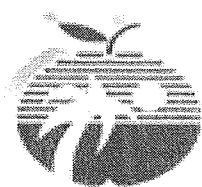


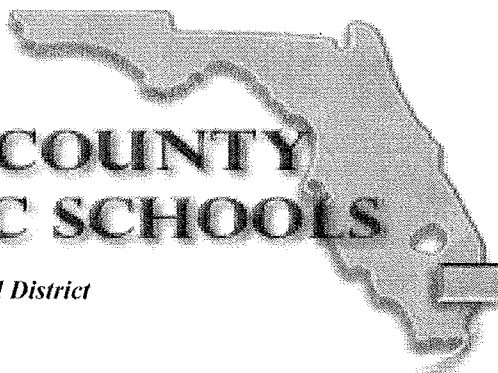
INTERNAL AUDIT REPORT

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



**BROWARD COUNTY
PUBLIC SCHOOLS**

The Nation's Sixth Largest School District



To be presented to the:

**Audit Committee on
May 1, 2014**

**The School Board of Broward County, Florida on
May 20, 2014**

By

The Office of the Chief Auditor



Broward County Public Schools

The School Board of Broward County, Florida

Patricia Good, *Chair*
Donna P. Korn, *Vice Chair*

Robin Bartleman
Heather P. Brinkworth
Abby M. Freedman
Laurie Rich Levinson
Ann Murray
Dr. Rosalind Osgood
Nora Rupert

Robert W. Runcie
Superintendent of Schools

“The School Board of Broward County, Florida prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.”

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Equal Educational Opportunities Department at (754) 321-2150 or TDD# (754) 321-2158.

www.browardschools.com



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

SCHOOL BOARD
PATRICIA GOOD, *Chair*
DONNA P. KORN, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P. BRINKWORTH
ABBY M. FREEDMAN
LAURIE RICH LEVINSON
ANN MURRAY
DR. ROSALIND OSGOOD
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

April 21, 2014

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 seven (7) 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 seven (7) 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
Page 2
April 21, 2014

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 one (1) school's report contained an audit exception.

In our opinion, the Statements of Changes in Fund Balances for the seven (7) 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,

A handwritten signature in black ink that reads "Patrick Reilly". The signature is written in a cursive style with a large, stylized 'P' and 'R'.

Patrick Reilly, CPA
Chief Auditor
Office of the Chief Auditor

Audits Supervised and Reviewed by:

Patrick Reilly

Audits Performed by:
Meredith Filcman
Hermine James
Sheena Newton
Reynaldo Tunnermann

TABLE OF CONTENTS

	<u>PAGE</u>
AUTHORIZATION	1
SCOPE, OBJECTIVE, AND METHODOLOGY	1-2
ANALYSIS OF CURRENT AND PRIOR AUDIT FINDINGS BY SCHOOL.....	3
 SECTION I: Audit Reports (with No Exceptions)	
McNab Elementary School.....	4-7
Mirror Lake Elementary School	8-11
Rickards Middle School	12-15
Sandpiper Elementary School	16-19
Sunrise Middle School	20-23
Wingate Oaks Center.....	24-27
 SECTION II: Audit Reports (with Exceptions)	
Nova High School	28-35

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.

**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
Nova High School	<p>Missing Pre-numbered Documents</p> <p>During our inventory of pre-numbered receipting documents, we noted:</p> <ul style="list-style-type: none"> • FY10/11 Four (4) Monies Collection Envelopes were missing. Staff had completed a Certificate of Loss form prior to the audit. • FY11/12 Seven (7) Monies Collection Envelopes were missing. Staff had completed a Certificate of Loss form prior to the audit. • FY12/13 Six (6) pre-numbered receipting documents were missing. Staff had not completed a Certificate of Loss form prior to the audit for the following: <ul style="list-style-type: none"> ▪ Three (3) Monies Collection Envelopes: ▪ Three (3) BC-40P book: 	<p>Facility Rental-Non Payment</p> <p>The school lost \$1,430 by not requiring the lessee to pay the rental fee prior to the use of the facility. An Application and Lease for Use of Public School Facilities form was signed on December 7, 2009. The school's property was used on December 12, 2009 by an applicant listed as 'OTHER' for the purpose of a cheer and dance competition. A check in the amount of \$375 was officially receipted on December 17, 2009 to cover the cost of custodial fees and sales tax. The balance of \$1,430.60 was not remitted to the school until March 17, 2010, that is over three months after the lessee was given access to the school. The bookkeeper officially receipted, made a deposit to the bank and remitted the funds to the District on the same day. On March 23, 2010 the entire \$1,430 was debited from the school's bank account for insufficient funds. As of August 2010 the lessee had not replaced the check nor have they returned calls from the school's bookkeeper in an effort to settle unpaid fees.</p> <p>On December 17, 2010, the school received the \$1,430 for the facility rental.</p>

SECTION I:
Audit Reports (with No Exceptions)

McNAB 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: 1350 SE 9th Avenue, Pompano Beach, Florida 33060

Principal: Russell Schwartz (November 2012 to current)

Principal during
Audit Period: Sharonda Bailey (July 2010 to October 2012)

Bookkeepers: Ester Rosario – Business Support Center (August 2013 to current)
Patricia Putnam – Business Support Center (April 2011 to July 2013)
Benita R. Brown (March 2011 to April 2011)
Susanne Winebrenner (July 2010 to March 2011)

Payroll Processor: Donna Banacker

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Checking Account – Wells Fargo	\$ <u>37,132.26</u>	\$ <u>34,437.24</u>	\$ <u>36,311.82</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of McNab 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.

McNAB ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 575.68	\$ 22,792.45	\$ 21,924.55	\$ 1,443.58
Clubs	1,425.89	2,479.47	1,824.63	2,080.73
Departments	10,800.30	9,297.33	10,321.46	9,776.17
Trusts	2,672.78	31,963.44	32,663.64	1,972.58
General	<u>19,768.18</u>	<u>7,230.62</u>	<u>5,139.60</u>	<u>21,859.20</u>
TOTALS	<u><u>\$ 35,242.83</u></u>	<u><u>\$ 73,763.31</u></u>	<u><u>\$ 71,873.88</u></u>	<u><u>\$ 37,132.26</u></u>

McNAB ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 1,443.58	\$ 22,324.48	\$ 23,579.38	\$ 188.68
Clubs	2,080.73	1,583.31	1,541.61	2,122.43
Departments	9,776.17	2,284.90	3,068.75	8,992.32
Trusts	1,972.58	37,531.37	35,722.97	3,780.98
General	<u>21,859.20</u>	<u>6,289.76</u>	<u>8,796.13</u>	<u>19,352.83</u>
TOTALS	<u><u>\$ 37,132.26</u></u>	<u><u>\$ 70,013.82</u></u>	<u><u>\$ 72,708.84</u></u>	<u><u>\$ 34,437.24</u></u>

McNAB ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 188.68	\$ 27,983.15	\$ 27,894.50	\$ 277.33
Clubs	2,122.43	2,493.20	2,932.47	1,683.16
Departments	8,992.32	1,068.99	1,101.43	8,959.88
Trusts	3,780.98	52,506.22	53,775.02	2,512.18
General	<u>19,352.83</u>	<u>7,730.04</u>	<u>4,203.60</u>	<u>22,879.27</u>
TOTALS	<u><u>\$ 34,437.24</u></u>	<u><u>\$ 91,781.60</u></u>	<u><u>\$ 89,907.02</u></u>	<u><u>\$ 36,311.82</u></u>

MIRROR LAKE 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: 1200 NW 72nd Avenue, Plantation, Florida 33313
Principal: Cindy M. Dean
Bookkeeper: Diane Doulens
Payroll Processor: Fran Dicembrino

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Cash Account:			
Checking Account – Regions	8,270.99	11,848.87	13,420.01
Investment:			
Treasurer's Pool Account	<u>15,000.00</u>	<u>15,000.00</u>	<u>15,000.00</u>
TOTAL	<u>23,270.99</u>	<u>26,848.87</u>	<u>28,420.01</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Mirror Lake 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.

MIRROR LAKE ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 191.00	\$ 12,185.00	\$ 12,044.50	\$ 331.50
Clubs	1,172.51	1,522.48	1,739.21	955.78
Departments	596.05	251.00	396.00	451.05
Trusts	65.92	10,888.05	7,594.84	3,359.13
General	<u>18,573.72</u>	<u>6,969.30</u>	<u>7,369.49</u>	<u>18,173.53</u>
TOTALS	<u><u>\$ 20,599.20</u></u>	<u><u>\$ 31,815.83</u></u>	<u><u>\$ 29,144.04</u></u>	<u><u>\$ 23,270.99</u></u>

MIRROR LAKE ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 331.50	\$ 13,809.29	\$ 13,637.15	\$ 503.64
Clubs	955.78	1,217.43	888.36	1,284.85
Departments	451.05	217.75	392.14	276.66
Trusts	3,359.13	20,601.28	19,265.15	4,695.26
General	<u>18,173.53</u>	<u>4,699.43</u>	<u>2,784.50</u>	<u>20,088.46</u>
TOTALS	<u><u>\$ 23,270.99</u></u>	<u><u>\$ 40,545.18</u></u>	<u><u>\$ 36,967.30</u></u>	<u><u>\$ 26,848.87</u></u>

MIRROR LAKE ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 503.64	\$ 11,039.25	\$ 10,567.01	\$ 975.88
Clubs	1,284.85	575.94	676.15	1,184.64
Departments	276.66	312.54	328.36	260.84
Trusts	4,695.26	34,298.74	32,853.31	6,140.69
General	<u>20,088.46</u>	<u>3,893.28</u>	<u>4,123.78</u>	<u>19,857.96</u>
TOTALS	<u><u>\$ 26,848.87</u></u>	<u><u>\$ 50,119.75</u></u>	<u><u>\$ 48,548.61</u></u>	<u><u>\$ 28,420.01</u></u>

RICKARDS MIDDLE 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: 6000 NE 9 Avenue, Oakland Park, Florida 33334

Principal: Washington Collado (July 2013 to current)

Principal during
Audit Period: Ronald Forsman (July 2010 to June 2013)

Bookkeepers: Susanne Winebrenner (December 2010 to current)
Martha Batista (July 2010 to December 2010)

Payroll Processor: Cathy Breitenkam

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Checking Account – Wells Fargo	\$ <u>45,328.06</u>	\$ <u>32,641.85</u>	\$ <u>25,904.40</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Rickards Middle 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.

RICKARDS MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 4,031.66	\$ 14,761.36	\$ 17,988.50	\$ 804.52
Music	147.99	0.00	0.00	147.99
Classes	122.00	19,699.00	19,660.00	161.00
Clubs	31,929.97	11,493.95	24,419.98	19,003.94
Departments	2,914.64	971.26	345.15	3,540.75
Trusts	3,202.18	100,519.81	101,126.98	2,595.01
General	<u>17,616.22</u>	<u>21,756.83</u>	<u>20,298.20</u>	<u>19,074.85</u>
TOTALS	<u><u>\$ 59,964.66</u></u>	<u><u>\$ 169,202.21</u></u>	<u><u>\$ 183,838.81</u></u>	<u><u>\$ 45,328.06</u></u>

RICKARDS MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 804.52	\$ 9,515.58	\$ 6,449.57	\$ 3,870.53
Music	147.99	0.00	0.00	147.99
Classes	161.00	24,988.00	24,679.50	469.50
Clubs	19,003.94	8,500.78	18,713.33	8,791.39
Departments	3,540.75	932.95	55.95	4,417.75
Trusts	2,595.01	42,593.90	42,081.20	3,107.71
General	<u>19,074.85</u>	<u>4,173.61</u>	<u>11,411.48</u>	<u>11,836.98</u>
TOTALS	<u><u>\$ 45,328.06</u></u>	<u><u>\$ 90,704.82</u></u>	<u><u>\$ 103,391.03</u></u>	<u><u>\$ 32,641.85</u></u>

RICKARDS MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 3,870.53	\$ 6,147.46	\$ 5,067.75	\$ 4,950.24
Music	147.99	0.00	147.99	0.00
Classes	469.50	21,644.24	21,679.24	434.50
Clubs	8,791.39	8,834.68	10,406.93	7,219.14
Departments	4,417.75	1,294.83	2,166.31	3,546.27
Trusts	3,107.71	40,504.31	40,847.51	2,764.51
General	<u>11,836.98</u>	<u>3,935.35</u>	<u>8,782.59</u>	<u>6,989.74</u>
TOTALS	<u><u>\$ 32,641.85</u></u>	<u><u>\$ 82,360.87</u></u>	<u><u>\$ 89,098.32</u></u>	<u><u>\$ 25,904.40</u></u>

SANDPIPER 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: 2450 Banks Road, Margate, Florida 33063

Principal: Dr. Deloris Johnson

Bookkeeper: Carol Howe

Payroll Processor: Michele Bottongino

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Checking Account – Wells Fargo	\$ <u>15,842.43</u>	\$ <u>15,469.77</u>	\$ <u>15,390.90</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Sandpiper 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.

SANDPIPER ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 1,087.99	\$ 24,690.00	\$ 24,879.59	\$ 898.40
Clubs	246.72	1,956.08	1,764.18	438.62
Departments	228.51	1,149.09	642.29	735.31
Trusts	1,708.91	334,318.56	332,468.47	3,559.00
General	<u>9,445.47</u>	<u>1,959.14</u>	<u>1,193.51</u>	<u>10,211.10</u>
TOTALS	<u><u>\$ 12,717.60</u></u>	<u><u>\$ 364,072.87</u></u>	<u><u>\$ 360,948.04</u></u>	<u><u>\$ 15,842.43</u></u>

SANDPIPER ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 898.40	\$ 18,874.00	\$ 18,560.74	\$ 1,211.66
Clubs	438.62	1,620.74	1,933.23	126.13
Departments	735.31	676.90	676.92	735.29
Trusts	3,559.00	284,960.78	284,719.22	3,800.56
General	<u>10,211.10</u>	<u>897.31</u>	<u>1,512.28</u>	<u>9,596.13</u>
TOTALS	<u><u>\$ 15,842.43</u></u>	<u><u>\$ 307,029.73</u></u>	<u><u>\$ 307,402.39</u></u>	<u><u>\$ 15,469.77</u></u>

SANDPIPER ELEMENTARY SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 1,211.66	\$ 14,721.32	\$ 14,794.17	\$ 1,138.81
Clubs	126.13	1,593.98	1,517.39	202.72
Departments	735.29	822.59	1,063.53	494.35
Trusts	3,800.56	296,187.34	295,962.42	4,025.48
General	<u>9,596.13</u>	<u>2,475.78</u>	<u>2,542.37</u>	<u>9,529.54</u>
TOTALS	<u><u>\$ 15,469.77</u></u>	<u><u>\$ 315,801.01</u></u>	<u><u>\$ 315,879.88</u></u>	<u><u>\$ 15,390.90</u></u>

SUNRISE MIDDLE 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: 1750 NE 14th Street, Fort Lauderdale, Florida 33304

Principal: Michael Walker (July 2012 to current)

Principal during Audit Period: Sandra Shipman (July 2010 to June 2012)

Bookkeeper: Darlene Kenon – Business Support Center (September 2012 to Current)
Darlene Kenon (August 2008 to September 2012)

Payroll Processor: Josephine Chiello

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Cash Account:			
Checking Account – Bank of America	29,155.13	24,447.74	29,878.67
Investment:			
Treasurer's Pool Account	<u>15,000.00</u>	<u>15,000.00</u>	<u>15,000.00</u>
TOTAL	<u>44,155.13</u>	<u>39,447.74</u>	<u>44,878.67</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Sunrise Middle 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.

SUNRISE MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 201.40	\$ 4,783.87	\$ 4,438.16	\$ 547.11
Music	123.70	2,574.00	2,460.95	236.75
Classes	1,130.05	117,699.00	117,849.84	979.21
Clubs	14,701.87	30,601.56	29,508.83	15,794.60
Departments	938.28	749.06	859.10	828.24
Trusts	2,737.19	79,581.51	80,291.66	2,027.04
General	<u>19,596.22</u>	<u>17,187.34</u>	<u>13,041.38</u>	<u>23,742.18</u>
TOTALS	<u><u>\$ 39,428.71</u></u>	<u><u>\$ 253,176.34</u></u>	<u><u>\$ 248,449.92</u></u>	<u><u>\$ 44,155.13</u></u>

SUNRISE MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 547.11	\$ 10,510.55	\$ 10,414.08	\$ 643.58
Music	236.75	2,600.00	2,155.19	681.56
Classes	979.21	116,380.00	115,605.86	1,753.35
Clubs	15,794.60	15,629.94	18,361.04	13,063.50
Departments	828.24	848.75	583.07	1,093.92
Trusts	2,027.04	48,016.14	46,907.35	3,135.83
General	<u>23,742.18</u>	<u>7,218.25</u>	<u>11,884.43</u>	<u>19,076.00</u>
TOTALS	<u><u>\$ 44,155.13</u></u>	<u><u>\$ 201,203.63</u></u>	<u><u>\$ 205,911.02</u></u>	<u><u>\$ 39,447.74</u></u>

SUNRISE MIDDLE SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 643.58	\$ 1,019.50	\$ 661.55	\$ 1,001.53
Music	681.56	0.00	0.00	681.56
Classes	1,753.35	115,492.12	116,979.35	266.12
Clubs	13,063.50	19,798.17	20,987.55	11,874.12
Departments	1,093.92	989.52	26.62	2,056.82
Trusts	3,135.83	40,672.98	39,193.53	4,615.28
General	<u>19,076.00</u>	<u>13,899.15</u>	<u>8,591.91</u>	<u>24,383.24</u>
TOTALS	<u><u>\$ 39,447.74</u></u>	<u><u>\$ 191,871.44</u></u>	<u><u>\$ 186,440.51</u></u>	<u><u>\$ 44,878.67</u></u>

WINGATE OAKS CENTER
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: 1211 NW 33 Terrace, Fort Lauderdale, Florida 33311

Principal: Sarah Hausman

Bookkeepers: Martha Arrazcaeta - Business Support Center (August 2013 to current)
Martha Arrazcaeta (August 2012 to June 2013)
Saudi Almonte (July 2010 to August 2012)

Payroll Processor: Trenesha Bush

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Checking Account – Wells Fargo	\$ <u>7,430.46</u>	\$ <u>5,418.65</u>	\$ <u>7,266.00</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Wingate Oaks Center 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.

WINGATE OAKS CENTER

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Clubs	\$ 97.27	\$ 3,009.90	\$ 2,934.03	\$ 173.14
Departments	300.62	1,925.73	2,216.09	10.26
Trusts	1,782.17	34,662.88	29,956.64	6,488.41
General	<u>301.40</u>	<u>763.21</u>	<u>305.96</u>	<u>758.65</u>
TOTALS	<u>\$ 2,481.46</u>	<u>\$ 40,361.72</u>	<u>\$ 35,412.72</u>	<u>\$ 7,430.46</u>

WINGATE OAKS CENTER

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 0.00	\$ 3,890.68	\$ 3,890.68	\$ 0.00
Clubs	173.14	3,368.45	3,312.65	228.94
Departments	10.26	4,647.15	4,608.93	48.48
Trusts	6,488.41	23,253.51	26,458.51	3,283.41
General	<u>758.65</u>	<u>2,967.88</u>	<u>1,868.71</u>	<u>1,857.82</u>
TOTALS	<u><u>\$ 7,430.46</u></u>	<u><u>\$ 38,127.67</u></u>	<u><u>\$ 40,139.48</u></u>	<u><u>\$ 5,418.65</u></u>

WINGATE OAKS CENTER

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Classes	\$ 0.00	\$ 652.00	\$ 652.00	\$ 0.00
Clubs	228.94	2,404.25	2,317.00	316.19
Departments	48.48	996.00	1,015.96	28.52
Trusts	3,283.41	16,731.30	14,835.53	5,179.18
General	<u>1,857.82</u>	<u>344.72</u>	<u>460.43</u>	<u>1,742.11</u>
TOTALS	<u><u>\$ 5,418.65</u></u>	<u><u>\$ 21,128.27</u></u>	<u><u>\$ 19,280.92</u></u>	<u><u>\$ 7,266.00</u></u>

SECTION II:
Audit Reports (with Exceptions)

NOVA HIGH 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: 3600 College Avenue, Davie, Florida 33314

Principal: John LaCasse

Bookkeepers: Brenda Campos (September 2013 to current)
David Franklin (August 2012 to August 2013)
Gina Amos (July 2010 to August 2012)

Payroll Processor: Sharon Einhorn

CASH AND INVESTMENT SUMMARY

	<u>6/30/11</u>	<u>6/30/12</u>	<u>6/30/13</u>
Cash Account:			
Checking Account – Wells Fargo	39,824.67	42,275.12	77,290.62
Investment:			
Treasurer's Pool Account	<u>330,000.00</u>	<u>330,000.00</u>	<u>330,000.00</u>
TOTAL	<u>369,824.67</u>	<u>372,275.12</u>	<u>407,290.62</u>

In accordance with the State Board of Education Rule 6A-1.087(2), Florida Administrative Code, we have audited the financial statements of Nova High 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 Pre-numbered Documents

During our inventory of pre-numbered receipting documents, we noted:

- FY10/11
 - Four (4) Monies Collection Envelopes were missing. Staff had completed a Certificate of Loss form prior to the audit.
- FY11/12
 - Seven (7) Monies Collection Envelopes were missing. Staff had completed a Certificate of Loss form prior to the audit.
- FY12/13
 - Six (6) pre-numbered receipting documents were missing. Staff had not completed a Certificate of Loss form prior to the audit for the following:
 - Three (3) Monies Collection Envelopes:
 - Three (3) BC-40P book:

School Board Policy 6301 Collection of Monies states "The Principal shall be responsible for all monies collected and deposited within his/her school by school personnel and shall submit an accounting of such monies to the office of the superintendent in accordance with Accepted Business Procedures. The principal, or individual whom he/she may designate, shall be fully responsible for maintaining an accurate record as to whom Department Receipt Books, reports of monies collected, ticket sales reports, cash reports, etc., are issued."

Standard Practice Bulletin I-302 Cash Collections Section II.B. states "The preservation and retention of initial receipting documents (BC-40Ps, monies collection envelopes, tickets, facility rental contracts, etc.) is extremely important. Loss of a document may result in the school receiving audit exceptions."

Standard Practice Bulletin I-404 Certificate of Loss Section I. "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 review School Board Policy 6301 and Standard Practice Bulletins I-302 and I-404 with staff, and ensure:

- a. Pre-numbered receipting documents are safeguarded and retained for audit.
- b. A Certificate of Loss is always prepared explaining the details of the loss, when applicable.

OTHER COMMENTS

Payroll

The school generally adhered to the payroll procedures.

NOVA HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2010 - 2011

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 0.00	\$ 84,665.28	\$ 84,665.28	\$ 0.00
Music	1,064.19	3,051.47	4,107.82	7.84
Classes	5,011.90	123,435.96	123,609.03	4,838.83
Clubs	74,589.36	352,550.99	349,744.67	77,395.68
Departments	4,102.41	8,186.01	7,165.19	5,123.23
Trusts	267,983.03	73,314.70	71,067.08	270,230.65
General	<u>5,859.70</u>	<u>32,816.58</u>	<u>26,447.84</u>	<u>12,228.44</u>
TOTALS	<u><u>\$ 358,610.59</u></u>	<u><u>\$ 678,020.99</u></u>	<u><u>\$ 666,806.91</u></u>	<u><u>\$ 369,824.67</u></u>

NOVA HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2011 - 2012

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Music	\$ 7.84	\$ 30.63	\$ 38.47	\$ 0.00
Classes	4,838.83	98,006.76	100,434.56	2,411.03
Clubs	77,395.68	319,275.89	311,190.00	85,481.57
Departments	5,123.23	8,825.47	7,874.90	6,073.80
Trusts	270,230.65	129,384.16	128,530.80	271,084.01
General	<u>12,228.44</u>	<u>30,151.90</u>	<u>35,155.63</u>	<u>7,224.71</u>
TOTALS	<u><u>\$ 369,824.67</u></u>	<u><u>\$ 585,674.81</u></u>	<u><u>\$ 583,224.36</u></u>	<u><u>\$ 372,275.12</u></u>

NOVA HIGH SCHOOL

STATEMENT OF CHANGES IN FUND BALANCES (CASH BASIS)

2012 - 2013

FUND	BEGINNING BALANCES	RECEIPTS	DISBURSE- MENTS	ENDING BALANCES
Athletics	\$ 0.00	\$ 95,105.01	\$ 95,105.01	\$ 0.00
Music	0.00	6,965.03	6,676.02	289.01
Classes	2,411.03	120,826.96	119,818.20	3,419.79
Clubs	85,481.57	324,684.42	309,291.29	100,874.70
Departments	6,073.80	18,330.47	20,393.58	4,010.69
Trusts	271,084.01	134,997.65	118,880.91	287,200.75
General	<u>7,224.71</u>	<u>43,719.22</u>	<u>39,448.25</u>	<u>11,495.68</u>
TOTALS	<u><u>\$ 372,275.12</u></u>	<u><u>\$ 744,628.76</u></u>	<u><u>\$ 709,613.26</u></u>	<u><u>\$ 407,290.62</u></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 April 11, 2014

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

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

SUBJECT: **INTERNAL ACCOUNTS AUDIT – FISCAL YEARS 2011, 2012 & 2013
NOVA HIGH SCHOOL**

The Office of School Performance and Accountability has reviewed the internal audit findings for Nova High School. These audit findings have been discussed with the Principal, John LaCasse, and he 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:mg

cc: Michael J Ramirez, Director, Office of School Performance and Accountability
Nell Johnson, Director, Business Support Center
Meredith Filcman
John LaCasse, Principal, Nova High School



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

NOVA HIGH SCHOOL
JOHN R. LACASSE, Principal
3600 College Avenue
Davie, FL 33314
Telephone 754-323-1650
Fax 754-323-1780

SCHOOL BOARD
PATRICIA GOOD, Chair
DONNA P. KORN, Vice Chair

ROBIN BARTLEMAN
HEATHER P. BRINKWORTH
ABBY M. FREDMAN
LAURIE RICH LEVINSON
ANN MURRAY
DR. ROSALIND OSGOOD
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

DATE: April 2, 2014
TO: Michael Ramirez
Cadre Director
FROM: John LaCasse *JL*
Principal
SUBJECT: AUDIT RESPONSE, FISCAL YEARS, 2011, 2012, 2013

The following is a description of the corrective actions Nova High School will take in order to mitigate the findings identified on the audit report of internal accounts for fiscal years 2011, 2012, & 2013.

The school experienced turnover in the position of bookkeeper in that three different individuals held the position over the past three years.

- Staff has been made aware of the importance and has established procedures that safeguard the Monies Collection Envelopes and BC-40P's.
- A whiteboard has been placed in the bookkeeper's office, where she will track the Monies Collection Envelopes, and BC-40P's, that are outstanding. (This white board helps with recordkeeping in real-time.)
- The Log Book is being used to sign Monies Collection Envelopes in and out. This same procedure will be used for BC-40P's.
- All completed Monies Collection Envelopes and BC-40P's are locked in the vault in numerical order at all times.
- Reminders will be sent on a weekly basis to monitor and oversee all Monies Collection Envelope and BC-40P's. This is done, by e-mailing teachers and following up through personal communication including calls to appropriate personnel as well as personal visits to classrooms to comply with Friday's deadline.
- Certificate of Losses will continue to be prepared at the time of the loss when this occurs.
- An assistant principal has been assigned to monitor all transactions involving internal accounts and will meet weekly with the bookkeeper to reconcile any concerns that arise.

JRL:jg