiscal year. Our staff consists of Internal Auditors, Inventory Audit Specialists, Clerical Specialists, and Supervisory staff.

LONG RANGE AUDIT PLAN

LONG RANGE AUDIT PLAN

The following major reviews/audits are being considered for the next several fiscal years. They are over and above the regular auditing activities of the Office, which include audits of schools, construction, etc.

1. Audit warranties associated with completed construction projects.
2. Perform an Operational Audit of selected activities within the Human Resource Division and other selected District departments/divisions.
3. Perform a Review of Custodial Operations, including equipment, supplies and purchasing.
4. Perform an Operational Audit of selected activities at BECON.

**SCHEDULE OF COSTS
AND
AVAILABLE RESOURCES**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
The Office of the Chief Auditor
Schedule of Costs and Available Resources
2013-2014

I. Cost per Day of Internal Audit Staff			
Salary Expense			
General Operating Fund (19 Employees)			\$1,447,853
Capital Fund (3 Employees)			314,818
Total Salaries including Benefits			\$1,762,671
Average Total cost per Employee per Day (\$1,762,671 divided by 22) divided by 244			\$328
			\$44 per hour (rounded)
II. Total Available Contact (Field) Days			
Auditors (excluding Chief Auditor and Clerical)			13
Inventory Audit Specialists			5
Total Audit Staff			18
Contact (Field) Days per Year for Audit Staff			x 220
Total Available Contact Days			3,960
III. Schedule of Available Days/Estimated Costs			
		Contact (Field) Days	Estimated Costs
Audit Functions			
Internal Fund Audits		1,100	\$360,800
Property Audits		1,100	360,800
Construction/Maintenance Audits		700	229,600
Operational Audits		400	131,200
Inventories		15	4,920
Grant Audits		20	6,560
Information Technology Audits		20	6,560
Special Assignments/Audit Investigations		235	77,080
Other Activities/Charters/Audits		150	49,200
Totals		<u>3,740</u>	<u>\$1,226,720</u>
Other Activities			
Continuing Professional Education		50	\$16,400
In-Service Training for District Personnel		70	22,960
Miscellaneous		70	22,960
Totals		<u>190</u>	<u>\$62,320</u>
Contingency			
Available Contingency		30	9,840
Totals		<u>30</u>	<u>\$9,840</u>
Total Days and Estimated Costs		<u>3,960</u>	<u>\$1,298,880</u>
<i>95% of Contact (field) Days are expended on direct audit projects.</i>			
<i>4% of Contact (field) Days are expended on education of auditors and District staff.</i>			
<i>1% of Contact (field) Days are held for contingency.</i>			