

St. Johns County School District

Statement of Fiduciary Net Position and
Note to the Financial Statement
June 30, 2016

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Independent Auditor's Report

The Audit Committee of the St. Johns County School District and
Michael Degutis, Chief Financial Officer
St. Augustine, Florida

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 St. Johns County School District (the District) as of June 30, 2016, 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 a 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 *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 fiduciary net position arising from cash transactions of the Internal Accounts of the District, as of June 30, 2016, on the basis of accounting described in Note 1.

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, 2016, 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 statement.

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 November 28, 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
November 28, 2016

St. Johns County School District

**Statement of Fiduciary Net Position
Internal Accounts Agency Fund – Cash Basis
June 30, 2016**

Assets

Cash and cash equivalents	<u>\$ 4,055,294</u>
Total assets	<u><u>\$ 4,055,294</u></u>

Liabilities

Internal accounts payable	<u>\$ 4,055,294</u>
Total liabilities	<u><u>\$ 4,055,294</u></u>

See note to financial statement.

Note 1. Summary of Significant Accounting Policies

General description: The governing body of the St. Johns County School District (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, 2016, 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

St. Johns County School District

Combining Schedule of Changes in Total Assets by Activity
Internal Accounts Agency Fund – Cash Basis
Year Ended June 30, 2016

School/Location	Balance July 1, 2015	Additions	Deductions	Balance June 30, 2016
Bartram Trail High School	\$ 224,423	\$ 958,245	\$ 836,406	\$ 346,262
Creekside High School	480,379	890,852	902,472	468,759
Crookshank Elementary School	44,069	222,482	234,501	32,050
Cunningham Creek Elementary School	96,434	618,724	653,219	61,939
District Designated Accounts	96,824	113,731	94,962	115,593
Durbin Creek Elementary School	96,664	272,646	273,524	95,786
Fruit Cove Middle School	52,804	303,959	296,625	60,138
Gaines Alternative (at Hamblen)	28,886	3,225	8,726	23,385
Gamble Rogers Middle School	137,183	223,915	274,337	86,761
Hickory Creek Elementary School	49,216	361,377	372,901	37,692
Julington Creek Elementary School	112,322	641,413	653,373	100,362
See note to financial statement.	30,646	240,296	247,422	23,520
Landrum Middle School	80,167	195,709	180,929	94,947
Liberty Pines Academy	147,330	658,464	651,873	153,921
Mill Creek Elementary School	29,555	402,508	397,110	34,953
Nease High School	211,428	747,184	661,334	297,278
Ocean Palms Elementary School	13,003	287,041	225,188	74,856
Osceola Elementary School	41,654	163,297	157,205	47,746
Otis Mason Elementary School	37,737	309,468	291,243	55,962
Pacetti Bay Middle School	89,045	398,289	405,395	81,939
Palencia Elementary School	55,694	105,541	96,899	64,336
Patriot Oaks Academy	20,424	639,272	623,087	36,609
Pedro Menendez High School	118,369	303,116	302,355	119,130
Ponte Vedra High School	276,604	618,505	540,997	354,112
PVPV/Rawlings Elementary School	49,024	423,970	400,514	72,480
RB Hunt Elementary School	67,371	325,961	332,765	60,567
RJ Murray Middle School	20,914	158,420	155,995	23,339
Sebastian Middle School	55,020	143,607	134,642	63,985
South Woods Elementary School	51,345	128,406	123,797	55,954
St. Augustine High School	200,654	516,797	557,927	159,524
St. Johns Tech High School	4,357	27,771	22,727	9,401
Switzerland Point Middle School	180,874	530,091	526,507	184,458
The Webster School Elementary School	39,364	63,367	61,421	41,310
Timberlin Creek Elementary School	172,581	722,211	689,220	205,572
Valley Ridge Academy	41,912	726,875	695,979	72,808
Wards Creek Elementary School	72,705	330,012	308,070	94,647
WD Hartley Elementary School	130,877	45,630	33,294	143,213
Total assets	\$ 3,657,858	\$ 13,822,377	\$ 13,424,941	\$ 4,055,294

**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**

Independent Auditor's Report

The Audit Committee of the St. Johns County School District and
Michael Degutis, Chief Financial Officer
St. Augustine, 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 requirements of the State Board of Education Rule 6A-1.087, Florida Administrative Code; and *Financial and Program Cost Accounting and Reporting for Florida Schools* (the Red Book), issued by the State of Florida Department of Education, the accompanying statement of fiduciary net position arising from cash transactions of the internal accounts agency fund (Internal Accounts) of the St. Johns County School District (the District) as of June 30, 2016, 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 November 9, 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 November 9, 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 the St. Johns County School Board Members, 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
November 28, 2016

St. Johns County School District

Internal Accounts Agency Fund
Management Letter
June 30, 2016



Management Letter

RSM US LLP

The Audit Committee of the St. Johns County School District and
Michael Degutis, Chief Financial Officer
St. Augustine, Florida

Attention: Committee Members and Mr. Degutis

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, 2016, in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* issued by the Comptroller General of the United States; the requirements of the State Board of Education Rule 6A-1.087, Florida Administrative Code; and *Financial and Program Cost Accounting and Reporting for Florida Schools* (the Red Book), issued by the State of Florida Department of Education. 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 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 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.

Included in Attachment A are descriptions of other identified control deficiencies that we determined did not constitute significant deficiencies or material weaknesses.

RSM US LLP

Jacksonville, Florida
November 28, 2016

SCHOOL: BARTRAM TRAIL HIGH SCHOOL

Finding		Handbook Policy	Management's Response
1	Chart of Accounts		
During testing of fundraising activity, RSM noted 3 sponsorships which were incorrectly coded as fundraisers.		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.	Response: "Bookkeeper, in the future, will properly differentiate coding between fundraisers and sponsorships. Bookkeeper will seek instructions on how to correct a miscoded receipt if human error were to occur." Principal Responsible: Chris Phelps

Finding		Handbook Policy	Management's Response
2	Fundraising		
During testing of fundraising activity, RSM noted fundraising events which were not documented on the District "Fundraising Activity" form.		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."	Response: "All sponsors will complete a fundraising form and receive approval prior to beginning the fundraising activity. Bookkeeper will keep all fundraising records on file." Principal Responsible: Chris Phelps

SCHOOL: CREEKSIDE HIGH SCHOOL

Finding		Handbook Policy	Management's Response
1	Donations		
During testing of donations, RSM noted donations under \$3,000 which were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052.	<p>Response: "Donations above the noted threshold were handled according to District guidelines. Donations below the \$3,000 threshold varied from \$1 to \$2,500, with the vast majority at or below \$100. We recall discussion to address a cap relative to the need for a written principal approval but no further directive. Perhaps a signature field on the monies collected form could be added for donations to eliminate the need for yet additional forms and paperwork. Considering the multitude of small donations, streamlining the process would be beneficial for both the bookkeepers and principals."</p> <p>Principal Responsible: Randy Johnson</p>

Finding		Handbook Policy	Management's Response
2	Fundraisers and Chart of Accounts		
<p>During testing of fundraising activity, RSM noted 5 fundraising receipts coded as donations. RSM also noted other revenue sources erroneously coded as fundraisers.</p> <p>As a result of the coding errors, RSM noted these fundraising events were not documented on the District "Fundraising Activity" form.</p>		<p>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> <p>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>	<p>Response: "The difference between acceptance of donations and fund raising activities to accept donations is agreeably a challenge. Protocol regarding fund raising activities has already been addressed with athletic sponsors and will be reviewed by class and club sponsors as well."</p> <p>Principal Responsible: Randy Johnson</p>

SCHOOL: CREEKSIDE HIGH SCHOOL (CONTINUED)

Finding		Handbook Policy	Management's Response
3		Safe	
Safe combination was due to be changed August 2015 based on the 3 year rule in the handbook. Safe combination had not been changed as of August 2016.		Section 2.08(d): "The safe combination shall be changed whenever there is a change in administrative personnel and/or bookkeeper or at the end of every third year..."	<p>Response: "There have been no changes in administrative staff with access to the safe combination. However the portion of the guideline with respect to "every third year" indeed was not observed. We will schedule our vendor to update the combination accordingly."</p> <p>Principal Responsible: Randy Johnson</p>

Finding		Handbook Policy	Management's Response
4	Repeat	Tickets	
RSM noted two tickets which were unaccounted for in the ticket roll selected for testing.		Section 4.04(a)(x): "The bookkeeper shall verify the accuracy of the ticket sales documentation..."	<p>Response: "The ticket report referenced was verified as two tickets short of actual sales reported. Occasional variances will occur as volunteers are typically assisting with gate ticketing. This is fortunately the exception to the rule but will occur from time to time. Protocol will however be reviewed by staff assisting volunteers with this procedure."</p> <p>Principal Responsible: Randy Johnson</p>

SCHOOL: CROOKSHANK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Repeat	Returned Checks	
As of June 30, 2016, accounts receivable total on Cash Balance Report and NSF check listing had a variance of \$90.		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."	Response: "This item is currently being researched by Checkredi to see if the NSF refund check was ever deposited by CES, since it was during the transition of bookkeepers during that timeline between February and March 2015." Principal Responsible: Dr. Paul Goricki

Finding		Handbook Policy	Management's Response
2		Authorization of Disbursements	
2 of 5 disbursements selected for testing were missing a purchase order.		Section 5.03(e) states "All disbursements require a system generated purchase order..."	Response: "There was confusion regarding processing of refunds, moving forward will ensure guidelines are followed." Principal Responsible: Dr. Paul Goricki

Finding		Handbook Policy	Management's Response
3		Authorization of 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."	Response: "Moving forward it will be ensured that all requests will have an approved Purchase Request form attached." Principal Responsible: Dr. Paul Goricki

SCHOOL: CROOKSHANK ELEMENTARY (CONTINUED)

Finding		Handbook Policy	Management's Response
4	Chart of Accounts		
1 of 5 disbursements selected for testing was coded to the wrong subaccount.		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: "This receipt was coded to Kindergarten but noted in description as VPK with Teacher's name for a one time on campus event Field Study fee. Moving forward I will request a line to be created."</p> <p>Principal Responsible: Dr. Paul Goricki</p>

Finding		Handbook Policy	Management's Response
5	Donations		
During testing of donations, RSM noted donations under \$3,000 which were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	<p>Response: "During Bookkeeper's move to a new office location, this file could not be located readily. Once located donation forms were sent to Auditor for review, only one could not be located. Moving forward Donation Forms will be uploaded and filed electronically."</p> <p>Principal Responsible: Dr. Paul Goricki</p>

Finding		Handbook Policy	Management's Response
6	Yearbook		
<p>Yearbook Reconciliation was out of balance. Reconciliation does not agree to supporting documentation.</p> <p>Re-performance of Yearbook Reconciliation resulted in a negative output of "Yearbooks Remaining on Hand". Physical count of yearbooks was zero.</p>		Section 9.04(a)(ii)(3): "The secretary/bookkeeper should review the yearbook reconciliation for accuracy and completeness. 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: "At present researching for conclusion. Yearbook collection of fees and payment to Leonards match and all Yearbook distribution and donations were documented."</p> <p>Principal Responsible: Dr. Paul Goricki</p>

SCHOOL: CUNNINGHAM CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Cash Disbursements		
Sales tax was reimbursed on a purchase made by an employee.		Section 5.04(b): "Sales tax will not be reimbursed on purchases made and paid for personally by teachers or sponsors."	Response: "Ms. Hughes and I have reviewed Section 5.04(b) and we understand that sales tax will not be reimbursed for purchases made and paid for personally by teachers or sponsors." Principal Responsible: Jud Strickland

Finding		Handbook Policy	Management's Response
2	Monies Collected Form		
1 of 5 deposits selected for testing contained a "report of money collected" which did not indicate the form of payment. Therefore, we were unable to determine if the deposit remained intact.		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."	Response: "I will review with Ms. Hughes to ensure that all monies collected indicate the form of payment so that the deposit remains intact." Principal Responsible: Jud Strickland

SCHOOL: CUNNINGHAM CREEK ELEMENTARY (CONTINUED)

Finding		Handbook Policy	Management's Response
3	Repeat	Extended Day	
The student selected for testing had late payments which resulted in the student attending the extended day program prior to payments. RSM also noted the student had an outstanding balance as of the audit date.		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: "Our Extended Day Director has corrected the situation with the student that had an outstanding balance. We have reviewed together 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" to ensure that it does not happen again."</p> <p>Principal Responsible: Jud Strickland</p>

Finding		Handbook Policy	Management's Response
4		Extended Day	
1 of 4 quarterly principal audits was 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: "I have reviewed 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." I have met with our Extended Day Director and we have a plan in place to ensure all four quarterly audits occur."</p> <p>Principal Responsible: Jud Strickland</p>

SCHOOL: CUNNINGHAM CREEK ELEMENTARY (CONTINUED)

Finding		Handbook Policy	Management's Response
5	Chart of Accounts		
Revenue from 1 of the 3 fundraisers was improperly coded.	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: "Ms. Hughes and I have reviewed the District chart of accounts along with a listing of object codes to be used for receipts and disbursements. We will make sure proper object codes are used to ensure revenue and expenditure activity is properly stated."</p> <p>Principal Responsible: Jud Strickland</p>

SCHOOL: DURBIN CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Repeat	Authorization of Expenditures/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."	Response: "The bookkeeper will ensure that all purchases have prior approval from the Principal." Principal Responsible: Angie Fuller

Finding		Handbook Policy	Management's Response
2		Donations	
During testing of donations, RSM noted donations under \$3,000 which were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	Response: "The bookkeeper will begin obtaining signatures of approval from the principal on the District donation approval form for all donations received." Principal Responsible: Angie Fuller

Finding		Handbook Policy	Management's Response
3		Extended Day	
Principal did not perform one of the quarterly audits.		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."	Response: "The bookkeeper will ensure that the quarterly audits are performed in a timely manner per the Internal Accounts Handbook." Principal Responsible: Angie Fuller

Finding		Handbook Policy	Management's Response
4		Bank Reconciliation	
2 outstanding checks on June 2016 bank reconciliation were dated prior to 2015.		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...'"	Response: "The bookkeeper will take necessary steps to remit the outstanding checks to the State of Florida." Principal Responsible: Angie Fuller

SCHOOL: FRUIT COVE MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Chart of Accounts		
During testing of fundraising activity and donations, RSM noted that 2 of the 6 fundraisers were not coded correctly.		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: "I have discussed your finding with Mrs. Doolittle, FCMS bookkeeper, and she will strive to be more accurate with coding fund raisers and donations correctly."</p> <p>Principal Responsible: Lynn O'Connor</p>

SCHOOL: GAINES ALTERNATIVE

Finding		Handbook Policy	Management's Response
1	Bank Reconciliation		
June 30, 2016 bank reconciliation was not properly reconciled. The bank reconciliation reported a cash balance of \$1,000 higher than the general ledger balance.		Section 2.07(d)(iv): "The following financial reports, signed by the principal, shall also be maintained on file at the school: [...] Monthly bank reconciliations, including supporting detail for reconciling items ..."	Response: "Bank reconciliation was corrected with assistance from District Bookkeeper." Principal Responsible: Patricia McMahon

Finding		Handbook Policy	Management's Response
2	Cash Disbursements		
Sales tax was reimbursed on a purchase made by an employee.		Section 5.04(b): "Sales tax will not be reimbursed on purchases made and paid for personally by teachers or sponsors."	Response: "Section 5.04 (b) was reviewed with bookkeeper for clarification." Principal Responsible: Patricia McMahon

SCHOOL: HICKORY CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1		Cash Disbursements	
1 of 5 disbursements was not considered timely.		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.	Response: "Payments are normally made in a timely manner. Every attempt will be made to process payments upon receipt." Principal Responsible: Bethany Groves

Finding		Handbook Policy	Management's Response
2	Repeat	Monies Collected Form	
1 of 5 deposits selected for testing did not remain intact. Cash total and check total from the report of monies collected did not agree to the deposit slip.		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."	Response: "Every attempt is made on a daily basis to ensure that cash and checks balance. I will continue to attempt to reconcile monies correctly." Principal Responsible: Bethany Groves

Finding		Handbook Policy	Management's Response
3		Donations	
During testing of donations, RSM noted donations under \$3,000 which were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	Response: "Effective immediately, all donations will be on the required form." Principal Responsible: Bethany Groves

Finding		Handbook Policy	Management's Response
4		Extended Day	
The extended day program fee schedule allows for 10 equal monthly payments. The payment dates for these payments results in students attending the program prior to 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."	Response: "A new schedule of fees is now in place." Principal Responsible: Bethany Groves

SCHOOL: HICKORY CREEK ELEMENTARY (CONTINUED)

Finding		Handbook Policy	Management's Response
5	Repeat	Extended Day	
The student selected for testing attended prior to paying for services on multiple occasions.		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."	Response: "A new schedule of fees is now in place so that all fees are paid prior to service." Principal Responsible: Bethany Groves

Finding		Handbook Policy	Management's Response
6		Chart of Accounts	
Extended Day expenditures were coded as revenues. This resulted in significantly low activity in the Extended Day Fund on the school's financial reports.		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.	Response: "Extended Day expenditures will be coded correctly." Principal Responsible: Bethany Groves

Finding		Handbook Policy	Management's Response
7		Support for Expenditures/Disbursements	
Bookkeeper was unable to provide a copy of the District Field Study form for a field trip.		Section 4.06(a): "Field studies must be authorized by the principal on the District authorized Field Studies form (Type A, B, or C) in accordance with the District Field Study Handbook prescribed by the District Risk Management Office."	Response: "Effective immediately, field trip request forms will be attached with materials requisition forms." Principal Responsible: Bethany Groves

Finding		Handbook Policy	Management's Response
8		Fundraisers and Chart of Accounts (2)	
Ten fundraisers were incorrectly coded as donations. As a result of the miscoding, fundraiser forms were not completed.		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. 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."	Response: "If we determine a project is a fundraiser, appropriate forms and budget coding will be done correctly." Principal Responsible: Bethany Groves

SCHOOL: JULINGTON CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Donations		
	During testing of donations, RSM noted 24 donations under \$3,000 which were not documented on the District "Donation" form.	Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	<p>Response: "All future donations will be supported by the District approved donation form."</p> <p>Principal Responsible: Allison Olson</p>

SCHOOL: KETTERLINUS ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Repeat	Extended Day	
The student selected for testing missed a payment which resulted in student attending the extended day program prior to payment. RSM also noted the student having an outstanding balance as of the date of testing.		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: "Ketterlinus will correct this finding by following the procedures in our handbook. Extended day coordinator will ensure that fees are collected prior to service by providing a pay schedule to parents and adhering to those dates."</p> <p>Principal Responsible: Kathy Tucker</p>

SCHOOL: LANDRUM MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Monies Collected Form		
<p>1 of 5 receipts selected for testing did not have bookkeeper signature, date collected by teacher/sponsor or date received by bookkeeper.</p> <p>Due to the missing documentation, we were unable to determine if the funds were remitted to the bookkeeper timely.</p>		<p>Section 4.01(a)(iv): "The Report of Monies Collected Form shall show:</p> <ul style="list-style-type: none"> (a) Receipt number (b) Actual date collected by the teacher/sponsor (c) Signature of the teacher/sponsor responsible for collecting the money (d) Signature of bookkeeper (e) Date monies were received from the teacher/sponsor and verified by the secretary/bookkeeper [...]" <p>Section 4.02(f): "All funds collected and supporting Report of Monies Collected shall be delivered to the bookkeeper on the day of collection."</p>	<p>Response: "There is a new bookkeeper in place and we will make sure all cash receipts have the proper signatures and dates on them."</p> <p>Principal Responsible: Ryan Player</p>

Finding		Handbook Policy	Management's Response
2	Donations		
<p>During testing of donations, RSM noted that 5 of 10 donations under \$3,000 were not documented on the District "Donation" form.</p>		<p>Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."</p>	<p>Response: "There is a new bookkeeper in place and we will make sure all donations, regardless of the amount, have the proper approval form on file."</p> <p>Principal Responsible: Ryan Player</p>

Finding		Handbook Policy	Management's Response
3	Fundraisers		
<p>During testing of fundraising activity, RSM noted that 5 of 12 fundraising events were not documented on the District "Fundraising Activity" form.</p>		<p>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>	<p>Response: "There is a new bookkeeper in place and we will make sure all fundraisers have the proper fundraising activity forms on file before the event takes place."</p> <p>Principal Responsible: Ryan Player</p>

SCHOOL: LANDRUM MIDDLE SCHOOL (CONTINUED)

Finding		Handbook Policy	Management's Response
4	Bank Reconciliation		
3 outstanding checks on bank reconciliation were dated prior to 2015.	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: "There is a new bookkeeper in place and any outstanding checks that are over a year old will be researched and properly recorded as unclaimed property if necessary."</p> <p>Principal Responsible: Ryan Player</p>

SCHOOL: LIBERTY PINES ACADEMY

Finding		Handbook Policy	Management's Response
1	Authorization of Disbursements		
1 of 5 disbursements selected for testing was missing a purchase order.		Section 5.03(e) states "All disbursements require a system generated purchase order..."	Response: "All documents will be reviewed for purchase requisitions prior to ordering." Principal Responsible: Judith Thayer

Finding		Handbook Policy	Management's Response
2	Authorization of Disbursements		
For 1 of the 5 disbursements selected for testing, the actual purchase exceeded the purchase order amount by more than 10%.		Section 5.02(a)(ii): "The bookkeeper should review invoices prior to processing a check. The total amount on the invoice (goods, services and shipping) shall not exceed more than 10% of the authorized requested amount on the form [...]"	Response: "All purchase orders submissions will be within 10% of actual charges. Additional amounts will require approval prior to purchase." Principal Responsible: Judith Thayer

Finding		Handbook Policy	Management's Response
3	Chart of Accounts		
1 of 5 receipts selected for testing was coded as a disbursement. 1 of 5 receipts 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.	Response: "Codes will be reviewed to ensure accuracy of posting to correct funding line." Principal Responsible: Judith Thayer

Finding		Handbook Policy	Management's Response
4	Fundraisers		
During testing of fundraising activity, RSM noted 1 of the 4 fundraising events was not documented on the District "Fundraising Activity" form.		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."	Response: "Fundraising Activity Forms will accompany all fundraising requests." Principal Responsible: Judith Thayer

SCHOOL: MILL CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Donations		
During testing of donations, RSM noted donations under \$3,000 which were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	Response: "Bookkeeper understands the correct process stated and will follow said process moving forward immediately." Principal Responsible: Amanda Riedl

Finding		Handbook Policy	Management's Response
2	Chart of Accounts		
During testing of donations, RSM noted 1 of the 2 fundraising events was erroneously coded as a donation. As a result of the error, the fundraising event was not documented on the District "Fundraising Activity" form.		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. 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."	Response: "Bookkeeper understands the correct process stated and will follow said process moving forward immediately." Principal Responsible: Amanda Riedl

SCHOOL: NEASE HIGH SCHOOL

Finding		Handbook Policy	Management's Response
1	Cash Disbursements		
2 of 5 disbursements selected for testing were not considered timely.	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.	Response: "These disbursements were transportation costs due the District for athletics paid at the end of each athletic season. I have confirmed with the District that we are not able to do this unless we have an agreement with transportation therefore all athletic transportation invoices will be paid as received by the school." Principal Responsible: Kyle Dresback	

Finding		Handbook Policy	Management's Response
2	Outstanding Checks		
1 outstanding check on the June 30, 2016 bank reconciliation was dated prior to 2015.	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...'"	Response: "Bookkeeper to ensure all outstanding unpaid checks dated more than one year old are to be reported as unclaimed property in a timely manner. This particular outstanding check was inadvertently missed when reporting the unclaimed property for the year." Principal Responsible: Kyle Dresback	

Finding		Handbook Policy	Management's Response
3	Safe		
Safe combination was due to be changed May 2016 based on the 3 year limit. Safe combination had not been changed as of August 2016.	Section 2.08(d): "The safe combination shall be changed whenever there is a change in administrative personnel and/or bookkeeper or at the end of every third year..."	Response: "Safe combination will be changed on 9/8/2016." Principal Responsible: Kyle Dresback	

SCHOOL: OCEAN PALMS ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Fundraisers and Chart of Accounts		
During testing of donations, RSM noted 2 fundraising events which were incorrectly coded as donations.		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.	Response: "Correction has been made to properly code staff activities fund to: due, fees and fines instead of donation budget line."
As a result, RSM noted fundraising events which were not documented on the District "Fundraising Activity Form".		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."	Principal Responsible: Jessica Richardson

Finding		Handbook Policy	Management's Response
2	Extended Day		
The extended day program fee schedule allows for 10 equal monthly payments. The payment dates for these payments results in students attending the program prior to 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."	Response: "Payment schedule has been revised for extended day and is now in compliance."
			Principal Responsible: Jessica Richardson

SCHOOL: OSCEOLA ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Safe		
Safe is accessible to 4 individuals.		Section 2.08(c): [...] Only the principal, bookkeeper, and principal's designee shall have knowledge of the combination."	Response: "Mrs. Burney will change the safe combination and release it to the principal, and extended day coordinator only." Principal Responsible: Tina Waldrop

Finding		Handbook Policy	Management's Response
2	Authorization of Disbursements		
1 of 5 disbursements selected for testing was missing a purchase order.		Section 5.03(e) states "All disbursements require a system generated purchase order..."	Response: "From this point forward, Mrs. Burney will make sure a purchase order is printed for every disbursement that requires one." Principal Responsible: Tina Waldrop

Finding		Handbook Policy	Management's Response
3	Donations		
During testing of donations, RSM noted that the 13 donations observed were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] 2. Proposed gifts of money, supplies, equipment or other personal property of a value between \$3,000 and \$9,999 must be approved by the Superintendent. Gifts accepted in the \$3,000 to \$9,999 category will be reported to the School Board by the Superintendent in a monthly report. 3. Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	Response: "From this point forward, Mrs. Burney will use the required donation form on all donations." Principal Responsible: Tina Waldrop

SCHOOL: OSCEOLA ELEMENTARY (CONTINUED)

Finding		Handbook Policy	Management's Response
4	Fundraisers and Chart of Accounts		
<p>During testing of donations, RSM noted a fundraising event which was coded as a donation.</p> <p>As a result, the fundraising event was not documented on the District "Fundraising Activity Form".</p>		<p>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> <p>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>	<p>Response: "Mrs. Burney will not continue this type of fundraiser this year. The funds generated from this particular event will not be driven through the Sunshine Club which is not affiliated with internal accounts."</p> <p>Principal Responsible: Tina Waldrop</p>

SCHOOL: OTIS MASON ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Donations		
During testing of donations, RSM noted donations under \$3,000 were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	Response: "Handbook policy has been reviewed by bookkeeper and Principal. Moving forward, all donations will be documented on District approval donation form." Principal Responsible: Nigel Pillay

Finding		Handbook Policy	Management's Response
2	Fundraisers and Chart of Accounts		
During testing of fundraising activity and donations, RSM noted other funds which were incorrectly coded as either fundraisers or donations. RSM noted fundraising events which were not documented on the District "Fundraising Activity Form."		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. 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."	Response: "District chart of accounts and object codes have been reviewed by bookkeeper and Principal. Moving forward, all fundraisers will be correctly documented on District authorized Fundraising Activity form." Principal Responsible: Nigel Pillay

Finding		Handbook Policy	Management's Response
3	Extended Day		
Principal did not sign off on quarterly audits for the fiscal year ended June 30, 2016.		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."	Response: "Principal and Extended Day Coordinator will meet quarterly to audit and will document the findings as required." Principal Responsible: Nigel Pillay

Finding		Handbook Policy	Management's Response
4	Extended Day		
Monthly reconciliations between QuickBooks and Internal Accounts were not performed for the school year.		Section 3.01(g)(viii)(a): "The principal is required to perform the following monitoring procedures: Review the attendance schedules, Extended Day revenue schedules, and School accounting system revenue reports, and resolve any variances monthly. This monthly review will be documented by principal, including sign-off and date of review."	Response: "Bookkeeper and Extended Day Coordinator will meet monthly to reconcile and Principal will document and sign off on the findings as required." Principal Responsible: Nigel Pillay

SCHOOL: PACETTI BAY MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1		Donations/Fundraisers and Chart of Accounts	
<p>During testing of fundraising activity and donations, RSM noted not all funds received for these activities were coded correctly.</p> <p>As a result, RSM noted 27 donations and 5 fundraising events not documented on District Donation and Fundraising Activity forms, respectively.</p>		<p>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> <p>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> <p>Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."</p>	<p>Response: "Clarification was provided by auditor during visit regarding the coding of activities. We will in the future code all activity associated with any fundraising form to fundraising and any activity associated to a donation of any type will be coded to donation and a form will be generated."</p> <p>Principal Responsible: Jay Willets</p>

Finding		Handbook Policy	Management's Response
2		Extended Day	
<p>Extended Day fees were not collected in accordance with fee schedule. Late fees were not assessed or collected as stated in program.</p>		<p>Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."</p>	<p>Response: "We will change our procedure to insure all fees are paid in accordance with the handbook and District guidelines."</p> <p>Principal Responsible: Jay Willets</p>

Finding		Handbook Policy	Management's Response
3		Extended Day	
<p>Principal did not sign off on quarterly audits for the fiscal year ended June 30, 2016.</p>		<p>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>	<p>Response: "We will make necessary changes to insure that meetings are held quarterly to review all extended day documentation."</p> <p>Principal Responsible: Jay Willets</p>

SCHOOL: PACETTI BAY MIDDLE SCHOOL (CONTINUED)

Finding		Handbook Policy	Management's Response
4	Extended Day		
Fees collected in the month of February 2016 were remitted to the District on March 18, 2016.		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: "Our school bookkeeper was faced with several computer problems during the 2015 / 2016 school year causing deadlines to occasionally be missed. Bookkeeper was unable to generate checks at this time."</p> <p>Principal Responsible: Jay Willets</p>

SCHOOL: PALENCIA ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Chart of Accounts		
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.	Response: "This was an error in writing the wrong number." Principal Responsible: Allen Anderson

Finding		Handbook Policy	Management's Response
2	Monies Collected Form		
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."	Response: "We believe this was an oversight." Principal Responsible: Allen Anderson

Finding		Handbook Policy	Management's Response
3	Donations		
During testing of donations, RSM noted 1 of 12 donations under \$3,000 which was not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	Response: "This was an oversight as well, during transition of bookkeepers, this donation form was overlooked." Principal Responsible: Allen Anderson

SCHOOL: PATRIOT OAKS ACADEMY

Finding		Handbook Policy	Management's Response
1	Monies Collected Form		
1 of 5 deposits selected for testing did not remain intact. Cash total and check total from the report of monies collected did not agree to the deposit slip.		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."	Response: "The bookkeeper has reinstructed all teachers to accurately count their cash and checks total. Bookkeeper will also carefully verify in a daily matter." Principal Responsible: Emily Harrison

Finding		Handbook Policy	Management's Response
2	Extended Day		
The student selected for testing attended extended day approximately 80 of 180 school days prior to paying 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."	Response: "The Extended Day Coordinator will verify that every student enrolled in Extended Day pays their dues and fees prior to attending the program." Principal Responsible: Emily Harrison

Finding		Handbook Policy	Management's Response
3	Extended Day		
Extended Day fees were not collected in accordance with fee schedule. During the fiscal year ended June 30, 2016, late fees were only imposed 1 out of the 5 times they should have been imposed.		Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."	Response: "The Extended Day Coordinator will collect dues and fees in advance of providing services according to the Constitution of the State of Florida, Article VII, Section 10." Principal Responsible: Emily Harrison

SCHOOL: PEDRO MENENDEZ HIGH SCHOOL

Finding		Handbook Policy	Management's Response
1	Chart of Accounts		
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.	Response: "A journal entry has been processed, the issue has been taken care of." Principal Responsible: Dr. Clay Carmichael

Finding		Handbook Policy	Management's Response
2	Chart of Accounts		
During testing of fundraising activity and donations, RSM noted 4 instances in which other funds were incorrectly coded as either fundraisers or donations.		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.	Response: "All fundraisers and donations will be coded correctly in the future." Principal Responsible: Dr. Clay Carmichael

Finding		Handbook Policy	Management's Response
3	Donations		
During testing of donations, RSM noted 20 donations under \$3,000. These donations were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	Response: "Donations under \$3000.00 will be documented on the District 'Donation' form." Principal Responsible: Dr. Clay Carmichael

Finding		Handbook Policy	Management's Response
4	Bank Reconciliation		
1 outstanding check on bank reconciliation was dated prior to 2015.		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...'"	Response: "Awaiting Unclaimed Property Letter from the check writer. As soon as received this outstanding check will be removed from bank reconciliation." Principal Responsible: Dr. Clay Carmichael

SCHOOL: PONTE VEDRA HIGH SCHOOL

Finding		Handbook Policy	Management's Response
1	Monies Collected Form		
Cash receipts were not issued for 1 of 5 receipts selected for testing.		Section 4.01(b)(iii) states a cash receipt must be issued for all monies received of \$10.00 or more.	Response: "All personnel have been briefed on ensuring a receipt is written for all collections \$10 and above. Each receipt is verified during deposit verification." Principal Responsible: Steve McCormick

Finding		Handbook Policy	Management's Response
2	Fundraisers		
1 fundraiser was not properly recorded on the District "Fundraising Activity" form.		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."	Response: "Fundraising forms are completed for all events prior to event. A donation form is completed for all donation that may be received during event." Principal Responsible: Steve McCormick

Finding		Handbook Policy	Management's Response
3	Tickets		
Ticket Roll selected for testing did not have a "Ticket Control Sheet".		Section 4.04(a): "... 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."	Response: "Ticket Control Sheets from Appendix II, Exhibit 16 have been started for each roll of tickets. Each ticket is being tracked for accountability." Principal Responsible: Steve McCormick

SCHOOL: PVPV RAWLINGS ELEMENTARY

Finding		Handbook Policy	Management's Response
1		Authorization of Expenditures/Disbursements	
2 of 5 disbursements selected for testing indicated the purchase was made prior to Principal's 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."	Response: "Pursuant to Section 5.02(a)(1), Purchase Requisition forms will be authorized by the principal prior to purchase commitment." Principal Responsible: Kathleen Furness

Finding		Handbook Policy	Management's Response
2		Donations	
During testing of donations, RSM noted 4 of 28 donations were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...]" 2. Proposed gifts of money, supplies, equipment or other personal property of a value between \$3,000 and \$9,999 must be approved by the Superintendent. Gifts accepted in the \$3,000 to \$9,999 category will be reported to the School Board by the Superintendent in a monthly report. 3. Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052.	Response: "Pursuant to Article XI, all donations will be approved using the District donation approval form." Principal Responsible: Kathleen Furness

Finding		Handbook Policy	Management's Response
3	Repeat	Extended Day	
The student selected for testing attended prior to the school receiving payment for its services on multiple occasions.		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."	Response: "Pursuant to Article VII, Section 10, every effort is made to collect our fees in advance of attendance. We have moved the due date to the 10th of the month to give a 5 day grace period as payments are due on the 15 th ." Principal Responsible: Kathleen Furness

SCHOOL: PVPV RAWLINGS ELEMENTARY (CONTINUED)

Finding		Handbook Policy	Management's Response
4	Extended Day		
Extended Day fees were not collected in accordance with fee schedule. During the fiscal year ended June 30, 2016, late fees were only imposed 3 out of the 7 times they should have been imposed.		Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."	<p>Response: "The fee schedule for this year has been adjusted to insure the due dates for fees are prior to care provided. This year's fee schedule is attached. Late fees will no longer be waived for hardship to pay on time."</p> <p>Principal Responsible: Kathleen Furness</p>

Finding		Handbook Policy	Management's Response
5	Extended Day		
Principal did not perform quarterly audits throughout the school year.		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: "We used the same quarterly report we have used for the past several years. The Quarterly Report will be revamped according to Article III, VII, a/b in the Internal Accounts Handbook."</p> <p>Principal Responsible: Kathleen Furness</p>

SCHOOL: RB HUNT ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Extended Day		
The student selected for testing attended prior to the school receiving payment for its services on multiple occasions.		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: "We make every effort to collect all monies due before extended day care service is provided. We even collect monies in July for the upcoming school year. Unfortunately there may have been times that students are still left at school when parent is not current. We make every attempt to contact them and get them current, but the bottom line is that we care for children as they are a priority."</p> <p>Principal Responsible: Amanda Garman</p>

SCHOOL: RJ MURRAY MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Cash Receipts		
Based on bookkeeper signature date on Report of Monies Collected, 3 of 5 receipts were not remitted to bookkeeper the day the funds were collected.		Section 4.02(f): "All funds collected and supporting Report of Monies Collected shall be delivered to the bookkeeper on the day of collection."	Response: "Every attempt is made to follow the Internal Accounts Handbook policy regarding the remittance and collection of receipts and monies collected forms. We discussed the appropriate procedures for remittance/ collection of receipts and monies collected forms to ensure deposits are made timely. In the future, this process will be set forth to ensure compliance with the Internal Accounts Handbook."
As a result, the deposits were not made timely.		Section 4.03 (a): "All money collected must be deposited into the checking account via School Board approved courier service as frequently as feasible or as dictated by sound business practices. In any event, funds collected must be deposited within five working days of receipt, whereas working days are defined as District working days and receipts is defined as original collection. All monies on hand prepared for deposit during scheduled courier service pick-up dates should be given to the courier service that day. "	
			Principal Responsible: Tom Schwarm

Finding		Handbook Policy	Management's Response
2	Cash Disbursements		
The voided check selected for testing was not properly defaced nor was the signature area mutilated.		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."	Response: "Every attempt is made to follow the Internal Accounts Handbook policy regarding the appropriate defacing of voided checks. We discussed the appropriate procedures for defacing voided checks. In the future, this process will be set forth to ensure compliance with the Internal Accounts Handbook."
		Redbook: "Voided Check – A check that has been declared void. A check on which an error has been made in writing, such as an incorrect amount, signature, or a discrepancy in the information included. The check is made void by mutilating the signature space and the check is retained."	
			Principal Responsible: Tom Schwarm

SCHOOL: SEBASTIAN MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Cash Disbursements		
Check exceeded the purchase order amount by more than 10%.		Section 5.02(a)(ii): "The bookkeeper should review invoices prior to processing a check. The total amount on the invoice (goods, services and shipping) shall not exceed more than 10% of the authorized requested amount on the form [...]"	<p>Response: "All purchases will have the required 'Purchase Requisition Form' signed by the Principal and reviewed by the Bookkeeper, prior to the expenditure, ensuring the amount on the invoice does not exceed more than 10%."</p> <p>Principal Responsible: Wayne King</p>

Finding		Handbook Policy	Management's Response
2	Fundraisers and Chart of Accounts		
Multiple donations/fundraisers were coded interchangeably resulting in missing fundraiser forms.		<p>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> <p>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>	<p>Response: "Proper Procedures are in place to ensure all fundraiser events are approved in advance and documented on the required District authorized supporting Fundraising Checklist. Every attempt will be made to ensure that the proper object codes are used for both revenue and disbursements."</p> <p>Principal Responsible: Wayne King</p>

Finding		Handbook Policy	Management's Response
3	Extended Day		
Principal did not perform quarterly audits.		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 performed on quarterly basis by the Principal and documented to ensure that the information is correct."</p> <p>Principal Responsible: Wayne King</p>

SCHOOL: SEBASTIAN MIDDLE SCHOOL (CONTINUED)

Finding		Handbook Policy	Management's Response
4	Extended Day		
Monthly reconciliations between QuickBooks and Internal Accounts were not performed for the school year.		Section 3.01(g)(viii)(a): "The principal is required to perform the following monitoring procedures: Review the attendance schedules, Extended Day revenue schedules, and School accounting system revenue reports, and resolve any variances monthly. This monthly review will be documented by principal, including sign-off and date of review."	<p>Response: "Principal will review the attendance sheets, schedules and school accounting system revenue reports and resolve any variances monthly. A monthly review will be documented by Principal, including sign-off and date of review."</p> <p>Principal Responsible: Wayne King</p>

Finding		Handbook Policy	Management's Response
5	Extended Day		
The student selected for testing had late payments which resulted in the student attending the extended day program prior to payment. RSM also noted the student had an outstanding balance as of the audit date.		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: "Principal will ensure all fees for student participation in the Extended Day program are paid in advance prior to the child's attendance."</p> <p>Principal Responsible: Wayne King</p>

SCHOOL: SOUTH WOODS ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Monies Collected Form		
1 of 5 receipts selected for testing did not have teacher signature.		Section 4.01(a)(iv): ""The Report of Monies Collected Form shall show: (a) Receipt number (b) Actual date collected by the teacher/sponsor (c) Signature of the teacher/sponsor responsible for collecting the money (d) Signature of bookkeeper (e) Date monies were received from the teacher/sponsor and verified by the secretary/bookkeeper [...]"	Response: "I will be sure to have South Woods staff and bookkeeper make sure to have each receipt signed and follow the handbook policy on issuing cash receipts." Principal Responsible: Randy Kelley

Finding		Handbook Policy	Management's Response
2	Extended Day		
The student selected for testing attended prior to paying for services on multiple occasions.		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."	Response: "I stated to parents when registering students for Extended Day program at South Woods Elementary that including the registration fee they would be responsible for paying one week in advance for the program. I also stated that failure to collect Extended Day fees in advance would result in not being able to participate in the Extended Day program." Principal Responsible: Randy Kelley

Finding		Handbook Policy	Management's Response
3	Extended Day		
Quarterly Principal audits were not performed for all four quarters.		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."	Response: "I will reinforce quarterly Principal audits and will sign each one." Principal Responsible: Randy Kelley

SCHOOL: SOUTH WOODS ELEMENTARY (CONTINUED)

Finding		Handbook Policy	Management's Response
4		Chart of Accounts	
During testing of fundraising activity and donations, RSM noted not all funds received as a result of these activities were coded correctly.		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.	Response: "The proper object code will be used for donations/fundraisers. Each donation/fundraiser will be documented on the District authorized form."
As a result, RSM noted donations and fundraising events not documented on the District "Donation" and "Fundraising Activity" forms, respectively.		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.	Principal Responsible: Randy Kelley

Finding		Handbook Policy	Management's Response
5	Repeat	Bank Reconciliation	
4 outstanding checks on bank reconciliation were dated prior to 2015.		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...'"	Response: "My secretary/bookkeeper will make sure to follow up by sending out District provided unclaimed property letters to keep check on outstanding checks. Unclaimed property will be presumed abandoned and will be reported to the State of Florida."
			Principal Responsible: Randy Kelley

SCHOOL: ST. JOHNS TECHNICAL HIGH SCHOOL

Finding		Handbook Policy	Management's Response
1	Repeat	Chart of Accounts	
During testing of donations, RSM noted a grant which was incorrectly coded as a donation.		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.	Response: "We will refer to the chart of accounts when submitting object codes to make sure we are submitting to the correct activity." Principal Responsible: Cynthia Williams

Finding		Handbook Policy	Management's Response
2		Fundraisers	
During testing of fundraising activity, RSM noted 1 of 21 fundraising events was not documented on the District "Fundraising Activity" form.		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."	Response: "We will make sure all sponsors will complete and return all fundraising forms to the bookkeeper when the event has ended." Principal Responsible: Cynthia Williams

Finding		Handbook Policy	Management's Response
3		Bank Reconciliation	
1 outstanding check on bank reconciliation was dated prior to 2015.		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...'"	Response: "We will submit this check to unclaimed property." Principal Responsible: Cynthia Williams

SCHOOL: SWITZERLAND POINT MIDDLE SCHOOL

Finding		Handbook Policy	Management's Response
1	Monies Collected Form		
1 of 5 deposits selected for testing did not remain intact. Cash total and check total from the report of monies collected did not agree to the deposit slip.		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."	Response: "Deposits will be secured more properly, so they will remain intact. The cash total and check total from the report of monies collected will agree on future deposits." Principal Responsible: Lisa Kunze

Finding		Handbook Policy	Management's Response
2	Fundraisers and Chart of Accounts		
During testing of donations, RSM noted 3 fundraising events which were erroneously coded as donations. As a result of the error, the fundraising events were not documented on the District "Fundraising Activity" form.		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. 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."	Response: "Fundraisers will not be coded as donations." Principal Responsible: Lisa Kunze

Finding		Handbook Policy	Management's Response
3	Fundraisers		
During our testing of fundraising activity, RSM noted 5 of the 10 Fundraising Activity forms were not finalized or approved by the Principal after the fundraising event was over.		Section 3.01(b)(vi): "A financial report shall be filed with the principal at the close of each fundraising activity, in accordance with Section 4.05 of this handbook. To accommodate collection of data for this report, a separate account for the activity may be established. The organization sponsor shall participate, along with the bookkeeper, in the designation of transactions to be recorded in each of the organization's accounts."	Response: "Fundraising report forms will be completed before and after each fundraiser to include signature of the principal." Principal Responsible: Lisa Kunze

Finding		Handbook Policy	Management's Response
4	Tickets		
RSM noted two tickets which were unaccounted for in the ticket roll selected for testing. The Ticket Control Sheet did not agree to the Report of Tickets Sold.		Section 4.04(a)(x): "The bookkeeper shall verify the accuracy of the ticket sales documentation ..."	Response: "All tickets will be accounted for on the ticket control sheet." Principal Responsible: Lisa Kunze

SCHOOL: TIMBERLIN CREEK ELEMENTARY SCHOOL

Finding		Handbook Policy	Management's Response
1	Frequency of Deposits		
1 of 5 cash receipts selected for testing was not deposited in a timely manner.		<p>Section 4.02(f): "All funds collected and supporting Report of Monies Collected shall be delivered to the bookkeeper on the day of collection."</p> <p>Section 4.03 (a): "All money collected must be deposited into the checking account via School Board approved courier service as frequently as feasible or as dictated by sound business practices. In any event, funds collected must be deposited within five working days of receipt, whereas working days are defined as District working days and receipts is defined as original collection. All monies on hand prepared for deposit during scheduled courier service pick-up dates should be given to the courier service that day. "</p>	<p>Response: "All staff shall be reminded of the importance of delivering all funds to the bookkeeper on the day of collection. Bookkeeper shall deposit all funds within five working days of receipt."</p> <p>Principal Responsible: Traci Hemingway</p>

Finding		Handbook Policy	Management's Response
2	Donations		
5 of the 5 donations observed under \$3,000 were not approved using the District donation approval form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	<p>Response: "Bookkeeper will ensure all documentation is properly completed for donations."</p> <p>Principal Responsible: Traci Hemingway</p>

Finding		Handbook Policy	Management's Response
3	Chart of Accounts		
The revenue for the fundraiser selected was coded to multiple object codes other than fundraiser.		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: "Bookkeeper will ensure all coding between donations and commissions are done correctly."</p> <p>Principal Responsible: Traci Hemingway</p>

SCHOOL: TIMBERLIN CREEK ELEMENTARY SCHOOL (CONTINUED)

Finding		Handbook Policy	Management's Response
4		Bank Reconciliation	
1	outstanding check on bank reconciliation was dated prior to 2015.	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: "With the aid of District Bookkeeper, said outstanding check has been removed from bank reconciliation."</p> <p>Principal Responsible: Traci Hemingway</p>

Finding		Handbook Policy	Management's Response
5	Repeat	Extended Day	
	Extended Day fees were not collected in accordance with fee schedule. During the fiscal year ended June 30, 2016, late fees were not imposed 3 times they should have been imposed for the student selected for testing.	Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."	<p>Response: "Revisions have been made to fee schedule, Policies and Procedures and methods of communication to users. Discussions have been held with Extended Day Coordinator to ensure late fees are charged."</p> <p>Principal Responsible: Traci Hemingway</p>

SCHOOL: VALLEY RIDGE ACADEMY

Finding		Handbook Policy	Management's Response
1	Repeat	Authorization of Expenditures/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..."	Response: "Every requisition will have a completed PO attached moving forward." Principal Responsible: Sandra McMandon

Finding		Handbook Policy	Management's Response
2	Repeat	Extended Day	
Principal did not perform the required quarterly audits.		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."	Response: "New principal will conduct quarterly audits." Principal Responsible: Sandra McMandon

Finding		Handbook Policy	Management's Response
3	Repeat	Extended Day	
The student selected for testing had late payments which resulted in the student attending the extended day program prior to payment.		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."	Response: "Extended day coordinator will collect payment priors to students attending the program." Principal Responsible: Sandra McMandon

SCHOOL: VALLEY RIDGE ACADEMY (CONTINUED)

Finding		Handbook Policy	Management's Response
4	Extended Day		
Extended Day fees were not collected in accordance with fee schedule. During the fiscal year ended June 30, 2016, late fees were imposed 0 out of the 7 times they should have been imposed.		Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."	Response: "Extended Day coordinator will collect late fees in accordance with fee schedule." Principal Responsible: Sandra McMandon

Finding		Handbook Policy	Management's Response
5	Chart of Accounts		
During testing of fundraising activity, RSM noted funds related to fundraising events incorrectly coded as other revenue sources.		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.	Response: "Documentation was from 2014-2015 school year. All fundraising guidelines will be in compliance moving forward." Principal Responsible: Sandra McMandon

SCHOOL: WARDS CREEK ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Extended Day		
Extended Day fees were not collected in accordance with fee schedule. During the fiscal year ended June 30, 2016, late fees were imposed 0 out of the 2 times they should have been imposed.		Section 3.01(g)(viii): "Fees must be reconciled with attendance records and balanced monthly."	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." Principal Responsible: Edie Jarrell

Finding		Handbook Policy	Management's Response
2	Extended Day		
The student selected for testing had late payments which resulted in the student attending the extended day program prior to payment.		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."	Response: "Extended day has revised their policy and calendar so this should not be an issue going forward." Principal Responsible: Edie Jarrell

Finding		Handbook Policy	Management's Response
3	Chart of Accounts		
During testing of fundraising activity, RSM noted 1 of the 7 fundraising events was incorrectly coded as another revenue source.		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.	Response: "Bookkeeper will run and review an Itemized Transaction on fundraiser before closing out the project." Principal Responsible: Edie Jarrell

SCHOOL: WD HARTLEY ELEMENTARY

Finding		Handbook Policy	Management's Response
1	Donations		
During testing of donations, RSM noted 3 of the six donations under \$3,000 were not documented on the District "Donation" form.		Article XI: "The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052."	<p>Response: "Even though we attained the principal's approval through e-mail, we did fail to use the form. We will make that correction and be sure to complete a form for every donation."</p> <p>Principal Responsible: Joy Taylor</p>

Finding		Handbook Policy	Management's Response
2	Donations		
During testing of fundraising activity, RSM noted the one fundraising event was not documented on the District "Fundraising Activity" form.		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: "Donations were taken to raise funds for the Safety Patrols. Our original plan was to accept this as donations so we did not complete the fundraiser paperwork. In the future we will make sure all paperwork is completed."</p> <p>Principal Responsible: Joy Taylor</p>

SCHOOL: THE WEBSTER SCHOOL

Finding		Handbook Policy	Management's Response
1	Donations and Chart of Accounts		
<p>During testing of fundraising activity and donations, we noted 2 grants incorrectly coded as donations and 2 fundraising events incorrectly coded as other revenues.</p> <p>RSM also noted a donation not documented on the District Donation form.</p>		<p>"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> <p>Article XI: ""The donation information and request for approval should be documented on the District approved Donation Form [...] Gifts of money, supplies, equipment or other personal property of a value less than \$3,000 may be accepted by a principal or department head based on the criteria listed in Board Policy 7.052.""</p>	<p>Response: "Ms. Witt and I have reviewed the audit findings stated and the provided recommendations. We will follow these and adhere to the District policy moving forward."</p> <p>Principal Responsible: Bethany Nelson-Mitidieri</p>