

INTERNAL AUDIT REPORT

**Internal Audit Report – Audit of the Internal Funds
of Selected Schools**



To be presented to the:

**Audit Committee on
November 14, 2013**

**The School Board of Broward County, Florida on
December 17, 2013**

By

The Office of the Chief Auditor



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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

600 SE 3rd AVENUE • FORT LAUDERDALE, FLORIDA 33301 • TEL 754-321-2400 • FAX 754-321-2719

Office of the Chief Auditor
Patrick Reilly, Chief Auditor
www.browardschools.com

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Superintendent of Schools

November 19, 2013

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

Ladies and Gentlemen:

We have audited the Statement of Changes in Fund Balances for the Internal Funds at eight (8) schools for the fiscal years ended June 30, 2011, 2012 and 2013 pursuant to the Florida State Board of Education, Administrative Rule 6A-1.087(2) and School Board Policy 1002.1. Each school's Principal is responsible for the preparation of the Statement of Changes in Fund Balances. Our responsibility is to express an opinion on these statements based on our audits.

We conducted our audits in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform these audits to obtain reasonable assurance that the financial statements are free of material misstatements.

The audits at these eight (8) schools included an examination of the Internal Funds, Payroll, and After School Care, as applicable.

An audit includes evaluating and examining, on a test basis, the financial statements and supporting documents. In planning and performing our audits of the schools' financial statements for the fiscal years ended June 30, 2011, 2012 and 2013 we considered the internal control structures. Our review of the internal control structures facilitates the development of the audit procedures and the expression of an opinion on the financial statements. We believe our audits provide a reasonable basis for our opinion.

Members of The School Board of Broward County, Florida
Members of The School Board Audit Committee
Robert W. Runcie, Superintendent of Schools
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The schools' records were maintained in conformity with the School Board's accounting procedures for Internal Funds. These accounting procedures require all financial transactions be recorded on a cash basis method, with no records maintained on accounts receivables, accounts payable, or accruals. Accordingly, the Statements of Changes in Fund Balances, as shown in this report, do not present the financial position or the results of operations of the schools in the manner required by generally accepted accounting principles.

Our audits indicated that six (6) schools in this report complied with prescribed policies and procedures. The remaining two (2) schools' reports contained some audit exceptions.

In our opinion, the Statements of Changes in Fund Balances for the eight (8) schools present fairly the cash receipts and disbursements of the schools' Internal Funds, arising from cash transactions.

We wish to express our appreciation to the administration and staff of the various schools for their cooperation and courtesies extended during our audits.

Sincerely,



Patrick Reilly, CPA
Chief Auditor
Office of the Chief Auditor

Audits Supervised and Reviewed by:
Delores McKinley, CPA

Audits Performed by:
Hermine James
Delores McKinley
Reynaldo Tunnermann

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INTERNAL AUDITOR'S REPORT

AUTHORIZATION

State Board of Education Rule 6A-1.087(2), Florida Administrative Code, requires District School Boards to provide for audits of the schools' Internal Funds. In accordance with School Board Policy 1002.1 and the Audit Plan for the 2013-2014 fiscal year, the Office of the Chief Auditor has audited the financial statements for the years ended June 30, 2011, 2012 and 2013 for the schools listed in the Table of Contents section of this report. The financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles. These financial statements are the responsibility of the Principal. Our responsibility is to express an opinion on these financial statements based on our audits.

SCOPE, OBJECTIVES, AND METHODOLOGY

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We selected and tested a representative sample of receipts and disbursements for all the audited schools. We also analyzed selected activities where the schools generated significant revenues. An audit also includes assessing the accounting principles and significant estimates made by the administration, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

We perform our audits with the objectives of:

- expressing an opinion on the financial statements of the schools.
- evaluating compliance by the schools with the policies and procedures prescribed by the Standard Practice Bulletins.
- evaluating the internal control structure at the schools to determine the extent to which selected control environmental factors promote compliance with the policies and procedures prescribed by the Standard Practice Bulletins.

We conducted our audits in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States. Those standards require we plan and perform these audits to obtain reasonable assurance that the financial statements are free of material misstatements.

Financial Statements

In our opinion, the financial statements contained in these audit reports present fairly, in all material respects, the changes in fund balances arising from cash transactions of the schools, during the 2010-2011, 2011-2012 and 2012-2013 fiscal years, on the cash basis of accounting.

Compliance

We also tested compliance with selected policies and procedures prescribed by the Standard Practice Bulletins.

Internal Control Structure

In planning and performing our examinations, we obtained an understanding of the:

- internal control structure established by the administration.
- operational internal control policies and procedures relevant to cash receipts and disbursements.
- assessed level of controlled risk to determine the nature, timing, and extent of substantive tests for compliance with applicable laws, administrative rules, and district policies; including the reliability of financial records and the safeguarding of assets.

The scope of our audits also included an assessment of the controls in place at the schools to promote compliance with the Standard Practice Bulletins, which contain the procedures established to control the use of the Internal Funds. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that material errors or irregularities in the school's financial records, cash receipts, and disbursements, may occur and not be detected within a timely period by school employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and would not necessarily disclose all material weaknesses.

OTHER FUNCTIONS EXAMINED

In addition to the audit of the Internal Funds, we also conducted certain auditing procedures to improve accountability at the school level and provide assurances to the administration about the operation of the payroll procedures.

PAYROLL

A review of selected payroll procedures related to the preparation of the payroll and the distribution of the payroll checks was made at the schools to determine adherence to Standard and Business Practice Bulletins. Specifically, we determined that the payroll rosters were generally supported by payroll records and the payroll functions were adequately segregated. Currently, the Business Practice Bulletin-PR-100 has been implemented which provides the new payroll procedural requirements.

The results of our audits for the individual schools are included within each report and are summarized in the following subsection.

**Areas of Audit Findings
2010-2011, 2011-2012 and 2012-2013**

<u>Castle Hill Elementary School 2010-11 & 2011-12</u>	1 Finding
1. Late Remittances	
<u>Park Lakes Elementary School 2010-11, 2011-12 & 2012-2013</u>	1 Finding
1. Missing Receipting Documents	
TOTAL FINDINGS	2 Findings

**SELECTED SCHOOLS
ANALYSIS OF CURRENT AND PRIOR
AUDIT FINDINGS BY SCHOOL**

SCHOOL	CURRENT AUDIT PERIOD 2010-11 & 2011-12	PRIOR AUDIT PERIOD 2009-10
Castle Hill Elementary School	Late Remittances We noted in F/Y-12 staff held collections of \$36 to \$751, totaling \$5,477, for three (3) to ninety two (92) days before remittance to the bookkeeper.	No Audit Exceptions

**SELECTED SCHOOLS
ANALYSIS OF CURRENT AND PRIOR
AUDIT FINDINGS BY SCHOOL**

SCHOOL	CURRENT AUDIT PERIOD 2010-11, 2011-12 & 2012-13	PRIOR AUDIT PERIOD 2009-10
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Park Lakes Elementary School

Missing Receipting Documents

No Audit Exceptions

The school's staff could not account for 50 (fifty) money collection envelopes and did not prepare a Certificate of Loss.

During the audit process, we found another 150 envelopes and 20 (twenty) BC-40P receipt books were still at the school that should have been turned into the Business Support Center. As a result of the audit, on September 6, 2013 these documents were added to the inventory at the Business Support Center.

SECTION I:
Audit Reports (with No Exceptions)

COCONUT PALM ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2011-12 FISCAL YEAR
JULY 1, 2011 THROUGH JUNE 30, 2012

PROFILE OF THE SCHOOL

Address: 13601 Monarch Lakes Blvd., Miramar, Florida 33027
Principal: Teresa Thelmas
Bookkeeper: Linda Morrow
Payroll Processor: Maria Delgado

CASH SUMMARY

Cash Account: 6/30/12
Checking Account – Wells Fargo \$ 29,697.51

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statement of Coconut Palm Elementary School for the 2011-12 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2011-12 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

OTHER COMMENTS

Payroll

The school generally adhered to the payroll procedures.

COCONUT PALM ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Music	\$ 85.21	\$ 0.00	\$ 0.00	\$ 85.21
Classes	953.75	51,104.87	50,686.73	1,371.89
Clubs	1,619.81	7,949.75	8,807.90	761.66
Departments	2,290.61	619.56	1,542.39	1,367.78
Trusts	5,673.56	26,706.85	28,324.42	4,055.99
General	<u>19,408.30</u>	<u>6,813.24</u>	<u>4,166.56</u>	<u>22,054.98</u>
TOTALS	<u>\$ 30,031.24</u>	<u>\$ 93,194.27</u>	<u>\$ 93,528.00</u>	<u>\$ 29,697.51</u>

NORTHEAST HIGH SCHOOL
 AUDIT REPORT
 FOR THE 2010-11 AND 2011-12 FISCAL YEARS
 JULY 1, 2010 THROUGH JUNE 30, 2012

PROFILE OF THE SCHOOL

Address: 700 NE 56th Street, Oakland Park, Florida 33334

Principal: Jonathan Williams

Bookkeeper: Lara Andrews

Payroll Processor: Norma Albarracin

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>
Cash Account:		
Checking Account – Wells Fargo	\$ 16,491.47	\$ 10,913.65
Investment:		
Treasurer’s Pool Account	<u>10,000.00</u>	<u>85,000.00</u>
TOTAL	\$ <u>101,491.47</u>	\$ <u>95,913.65</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Northeast High School for the 2010-11 and 2011-12 fiscal years. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2010-11 and 2011-12 fiscal years, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board’s policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

OTHER COMMENTS

Payroll

The school generally adhered to the payroll procedures.

NORTHEAST HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 2,523.42	\$ 73,902.89	\$ 76,426.31	\$ 0.00
Music	2,374.25	13,356.05	14,247.78	1,482.52
Classes	11,881.59	93,457.88	92,034.05	13,305.42
Clubs	56,209.81	185,242.23	189,903.15	51,548.89
Departments	3,290.02	4,116.27	2,691.65	4,714.64
Trusts	8,029.23	73,469.70	67,972.23	13,526.70
General	41,331.26	6,042.76	30,460.72	16,913.30
TOTALS	<u>\$ 125,639.58</u>	<u>\$ 449,587.78</u>	<u>\$ 473,735.89</u>	<u>\$ 101,491.47</u>

NORTHEAST HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 0.00	\$ 59,459.39	\$ 59,459.39	\$ 0.00
Music	1,482.52	8,348.50	6,636.17	3,194.85
Classes	13,305.42	106,629.68	108,125.31	11,809.79
Clubs	51,548.89	176,577.01	179,104.79	49,021.11
Departments	4,714.64	3,434.87	4,860.65	3,288.86
Trusts	13,526.70	68,565.15	59,677.91	22,413.94
General	<u>16,913.30</u>	<u>12,211.90</u>	<u>22,940.10</u>	<u>6,185.10</u>
TOTALS	<u><u>\$ 101,491.47</u></u>	<u><u>\$ 435,226.50</u></u>	<u><u>\$ 440,804.32</u></u>	<u><u>\$ 95,913.65</u></u>

POMPANO BEACH HIGH SCHOOL
AUDIT REPORT
FOR THE 2011-12 AND 2012-13 FISCAL YEARS
JULY 1, 2011 THROUGH JUNE 30, 2013

PROFILE OF THE SCHOOL

Address: 600 NE 13th Avenue, Pompano Beach, Florida 33060
Principal: Hudson Thomas
Bookkeeper: Mary Ann Baggette
Payroll Processor: Lynn Verlinde

CASH AND INVESTMENT SUMMARY

	<u>6/30/12</u>	<u>6/30/13</u>
Checking Account – Wells Fargo	\$ <u>99,158.26</u>	\$ <u>104,708.07</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Pompano Beach High School for the 2011-12 and 2012-13 fiscal years. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2011-12 and 2012-13 fiscal years, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

OTHER COMMENTS

Payroll

The school generally adhered to the payroll procedures.

POMPANO BEACH HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 745.69	\$ 33,116.25	\$ 31,227.87	\$ 2,634.07
Music	0.00	7,018.40	6,388.40	630.00
Classes	8,062.00	47,019.30	46,758.19	8,323.11
Clubs	71,434.96	255,882.11	267,000.21	60,316.86
Departments	3,834.14	3,311.29	1,744.97	5,400.46
Trusts	24,383.90	111,578.79	120,816.83	15,145.86
General	<u>5,045.49</u>	<u>39,481.87</u>	<u>37,819.46</u>	<u>6,707.90</u>
TOTALS	<u><u>\$ 113,506.18</u></u>	<u><u>\$ 497,408.01</u></u>	<u><u>\$ 511,755.93</u></u>	<u><u>\$ 99,158.26</u></u>

POMPANO BEACH HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 2,634.07	\$ 36,826.61	\$ 39,241.29	\$ 219.39
Music	630.00	5,919.00	6,296.00	253.00
Classes	8,323.11	60,819.43	60,397.61	8,744.93
Clubs	60,316.86	208,319.19	213,453.21	55,182.84
Departments	5,400.46	3,430.10	1,483.30	7,347.26
Trusts	15,145.86	129,413.58	116,407.84	28,151.60
General	<u>6,707.90</u>	<u>20,768.99</u>	<u>22,667.84</u>	<u>4,809.05</u>
TOTALS	<u>\$ 99,158.26</u>	<u>\$ 465,496.90</u>	<u>\$ 459,947.09</u>	<u>\$ 104,708.07</u>

ROCK ISLAND ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2010-11, 2011-12 AND 2012-13 FISCAL YEARS
JULY 1, 2010 THROUGH JUNE 30, 2013

PROFILE OF THE SCHOOL

Address: 2350 NW 19th Street, Fort Lauderdale, Florida 33311

Principal: Christina Menendez (July 2013 to current)

Principal
During Audit: Vicki Flournoy (July 2010 to June 2013)

Bookkeeper: Rose Yusuf

Payroll Processor: Margaret Henry

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Checking Account – Wells Fargo	\$ <u>6,352.86</u>	\$ <u>7,562.92</u>	\$ <u>2,683.52</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Rock Island Elementary School for the 2010-11, 2011-12 and 2012-13 fiscal years. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2010-11, 2011-12 and 2012-13 fiscal years, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

OTHER COMMENTS

Payroll

The school generally adhered to the payroll procedures.

ROCK ISLAND ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 2,835.03	\$ 17,945.50	\$ 19,785.00	\$ 995.53
Clubs	1,613.05	10,940.86	11,951.92	601.99
Department	107.39	0.00	0.00	107.39
Trusts	363.76	29,494.67	25,300.05	4,558.38
General	<u>1,214.07</u>	<u>10,154.41</u>	<u>11,278.91</u>	<u>89.57</u>
TOTALS	<u><u>\$ 6,133.30</u></u>	<u><u>\$ 68,535.44</u></u>	<u><u>\$ 68,315.88</u></u>	<u><u>\$ 6,352.86</u></u>

ROCK ISLAND ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 995.53	\$ 4,833.00	\$ 4,901.00	\$ 927.53
Clubs	601.99	3,793.04	3,309.81	1,085.22
Department	107.39	0.00	0.00	107.39
Trusts	4,558.38	46,821.22	46,422.44	4,957.16
General	<u>89.57</u>	<u>8,484.45</u>	<u>8,088.40</u>	<u>485.62</u>
TOTALS	<u>\$ 6,352.86</u>	<u>\$ 63,931.71</u>	<u>\$ 62,721.65</u>	<u>\$ 7,562.92</u>

ROCK ISLAND ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 927.53	\$ 4,047.00	\$ 4,082.53	\$ 892.00
Clubs	1,085.22	17,334.03	17,976.46	442.79
Department	107.39	0.00	75.00	32.39
Trusts	4,957.16	36,221.06	40,224.89	953.33
General	<u>485.62</u>	<u>4,360.72</u>	<u>4,483.33</u>	<u>363.01</u>
TOTALS	<u>\$ 7,562.92</u>	<u>\$ 61,962.81</u>	<u>\$ 66,842.21</u>	<u>\$ 2,683.52</u>

WALKER ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2010-11, 2011-12 AND 2012-13 FISCAL YEARS
JULY 1, 2010 THROUGH JUNE 30, 2013

PROFILE OF THE SCHOOL

Address: 1001 NW 4th Street, Fort Lauderdale, FL 33311

Principal: Lisa Mays

Bookkeeper: Sharon Whitfield

Payroll Processor: Regina Poitier

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Checking Account – Wells Fargo	\$ <u>5,478.09</u>	\$ <u>7,153.48</u>	\$ <u>10,191.29</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Walker Elementary School for the 2010-11, 2011-12 and 2012-13 fiscal years. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2010-11, 2011-12 and 2012-13 fiscal years, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board's policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

OTHER COMMENTS

Payroll

The school generally adhered to the payroll procedures.

WALKER ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Music	\$ 257.00	\$ 0.00	\$ 0.00	\$ 257.00
Classes	655.42	11,800.57	11,878.92	577.07
Clubs	1,078.22	2,330.66	2,951.63	457.25
Departments	1,542.83	14.95	238.80	1,318.98
Trusts	2,929.56	29,548.77	32,042.84	435.49
General	<u>1,830.70</u>	<u>6,924.38</u>	<u>6,322.78</u>	<u>2,432.30</u>
TOTALS	<u>\$ 8,293.73</u>	<u>\$ 50,619.33</u>	<u>\$ 53,434.97</u>	<u>\$ 5,478.09</u>

WALKER ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Music	\$ 257.00	\$ 2,300.00	\$ 1,370.04	\$ 1,186.96
Classes	577.07	15,068.50	15,089.10	556.47
Clubs	457.25	1,575.95	1,060.00	973.20
Departments	1,318.98	495.60	564.29	1,250.29
Trusts	435.49	30,198.85	30,025.50	608.84
General	<u>2,432.30</u>	<u>4,734.33</u>	<u>4,588.91</u>	<u>2,577.72</u>
TOTALS	<u><u>\$ 5,478.09</u></u>	<u><u>\$ 54,373.23</u></u>	<u><u>\$ 52,697.84</u></u>	<u><u>\$ 7,153.48</u></u>

WALKER ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Music	\$ 1,186.96	\$ 4,770.04	\$ 4,531.75	\$ 1,425.25
Classes	556.47	12,657.25	12,066.75	1,146.97
Clubs	973.20	2,607.37	3,217.50	363.07
Departments	1,250.29	368.56	423.49	1,195.36
Trusts	608.84	31,288.52	27,936.90	3,960.46
General	<u>2,577.72</u>	<u>3,860.36</u>	<u>4,337.90</u>	<u>2,100.18</u>
TOTALS	<u><u>\$ 7,153.48</u></u>	<u><u>\$ 55,552.10</u></u>	<u><u>\$ 52,514.29</u></u>	<u><u>\$ 10,191.29</u></u>

WEST BROWARD HIGH SCHOOL
AUDIT REPORT
FOR THE 2011-12 FISCAL YEAR
JULY 1, 2011 THROUGH JUNE 30, 2012

PROFILE OF THE SCHOOL

Address: 500 NW 209 Avenue, Pembroke Pines, Florida 33029
Principal: Teresa Hall
Bookkeeper: Natalie Clark
Payroll Processor: Cindy Fankhauser

CASH AND INVESTMENTS SUMMARY

	<u>6/30/12</u>
Cash Account:	
Checking Account – Wachovia	\$ 57,163.41
Saving Account – Wachovia	157,998.86
Investment:	
Treasurer’s Pool Account	<u>70,000.00</u>
TOTAL	\$ <u>285,162.27</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statement of West Broward High School for the 2011-12 fiscal year. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2011-12 fiscal year, on the cash basis of accounting. With respect to the items tested, the school generally complied with various Florida Statutes, Board Policies and particularly the Standard Practice Bulletins. Our assessment of the controls in place to promote compliance with the School Board’s policies and procedures indicated the internal control structure at the school generally functioned as designed by the District administration.

AUDIT EXCEPTIONS

None

OTHER COMMENTS

Payroll

The school generally adhered to the payroll procedures.

WEST BROWARD HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 19,737.01	\$ 61,693.27	\$ 48,672.15	\$ 32,758.13
Music	8,993.03	93,763.40	93,315.75	9,440.68
Classes	4,435.75	231,723.78	228,485.80	7,673.73
Clubs	102,143.38	391,308.46	379,889.55	113,562.29
Departments	5,977.39	88,465.07	73,166.13	21,276.33
Trusts	52,139.78	78,371.80	96,540.73	33,970.85
General	<u>93,452.25</u>	<u>134,524.76</u>	<u>161,496.75</u>	<u>66,480.26</u>
TOTALS	<u><u>\$ 286,878.59</u></u>	<u><u>\$ 1,079,850.54</u></u>	<u><u>\$ 1,081,566.86</u></u>	<u><u>\$ 285,162.27</u></u>

SECTION II:
Audit Report (with Exceptions)

CASTLE HILL ELEMENTARY SCHOOL
AUDIT REPORT
FOR THE 2010-11 AND 2011-12 FISCAL YEARS
JULY 1, 2010 THROUGH JUNE 30, 2012

PROFILE OF THE SCHOOL

Address: 2640 NW 46th Avenue, Lauderhill, Florida 33313

Principal: Frances Fuce-Ollivierre

Bookkeeper: Nikki Farrish
Business Center (July 2013 to present)

Payroll Processor: Mersha George

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>
Checking Account – Wells Fargo	\$ <u>9,464.39</u>	\$ <u>6,252.05</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Castle Hill Elementary School for the 2010-11 and 2011-12 fiscal years. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2010-11 and 2011-12 fiscal years, on the cash basis of accounting. However, as indicated by the findings, the school administration should emphasize adherence to the policies and procedures in the School Board's Policies and the Standard Practice Bulletins, which establishes the system of internal controls designed by the District administration.

AUDIT EXCEPTIONS

Late Remittances

We noted in F/Y-12 staff held collections of \$36 to \$751, totaling \$5,477, for three (3) to ninety two (92) days before remittance to the bookkeeper.

School Board Policy 6301 Collection of Monies states "Collections should be deposited with the Principal's office currently."

Standard Practice Bulletin I-302 Cash Collections Section I.F. states "Collections of \$200 or more and initial receipting documents must be turned in to the bookkeeper the same day collected or within three (3) working days if less than \$200."

We recommend the Principal review School Board Policy 6301 and Standard Practice Bulletin I-302 with staff, and implement procedures to ensure funds are remitted and receipted in a timely manner.

OTHER COMMENTS

Payroll

The school generally adhered to the payroll procedures.

CASTLE HILL ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 1,114.96	\$ 8,224.24	\$ 7,653.29	\$ 1,685.91
Clubs	410.08	18,496.44	17,003.48	1,903.04
Department	455.61	4,374.34	4,544.85	285.10
Trusts	2,404.28	45,412.55	46,597.80	1,219.03
General	<u>2,098.65</u>	<u>10,832.34</u>	<u>8,559.68</u>	<u>4,371.31</u>
TOTALS	<u>\$ 6,483.58</u>	<u>\$ 87,339.91</u>	<u>\$ 84,359.10</u>	<u>\$ 9,464.39</u>

CASTLE HILL ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 1,685.91	\$ 15,844.82	\$ 16,235.24	\$ 1,295.49
Clubs	1,903.04	8,312.26	8,769.17	1,446.13
Department	285.10	2,830.08	3,015.39	99.79
Trusts	1,219.03	36,257.29	34,462.23	3,014.09
General	4,371.31	2,550.78	6,525.54	396.55
TOTALS	<u>\$ 9,464.39</u>	<u>\$ 65,795.23</u>	<u>\$ 69,007.57</u>	<u>\$ 6,252.05</u>

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**DESMOND K. BLACKBURN, Ph.D.
CHIEF SCHOOL PERFORMANCE AND ACCOUNTABILITY OFFICER**

Telephone: 754-321-3838

Facsimile: 754-321-3886

Date September 18, 2013

TO: Patrick Reilly, Chief Auditor
Office of the Chief Auditor

FROM: Desmond K. Blackburn, Ph.D.
Chief School Performance and Accountability Officer

SUBJECT: **INTERNAL ACCOUNT AUDIT RESPONSE --
CASTLE HILL ELEMENTARY SCHOOL**

The Office of School Performance and Accountability has reviewed the Internal Account audit findings for Castle Hill Elementary School. These audit findings have been discussed with the Principal, Frances Fuce-Ollivierre, and she has taken full responsibility to implement deliberate steps to ensure exception-free internal accounts audits in the future. The Office of School Performance and Accountability will monitor the school's progress and hold the Principal appropriately accountable should future audit exceptions occur.

If additional information is needed, please let me know.

DKB/DH:saw

fc cc: Dr. Fabian Cone, Director, Office of School Performance and Accountability
Delores McKinley, Office of the Chief Auditor
Frances Fuce-Ollivierre, Principal, Castle Hill Elementary School

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

CASTLE HILL ELEMENTARY
Frances Face-Ollivierre, Principal
2640 NW 46th Avenue
Lauderhill, FL 33313
754-322-5600 - Office
754-322-5640 - Fax

SCHOOL BOARD

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SARA R. PLET

ROBERT W. BUNOH
Superintendent of Schools

Date September 17, 2013

TO: Desmond K. Blackburn, Ph.D.
Chief School Performance and Accountability Officer

FROM: Frances Face-Ollivierre *FFO*
Principal

SUBJECT: INTERNAL ACCOUNT AUDIT RESPONSE --
CASTLE HILL ELEMENTARY SCHOOL

The Corrective action regarding the Collection of Monies.

- 1). The faculty has been trained on the process of collection of envelopes.
- 2). The process of collection of envelopes has been discussed with the former bookkeeper. She has since resigned. The Business Center has assigned a new bookkeeper. She will come to the school twice a week and additionally as needed if monies amount to more than \$200.
- 3). In addition, the log for the envelopes will be reported to me weekly by the Business Center.

FFO:mg

cc: Dr. Fabian Cone, Director, Office of School Performance and Accountability

PARK LAKES ELEMENTARY SCHOOL
 AUDIT REPORT
 FOR THE 2010-11, 2011-12 AND 2012-13 FISCAL YEARS
 JULY 1, 2010 THROUGH JUNE 30, 2013

PROFILE OF THE SCHOOL

Address: 3925 N State Road 7, Lauderdale Lakes, Florida 33319

Principal: Orinthia Dias (July 2013 to Current)

Principal during Audit: Donald Gardner (July 2010 to June 2013)

Bookkeepers: Maria Rengifo, Business Support Center (July 2013 to current)
 Norella Rhooms (November 2011 to June 2013)
 Galeine Montimere (July 2011 to November 2011)

Payroll Processor: Pamela Maye

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Checking Account – Wells Fargo	\$ <u>8,147.55</u>	\$ <u>4,280.53</u>	\$ <u>8,510.63</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Park Lakes Elementary School for the 2010-11, 2011-12 and 2012-13 fiscal years. We conducted our audit in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The financial statement of the school presents fairly, in all material respects, the changes in fund balances arising from cash transactions during the 2010-11, 2011-12 and 2012-13 fiscal years, on the cash basis of accounting. However, as indicated by the findings, the school administration should emphasize adherence to the policies and procedures in the School Board's Policies and the Standard Practice Bulletins, which establishes the system of internal controls designed by the District administration.

AUDIT EXCEPTIONS

Missing Receipting Documents

The school's staff could not account for 50 (fifty) money collection envelopes. On September 24, 2013, the staff provided a Certificate of Loss.

During the audit process, we found another 150 envelopes and 20 (twenty) BC-40P receipt books were still at the school that should have been turned over to the Business Support Center. As a result of the audit, on September 6, 2013 these documents were added to the inventory at the Business Support Center.

Standard Practice Bulletin I-302, Cash Collection, Section B states "The preservation and retention of initial receipting documents (BC-40P, and monies collection envelopes) is extremely important. Loss of a document may result in the school receiving an audit exception."

Standard Practice Bulletin I-404, Certificate of Loss, Section I. states "When any person is unable to account for all items issued to them or explain monies receipted/collected, but not deposited, a Certificate of Loss Form must be completed explaining the particulars of the loss."

We recommend the Principal ensure all receipting documents are safeguarded and available for audit.

OTHER COMMENTS

Payroll

The school generally adhered to the payroll procedures.

PARK LAKES ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 1,095.26	\$ 10,346.10	\$ 11,280.73	\$ 160.63
Clubs	678.27	3,297.15	3,248.83	726.59
Departments	2,658.91	17,150.37	18,396.45	1,412.83
Trusts	1,771.93	26,032.32	25,365.95	2,438.30
General	<u>5,424.35</u>	<u>18,688.38</u>	<u>20,703.53</u>	<u>3,409.20</u>
TOTALS	<u>\$ 11,628.72</u>	<u>\$ 75,514.32</u>	<u>\$ 78,995.49</u>	<u>\$ 8,147.55</u>

PARK LAKES ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 160.63	\$ 23,919.57	\$ 23,683.39	\$ 396.81
Clubs	726.59	6,054.46	6,273.67	507.38
Departments	1,412.83	16,242.57	17,444.00	211.40
Trusts	2,438.30	16,435.15	16,104.69	2,768.76
General	3,409.20	11,392.65	14,405.67	396.18
TOTALS	<u>\$ 8,147.55</u>	<u>\$ 74,044.40</u>	<u>\$ 77,911.42</u>	<u>\$ 4,280.53</u>

PARK LAKES ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 396.81	\$ 60,249.82	\$ 59,321.48	\$ 1,325.15
Clubs	507.38	7,081.38	7,158.24	430.52
Departments	211.40	21,683.27	21,085.81	808.86
Trusts	2,768.76	19,618.25	18,784.83	3,602.18
General	<u>396.18</u>	<u>10,517.43</u>	<u>8,569.69</u>	<u>2,343.92</u>
TOTALS	<u>\$ 4,280.53</u>	<u>\$ 119,150.15</u>	<u>\$ 114,920.05</u>	<u>\$ 8,510.63</u>

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**DESMOND K. BLACKBURN, Ph.D.
CHIEF SCHOOL PERFORMANCE AND ACCOUNTABILITY OFFICER**

Telephone: 754-321-3838

Facsimile: 754-321-3886

October 1, 2013

TO: Patrick Reilly, Chief Auditor
Office of the Chief Auditor

FROM: Desmond K. Blackburn, Ph.D.
Chief School Performance and Accountability Officer

**SUBJECT: INTERNAL FUNDS AUDIT RESPONSE
PARK LAKES ELEMENTARY SCHOOL FISCAL YEARS 2011, 2012, 2013**

The Office of School Performance and Accountability has reviewed the internal audit findings for Park Lakes Elementary School. These audit findings have been discussed with the new Principal, Orinthia Dias, and she has taken full responsibility to implement deliberate steps to ensure exception-free internal audits in the future. The Office of School Performance and Accountability will monitor the school's progress and hold the Principal appropriately accountable should future audit exceptions occur.

If additional information is needed, please let me know.

DKB/MN:ds

cc: Mark Narkier, Director, Office of School Performance and Accountability
Dr. Jose D. Laverde, Business Analyst
Orinthia Dias, Principal, Park Lakes Elementary School

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Public Schools
County of Broward, Florida
1000 South Broward Blvd.
Fort Lauderdale, Florida 33304
Telephone: 754-322-7171
Fax: 754-322-7000

SCHOOL BOARD

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NOBA KUPERT

ROBERT W. BUNCH
Superintendent of Schools

September 25, 2013

To: Desmond Blackburn, Ph.D
Chief School Performance and Accountability Officer

From: Orinthia Dias
Principal

RE: **Principal's Response to Audit Report for the period covering July 1, 2010 to June 30, 2013**

I have thoroughly reviewed the Standard Practice Bulletin, specifically I-302 Cash Collection and I-404 Certificate of Loss. As a result, I accept full responsibility and the following corrective actions will now be in place.

1. Pursuant to Standard Practice Bulletin I-302:

In order to monitor the safeguard of the money envelopes and BC-40P receipt books, the following steps will now be implemented:

- a. I will conduct a quarterly review of both the money envelopes and receipt books with the supporting logs. This will be done with my assigned Business Center Bookkeeper to ensure that those items are still located at the school and accounted for.
- b. A log will be maintained in order to document the reviews that are conducted which will contain a sign off section.

2. Pursuant to Standard Practice Bulletin I-404:

The Certificate of Loss was submitted on September 24, 2013.

Please feel free to contact me at 754-322-7679 should have any further questions.