# St. Johns County School District Student Activity Special Revenue Fund Audit Executive Summary

October 10, 2023



### **Client Service Team**

Ronald Conrad
Engagement Partner

Brian Liffick
Second Partner
Reviewer

Steve Siegel
Firm Technical Director

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Senior



# **Agenda**

- Results of the Audit
- **Internal Controls**
- Corrected and Uncorrected Misstatements
- Qualitative Aspects of Accounting Practices
- **Independence Considerations**
- Other Required Communications
- **Other Matters**

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

### Results of the Audit

We have audited the financial statements of the Student Activity Special Revenue Fund of the St. Johns County School District (the "District") for the year ended June 30, 2023, and we have issued our report thereon dated October 10, 2023.

We have issued an unmodified opinion on the financial statements.



### **Internal Control Communication**

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

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.

### **Internal Control Communication**

#### **Material Weakness**

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

#### **Significant Deficiency**

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.

No significant deficiencies or material weaknesses are reported.

### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

#### **Corrected Misstatements**

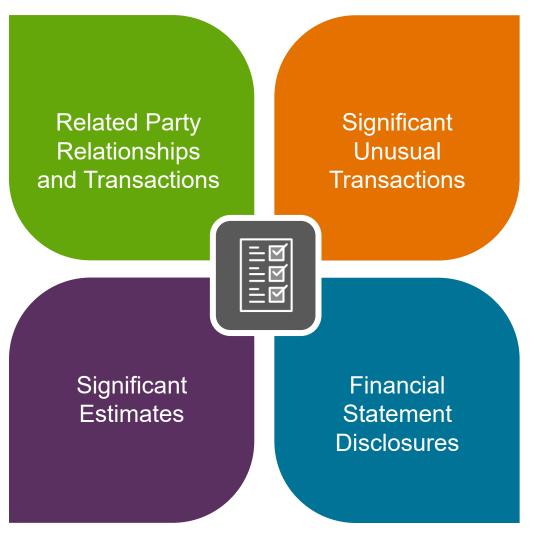
None noted.

#### **Uncorrected Misstatements**

None noted.

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

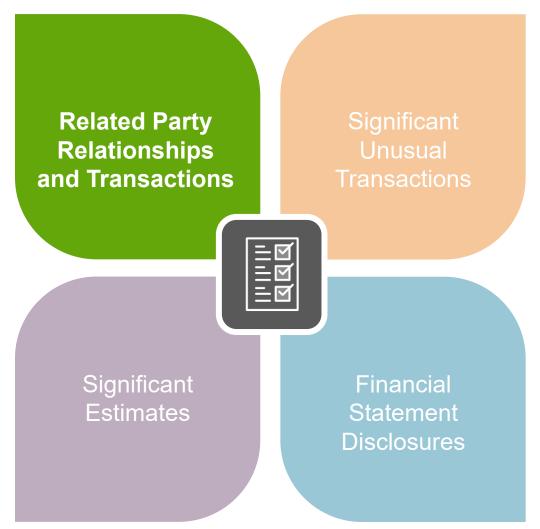
No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no inappropriate accounting policies or practices.



As part of our audit, we evaluated the District's identification of, accounting for, and disclosure of the District's relationships and transactions with related parties as required by professional standards.

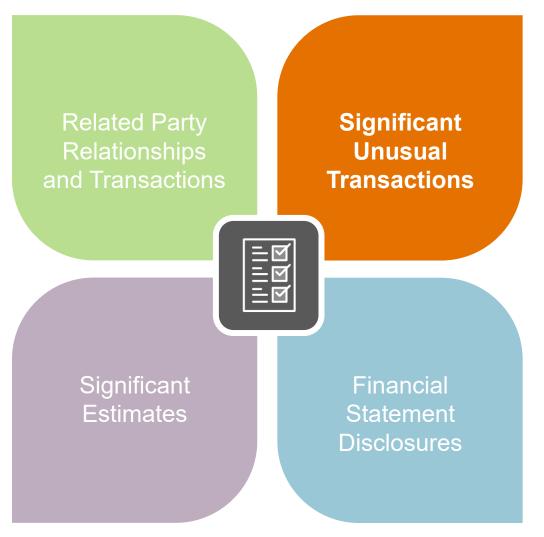
We noted none of the following:

- Related parties or related party relationships or transactions that were previously undisclosed to us;
- Significant related party transactions that have not been approved in accordance with the District's policies or procedures or for which exceptions to the District's policies or procedures were granted;
- Significant related party transactions that appeared to lack a business purpose;
- Noncompliance with applicable laws or regulations prohibiting or restricting specific types of related party transactions;
- Difficulties in identifying the party that ultimately controls the District.

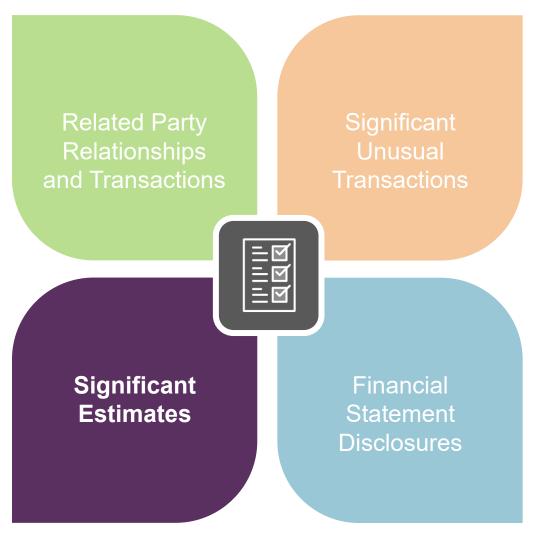


We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

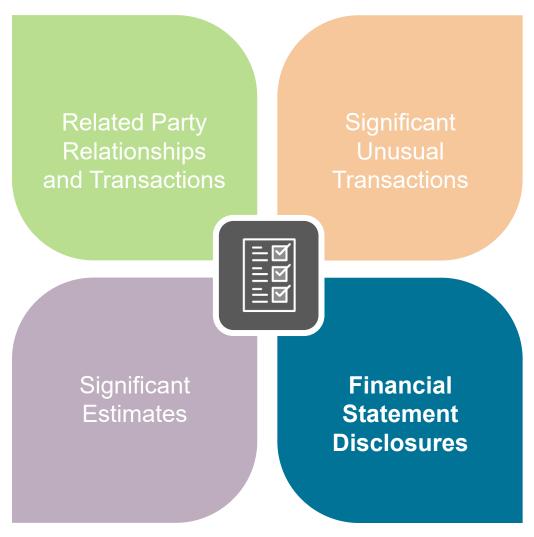
For purposes of this presentation, professional standards define significant unusual transactions as transactions that are outside the normal course of business for the District or that otherwise appear to be unusual due to their timing, size, or nature. We noted no significant unusual transactions during our audit.



No significant accounting estimates noted in the financial statements.



The financial statement disclosures are neutral, consistent, and clear.



# Independence Considerations

#### **Nonattest Services**

- Assist in the preparation of the financial statements and disclosures.
- ▶ For all nonattest services we perform, you are responsible for designating a competent employee to oversee the services, make any management decisions, perform any management functions related to the services, evaluate the adequacy of the services, and accept overall responsibility for the results of the services.

#### **Independence Conclusion**

- ▶ We are not aware of any other circumstances or relationships that create threats to auditor independence.
- ▶ We are independent of the District and have met our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit.

# Other Required Communications

#### Difficulties Encountered

We encountered no significant difficulties in dealing with management in performing and completing our audit.

# Disagreements with Management

Includes
disagreements on a
financial accounting,
reporting, or auditing
matter, whether or not
resolved to our
satisfaction, that could
be significant to the
financial statements or
the auditor's report.

We are pleased to report no such disagreements arose during the course of our audit.

# **Auditor Consultations**

We noted no matters that are difficult or contentious for which the auditor consulted outside the engagement team.

# Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 10, 2023.

# **Other Required Communications**

## **Management Consultations**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations.

To our knowledge, there were no such consultations with other accountants.

# Other Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year.

These discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

# Fraud and Illegal Acts

As of the date of this presentation, no fraud, illegal acts, or violations of laws and regulations noted.

# Going Concern

No events or conditions noted that indicate substantial doubt about the District's ability to continue as a going concern.

### **Other Matters**

#### **Supplementary Information**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.



### Questions

#### **About Cherry Bekaert LLP**

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FINANCIAL STATEMENTS AND SUPPLEMENTAL SCHEDULE

As of and for the Year Ended June 30, 2023

And Reports of Independent Auditor



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#### **Report of Independent Auditor**

To the School Board of St. Johns County, Florida St. Augustine, Florida

#### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the accompanying financial statements of the Student Activity Special Revenue Fund of the School District of St. Johns County, Florida (the "District"), as of and for the year ended June 30, 2023, and the related note to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District's Student Activity Special Revenue Fund as of June 30, 2023, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the District and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Emphasis of Matter**

As discussed in Note 1, the financial statements present only the Student Activity Special Revenue Fund and do not purport to, and do not, present fairly the financial position of the District as of June 30, 2023, and the changes in its financial position, or, where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

#### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for one year beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud
  or error, and design and perform audit procedures responsive to those risks. Such procedures include
  examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that
  raise substantial doubt about the District's ability to continue as a going concern for a reasonable period
  of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements that comprise the District's Student Activity Special Revenue Fund's financial statements. The accompanying combining schedule of changes in total fund balance by school/location for the year ended June 30, 2023 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining schedule of changes in total fund balance by school/location is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 10, 2023, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and other matters. The purpose of that report is solely 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 the effectiveness of the District's internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal controls over financial reporting and compliance.

Orlando, Florida October 10, 2023

Cherry Bekaert LLP

**BALANCE SHEET** 

JUNE 30, 2023

ASSETS	
Cash and cash equivalents	\$ 6,888,689
Accounts receivable	16,335
Due from District	 15,516
Total Assets	\$ 6,920,540
LIABILITIES AND FUND BALANCE	
Liabilities:	
Accounts payable	\$ 17,144
Due to District	 82,835
Total Liabilities	99,979
Fund Balance:	
Restricted for student organizations	6,820,561
Total Fund Balance	 6,820,561
Total Liabilities and Fund Balance	\$ 6,920,540

The accompanying note to the financial statements are an integral part of these statements.

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

YEAR ENDED JUNE 30, 2023

Revenue: Student organization activities Total Revenue	\$ 17,959,323 17,959,323
Expenditures:	
Student organization activities	 17,496,086
Total Expenditures	 17,496,086
Net change in fund balance	463,237
Fund balance, beginning	 6,357,324
Fund Balance, Ending	\$ 6,820,561

NOTE TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

#### Note 1—Nature of operations and 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.

Reporting Entity – 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 the basic financial statements of the District as the Student Activity Special Revenue Fund.

The accompanying financial statements include the balances and activity relating exclusively to the Student Activity Special Revenue Fund of the District; the financial statements do not include any other balance or activity of the District. The accompanying financial statements do not purport to, and do not, present fairly the financial position of the District as of June 30, 2023 or the changes in its financial position for the year then ended.

Measurement Focus and Basis of Accounting – The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures are recorded when a liability is incurred.

Cash - Cash include cash on hand and demand deposits.

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 (the "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.

NOTE TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

#### Note 1—Nature of operations and summary of significant accounting policies (continued)

Revenues – Revenues consist of amounts raised by student organizations through various fundraising activities (yearbook sales, charity events, sporting events, etc.). Revenue is recognized when it is both measurable and available.

Fund Balance – The Student Activity Special Revenue Fund reports fund balance in classifications based on the extent to which it is bound to honor constraints on the specific purposes for which amounts in the fund can be spent. The Student Activity Special Revenue Fund's fund balance is restricted to support student organizations of the District.

### SUPPLEMENTAL SCHEDULE AND OTHER REPORT OF INDEPENDENT AUDITOR

COMBINED SCHEDULE OF CHANGES IN TOTAL FUND BALANCE BY SCHOOL/ LOCATION

JUNE 30, 2023

School/Location	Fund Balance	Revenues	Expenditures	Fund Balance
Bartram Trail High	\$ 485,930	\$ 1,301,319	\$ 1,341,176	\$ 446,073
Beachside High	41,887	614,660	421,393	235,154
Creekside High	767,729	1,550,861	1,473,823	844,767
Crookshank Elementary	26,169	208,473	209,116	25,526
Cunningham Creek Elementary	48,912	493,178	486,598	55,492
District Designated Accounts	372,789	317,078	319,794	370,073
Durbin Creek Elementary	79,367	472,977	463,851	88,493
First Coast Technical College	26,422	14,095	7,936	32,581
Freedom Crossing Academy	92,456	208,589	203,862	97,183
Fruit Cove Middle	124,512	177,597	175,087	127,022
Gaines Alternative (at Hamblen)	27,956	1,968	2,889	27,035
Gamble Rogers Middle	51,768	313,696	307,473	57,991
Hickory Creek Elementary	56,675	342,916	341,816	57,775
Julington Creek Elementary	73,334	613,281	613,301	73,314
Ketterlinus Elementary	54,482	278,327	268,195	64,614
Landrum Middle	117,447	111,865	125,614	103,698
Liberty Pines Academy	103,601	686,980	653,260	137,321
Mill Creek Academy	82,541	383,292	359,442	106,391
Nease High	820,810	1,182,456	1,259,381	743,885
Ocean Palms Elementary	20,795	256,524	260,808	16,511
Osceola Elementary	29,615	178,484	176,137	31,962
Otis Mason Elementary	64,546	379,045	355,405	88,186
Pacetti Bay Middle	130,034	146,459	151,832	124,661
Palencia Elementary	53,791	78,546	69,524	62,813
Palm Valley Academy	81,356	453,805	438,252	96,909
Patriot Oaks Academy	55,231	617,072	617,039	55,264
Pedro Menendez High	288,092	451,202	353,003	386,291
Picolata Crossing Elementary	60,690	86,944	105,048	42,586
Pine Island Academy	27,131	124,118	92,126	59,123
Ponte Vedra High	466,327	816,248	802,419	480,156
PVPV/Rawlings Elementary	62,693	511,235	516,084	57,844
RB Hunt Elementary	85,367	324,903	278,871	131,399
RJ Murray Middle	36,064	74,952	70,251	40,765
Sebastian Middle	43,875	51,693	52,177	43,391
South Woods Elementary	44,176	129,201	130,755	42,622
St. Augustine High	236,410	508,465	546,054	198,821
St. Johns Technical High	28,484	28,718	32,191	25,011
Switzerland Point Middle	195,455	235,519	233,838	197,136
The Webster School Elementary	37,411	30,000	29,776	37,635
Timberlin Creek Elementary	292,293	1,083,351	1,099,307	276,337
Tocoi Creek High	208,859	1,058,537	937,850	329,546
Valley Ridge Academy	184,737	452,143	475,648	161,232
Wards Creek Elementary	77,841	427,434	453,668	51,607
WD Hartley Elementary	91,264	181,117	184,016	88,365



# Report of Independent Auditor 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

To the School Board of St. Johns County, Florida 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, financial statements of the School District of St. Johns County, Florida (the "District") Student Activity Special Revenue Fund, as of and for the year ended June 30, 2023, and the related notes to the financial statements, and have issued our report thereon, dated October 10, 2023.

#### Report on Internal Control over Financial Reporting

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

A 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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's 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.

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 or significant deficiencies may exist that have not been identified.

#### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's Student Activity Special Revenue Fund's financial statements are free of 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 financial statements. 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*.

#### **Purpose of This Report**

Cherry Bekaert LLP

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.

Orlando, Florida

October 10, 2023

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

As of and for the Year Ended June 30, 2023





To the School Board of St. Johns County, Florida St. Augustine, Florida

In planning and performing our audit of the financial statements of the School District of St. Johns County, Florida (the "District") Student Activity Special Revenue Fund as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, we considered the District's internal control over financial reporting ("internal control") as a basis for designing our audit procedures, that are appropriate in the circumstances, for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A 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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or 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 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 or significant deficiencies may exist that have not been identified.

During our audit we became aware of certain matters that are opportunities for strengthening internal control and operating efficiency. Our comments regarding these matters are provided on pages 2 through 45.

We wish to thank the District's finance and accounting personnel and others involved in the conduct of the audit for their courtesy and cooperation.

The purpose of this letter is solely to communicate certain observations that are not considered significant deficiencies or material weaknesses in internal control, but which provide opportunities to improve internal control. Accordingly, this management letter is not suitable for any other purpose.

Orlando, Florida October 10, 2023

Cherry Bekaert LLP

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

#### **Bartram Trail High**

#### **Repeated Comments From Prior Year:**

• None.

#### **Current Year New Comments:**

None.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

#### **Beachside High**

#### **Repeated Comments From Prior Year:**

None.

#### **Current Year New Comments:**

- 1. A check totaling \$1,166 did not contain two authorized signatures. As required by Article II, Section 2.04 of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers shall be kept on file at the school.
- 2. A purchase requisition was not completed prior to the purchase being made for one of the five disbursements tested totaling \$177. As required by Article V, Section 5.02 of the School Internal Accounts Handbook, a purchase requisition form must be completed before an individual makes a purchase, unless exempt, and must be approved by the principal prior to the purchase.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

#### **Creekside High**

#### **Repeated Comments From Prior Year:**

• None.

#### **Current Year New Comments:**

None.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

#### **Crookshank Elementary**

#### **Repeated Comments From Prior Year:**

None.

#### **Current Year New Comments:**

1. For one of the two students selected for Extended Day testing, late fees were not assessed or collected for payments not received in accordance with the program's fee schedule. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the Extended Day program shall be responsible for collection of late fees when prepayment schedules are not met.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

### **Cunningham Creek Elementary**

#### **Repeated Comments From Prior Year:**

1. A receipt totaling \$45 was recorded incorrectly into the general ledger with an expense object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper revenue object code provided in the School District's chart of accounts should be used to record receipt activity to ensure revenue is properly stated.

- 2. A purchase requisition was not completed prior to the purchase being made for one of the five disbursements tested totaling \$40. As required by Article V, Section 5.02 of the School Internal Accounts Handbook, a purchase requisition form must be completed before an individual makes a purchase, unless exempt, and must be approved by the principal prior to the purchase.
- 3. Proper approval was not provided for one of the journal entries tested. As required by Article VI, Section 6.03 of the School Internal Accounts Handbook, a journal entry form is required to be signed off by the principal and the person preparing the journal entry.
- 4. The listing of outstanding checks contained three outstanding checks totaling \$136 dated prior to December 31, 2021. As required by Article VI, Section 6.06 of the School Internal Accounts Handbook, any outstanding unpaid check carried on the bank reconciliation dated more than one year prior to year-end is unclaimed property, presumed to be abandoned, and is required to be reported and remitted to the State of Florida at the end of the dormancy period.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **District Designated Accounts**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. Two receipts totaling \$600 were recorded incorrectly into the general ledger with an expense object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper revenue object code provided in the School District's chart of accounts should be used to record receipt activity to ensure revenue is properly stated.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Durbin Creek Elementary**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. A purchase requisition was not completed prior to the purchase being made for one of the five disbursements tested totaling \$103. As required by Article V, Section 5.02 of the School Internal Accounts Handbook, a purchase requisition form must be completed before an individual makes a purchase, unless exempt, and must be approved by the principal prior to the purchase.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## First Coast Technical College

## **Repeated Comments From Prior Year:**

1. For one of the five receipts tested totaling \$193, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.

#### **Current Year New Comments:**

• None.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Freedom Crossing Academy**

## **Repeated Comments From Prior Year:**

1. A check totaling \$177 did not contain two authorized signatures. As required by Article II, Section 2.04 of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers shall be kept on file at the school.

## **Current Year New Comments:**

• None.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Fruit Cove Middle**

## **Repeated Comments From Prior Year:**

• None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Gaines Alternative (At Hamblen)**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Gamble Rogers Middle**

#### **Repeated Comments From Prior Year:**

None.

- 1. A student receipt was not properly voided. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, voided receipts must be marked as void and retained in the school receipt book for audit purposes.
- 2. For one of the five receipts tested totaling \$132, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.
- 3. There was no Ticket Control Sheet for one of the ticket sales tested. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, proper documentation of the Ticket Control Sheets will list a full inventory of tickets on hand at the end of the school year. The principal should sign off on the ticket inventory after reconciliation.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Hickory Creek Elementary**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Julington Creek Elementary**

#### **Repeated Comments From Prior Year:**

1. For two of the five receipts tested totaling \$20,524, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.

#### **Current Year New Comments:**

2. The Fundraising Activity form was not completed correctly for one of the fundraisers tested. As required by Article IV, Section 4.05 of the School Internal Accounts Handbook, all fundraising requests shall be documented on a District authorized Fundraising Activity form accompanied by the District authorized supporting Fundraising Checklist.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

#### **Ketterlinus Elementary**

#### **Repeated Comments From Prior Year:**

None.

- A disbursement totaling \$583 was recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.
- 2. For one of the five receipts tested totaling \$610, funds were not deposited within five working days of receipt. As required by Article IV, Section 4.03 of the School Internal Accounts Handbook, all funds collected must be deposited no later than five working days after receipt.
- 3. Proper approval was not provided for one of the journal entries tested. As required by Article VI, Section 6.03 of the School Internal Accounts Handbook, a journal entry form is required to be signed off by the principal and the person preparing the journal entry.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Landrum Middle**

#### **Repeated Comments From Prior Year:**

None.

- 1. For one of the five receipts tested totaling \$750, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.
- 2. Four checks totaling \$1,006 did not contain two authorized signatures. As required by Article II, Section 2.04 of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers shall be kept on file at the school.
- 3. The donation approval form was not completed correctly for two of the donations tested. As required by Article XI, Section 11.01 of the School Internal Accounts Handbook, all approved gifts or donations received shall be documented on a District authorized donation form.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Liberty Pines Academy**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

#### Mill Creek Academy

#### **Repeated Comments From Prior Year:**

1. The Fundraising Activity form was not completed for one of the fundraisers tested. As required by Article IV, Section 4.05 of the School Internal Accounts Handbook, all fundraising requests shall be documented on a District authorized Fundraising Activity form accompanied by the District authorized supporting Fundraising Checklist.

- 2. For one of the five receipts tested totaling \$360, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.
- 3. Report of Monies Collected ("ROMC") forms were not completed correctly for three of the five receipts tested totaling \$8,301. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, the ROMC is required to be completed correctly each day funds are collected.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Nease High**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. Four checks totaling \$21,625 did not contain two authorized signatures. As required by Article II, Section 2.04 of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers shall be kept on file at the school.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Ocean Palms Elementary**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## Osceola Elementary

## **Repeated Comments From Prior Year:**

1. One check totaling \$375 did not contain two authorized signatures. As required by Article II, Section 2.04 of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers shall be kept on file at the school.

## **Current Year New Comments:**

2. A bank reconciliation was not properly reconciled and completed. As required by Article II, Section 2.07 of the School Internal Accounts Handbook, the monthly bank reconciliation shall be signed by the principal, maintained on file at the school, and include proper supporting detail for reconciling items.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Otis Mason Elementary**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## Pacetti Bay Middle

## **Repeated Comments From Prior Year:**

• None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

### Palencia Elementary

## **Repeated Comments From Prior Year:**

None.

- 1. A disbursement totaling \$1,320 was recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.
- 2. The listing of outstanding checks contained five outstanding checks totaling \$75 dated prior to December 31, 2021. As required by Article VI, Section 6.06 of the School Internal Accounts Handbook, any outstanding unpaid check carried on the bank reconciliation dated more than one year prior to year-end is unclaimed property, presumed to be abandoned, and is required to be reported and remitted to the State of Florida at the end of the dormancy period.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## Palm Valley Academy

#### **Repeated Comments From Prior Year:**

1. For one of the five receipts tested totaling \$480, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.

- 2. A check totaling \$258 did not contain two authorized signatures. As required by Article II, Section 2.04 of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers shall be kept on file at the school.
- 3. Four disbursements totaling \$41,670 were recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Patriot Oaks Academy**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. A disbursement totaling \$91,936 was recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## Pedro Menendez High

## **Repeated Comments From Prior Year:**

None.

- 1. For three of the five receipts tested totaling \$9,400, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.
- 2. Report of Monies Collected ("ROMC") forms were not completed correctly for one of the five receipts tested totaling \$25. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, the ROMC is required to be completed correctly each day funds are collected.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Picolata Crossing Elementary**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. Two disbursements totaling \$1,890 were recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## Pine Island Academy

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. A disbursement totaling \$105 was recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

#### Ponte Vedra High

#### **Repeated Comments From Prior Year:**

- 1. For two of the five receipts tested totaling \$1,450, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.
- 2. Three disbursements totaling \$6,076 were recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.

### **Current Year New Comments:**

3. The listing of outstanding checks contained ten outstanding checks totaling \$6,374 dated prior to December 31, 2021. As required by Article VI, Section 6.06 of the School Internal Accounts Handbook, any outstanding unpaid check carried on the bank reconciliation dated more than one year prior to year-end is unclaimed property, presumed to be abandoned, and is required to be reported and remitted to the State of Florida at the end of the dormancy period.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **PVPV/Rawlings Elementary**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **RB Hunt Elementary**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. A purchase requisition was not completed prior to the purchase being made for one of the five disbursements tested totaling \$528. As required by Article V, Section 5.02 of the School Internal Accounts Handbook, a purchase requisition form must be completed before an individual makes a purchase, unless exempt, and must be approved by the principal prior to the purchase.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **RJ Murray Middle**

## **Repeated Comments From Prior Year:**

• None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Sebastian Middle**

## **Repeated Comments From Prior Year:**

• None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **South Woods Elementary**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## St. Augustine High

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. A purchase requisition was not completed prior to the purchase being made for one of the five disbursements tested totaling \$20. As required by Article V, Section 5.02 of the School Internal Accounts Handbook, a purchase requisition form must be completed before an individual makes a purchase, unless exempt, and must be approved by the principal prior to the purchase.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## St. Johns Technical High

#### **Repeated Comments From Prior Year:**

A check totaling \$1,132 did not contain two authorized signatures. As required by Article II, Section 2.04
of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of
which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized
signers shall be kept on file at the school.

## **Current Year New Comments:**

2. The listing of outstanding checks contained six outstanding checks totaling \$396 dated prior to December 31, 2021. As required by Article VI, Section 6.06 of the School Internal Accounts Handbook, any outstanding unpaid check carried on the bank reconciliation dated more than one year prior to year-end is unclaimed property, presumed to be abandoned, and is required to be reported and remitted to the State of Florida at the end of the dormancy period.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Switzerland Point Middle**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. Two disbursements totaling \$505 were recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

### **The Webster School Elementary**

#### **Repeated Comments From Prior Year:**

- 1. A check totaling \$539 did not contain two authorized signatures. As required by Article II, Section 2.04 of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers shall be kept on file at the school.
- 2. A purchase requisition was not completed prior to the purchase being made for four of the five disbursements tested totaling \$5,514. As required by Article V, Section 5.02 of the School Internal Accounts Handbook, a purchase requisition form must be completed before an individual makes a purchase, unless exempt, and must be approved by the principal prior to the purchase.

- 3. A receipt totaling \$42 was recorded incorrectly into the general ledger with an expense object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper revenue object code provided in the School District's chart of accounts should be used to record receipt activity to ensure revenue is properly stated.
- 4. For two of the five receipts tested totaling \$203, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.
- 5. Proper supporting documentation was not provided for one of the five disbursements tested totaling \$4,557. As required by Article V, Section 5.01 of the School Internal Accounts Handbook, an invoice or receipt substantiating purchase, check stub, and purchase requisition shall be maintained on file for all disbursements.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

#### **Timberlin Creek Elementary**

#### **Repeated Comments From Prior Year:**

None.

- 1. A purchase requisition was not completed prior to the purchase being made for two of the five disbursements tested totaling \$751. As required by Article V, Section 5.02 of the School Internal Accounts Handbook, a purchase requisition form must be completed before an individual makes a purchase, unless exempt, and must be approved by the principal prior to the purchase.
- 2. Report of Monies Collected ("ROMC") forms were not completed correctly for one of the five receipts tested totaling \$500. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, the ROMC is required to be completed correctly each day funds are collected.
- 3. The listing of outstanding cheeks contained five outstanding checks totaling \$303 dated prior to December 31, 2021. As required by Article VI, Section 6.06 of the School Internal Accounts Handbook, any outstanding unpaid check carried on the bank reconciliation dated more than one year prior to year-end is unclaimed property, presumed to be abandoned, and is required to be reported and remitted to the State of Florida at the end of the dormancy period.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Tocoi Creek High**

#### **Repeated Comments From Prior Year:**

1. Three disbursements totaling \$3,822 were recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.

## **Current Year New Comments:**

2. Two checks totaling \$551 did not contain two authorized signatures. As required by Article II, Section 2.04 of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers shall be kept on file at the school.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Valley Ridge Academy**

#### **Repeated Comments From Prior Year:**

None.

- 1. For one of the five receipts tested totaling \$112, the funds were not turned in to the bookkeeper timely. As required by Article IV, Section 4.01 of the School Internal Accounts Handbook, all monies collected must be submitted to the bookkeeper on the same day of collection. As required by Article IV, Section 4.04 of the School Internal Accounts Handbook, all monies collected must be either turned in to the school bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.
- 2. The Fundraising Activity form was not completed correctly for one of the fundraisers tested. As required by Article IV, Section 4.05 of the School Internal Accounts Handbook, all fundraising requests shall be documented on a District authorized Fundraising Activity form accompanied by the District authorized supporting Fundraising Checklist. Checklist.
- 3. Two checks totaling \$415 did not contain two authorized signatures. As required by Article II, Section 2.04 of the School Internal Accounts Handbook, two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers shall be kept on file at the school.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **Wards Creek Elementary**

## **Repeated Comments From Prior Year:**

None.

## **Current Year New Comments:**

1. Two disbursements totaling \$42,055 were recorded incorrectly into the general ledger with a revenue object code. As required by Article III, Section 3.01 of the School Internal Accounts Handbook, the proper expense object code provided in the School District's chart of accounts should be used to record disbursement activity to ensure expenses are properly stated.

MANAGEMENT LETTER OF SPECIFIC SCHOOL FINDINGS

YEAR ENDED JUNE 30, 2023

## **WD Hartley Elementary**

## **Repeated Comments from Prior Year:**

• None.

## **Current Year New Comments:**

• None.