

School Board of St. Johns County

Statement of Fiduciary Net Position and
Note to the Financial Statement
June 30, 2015

Contents

Independent Auditor's Report	1-2
Statement of Fiduciary Net Position	
Internal Accounts Agency Fund – Cash Basis	3
Note to financial statement	4
Supplementary Information	
Combining Schedules of Changes in Total Assets by Activity – Internal Accounts Agency Fund – Cash Basis	5-6
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	7-8
Management Letter	9-61



RSM US LLP

Independent Auditor's Report

School Board Members and Superintendent
School Board of St. Johns County

Report on the Financial Statement

We have audited the accompanying financial statement of the fiduciary net position arising from cash transactions of the Internal Accounts Agency Fund (Internal Accounts) of the School Board of St. Johns County (the District) as of June 30, 2015, and the related note to the financial statement, which collectively comprise the District's Internal Accounts basic financial statement as listed in the table of contents.

Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the financial position of the fiduciary net position arising from cash transactions of the Internal Accounts Agency Fund of the School Board of St. Johns County, as of June 30, 2015, on the basis of accounting described in Note 1.

THE POWER OF BEING UNDERSTOOD
AUDIT | TAX | CONSULTING

Emphasis of Matter

As described in Note 1, this financial statement includes only the fiduciary net position of the Internal Accounts, which are included in the financial reporting entity of the District. The financial statement does not include the total fiduciary net position of the District; accordingly, it does not purport to, and does not present fairly the total fiduciary net position or the financial position of the District as of June 30, 2015, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

As described in Note 1, this financial statement is prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the statement of fiduciary net position of the internal accounts agency fund of the District. The accompanying combining schedule of changes in total assets by activity – internal accounts agency fund arising from cash transactions (the combining schedule) is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The accompanying combining schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining schedule is fairly stated, in all material respects, in relation to the basic financial statement as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 11, 2016, on our consideration of the District's internal control over financial reporting for its internal accounts and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

RSM US LLP

Jacksonville, Florida
January 11, 2016

School Board of St. Johns County

Statement of Fiduciary Net Position
Internal Accounts Agency Fund – Cash Basis
June 30, 2015

Assets	
Cash and Cash Equivalents	<u>\$ 3,657,858</u>
Total assets	<u><u>\$ 3,657,858</u></u>
Liabilities	
Internal accounts payable	<u>\$ 3,657,858</u>
Total liabilities	<u><u>\$ 3,657,858</u></u>

See Note to Financial Statement.

School Board of St. Johns County

Note to Financial Statement

Note 1. Summary of Significant Accounting Policies

General description: The governing body of the School Board of St. Johns County (the District) is composed of five members (the Board). The Superintendent is the executive officer. Although the District is considered a separate entity for financial reporting purposes, it is part of the State system of public education under the general direction and control of the State Board of Education as prescribed by Article IX of the State Constitution. State Statutes and State Board of Education Regulations also govern the District. Pursuant to State law, the Superintendent is responsible for keeping records and accounts of all financial transactions in the manner prescribed by the State Board of Education.

The accompanying financial statement includes the balances relating exclusively to the internal accounts agency fund of the public schools within the St. Johns County, Florida school system, as described below. The financial statement does not include any other fiduciary net position of the District. Therefore the accompanying financial statement does not purport to, and does not present fairly the total fiduciary net position or the financial position of the District as of June 30, 2015 in conformity with the cash basis of accounting.

Internal funds: The Board is responsible for the administration of certain monies collected at various schools in connection with school and student organization activities. These monies are commonly described as "internal funds" or "internal accounts" and are subject to State Board of Education Rules as set forth in Section 6A-1.001, Florida Administrative Code, and Chapter 8, School Internal Funds, Financial and Program Cost Accounting and Reporting for Florida Schools. The financial activities of the Internal Accounts are reported in agency funds in the basic financial statements of the District.

Basis of accounting and reporting: In accordance with Florida Statutes, the District accounts for its student activity accounts (internal accounts) in an agency fund. The operations of the schools' internal accounts are accounted for with a separate set of self-balancing accounts that comprise each school or activity's assets, liabilities, additions, and deductions. The accompanying financial statement is maintained on a cash basis. Therefore, accounts receivables and payables and accrued income and expenses, which would be recognized under accounting principles generally accepted in the United States of America, and which may be material in amount, are not recognized in the accompanying financial statement. An agency fund is custodial in nature and does not measure results of operations.

Cash and cash equivalents: Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Custodial credit risk: Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, an entity will not be able to recover its deposits that are in the possession of an outside party. The District's deposits with financial institutions are held in public depositories pursuant to Florida Statutes Chapter 280, "Florida Security for Public Deposits Act." Under the Act, all qualified public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits, multiplied by the depository's collateral pledging level. Any losses to public deposits are covered by applicable deposit insurance, sale of securities pledged as collateral, and, if necessary, assessments against other qualified public depositories of the same type as the depository in default.

SUPPLEMENTARY INFORMATION

School Board of St. Johns County

Combining Schedule of Changes in Total Assets by Activity –
Internal Accounts Agency Fund – Cash Basis
Year Ended June 30, 2015

School / Location	Balance July 1, 2014	Additions	Deductions	Balance June 30, 2015
Bartram Trail H.S.	\$ 272,393	\$ 778,768	\$ 826,738	\$ 224,423
Creekside H.S.	404,709	782,211	706,541	480,379
Crookshank Elem	41,744	216,853	214,528	44,069
Cunningham Creek Elem	104,883	649,857	658,306	96,434
District Designated Accounts	58,588	156,570	118,334	96,824
Durbin Creek Elem	103,589	227,861	234,786	96,664
Fruit Cove M.S.	50,178	235,832	233,206	52,804
Gaines Alternative	30,703	1,666	3,483	28,886
Hartley, W.D. Elem	120,203	50,886	40,212	130,877
Hickory Creek Elem	37,890	128,201	116,875	49,216
Hunt, R.B. Elem	55,050	304,016	291,695	67,371
Julington Creek Elem	115,073	596,037	598,788	112,322
Ketterlinus Elem	39,930	212,311	221,595	30,646
Landrum M.S.	76,604	192,791	189,228	80,167
Liberty Pines Academy	144,728	644,102	641,500	147,330
Mason, Otis Elem	39,981	276,501	278,745	37,737
Menendez, Pedro H.S.	97,823	305,672	285,126	118,369
Mill Creek Elem	34,931	355,731	361,107	29,555
Murray, R.J. M.S.	17,583	132,050	128,719	20,914
Nease H.S.	174,363	659,649	622,584	211,428
Ocean Palms Elem	13,925	52,346	53,268	13,003
Osceola Elem	37,956	167,200	163,502	41,654
Pacetti Bay M.S.	69,257	337,730	317,942	89,045
Palencia Elem	98,665	154,246	197,217	55,694
Patriot Oaks Academy	4,994	523,187	507,757	20,424
Ponte Vedra H.S.	219,404	572,656	515,456	276,604
PVPV/Rawlings Elem	45,147	411,273	407,396	49,024
Rogers, Gamble M.S.	187,737	261,561	312,115	137,183
	<u>2,698,031</u>	<u>9,387,764</u>	<u>9,246,749</u>	<u>2,839,046</u>

(Continued)

School Board of St. Johns County

Combining Schedule of Changes in Total Assets by Activity –
Internal Accounts Agency Fund – Cash Basis (Continued)
Year Ended June 30, 2015

School / Location	Balance July 1, 2014	Additions	Deductions	Balance June 30, 2015
Sebastian M.S.	\$ 49,263	\$ 123,382	\$ 117,625	\$ 55,020
South Woods Elem	39,712	109,104	97,471	51,345
St. Augustine H.S.	295,975	421,093	516,414	200,654
St. Johns Tech H.S.	1,947	15,170	12,760	4,357
Switzerland Pt M.S.	179,854	502,441	501,421	180,874
Timberlin Creek Elem	137,507	770,359	735,285	172,581
Valley Ridge Academy	14,360	475,953	448,401	41,912
Wards Creek Elem	71,657	320,688	319,640	72,705
Webster School Elem	43,013	80,043	83,692	39,364
	833,288	2,818,233	2,832,709	818,812
Total assets	\$ 3,531,319	\$ 12,205,997	\$ 12,079,458	\$ 3,657,858



RSM US LLP

**Independent Auditor's Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance With *Government Auditing Standards***

School Board Members and Superintendent
St. Johns County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying statement of fiduciary net position arising from cash transactions of the internal accounts agency fund (internal accounts) of the School Board of St. Johns County (the District) as of June 30, 2015, and the related note to the financial statement, which collectively comprise the District's internal accounts basic financial statement, and have issued our report thereon dated January 11, 2016.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statement, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's internal accounts financial statement is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management in a separate report dated January 11, 2016.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of members of the School Board of St. Johns County, management, and the Auditor General of the State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

RSM US LLP

Jacksonville, Florida
January 11, 2016

Management Letter

The School Board Members and Superintendent
of the St. Johns County School District
40 Orange Street
St. Augustine, Florida 32064

Dear School Board Members and Superintendent:

In planning and performing our audit of the financial statements of the of the fiduciary net position arising from cash transactions of the Internal Accounts Agency Fund of the School Board of St. Johns County (the District) as of June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A deficiency in design exists when a control necessary to meet the control objective is missing, or when an existing control is not properly designed so that even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Following are descriptions of other identified control deficiencies that we determined did not constitute significant deficiencies or material weaknesses:

RSM US LLP

Jacksonville, Florida
January 11, 2016

SCHOOL: CREEKSIDE HIGH SCHOOL

Finding		Handbook Policy	Management's Response
1	Disbursements		
	The required Internal Accounts information was not listed on four out of five disbursements selected for testing.	Section 5.02(a)(i) states "[Purchase Requisition Form] should identify the Internal Account funding source requesting disbursement and the estimated maximum purchase amount, and the principal should ensure that sufficient funds are available to fund the purchase."	<p>Response: "The principal reviews all materials requisitions and approves expenditures with the understanding the bookkeeper will confirm available funds. The source is indicated on the requisition, however, a code is not always referenced. For example, if "Volleyball equipment" is listed as a purchase, the principal entrusts the bookkeeper to ensure the volleyball account has sufficient funds."</p> <p>Principal Responsible: Randy Johnson</p>

Finding		Handbook Policy	Management's Response
2	Disbursements		
	No purchase order for 2 out of 5 disbursements selected for testing.	<p>Section 5.03(e) states, "All disbursements require a system generated purchase order, except the following:</p> <ul style="list-style-type: none"> • Refunds • Funds sent to the District • Funds sent to another school • District bus transportation • Officials, FHSAA, auditorium workers and gatekeepers • Filing and paying sales and use tax returns • Funds sent to the school cafeteria • Funds sent to the "District" School Foundation • Funds sent to the support organizations • Donations for charitable causes • Security" 	<p>Response: "We will strive to follow the Internal Accounts Handbook in regards to issuing purchase orders."</p> <p>Principal Responsible: Randy Johnson</p>

SCHOOL: CREEKSIDE HIGH SCHOOL

Finding		Handbook Policy	Management's Response
3	Disbursements		
Of the five disbursements sampled, one was paid late (95 days after invoice date).		Payments should be made within 45 days as stipulated by Florida statute in order to avoid possible late penalties and/or take advantage of any possible discounts offered by the vendor.	<p>Response: "Every effort is made to pay vendors well within the 45-day guideline. Occasionally, invoices are not received in a timely manner or discrepancies require sufficient time for resolution. Personnel picking up purchases have been reminded to turn in invoices to the bookkeeper's office."</p> <p>Principal Responsible: Randy Johnson</p>

Finding		Handbook Policy	Management's Response
4	Yearbook		
Re-performance of Yearbook Reconciliation resulted in an output of -7 in the "Yearbooks Remaining on Hand" field. Physical count of yearbooks was zero.		Section 9.04(a)(ii)(3) states, "... The secretary/bookkeeper should also observe and count the yearbooks on-hand at year end and compare to the yearbook reconciliation for accuracy."	<p>Response: "A copy of the audit re-creation was not provided. The school audit was completed by the yearbook sponsor, the yearbook sales representative, and the bookkeeper, collaboratively. All yearbooks were sold, and there were none on hand at the end of the year."</p> <p>Principal Responsible: Randy Johnson</p>

SCHOOL: CREEKSIDE HIGH SCHOOL

Finding		Handbook Policy	Management's Response
5	Tickets		
	Testing of Gray Ticket Roll Inventory Sheet resulted in one ticket being shown as sold more than once. The error was traced back to the Report of Tickets Sold.	Section 4.04(a)(x): "The bookkeeper shall verify the accuracy of the ticket sales documentation by performing the following steps: verify the first ticket number on the roll of tickets returned is one more than the last number listed as sold on the form, calculate the number sold (ex. Ticket numbers 10-20 sold = 11 tickets sold, not 10), verify the accuracy of all included data, reconcile the cash collected to the Report of Tickets Sold, add the cash receipt number and date received, and sign the Report of Tickets Sold and Report of Monies Collected."	<p>Response: "Ticket reports will be more closely monitored."</p> <p>Principal Responsible: Randy Johnson</p>

SCHOOL: CROOKSHANK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Bank Reconciliation		
	Bank Reconciliation for June 30, 2015, was not signed or dated by Principal.	<p>Section 6.01(a): "Bank statements shall be reconciled as soon as received, preferably by a person other than the person who receipts and disburses funds. In the event the bookkeeper reconciles the bank statement, the principal shall review the bank statement prior to reconciliation and shall review the bank reconciliation immediately upon completion. The principal shall date and initial the bank statement and bank reconciliation after the reviews are completed."</p> <p>Section 2.07(c): "The monthly reporting package shall be due by the 10th of the following month and shall be delinquent after the 15th of such month..."</p>	<p>Response: "All Bank Reconciliations will be signed and dated by the Principal. If Principal is not available, then the Asst. Principal will sign."</p> <p>Principal Responsible: Dr. Paul Goricki</p>

Finding		Handbook Policy	Management's Response
2	Voided Check		
	Voided check selected for testing was only marked "Void" on the payment stub of check. Actual check was not defaced.	Section 6.07(a): "If the check was misprinted or should otherwise be voided prior to issuance, the check should be defaced, marked as voided, and maintained on file."	<p>Response: "Any voided checks will be defaced as directed."</p> <p>Principal Responsible: Dr. Paul Goricki</p>

Finding		Handbook Policy	Management's Response
3	Accounts Receivable		
	On June 30, 2015, the accounts receivable balance was \$90 according to the Cash Balance Report. Bookkeeper was unable to provide a listing of NSF checks pending reimbursement.	Section 6.05(d): "At each month end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached with the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month."	<p>Response: "Turnover in March 2015 - Secretary/Bookkeeper was unaware of such report - in the future will comply and ensure said report is generated for review and file."</p> <p>Principal Responsible: Dr. Paul Goricki</p>

SCHOOL: CROOKSHANK ELEMENTARY

Finding		Handbook Policy	Management's Response
4	Cash Receipts		
	Erroneous information was not properly corrected on 1 of 5 cash receipts selected for testing.	Section 4.01(a)(iii): "Any erroneous information must be invalidated by the originator of the entry by lining through such information, entering the correct information above or below the error and initialing."	<p>Response: "Faculty and Staff have been informed regarding the proper protocol to correct errors on their cash receipts."</p> <p>Principal Responsible: Dr. Paul Goricki</p>

Finding		Handbook Policy	Management's Response
5	Cash Receipts		
	2 of 5 cash receipts selected for testing were not tested due to a missing bank deposit book.	Section 2.09(d)(i): "Papers connected with Internal Accounts should be kept as follows: Keep in numerical order by month in file folder: (1) Report of Monies Collected; (2) duplicate deposit slips;..."	<p>Response: "Bank slips are now filed with individual cash receipts noted with Set ID #."</p> <p>Principal Responsible: Dr. Paul Goricki</p>

Finding		Handbook Policy	Management's Response
6	Extended Day		
	The school's policy states fees are due the Friday prior to the week of service. However, staff has regularly allowed fees to be paid by 6 pm Monday (day of service). For the student examined in testing, payments were consistently made on Monday.	Section 3.01(g)(ii): "All fees for student participation in the Extended Day program must be paid in advance prior to the child's attendance in the related session. Failure to collect fees in advance of providing services is contrary to the Constitution of the State of Florida, Article VII, Section 10."	<p>Response: "Letter was sent home to parents reiterating Payment and Late Fee Schedule and as directed, payments are now accepted in advance of service provided with Late Fees applied as applicable."</p> <p>Principal Responsible: Dr. Paul Goricki</p>

SCHOOL: CUNNINGHAM CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Extended Day		
	The student selected for testing attended prior to payment of services.	Section 3.01(g)(ii): "All fees for student participation in the Extended Day program must be paid in advance prior to the child's attendance in the related session. Failure to collect fees in advance of providing services is contrary to the Constitution of the State of Florida, Article VII, Section 10."	<p>Response: "Extended day has revised their policy so this should not be an issue going forward."</p> <p>Principal Responsible: Jud Strickland</p>

Finding		Handbook Policy	Management's Response
2	Fundraiser		
	The fundraiser selected for testing was not properly reconciled. During the audit we found that there was a vendor error in the school's favor. Bookkeeper contacted the vendor and is awaiting payment.	Section 4.05(g): "All fundraising requests shall be documented on a District authorized Fundraising Activity form accompanied by the District authorized supporting Fundraising Checklist."	<p>Response: "The school received the payment, and all fundraisers will be properly reconciled going forward."</p> <p>Principal Responsible: Jud Strickland</p>

SCHOOL: DURBIN CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Voided checks		
	Voided checks were kept on file, but were not properly defaced.	Section 6.07(a): "If the check was misprinted or should otherwise be voided prior to issuance, the check should be defaced, marked as voided, and maintained on file. Destroying the voided check is prohibited."	<p>Response: "The bookkeeper will properly deface all voided checks."</p> <p>Principal Responsible: Sandra McMandon</p>

Finding		Handbook Policy	Management's Response
2	Accounts Receivable		
	As of June 30, 2015, accounts receivable total on Cash Balance Report and NSF check listing have a variance of \$5.	Section 6.05(d): "At each month end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached with the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month."	<p>Response: "The bookkeeper will reconcile the Accounts Receivable difference of \$5.00."</p> <p>Principal Responsible: Sandra McMandon</p>

Finding		Handbook Policy	Management's Response
3	Cash Receipts		
	No cash receipt was issued to students for 1 of 5 transactions selected for testing.	Section 4.01(b)(iii): "A cash receipt must be issued for all monies received of \$10.00 or more."	<p>Response: "The bookkeeper will ensure that all cash transactions will have a cash receipt written and attached to the Monies Collected Form."</p> <p>Principal Responsible: Sandra McMandon</p>

SCHOOL: DURBIN CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
4	Fundraiser		
The fundraiser selected for testing was not pre-approved by Principal.		Section 4.05(b): "The principal shall control the fundraising activities conducted in the name of school and assure that the purposes are worthwhile."	<p>Response: "The bookkeeper will ensure that all fundraising activities are pre-approved by the Principal prior to the actual activity taking place."</p> <p>Principal Responsible: Sandra McMandon</p>

Finding		Handbook Policy	Management's Response
5	Cash Disbursements		
1 of 5 disbursements selected for testing did not have the required "Purchase Requisition Form".		Section 5.02(a)(i): "A person requesting disbursement prepares the top section of the Purchase Requisition form, which must be authorized by the principal prior to the purchase commitment."	<p>Response: "All purchases will have the required "Purchase Requisition Form" signed by the Principal prior to expenditure."</p> <p>Principal Responsible: Sandra McMandon</p>

SCHOOL: FRUIT COVE MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Voided Checks		
	Voided checks selected for testing was kept on file but not properly defaced.	Section 6.07(a): "If the check was misprinted or should otherwise be voided prior to issuance, the check should be defaced, marked as voided, and maintained on file."	<p>Response: "The bookkeeper was not aware of the specific criteria for voiding checks and she will process correctly in the future."</p> <p>Principal Responsible: Lynn O'Connor</p>

Finding		Handbook Policy	Management's Response
2	Cash Disbursements		
	1 of 5 transactions selected for testing was missing a Purchase Order.	<p>Section 5.03(e) states "All disbursements require a system generated purchase order, except the following:</p> <ul style="list-style-type: none"> • Refunds • Funds sent to the District • Funds sent to another school • District bus transportation • Officials, FHSAA, auditorium workers and gatekeepers • Filing and paying sales and use tax returns • Funds sent to the school cafeteria • Funds sent to the "District" School Foundation • Funds sent to the support organizations • Donations for charitable causes • Security" 	<p>Response: "This was an error on the bookkeeper's end and she will ensure that all transactions will have a purchase order (when appropriate)."</p> <p>Principal Responsible: Lynn O'Connor</p>

SCHOOL: GAINES ALTERNATIVE

Finding		Handbook Policy	Management's Response
1	Safe Change		
	Safe combination was not changed after Bookkeeper turnover in prior year.	Section 2.08(d): "The safe combination shall be changed whenever there is a change in administrative personnel and/or bookkeeper..."	<p>Response: "Safe combination has been changed, invoice has been saved."</p> <p>Principal Responsible: Patricia McMahon</p>

Finding		Handbook Policy	Management's Response
2	Cash Disbursements		
	No Purchase Order was used for 1 out of 5 disbursements selected for testing.	<p>Section 5.03(e) states "All disbursements require a system generated purchase order, except the following:</p> <ul style="list-style-type: none"> • Refunds • Funds sent to the District • Funds sent to another school • District bus transportation • Officials, FHSA, auditorium workers and gatekeepers • Filing and paying sales and use tax returns • Funds sent to the school cafeteria • Funds sent to the "District" School Foundation • Funds sent to the support organizations • Donations for charitable causes • Security" 	<p>Response: "New Bookkeeper was retrained in the proper reimbursement procedures for St. Johns County."</p> <p>Principal Responsible: Patricia McMahon</p>

Finding		Handbook Policy	Management's Response
3	Cash Receipts		
	3 of 5 cash receipts selected for sampling were erroneously coded as a cash receipt, but were disbursements.	The District provides a chart of accounts along with a listing of object codes to be used for receipts and disbursements. Proper object codes should be used to ensure revenue and expenditure activity is properly stated.	<p>Response: "New Bookkeeper was retrained in correct disbursement codes by County Bookkeeper."</p> <p>Principal Responsible: Patricia McMahon</p>

SCHOOL: GAINES ALTERNATIVE

Finding	Handbook Policy	Management's Response
<p>4</p> <p>Donation form was not completed for the \$1,000 donation selected for testing.</p>	<p>Donation</p> <p>Article XI: "Gifts, bequests and donations should be accepted in accordance with School Board Rule 7.052.... The donation information and request for approval should be documented on the District approved Donation Form."</p>	<p>Response: "New Bookkeeper was trained by County Bookkeeper in use of correct forms for donations."</p> <p>Principal Responsible: Patricia McMahon</p>

SCHOOL: GAMBLE ROGERS MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Cash Receipts		
	Official receipt number on Report of Monies Collected form was missing from 1 of 5 transactions selected for testing.	Section 4.01(a)(v): "The white copy shall be identified by the corresponding pre-numbered, secured electronic receipt number representing the collection and filed in numerical sequence."	<p>Response: "Receipt number will be recorded."</p> <p>Principal Responsible: Greg Bergamasco</p>

Finding		Handbook Policy	Management's Response
2	Cash Receipts		
	1 of 5 deposits selected for testing did not remain intact. Deposit slip and Report of Monies Collected forms in total did not agree.	Redbook: "Intact, or Deposit Intact – The practice in which money is presented to a bank or bookkeeper for the credit of the school's internal fund in the same form as received. This means that any receipt of funds in the form of cash shall be deposited as cash. The cashing of a check from funds on hand would be a violation of this concept, as would be the substitution of a check for cash."	<p>Response: "Make sure the cash reported matches cash."</p> <p>Principal Responsible: Greg Bergamasco</p>

SCHOOL: HICKORY CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Safe Change		
	Safe combination should have been changed in 2014 due to a turnover in Principal. The safe change was not completed until July 2015.	Section 2.08(d): "The safe combination shall be changed whenever there is a change in administrative personnel and/or bookkeeper..."	<p>Response: "Safe combination has been changed. This was an oversight and every attempt will be made to have the combination changed in a timely manner at the next administration change."</p> <p>Principal Responsible: Bethany Groves</p>
Finding		Handbook Policy	Management's Response
2	Cash Receipts		
	1 of 5 deposits selected for testing did not remain intact. Cash and checks were off \$4.00, but total deposit amount was correct.	Redbook: "Intact, or Deposit Intact – The practice in which money is presented to a bank or bookkeeper for the credit of the school's internal fund in the same form as received. This means that any receipt of funds in the form of cash shall be deposited as cash. The cashing of a check from funds on hand would be a violation of this concept, as would be the substitution of a check for cash."	<p>Response: "All cash/check totals will be double checked to avoid a discrepancy."</p> <p>Principal Responsible: Bethany Groves</p>
Finding		Handbook Policy	Management's Response
3	Disbursements		
	Purchase Requisition Form was not signed by Principal for 1 of 5 disbursements selected for testing.	Section 5.02(a)(i): "A person requesting disbursement prepares the top section of the Purchase Requisition form, which must be authorized by the principal prior to the purchase commitment."	<p>Response: "Every attempt will be made to have Materials requisition forms signed by an Administrator prior to any disbursement."</p> <p>Principal Responsible: Bethany Groves</p>

SCHOOL: HICKORY CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
4	Disbursements		
1 of 5 disbursements selected for testing was a cash receipt due to improper coding.		The District provides a chart of accounts along with a listing of object codes to be used for receipts and disbursements. Proper object codes should be used to ensure revenue and expenditure activity is properly stated.	<p>Response: "Every attempt will be made to use the correct budget codes on items. "</p> <p>Principal Responsible: Bethany Groves</p>

Finding		Handbook Policy	Management's Response
5	Extended Day		
Fees collected in the month of April 2015 were remitted to the District on May 18, 2015.		Section 3.01(g)(vi): "All [extended day] fees collected each month shall be transferred by the school to the District Finance Office by the 10th of the month following the month of collection."	<p>Response: "Every attempt will be made to have funds to the district in a timely manner."</p> <p>Principal Responsible: Bethany Groves</p>

Finding		Handbook Policy	Management's Response
6	Extended Day		
The student selected for testing attended prior to the school receiving payment for services.		Section 3.01(g)(ii): "All fees for student participation in the Extended Day program must be paid in advance prior to the child's attendance in the related session. Failure to collect fees in advance of providing services is contrary to the Constitution of the State of Florida, Article VII, Section 10."	<p>Response: "Every attempt will be made to collect fees from parents by the due date."</p> <p>Principal Responsible: Bethany Groves</p>

SCHOOL: HICKORY CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
7	Yearbook		
	Yearbook Reconciliation was out of balance. Reconciliation does not agree to supporting documentation.	Section 9.04(a)(ii)(3): "The secretary/bookkeeper should review the yearbook reconciliation for accuracy and completeness."	<p>Response: "Every attempt will be made to balance the Yearbook reconciliation."</p> <p>Principal Responsible: Bethany Groves</p>

SCHOOL: JULINGTON CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Cash Disbursements		
	1 of 5 disbursements selected for testing indicated the purchase was made prior to Principal approval on Purchase Requisition Form.	Section 5.02(a)(i): "A person requesting disbursement prepares the top section of the Purchase Requisition form, which must be authorized by the principal prior to the purchase commitment."	<p>Response: "Every attempt will be made to ensure all Purchase Requisitions are authorized by the Principal prior to items being procured."</p> <p>Principal Responsible: Michael Story</p>

Finding		Handbook Policy	Management's Response
2	Adjustments / Transfers		
	The transfer selected for testing was missing the required district Transfer Form.	According to Section 6.03(a)(i) of the Internal Accounts Handbook, transfers require two forms: standard Transfer Form and Journal Entry Form. The Transfer Form requires the signature of both parties requesting the transfer.	<p>Response: "The transfer in question was documented on a Journal Entry form which was signed by the Principal and Bookkeeper. In the future, both a Transfer Form and Journal Entry Form will be utilized."</p> <p>Principal Responsible: Michael Story</p>

SCHOOL: JULINGTON CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
3	Yearbook		
Yearbook reconciliation was out of balance, and the beginning and ending balances did not agree to the Cash Balance Report.	<p>Section 9.04(a)(ii)(2): "The duties related to the yearbook function should be separated as noted below: The yearbook sponsor should complete the annual yearbook reconciliation. The District approved yearbook reconciliation is included as Exhibit 15."</p> <p>Section 9.04(a)(ii)(3): "The secretary/bookkeeper should review the yearbook reconciliation for accuracy and completeness."</p>	<p>Response: "The yearbook reconciliation did balance, however, the yearbook form numbers were entered incorrectly. Once corrected during the audit, the beginning and ending balances did agree with the Cash Balance Report. Going forward, the secretary/bookkeeper will review the yearbook form for completeness and accuracy."</p> <p>Principal Responsible: Michael Story</p>	

SCHOOL: KETTERLINUS ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Cash Receipts		
1 of 5 transactions selected for testing was coded to the wrong sub account.		The District provides a chart of accounts along with a listing of object codes to be used for receipts and disbursements. Proper object codes should be used to ensure revenue and expenditure activity is properly stated.	<p>Response: "School will ensure proper coding is used for all transactions by following the district provided code chart."</p> <p>Principal Responsible: Kathy Tucker</p>

Finding		Handbook Policy	Management's Response
2	Extended Day		
Extended Day monthly reconciliations not completed during the year ended June 30, 2015.		Section 3.01(g)(viii): "For each child participating in the Extended Day program, the school shall be responsible for maintaining attendance sheets and a schedule of fees charged and fees paid. Fees must be reconciled with attendance records and balanced monthly."	<p>Response: "Extended Day Coordinator will reconcile extended day monies collected and attendance records on a monthly basis. Extended Day Coordinator will set up a system through school provided software to reconcile each month."</p> <p>Principal Responsible: Kathy Tucker</p>

Finding		Handbook Policy	Management's Response
3	Extended Day		
Principal did not sign off on quarterly audits for the fiscal year ended June 30, 2015.		Section 3.01(g)(viii)(b): "The principal is required to perform the following monitoring procedures: Sample audit attendance sheets and schedule of fees charged and fees paid quarterly. This quarterly audit will be documented by principal, including sign-off, date of review, names of students tested for accuracy of fees charged and paid, and results of audit."	<p>Response: "Principal will set quarterly audits to ensure monitoring procedures are followed."</p> <p>Principal Responsible: Kathy Tucker</p>

SCHOOL: KETTERLINUS ELEMENTARY

Finding		Handbook Policy	Management's Response
4	Extended Day		
The student selected for testing attended without paying on a regular basis.		Section 3.01(g)(ii): "All fees for student participation in the Extended Day program must be paid in advance prior to the child's attendance in the related session. Failure to collect fees in advance of providing services is contrary to the Constitution of the State of Florida, Article VII, Section 10."	<p>Response: "Extended Day Coordinator will accurately collect scheduled fees in advance."</p> <p>Principal Responsible: Kathy Tucker</p>

Finding		Handbook Policy	Management's Response
5	Extended Day		
Extended Day fees were not collected in accordance with fee schedule. During the fiscal year ended June 30, 2015, late fees were not imposed as prescribed in the fee schedule.		Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."	<p>Response: "Fees will be collected in advance of service by Extended Day Coordinator or designee. Reconciliation will be done on a monthly basis and reviewed by bookkeeper and Extended Day Coordinator."</p> <p>Principal Responsible: Kathy Tucker</p>

SCHOOL: LANDRUM MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Accounts Receivable		
	As of June 30, 2015, the accounts Receivable balance was \$88.35 according to the Cash Balance Report. Bookkeeper was unable to provide a listing of NSF checks pending reimbursement.	Section 6.05(d): "At each month end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached with the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month."	<p>Response: "The Bookkeeper is currently looking into where the error occurred so that a correction can be made. The Bookkeeper will work with the District office to correct this issue."</p> <p>Principal Responsible: Jewel Johnson</p>

Finding		Handbook Policy	Management's Response
2	Cash Disbursements		
	1 of 5 disbursements selected for testing was paid late (196 days after invoice date).	Payments are to be made within 45 days as stipulated by Florida statute in order to avoid possible late penalties and/or take advantage of any possible discounts offered by the vendor.	<p>Response: "The incorrect date was entered into SunGard on this invoice. The Bookkeeper will be more careful entering data into SunGard making sure everything is entered correctly and invoices are paid within 45 days."</p> <p>Principal Responsible: Jewel Johnson</p>

Finding		Handbook Policy	Management's Response
3	Tickets		
	The ticket roll selected for testing did not have a Ticket Control Sheet.	Section 4.04(a)(i): "...A Ticket Control Sheet should be used to provide for ticket accountability and detection of missing tickets. See Appendix II, Exhibit 16, for the Ticket Control Sheet form allowable by the District. The Ticket Control Sheet contains information on the number of tickets on hand and used, and the related event descriptions. A separate Ticket Control Sheet should be used for each roll of tickets on hand."	<p>Response: "A Ticket Control Sheet was reproduced from reports of tickets sold for fy 14/15. A Ticket Control Sheet will be in place going forward."</p> <p>Principal Responsible: Jewel Johnson</p>

SCHOOL: LANDRUM MIDDLE SCHOOL

Finding	Handbook Policy	Management's Response
<p>4</p> <p>The transfer selected for testing was missing the required district Transfer Form.</p>	<p>Adjustments / Transfers</p> <p>According to Section 6.03(a)(i) of the Internal Accounts Handbook, transfers require two forms: standard Transfer Form and Journal Entry Form. The Transfer Form requires the signature of both parties requesting the transfer.</p>	<p>Response: "The Bookkeeper understands that a Transfer Form must be in place when transferring money within the Internal accounts. This will be completed going forward."</p> <p>Principal Responsible: Jewel Johnson</p>

SCHOOL: LIBERTY PINES ACADEMY

Finding		Handbook Policy	Management's Response
1	Cash Receipts		
	1 of 5 deposits selected for testing contained a "report of money collected" which did not match the supporting cash receipts. Therefore, we were unable to determine if the deposit remained intact.	Section 4.01(b)(iii)(f)(i): "The bookkeeper will verify the beginning and ending receipt numbers in the School Receipts Book. The total of the receipts must equal the total funds remitted on the Report of Monies Collected Form. The bookkeeper will also verify that the receipt number is listed on the Report of Monies Collected Form or a copy of the receipt is attached."	<p>Response: "All teachers will account for monies collected and the bookkeeper will verify the beginning and ending receipt numbers in the receipts booklet. Additional training has occurred."</p> <p>Principal Responsible: Judith Thayer</p>

Finding		Handbook Policy	Management's Response
2	Tickets		
	On the ticket inventory sheet selected for testing, each of the six events listed had differences in the number of tickets sold between the ticket inventory sheet and the "Report of Tickets Sold".	Section 4.04(a)(x): "The bookkeeper shall verify the accuracy of the ticket sales documentation by performing the following steps: verify the first ticket number on the roll of tickets returned is one more than the last number listed as sold on the form, calculate the number sold (ex., Ticket numbers 10-20 sold = 11 tickets sold, not 10), verify the accuracy of all included data, reconcile the cash collected to the Report of Tickets Sold, add the cash receipt number and date received, and sign the Report of Tickets Sold and Report of Monies Collected."	<p>Response: "Ticket sales will be verified by number. Data will be verified for accuracy with cash receipt number and date receipt verified. Report of tickets sold and monies collected form will also be signed and verified."</p> <p>Principal Responsible: Judith Thayer</p>

SCHOOL: MILL CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Safe Change		
	Bookkeeper was unable to provide evidence of most recent safe change.	Section 2.08(d): "If a locksmith is used to change the combination, documentation supporting the date of the combination change, such as an invoice from the locksmith, shall be kept on file at the school. If a locksmith is not used to change the combination, a memo signed by the principal documenting the date of the combination change is permitted."	<p>Response: "The bookkeeper has made note of the proper procedure for record keeping when the safe combination is changed. Furthermore, this procedure has been put in place."</p> <p>Principal Responsible: Amanda Riedl</p>

Finding		Handbook Policy	Management's Response
2	Voided Checks		
	The voided check selected for testing was kept on file but not properly defaced.	Section 6.07(a): "If the check was misprinted or should otherwise be voided prior to issuance, the check should be defaced, marked as voided, and maintained on file."	<p>Response: "The Bookkeeper has made note of the proper procedure for voiding a check, this procedure includes a misprinted check. These procedures will be followed with all future voided checks."</p> <p>Principal Responsible: Amanda Riedl</p>

SCHOOL: NEASE HIGH SCHOOL

Finding	Handbook Policy	Management's Response
<p>1</p> <p>1 of 5 transactions selected for testing did not indicate whether a payment was in the form of cash/check. We were unable to determine if the deposit remained intact.</p>	<p>Cash Receipts</p> <p>Redbook: "Intact, or Deposit Intact – The practice in which money is presented to a bank or bookkeeper for the credit of the school's internal fund in the same form as received. This means that any receipt of funds in the form of cash shall be deposited as cash. The cashing of a check from funds on hand would be a violation of this concept, as would be the substitution of a check for cash."</p>	<p>Response: "Training was held at the beginning of the school year with the faculty on the correct way to complete the Report of Monies Collected form. Also, all cash and checks are added up per the Report of Monies Collected form and compared to the deposit ticket being sent to the bank to ensure the correct payment form is indicated and balanced on the Report of Monies Collected form."</p> <p>Principal Responsible: Kyle Dresbak</p>

SCHOOL: OSCEOLA ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Accounts Receivable		
	As of June 30, 2015, accounts receivable total on Cash Balance Report and NSF check listing have a variance of \$100.	Section 6.05(d): "At each month end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached with the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month."	<p>Response: "Mrs. Burney has developed a spread sheet in which all NSF checks will be recorded as they are returned and redeposited. This will serve as documentation that the NSF process is complete with each transaction."</p> <p>Principal Responsible: Tina Waldrop</p>

Finding		Handbook Policy	Management's Response
2	Cash Disbursements		
	1 of 5 disbursements selected for testing was a cash receipt due to improper coding. 1 of 5 receipts selected for testing was a disbursement due to improper coding.	The District provides a chart of accounts along with a listing of object codes to be used for receipts and disbursements. Proper object codes should be used to ensure revenue and expenditure activity is properly stated.	<p>Response: "Both the cash receipt and disbursement coded incorrectly were simply due to human error. Mrs. Burney has made sure that the current listing of District approved object codes is being used for all future transactions."</p> <p>Principal Responsible: Tina Waldrop</p>

SCHOOL: OTIS MASON ELEMENTARY

Finding	Handbook Policy	Management's Response
<p>1</p> <p>Extended Day fees were not collected in accordance with fee schedule. Extended Day Program notates late fees are assessed, but the school did not collect late fees during the fiscal year ended June 30, 2015.</p>	<p>Extended Day</p> <p>Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."</p>	<p>Response: "Extended day fees are being collected a week in advance, this has been the practice since the start of the 2015-2016 school year. We will be sure to assess and collect late fees in accordance with policy. In the event that our Extended Day Coordinator is absent or unavailable, we have put in place measures for other individuals (Assistant Principal, Principal) to collect fees and reconcile/balanced monthly. Additionally, the Executive Secretary, Extended Day Coordinator, and Principal will meet monthly to ensure all records are up to date and accurate."</p> <p>Principal Responsible: Kim Dixon</p>

SCHOOL: OTIS MASON ELEMENTARY

Finding	Handbook Policy	Management's Response
<p>2</p> <p>The student selected for testing attended without paying.</p>	<p>Extended Day</p> <p>Section 3.01(g)(ii): "All fees for student participation in the Extended Day program must be paid in advance prior to the child's attendance in the related session. Failure to collect fees in advance of providing services is contrary to the Constitution of the State of Florida, Article VII, Section 10."</p>	<p>Response: "Extended day fees are being collected a week in advance, this has been the practice since the start of the 2015-2016 school year. We will be sure to assess and collect late fees in accordance with policy. In the event that our Extended Day Coordinator is absent or unavailable, we have put in place measures for other individuals (Assistant Principal, Principal) to collect fees and reconcile/balanced monthly. Additionally, the Executive Secretary, Extended Day Coordinator, and Principal will meet monthly to ensure all records are up to date and accurate."</p> <p>Principal Responsible: Kim Dixon</p>

SCHOOL: PACETTI BAY MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Adjustments / Transfers		
The transfer selected for testing did not have the required journal entry form.		According to Section 6.03(a)(i) of the Internal Accounts Handbook, transfers require two forms: standard Transfer Form and Journal Entry Form.	<p>Response: "A transfer form and Journal Entry Form will be completed for all transfers."</p> <p>Principal Responsible: Jay Willets</p>

Finding		Handbook Policy	Management's Response
2	Yearbook		
<p>Yearbook Reconciliation was not completed.</p> <p>Supporting documentation could not be provided upon request.</p>		<p>Section 9.04(a)(ii)(2): "The yearbook sponsor should complete the annual yearbook reconciliation.</p> <p>Section 9.04(a)(i): "If yearbooks are sold by a school, then the yearbook class sponsor shall maintain the following information:</p> <ol style="list-style-type: none"> 1) A detailed calculation as to determination of unit sales price. 2) Number of yearbooks ordered. 3) Number of yearbooks received from the supplier. 4) Contracts and/or invoices related to the yearbooks. 5) List of individuals purchasing yearbooks, including student name, date paid, amount paid, payment method (cash or check number), and date yearbook was issued to the student. 6) List of individuals receiving complimentary yearbooks (if applicable) and date yearbook was issued to the individual. 7) Reconciliation records for differences (if any) between the number of yearbooks issued and the amount of money collected and/or complimentary yearbooks ordered. 	<p>Response: "The yearbook data necessary to complete the reconciliation was not provided by the vendor until after the audit. Have made necessary changes to insure that all necessary data is available once the completion of yearbooks is sold."</p> <p>Principal Responsible: Jay Willets</p>

SCHOOL: PATRIOT OAKS ACADEMY

Finding		Handbook Policy	Management's Response
1	Cash Receipts		
	Erroneous information on 1 of 5 receipts selected for testing was not properly corrected.	Section 4.01(a)(iii): "Any erroneous information must be invalidated by the originator of the entry by lining through such information, entering the correct information above or below the error and initialing."	<p>Response: "Teachers trained in a faculty meeting. They collect new forms as needed."</p> <p>Principal Responsible: Emily Harrison</p>

Finding		Handbook Policy	Management's Response
2	Extended Day		
	Quarterly Principal audits were not performed.	Section 3.01(g)(viii)(b): "The principal is required to perform the following monitoring procedures: Sample audit attendance sheets and schedule of fees charged and fees paid quarterly. This quarterly audit will be documented by principal, including sign-off, date of review, names of students tested for accuracy of fees charged and paid, and results of audit."	<p>Response: "Audits will be conducted quarterly."</p> <p>Principal Responsible: Emily Harrison</p>

Finding		Handbook Policy	Management's Response
3	Tickets		
	For the event selected for testing, total tickets sold were miscalculated causing a ticket to be recorded as sold more than once on the ticket control sheet.	Section 4.04(a)(x): "The bookkeeper shall verify the accuracy of the ticket sales documentation by performing the following steps: verify the first ticket number on the roll of tickets returned is one more than the last number listed as sold on the form, calculate the number sold (ex. Ticket numbers 10-20 sold = 11 tickets sold, not 10), verify the accuracy of all included data, reconcile the cash collected to the Report of Tickets Sold, add the cash receipt number and date received, and sign the Report of Tickets Sold and Report of Monies Collected."	<p>Response: "Ticket number input as it is received then double checked for verification."</p> <p>Principal Responsible: Emily Harrison</p>

SCHOOL: PATRIOT OAKS ACADEMY

Finding		Handbook Policy	Management's Response
4	Yearbook		
Bookkeeper was unable to properly complete yearbook reconciliation form.	Section 9.04(a)(ii)(2): "The duties related to the yearbook function should be separated as noted below: The yearbook sponsor should complete the annual yearbook reconciliation.	<p>Response: "Yearbook sponsor will be trained on reconciliation procedures."</p> <p>Principal Responsible: Emily Harrison</p>	

Finding		Handbook Policy	Management's Response
5	Yearbook		
Yearbooks were sold at a price which resulted in a profit.	Section 9.04(a)(iii): "Sound business practices shall be used in selling of the yearbooks. In that, all yearbooks are to be sold to students at the lowest possible cost to afford the maximum number of students the opportunity to purchase the book. The sale of yearbooks should not be construed to be a fundraising activity. All money due from yearbook sales shall be collected and deposited before year-end. The Yearbook Reconciliation Form should be used to account for the sale of yearbooks, and to ensure that all funds received are disbursed (no profits)."	<p>Response: "Monitor the sale of yearbooks to reduce profits. Profits used for costs associated in the production of the yearbook."</p> <p>Principal Responsible: Emily Harrison</p>	

SCHOOL: PVPV RAWLINGS ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Segregation of Duties		
	Bookkeeper occasionally opens mail and receipts monies in the event front office is not available.	Section 4.02(c) states that the bookkeeper, shall not, under any circumstances, be the initial collector of any funds.	<p>Response: "In the event monies are received via U.S. Mail, Bookkeeper will not receipt."</p> <p>Principal Responsible: Kathleen Furness</p>

Finding		Handbook Policy	Management's Response
2	Extended Day		
	The student selected for testing attended prior to the school receiving payment for its services.	Section 3.01(g)(ii) states that "All fees for student participation in the Extended Day program must be paid in advance prior to the child's attendance in the related session. Failure to collect fees in advance of providing services is contrary to the Constitution of the State of Florida, Article VII, Section 10."	<p>Response: "This requirement will be reviewed with the Extended Day Coordinator, and every effort will be made to ensure fees are collected before students attend."</p> <p>Principal Responsible: Kathleen Furness</p>

Finding		Handbook Policy	Management's Response
3	Yearbooks		
	Yearbook reconciliation indicated 9 yearbooks on hand while physical count during the audit resulted in 11.	Section 9.04(a)(ii) states that the "secretary/bookkeeper should also observe and count the yearbooks on hand at year end and compare to the yearbook reconciliation for accuracy."	<p>Response: "Steps will be made to ensure yearbook inventory is accurate."</p> <p>Principal Responsible: Kathleen Furness</p>

SCHOOL: RB HUNT ELEMENTARY

	Finding	Handbook Policy	Management's Response
1		Extended Day	
	<p>Extended Day fees were not collected in accordance with fee schedule during the fiscal year ended June 30, 2015. Extended Day Program notates late fees are assessed, but the school did not collect late fees.</p>	<p>Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."</p>	<p>Response: "We have reviewed our extended day policy for late fees and are now following policy. We are in the process of converting to QuickBooks and are setting up the program to accurately reflect late fees charged."</p> <p>Principal Responsible: Amanda Garman</p>

SCHOOL: RJ MURRAY MIDDLE SCHOOL

Finding	Handbook Policy	Management's Response
1	Yearbook	
Physical count of yearbooks remaining on hand was 7 less than the Yearbook Reconciliation form indicated. Bookkeeper did indicate on the reconciliation that 7 yearbooks were lost.	Section 9.04(a)(ii): "The principal or their designee should receive the initial order of incoming yearbooks. This person should count and document the total number of yearbooks the school initially received."	<p>Response: "Increase number of days to distribute yearbooks at school site. Distribution will be controlled by one person."</p> <p>Principal Responsible: Tom Schwarm</p>

SCHOOL: SEBASTIAN MIDDLE SCHOOL

Finding	Handbook Policy	Management's Response
<p>1</p> <p>Tax was not paid to the vendor nor was sales tax remitted to the department of revenue for 1 of 5 transactions selected for testing.</p>	<p>Cash Disbursements</p> <p>Section 5.04(a): "All items purchased for resale are subject to Florida Sales Tax unless specifically exempted. Items that are resold, regardless of profit, are subject to sales tax. For purchases for resale from out-of-state suppliers that do not add Florida sales tax to the purchase price, schools shall file Form DR-15MO Use Tax on Out-of-State Purchases with the Florida Department of Revenue. This form shall be used to transmit the sales tax calculated on the purchase price of the resale item. Due dates for filing are outlined in the form's instructions. Refer to instructions for Form DR-15MO online at http://dor.myflorida.com/dor/consumer/ for further guidance and for links to the current forms."</p>	<p>Response: "All future disbursements for resale will include sales tax as stated in the Internal Accounts Handbook."</p> <p>Principal Responsible: Kelly Battell</p>

SCHOOL: SOUTH WOODS ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Outstanding Checks		
	Five outstanding checks on bank reconciliation were dated prior to 2013.	Section 6.06(a): "Any outstanding unpaid checks carried on the bank reconciliation dated more than one year prior to year-end is unclaimed property. According to the Florida Department of Financial Services, "Unclaimed property is intangible property held by a business or governmental entity (holder) that belongs to a missing owner. Property is presumed abandoned and is required to be reported and remitted to the State of Florida at the end of a dormancy period..."	<p>Response: "Action will be taken to place old outstanding checks on the Unclaimed Property list."</p> <p>Principal Responsible: Cathy Hutchins</p>

Finding		Handbook Policy	Management's Response
2	Cash Disbursements		
	Approximately \$40 of sales tax was paid on ipads to be used for educational curriculum.	Section 5.04(b)(b): "Purchases that are made for the school and not resold are exempt from Florida Sales Tax."	<p>Response: "Action has been taken to get a refund of the taxes paid."</p> <p>Principal Responsible: Cathy Hutchins</p>

Finding		Handbook Policy	Management's Response
3	Fundraiser		
	Principal approval was dated subsequent to fundraiser event dates.	Section 4.05(b): "The principal shall control the fundraising activities conducted in the name of school and assure that the purposes are worthwhile."	<p>Response: "Proper Procedures are in place to make sure fundraiser events are approved in advance."</p> <p>Principal Responsible: Cathy Hutchins</p>

SCHOOL: SOUTH WOODS ELEMENTARY

Finding		Handbook Policy	Management's Response
4	Extended Day		
<p>We were unable to test extended day to determine if students were extended credit.</p>		<p>Section 3.01(g)(viii): "For each child participating in the Extended Day program, the school shall be responsible for maintaining attendance sheets and a schedule of fees charged and fees paid. Fees must be reconciled with attendance records and balanced monthly."</p>	<p>Response: "Effort will be made to provide documentation regarding auditing of payments for our students in our Extended Day Program."</p> <p>Principal Responsible: Cathy Hutchins</p>

Finding		Handbook Policy	Management's Response
5	Accounts Receivable		
<p>As of June 30, 2015, accounts receivable balance was \$166 according to the Cash Balance Report. Bookkeeper was unable to provide a listing of NSF checks pending reimbursement.</p>		<p>Section 6.05(d): "At each month end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached with the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month."</p>	<p>Response: "There was deposit error made in the Cash Balance Report. This has been corrected, and the report is now correct."</p> <p>Principal Responsible: Cathy Hutchins</p>

SCHOOL: ST. AUGUSTINE HIGH SCHOOL

Finding		Handbook Policy	Management's Response
1	Bank Reconciliation		
June 2015 bank reconciliation was not signed / dated by Principal.	Section 6.01(a): "Bank statements shall be reconciled as soon as received, preferably by a person other than the person who receipts and disburses funds. In the event the bookkeeper reconciles the bank statement, the principal shall review the bank statement prior to reconciliation and shall review the bank reconciliation immediately upon completion. The principal shall date and initial the bank statement and bank reconciliation after the reviews are completed."	<p>Response: "New principal in place. All Bank reconciliations will be reviewed by principal."</p> <p>Principal Responsible: Cathy Mittelstadt</p>	

Finding		Handbook Policy	Management's Response
2	Investment Account		
Investment account balance as of 6/30/15 did not agree to Cash Balance Report. Interest is not recorded when earned.	Section 2.07: "[Financial Reports] shall reflect the financial condition of the internal accounts and proof of reconciliation of the bank accounts."	<p>Response: "Investment account has been closed, all funds recorded in internal accounts."</p> <p>Principal Responsible: Cathy Mittelstadt</p>	

Finding		Handbook Policy	Management's Response
3	Voided Checks		
The voided check selected for testing was retained but was not properly defaced.	Section 6.07(a): "If the check was misprinted or should otherwise be voided prior to issuance, the check should be defaced, marked as voided, and maintained on file. Destroying the voided check is prohibited."	<p>Response: "In the future all voided checks will be properly defaced."</p> <p>Principal Responsible: Cathy Mittelstadt</p>	

SCHOOL: ST. AUGUSTINE HIGH SCHOOL

Finding		Handbook Policy	Management's Response
4	Cash Receipts		
Cash receipts were not issued to students for purchase of PE Uniforms.		Section 4.01(b)(iii) states a cash receipt must be issued for all monies received of \$10.00 or more.	<p>Response: "All cash transactions of \$10.00 or more will be receipted as required."</p> <p>Principal Responsible: Cathy Mittelstadt</p>

Finding		Handbook Policy	Management's Response
5	Cash Disbursements		
One of the six disbursements selected for testing was not considered timely. The disbursement was for the payment of an invoice dated 105 days earlier than the date of the disbursement.		Payments should be made within 45 days as stipulated by Florida statute in order to avoid possible late penalties and/or take advantage of any possible discounts offered by the vendor.	<p>Response: "Athletic Director will promptly process all invoices for payment."</p> <p>Principal Responsible: Cathy Mittelstadt</p>

Finding		Handbook Policy	Management's Response
6	Accounts Receivable		
As of June 30, 2015, the accounts Receivable balance was \$1,115 according to the Cash Balance Report. NSF Check Listing provided by Bookkeeper totaled \$445.		Section 6.05(d): "At each month end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached with the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month."	<p>Response: "Bookkeeper error. Check Redi did not issue payment for NSF checks. Bookkeeper will insure payment is received for all NSF checks."</p> <p>Principal Responsible: Cathy Mittelstadt</p>

SCHOOL: ST. AUGUSTINE HIGH SCHOOL

Finding		Handbook Policy	Management's Response
7	Tickets		
	For the event selected for testing, the Report of Tickets Sold was not accurately calculated.	Section 4.04(a)(x): "The bookkeeper shall verify the accuracy of the ticket sales documentation by performing the following steps: verify the first ticket number on the roll of tickets returned is one more than the last number listed as sold on the form, calculate the number sold (ex. Ticket numbers 10-20 sold = 11 tickets sold, not 10), verify the accuracy of all included data, reconcile the cash collected to the Report of Tickets Sold, add the cash receipt number and date received, and sign the Report of Tickets Sold and Report of Monies Collected."	<p>Response: "Ticket report was adjusted by athletic director. In the future no ticket reports will be adjusted."</p> <p>Principal Responsible: Cathy Mittelstadt</p>

Finding		Handbook Policy	Management's Response
8	Yearbook		
	Yearbook Reconciliation did not agree with vendor invoice or other supporting documents.	Section 9.04(a)(ii)(3): "The secretary/bookkeeper should review the yearbook reconciliation for accuracy and completeness."	<p>Response: "Yearbook sponsor and bookkeeper will insure reconciliation prior to the end of the school year."</p> <p>Principal Responsible: Cathy Mittelstadt</p>

Finding		Handbook Policy	Management's Response
9	Yearbook		
	Yearbooks remaining on hand according to the YB Reconciliation is 40 less than physical count.	Section 9.04(a)(ii): "...secretary/bookkeeper should also observe and count the yearbooks on hand at year end and compare to the yearbook reconciliation for accuracy."	<p>Response: "Yearbook sponsor and bookkeeper will verify books on hand at end of year."</p> <p>Principal Responsible: Cathy Mittelstadt</p>

SCHOOL: ST. JOHNS TECHNICAL HIGH SCHOOL

Finding		Handbook Policy	Management's Response
1	Cash Disbursements		
	2 of 5 disbursements selected for testing paid invoices over 45 days after receipt.	Payments should be made within 45 days as stipulated by Florida statute in order to avoid possible late penalties and/or take advantage of any possible discounts offered by the vendor.	<p>Response: "We have reviewed the statute and will make sure all invoices are paid within the 45-day time period."</p> <p>Principal Responsible: Cynthia Williams</p>

Finding		Handbook Policy	Management's Response
2	Cash Receipts		
	For the fundraisers selected for testing, monies were coded to "Misc." instead of "Fundraisers" in SunGard.	The District provides a chart of accounts along with a listing of object codes to be used for receipts and disbursements. Proper object codes should be used to ensure revenue and expenditure activity is properly stated.	<p>Response: "We will make sure the proper object codes are used for Fundraising activities and all other receipts are properly entered."</p> <p>Principal Responsible: Cynthia Williams</p>

Finding		Handbook Policy	Management's Response
3	Yearbook		
	Yearbook Reconciliation amounts did not agree to support. Yearbook Reconciliation was out of balance.	Section 9.04(a)(ii)(3): "The secretary/bookkeeper should review the yearbook reconciliation for accuracy and completeness."	<p>Response: "Bookkeeper will double check yearbook reconciliation to make sure it is completed correctly."</p> <p>Principal Responsible: Cynthia Williams</p>

SCHOOL: ST. JOHNS TECHNICAL HIGH SCHOOL

Finding	Handbook Policy	Management's Response
<p>4</p> <p>As of June 30, 2015, the accounts receivable total on the Cash Balance Report and the NSF check listing have a variance of \$5.</p>	<p>Accounts Receivable</p> <p>Section 6.05(d): "At each month end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached with the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month."</p>	<p>Response: "We will review the NSF procedures and make sure the proper documentation is completed for each NSF check."</p> <p>Principal Responsible: Cynthia Williams</p>

SCHOOL: SWITZERLAND POINT MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Accounts Receivable		
As of June 30, 2015, the accounts receivable total on the Cash Balance Report and the NSF check listing have a variance of \$80.		Section 6.05(d): "At each month end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached with the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month."	<p>Response: "The accounts receivable amount of \$80.00 has been on SPMS account for a number of years. Bookkeeper has not able to tie this to a NSF check. Bookkeeper has been advised to contact district to facilitate resolution."</p> <p>"Bookkeeper will contact District Office to determine proper procedures for removing this from our account."</p> <p>Principal Responsible: Lisa Kunze</p>

Finding		Handbook Policy	Management's Response
2	Cash Receipts		
Erroneous information on 1 of 5 receipts selected for testing was not properly corrected.		Section 4.01(a)(iii): "Any erroneous information must be invalidated by the originator of the entry by lining through such information, entering the correct information above or below the error and initialing."	<p>Response: "Teacher made error on monies collected form and scribbled through incorrect information instead of drawing one line through the error. The item was initialed."</p> <p>"Bookkeeper will enforce proper procedure for completing monies collected forms with staff responsible for collecting and recording money."</p> <p>Principal Responsible: Lisa Kunze</p>

SCHOOL: SWITZERLAND POINT MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
3	Cash Disbursements		
1 of 5 disbursements selected for testing did not have support for the total amount disbursed.	Section 5.01(1): "School activity funds shall be expended for the purposes for which they were collected. A signed receipt or an invoice supporting any expenditure shall be kept on file. Cancelled checks are only part of the supporting evidence for any given transaction and are not sufficient to support the expenditure."	<p>Response: "Invoice was not correctly completed by vendor resulting in an error on amount due."</p> <p>"Bookkeeper will double check all invoices before payments are made."</p> <p>Principal Responsible: Lisa Kunze</p>	

Finding		Handbook Policy	Management's Response
4	Extended Day		
Fees collected in the month of April 2015 were remitted to the District on May 12, 2015.	Section 3.01(g)(vi): "All [extended day] fees collected each month shall be transferred by the school to the District Finance Office by the 10th of the month following the month of collection."	<p>Response: "Extended day monthly check to district was not issued in a timely manner (12th of month)."</p> <p>"Bookkeeper will make sure extended day funds are submitted to district by the 10th of the month as directed in Section 3.01 of internal handbook."</p> <p>Principal Responsible: Lisa Kunze</p>	

SCHOOL: TIMBERLIN CREEK ELEMENTARY SCHOOL

Finding		Handbook Policy	Management's Response
1	Accounts Receivable		
	Accounts Receivable balance on Cash Balance Report totaled \$160. Bookkeeper was unable to provide a listing of unpaid NSF checks as of June 30, 2015.	Section 6.05(d): "At each month end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached with the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month."	<p>Response: "We will research and resolve this issue with the assistance of the District Bookkeeper."</p> <p>Principal Responsible: Christine Stephan</p>

Finding		Handbook Policy	Management's Response
2	Bank Reconciliation		
	June 30th bank reconciliation was reviewed July 17, 2015.	Section 2.07('c): "The monthly reporting package shall be due by the 10th of the following month and shall be delinquent after the 15th of such month."	<p>Response: "Principal responsible for signing June 2015 reconciliation had already been reassigned to new position at District Office. Reports were reviewed as prior/new staff were available."</p> <p>Principal Responsible: Christine Stephan</p>

Finding		Handbook Policy	Management's Response
3	Extended Day		
	Fees collected in the month of April 2015 were remitted to the District on May 22, 2015.	Section 3.01(g)(vi): "All [extended day] fees collected each month shall be transferred by the school to the District Finance Office by the 10th of the month following the month of collection."	<p>Response: "Fees collected were deposited per Handbook policy. The check remitting the fees to the District was late. We will endeavor to meet the deadlines in the future."</p> <p>Principal Responsible: Christine Stephan</p>

SCHOOL: TIMBERLIN CREEK ELEMENTARY SCHOOL

Finding		Handbook Policy	Management's Response
4	Extended Day		
	The student selected for testing attended prior to payment of services.	Section 3.01(g)(ii): "All fees for student participation in the Extended Day program must be paid in advance prior to the child's attendance in the related session. Failure to collect fees in advance of providing services is contrary to the Constitution of the State of Florida, Article VII, Section 10."	<p>Response: "This has been discussed with the Extended Day Coordinator and has resulted in a change in due date for fees. Will be monitored closely in the future."</p> <p>Principal Responsible: Christine Stephan</p>

Finding		Handbook Policy	Management's Response
5	Extended Day		
	Extended Day fees were not collected in accordance with fee schedule. During the fiscal year ended June 30, 2015, late fees were not imposed as prescribed in the fee schedule.	Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."	<p>Response: "This has been discussed with the Extended Day Coordinator and has resulted in a change of due date for fees. Will be monitored very closely in the future."</p> <p>Principal Responsible: Christine Stephan</p>

Finding		Handbook Policy	Management's Response
6	Extended Day		
	Principal audits were performed once during the year to cover each quarter as opposed to being performed quarterly.	Section 3.01(g)(viii)(b): "The principal is required to perform the following monitoring procedures: Sample audit attendance sheets and schedule of fees charged and fees paid quarterly. This quarterly audit will be documented by principal, including sign-off, date of review, names of students tested for accuracy of fees charged and paid, and results of audit."	<p>Response: "Although the Principal monitored Extended Day's records quarterly, audit attendance sheets were not completed as they had been in the past and will be again in the future."</p> <p>Principal Responsible: Christine Stephan</p>

SCHOOL: TIMBERLIN CREEK ELEMENTARY SCHOOL

Finding		Handbook Policy	Management's Response
7	Yearbook		
	Yearbook Reconciliation amounts did not agree to support. Yearbook Reconciliation was out of balance.	Section 9.04(a)(ii)(3): "The secretary/bookkeeper should review the yearbook reconciliation for accuracy and completeness."	<p>Response: "We will ensure that future reconciliations balance and are properly supported."</p> <p>Principal Responsible: Christine Stephan</p>

SCHOOL: VALLEY RIDGE ACADEMY

Finding		Handbook Policy	Management's Response
1	Safe Change		
Bookkeeper was unable to provide evidence of most recent safe change.		Section 2.08(d): "If a locksmith is used to change the combination, documentation supporting the date of the combination change, such as an invoice from the locksmith, shall be kept on file at the school. If a locksmith is not used to change the combination, a memo signed by the principal documenting the date of the combination change is permitted."	<p>Response: "Will document safe combination changes according to handbook."</p> <p>Principal Responsible: Wayne King</p>

Finding		Handbook Policy	Management's Response
2	Change Fund		
Change Fund was not deposited into the bank at the end of the FY.		Section 3.02(a)(4): "The change fund must be re-deposited to the Internal Accounts bank account in full prior to the end of the fiscal year."	<p>Response: "Will re-deposit change fund end of each year."</p> <p>Principal Responsible: Wayne King</p>

Finding		Handbook Policy	Management's Response
3	Cash Receipts		
Official receipt number on Report of Monies Collected form was missing from 1 of 5 transactions selected for testing.		Section 4.01(a)(v): "The white copy shall be identified by the corresponding pre-numbered, secured electronic receipt number representing the collection and filed in numerical sequence."	<p>Response: "Will make sure to document official receipt on each RMC form."</p> <p>Principal Responsible: Wayne King</p>

SCHOOL: VALLEY RIDGE ACADEMY

Finding		Handbook Policy	Management's Response
4	Yearbook		
Yearbook Reconciliation was out of balance.		Section 9.04(a)(ii)(3): "The secretary/bookkeeper should review the yearbook reconciliation for accuracy and completeness."	<p>Response: "Will work with Yearbook Rep to complete properly per handbook."</p> <p>Principal Responsible: Wayne King</p>

Finding		Handbook Policy	Management's Response
5	Extended Day		
The student selected for testing attended prior to the school receiving payment for services.		Section 3.01(g)(ii): "All fees for student participation in the Extended Day program must be paid in advance prior to the child's attendance in the related session. Failure to collect fees in advance of providing services is contrary to the Constitution of the State of Florida, Article VII, Section 10."	<p>Response: "Have emailed parents of requirement of payment expectation and sending out monthly reminders that the state law requires payment in advance."</p> <p>Principal Responsible: Wayne King</p>

Finding		Handbook Policy	Management's Response
6	Extended Day		
Quarterly Principal Audits were not performed.		Section 3.01(g)(viii)(b): "The principal is required to perform the following monitoring procedures: Sample audit attendance sheets and schedule of fees charged and fees paid quarterly. This quarterly audit will be documented by principal, including sign-off, date of review, names of students tested for accuracy of fees charged and paid, and results of audit."	<p>Response: "Having monthly meetings with Mr. King and will conduct quarterly audit meetings with proper documentation of attendance sheets and bookkeeping records."</p> <p>Principal Responsible: Wayne King</p>

SCHOOL: VALLEY RIDGE ACADEMY

Finding		Handbook Policy	Management's Response
7		Cash Disbursements	
	Purchase Order was missing from 1 of 5 transactions selected for testing.	Section 5.03(e) states, "All disbursements require a system generated purchase order, except the following: <ul style="list-style-type: none"> • Refunds • Funds sent to the District • Funds sent to another school • District bus transportation • Officials, FHSAA, auditorium workers and gatekeepers • Filing and paying sales and use tax returns • Funds sent to the school cafeteria • Funds sent to the "District" School Foundation • Funds sent to the support organizations • Donations for charitable causes • Security" 	Response: "Will enter a PO for every disbursement according to handbook." Principal Responsible: Wayne King

SCHOOL: WARDS CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Cash Receipts		
	Erroneous information was not properly corrected on 1 of 5 cash receipts selected for testing.	Section 4.01(a)(iii): "Any erroneous information must be invalidated by the originator of the entry by lining through such information, entering the correct information above or below the error and initialing."	<p>Response: "All faculty and staff who collect money will attend a training and receive written instructions which emphasizes the proper way to make corrections on the Monies Collected forms."</p> <p>Principal Responsible: Edith Jarrell</p>

Finding		Handbook Policy	Management's Response
2	Cash Disbursements		
	1 of 5 disbursements selected for testing indicated the purchase was made prior to Principal approval on Purchase Requisition Form.	Section 5.02(a)(i): "A person requesting disbursement prepares the top section of the Purchase Requisition form, which must be authorized by the principal prior to the purchase commitment."	<p>Response: "These issues have been addressed and all staff have been reminded of district policy. Every attempt will be made to ensure all purchases are approved and signed in advance."</p> <p>Principal Responsible: Edith Jarrell</p>

SCHOOL: WD HARTLEY ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Yearbooks		
<p>We were unable to agree yearbook reconciliation to support. Sales made after June 30, 2015, were included on reconciliation.</p>		<p>Section 9.04(a)(i) states that if yearbooks are sold by a school, then the yearbook class sponsor shall maintain specified required information.</p>	<p>Response: "The auditor was unable to reconcile the yearbook account because of the additional books that were sold after June 30th. The balance of these yearbook funds was incorrectly added to the reconciliation form. Our yearbooks did balance, and we confirmed the correct number of books left over. The issue was due to an error on the form."</p> <p>Principal Responsible: Joy Taylor</p>

Finding		Handbook Policy	Management's Response
2	Fundraiser		
<p>For the fundraiser selected for testing, certain receipts were coded to "Fundraiser" while some were coded to "Misc."</p>		<p>Section 3.01(a)(ii) states that separate accounts be maintained when it is good business practice to separately monitor financial status of activities.</p>	<p>Response: "Fifth graders had a car wash to raise funds for their end of the year trip. They asked for donations instead of charging a certain amount for the event. Because of this, one of the monies collected forms was deposited as a "donation", and this was not caught until the end of the year when balancing the fund raiser paperwork. We will be more careful in the future to record the funds correctly."</p> <p>Principal Responsible: Joy Taylor</p>

SCHOOL: THE WEBSTER SCHOOL

Finding		Handbook Policy	Management's Response
1	Cash Receipts		
	Cash receipts were not issued to students on 1 of 5 transactions selected for testing.	Section 4.01(b)(iii) states a cash receipt must be issued for all monies received of \$10.00 or more.	<p>Response: "The teacher that failed to write the receipts is currently on a year's leave but upon her return the issue will be addressed with her in writing to stress the importance of making this correction immediately."</p> <p>Principal Responsible: Bethany Nelson-Mitidieri</p>