



The School District of Palm Beach County, Florida

Internal Funds Accounts Audit June 30, 2019

Report #2020-10



MISSION STATEMENT

The School District of Palm Beach County is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Donald E. Fennoy II, Ed.D.
Superintendent of Schools

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** as of June 30, 2019

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THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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WEST PALM BEACH, FL 33406
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www.palmbeachschools.org
Hotline: (855) 561-1010

LUNG CHIU, CIG, CPA
INSPECTOR GENERAL

SCHOOL BOARD

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CHUCK SHAW, VICE CHAIR
MARCIA ANDREWS
KAREN M. BRILL
BARBARA McQUINN
DEBRA L. ROBINSON, M.D.
ERICA WHITFIELD

DONALD E. FENNOY II, Ed.D., SUPERINTENDENT

June 18, 2020

Members of the School Board
Donald E. Fennoy II, Ed.D., Superintendent of Schools
Members of the School Board Audit Committee

Ladies and Gentlemen:

We have audited the Combined Statement of Changes in Fund Balance-Cash Basis for the Year Ended June 30, 2019, for the Internal Fund Accounts of the Schools (as listed in Note 4) of The School District of Palm Beach County, Florida, pursuant to the *Florida State Board of Education, Administrative Rules 6A-1.001* and related *Florida Department of Education Rules (Chapter 8, Sections (I)(1)(b) and (III)(4.2) of Financial and Program Cost Accounting and Reporting for Florida Schools)*. This financial statement is the collective responsibility of each school's principal. Our responsibility is to express an opinion on this combined financial statement based on our audit.

We conducted our audit in accordance with *Generally Accepted Auditing Standards*, promulgated by the American Institute of Certified Public Accountants and the *Government Auditing Standards* promulgated by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance that the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. In addition, this financial statement presents only the Internal Fund Accounts and is not intended to present the changes in fund balance of The School District of Palm Beach County, Florida, on the basis of accounting discussed in Note 1.

This report presents the results of Internal Funds Audits for all the 174 schools. In our opinion, the financial statement referred to in the first paragraph presents fairly, in all material respects, the changes in fund balance of the Internal Fund Accounts of the Schools of The School District of

Palm Beach County, Florida, for Year Ended June 30, 2019, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 18, 2020, on our consideration of The School District of Palm Beach County, Florida's internal control over financial reporting for Internal Fund Accounts and our tests of its compliance with certain provisions of laws, regulations, *School Board Policies*, and School District procedures and guidelines.

Our audit was made for the purpose of forming an opinion on the above-mentioned financial statement taken as a whole. The supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the Combined Statement of Changes in Fund Balance-Cash Basis for the Internal Funds of the Schools of The School District of Palm Beach County, Florida. Such information has been subjected to the auditing procedures applied in the audit of the financial statement and in our opinion, is fairly presented in all material respects, in relation to the financial statement taken as a whole.

Sincerely,

Lung Chiu, CIG, CPA
Inspector General
Office of Inspector General

The School District of Palm Beach County, Florida
Combined Statement of Changes in Fund Balance – Cash Basis
Internal Fund Accounts
Year Ended June 30, 2019

FY 2019 ALL SCHOOLS	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	Ending Balance
1 – ATHLETICS	\$1,652,101.93	\$5,393,981.95	\$5,316,155.61	\$1,672,333.45	\$1,663,154.16	\$1,739,107.56
2 - MUSIC	1,111,647.17	5,693,358.97	5,701,889.58	1,374,298.21	1,416,963.44	1,060,451.33
3 - CLASSES	1,128,474.49	6,853,803.17	6,608,310.70	1,318,435.58	1,495,075.42	1,197,327.12
4 - CLUBS	1,708,881.54	5,148,023.40	4,997,856.41	1,587,155.67	1,668,161.32	1,778,042.88
5 - DEPARTMENTS	4,581,529.96	7,019,713.89	7,054,945.49	2,333,834.90	2,264,431.72	4,615,701.54
6 - TRUSTS	8,068,861.86	51,734,396.32	50,888,470.08	2,853,141.07	3,198,848.36	8,569,080.81
7 - GENERAL ACTIVITIES	1,640,284.35	3,293,781.53	3,678,599.88	2,020,649.34	1,453,213.80	1,822,901.54
TOTALS	<u>\$19,891,781.30</u>	<u>\$85,137,059.23</u>	<u>\$84,246,227.75</u>	<u>\$13,159,848.22</u>	<u>\$13,159,848.22</u>	<u>\$20,782,612.78</u>

Source: Individual School Statements of Changes in Fund Balance.

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June 30, 2019

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Pursuant to *Chapter 6A-1.001 Florida State Board of Education Rules* and by reference, *Chapter 8 of Financial and Program Cost Accounting and Reporting for Florida Schools*, “internal funds are defined as all local school funds derived by any public school from all activities and sources” and “funds collected shall be expended to benefit those students in school unless the funds are being collected for a specific documented purpose or are generated by career education production shops.” This report consists of the 174 schools listed in Note 4. The District retains no equity interest in these funds and they are included in the District’s Comprehensive Annual Financial Report as an agency fund. The District and its governing board are organized and operated under *Section 4, Article IX, of the Constitution of Florida* and *Chapter 1001 of Florida Statutes*. The District’s boundaries are coterminous with those of Palm Beach County. Management of the schools is independent of county and city governments.

Basis of Accounting

The financial statement is prepared on the cash basis of accounting; consequently, revenues are recognized when received rather than when earned, and disbursements are recognized when cash is disbursed rather than when the obligation is incurred.

(2) CASH AND INVESTMENTS

Cash and investments include petty cash, demand deposits, savings and time deposits and are held in qualified public depositories pursuant to *Florida Statutes, Chapter 280, “Florida Security for Public Deposits Act.”* Under the Act, every qualified public depository shall deposit with the State Chief Financial Officer eligible collateral of the depository to be held subject to his or her order. The State Chief Financial Officer, by rule, shall establish minimum required collateral pledging levels. The pledging level may range from 25% to 150% of the average monthly balance of public deposits depending upon the depository’s financial condition and establishment period. All collateral must be deposited with an approved financial institution. Any losses to public depositories 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.

(3) ACTIVITIES ACCOUNTS

The student activity accounts used in this report are as follows:

Athletics

All revenue and expenditures involving athletic business transacted at the school level is recorded in this account classification.

Music

Proceeds from activities of musical organizations; donations to these groups; and their expenses for supplies and trips are recorded in this account classification.

Classes and Clubs

Class and club accounts are those that support a group of students within a community of interest with a roster of members, officers, and a sponsor. Approval for the existence of all club and class activities is the responsibility of the principal. Class and club monies must be spent for the benefit of the class or club or for purposes designated by the class or club that participated in generating the revenue.

Departments

Departments are structured in a manner similar to classes and conduct their financial activities subject to those guidelines.

Trusts

Funds collected for specific, restricted purposes are accounted for in trust funds. Trust funds can be spent only for the purposes for which collected.

General

This category encompasses all other accounts for funds which are to be utilized for the general welfare of the student today.

(4) SCHOOLS IN THE DISTRICT

This report includes the following 175 schools:

Elementary Schools (109)

- | | |
|-----------------------------------|------------------------------------|
| Acreage Pines Elementary | Crosspointe Elementary |
| Addison Mizner Elementary | Crystal lakes Elementary |
| Allamanda Elementary | Cypress Trails Elementary |
| Banyan Creek Elementary | D.D. Eisenhower Elementary |
| Barton Elementary | Del Prado Elementary |
| Beacon Cove Intermediate | Diamond View Elementary |
| Belle Glade Elementary | Discovery Key Elementary |
| Belvedere Elementary | Dr. Mary McLeod Bethune Elementary |
| Benoist Farms Elementary | Egret Lake Elementary |
| Berkshire Elementary | Elbridge Gale Elementary |
| Binks Forest Elementary | Equestrian Trails Elementary |
| Boca Raton Elementary | Everglades Elementary |
| C.O. Taylor / Kirklane Elementary | Forest Hill Elementary |
| Calusa Elementary | Forest Park Elementary |
| Cholee Lake Elementary | Freedom Shores Elementary |
| Citrus Cove Elementary | Frontier Elementary |
| Coral Reef Elementary | Galaxy E3 Elementary |
| Coral Sunset Elementary | Glade View Elementary |

Golden Grove Elementary
Gove Elementary
Grassy Water Elementary
Greenacres Elementary
Grove Park Elementary
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Hagen Road Elementary
Hammock Pointe Elementary
Heritage Elementary
Hidden Oaks Elementary
Highland Elementary
Hope-Centennial Elementary
Indian Pines Elementary
J.C. Mitchell Elementary
Jerry Thomas Elementary
Jupiter Elementary
Jupiter Farms Elementary
K.E. Cunningham/Canal Point Elementary
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Lantana Elementary
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North Grade Elementary
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Palm Beach Public Elementary
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Palmetto Elementary
Panther Run Elementary
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Pine Grove Elementary
Pine Jog Elementary
Pioneer Park Elementary
Pleasant City Elementary
Plumosa Elementary
Poinciana Elementary
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Roosevelt Elementary
Rosenwald Elementary
Royal Palm Beach Elementary
S.D. Spady Elementary
Sandpiper Shores Elementary
Seminole Trails Elementary
South Grade Elementary
South Olive Elementary
Starlight Cove Elementary
Sunrise Park Elementary
Sunset Palms Elementary
The Conservatory School @ North Palm
Beach Elementary
Timber Trace Elementary
U.B. Kinsey/Palmview Elementary
Village Academy
Verde Elementary
Washington Elementary
Waters Edge Elementary
Wellington Elementary
West Gate Elementary
West Riviera Elementary
Westward Elementary
Whispering Pines Elementary
Wynnebrook Elementary

Middle Schools (32)

Bak Middle School of the Arts
Bear Lakes Middle
Boca Raton Middle
Carver Middle
Christa McAuliffe Middle

Congress Middle
Conniston Middle
Crestwood Middle
Don Estridge High Tech Middle
Eagles Landing Middle

Emerald Cove Middle
Howell L. Watkins Middle
Independence Middle
Jeaga Middle
John F. Kennedy Middle
Jupiter Middle
L.C. Swain Middle
Lake Shore Middle
Lake Worth Middle
Lantana Middle
Loggers' Run Middle

Okeeheelee Middle
Omni Middle
Osceola Middle
Palm Springs Middle
Polo Park Middle
Roosevelt Middle
Tradewinds Middle
Watson B. Duncan Middle
Wellington Landings Middle
Western Pines Middle
Woodlands Middle

High Schools (23)

A.W. Dreyfoos, Jr. School of the Arts
Atlantic High
Boca Raton High
Boynton Beach High
Forest Hill High
Glades Central High
John I. Leonard High
Jupiter High
Lake Worth High
Olympic Heights High
Pahokee Middle/Senior High
Palm Beach Central High

Palm Beach Gardens High
Palm Beach Lakes High
Park Vista High
Royal Palm Beach High
Santaluces High
Seminole Ridge High
Spanish River High
Suncoast High
Wellington High
West Boca Raton High
William T. Dwyer High

Other Schools (10)

Adult Education Center
Crossroads Academy
Delray Full Service Center
Indian Ridge School
Palm Beach Virtual
Riviera Beach Preparatory &
Achievement Academy
Royal Palm School
South Intensive Transition School
Turning Point Academy
West Technical Education Center



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ERICA WHITFIELD

DONALD E. FENNOY II, Ed.D., SUPERINTENDENT

June 18, 2020

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Members of the School Board
Donald E. Fennoy II, Ed.D., Superintendent of Schools
Members of the School Board Audit Committee

Ladies and Gentlemen:

We have audited the Combined Statement of Changes in Fund Balance-Cash Basis of the Internal Fund Accounts of the Schools of The School District of Palm Beach County, Florida, as of and for the year ended June 30, 2018, and have issued our report thereon dated June 18, 2020. We conducted our audit in accordance with *Generally Accepted Auditing Standards*, promulgated by the American Institute of Certified Public Accountants and the applicable standards contained in *Government Auditing Standards*, promulgated by the Comptroller General of the United States.

As part of obtaining reasonable assurance about whether The School District of Palm Beach County, Florida's financial statement for Internal Funds is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, *School Board Policies* and School District procedures and guidelines, 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 that are required to be reported under *Government Auditing Standards*.

This report is intended for providing the information of the School District to the School Board, Audit Committee, and other interested parties.

Sincerely,

Lung Chiu, CIG, CPA
Inspector General
Office of Inspector General

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DONALD E. FENNOY II, Ed.D., SUPERINTENDENT

June 18, 2020

Members of the School Board
Donald E. Fennoy II, Ed.D., Superintendent of Schools
Members of the School Board Audit Committee

Ladies and Gentlemen:

We have audited the Combined Statement of Changes in Fund Balance-Cash Basis of the Internal Fund Accounts of The School District of Palm Beach County, Florida, as of and for the year ended June 30, 2019, and have issued our report thereon dated June 18, 2020.

In planning and performing our audit of the Combined Statement of Changes in Fund Balance-Cash Basis of the Internal Funds of The School District of Palm Beach County, Florida, for the year ended June 30, 2019, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the Combined Statement of Changes in Fund Balance-Cash Basis of the Internal Funds, and not to provide assurance on the internal control structure. We also performed risk analysis at all the schools to identify high-risk areas for additional testing; such as, financial trends of individual accounts, payments to specific vendors, and previous audit noncompliances, etc.

To evaluate the extent of compliance with *School Board Policies*, School District procedures and guidelines, and to detect potential irregularities, we conducted both random and judgmental sample testing. Judgmental sampling is widely used by the U.S. Government Accountability Office (GAO) and professional auditing practitioners to assess the effectiveness of controls and the extent of compliance with laws, rules, and regulations. In judgmental sampling, auditors rely on their knowledge and experience to select items and transactions most likely to have a questionable public purpose, and therefore could provide an indicator of potential fraud or irregularity. If significant irregularities were identified during the audit, we would perform a separate review to examine all relevant transactions and the instances of alleged irregularities would be referred to School Police and Office of Employee and Labor Relations for further investigation, if warranted. The results of these expanded scope reviews were not included in this report and were released as separate reports.

As a result of this examination, we hereby present a number of findings and recommendations for consideration by District management. These suggestions are based primarily on the work done during our audit engagement. The findings are not necessarily covering every possible weakness; nevertheless, we do think they deserve careful consideration. We also identified 38 schools in which no significant noncompliances were identified. Seventeen (17) of the 38 schools also had no significant noncompliances in Fiscal Year 2018.

Collectively, there were nine findings for the 2019 Internal Funds Audit of 174 schools. These findings were categorized into four major areas: Disbursements, Money Collections, Leasing of School Facilities, and Afterschool Programming. Findings for each school were brought to the immediate attention of the Principals during the fieldwork. Individual management response was obtained from each of the Principals and was included in each school audit. We also have recognized corrective actions for prior year emerging issues.

We recognize that implementing the recommendations outlined in each finding will require staff commitments. However, we believe that the benefits derived will exceed the cost of implementing these recommendations.

OVERALL CONCLUSIONS AND FINDINGS

I. 38 Schools with No Significant Noncompliance

II. Disbursements

1. Disbursements Not Properly Documented or Approved
2. Vendors Performed Services on Campus Without *Consultant Agreements*

III. Money Collections

3. Monies Not Deposited Timely
4. Controls in Prenumbered Documents
5. Inadequate Fundraising Documentation

IV. Leasing of School Facilities

6. *Lease Agreement* Not Properly Signed
7. Late Payments from Lessees

V. Afterschool Programming

8. Improper Release of Students
9. Student Records Not Properly Maintained

SAMPLING METHODOLOGY

(Source: GAO's "Using Statistical Sampling", May 1992)

Judgmental Sampling. To evaluate the extent of compliance with *School Board Policies*, School District procedures and guidelines, and to detect potential irregularities, we conducted both random and judgmental sample testing. Judgmental sampling is widely used by the U.S. Government Accountability Office (GAO) and professional auditing practitioners to assess the effectiveness of controls and the extent of compliance with laws, rules, and regulations. In judgmental sampling, auditors rely on their knowledge and experience to select items and transactions most likely to have a questionable public purpose, and therefore could provide an indicator of potential fraud or irregularity.

Judgmental Sampling Results Cannot Be Generalized to Population. Judgmental sampling is not statistical or scientific sampling, and the rate of occurrence would not be the same in the remaining population of untested items. Therefore, the sampling results cannot be generalized to a population. Applying the occurrence rate from judgmental samples to the entire population of transaction is meaningless and will produce misleading generalization.

Audit Scope and Extent of Testing Through Various Sample Sizes for Individual Schools. The audit scope and sample sizes for individual schools were adjusted accordingly based on the circumstances and need for testing. Priority was given to those schools with (1) change in principal or treasurer, and (2) critical and repeated noncompliances. The Internal Funds Audits involved review of results from follow-up on prior years' findings and testing of compliance and adequacy of internal controls.

I. SCHOOLS WITH NO SIGNIFICANT NONCOMPLIANCES

We would like to recognize the 38 schools in which no significant noncompliances were identified for the Fiscal Year 2019 Audits. While not every error or control weakness is necessarily identified during our audit engagement, no significant noncompliances or weaknesses were found in the samples selected for review in 38 schools. We have notified the Deputy Superintendent and Regional/Instructional Superintendents of these 38 schools for their extraordinary performance in complying with *School Board Policies* and proper maintenance of their records.

38 Schools With No Findings for 2019 Audit

A.W. Dreyfoos School of the Arts***
Acreage Pines Elementary
Addison Mizner Elementary***
Adult Education Center**
Banyan Creek Elementary

Christa McAuliffe Middle
Coral Reef Elementary***
Crystal Lakes Elementary
D. D. Eisenhower Elementary***
Eagles Landing Middle

*** No findings in 3 years (FYs 2017, 2018, 2019)

** No findings in 2 years (FYs 2018 and 2019)

Equestrian Trails Elementary
 Everglades Elementary
 Glades Central High
 Golden Grove Elementary**
 Grove Park Elementary
 Heritage Elementary
 Independence Middle
 Lantana Elementary
 Liberty Park Elementary
 Lighthouse Elementary***
 Melaleuca Elementary
 New Horizons Elementary**
 Northboro Elementary***
 Omni Middle***

Osceola Creek Middle
 Palm Beach Public Elementary***
 Park Vista High
 Pine Jog Elementary***
 Pleasant City Elementary**
 Polo Park Middle
 South Olive Elementary
 Starlight Cove Elementary**
 Sunset Palms Elementary**
 Timber Trace Elementary
 Turning Points Academy**
 West Gate Elementary**
 Western Pines Middle
 Whispering Pines Elementary

*** No findings in 3 years (FYs 2017, 2018, 2019)

** No findings in 2 years (FYs 2018 and 2019)

II. DISBURSEMENTS

During Fiscal Year 2019, all the 174 schools in the School District disbursed a total of \$84.2 million in payments for purchases of goods, services, and other expenditures through the Internal Funds. These expenditures included 75,542 transactions in District's Purchasing Cards (P-Cards) totaling \$14.6 million. Two findings were noted in the area of disbursements.

1. Disbursements Not Properly Documented or Approved

Per *School Board Policy 6.07, Internal Accounts*, the principal of the school shall be directly responsible for administering the State and District rules, regulations, and procedural guidelines. The internal controls established by Management documented in the *Internal Accounts Manual* and District guidelines should provide guidance for the principal in approving each disbursement. The District continued to encourage compliance in this area by providing ongoing training opportunities in financial management for staff, both web-based and face-to-face. Additional training resources were developed specifically targeting principals' needs including the *Best Practices Reference Guide for School Administrators*.

The 2019 Audits revealed that in 86 (49%) of the schools, some of their disbursements lacked the necessary documentation or supervisor approval. Our testing also revealed that 18 (10%) of the schools had inadequate documentation of P-Card transactions. Noncompliances in disbursements identified by the 2019 Audits included:

- 10 (6%) schools made some of their payments by school checks or District P-Card without any supporting documentation.

- 57 (33%) schools made some of their payments based on inadequate documentation, such as vendors' account statements or packing lists, without the details of the purchases.
- 47 (27%) schools did not issue *Purchase Orders* for some disbursements exceeding \$1,000, which is required by the *Internal Accounts Manual, Chapter 8 (Cash Disbursements and Checks)*.
- 6 (3%) schools made some of their payments based on purchase agreements and contracts signed by staff members instead of the principal.

Recommendation

Internal Accounts Manual, Purchasing Manual, and related School District Policies and guidelines require that:

- Issuance of school checks should be supported by *Check Requisitions* approved by the school principal. All expenditures/payments should be supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the related expenses were appropriate.
- *Purchase Orders* should be prepared and pre-approved by the principal for purchases in excess of \$1,000. This is to confirm the availability of funds for payment, as required by the *Internal Accounts Manual, Chapter 8 (Cash Disbursements and Checks)*,
- Contractual agreements should be signed by the principal pursuant to *School Board Policy 6.14. Section 4*, which states, "No person, unless specifically authorized ..., may make any purchase or enter into any contract involving the use of school or School District funds. Payment of any unauthorized purchase may be the responsibility of the person placing the order."

Management's Response:

Management concurs. Proper documentation for various reimbursement requests and the requirements for purchase orders are highlighted in the Teacher/Sponsor eLM Training as well as the Principal Disbursement eLM and a checklist. Treasurers receive live face to face training sessions offered by Accounting Services; new treasurers receive on-site face to face training. Training and experience on the parts of all parties but especially the treasurer contribute to the success of the school's audit, with a high turnover rate in this position there is constant training required.

2. Vendors Performed Services on Campus Without Consultant Agreements

Section 8 of the *School District Consultant Agreement* (PBSD 1420) mandates the background checks/fingerprinting of vendors who have access to students in accordance with the *Jessica Lunsford Act (Florida Statutes §1012.465)*. However, the 2019 Audits found that:

- In 21 (12%) schools, some vendors were permitted to perform services at the schools without the required *School District Consultant Agreement*.
- In 17 (10%) schools, the *School District Consultant Agreements* for some vendors were not properly executed with all the required terms and conditions. Missing information included hourly rates, maximum contract amounts, and principals' and consultants' signatures, etc.

Recommendation

To comply with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, consultant background must be cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.

Purchasing Manual, Chapter 13, states, “a Principal can approve up to \$5,000 per supplier, per fiscal year.” Consultant contracts over \$5,000 must be signed by the consultant, principal, and regional/instructional superintendent before sending to the Purchasing Department to complete the process.

Management’s Response:

Management concurs. All consultant engagements require contracts. The Purchasing Department reinforces the proper procedures for consultant engagements annually at a monthly face-to-face treasurer training hosted by Accounting Services. The Purchasing Department has a purchasing agent responsible for management of consultant contracts to work with schools. The Purchasing Department website has been expanded with information regarding consultant agreement guidelines and samples are available.

Management created new Principal Disbursement eLM Training in FY19 that includes a component on the adequate documentation that should be in place prior to their signing of checks. The training also emphasizes that only Principals are authorized to sign contracts. As of March 2019, Accounting began publishing a Principal’s Financial Accounting Current Tasks (P-FACT) report on a monthly basis, wherein the status of Principal and staff trainings are highlighted.

III. MONEY COLLECTIONS

During Fiscal Year 2019, all 174 the schools in the School District collected a total of \$85.1 million in Internal Fund revenues, mostly from (1) fundraising, (2) special trusts, and (3) fee-based programs. Three findings were noted in the area of money collections.

3. Monies Not Deposited Timely

The 2019 Audits revealed continued improvement in the timeliness of depositing money collections. Down from 24 schools in FY 2018, 19 (11%) of schools did not always deposit money collected into the drop-safe in a timely manner, with delays ranging from one to 170 working days, and an average of 12 working days. At five schools, the treasurers did not timely deposit monies collected into the bank, with delays ranging from six to 12 working days. Delays in turning in the monies for deposit by activity sponsors could result in irregularities and increase the risk of exposure to staff.

Recommendation

DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools) and District's guidelines require that all monies collected be (1) put in the drop-safe daily and (2) deposited in the bank within five working days after collection.

Management's Response:

Management concurs. The number of schools cited for not depositing money timely has decreased. Most (79%) of these findings were cited on sponsors, and management will continue to stress the importance of timely deposits in the sponsor Cash Receipt eLearning training. During monthly live training sessions, Management will continue to remind Treasurers to note in the Courier's book when the Treasurer has been absent or access to the safe was not possible to explain delays in processing deposits.

4. Controls in Prenumbered Documents

The District's *Internal Accounts Manual* requires schools to designate document custodians to account for all prenumbered documents used by the schools, including *Drop-safe Logs*, *School Checks*, *Classroom Receipts*, and *Prenumbered Tickets*. Since Fiscal Year 2017, Management created eLearning training for the document custodians, and Principals received a high-level training on use of the *Drop Safe Log (DSL)*. In Fiscal Year 2018, Management began to require monthly scanning of the DSL and monthly inventory of DSL along with signature of Principal. A staff analyst in Accounting Services Department is assigned to review and follow up with schools when items are missing.

The 2019 Audits revealed that seven schools did not assign custodians for some of the prenumbered documents used in the schools. In addition, 25 (14%) schools did not inventory the prenumbered documents in accordance with District guidelines.

- Missing Drop-safe Log Pages. The 2019 Audits revealed continued improvement in compliance with money handling procedures related to completion MCRs and *Drop-safe Logs*. All schools properly documented and reported the missing pages to administration in accordance with District procedure. In seven (4%) of the schools, some pages of the *Drop-safe Log* were missing.

Recommendation

To ensure proper fiscal controls and accountability, and as required by *Chapter 27 of the Internal Accounts Manual*, the school should assign a Document Custodian for each prenumbered document, including *Drop-Safe Logs, School Checks*, receipts and admission tickets. The *Prenumbered Document Inventory Register (PBSD 0160)* should be used to confirm the periodic inventory check of the forms.

Management’s Response:

In FY18, Management began to require monthly scanning of the Drop Safe Log (DSL) and monthly inventor of DSL along with signature of Principal. An Analyst in Accounting is reviewing and following up with schools when pages are missing. The Accounting Department’s records indicate:

- a. All schools completed and uploaded Form 1663 along with DSL to District main office, and management can provide any missing forms to the IG.*
- b. Six schools were missing one page each and one school was missing pages from the end of a pack between school years (not considered missing). In total, schools completed 23,828 DSL pages in FY19 with a relative small percentage (0.02%) missing.*

5. Inadequate Fundraising Documentation

Fundraising activities are governed by *School Board Policy 2.16 – Fund-Raising Activities Relating to Schools*. While improvement occurred during Fiscal Year 2019, noncompliances with fundraising procedures were identified at 70 (40%) schools (down from 95 in 2018). These noncompliances included: (1) sponsors not completing the mandatory annual online training, (2) insufficient/lack of documentation for fundraisers, (3) inaccurate financial information on fundraising forms, and (4) lack of principal’s authorization for fundraisers.

<u>Noncompliances</u>	<u>2018 Number of Schools</u>	<u>2019 Number of Schools</u>	<u>Increase/ Decrease from prior year</u>
1. No Annual Online Training			
• Some sponsors did not complete the required training during the Fiscal Year	47	27	(20)
2. Insufficient/Lack of Documentation			
• <i>Sales Item Inventory Report</i> missing or not used	32	19	(13)
• <i>Sales Item Inventory Report</i> incomplete	23	32	9
• <i>Ticket Sellers Report</i> missing or not used	4	1	(3)

<u>Noncompliances</u>	<u>2018 Number of Schools</u>	<u>2019 Number of Schools</u>	<u>Increase/ Decrease from prior year</u>
3. Inaccurate Information			
• Revenue shortage, based on available sales and purchasing records	19	16	(3)
• Revenue recorded in the club's/activity's primary account instead of dedicated decimalized account	12	5	(7)
4. Lack of Principal's Authorization			
• <i>Sales Item Inventory Report</i> not reviewed and/or signed by principal	25	22	(3)
• <i>Fundraising Application/Recap</i> form missing (no evidence of principal's authorization)	14	13	(1)
• Fundraising activity started before principal's authorization	10	3	(7)

Effective April 25, 2018, repeated violations of District's fundraising procedures by the same staff were forwarded to the school principals and referred to the Office of Employee and Labor Relations for appropriate actions.

Recommendation

To ensure proper fiscal accountability, fundraiser sponsors should complete a *Sales Item Inventory Report* and *Ticket Sellers Report* with accurate information for each fundraiser. Complete and accurate *Reports* should assist staff in reconciling the actual revenues with the expected revenues. Significant discrepancy should be thoroughly investigated and resolved accordingly. Moreover, a *Sales Item Inventory Report* should also be maintained in order to account for the revenue for sales items.

Fundraiser sponsors should complete the required Annual eLearning Training Course prior to conducting fundraising activities. This should help staff understand and comply with the updated fundraising procedures.

While we recognize staff has taken proactive steps to strengthen controls and improve compliance, complete and accurate sales information on the *Sales Item Inventory Reports* and *Ticket Sellers Reports* is critical for proper accountability of revenues collections. Accounting Services Department should ensure school staff is properly trained for the use of these forms. Human Resources should ensure that proper personnel actions are taken if fundraising reports are repeatedly missing or not prepared.

Management's Response:

Management concurs. All documentation is important and required to ensure compliance with District internal controls. In FY19, 70 schools are noted as having non-compliance in fundraising. Of the 70 schools, 5 2343 cited for only failing to complete the on-line training but had no other findings related to Fundraising. Management will continue to work with schools to reinforce training of the Treasurers, Teacher/Sponsors, and Principals to increase the awareness of the proper fundraising documentation.

Management created new Principal Fundraiser eLM Training and a checklist in FY19 so that when Principal's receive paperwork associated with Fundraisers they are aware of the full process and what documentation is required. As of march 2019, Accounting began publishing a Principal's Financial Accounting Current Tasks (P-FACT) Report on a monthly basis, wherein the status of Principal and staff trainings are highlighted.

IV. LEASING OF SCHOOL FACILITIES

The School District recognizes the mutual benefits of the use of school facilities by the community and civic organizations, other government entities, and taxpayers. To meet the needs of the community while protecting the best interests of the schools, the School Board has adopted ***Policy 7.18 Community Use of School Facilities*** that governs the use of school facilities by the community. This policy provides specific leasing procedures, guidelines, and requirements.

The District uses a Computer Aided Facilities Management software program, the Tririga System, to track school facility leasing activities. While the calculation of leasing charges and documentation are handled by this software, staff still needs to exercise diligence regarding *Lease Agreement* preparation, proof of liability insurance coverage, and rental charges collection and revenue distribution. Two findings were noted in the area of school facilities leasing.

6. Lease Agreement Not Properly Signed

In 32 (18%) schools, some *Lease Agreements* did not always include all the required dated signatures by principal and lessee in a timely manner. Some leases had incomplete or missing information, such as lessee or witness signatures and dates of signatures.

Recommendation

Since Fiscal Year 2014, staff has modified the process in monitoring leases by allowing electronic signature for the principal. However, the manual signatures of lessee and witness on the hard copy of *Lease Agreement* must be obtained and kept on file prior to the use of facility by lessee. *Lease Agreements* should be executed with all the required dated signatures prior to the lessees' use of facilities.

Management’s Response:

Management concurs. Planning & Intergovernmental Relations staff continue to emphasize this heavily in their Annual Lease training, Quarterly “News and Notes” and one-on-one training. Pursuant to Policy 7.18 Section 19.1., Principals are responsible for ensuring all leasing procedures are followed by their staff. Therefore, it is important that highly responsible staff are placed in their Leasing Coordinator positions. District staff will continue to provide technical support to Principals and Leasing Coordinators.

7. Late Payments from Lessees

*School Board Policy 7.18 states, “Fees are to be paid by check or credit card (no cash) at least forty-eight (48) hours **prior to** the use of a facility.” However, some lease arrangements at 21 (12%) schools did not receive payments before the use of facilities by lessees.*

Recommendation

All rental charges should be collected 48 hours prior to lessees’ use of the school facilities in accordance with ***School Board Policy 7.18.***

Management’s Response:

Management concurs. The District now accepts on-line payments from lessees. Leasing Coordinators are training to encourage online payments. Of note, the findings in the category have improved compared to last year’s findings.

V. AFTERSCHOOL PROGRAMMING

Afterschool Programming is a fee based, self-supporting program offered at 93 elementary schools. The review of Afterschool Program student records revealed the following:

8. Improper Release of Students

During FY2019, some students were released to individuals without legible signatures on the Sign-out Sheets at 11 (6%) schools. The signatures could not be matched to any document.

Recommendation

*Per the **Afterschool Programs Operational Manual** (page 1-7), Item #3 of the Dismissal Procedures states that “Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews.”*

Management's Response:

Management concurs. During the annual fiscal review conducted by the Department of Extended learning, a sample of sign-out sheets are checked. When it is found that the signature is not the authorized person's full name or the signature is not legible, signature cards are checked. If there are not signature cards verifying this as the authorized person's legal signature, this information is noted on the fiscal review, which is shared with the afterschool site director (ASD) and the school principal. Signature card template is available to all sites via the district employee HUB.

9. Student Records Not Properly Maintained

Registration Forms. We noted that during FY2019, some Afterschool Program Registration Forms at 14 schools (15%) was incomplete. Missing data included parents'/guardian signatures', information for custody, and students' health information.

Attendance and Parent Sign-out Sheets. Discrepancies were found between the Attendance Sheets and Parent Sign-out Sheets at 14 (15%) schools. The parent/guardian for two students did not sign on the Parent Sign Out Sheets, and the Attendance Sheets indicated that the students attended the program on those days. Conversely, The parent/guardian signed the Parent Sign Out Sheet, but the Attendance Sheet shows the student was absent.

Recommendation

To protect the safety and welfare of students, all records, including student attendance and parent sign-out records, should be retained for a time period consistent with *Afterschool Programs Operational Manual* and *District Record Retention Schedule*.

Management's Response:

Management concurs. During the annual fiscal review conducted by the Department of Extended Learning, a sample of registration forms, attendance sheets and sign-out sheets are checked. When it is found that there is missing information or inconsistencies, this information is noted on the fiscal review that is shared with the ASD and the school principal.

Additional Management Comments:

While District staff continues to enhance both in-person and on-line training, the prescribed procedures must be implemented with fidelity by school staff to be effective. For FY19, management issued Bulletin 19-090-CFO which included a Best Practice Reference Guide for Principals and created a suite of eLM courses for Principals to gain a better understanding of their role with Internal Accounts and what to look for as they perform required tasks. Many of the IG Internal Account Findings are covered in these courses.

This report is intended for providing the information of the School District to the School Board, Audit Committee, and other interested parties.

Sincerely,

Lung Chiu, CIG, CPA
Inspector General
Office of Inspector General

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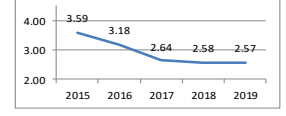
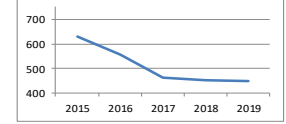
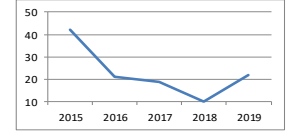
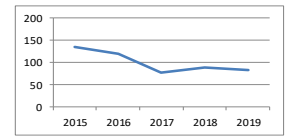
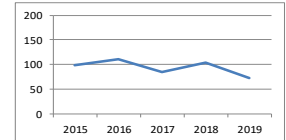
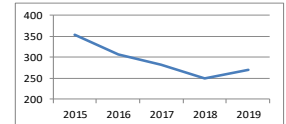
ALL SCHOOLS

FIVE YEAR SUMMARY OF SIGNIFICANT NONCOMPLIANCES

FY 2015 – 2019 INTERNAL ACCOUNTS

All Schools	Disbursements				Receipts				After School Programming (ASP)				Leases			Community School / Safe School Programs	Other								Number of Findings								
									Fiscal Management		Student Records																						
	P-Card Related Findings	Inadequate Support for Disbursement	Disbursement Not Properly Approved	Wages/Stipends Paid From Internal Funds	Purchases From School Employee	Disbursement Funded by Incorrect Account	Access to Drop Safe	Drop Safe Log Not Used Completely	Monies Not Deposited Timely	Collections Returned/Debited Without Acknowledgment from Sponsor	Copy of MCR Not Maintained by Sponsor	Monies Collected Not Properly Documented	Fundraisers Not Adequately Documented	Registration / Fees Not Collected	Accounting Records Incomplete/incorrect	Student Released To Unauthorized Person	Attendance and Parent Sign-out Records Missing / Not Properly Maintained	Registration Form Not Properly Maintained	Inadequate Proof of Insurance	Lease Agreement Not Adequately Maintained	Leasing Fee Collections Incorrectly Distributed	Fees Collected After Use	Fees Not Timely Transmitted To District	Fees / Registration Not Properly Collected		Monies and School Checks Not Adequately Safeguarded	Staff Performing Incompatible Duties	Bank Signature Card Not Updated	Adjustments To Records Not Properly Approved/Documented	Field Trips Not or Late Approved by Principal	Out of County Trips Not Approved by Area Superintendent	No Document Custodian Assigned for Prenumbered Documents	Periodic Inventory Not Performed for Prenumbered Documents
Elementary Schools																																	
2015 - 108 Schools	13	34	11	0	0	10	0	32	14		8	18	84	10	9	0	0	3	3	17	6	10			0	19	0	0	5	5	18	24	354
2016 - 109 Schools	15	32	16	1	0	11	1	36	14		4	7	68	7	5	0	1	6	2	16	11	9			1	11	0	0	3	4	7	11	306
2017 - 109 Schools	8	33	6	1		11	0	26	22		1	10	45	4	6	0	1	6	2	12	5	12			1	10	0	0	4	6	15	23	282
2018 - 109 Schools	15	36	8	0	0	9	3	11	13	16	7	3	54	13	5	0	2	5	0	12	6	7			0	3	0	0	2	2	2	14	249
2019 - 109 Schools	7	54	9	2	0	7	3	6	13	3	9	11	40	10	1	14	11	14	2	16	3	11			0	4	1	1	1	1	5	11	271
Middle Schools																																	
2015 - 33 Schools	3	6	0	1	0	1	0	6	8		5	5	27						0	8	6	5	0	0	0	6	0	0	1	2	3	6	99
2016 - 33 Schools	6	11	3	0	0	3	0	12	11		0	2	21						2	9	2	7	2	0	1	4	0	0	0	2	5	6	110
2017 - 33 Schools	5	10	2	0		1	0	7	9		4	3	17						0	7	1	5	0	0	1	4	0	0	0	2	1	4	84
2018 - 33 Schools	6	14	5	0	0	4	0	1	6	4	2	2	22						0	7	1	10	3	4	2	1	0	0	0	3	1	3	103
2019 - 32 Schools	6	13	1	1	2	0	1	3	4	1	4	3	14						1	6	1	4	1	1	1	0	0	0	0	0	0	5	73
High Schools																																	
2015 - 23 Schools	4	15	3	0	0	0	0	11	8		5	4	22						3	12	2	7	9	0	1	5	0	0	3	2	6	12	134
2016 - 23 Schools	5	10	2	0	0	4	1	7	8		1	2	18						2	10	5	9	14	5	1	5	0	0	1	3	3	4	120
2017 - 23 Schools	1	8	2	1		2	0	5	4		5	4	12						1	5	2	3	3	1	0	3	0	0	0	3	3	7	77
2018 - 23 Schools	4	15	0	0	0	1	0	3	8	7	1	4	17						1	6	1	6	5	1	1	2	0	0	1	1	0	2	89
2019 - 23 Schools	5	15	4	1	0	1	0	1	6	1	1	2	15						2	8	0	5	3	1	1	0	0	0	1	1	1	6	82
Other Schools																																	
2015 - 11 Schools	1	2	1	0	0	1	0	3	1		2	5	5						1	5	0	3	1	0	0	2	0	0	1	1	4	3	42
2016 - 10 Schools	2	1	0	0	0	1	0	4	2		0	0	3						0	1	0	1	0	0	1	1	0	0	0	1	1	2	21
2017 - 10 Schools	2	2	0	0		0	0	1	1		1	0	4						0	3	1	1	0	0	0	0	0	0	0	1	0	1	19
2018 - 10 Schools	0	0	0	0	0	0	0	0	2	1	1	0	2						1	1	0	1	0	0	0	0	0	0	0	0	0	1	10
20189- 10 Schools	0	4	1	0	0	0	0	0	1	0	4	0	1						0	2	0	1	0	0	0	2	0	0	2	0	1	3	22
Total (avg / school)																																	
2015 - 175 Schools (3.59 / school)	21	57	15	1	0	12	0	52	31		20	32	138	10	9	0	0	3	7	42	14	25	10	0	1	32	0	0	10	10	31	45	629
2016 - 175 Schools (3.18 / school)	28	54	21	1	0	19	2	59	35		5	11	110	7	5	0	1	6	6	36	18	26	16	5	4	21	0	0	4	10	16	23	557
2017 - 175 Schools (2.64 / school)	16	53	10	2	0	14	0	39	36		11	17	78	4	6	0	1	6	3	27	9	21	3	1	2	17	0	0	4	12	19	35	462
2018 - 175 Schools (2.58 / school)	25	65	13	0	0	14	3	15	29	28	11	9	95	13	5	0	2	5	2	26	8	24	8	5	3	6	0	0	3	6	3	20	451
2019 - 174 Schools (2.57 / school)	18	86	15	4	2	8	4	10	24	5	18	16	70	10	1	14	11	14	5	32	4	21	4	2	2	6	1	1	4	2	7	25	448

Number of Findings



- No Longer an Issue (13)
- Improved: (5)
- Need Improvement (11)
- Need Serious Attention: (3)

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Elementary Schools

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**Acreage Pines Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 14200 Orange Boulevard
Loxahatchee, FL 33470

Principal:
Fiscal Year 2019: Darline Karbowski
During Audit: Darline Karbowski

Treasurer:
Fiscal Year 2019: Elizabeth Biaggi
During Audit: Elizabeth Biaggi

Afterschool Site Director:
Fiscal Year 2019: Jennifer Millar
During Audit: Brandon Everett

Cash and Investments

Checking	\$ 26,218.55
Investments	
	\$ 26,218.55

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	748.11	1,432.00	775.00	1,452.49	852.00	2,005.60
Classes	1,759.65	23,790.67	25,097.59	2,033.90	648.12	1,838.51
Clubs	517.75	1,954.00	1,855.38	5,033.90	4,957.90	692.37
Departments	1,925.83	9,498.10	9,576.90	0.00	58.82	1,788.21
Trusts	5,427.33	318,696.33	312,529.59	17,997.82	18,041.89	11,550.00
General	18,564.03	37,009.81	45,270.60	12,967.25	14,926.63	8,343.86
	\$ 28,942.70	\$ 392,380.91	\$ 395,105.06	\$ 39,485.36	\$ 39,485.36	\$ 26,218.55

Acreage Pines Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Addison Mizner Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 199 S.W. 12th Avenue
Boca Raton, FL 33486

Principal:
Fiscal Year 2019: Kelly Burke
During Audit: Joshua Davidow

Treasurer:
Fiscal Year 2019: Robin Stewart
During Audit: Robin Stewart

Afterschool Site Director:
Fiscal Year 2019: Steve Robert
During Audit: Steve Robert

Cash and Investments

Checking	\$ 49,243.67
Investments	
	\$ 49,243.67

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3,626.49	1,435.50	1,903.68	80.00	80.00	3,158.31
Classes	1,140.44	58,809.80	56,154.89	2,024.63	4,494.08	1,325.90
Clubs	308.14	1,328.00	1,011.91	159.30	159.30	624.23
Departments	16,225.12	24,564.30	31,907.75	9,720.62	9,720.62	8,881.67
Trusts	45,771.34	922,347.57	921,940.86	19,282.96	24,678.68	40,782.33
General	(1,273.61)	1,919.48	14,039.81	8,920.13	1,054.96	(5,528.77)
	\$ 65,797.92	\$1,010,404.65	\$1,026,958.90	\$ 40,187.64	\$ 40,187.64	\$ 49,243.67

Addison Mizner Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Allamanda Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 10300 Allamanda Drive
Palm Beach Gardens, FL 33410

Principal:
Fiscal Year 2019: Marilu Garcia
During Audit: Marilu Garcia

Treasurer:
Fiscal Year 2019: Millie Graff
During Audit: Millie Graff

Afterschool Site Director:
Fiscal Year 2019: Francis Grenon
During Audit: Francis Grenon

Cash and Investments

Checking	\$ 44,213.04
Investments	
	\$ 44,213.04

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	18.01	40.00	40.00	0.00	0.00	18.01
Classes	2,746.39	9,489.97	10,477.12	2,053.33	2,281.16	1,531.41
Clubs	191.20	101.00	159.05	0.00	0.00	133.15
Departments	1,773.01	12,336.03	13,662.57	3,114.37	2,051.42	1,509.42
Trusts	31,823.87	447,755.30	445,223.69	7,250.00	8,677.01	32,928.47
General	9,254.14	4,357.78	6,111.23	4,289.74	3,697.85	8,092.58
	\$ 45,806.62	\$ 474,080.08	\$ 475,673.66	\$ 16,707.44	\$ 16,707.44	\$ 44,213.04

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #11895 (for \$500) was for payment to a consultant for the August 24, 2018 carnival games. However, the engagement of this consultant did not have a School *District Consultant Agreement (PBSD 1420)*.

Recommendation

The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students, as required by *Florida Statutes §1012.465 (Jessica Lunsford Act)*.

Management's Response

Concur.

**Banyan Creek Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 4243 Sabal Lake Drive
Delray Beach, FL 33445

Principal:
Fiscal Year 2019: Gerald Riopelle
During Audit: Gerald Riopelle

Treasurer:
Fiscal Year 2019: Janie Ochacher
During Audit: Janie Ochacher

Afterschool Site Director:
Fiscal Year 2019: Christine Sims / Emma Golembiewski
During Audit: Emma Golembiewski

Cash and Investments

Checking	\$ 87,007.23
Investments	
	\$ 87,007.23

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	4,762.37	66,937.69	65,412.79	6,496.20	7,497.41	5,286.06
Clubs	19,589.26	6,001.00	6,534.57	2,478.70	722.82	20,811.57
Departments	2,323.56	882.00	1,540.93	0.00	0.00	1,664.63
Trusts	51,190.45	622,508.40	610,563.59	22,198.63	29,299.57	56,034.32
General	1,631.81	2,602.72	7,370.15	6,548.76	202.49	3,210.65
	\$ 79,497.45	\$ 698,931.81	\$ 691,422.03	\$ 37,722.29	\$ 37,722.29	\$ 87,007.23

Banyan Creek Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Barton Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1700 Barton Road
Lake Worth, FL 33460

Principal:
Fiscal Year 2019: Denise Sanon
During Audit: Denise Sanon

Treasurer:
Fiscal Year 2019: Diane Witherspoon
During Audit: Diane Witherspoon

Cash and Investments

Checking	\$ 16,846.95
Investments	
	\$ 16,846.95

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	2,016.42	11,654.25	11,812.10	0.00	0.00	1,858.57
Clubs	1,043.75	1,410.00	1,277.84	100.00	1,187.50	88.41
Departments	889.19	1,734.51	1,818.71	164.58	239.58	729.99
Trusts	14,013.49	115,102.06	117,525.19	1,042.50	78.69	12,554.17
General	1,025.45	7,690.75	7,299.08	1,438.83	1,240.14	1,615.81
	\$ 18,988.30	\$ 137,591.57	\$ 139,732.92	\$ 2,745.91	\$ 2,745.91	\$ 16,846.95

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that the *Purchase Orders* for three Disbursements totaling \$6,199.63 (#4521 for \$1,251.13; #4564 for \$1,100; and #4621 for \$3,848.50) were not approved by the Principal until two to 10 days after the invoice dates.

Recommendation

All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.

Management's Response

Concur. Going forward will adhere to rule signing all PO before the invoice date.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facilities leasing found that:

- Five *Lease Agreements* (#s 1007, 1017, 1024, 1025, and 1028) were not signed by the lessees, the witnesses, and the principal in a timely manner. Delays in signing ranged from 6 to 38 days after the leasehold periods began.
- Leasing charges for three leases (#1002, #1023, and #1034) were not always collected prior to the use of facilities by lessees, with delays ranged from 30 to 73 days.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

- To ensure Lease Agreements are legally enforceable, they should be properly executed with all the required signatures, prior to the use of facilities by lessees.
- *School Board Policy 7.18*, requires that leasing charges “are to be paid by check or credit card (no cash) at least forty-eight (48) hours **prior to** the use of a facility.”

Barton Elementary School
Management Letter
Year Ended June 30, 2019

Management's Response

Concur. Going forward the lease agreements will be signed on a timely basis and follow school board policy 7.18.

**Beacon Cove Intermediate School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 150 School House Road
Jupiter, FL 33458

Principal:
Fiscal Year 2019: Leslie Bolte
During Audit: Leslie Bolte

Treasurer:
Fiscal Year 2019: Catherine Steveson
During Audit: Catherine Steveson

Afterschool Site Director:
Fiscal Year 2019: Jane Winters
During Audit: Jane Winters

Cash and Investments

Checking	\$ 66,109.79
Investments	
	\$ 66,109.79

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	10,654.95	33,500.00	31,396.48	15,250.00	14,967.50	13,040.97
Classes	0.00	117,790.59	115,325.37	2,726.34	5,191.56	0.00
Clubs	5,464.77	13,858.00	6,106.82	9,864.70	18,055.91	5,024.74
Departments	10,074.07	36,204.86	35,484.95	13,100.35	9,797.40	14,096.93
Trusts	23,678.60	634,942.40	631,803.72	15,401.91	16,127.56	26,091.63
General	12,659.23	14,142.51	26,742.85	11,279.82	3,483.19	7,855.52
	\$ 62,531.62	\$ 850,438.36	\$ 846,860.19	\$ 67,623.12	\$ 67,623.12	\$ 66,109.79

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of documentation for sample disbursements and P-Card purchases found that:

- A July 17, 2018 P-card purchase (for \$540) was supported only by a Sales Receipt without any purchase details.
- A June 6, 2019, P-Card purchase (for \$335.71) was for food items. However, the business or educational purpose for this expense was not indicated.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and the District's related guidelines. Specifically, school expenditures should be adequately supported by itemized invoices/receipts. Otherwise, there is no assurance that the expenses were appropriate.

Management's Response

Concur. Sales receipts for extended day summer program will be submitted with itemized receipt. A field trip agenda with participants will accompany P-card purchases, not just a calendar starting filed trip showing lunch included.

AFTERSCHOOL PROGRAM

Finding

Four of the five sample students reviewed were released a total of nine times during September 2018, to individuals without legible signatures. The signatures could not be matched to any document kept on file.

Recommendation

Per the *Afterschool Programs Operational Manual* (page 1-7), Item #3 of the Dismissal Procedures states that "Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."

Management's Response

Concur. All extended day students now have a signature card on file and there is a new system in place to monitor the sign-out process.

**Belle Glade Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 500 N.W. Avenue "L"
Belle Glade, FL 33430

Principal:
Fiscal Year 2019: Robera Walker-Thompson
During Audit: Robera Walker-Thompson

Treasurer:
Fiscal Year 2019: Shameka Salters
During Audit: Tawanna Walker

Cash and Investments

Checking	\$ 21,825.16
Investments	
	\$ 21,825.16

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3,920.30	11,208.80	13,896.65	3,740.06	3,771.88	1,200.63
Classes	2,581.92	44,016.50	43,243.07	2,514.53	2,926.95	2,942.93
Clubs	4,877.25	9,646.65	12,195.55	1,227.59	1,051.68	2,504.26
Departments	1,389.20	5,369.94	4,593.11	1,678.36	1,678.36	2,166.03
Trusts	18,010.99	32,620.74	42,364.70	359.44	703.53	7,922.94
General	2,141.06	19,771.75	17,436.86	4,212.18	3,599.76	5,088.37
	\$ 32,920.72	\$ 122,634.38	\$ 133,729.94	\$ 13,732.16	\$ 13,732.16	\$ 21,825.16

ACCESS TO DROP-SAFE

Finding

A new school treasurer began in the position on September 16, 2019. As of February 10, 2020, the access combination for the drop-safe had not been changed. During the audit, we recommended that a work order be submitted to change the combination.

Recommendation

To ensure assets are safeguarded properly, the combination to access the drop-safe should be changed when there is a change in personnel who have the combination

Management's Response

The bookkeeper was told by the Internal Accounts Manager that changing the drop-safe code after every bookkeeper is not a requirement. The Principal is the only one with the full combination.

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) found that:

- \$90 in cash collected through MCR #498-35 was retained for nine working days before putting the money into the drop-safe for deposit.
- MCRs were not always completed with all the required information. For example, the check numbers were not noted on MCR #498-32 for two checks totaling \$142.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily, and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted liability and result in potential irregularities.
- Monies collected should be supported by MCRs with all the required information, including the account number, remitter's signature, payer's name, dollar amount, and check number when appropriate.

Management's Response

Concur. It has been a challenge due to the turnover of bookkeepers. The new bookkeeper will continue to receive training from District personnel on the above procedures.

DOCUMENTATION FOR FUNDRAISERS

Finding

The *Sales Item Inventory Report* for the Candy Sales (Account #4-4300.04) and T-Shirt Sales (Account #4-4300.02) were not approved by the Principal.

Recommendation

The *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing. Discrepancy between the estimated revenue and actual receipt should be investigated and resolved accordingly.

Management's Response

Concur. All sponsors completed the online fundraiser training. They will continue to work on ensuring that proper procedures are followed to align with the above finding and recommendation.

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #11155 (for \$1,650) did not have the required Purchase Order. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.

Recommendation

All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.

Management's Response

Concur. The bookkeeper was still in her first year of the position. She will work with District personnel to ensure all procedures are followed. She is no longer at Belle Glade Elementary.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found that the school did not maintain the Prenumbered Document Inventory Register (PBSD 0160) for *School Checks*.

Belle Glade Elementary School
Management Letter
Year Ended June 30, 2019

Recommendation

Custodian should account for each prenumbered document, including *School Checks*, through the use of the *Prenumbered Document Inventory Register* (PBSD 0160) to confirm the periodic inventory of the forms.

Management's Response

Concur. The document custodian will make the correction to this finding immediately.

Belvedere Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 3000 Parker Avenue
 West Palm Beach, FL 33405

Principal:
 Fiscal Year 2019: Diane Mahar / Amy Lopez
 During Audit: Amy Lopez

Treasurer:
 Fiscal Year 2019: Adis Garcia
 During Audit: Adis Garcia

Afterschool Site Director:
 Fiscal Year 2019: Ruben Soto
 During Audit: Ruben Soto

Cash and Investments

Checking	\$ 32,157.46
Investments	
	\$ 32,157.46

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	1.02	665.00	666.02	0.00	0.00	0.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	544.38	100.13	0.00	0.00	0.00	644.51
Trusts	17,804.93	124,284.09	112,512.51	2,865.75	3,360.75	29,081.51
General	1,544.81	5,079.91	4,688.28	1,140.00	645.00	2,431.44
	\$ 19,895.14	\$ 130,129.13	\$ 117,866.81	\$ 4,005.75	\$ 4,005.75	\$ 32,157.46

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that Disbursement #11341 (for \$1,448) was for purchase of t-shirts. The *Purchase Order* for this purchase was not approved by the Principal until 12 days after the invoice date and four days after the payment was made.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically, all purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded..

Management's Response

Concur.

AFTERSCHOOL PROGRAM

Finding

The review of the Afterschool Program records found that:

- The parent/guardian for one of five sample students did not sign the *Afterschool Programs Registration Form*.
- The Child Custody Section of the *Registration Form* for one of the five sample students was not completed with all of the required information. For example, the form did not indicate whether parents have shared (or joint) parental rights and responsibilities.

Recommendation

Afterschool Program should be administered in accordance with District's guidelines and *Afterschool Programs Operational Manual*. Specifically, to protect the best interests of students, the *Afterschool Programs Registration Form* for each student should be completed with all the needed information and signed by the parent/guardian

Management's Response

Concur. Afterschool Program Director has been informed and will be sure to address this. Please note the former Afterschool Program Director retired in June and this was under prior director, not new director.

**Benoist Farms Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1765 Benoist Farms Road
West Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Ruthann Miller
During Audit: Ruthann Miller

Treasurer:
Fiscal Year 2019: Robin McLaughlin
During Audit: Robin McLaughlin

Afterschool Site Director:
Fiscal Year 2019: Calvin Lewis
During Audit: Calvin Lewis

Cash and Investments

Checking	\$ 6,672.53
Investments	
	\$ 6,672.53

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	87.07	148.00	216.00	68.00	16.00	71.07
Classes	629.52	6,350.81	6,647.33	95.00	95.00	333.00
Clubs	600.78	1,641.00	1,985.86	11.00	11.00	255.92
Departments	481.79	2,352.89	2,545.99	434.98	434.98	288.69
Trusts	4,152.18	188,060.42	186,518.29	1,323.44	1,429.22	5,588.53
General	(173.04)	1,679.14	1,424.56	53.78	0.00	135.32
	\$ 5,778.30	\$ 200,232.26	\$ 199,338.03	\$ 1,986.20	\$ 1,986.20	\$ 6,672.53

DOCUMENTATION FOR FUNDRAISERS

Finding

The Safety Patrol Coupon Book Sale (Account #4-4300.01) had a total sales revenue of \$1,431, which was deposited into the Internal Funds during the period July 1, 2018, through June 30, 2019. However, based on the school's purchasing records and the *Sales Item Inventory Report* for School Year 2019, this fundraiser should have generated a total estimated revenue of \$1,650. As a result, \$219 (or 13%) in estimated revenue was unaccounted for.

Recommendation

Sales Item Inventory Reports should be properly prepared and completed with accurate information for each fundraiser and be approved by the principal. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. Inventory returned back to company. Teacher never corrected paperwork. Two person count system for all future fundraisers.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facility leasing found that *Lease Agreements* #1001, #1003, and #1013 were signed by the lessee one to 11 days after the lease period began. Also, the witness signature dates preceded the lessee signature dates.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically, *Lease Agreements* should be executed with the required signatures prior to the use of facilities by lessees. Witness should be present and sign after the lessee signs; indicated by the same date as the lessee signature date.

Management's Response

Concur. Custodial staff has been trained to sign the paperwork as a witness.

**Berkshire Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1060 South Kirk Road
West Palm Beach, FL 33406

Principal:
Fiscal Year 2019: Diana Perez
During Audit: Diana Perez

Treasurer:
Fiscal Year 2019: Brizeida Lora
During Audit: Brizeida Lora

Afterschool Site Director:
Fiscal Year 2019: Gaetanne Breus
During Audit: Gaetanne Breus

Cash and Investments

Checking	\$ 48,193.84
Investments	
	\$ 48,193.84

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,340.40	1,073.00	306.79	0.00	871.57	1,235.04
Classes	3,631.33	58,403.18	51,834.32	5,935.14	8,510.31	7,625.02
Clubs	372.92	594.00	690.35	175.00	0.00	451.57
Departments	13,788.63	28,872.99	41,019.14	15,930.82	9,341.61	8,231.69
Trusts	19,074.70	755,436.35	743,558.52	26,813.39	30,161.35	27,604.57
General	2,117.67	13,143.72	12,245.93	7,089.99	7,059.50	3,045.95
	\$ 40,325.65	\$ 857,523.24	\$ 849,655.05	\$ 55,944.34	\$ 55,944.34	\$ 48,193.84

DEPOSIT OF MONIES

Finding

The review of sample *Monies Collected Reports* (MCRs) and money collection process at the school revealed that:

- Monies collected were not always deposited into the drop-safe in a timely manner. For example, a total of \$1,966, including \$500 in cash, collected through five MCRs (#844-10, #844-8, #886-1, #886-4, and #835-1) were retained by the sponsors for one to two working days before putting the money into the drop-safe for deposit.
- Four collections recorded on three pages of Drop-safe Log (#s 50-30709, 50-30786, and 50-30642) were marked with the note, “give back to sponsor” or “hold”. According to staff, these collections were not ready for deposit due to various reasons. However, the return of money to the sponsors was not signed by the sponsors to acknowledge the receipt of the collections.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education’s Financial and Program Cost Accounting and Reporting for Florida Schools), Internal Accounts Manual*, and District guidelines. Specifically,

- Responsible staff should complete the *Drop-safe Log* with all the required information. The activity sponsor should complete *Section 1* of the *Log* before dropping off the collections into the safe. The treasurer and the independent staff verifier should jointly complete *Section 2* of the *Log* to confirm the treasurer’s removing the deposits for processing. Lastly, the staff verifier should complete *Section 3* of the *Log* after the treasurer entered the deposit information into the school’s accounting system.
- *DOE Rules and District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily, and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted exposure and result in potential irregularities.

Management’s Response

Concur. Sponsors and Treasurer are completing sections 1, 2, 3 with accuracy and deposits are made daily. Deposits on hold and return are signed by sponsors and deposits are made daily.

DOCUMENTATION FOR FUNDRAISERS

Finding

- The *Sales Item Inventory Report* for the Campus Yearbook (Account #5-0450.00) did not accurately reflect the (1) beginning and ending inventories, and (2) quantities of items purchased, sold, and given-away.
- The PTO Dominos Card Sales (Account #6-4405.01) did not have the required *Sales Item Inventory Report*. Furthermore, the sponsor did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- *Sales Item Inventory Reports* should be completed accurately with all the required information. Accurate information on Sales Item Inventory Reports should assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.
- To ensure fundraiser sponsors have the knowledge of and will be complying with the updated fundraising procedures, they should complete the required Annual eLearning Fundraiser Training Course annually prior to conducting fundraising activity.

Management's Response

Concur. All inventory fundraisers have a beginning and ending inventory. PTO provided Sales Item Inventory Report and receipt.

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #12956 (for \$9,509.48) was to pay for admissions and purchase of food for an Out-of-County field trip. The expenditure was supported by supported by ticket order confirmations but did not include a paid receipt or invoice with zero balance due.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines.

Specifically, to ensure expenditures are appropriate, disbursements and P-Card purchases should be documented and supported by itemized invoices and receipts.

Management's Response

Concur. Itemized receipt provided by sponsor.

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program found that:

- The Afterschool Program Registration Form for one student was not completed with all the required related custody information.
- As of June 30, 2019, the Afterschool Program had an accounts receivable balance of \$7,236.15 from 94 student accounts. Moreover, \$4,769.63 (or 66%) of the balance was past due for more than 90 days.
- The school's 2019 Summer Camp Program ended in August 2019. However, as of November 7, 2019, the program had an accounts receivable balance of \$9,442.09 from 51 student accounts.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and *Afterschool Programs Operational Manual*.

- To protect the best interests of students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information and signed by the parent/guardian.
- Afterschool and Summer Camp are self-supporting programs funded by user fees. To ensure fiscal accountability, program fees should be collected in advance as required by the *Afterschool Summer Camp Programs Operational Manual*.

Management's Response

Concur. Complete and answer all questions on registration. Previous Director began to create a fee payment agreement for outstanding balances and new Director will follow up and continue. EZ Care maintenance to remove students who registered for Afterschool and Summer Camp and did not attend.

PRENUMBERED DOCUMENTS

Finding

The review of controls of prenumbered documents revealed that:

- The school treasurer was the assigned document custodian for the *School Checks*. However, she was also involved in the day-to-day use of the *School Checks*.
- The school had not assigned a document custodian for the prenumbered tickets and Classroom Receipt Books.

Recommendation

To ensure proper fiscal accountabilities and as required by *Internal Accounts Manual, Chapter 27*, the custodian for prenumbered forms should be someone who is not involved in the day-to-day use of the form. Each assigned document custodian shall use the Prenumbered Document Inventory Register (PBSD 0160) for periodic inventory of the prenumbered forms.

Management's Response

Concur. Document Custodian for school checks has been assigned to another staff member.

Binks Forest Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 15101 Bent Creek Road
Wellington, FL 33414

Principal:
Fiscal Year 2019: Michella Levy
During Audit: Michella Levy

Treasurer:
Fiscal Year 2019: Lisa Molbogot / Tracey Coleman
During Audit: Tracey Coleman

Afterschool Site Director:
Fiscal Year 2019: Samantha Greene/Amanda Tiefenthaler
During Audit: Amanda Tiefenthaler

Cash and Investments

Checking	\$ 257,993.58
Investments	
	\$ 257,993.58

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3,723.77	975.00	1,247.02	70.93	70.93	3,451.75
Classes	24,060.77	159,745.07	152,157.73	26,832.43	28,608.22	29,872.32
Clubs	2,666.20	32,054.37	32,359.44	1,936.80	1,432.07	2,865.86
Departments	25,588.98	45,266.48	39,119.05	12,941.29	9,538.59	35,139.11
Trusts	84,157.24	1,011,006.27	932,395.31	26,086.38	36,613.31	152,241.27
General	49,150.83	30,413.97	53,536.82	11,399.97	3,004.68	34,423.27
	\$ 189,347.79	\$1,279,461.16	\$1,210,815.37	\$ 79,267.80	\$ 79,267.80	\$ 257,993.58

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #15197 (for \$380) was for paying a science demonstrator. The disbursement was supported by a *School District Consultant Agreement*. However, the school did not obtain an invoice indicating the amounts, dates, and times of services provided.

Recommendation

In addition to properly executed *School District Consultant Agreements*, payments to consultants should be adequately supported by invoices or statements indicating the dates and times of the services.

Management's Response

Concur. Bookkeeper will review back up documentation prior to delivering to principal for approval for disbursement.

**Boca Raton Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 103 S.W. 1st Avenue
Boca Raton, FL 33432

Principal:
Fiscal Year 2019: Renee Elfe
During Audit: Renee Elfe

Treasurer:
Fiscal Year 2019: Alexandra Westgate
During Audit: Alexandra Westgate

Afterschool Site Director:
Fiscal Year 2019: Jovanina Vitagliano
During Audit: Jovanina Vitagliano

Cash and Investments

Checking	\$ 23,566.38
Investments	
	\$ 23,566.38

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	360.34	399.00	640.28	36.03	36.03	119.06
Classes	836.34	3,477.00	3,877.46	424.50	424.50	435.88
Clubs	0.00	1,155.00	0.00	0.00	1,155.00	0.00
Departments	223.24	8,958.06	8,632.29	4,582.83	3,585.97	1,545.87
Trusts	22,869.37	196,766.00	197,134.93	6,931.35	8,708.21	20,723.58
General	280.19	2,293.46	3,766.66	1,935.00	0.00	741.99
	\$ 24,569.48	\$ 213,048.52	\$ 214,051.62	\$ 13,909.71	\$ 13,909.71	\$ 23,566.38

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that:

- Some activity sponsors did not always retain the yellow copies of the MCRs when turning in the monies and MCRs to the bookkeeper for deposit. Instead, the yellow copies were also provided to the bookkeeper.
- Some sponsors did not attach the *Official Receipts* to the yellow copies of the MCRs when submitting these documents to the school secretary for record retention at the end of the school year.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- To ensure proper fiscal accountability and as required by *Bulletin #P-14051-S/CFO*, activity sponsors should keep the yellow copy of the MCR, instead of giving it to the bookkeeper with the monies collected. Keeping a copy of the MCR will assist the sponsors in (1) ensuring that the dollar amount indicated on the *Official Receipt* provided by the bookkeeper agrees with the monies collected and submitted for deposit, (2) tracking the account balance periodically, and (3) providing documentation for the amount of revenue collected if recording errors should occur.
- As required by the *Sponsor's Checklist of Responsibilities* in the *Internal Accounts Manual, Chapter 7*, Teacher/sponsors should “*compare the yellow copy of the MCR against the official receipt to confirm that funds were properly credited to the school's accounting records.*”

Management's Response

Concur. In the future activity sponsors will keep the yellow copy of the MCR instead of giving them to the bookkeeper. Activity sponsors will attach Official Receipts to yellow copy of MCR. Principal will insure they are trained.

AFTERSCHOOL PROGRAM

Finding

The review of sample Afterschool Program records found that:

- There were discrepancies between *Attendance Sheets* and *Parent Sign Out Sheets* during January 2019. The parents/guardians for three of five sample students signed the *Parent Sign Out Sheet* for three days. However, the *Attendance Sheet* shows the students were absent.

- One student was released to a person not on the authorized list.
- As of June 30, 2019, the Afterschool Program had an accounts receivable balance of \$5,841.84 from 63 parent accounts. In addition, there was no documented efforts to recover these outstanding debts.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically,

- To protect the safety and welfare of students, they can only be released to an authorized person, whose signature must be obtained and match the school's record before the student can be released.
- As required by Section 3 of the *Afterschool Programs Operational Manual*, "Afterschool fees must be paid in advance and collected in full. No adjustments may be made for absences as afterschool fees are calculated on a monthly basis."
- Afterschool is a self-supporting program funded by user fees. As required by the *Afterschool Programs Operational Manual* and to ensure fiscal accountability, program fees should be collected in advance of attendance.

Management's Response

Concur. Afterschool Director will review these policies and follow them in accordance with the Afterschool Programs Operational Manual. Principal will monitor compliance closely.

LEASING OF SCHOOL FACILITIES

Finding

The review of leasing activities of school facilities found that:

- *Lease Agreements* were not always executed with all the signatures in a timely manner. *Agreements* #1006 and #1013 were not signed by the lessee and the witness until one day after the leasehold periods had begun.
- Leasing charges for Leases #1001, #1006, and #1013 were not collected prior to the use of facilities. Delays ranged from one to three days.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

- To protect the best interest of the School District, all *Lease Agreements* should be executed with all the required signatures prior to the use of facilities by lessees.
- ***School Board Policy 7.18***, requires that leasing charges “*are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.*”

Management’s Response

Concur. All future leasing agreements will be signed and executed in a timely manner and funds will be collected prior to use of the facilities.

PRENUMBERED DOCUMENTS

Finding

The review of prenumbered documents found that the school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for *School Checks*.

Recommendation

Custodian should account for each prenumbered document, including *School Checks*, through the use of the *Prenumbered Document Inventory Register (PBSD 0160)* to confirm the periodic inventory of the forms.

Management’s Response

Concur. In the future the prenumbered Document Inventory Register will be accounted for by the document custodian to confirm the periodic inventory of the forms.

**Calusa Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 2051 Clint Moore Road
Boca Raton, FL 33496

Principal:
Fiscal Year 2019: Dianne Rivelli-Schreiber
During Audit: Dianne Rivelli-Schreiber

Treasurer:
Fiscal Year 2019: Linda Kramer
During Audit: Linda Kramer

Afterschool Site Director:
Fiscal Year 2019: Laurie Helfman
During Audit: Laurie Helfman

Cash and Investments

Checking	\$ 89,647.14
Investments	
	\$ 89,647.14

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3,031.67	6,924.00	8,102.70	776.00	176.00	2,452.97
Classes	3,350.24	104,816.58	107,779.39	18,043.78	13,734.29	4,696.92
Clubs	1,264.38	21,299.94	11,998.32	11,180.45	16,500.44	5,246.01
Departments	18,607.77	23,526.71	22,495.54	11,896.09	8,973.90	22,561.13
Trusts	38,490.28	913,141.52	913,097.56	50,189.69	51,401.03	37,322.90
General	12,438.41	52,601.98	46,372.83	20,100.65	21,401.00	17,367.21
	\$ 77,182.75	\$1,122,310.73	\$1,109,846.34	\$ 112,186.66	\$ 112,186.66	\$ 89,647.14

DOCUMETATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- The school made five payments totaling \$2,444.05 to a vendor for the garden maintenance. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD#1420)*.
- Two P-Card purchases (totaling \$178.86) during January and February 2019 included payments of \$11.64 in sales tax. All qualified purchases by the school should be exempted from paying sales tax.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- To fully conform with *Section 8* of the *Agreement* and *Florida Statutes §1012.465(Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students.
- The School District is sales tax-exempt governmental entity, and should not pay sales tax for qualified purchases.

Management's Response

Concur. Please know the vendor was never alone with students and the teacher (garden sponsor) was present at all sessions. The sales tax was removed on one of the qualifying purchases and we are working on the second.

Cholee Lake Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 6680 Dillman Road
 Greenacres, FL 33413

Principal:
 Fiscal Year 2019: Marline Campbell
 During Audit: Marline Campbell

Treasurer:
 Fiscal Year 2019: LaSonya Martin
 During Audit: LaSonya Martin

Afterschool Site Director:
 Fiscal Year 2019: Jocelyn Cardona
 During Audit: Jocelyn Cardona

Cash and Investments

Checking	\$ 36,668.95
Investments	
	\$ 36,668.95

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,618.50	2,943.50	1,851.32	2,534.22	2,539.22	3,705.68
Classes	16,846.71	74,795.10	77,507.92	26,919.14	26,799.35	14,253.68
Clubs	2,042.08	3,197.00	2,830.00	1,840.41	1,955.41	2,294.08
Departments	5,985.32	14,413.19	15,101.70	1,052.37	1,003.41	5,345.77
Trusts	12,662.31	205,510.36	207,255.56	7,202.65	7,251.40	10,868.36
General	3,279.14	3,046.09	6,123.85	2,527.36	2,527.36	201.38
	\$ 43,434.06	\$ 303,905.24	\$ 310,670.35	\$ 42,076.15	\$ 42,076.15	\$ 36,668.95

AFTERSCHOOL PROGRAM

Finding

As of June 30, 2019, the school's Afterschool Program had a total accounts receivable balance of \$4,613.80 from 96 parent accounts. Moreover, \$3,667.77 (or 79%) of the balance was past due from Fiscal Years 2011 through 2018. Staff stated that the unpaid balances were from families that left the program without notice or removed from the program for non-payment. Efforts were made by the school to recover the amounts owed.

Recommendation

To enhance the integrity of the financial records, information for students who are not enrolled in the program for the current year should be revisited. The Afterschool Department should consider removing them from the database and transferring the information to the student obligation list.

Management's Response

Concur. This was discussed with the Aftercare Director. Aftercare Director was directed to put a plan in place to avoid such funding from occurring in the future.

**Citrus Cove Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 8400 Lawrence Road
Boynton Beach, FL 33436

Principal:
Fiscal Year 2019: Laura Green
During Audit: Natalie Cromwell

Treasurer:
Fiscal Year 2019: Cheryl Conner / Heather Riley / Heather Taylor
During Audit: Cara Monteith

Afterschool Site Director:
Fiscal Year 2019: Shelia Ross
During Audit: Shelia Ross

Cash and Investments

Checking	\$ 57,114.78
Investments	
	\$ 57,114.78

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,345.90	18,192.89	19,530.42	0.00	0.00	8.37
Classes	39.00	75,045.72	63,530.87	9,572.59	21,126.42	0.02
Clubs	5,413.41	2,845.00	2,131.40	990.00	1,555.20	5,561.81
Departments	8,259.92	8,725.59	8,965.67	0.00	0.00	8,019.84
Trusts	26,633.43	864,843.87	864,366.95	13,024.35	17,030.38	23,104.32
General	13,248.17	14,335.12	23,287.93	19,523.48	3,398.42	20,420.42
	\$ 54,939.83	\$ 983,988.19	\$ 981,813.24	\$ 43,110.42	\$ 43,110.42	\$ 57,114.78

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) at the school found that:

- One page of the *Drop-safe Log* (page 50-08382) was missing. The missing page was for collection on June 6, 2019. The instance was reported to Accounting Services by the school.
- MCRs were not always completed with all the required information. For example, \$269 collected through three MCRs (#1023-14, #1023-18, and #1023-19) included three checks totaling \$122 that were not identified on the MCRs.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- To ensure proper fiscal accountability and as required by *Bulletin #P 18-132 CFO*, the Document Custodian for *Drop-safe Logs* should ensure that “*Completed Drop-safe Logs along with PBSD 2587 will be filed sequentially in a binder by document number and shall be retained for five years.*”
- Monies collected should be supported by MCRs with all the required information, including the payer’s name, dollar amount, and check number when appropriate.

Management’s Response

Concur. On December 16, 2019, the principal addressed the issue and correct procedures with the staff and current bookkeeper.

DOCUMENTATION OF DISBURSEMENTS

Finding

Disbursement #12969 (for \$299) was to pay for supplemental curriculum materials. However, the disbursement was supported by an invoice for \$453.75, with no explanation for the difference.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines.

Citrus Cove Elementary School
Management Letter
Year Ended June 30, 2019

Specifically, to ensure that purchases are appropriate, disbursements should be supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. On December 16, 2019, the principal addressed the issue and correct procedures with the staff and current bookkeeper.

Additional Comments

Bookkeeper and Principal were not at Citrus Cove in these positions when the event occurred.

C. O. Taylor/Kirklane Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 4200 Purdy Lane
Palm Springs, FL 33461

Principal:
Fiscal Year 2019: Patricia Lucas
During Audit: Patricia Lucas

Treasurer:
Fiscal Year 2019: Raysa Serpa
During Audit: Raysa Serpa

Afterschool Site Director:
Fiscal Year 2019: Candace Dixon
During Audit: Candace Dixon

Cash and Investments

Checking	\$ 59,519.79
Investments	
	\$ 59,519.79

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	355.00	959.00	556.50	917.50	917.50	757.50
Classes	10,791.88	82,052.46	77,003.96	17,641.67	17,285.90	16,196.15
Clubs	1,661.43	719.00	346.94	512.06	512.06	2,033.49
Departments	4,700.03	22,590.38	25,279.45	13,089.81	11,670.81	3,429.96
Trusts	24,268.30	428,829.93	422,045.86	20,340.75	21,936.77	29,456.35
General	6,900.08	18,334.31	17,409.30	15,390.90	15,569.65	7,646.34
	\$ 48,676.72	\$ 553,485.08	\$ 542,642.01	\$ 67,892.69	\$ 67,892.69	\$ 59,519.79

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) found that:

- Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$170 collected through two MCRs (#1640-34, and #1640-35) was retained by the sponsors for 6 to 16 working days before the money was put into the drop-safe for deposit.
- Some sponsors did not always attach the Official Receipts to the yellow copies of the MCRs; which was to demonstrate comparison for accuracy of the original collection to the final deposit.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily, and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted liability and result in potential irregularities.
- As required by the *Sponsor's Checklist of Responsibilities* in the *Internal Accounts Manual, Chapter 7*, Teacher/sponsors should “compare the yellow copy of the MCR against the official receipt to confirm that funds were properly credited to the school's accounting records.”

Management's Response

Concur. I will continue to work with staff to deposit monies in a timely manner. I will review fiscal procedures at the 1/15/20 Faculty Meeting.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that the *Sales Item Inventory Report (SIIR)* for Yearbooks Sales Account (#7-0100.02) was not accurately completed. The sponsor noted on the *Fundraiser Application/Recap Form* that the yearbooks were “all sold out.” However, the sponsor indicated in the *SIIR* that 7 yearbooks remained in inventory. Our physical inventory during the audit found no yearbooks were on hand. Therefore, we cannot rely on the *SIIR* to determine the expected revenue from Yearbook Sales.

Recommendation

Sales Item Inventory Report should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. I will review fiscal procedures at the 1/15/2020 Faculty Meeting to ensure compliance to the rules.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #13192 (for \$600) was a supplemental payment to a school employee for administering the band and chorus programs.
- Two disbursements (#13175 for \$1,790 and #13199 for \$1,573.20) did not have the required *Purchase Orders*. *Purchase Order* is required for all purchases exceeding \$1,000.
- One P-Card purchase for \$1,231.25 on August 7, 2018, exceeded the \$1,000 per vendor daily limit without obtaining prior approval from the Purchasing Department.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- To ensure full compliance with IRS rules and the related tax withholdings, employee compensation should be processed through the District's payroll system.
- *Purchase Order* approved by the Principal should be issued for each purchase in excess of \$1,000. This will help ensure that the purchase is appropriate, and the funds will be available for the purchase.
- P-Card purchases in excess of \$1,000 require prior approval from the Purchasing Department.

Management's Response

Concur. I will review each order/purchase carefully to ensure this doesn't happen again.

Coral Reef Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 6151 Hagen Ranch Road
 Lake Worth, FL 33467

Principal:
 Fiscal Year 2019: Bobbi Moretto
 During Audit: Bobbi Moretto

Treasurer:
 Fiscal Year 2019: Raysa Navarro
 During Audit: Raysa Navarro

Afterschool Site Director:
 Fiscal Year 2019: Pat Felice
 During Audit: Pat Felice

Cash and Investments

Checking	\$ 46,282.16
Investments	
	\$ 46,282.16

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	267.22	842.00	839.50	2.50	2.50	269.72
Classes	8,399.06	29,004.09	29,983.56	4,622.12	4,610.12	7,431.59
Clubs	1,715.29	34,798.30	35,535.85	16,845.55	16,845.55	977.74
Departments	9,518.57	23,539.20	25,280.45	7,028.75	7,028.75	7,777.32
Trusts	33,655.47	791,943.68	792,640.99	6,123.00	8,634.48	30,446.68
General	(375.50)	10,819.82	13,564.69	4,391.48	1,892.00	(620.89)
	\$ 53,180.11	\$ 890,947.09	\$ 897,845.04	\$ 39,013.40	\$ 39,013.40	\$ 46,282.16

Coral Reef Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Coral Sunset Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 22400 Hammock Street
Boca Raton, FL 33428

Principal:
Fiscal Year 2019: Danielle Garcia
During Audit: Danielle Garcia

Treasurer:
Fiscal Year 2019: Tracey Coleman/Danielle Pinnock
During Audit: Narmin Mankarious

Afterschool Site Director:
Fiscal Year 2019: Evelyn Garcia
During Audit: Evelyn Garcia

Cash and Investments

Checking	\$ 93,350.64
Investments	
	\$ 93,350.64

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,486.33	918.00	935.23	918.00	918.00	2,469.10
Classes	1,454.93	23,217.00	22,465.48	1,714.13	2,973.99	946.59
Clubs	1,800.47	0.00	353.21	371.21	489.34	1,329.13
Departments	9,699.84	12,648.51	10,986.17	7,713.67	7,713.67	11,362.18
Trusts	81,505.02	507,527.19	517,667.90	19,740.70	20,319.10	70,785.91
General	7,204.00	14,888.74	17,591.40	10,576.26	8,619.87	6,457.73
	\$ 104,150.59	\$ 559,199.44	\$ 569,999.39	\$ 41,033.97	\$ 41,033.97	\$ 93,350.64

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- The SWPBS Star T-shirts Sales (Account #6-4406.02) had a total sales revenue of \$1,614 deposited into the Internal Funds during the period July 1, 2018, through December 16, 2019. However, based on the school’s purchasing records, the *Sales Item Inventory Report* for School Year 2019, and our examination of physical inventory during the audit, this fundraiser should have generated a total estimated revenue of \$2,030. Consequently, \$416 (or 20%) in estimated revenue was unaccounted for. Moreover, the *Sales Item Inventory* was not approved by the principal.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory (1)	Purchases (2)	Items Given Away (1)	Inventory On Hand (3)	Units Sold		
T-shirts	94	253	8	136	203	\$10	\$2,030
Total Estimated Revenues							\$2,030
Total Sales Revenues Collected							\$1,614
<i>Estimated Revenues Unaccounted For</i>							<u>\$416</u>

- (1) Based on recorded sales and ending inventory and *Sales Item Inventory Report*.
 (2) Based on purchasing records during July 1, 2018, through December 16, 2019.
 (3) Based on our examination of physical inventory on January 9, 2020.

- The Student Planners Sales (Account #6-4405.01) did not have the required *Sales Item Inventory Report*. A total of \$1,099 in sales revenues was deposited into the Internal Funds during July 1, 2018, through June 30, 2019. Based on the school’s purchasing records, this fundraiser should have generated a total estimated revenue of \$1,770. As a result, \$671 (or 38%) in estimated revenue was unaccounted for.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory	Purchases (1)	Items Given Away	Inventory On Hand	Units Sold		
T-Shirts-Staff	-	354	-	-	354	\$5	\$1,770
Total Estimated Revenues							\$1,770
Total \$ Deposits into Internal Funds							\$1,099
<i>Estimated Revenues Unaccounted For</i>							<u>\$671</u>

- (1) Based on purchasing records during July 1, 2018, through June 30, 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.
- *Sales Item Inventory Reports* should be properly prepared and completed with accurate information for each fundraiser and be approved by the principal. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. *Fundraising Application/Recap Forms* should be verified by the Treasurer.

Management's Response

Concur. Met with both fundraiser staff to review procedures from here on out. Also, new bookkeeper is familiar with procedures for fundraisers now. She will continue to work with staff completing fundraisers on campus including paperwork, signatures, and counts (beginning and ending).

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Two disbursements #12250 (for \$2,775.60), and #12468 (for \$2,289) did not have the required *Purchase Orders*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Disbursement #12457 (for \$280) was for paying a consultant for providing a water slide with attendance. However, the related *School District Consultant Agreement (PBSD 1420)* was not signed by the Principal.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To fully conform with *Section 8* of the *Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students.

Management's Response

Concur. I have sat with my new bookkeeper to discuss procedures with P-cards (including taking P-card training). I have also discussed and trained my bookkeeper about getting all things signed/approved BEFORE they start. Also, met with PTA to remind them of the procedures for water slides, etc... to ensure all is signed and preapproved BEFORE events.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facility leasing found that:

- *Lease Agreement #1018* was not signed by the lessee and witness.
- *Lease Agreements #1002* and *#1015* were not signed by the witness.
- *Lease Agreement #1002* was signed by the lessee five days after the lease period began.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically, to protect the best interest of the School District, *Lease Agreements* should be executed with the required signatures prior to the use of facilities by lessees.

Management's Response

New bookkeeper is aware of procedures for lease agreements. All leases will be signed BEFORE events/lease start dates.

**Crosspointe Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 3015 South Congree Avenue
Boynton Beach, FL 33426

Principal:
Fiscal Year 2019: Annmarie Giddings-Dilbert
During Audit: Annmarie Giddings-Dilbert

Treasurer:
Fiscal Year 2019: Hollis Memoly
During Audit: Hollis Memoly

Afterschool Site Director:
Fiscal Year 2019: Abeer Khalfa Majdalawi
During Audit: Abeer Khalfa Majdalawi

Cash and Investments

Checking	\$ 49,819.52
Investments	
	\$ 49,819.52

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3.89	242.75	239.21	0.38	0.00	7.81
Classes	8,331.36	26,238.26	24,036.11	7,249.16	9,345.96	8,436.71
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	803.11	4,764.04	4,750.88	20.00	20.00	816.27
Trusts	35,914.71	251,331.11	251,526.19	10,113.55	10,480.29	35,352.89
General	2,841.39	8,227.65	8,326.36	8,605.88	6,142.72	5,205.84
	\$ 47,894.46	\$ 290,803.81	\$ 288,878.75	\$ 25,988.97	\$ 25,988.97	\$ 49,819.52

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of documentation for the General-Yearbook (Account #7-0100.07) noted the following exceptions:

- The sponsor did not prepare the required *Fundraising Application/Recap Form*.
- The *Sales Item Inventory Report* (SIIR) was not completed with accurate information. For example, the school's purchasing records showed that 100 books were purchased. However, 83 books were recorded on the SIIR as purchased. Additionally, collection records indicated that books selling prices were \$10, \$15, and \$25. Yet only one price (\$15) was reflected on the SIIR. Lastly, the SIIR was not approved by the principal until during our audit.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal on the *Fundraising Application/Recap Form*.
- *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. Fundraising procedures reviewed at the faculty meeting on January 8, 2020.

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #5975 (for \$1,289.60) was not signed off by the Principal and did not have a *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.

Recommendation

All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.

Crosspointe Elementary School
Management Letter
Year Ended June 30, 2019

Management's Response

Concur. District procedures reviewed during faculty meeting.

**Crystal Lakes Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 6050 Gateway Boulevard
Boynton Beach, FL 33437

Principal:
Fiscal Year 2019: Diane Curcio-Greaves
During Audit: Laura Green

Treasurer:
Fiscal Year 2019: Kim June
During Audit: Kim June

Afterschool Site Director:
Fiscal Year 2019: Michelle Soto
During Audit: Michelle Soto

Cash and Investments

Checking	\$ 64,497.34
Investments	
	\$ 64,497.34

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,450.28	779.25	792.83	406.55	152.69	2,690.56
Classes	6,603.65	15,974.75	15,662.51	3,591.30	3,591.30	6,915.89
Clubs	1,275.07	504.00	675.08	241.44	325.30	1,020.13
Departments	9,204.03	19,333.16	25,151.49	1,369.88	1,369.88	3,385.70
Trusts	47,876.20	630,073.95	606,799.36	15,379.12	38,799.91	47,730.00
General	6,311.48	5,124.72	31,931.93	23,688.55	437.76	2,755.06
	\$ 73,720.71	\$ 671,789.83	\$ 681,013.20	\$ 44,676.84	\$ 44,676.84	\$ 64,497.34

Crystal Lakes Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Cypress Trails Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 133 Park Road North
Royal Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Bruce Saulter
During Audit: Bruce Saulter

Treasurer:
Fiscal Year 2019: Judy Smith
During Audit: Judy Smith

Afterschool Site Director:
Fiscal Year 2019: Kelly Hughes-Hinde
During Audit: Kelly Hughes-Hinde

Cash and Investments

Checking	\$ 31,926.27
Investments	
	\$ 31,926.27

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	383.60	380.00	57.90	0.00	380.00	325.70
Classes	1,046.05	25,629.50	23,788.32	2,119.48	2,119.48	2,887.23
Clubs	1,059.40	11,099.83	8,070.72	5,925.05	9,422.60	590.96
Departments	4,639.28	8,115.31	7,172.42	971.54	835.54	5,718.17
Trusts	26,732.71	307,151.12	315,291.62	9,420.90	5,882.16	22,130.95
General	1,686.28	8,585.97	10,201.80	4,221.47	4,018.66	273.26
	\$ 35,547.32	\$ 360,961.73	\$ 364,582.78	\$ 22,658.44	\$ 22,658.44	\$ 31,926.27

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that:

- MCRs were not always completed with all the required information. For example, check numbers for two checks, totaling \$60, were not identified on MCR #927-14 (for \$120).
- MCR #889-1 (for \$2,612) was not deposited into the drop-safe in a timely manner. This money, which included \$1,693 in cash, was retained by the sponsor for one working day before putting the money into the drop-safe for deposit.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education’s Financial and Program Cost Accounting and Reporting for Florida Schools), Internal Accounts Manual*, and District guidelines. Specifically,

- Monies collected should be supported by MCRs with all the required information, including the account number, remitter’s signature, payer’s name, dollar amount, and check number when appropriate.
- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.

Management’s Response

Concur. I will be reviewing the Monies Collected procedures with faculty/staff and specifically address the proper completion of an MCR and the policy for depositing monies on the same day.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- The sponsors of the following two fundraisers did not complete the required annual eLearning Fundraiser Training Course prior to conducting the fundraiser activities:

Fundraiser Activity	Account Number	Activity Began	Training Completed
Safety Patrol Candy Bar F/R	#4-4300.02	10/8/2018	Did not complete
Pink Shirt Day T-Shirts	#5-1000.01	2/20/2019	Did not complete

- Neither the *Fundraising Application/Recap Form* nor the *Sales Item Inventory Report* for the Marathon Club T- Shirt Sales (Account #4-4280.01) was approved by the Principal.
- Although *Sales Item Inventory Reports* for the Pink Shirt Day T-Shirts Fundraiser (Account #5-1000.01) and the Safety Patrol Candy Bar Sales (Account #4-4300.02) were prepared by the sponsor and approved by the principal, none of the fundraiser information were recorded on the forms. Missing

Cypress Trails Elementary School
Management Letter
Year Ended June 30, 2019

information included (1) the beginning and ending inventories, (2) the quantities of items purchased, sold, and given-away, and (3) the selling prices and revenues.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.
- To ensure the fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- To ensure proper fiscal accountability, *Sales Item Inventory Report* should be completed with all the accurate information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.

Management's Response

Concur. I will be reviewing the procedures for fundraisers with faculty/staff and specifically address the required training in eLearning prior to the fundraiser beginning, prior approval by the principal, and the completion of all required forms.

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program records found that:

- The attendance records for one student indicated that the student was absent; but the parent sign-out sheet for the same student indicated that the student was present for one day during September 2018.
- During September 2018, November 2018, and January 2019, two students were released 40 times to persons whose signatures were not legible in the parent sign-out sheet. The school did not maintain signature cards showing their full names and legal signatures.

Recommendation

Student records should be maintained in accordance with *Afterschool Programs Operational Manual* and related District guidelines. Specifically, to protect the best interests of students and the school:

- Student attendance and parent sign-out records should be properly maintained in accordance with *Afterschool Programs Operational Manual*.

Cypress Trails Elementary School
Management Letter
Year Ended June 30, 2019

- Signature cards should be maintained for parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible.

Management's Response

Concur. I will meet with the Afterschool Care Director to review procedures for student attendance records, sign-out logs, and maintaining signature cards.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found the following:

- The Afterschool Program Site Director was the designated custodian for *Afterschool Program Receipt Books (PSBSD 1438)*; but this staff also used the prenumbered receipts for fee collections.
- The school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for *School Checks, Classroom Receipt Books, and SACC Receipts*.

Recommendation

To ensure proper fiscal controls and accountability, and as required by *Chapter 27 of the Internal Accounts Manual*, specifically,

- The designated custodian for prenumbered forms should be someone who is not involved in the day-to-day use of the form.
- The custodian should periodically account for each prenumbered document, including *School Checks, Classroom Receipt Books and SACC Receipts* through the use of the *Prenumbered Document Inventory Register (PBSD 0160)* to confirm the periodic inventory of the forms.

Management's Response

Concur. I will ensure that the school's Document Custodian who is not the Afterschool Director, manages the prenumbered receipts and other applicable items for the Afterschool Care program.

D.D. Eisenhower Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 2926 Lone Pine Road
Palm Beach Gardens, FL 33410

Principal:
Fiscal Year 2019: Debbie Battles
During Audit: Debbie Battles

Treasurer:
Fiscal Year 2019: Sarah Weis
During Audit: Sarah Weis

Afterschool Site Director:
Fiscal Year 2019: Alicia DeCavalcanti
During Audit: Alicia DeCavalcanti

Cash and Investments

Checking	\$ 54,775.73
Investments	
	\$ 54,775.73

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,487.28	5,587.00	4,521.18	2,626.08	4,116.08	2,063.10
Classes	1,956.43	9,894.87	8,342.64	2,087.65	2,315.40	3,280.91
Clubs	587.48	373.00	167.53	281.08	281.08	792.95
Departments	4,468.87	4,342.63	3,948.45	600.00	817.25	4,645.80
Trusts	29,355.15	368,307.78	363,137.95	22,476.35	22,294.55	34,706.78
General	4,025.96	12,045.04	8,538.01	4,667.64	2,914.44	9,286.19
	\$ 42,881.17	\$ 400,550.32	\$ 388,655.76	\$ 32,738.80	\$ 32,738.80	\$ 54,775.73

Dwight D. Eisenhower Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Del Prado Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 7900 Del Prado Circle
Boca Raton, FL 33433

Principal:
Fiscal Year 2019: Kathryn H. Morem
During Audit: Sari Myers (Interim)

Treasurer:
Fiscal Year 2019: Phillip Seidenstucker/Stephanie Ross
During Audit: Stephanie Ross

Afterschool Site Director:
Fiscal Year 2019: Barbara Ruff
During Audit: Barbara Ruff

Cash and Investments

Checking	\$ 74,869.42
Investments	
	\$ 74,869.42

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3,147.57	3,060.00	2,617.26	1,830.60	1,424.07	3,996.84
Classes	146.59	62,915.35	71,854.10	22,280.70	9,957.53	3,531.01
Clubs	8,179.29	1,416.00	2,044.92	727.49	538.49	7,739.37
Departments	23,150.01	31,758.91	38,254.08	11,666.05	10,505.17	17,815.72
Trusts	40,725.77	629,525.58	628,600.77	13,343.38	23,514.88	31,479.08
General	7,336.95	46,460.58	39,582.05	12,926.82	16,834.90	10,307.40
	\$ 82,686.18	\$ 775,136.42	\$ 782,953.18	\$ 62,775.04	\$ 62,775.04	\$ 74,869.42

DEPOSIT OF MONIES

Finding

The review of sample *Monies Collected Reports* (MCRs) and the money collection process found that first two pages of the *Drop-safe Log* (#14-22336 and #14-22367) for Fiscal Year 2019 were missing. Staff explained that the two pages were inadvertently misplaced or destroyed during office renovations and relocation during the summer. The instance was reported to Accounting Services by the school.

Recommendation

To ensure proper fiscal accountability and as required by *Bulletin #P-14051-S/CFO*, “*Completed Drop Safes Logs must be filed sequentially in numerical order in a binder and retained for five years.*”

Management’s Response

Concur. A system has been put into place to ensure this does not happen again. Drop Safe logs will be filed sequentially.

DOCUMENTATION FOR FUNDRAISERS

Finding

Activities for the Yearbook sales (Account #7-0100.02) began on January 15, 2019. However, the sponsor for this fundraiser did not complete the required Annual eLearning Fundraiser Training Course until May 1, 2019; i.e. four months after the fundraiser began.

Recommendation

To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, sponsors should complete the required Annual eLearning Training Course prior to conducting fundraising activities.

Management’s Response

Concur. A system has been put into place to cross check completion of Fundraiser training has been completed prior to Fundraiser application being submitted to the principal.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for leasing of school facilities found that *Lease Agreement #1058* had a total leasing charges of \$171.20; however, the school collected only \$100 from the lessee. As of June 30, 2019, the school had not collected the other \$71.20 from the lessee.

Recommendation

As required by ***School Board Policy 7.18, Section 7.a.***, leasing charges “*are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.*” The school should collect the \$71.20 in unpaid rentals from the lessee.

Management’s Response

Concur. We have collected the remaining balance from the lessee.

**Diamond View Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5300 Haverhill Road
Greenacres, FL 33463

Principal:
Fiscal Year 2019: Carolyn Seal
During Audit: Carolyn Seal

Treasurer:
Fiscal Year 2019: Virginia Barney
During Audit: Virginia Barney

Afterschool Site Director:
Fiscal Year 2019: Luis Lebron
During Audit: Luis Lebron

Cash and Investments

Checking	\$ 71,443.93
Investments	
	\$ 71,443.93

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,800.11	108.00	0.00	0.00	0.00	1,908.11
Classes	391.82	39,151.34	37,919.96	8,762.09	10,385.29	0.00
Clubs	7,700.94	23,083.26	12,882.49	12,504.11	19,030.39	11,375.43
Departments	4,855.09	8,934.18	9,898.18	2,129.95	2,129.95	3,891.09
Trusts	42,228.02	284,573.66	287,559.41	6,865.57	1,174.73	44,933.11
General	12,038.35	6,082.87	11,243.67	3,681.51	1,222.87	9,336.19
	\$ 69,014.33	\$ 361,933.31	\$ 359,503.71	\$ 33,943.23	\$ 33,943.23	\$ 71,443.93

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that Disbursement #7080 (for \$3,507.19) did not have the required *Purchase Order*. A *Purchase Order* is required for all purchases exceeding \$1,000.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically, all purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded..

Management's Response

Concur. As per Internal Accounts Manual, all purchases in excess of \$1,000 will have a pre-approved Purchase Order to help ensure the purchase is appropriate and properly funded.

AFTERSCHOOL PROGRAM

Finding

The review of the Afterschool Program records found that one of the five sample students was released four times during April 2019 to a person whose signature was not legible on the release form. Consequently, there was no assurance that the student was release to the authorized person..

Recommendation

As required by the Afterschool Dismissal Procedure on page 1-8 of the *Afterschool Programs Operational Manual*, "parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."

Management's Response

Afterschool Personnel knew the individuals, based on them picking up during the year. The signature may not be legible on the release form for those days, however, they knew they were authorized to pick up the student.

Discovery Key Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 3550 Lyons Road
Lake Worth, FL 33467

Principal:
Fiscal Year 2019: Catherine Lewis
During Audit: Catherine Lewis

Treasurer:
Fiscal Year 2019: Mayra Stambaugh
During Audit: Mayra Stambaugh

Afterschool Site Director:
Fiscal Year 2019: Jacqueline Gersley
During Audit: Jacqueline Gersley

Cash and Investments

Checking	\$ 79,383.40
Investments	
	\$ 79,383.40

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1.10	0.00	110.65	110.65	0.00	1.10
Classes	8,449.13	58,576.15	57,583.12	19,686.59	12,621.77	16,506.98
Clubs	3,384.25	2,631.50	3,340.13	1,150.87	1,150.87	2,675.62
Departments	29,606.34	22,240.95	25,803.57	3,972.89	3,419.64	26,596.97
Trusts	29,823.37	683,356.33	667,871.38	13,124.00	23,343.35	35,088.97
General	974.65	7,317.88	12,269.40	2,490.63	0.00	(1,486.24)
	\$ 72,238.84	\$ 774,122.81	\$ 766,978.25	\$ 40,535.63	\$ 40,535.63	\$ 79,383.40

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- Repeated noncompliances with fundraising procedures were noted for the following two sponsors. The sponsors of the Safety Patrol Coupon Book Sales (Account # 6-4000.01) and the 2nd Grade T-shirt Sales (Account #3-3200.01) did not complete the required Annual eLearning Fundraiser Training Course prior to conducting the fundraiser activities:

Fundraiser Activity	Account Number	Activity Began	Training?
Safety Patrol Coupon Book	#6-4000.01	8/9/2018	Did not complete
2 nd Grade T-Shirt Sale	#3-3200.01	8/30/2018	Did not complete

- The 2nd Grade T-Shirt fundraiser (Account #3-3200.01) also had the following exceptions:
 - The sponsor did not complete the Recap (Actual Sales) section of the *Fundraising Application/Recap Form*.
 - The *Sales Item Inventory Report (SIIR)* was signed neither by the sponsor nor the Principal.
 - This fundraiser had a total sales revenue of \$1,270, which was deposited into the Internal Funds during August 30, through December 17, 2018. However, based on the school's purchasing records and the *Sales Item Inventory Report* for School Year 2019, this fundraiser should have generated a total estimated revenue of \$1,430. As a result, \$160 in estimated revenue was unaccounted for.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the updated fundraising procedures, they should complete the required Annual eLearning training course prior to conducting fundraising activities. Due to the repeated noncompliances, this finding is referred to the office of professional standards for appropriate action.
- The *Sales Item Inventory Report* should be prepared and completed with accurate information. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to account for any items that were given-away free-of-charge, or missing.

Management's Response

Concur. Compliance training reports to be purled more frequently by secretary. Periodic review of fundraisers for completion by bookkeeper (monthly).

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that:

- Two disbursements, #13983 (for \$2,577.40) and \$14016 (for \$1,485.85) did not have the required *Purchase Orders*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Three Disbursements (total \$7,507.80) were supported by contracts or agreements signed by the sponsors instead of the Principal.
 - Disbursement #13958 (for \$3,257.80) was for the May 10, 2019, Field Trip.
 - Disbursement #13981 (for \$3,900) was for Charter Bus Agreement.
 - Disbursement #14022 (for \$350) was for payment to a DJ for the May 30, 2019 Grade 5 Dance.

Recommendation

Disbursements should be administered in accordance with ***Internal Accounts Manual*** and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- All contracts should be approved by the Principal as required by ***School Board Policy 6.14(4)***, which states “*the School Board has delegated limited authority to ... School Principals relating to the purchase of commodities and contractual services ...*” and “*No person, unless specifically authorized to purchase commodities or contractual services under School Board policies, may make any purchase or enter into any contract involving the use of school or School District funds.*”

Management's Response

Concur. Review of internal purchase order limits by bookkeeper. Training with staff on contract procedure and approval prior to payment request.

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program records found that three of the five sample students reviewed were released to individuals without legible signatures. The signatures could not be matched to any document kept on file.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically, *per page 1-7, Item #3 of the Dismissal Procedures states that "Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."*

Management's Response

Concur. Signature cards will be added to the 2020-2021 school year packets to avoid non-legible signatures on sign-out sheets.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for leasing of school facilities found that:

- The Tririga System indicated that the school had 29 leasing arrangements during the year. However, the school did not have a hard copy of the executed *Lease Agreements* for thirteen leases: #1004, #1005, #1009, #1010, #1013, #1016, #1017, #1019, #1022, #1027, #1028, #1031, and #1032.
- The school did not always have the proper leasing documents for the use of school facilities by lessees. For example, Deposits #937, included \$898.80 in rentals collected from one lessee. However, the leasing arrangement was not recorded in the Tririga System and did not have any leasing documentation, such as *Lease Agreements* and proof of liability insurance coverage.
- Leasing charges were not always collected prior to the use of facilities. Specifically,
 - Lease #1004 was for bi-weekly use of facilities during the period September 4, 2018 through April 5, 2019. Leasing charges totaling \$2,835.50 were paid in two installments of \$1,605 and \$1,230.50. However, the \$1,605 installment for September 4, through December 20, 2018, was not collected until October 25, 2018, and the \$1,230.50 installment for January 8, through April 4, 2019 was not collected until April 5, 2019.
 - A total of \$2,568 in leasing charges for six *Lease Agreements* (Leases #1010, #1019, 1025, 1027, 1031 and #1032) had not been collected as of June 30, 2019.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

- To ensure *Lease Agreements* are legally enforceable, they should be properly executed with all the required signatures, prior to the use of facilities by lessees. The school should also maintain a hard copy of the executed *Lease Agreement* for future reference, in addition to recording leasing activities in the Tririga System.
- *School Board Policy 7.18*, requires that leasing charges “are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.” The school should collect the \$6,604.20 in unpaid rentals from the three lessees.

Management’s Response

Concur. Semimonthly review of leases to ensure payments and paperwork are up to date.

Dr. Mary McLeod Bethune Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 1501 Avenue "U"
Riviera Beach, FL 33404

Principal:
Fiscal Year 2019: Katrina Granger
During Audit: Katrina Granger

Treasurer:
Fiscal Year 2019: Latasha Smart
During Audit: Latasha Smart

Cash and Investments

Checking	\$ 32,111.66
Investments	
	\$ 32,111.66

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3,111.07	1,000.00	539.68	0.00	0.00	3,571.39
Classes	4,361.27	7,793.50	6,526.21	769.60	769.60	5,628.56
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	1,166.07	926.00	526.00	416.00	416.00	1,566.07
Trusts	21,665.17	38,474.01	37,226.76	2,578.50	2,578.50	22,912.42
General	(1,993.02)	1,201.00	774.76	0.00	0.00	(1,566.78)
	\$ 28,310.56	\$ 49,394.51	\$ 45,593.41	\$ 3,764.10	\$ 3,764.10	\$ 32,111.66

DEPOSIT OF MONIES

Finding

The review of the money collection process at the school disclosed that some sponsors did not attach the *Official Receipts* to the yellow copies of the MCRs when submitting these documents to the school secretary for record retention at the end of the school year.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically, as required by the *Sponsor's Checklist of Responsibilities* in the *Internal Accounts Manual, Chapter 7*, Teacher/sponsors should “compare the yellow copy of the MCR against the official receipt to confirm that funds were properly credited to the school's accounting records.”

Management's Response

Concur. All sponsors will attach the Official Receipts to the yellow copies of the MCRs when submitting to the school secretary at the end of the school year.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases disclosed that:

- Disbursement #5360 (for \$695) for transportation cost for the 5th Grade End of Year Field Trip was supported by a *Quote for Services* instead of an invoice.
- Disbursement #5374 (for \$400.02) included \$23.52 in sales tax reimbursement to an employee for a tax-exempt qualified purchase.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- To ensure that purchases, disbursements, and P-Card purchases are appropriate, they should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

- The School District is sales tax-exempt governmental entity, and should not pay sales tax for qualified purchases. Sales tax is not reimbursable when paid by the employee for tax-exempt purchases.

Management's Response

Concur. 1. All purchases and disbursements, and P-card purchases will be documented with invoices and receipts. 2. Sales tax will not be reimbursed.

PRENUMBERED DOCUMENTS

Finding

The school did not maintain the *Prenumbered Document Inventory Register* (PBSD 0160) for *School Checks*, prenumbered tickets and *Classroom Receipt Books*.

Recommendation

To ensure proper fiscal controls and accountabilities, and as required by ***Chapter 27 of the Internal Accounts Manual***, the designated document custodian for *School Checks* and *Drop-safe Logs* should use the *Prenumbered Document Inventory Register* (PBSD 0160) to account for the usage and monthly inventory-check of these documents.

Management's Response

Concur. The document custodian for School Checks and Dropsafe Logs will use the Prenumbered Document Inventory Register (PBSD 0160) to account for the usage and monthly Inventory-check of these documents.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for leasing of school facilities found that:

- Four Lease Agreements (#s 1004, 1014, 1030 and 1032) were neither signed by the lessees and witnesses, nor approved by the Principal in a timely manner. Delays ranged from one to 32 days after the leasehold periods began.
- Leasing charges for four leases (#s 1004, 1014, 1030 and 1032) were not collected prior to the use of the facilities by lessees. Delays ranged from one to 19 days.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically,

Dr. Mary McLeod Bethune Elementary School
Management Letter
Year Ended June 30, 2019

- To protect the School District and ensure *Lease Agreements* are legally enforceable, they should be properly executed with all the required signatures, prior to the use of facilities by lessees.
- As required by ***School Board Policy 7.18***, “fees are to be paid by check or credit card at least forty-eight (48) hours prior to use of a facility.”

Management’s Response

Concur. All leases will be signed prior to use of the facilities by the lessees. Leasing fees will be paid by check or credit card at least 48 hours prior to the use of the facilities.

**Egret Lake Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5115 47th Place North
West Palm Beach, FL 33417

Principal:
Fiscal Year 2019: Patrick Galatowitsch
During Audit: Dionne Napier

Treasurer:
Fiscal Year 2019: Cherrie Ullom
During Audit: Cherrie Ullom

Afterschool Site Director:
Fiscal Year 2019: Lori Seal
During Audit: Lori Seal

Cash and Investments

Checking	\$ 88,589.54
Investments	
	\$ 88,589.54

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	5.27	644.50	470.85	164.51	164.51	178.92
Classes	3,471.18	213.00	135.17	57.83	57.83	3,549.01
Clubs	3,819.11	33,911.75	30,008.90	7,510.80	7,548.67	7,684.09
Departments	22,052.80	13,036.28	8,121.43	2,637.99	2,637.99	26,967.65
Trusts	38,155.83	155,037.60	151,374.18	72.91	91.11	41,801.05
General	6,572.92	3,879.00	2,099.17	1,765.63	1,709.56	8,408.82
	\$ 74,077.11	\$ 206,722.13	\$ 192,209.70	\$ 12,209.67	\$ 12,209.67	\$ 88,589.54

AFTERSCHOOL PROGRAM

Finding

The review of records for the Afterschool Program found that aAs of June 30, 2019, the Afterschool Program had total accounts receivable balance of \$4,603.26 from 18 student accounts. These accounts were past due from 31 to 90 days.

Recommendation

Afterschool Program should be administered in accordance with District's guidelines and *Afterschool Programs Operational Manual*. Specifically, Afterschool Program is a self-sufficient program supported by user fees. To ensure fiscal accountability, program fees should be collected in advance as required by the *Afterschool Programs Operational Manual*. Specifically, "*fees are payable in advance and are collected monthly on the first three school days of the month.*"

Management's Response

Concur. I spoke to my Afterschool director who has been directed to no longer allow students to remain in the program when parents have failed to pay their outstanding balances. I will be conducting monthly meetings with the school bookkeeper and Afterschool director to monitor this.

**Elbridge Gale Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1915 Royal Fern Drive
Wellington, FL 33414

Principal:
Fiscal Year 2019: Gail Pasterczyk
During Audit: Gail Pasterczyk

Treasurer:
Fiscal Year 2019: Michelle Herbert
During Audit: Michelle Herbert

Afterschool Site Director:
Fiscal Year 2019: Denise Halperin
During Audit: Denise Halperin

Cash and Investments

Checking	\$ 128,762.11
Investments	
	\$ 128,762.11

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	863.66	100,916.38	87,722.91	6,478.02	19,231.45	1,303.70
Clubs	4,299.80	3,558.00	2,336.63	18.13	2,049.38	3,489.92
Departments	23,166.52	5,036.83	17,684.17	11,988.41	2,055.22	20,452.37
Trusts	54,849.23	880,285.48	851,400.58	16,749.17	19,731.16	80,752.14
General	23,017.25	18,721.23	26,807.98	13,576.56	5,743.08	22,763.98
	\$ 106,196.46	\$1,008,517.92	\$ 985,952.27	\$ 48,810.29	\$ 48,810.29	\$ 128,762.11

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursements #7482 (for \$1,807.77) and #7679 (for \$1,457.34) did not have the required *Purchase Orders*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Disbursement #7703 (for \$1,200) was for payment to a consultant for two Reading Achievement Shows for students on May 23, 2019. However, the related *School District Consultant Agreement* (PBSD 1420) was not signed by the Principal.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- A *Purchase Order* preapproved by the Principal should be issued for each purchase in excess of \$1,000. This will help ensure that the purchase is appropriate, and the purchase is properly funded.
- The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students.

Management's Response

Concur. This has been corrected.

Equestrian Trails Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 9720 Stribling Way
Wellington, FL 33414

Principal:
Fiscal Year 2019: Michele Johnson
During Audit: Michele Johnson

Treasurer:
Fiscal Year 2019: Lourdes Santos
During Audit: Lourdes Santos

Afterschool Site Director:
Fiscal Year 2019: Robin Marcus
During Audit: Robin Marcus

Cash and Investments

Checking	\$ 100,803.11
Investments	
	\$ 100,803.11

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 173.20	\$ 300.00	\$ 84.60	\$0.00	\$0.00	\$ 388.60
Music	920.75	1,096.00	961.31	118.26	108.26	1,065.44
Classes	10,979.16	98,696.67	97,608.63	6,331.01	5,964.31	12,433.90
Clubs	8,614.05	1,571.43	4,459.93	459.76	457.00	5,728.31
Departments	21,071.78	16,218.84	17,870.10	4,953.07	4,953.07	19,420.52
Trusts	49,496.60	789,376.29	782,362.19	10,437.08	18,597.12	48,350.66
General	10,318.52	14,759.25	19,442.67	11,890.71	4,110.13	13,415.68
	\$ 101,574.06	\$ 922,018.48	\$ 922,789.43	\$ 34,189.89	\$ 34,189.89	\$ 100,803.11

Equestrian Trails Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Everglades Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 407 Marginal Road
West Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Dwan Moore-Ross
During Audit: Dwan Moore-Ross

Treasurer:
Fiscal Year 2019: Barbara Schumacher
During Audit: Barbara Schumacher

Afterschool Site Director:
Fiscal Year 2019: Shelby Michener
During Audit: Shelby Michener

Cash and Investments

Checking	\$ 67,671.21
Investments	
	\$ 67,671.21

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	642.28	1,577.91	1,445.18	364.37	454.37	685.01
Classes	5,103.77	75,740.08	76,663.37	2,632.53	3,151.48	3,661.53
Clubs	7,658.07	2,139.02	2,549.41	330.00	3,928.64	3,649.04
Departments	8,463.27	17,581.70	18,578.14	5,133.85	5,138.85	7,461.83
Trusts	27,291.35	607,974.68	589,590.53	12,737.09	16,710.45	41,702.14
General	4,630.10	23,418.84	25,723.23	18,990.82	10,804.87	10,511.66
	\$ 53,788.84	\$ 728,432.23	\$ 714,549.86	\$ 40,188.66	\$ 40,188.66	\$ 67,671.21

Everglades Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Forest Hill Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5555 Purdy Lane
West Palm Beach, FL 33415

Principal:
Fiscal Year 2019: Scott McNichols
During Audit: Scott McNichols

Treasurer:
Fiscal Year 2019: Virginia Lawler
During Audit: Virginia Lawler

Afterschool Site Director:
Fiscal Year 2019: Marie Gavino
During Audit: Marie Gavino

Cash and Investments

Checking	\$ 29,675.21
Investments	
	\$ 29,675.21

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	558.81	32.00	223.53	0.00	0.00	367.28
Classes	904.24	26,978.25	26,873.66	1,850.53	2,859.36	0.00
Clubs	4,028.09	54,278.66	56,487.94	14,956.02	14,952.66	1,822.17
Departments	13,179.59	8,182.83	17,042.56	1,103.75	1,103.75	4,319.86
Trusts	24,513.63	264,746.67	269,173.14	13,644.78	14,145.14	19,586.80
General	2,526.13	4,284.01	4,736.87	1,956.73	450.90	3,579.10
	\$ 45,710.49	\$ 358,502.42	\$ 374,537.70	\$ 33,511.81	\$ 33,511.81	\$ 29,675.21

DEPOSIT OF MONIES

Finding

The review of sample Monies Collected Reports (MCRs) and money collection process at the school found that:

- None of the school staff turned in the yellow copies of the MCRs to the school secretary at the end of the school year for future referencing. The instructions to submit the yellow copies was inadvertently omitted from the school's *2019 End-of-Year Timeline*.
- During Fiscal Year 2019, there 143 bank deposits totaled \$306,100.80, from 745 MCRs. The OIG requested from staff all the related yellow copies of the MCRs for review. However, only 319 (43%) yellow MCRs, totaling \$190,356.10 (62%), were provided for our review. The remaining 426 (745 – 319 = 426, or 57%) yellow MCR copies, totaling \$115,744.70 (38% of the total deposits), were not available for our review. Due to the significant number of yellow MCRs not available for our review, there is less assurance that the collections recorded on the unavailable MCRs were properly accounted for.
- MCRs were not completed with all the required information. For example, the sources of five cash collections, totaling \$374, were not indicated on the MCRs (#1025-7, 1036-1, #1071-11, #1076-8 and #1112-4). Without the collection information, there is no financial accountability of the sponsor, and no assurance that revenues were properly accounted for.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- As required by *Internal Accounts Manual, Chapter 7's Record Retention Requirements*, "Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary..."
- Monies collected should be supported by MCRs with all the required information, including the account number, remitter's signature, payer's name, dollar amount, and check number when appropriate.

Management's Response

Concur.

DOCUMENTATION FOR FUNDRAISERS

Finding

Review of sample fundraiser records revealed that:

- The PTO Owl Shirts Sales (Account #6-3300.11) had the following noncompliances:
 - The *Sales Item Inventory Report* did not accurately reflect the selling prices of items purchased for resale. According to the collection records, t-shirts were sold at \$6 and \$9 during the fundraiser. However, the selling price listed on the *Sales Item Inventory Report* were \$5 and \$9 respectively.
 - The fundraiser had a total sales revenue of \$443, which was deposited into the Internal Funds during Fiscal Year 2019. However, based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$495. As a result, \$52 (11%) in estimated revenue was unaccounted for.
- The Administrative Shirts Sales Account (#6-0200.01) had the following noncompliances:
 - T-shirts were sold to raise funds to provide materials and services to benefit the school staff. Fundraising for staff is inappropriate, contrary to ***School Board Policy 2.16***.
 - The review of fundraiser records found that the *Sales Item Inventory Report* did not accurately reflect the quantity of items purchased for resale. According to the school's purchasing records, 126 various style shirts were purchased. However, the *Sales Item Inventory Report* indicated 111 shirts were purchased. Consequently, 15 dry fit shirts, with a resale value of \$225, were not included on the Sales Item Inventory Report as items available for sale.

Recommendation

Fundraisers should be administered in accordance with ***School Board Policy 2.16*** and the related District guidelines. Specifically,

- ***School Board Policy 2.16(1)*** states, "All fund-raising projects and activities by school or groups within the school shall contribute to the educational and extracurricular experiences of the students and shall not be in conflict with the overall instructional program."
- To ensure proper fiscal accountability, the *Sales Item Inventory Report* should contain accurate information. Accurate Reports should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory.

Management's Response

Concur.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card purchases found that:

- Three Disbursements (#13966 for \$3,506.33, #13977 for \$1,308.77, and #13972 for \$4,987.72) were payments for books and furniture for the school's summer reading program and media center, respectively. However, these purchases exceeded the \$1,000 *Purchase Order* threshold but did not have the required *Purchase Order*.
- A \$438.75 P-Card transaction on August 27, 2018, was for the purchase of food. However, it was supported by a credit card receipt that did not have the details of purchases.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically:

- A *Purchase Order* preapproved by the Principal should be issued for purchases in excess of \$1,000. This will help ensure that the purchase is appropriate, and funds will be available for the purchase.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur.

**Forest Park Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1201 SW 3rd Street
Boynton Beach, FL 33435

Principal:
Fiscal Year 2019: Nancy Robinson
During Audit: Nancy Robinson

Treasurer:
Fiscal Year 2019: Joanni Mullaney
During Audit: Joanni Mullaney

Afterschool Site Director:
Fiscal Year 2019: Kim Stivers
During Audit: Kim Stivers

Cash and Investments

Checking	\$ 30,078.09
Investments	
	\$ 30,078.09

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	133.14	488.55	183.00	431.55	431.55	438.69
Classes	219.60	14,406.14	12,537.43	1,973.05	2,068.45	1,992.91
Clubs	995.87	1,757.50	22.78	1,092.75	476.65	3,346.69
Departments	1,594.50	1,876.39	1,362.98	123.35	524.01	1,707.25
Trusts	15,365.63	129,862.26	124,022.09	4,354.36	4,866.78	20,693.38
General	4,351.32	5,468.63	8,313.16	4,294.02	3,901.64	1,899.17
	\$ 22,660.06	\$ 153,859.47	\$ 146,441.44	\$ 12,269.08	\$ 12,269.08	\$ 30,078.09

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #11154 (for \$750) was to pay a consultant for a magic show. However, the engagement of this consultant did not have a *School District Consultant Agreement*. Moreover, the disbursement did not have the Principal approved *Check Requisition*.
- The school made six disbursements totaling \$1,440 (Check #s 11172 through 11177) to a consultant for performing skateboard services during summer camp. However, five of the six disbursements had no supporting documentation. One disbursement was supported by a *School District Consultant Agreement*; however, the principal's signature was not dated.
- Disbursement #11121 (for \$250) was to pay a consultant for DJ services. However, the related *School District Consultant Agreement (PBSD 1420)* was neither signed by the consultant nor approved by the Principal.
- One P-Card purchase (for \$524.29) in January 2019 was for an LED spotlight. The transaction included a payment of \$34.30 in sales tax although it was a tax-exempt qualified purchase.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- To fully conform with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students.
- Expenditures should be adequately supported by itemized invoices/receipts. The issuance of a school check should be supported by the Principal's approved *Check Requisition*. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- The School District is sales tax-exempt governmental entity, and should not pay sales tax for qualified purchases.

Management's Response

Concur. Principal and treasurer conferenced on 2/28 – Procedure in place. Agreement attached to check prior to signature.

**Freedom Shores Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 3400 Hypoluxo Road
Boynton Beach, FL 33436

Principal:
Fiscal Year 2019: Michael Sabatino
During Audit: Michael Sabatino

Treasurer:
Fiscal Year 2019: Audra Spurlin
During Audit: Audra Spurlin

Afterschool Site Director:
Fiscal Year 2019: Cheri Rosen
During Audit: Cheri Rosen

Cash and Investments

Checking	\$ 44,228.56
Investments	
	\$ 44,228.56

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	163.74	303.00	309.52	0.00	0.00	157.22
Classes	6,352.24	40,685.42	42,744.28	7,287.45	4,290.12	7,290.71
Clubs	3,187.29	20,312.07	14,344.10	6,625.83	9,169.00	6,612.09
Departments	3,904.96	9,372.84	8,013.70	3,053.06	2,623.06	5,694.10
Trusts	37,560.99	394,469.90	406,347.22	20,844.98	22,611.40	23,917.25
General	10,075.88	13,531.39	23,932.34	4,300.19	3,417.93	557.19
	\$ 61,245.10	\$ 478,674.62	\$ 495,691.16	\$ 42,111.51	\$ 42,111.51	\$ 44,228.56

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that some MCRs were not completed with all the required information. For example, MCRs #1002-14, #1002-15, and #1008-1 included three checks totaled \$85. However, the related check numbers were not identified by the sponsor on the MCRs.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools), Internal Accounts Manual*, and District guidelines. Specifically,

- Monies collected should be supported by MCRs with all the required information, including the account number, remitter's signature, payer's name, dollar amount, and check number when appropriate.
- *DOE Rules* require that all collections be submitted for deposit intact; that is, cash and checks should be deposited as received.

Management's Response

Concur. Sample form will be displayed and teachers re-taught the proper way to complete entire form.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- The sponsors of the following three fundraisers did not complete the required Annual eLearning Fundraiser Training Course prior to conducting the fundraiser activities:

Fundraiser Sponsors Without Training

Fundraiser Activity	Account Number	Activity Began
Coupon Books	#4-4300.01	9/4/2018
P.T.O Shirts	#6-3300.03	11/13/2018
Yearbook Sales	#7-0100.02	3/7/2019

- The P.T.O. Shirt Sales Fundraiser (#6-3300.03) had the following exceptions:

- The *Fundraiser Application/Recap Form* was neither signed by the sponsor nor verified by the school treasurer.
- The *Sales Item Inventory Report* was neither signed by the Principal nor the sponsor,

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure the fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*. Most importantly, non-approved fundraisers could subject the school to unwarranted liabilities and unfunded debts.
- Failure to maintain/prepare the required fundraising documentation violates School Board Policy 2.34, which states:

“All Board employees shall faithfully and accurately keep such records as may be required by law, State Board regulations, School Board policy or their supervisor. Such records shall include pupil attendance, property inventory, funds and other types of information. Reports of such records shall be submitted on forms prescribed for such purposes and at designated intervals or dates.”

Management’s Response

Concur. The fundraising sponsors will be informed again on how to properly complete all the necessary paperwork. Treasurer will check forms.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that:

- Two disbursements (#12771 for \$1,176 and #12641 for \$1,188) did not have the required *Purchase Orders*. Preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Four disbursements (#12641 for \$1,188; #12720 for \$3,012; #12721 for \$820.36; and #12744 for \$200) did not have the Principal approved *Check Requisition*.
- A \$100 P-Card transaction was a deposit for DJ service at the Harvest Fundraiser. Use of P-Cards to pay for consultant services is prohibited by District’s Purchasing Guidelines. Moreover, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD1420)*, which also provides for the clearance check for consultant.

Recommendation

Disbursements should be administered in accordance with Internal Accounts Manual and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- Expenditures should be adequately supported by itemized invoices/receipts. The issuance of a school check should be supported by *Check Requisition* approved by the Principal's. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- P-Cards should not be used to pay for items and services disallowed by the *Purchasing Manual*. To fully conform with *Section 8* of the *Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students.

Management's Response

Concur. Treasurer was shown proper procedures and will ensure P-card records are maintained and any transactions over \$1,000 will be properly documented.

AFTERSCHOOL PROGRAM

Finding

The review of the School's Afterschool Program records found that:

- As of June 30, 2019, the school's Afterschool Program had an accounts receivable balance of \$13,338.71 from 71 student accounts. Moreover, \$9,167.81 (or 69%) of the balance was 60 days or more past due.
- The School's 2019 Summer Camp Program ended in August 2019. However, as of October 10, 2019 (two months after the camp ended), this program had an accounts receivable balance of \$7,533.66 from 47 student's account. Moreover, \$6,626.66 (or 87%) of the balance were inactive accounts from 42 students and were inactive in the database from one to four years. The remaining receivable balance of \$907 was from five active accounts.
- The subsidy certificates from the Early Learning Coalition (ELC) for two students from one family expired on December 18, 2018. However, the program continued to issue subsidy credits to this family for the remainder of the school year. Consequently, the school undercharged the family a total of \$2,281.74 in the afterschool program fees.

Recommendation

Afterschool Program should be administered in accordance with District's guidelines and *Afterschool Programs Operational Manual*. Specifically,

- Afterschool Programs should be self-sufficient supported by user fees. To ensure fiscal accountability, program fees should be collected in advance as required by *Afterschool Programs Operational Manual*.
- The Afterschool Program Site Director should monitor the Early Learning Coalition Certificates regularly to ensure certificate are not expired.

Management's Response

Concur. Payment plans are set up for current students that have past due balances.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found the school did not maintain the *Prenumbered Inventory Register* (PBSD 0160) for *School Checks*.

Recommendation

Custodian should account for each prenumbered document, including *School Checks*, through the use of the *Prenumbered Document Inventory Register* (PBSD 0160) to confirm the periodic inventory of the forms.

Management's Response

Concur. Custodian was trained on the system and has not had issues since.

**Frontier Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 6701 180th Avenue North
Loxahatchee, FL 33470

Principal:
Fiscal Year 2019: Susan Groth
During Audit: Susan Groth

Treasurer:
Fiscal Year 2019: Jaclyn Nicole Traver
During Audit: Jaclyn Nicole Traver

Afterschool Site Director:
Fiscal Year 2019: Nisa Owens
During Audit: Nisa Owens

Cash and Investments

Checking	\$ 68,775.52
Investments	
	\$ 68,775.52

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	26.19	0.00	0.00	0.00	0.00	26.19
Classes	1,251.71	35,673.23	34,576.63	5,690.16	5,311.93	2,726.54
Clubs	1,305.83	1,126.50	1,477.39	14.25	938.24	30.95
Departments	5,806.15	22,297.25	22,885.45	4,345.70	4,357.46	5,206.19
Trusts	28,443.72	421,070.07	395,774.22	29,994.02	32,304.40	51,429.19
General	7,021.38	19,173.13	19,705.95	8,094.34	5,226.44	9,356.46
	\$ 43,854.98	\$ 499,340.18	\$ 474,419.64	\$ 48,138.47	\$ 48,138.47	\$ 68,775.52

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that the *Sales Item Inventory Report (SIIR)* for the PTO School Store (Account #6-3300.01) was incomplete and had errors: total item sales was underreported by \$1,079, donated items sold were not included. There was no record of the staff sponsor completing the required Annual eLearning Fundraiser Training, although a staff sponsor signed the *Fundraising Application Form* in accordance with **Bulletin #P 18-055 CFO**.

Recommendation

Fundraisers should be administered in accordance with **School Board Policy 2.16** and related District guidelines. Specifically, to ensure proper fiscal accountability, *Sales Item Inventory Reports* should be accurately completed with all the required information, including donated items for resale. Additionally, to ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting the fundraising activities.

Management's Response

Concur. The original draft of the sales item inventory included the donated items but it apparently was not transferred in the original inventory.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for leasing of school facilities found that *Lease Agreement #1020* had different dates for the lessee signature and witness signature. This indicated the witness was not present when the lease was signed; therefore, there was no witness for contract signing.

Recommendation

Leasing of school facilities should be administered in accordance with **School Board Policy 7.18** and related District guidelines. Specifically, to ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees and properly witnessed.

Management's Response

Concur. This was unique lease where the lessee was out of state.

**Galaxy Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 550 NW 4th Avenue
Boynton Beach, FL 33435

Principal:
Fiscal Year 2019: Lisa Steele
During Audit: Lisa Steele

Treasurer:
Fiscal Year 2019: Paul Sauberer
During Audit: Paul Sauberer

Afterschool Site Director:
Fiscal Year 2019: Katina Thomas
During Audit: Katina Thomas

Cash and Investments

Checking	\$ 22,746.48
Investments	
	\$ 22,746.48

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	1,250.99	13,094.43	10,245.99	7,429.19	7,379.69	4,148.93
Clubs	3,755.91	10,506.64	6,367.94	4,999.14	10,986.83	1,906.92
Departments	1,950.79	4,178.23	3,997.36	182.56	232.06	2,082.16
Trusts	13,388.56	275,106.89	281,625.21	11,732.86	7,173.15	11,429.95
General	4,902.27	7,537.56	10,689.29	2,926.98	1,499.00	3,178.52
	\$ 25,248.52	\$ 310,423.75	\$ 312,925.79	\$ 27,270.73	\$ 27,270.73	\$ 22,746.48

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of documentation for sample disbursements and P-Card purchases found that:

- On December 17, 2018, the Afterschool Program ordered food totaling \$1,829.81 for the December 20, 2018, Winter Showcase. This purchase exceeded the \$1,000 per vendor daily limit and was split into two P-Card payments, \$900 on December 17, 2018, and \$929.81 on December 20, 2018. Moreover, this purchase was not pre-approved by purchasing.
- A February 22, 2019, P-card purchase for food (totaling \$31.01) did not have documentation indicating the purpose (business or educational) for this purchase.
- The school ordered 110 entrance tickets, totaling \$1,325, for a July 18, 2018 field trip to Miami. The vendor did not provide itemized receipts and charged the P-Card \$1,325 on July 10, 2018 and an additional \$120 on July 17, 2018, for a total of \$1,445. As a result, the school overpaid \$120.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and the District's related guidelines. Specifically,

- P-Card purchase in excess of \$1,000 requires prior approval from the Purchasing Department. Pursuant to *Purchasing Card Procedures*, "Splitting an invoice totaling more than \$1,000 is considered Pyramiding and is not allowed. Payment for purchases shall not be split to stay within the single purchase limit." The school should not circumvent purchasing rule through splitting a large purchase.
- To ensure proper fiscal accountability, an additional handwritten explanation should be included when the business purpose is not obvious on the printed invoice or receipt.
- The school should contact the vendor to recoup the \$120 overpayment for the tickets.

Management's Response

Concur. Moving forward we will get preapproval before any transaction more than \$1000 from the same vendor. The school recouped the overpayment from the Miami Heat for \$120. Documentation is provided for the 2/22/2018 chart.

AFTERSCHOOL PROGRAM

Finding

Three of the sample five students reviewed were released to individuals without legible signatures. Moreover, the signatures could not be matched to any record kept on file.

Recommendation

Per the Afterschool Programs Operational Manual (page 1-7), Item #3 of the Dismissal Procedures states that "Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."

Management's Response

Concur. SACC will ensure that legible signature is used to sign out students or the signature card will be used to verify.

**Glade View Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1100 SW Avenue "G"
Belle Glade, FL 33430

Principal:
Fiscal Year 2019: Shaundra Moore-Dowers
During Audit: Shaundra Moore-Dowers

Treasurer:
Fiscal Year 2019: Brenda Dominque / Alexis Marshall
During Audit: Alexis Marshall

Cash and Investments

Checking	\$ 19,904.36
Investments	
	\$ 19,904.36

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	924.66	533.00	449.89	0.00	0.00	1,007.77
Classes	627.94	453.00	690.32	38.00	0.00	428.62
Clubs	218.84	1,029.00	277.19	751.81	751.81	970.65
Departments	174.18	21.10	0.00	0.00	0.00	195.28
Trusts	23,808.29	40,923.16	52,673.37	2,419.00	2,419.00	12,058.08
General	5,339.01	6,052.93	6,109.98	1,808.00	1,846.00	5,243.96
	\$ 31,092.92	\$ 49,012.19	\$ 60,200.75	\$ 5,016.81	\$ 5,016.81	\$ 19,904.36

PRENUMBERED DOCUMENTS

Finding

The review of controls for prenumbered documents at the school found that the school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for *School Checks*. Furthermore, the school treasurer was the assigned document custodian for the *School Checks*.

Recommendation

To prevent conflict of interest, the custodian for school checks, who should not be the school treasurer, should be someone who is not involved in the day-to-day use of the checks. The Document Custodian should account for each prenumbered document, including School Checks and Prenumbered Receipts, through the use of the *Prenumbered Document Inventory Register (PBSD 0160)*. Periodic inventory check of the forms should be performed by the custodian.

Management's Response

Concur. Data Processor is the assigned document custodian.

Additional Comments

Bookkeeper new to the position due to the death of the former bookkeeper in December 2018.

**Golden Grove Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5959 140th Avenue North
West Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Linda Edgecomb
During Audit: Linda Edgecomb

Treasurer:
Fiscal Year 2019: Grace Wersching
During Audit: Grace Wersching

Afterschool Site Director:
Fiscal Year 2019: Patricia Packard
During Audit: Patricia Packard

Cash and Investments

Checking	\$ 77,846.68
Investments	
	\$ 77,846.68

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 2,150.81	\$ 2,558.00	\$ 2,789.79	\$ 452.88	\$ 452.88	\$ 1,919.02
Music	1,321.38	45.00	0.00	0.00	0.00	1,366.38
Classes	10,557.47	49,306.00	47,270.95	2,886.99	3,274.03	12,205.48
Clubs	934.81	4,390.00	1,406.58	432.00	432.00	3,918.23
Departments	696.79	8,072.55	7,934.72	1,790.66	1,790.66	834.62
Trusts	41,775.38	453,106.79	441,325.55	17,484.53	17,804.53	53,236.62
General	2,907.06	25,657.60	24,905.37	7,407.65	6,700.61	4,366.33
	\$ 60,343.70	\$ 543,135.94	\$ 525,632.96	\$ 30,454.71	\$ 30,454.71	\$ 77,846.68

Golden Grove Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Gove Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 900 SE Avenue "G"
Belle Glade, FL 33430

Principal:
Fiscal Year 2019: Kimberly Thomasson
During Audit: Kimberly Thomasson

Treasurer:
Fiscal Year 2019: Isabel Cristina Falcon
During Audit: Isabel Cristina Falcon

Cash and Investments

Checking	\$ 57,821.99
Investments	
	\$ 57,821.99

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	428.36	12,150.99	12,740.77	1,119.73	567.48	390.83
Clubs	27,262.78	68,723.04	73,387.70	16,109.93	17,143.04	21,565.01
Departments	6,067.01	8,812.30	9,030.58	2,214.02	2,214.02	5,848.73
Trusts	37,140.75	31,658.62	38,928.37	6,746.60	7,471.96	29,145.64
General	4,070.64	(45.00)	4,360.08	1,433.97	227.75	871.78
	\$ 74,969.54	\$ 121,299.95	\$ 138,447.50	\$ 27,624.25	\$ 27,624.25	\$ 57,821.99

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser documentation revealed that based on the school's purchasing records, the Ambassador Snack Sale (Account #4-0225.03) should have generated total sales revenue of \$4,480. However, only \$3,289.83 in sales revenue was deposited into the Internal Funds during the year. As a result, \$1,190.17 (or 27%) was not accounted for.

Recommendation

Fundraisers should be administered in accordance with ***School Board Policy 2.16*** and the related District guidelines. Specifically, to ensure proper fiscal accountability, *Sales Item Inventory Report* should be completed with accurate information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.

Management's Response

Concur. Additional tracking of fundraisers will be added to ensure that District Policies and procedures are followed.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that:

- Disbursement #12848 (for \$1,294.60) was to pay for entertainment including an obstacle course for the Fifth/Sixth Grade Bash on May 29, 2019. However the vendor's *Certificate of Insurance* mistakenly listed the School District, instead of the School Board, as the additional insured party.
- The school did not timely process payments for purchases and consequently incurred a total finance charges of \$115.97 included in disbursements #12765 and #12822 (for \$3,233.75 and \$4,703.05).

Recommendation

Disbursements should be administered in accordance with ***Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)***, and the related District guidelines. Specifically,

- Pursuant to the District's *Special Event and Risk Planning Tool*, the school must "*obtain a Certificate of Insurance and an endorsement naming the School Board of Palm Beach County as Additional Insured on the policy.*" This will ensure the School Board is well protected.

Gove Elementary School
Management Letter
Year Ended June 30, 2019

- To ensure accurate full compliance with *Florida Statutes §218.503*, the school should promptly process payments for all invoices.

Management's Response

Concur. District policies and procedures will be followed. Payments will be made promptly. Certificates of Insurance will be reviewed to ensure the School Board is protected.

**Grassy Waters Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 3550 North Jog Road
West Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Jennifer Galindo
During Audit: Jennifer Galindo

Treasurer:
Fiscal Year 2019: Theresa Ferry
During Audit: Theresa Ferry

Afterschool Site Director:
Fiscal Year 2019: Carissa Hehn
During Audit: Gabriella Castillo

Cash and Investments

Checking	\$ 58,170.37
Investments	
	\$ 58,170.37

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	5,745.75	272.23	17.98	0.00	0.00	6,000.00
Classes	13,082.90	49,300.09	52,144.24	7,322.53	7,082.70	10,478.58
Clubs	5,115.63	1,007.00	754.99	195.00	220.00	5,342.64
Departments	6,191.59	13,239.63	14,775.94	0.00	0.00	4,655.28
Trusts	31,754.34	663,468.82	663,235.64	15,865.30	17,668.10	30,184.72
General	(16.00)	17,313.27	17,376.09	3,160.79	1,572.82	1,509.15
	\$ 61,874.21	\$ 744,601.04	\$ 748,304.88	\$ 26,543.62	\$ 26,543.62	\$ 58,170.37

DEPOSIT OF MONIES

Finding

The review of money collection process and sample Monies Collected Reports (MCRs) found that some MCRs did not contain all the required information. For example, three MCRs (#891-14, #891-23 and #891-27) did not include the check numbers for three checks, totaling \$45.

Recommendation

Monies collected should be supported by MCRs with all the required information, including the account number, remitter's signature, payer's name, dollar amount, and check number when appropriate.

Management's Response

Concur. Principal will share with faculty a reminder about the parts of Monies Collected forms at the next faculty meeting on 12/2/2019.

DOCUMENTATION FOR FUNDRAISERS

Finding

The Sales Item Inventory Report for the Agenda Books Sale (Account #7-0100.01) was not reviewed and approved by the Principal.

Recommendation

The *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing.

Management's Response

Concur. Principal will meet with all teachers conducting fundraisers to review the components.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transaction records revealed that:

- Disbursement #8691 (for \$1,119.30) was a payment for afterschool t-shirts. The expenditure was supported by a \$1,040.50 invoice. Consequently, the school overpaid the vendor \$78.80. During the audit, we brought this to the school's attention, they took immediate corrective action and requested a refund check from the vendor.

Grassy Waters Elementary School
Management Letter
Year Ended June 30, 2019

- Disbursement #8787 (for \$1,386) for field trip admissions was supported by an email receipt for \$1,399 dated February 18, 2019, instead of an itemized invoice with the correct amount.
- A \$5,600 P-Card transaction on March 13, 2019, was payment for Summer Camp field trip admission tickets. However, the transaction was supported by a credit card transaction receipt without details.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically, to ensure that purchases are appropriate, disbursements and P-Card purchases should be documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. These issues were shared with the new Afterschool Program Director so as not to be repeated.

Greenacres Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 405 Jackson Avenue
Greenacres, FL 33463

Principal:
Fiscal Year 2019: Deborah McNichols
During Audit: Pam Arnette (Interim)

Treasurer:
Fiscal Year 2019: Donna Shaw
During Audit: Donna Shaw

Afterschool Site Director:
Fiscal Year 2019: Emily Collazo
During Audit: Emily Collazo

Cash and Investments

Checking	\$ 71,675.77
Investments	
	\$ 71,675.77

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	633.13	0.00	0.00	0.00	0.00	633.13
Classes	16,797.97	23,377.90	29,787.82	9,066.14	7,724.34	11,729.85
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	6,131.84	14,422.50	12,533.23	3,941.26	3,442.10	8,520.27
Trusts	28,725.15	250,840.08	228,973.41	9,740.57	11,820.57	48,511.82
General	1,661.60	1,040.73	660.67	239.04	0.00	2,280.70
	\$ 53,949.69	\$ 289,681.21	\$ 271,955.13	\$ 22,987.01	\$ 22,987.01	\$ 71,675.77

DEPOSIT OF MONIES

Finding

The review of sample *Monies Collected Reports* (MCRs) and money collection process at the school found that monies collected were not always dropped off into the drop-safe in a timely manner. For example, \$80 in cash collected through MCR #939-5 was retained by the sponsors for 19 working days before the monies were put in the safe for deposit.

Recommendation

DOE Rules and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.

Management's Response

Concur. Teachers/staff will be reminded via email and at faculty meeting about procedures with monies collected form.

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transaction records found that Disbursement #13298 (for \$450) was for payment to a consultant for an on-campus science demonstration. However, the related *School District Consultant Agreement (PBSD 1420)* was not approved by the Principal.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual* and *Purchasing Card Procedures (Purchasing Manual Chapter 24)*. Specifically, to fully adhere to *Section 8* of the *Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.

Management's Response

Concur. Will review with team leaders and committee members the procedures for consulting contracts.

Grove Park Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 8330 North Military Trail
Palm Beach Gardens, FL 33410

Principal:
Fiscal Year 2019: Jo Anne Rogers
During Audit: Jo Anne Rogers

Treasurer:
Fiscal Year 2019: Clavondrea Francis
During Audit: Clavondrea Francis

Afterschool Site Director:
Fiscal Year 2019: Xavier Alexander
During Audit: Xavier Alexander

Cash and Investments

Checking	\$ 30,833.02
Investments	
	\$ 30,833.02

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	200.00	765.00	932.68	0.00	0.00	32.32
Classes	543.11	1,900.00	2,353.50	543.11	543.11	89.61
Clubs	236.11	100.00	60.20	0.00	0.00	275.91
Departments	692.88	3,555.11	3,949.15	0.73	0.73	298.84
Trusts	5,229.17	107,076.10	108,127.86	582.05	582.05	4,177.41
General	9,551.01	27,788.88	11,380.96	24,133.96	24,133.96	25,958.93
	\$ 16,452.28	\$ 141,185.09	\$ 126,804.35	\$ 25,259.85	\$ 25,259.85	\$ 30,833.02

Grove Park Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Hagen Road Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 10565 Hagen Ranch Road
Boynton Beach, FL 33437

Principal:
Fiscal Year 2019: Robyn Saltzman
During Audit: Bernadette Standish

Treasurer:
Fiscal Year 2019: Tori Creasman
During Audit: Tori Creasman

Afterschool Site Director:
Fiscal Year 2019: Sasha Lejune
During Audit: Sasha Lejune

Cash and Investments

Checking	\$ 58,647.49
Investments	
	\$ 58,647.49

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	124.16	1,119.00	1,191.82	0.00	0.00	51.34
Classes	1,371.74	27,648.09	25,838.41	4,202.32	5,477.42	1,906.32
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	8,168.22	7,781.20	7,156.63	1,241.20	1,444.97	8,589.02
Trusts	29,208.58	583,523.45	571,547.01	8,117.29	14,054.65	35,247.66
General	6,681.18	7,685.53	8,929.79	9,728.38	2,312.15	12,853.15
	\$ 45,553.88	\$ 627,757.27	\$ 614,663.66	\$ 23,289.19	\$ 23,289.19	\$ 58,647.49

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transaction records found that:

- Disbursement #12646 (for \$2,520) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- One disbursement #12582 (for \$300) was to pay a vendor who setup an inflatable photo booth with photographer. However, this engagement with a consultant did not have a *School District Consultant Agreement (PBSD 1420)*.
- Disbursement #12556 (for \$770) was for a refund of field trip fees to a student who paid but did not attend the trip. However, the disbursement did not have supporting documentation for the student's original payment, such as a receipt or copy of *Monies Collected Report* or credit card payment.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically:

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To fully conform with *Section 8* of the *Agreement* and *Florida Statutes §1012.465*(*Jessica Lunsford Act*), all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students.
- Refunds of field trip fees to students should be supported by the original payment records. Without adequate documentation, there is no assurance that the disbursements were appropriate.

Management's Response

Concur. Mandate usage of approved purchase orders, consultant agreements (PBSD1420) and all refunds supported by documented original payments.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for leasing of school facilities found that *Lease Agreement* #1013 created on October 15, 2018, and amended on October 18, 2018, was to add labor costs for two hours. Although the original

Hagen Road Elementary School
Management Letter
Year Ended June 30, 2019

lease was properly signed by all parties, the amended lease was not signed by the lessee or witness. Also, the *Certificate of Insurance* provided by the lessee for this lease did not show the School Board as the certificate holder and additional insured.

Recommendation

As required by **School Board Policy 7.18**, the lessee must “*provide a copy of liability insurance policy in the amount of \$1,000,000, naming the School Board of Palm Beach County as an additional insured, with the Lease Agreement or purchase liability insurance from the School District.*” This will ensure the School Board is protected from unwarranted liabilities.

Management’s Response

Concur. Mandate lessee provides a copy of liability insurance policy naming School Board PBC as additional insured.

Additional Comments

New bookkeeper 2018-2019 school year. Current principal began Fall 2019, after 2018-2019 school year.

Hammock Pointe Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 8400 SW 8th Street
 Boca Raton, FL 33433

Principal:
 Fiscal Year 2019: Stephanie Cook
 During Audit: Stephanie Cook

Treasurer:
 Fiscal Year 2019: Elsa Esparza / Jacqueline Caraballo
 During Audit: Jacqueline Caraballo

Afterschool Site Director:
 Fiscal Year 2019: Maisoon Qablawi
 During Audit: Maisoon Qablawi

Cash and Investments

Checking	\$ 64,613.02
Investments	
	\$ 64,613.02

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	33.12	3,137.00	982.87	2,142.85	2,154.13	2,175.97
Classes	0.00	72,732.79	71,056.97	2,731.07	2,246.92	2,159.97
Clubs	3,740.41	6,406.32	4,581.00	433.69	433.69	5,565.73
Departments	15,086.16	23,751.40	17,747.17	7,136.94	7,316.14	20,911.19
Trusts	27,653.91	433,453.05	426,569.57	13,528.39	16,165.94	31,899.84
General	4,006.60	3,179.92	7,630.08	3,076.16	732.28	1,900.32
	\$ 50,520.20	\$ 542,660.48	\$ 528,567.66	\$ 29,049.10	\$ 29,049.10	\$ 64,613.02

ACCESS TO DROP-SAFE

Finding

The current school treasurer started the position on January 18, 2019. However, as of December 13, 2019, the access combination for the drop-safe had not been changed. During the audit, we recommended that a work order be submitted immediately to change the combination.

Recommendation

To ensure proper fiscal accountability and safeguard school assets, the combination to access the drop-safe should be updated when there are changes in authorized personnel.

Management's Response

Principal under the impression the combo only had to be changed when school had a new principal appointed. This was done on 1/26/16. Safe code has since been changed on 2/26/2020.

DEPOSIT OF MONIES

Finding

At the May 22, 2019, musical performance, \$50 was withheld from ticket sales for use as a change fund at the next day's performance. **DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)** states "All monies received by the school will be deposited intact as collected ..." [emphasis added].

Recommendation

Change funds should be obtained as set forth in the **Internal Accounts Manual, Chapter 10, Change Funds**, by going to the Treasury Department's web page and completing a *Request for Change Form* then email the form to the Treasury Department.

Management's Response

Concur. Going forward funds will be obtained as set forth in the Internal Accounts Manual Chapter 10, Change Funds.

DOCUMENTATION FOR FUNDRAISERS

Finding

The Yearbook Sales (Account #5-1700.02) AND Kindness Rocks T-shirt Sales (Account #4-3700.02) did not have the required *Sales Item Inventory Reports*. Furthermore, the recap (actual sales) sections of the

Fundraising Application/Recap Forms were not completed by the sponsors for these fundraisers.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser in order for staff to reconcile the sales revenue with the estimated revenue. Significant discrepancy between the estimated revenue and actual receipt should be investigated and resolved accordingly.

Management's Response

Concur. Sponsors have been trained on the appropriate procedures.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- The *Purchase Order* for Disbursement #13333 (for \$1,999.50) was not approved by the Principal.
- Supporting documents for eight disbursements (#13162, 13182, 13331 and 13333) totaling \$20,138.65 were not defaced after payment. To prevent duplicate payment, supporting documentation should be defaced (stamped "PAID") after payment.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically,

- To ensure purchases are appropriate, and that funding is available, they should be preapproved by the Principal.
- To avoid potential duplicated payments, supporting documentation such as receipts and invoices should be defaced (stamped "PAID") after payments were made.

Management's Response

Concur. System will be put in place by the bookkeeper to make sure all signatures have been received and invoices will be stamped paid.

LEASING OF SCHOOL FACILITIES

Finding

The review of leasing activities of school facilities found that the arrangement for Lease Agreement #1008 had the following exceptions:

- Lease #1008 was for the lessee's weekly use of school facilities from June 9 through August 4, 2019, which was extended beyond one fiscal year. Additionally, lease payments were divided into two installments. The first installment of \$4,000 was paid timely on June 6, 2019. However, the second installment of \$3,222.50 for July 14, through August 4, 2019 was not received by the school until September 12, 2019, 60 days after the leasehold period began.
- The Central Office's portion of the rental income collected from Lease #1008 was not properly allocated. Instead, the income was recorded in the Rental Income Account (#6-3800.00) As a result, the school under-transmitted \$1,811.25 in District Share to the Central Office.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically,

- ***School Board Policy 7.18***, states "No leases shall extend beyond the end of the fiscal year unless approved by the Superintendent, or designee for good cause shown." Furthermore, policy requires that leasing charges "are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility."
- The Central Office's portion of rental income and sales tax should be recorded in the respective Internal Funds accounts and transmitted to the Central Office in accordance with the District's ***Approved Rate Schedule***.

Management's Response

Concur. Bookkeeper has been trained on leasing and going forward will be in compliance with School Board Policy 7.18.

**Heritage Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5100 Melaleuca Lane
Greenacres, FL 33463

Principal:
Fiscal Year 2019: Nina Lant
During Audit: Nina Lant

Treasurer:
Fiscal Year 2019: Maria Ortega
During Audit: Maria Ortega

Afterschool Site Director:
Fiscal Year 2019: Laura Lowman
During Audit: Laura Lowman

Cash and Investments

Checking	\$ 29,642.88
Investments	
	\$ 29,642.88

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	45.53	519.00	435.75	111.75	111.75	128.78
Classes	430.98	4,751.20	4,417.09	843.36	698.61	909.84
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	5,837.25	9,574.10	11,801.98	5,245.91	5,245.91	3,609.37
Trusts	12,100.07	228,909.51	225,048.03	13,108.05	13,108.05	15,961.55
General	7,586.61	5,220.76	3,629.28	1,345.84	1,490.59	9,033.34
	\$ 26,000.44	\$ 248,974.57	\$ 245,332.13	\$ 20,654.91	\$ 20,654.91	\$ 29,642.88

Heritage Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Hidden Oaks Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 7685 S. Military Trail
 Lake Worth, FL 33463

Principal:
 Fiscal Year 2019: Shari Bremekamp
 During Audit: Shari Bremekamp

Treasurer:
 Fiscal Year 2019: Migdalyn Vega
 During Audit: April Israel

Afterschool Site Director:
 Fiscal Year 2019: Lauren Galluscio
 During Audit: Lauren Galluscio

Cash and Investments

Checking	\$ 63,832.25
Investments	
	\$ 63,832.25

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	45.68	1,396.69	965.56	569.25	709.18	336.88
Classes	23,093.93	61,076.83	52,595.48	10,342.16	32,656.48	9,260.96
Clubs	1,379.81	33,831.55	50,058.93	26,611.02	6,421.41	5,342.04
Departments	10,113.65	5,754.92	13,287.50	1,508.39	1,539.81	2,549.65
Trusts	58,105.67	329,350.79	331,076.94	9,537.94	26,795.62	39,121.84
General	2,261.64	6,051.27	20,645.77	21,944.96	2,391.22	7,220.88
	\$ 95,000.38	\$ 437,462.05	\$ 468,630.18	\$ 70,513.72	\$ 70,513.72	\$ 63,832.25

DOCUMENTATION FOR FUNDRAISERS

Finding

The *Sales Item Inventory Reports (SIIR)* for the Safety Patrol Coupon Book Sales (Account #4-4300.01) and Yearbook Sales (4-4500.01) were not completed with accurate information. The *SIIR* for the Coupon Books was prepared and signed by the sponsor and approved by the Principal, However, purchase and sales information was not included in the report. The Yearbook *SIIR* indicated that that 200 yearbooks were purchased for resale and seven remained in ending inventory. However, 16 yearbooks were found during our examination of the inventory during the audit.

Recommendation

To ensure proper fiscal accountability, the *Sales Item Inventory Report* should be accurately completed with all needed information. Accurate Sales Item Inventory Report should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.

Management's Response

Concur. I have met with my new treasurer and her District support to be sure that items are properly inventoried and documented.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card purchases found that:

- Disbursement #12246 (for \$350) was for paying consultant to provide entertainment on November 16, 2018. However, there was no *School District Consultant Agreement (PBSD 1420)* for this consultant.
- Three disbursements totaling \$5,174 (#12265 for \$1,949, #12326 for \$1,020, and #12349 for \$2,205) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Disbursements #12318 (for \$4,821.66) and #12333 (for \$12,908.72) were to pay for the admission fees and theme park tickets for an Out-of-County field trips. However, these disbursements were supported by ticket order confirmations, instead of receipts or invoices that confirm the receipt of tickets.
- A January 22, 2019, P-Card purchase for \$941.50 was supported by a credit card transaction receipt that indicated only the dollar amount without the details of the purchase.

Hidden Oaks Elementary School
Management Letter
Year Ended June 30, 2019

- A \$167 P-Card transaction on February 1, 2019, was for purchase of food. However, it did not have documentation indicating the purpose (business or educational) for this expense.
- Supporting documentation such as invoices/receipts were not defaced (stamped “PAID”) after payment in order to prevent duplicate payments. For example, the supporting documents, totaling \$48,275.44, for five sample disbursements (#12247, #12280, #12303, #12320, and #12330) were not defaced after payment.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically:

- To conform with *Section 8* of the *Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant backgrounds must be cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.
- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- To avoid duplicate payments, supporting documentation should be defaced (stamped “PAID”) after payment.

Management’s Response

Concur. All findings were reviewed with new treasurer so that she will ensure no additional findings.

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program records found that:

- The parents/guardians for two of five sample students did not sign the required *Afterschool Programs Registration Forms*.
- The review of Afterschool Program records revealed that \$116.17 in tuition fee was not collected from one student who was enrolled in the Afterschool Program beginning January 8, 2019. The student’s account was billed only for the first installment payment for January 2019. Consequently, the student account was undercharged and \$116.17 in tuition fee was not collected.

Recommendation

Afterschool Program should be administered in accordance with District's guidelines and *Afterschool Programs Operational Manual*. Specifically,

- To protect the best interests of students, the *Afterschool Programs Registration Form* for each student should be completed with all the needed information and signed by the parent/guardian.
- To ensure proper fiscal accountability, Afterschool Program financial transactions should be accurately recorded in the EZ Care database and periodically reconciled to the Internal Funds records. The school should make adjustments to correct the records.

Management's Response

Concur. Conducted conference with director to reiterate policy and procedure.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found that:

- A document custodian was not assigned for the *Afterschool Program Receipt Books*. Moreover, the receipt books were maintained by the Afterschool Program Site Director, who also used the receipts for collecting fees.
- The *Prenumbered Document Inventory Register* was not maintained for *Afterschool Program Receipts*.

Recommendation

To ensure proper fiscal controls and accountability, and as required by *Chapter 27 of the Internal Accounts Manual*,

- A designated document custodian should be assigned for each prenumbered form; and the staff assignment should be recorded on the Document Custodian Assignment Register (PBSD 1663) accordingly.
- The custodian should account for each prenumbered document through the use of the Prenumbered Document Inventory Register (PBSD 0160) to confirm the periodic inventory of the forms.

Management's Response

Concur. Action corrected and in place.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for leasing of school facilities found that:

- Information for Lease #1006 was recorded in the Tririga System. Because this lease was cancelled, the school did not collect payment for this lease. However, the original lease was neither revised nor updated in the Tririga System after the cancellation. As a result, the Tririga System overstated the school's expected leasing income by \$240.75.
- The rental income from five *Lease Agreements* (#s 1002, 1005, 1007, 1009 and 1017) were not properly allocated and recorded in the respective accounts as required by District's guidelines. Instead, the total \$507 in leasing charges were incorrectly recorded in the Rental Income Account (#6-3800.00). As a result, the school under-allocated and consequently under-transmitted a total of \$403.75 in Utilities (Account #6-5500.00) and \$103.25 in Sales Tax (Account #6-1800.00) to the Central Office.
- Leasing charges were not always collected in a timely manner.
 - Lease #1022 was for the use of facilities during July 7, through 31, 2019. However, the rental was not collected until October 30, 2019, three months after the leasehold period ended.
 - Lease #1019 was for the use of facilities during April 3, through June 30, 2019, and with total contracted leasing fee of \$6,565, which was to be collected in three installments. However, the first installment of \$2,020 for the period of April 3, through April 28, 2019, was not collected until April 12, 2019, the second installment of \$2,150 for May 1, through May 29, 2019 was not collected until June 4, 2019 and the last installment of \$2,395 for June 2, through June 30, 2019 was not collected until October 30, 2019, in the subsequent fiscal year, with delays ranging from nine to 150 days after the leasehold periods began.

Recommendation.

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically,

- Leasing information should be accurately recorded in the Tririga System; and the related record should be updated for contract amendments, fee waivers, and cancellations.
- As required by ***School Board Policy 7.18***, "*fees are to be paid by check or credit card at least forty-eight (48) hours prior to use of a facility.*"
- The Central Office's rental income should be recorded in the respective Internal Funds accounts and transmitted to the Central Office in accordance with the District's *Approved Rate Schedule*.

Hidden Oaks Elementary School
Management Letter
Year Ended June 30, 2019

Management's Response

Concur. Administrative Assistant took over leasing after treasurer resigned. Error was found and corrected.

Highland Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 500 Highland Avenue
 Lake Worth, FL 33461

Principal:
 Fiscal Year 2019: Elena Villani
 During Audit: Elena Villani

Treasurer:
 Fiscal Year 2019: Ashley Duarte
 During Audit: Amarelis Leon

Afterschool Site Director:
 Fiscal Year 2019: Heather Emerson
 During Audit: Heather Emerson

Cash and Investments

Checking	\$ 59,875.15
Investments	
	\$ 59,875.15

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	155.88	48.00	198.00	0.00	0.00	5.88
Classes	6,749.10	35,445.56	32,812.96	7,475.03	7,310.03	9,546.70
Clubs	13,215.99	22,393.40	44,244.93	17,131.38	1,228.57	7,267.27
Departments	5,159.87	9,930.59	8,854.76	2,904.90	3,176.29	5,964.31
Trusts	15,576.44	122,680.25	104,836.04	343.34	1,297.32	32,466.67
General	3,047.62	32,778.66	16,359.52	21,554.76	36,397.20	4,624.32
	\$ 43,904.90	\$ 223,276.46	\$ 207,306.21	\$ 49,409.41	\$ 49,409.41	\$ 59,875.15

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #10884 (\$232.05) was for purchase of printer toner. However, this disbursement did not have the required *Check Requisition* approved by the Principal. The payment was made in error for an item that was not ordered by the school. However, the company subsequently billed the school, and the school made attempts to recoup the payment.
- Disbursements #10885 (for \$100) and #10906 (for \$50) were for refunds of field trip fees to students who paid but did not go to the trips. However, these disbursements did not have supporting documentation, such as for the student's original payment receipts, or copies of *Monies Collected Reports*.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically:

- Disbursements should be supported by itemized invoices/receipts. The issuance of a school check should be supported by the Principal's approved *Check Requisition*. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- Refund of field trip fees to students should be supported by the original payment records. Without adequate documentation, there is no assurance that the disbursements were appropriate.

Management's Response

Concur. We have established the necessary procedures and systems to ensure appropriate compliance moving forward. Disbursement #10884 in the amount of \$232.05 was later identified as a fraudulent company. We notified the district and we were informed that an investigation was done and discovered it was a fraud.

H.L. Johnson Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 1000 Crestwood Boulevard North
 Royal Palm Beach, FL 33411

Principal:
 Fiscal Year 2019: Jennifer Makowski
 During Audit: Jennifer Makowski

Treasurer:
 Fiscal Year 2019: Maria Medina
 During Audit: Maria Medina

Afterschool Site Director:
 Fiscal Year 2019: Chelsey Fox
 During Audit: Chelsey Fox

Cash and Investments

Checking	\$ 84,513.91
Investments	
	\$ 84,513.91

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	405.29	0.00	173.50	0.00	0.00	231.79
Classes	11,022.74	29,566.75	27,778.92	3,472.98	3,472.98	12,810.57
Clubs	254.35	0.00	0.00	0.00	0.00	254.35
Departments	4,906.38	11,732.69	11,632.69	3,090.24	3,090.24	5,006.38
Trusts	54,602.38	530,494.47	519,791.93	3,730.00	5,881.89	63,153.03
General	4,248.84	546.69	3,889.63	2,151.89	0.00	3,057.79
	\$ 75,439.98	\$ 572,340.60	\$ 563,266.67	\$ 12,445.11	\$ 12,445.11	\$ 84,513.91

DEPOSIT OF MONIES

Finding

The review of the money collection process and sampling of *Monies Collected Reports* (MCRs) at the school found that monies collected were not always deposited into the drop-safe in a timely manner. For example, \$300 in cash collected through three MCRs (#807-1, #807-2, and #807-4) was retained by the sponsors for one working day before the money was put into the drop-safe for deposit.

Recommendation

DOE Rules and District *Bulletin #P-14051-S/CFO* require that monies collected should be put into the drop-safe daily, and deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could result in potential irregularities.

Management's Response

Concur. The procedure will be reviewed with the faculty at our faculty meeting scheduled for December 16, 2019.

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program found that the *Afterschool Program Registration Form* for one student, who participated in the afterschool program, was not signed by the parent/guardian.

Recommendation

To protect the safety and welfare of students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information, including the signature of the parent/guardian.

Management's Response

Concur. Signing the Afterschool Registration Form by the parent has been discussed with the Afterschool Director and Assistant Director.

Hope Centennial Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 5350 Stacy Street
 West Palm Beach, FL 33417

Principal:
 Fiscal Year 2019: Awilda Tomas-Andres
 During Audit: Lakeisha Nathan

Treasurer:
 Fiscal Year 2019: Kamyra McNutt
 During Audit: Kamyra McNutt

Afterschool Site Director:
 Fiscal Year 2019: Danielle Cole
 During Audit: Olivia Rodriguez

Cash and Investments

Checking	\$ 22,279.56
Investments	
	\$ 22,279.56

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	621.88	0.00	0.00	0.00	0.00	621.88
Classes	1,448.27	3,137.00	3,254.07	202.50	355.65	1,178.05
Clubs	3,891.99	10,645.75	7,814.20	7,160.75	13,884.29	0.00
Departments	1,632.45	3,322.08	3,012.19	822.64	822.64	1,942.34
Trusts	7,496.29	105,251.25	106,043.13	9,733.49	3,377.19	13,060.71
General	5,781.01	4,991.27	5,816.09	1,745.16	1,224.77	5,476.58
	\$ 20,871.89	\$ 127,347.35	\$ 125,939.68	\$ 19,664.54	\$ 19,664.54	\$ 22,279.56

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #11227 (for \$711.00) was to pay a consultant for providing an engineering and science in-house field trip on February 22, 2019. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.

Recommendation

To comply with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant backgrounds must be cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.

Management's Response

Concur. School Treasurer and Afterschool Site Director have been counseled and procedures have been reviewed per FL Statutes 1012.465 and School District Consultant Agreement (PBSD 1420) to avoid this from happening again.

AFTERSCHOOL PROGRAM

Finding

The review of sample Afterschool Program records found that there was a discrepancy between *Attendance Sheets* and *Parent Sign Out Sheets* during April 2019. The parent/guardian for one of five sample students did not sign on the *Parent Sign Out Sheets* for one day. However, the *Attendance Sheet* indicated that the student attended the program on that day.

Recommendation

To protect the safety and welfare of students, they can only be released to an authorized person, whose signature must be obtained and match the school's record before the student can be released.

Management's Response

Concur. Afterschool Site Director has been counseled to check attendance and verify each sign out sheet for each student. This procedure will ensure that the authorized person's signature has been completed prior to the student being released.

**Indian Pines Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 6000 Oak Royal Drive
Lake Worth, FL 33463

Principal:
Fiscal Year 2019: Jill Robinson
During Audit: Jill Robinson

Treasurer:
Fiscal Year 2019: Mayra Hernandez
During Audit: Mayra Hernandez

Afterschool Site Director:
Fiscal Year 2019: Marie Charles
During Audit: Marie Charles

Cash and Investments

Checking	\$ 34,504.56
Investments	
	\$ 34,504.56

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	5,495.26	2,778.00	633.93	826.00	931.00	7,534.33
Classes	1,264.07	8,160.10	6,192.37	10.66	3,009.32	233.14
Clubs	11,617.98	32,278.75	35,860.51	6,375.40	3,732.00	10,679.62
Departments	1,829.72	5,936.85	5,210.19	551.77	611.77	2,496.38
Trusts	15,650.33	80,320.25	83,230.69	4,630.90	4,581.56	12,789.23
General	2,852.61	129.28	2,680.95	470.92	0.00	771.86
	\$ 38,709.97	\$ 129,603.23	\$ 133,808.64	\$ 12,865.65	\$ 12,865.65	\$ 34,504.56

DOCUMENTATION FOR FUNDRAISERS

Finding

The sponsor of the 5th Grade Chocolate Sales (Account #3-3400.06) did not accurately complete the *Sales Item Inventory Report (SIIR)*. Purchases were listed as 6,690 candy bars instead of the correct amount of 6,000 candy bars. As a result, the total sales revenue (\$6,690) listed on the SIIR did not agree with the total revenues (\$5,845.90) deposited into the Internal Funds.

Recommendation

To protect the school's best interest and ensure proper fiscal accountability, *Sales Item Inventory Reports* should be completed accurately with all the needed information. Accurate *Sales Item Inventory Reports* should assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remained in inventory.

Management's Response

Concur. A Fall and Winter refresher course for documents needed for all fundraisers will be provided for selected staff.

CONTROL OF PRENUMBERED DOCUMENTS

Finding

The *Document Custodian Assignment Register (PBSD 1663)* was not completed to indicate the custodian assigned for *School Checks* and *Classroom Receipts*.

Recommendation

A designated document custodian should be assigned for each prenumbered form; and the staff assignment should be recorded on the *Document Custodian Assignment Register (PBSD 1663)* accordingly.

Management's Response

Concur. A document custodian was assigned, however the correct document was not completed. Administrative Assistant will ensure that all documentation is completed.

J.C. Mitchell Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 2470 NW 5th Avenue
 Boca Raton, FL 33431

Principal:
 Fiscal Year 2019: Joan Pierre-Jerome
 During Audit: Joan Pierre-Jerome

Treasurer:
 Fiscal Year 2019: Laura Sattler
 During Audit: Laura Sattler

Afterschool Site Director:
 Fiscal Year 2019: Erica Wint
 During Audit: Erica Wint

Cash and Investments

Checking	\$ 66,990.93
Investments	
	\$ 66,990.93

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,523.46	3,967.75	2,516.01	1,383.04	1,383.04	2,975.20
Classes	7,216.09	8,037.08	6,971.26	310.25	967.98	7,624.18
Clubs	402.68	699.75	713.42	53.00	0.00	442.01
Departments	15,492.01	19,281.07	17,820.28	4,299.25	4,291.21	16,960.84
Trusts	19,751.10	536,092.95	517,979.52	10,571.96	12,653.99	35,782.50
General	15,698.56	13,417.23	28,588.31	6,016.11	3,337.39	3,206.20
	\$ 60,083.90	\$ 581,495.83	\$ 574,588.80	\$ 22,633.61	\$ 22,633.61	\$ 66,990.93

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Drop Safe Log* (DSL) at the school found that three collections (total \$983.36) recorded on two *DSL* pages #50-51580 and #50-41559 were marked returned to the sponsors for correction or clarification. However, there was no documentation the sponsors acknowledged the receipt of the returned money.

Recommendation

To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be documented and signed off by the sponsor on the *Log*.

Management's Response

Concur. In emergency situations when funds are collected after 6:00 pm when EZ-Care is closed, deposits will be placed in locked SACC blue bag and a money calculator form will be attached to bag and listed as TBD. Receipt of blue bag will be verified with the date received verified.

AFTERSCHOOL PROGRAM

Finding

The review of sample Afterschool Program records found that:

- Three of five students reviewed were released to individuals with illegible signatures. The signatures could not be matched to any document kept on file.
- During December 2018, the parent/guardian for one student signed the *Parent Sign Out Sheet* for one day. However, the *Attendance Sheet* shows the student was absent.
- During April 2019, the parent/guardian for one student did not sign on the *Parent Sign Out Sheet* for one day, and the *Attendance Sheet* indicated that the student attended the program on that day.

Recommendation:

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically,

- Per the *Afterschool Programs Operational Manual* (page 1-7), *Item #3 of the Dismissal Procedures* states that "Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."

J.C. Mitchell Elementary School
Management Letter
Year Ended June 30, 2019

- To protect the safety and welfare of students, they can only be released to an authorized person, whose signature must be obtained and match the school's record before the student can be released.

Management's Response

Concur. JCM SACC has assigned a staff member to monitor the attendance of students. The staff member will also monitor the signature of all authorized persons for student pick up. The SACC Director and Co-Director will review each student's authorized pick up person listed on the registration and review the signature cards to verify signatures.

**Jerry Thomas Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 800 Maplewood Drive
Jupiter, FL 33458

Principal:
Fiscal Year 2019: Jeffrey Eassa
During Audit: Jeffrey Eassa

Treasurer:
Fiscal Year 2019: Thea Allen
During Audit: Thea Allen

Afterschool Site Director:
Fiscal Year 2019: Lisa Borrie
During Audit: Patricia Vico

Cash and Investments

Checking	\$ 67,748.78
Investments	
	\$ 67,748.78

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	5,358.59	50,103.46	49,758.18	8,146.09	8,146.09	5,703.87
Clubs	8,578.59	1,497.53	1,796.52	417.06	417.06	8,279.60
Departments	4,163.40	5,995.72	5,350.84	129.28	129.28	4,808.28
Trusts	39,437.44	389,171.19	381,486.23	15,430.30	15,450.30	47,102.40
General	2,020.35	12,215.74	12,401.46	1,150.00	1,130.00	1,854.63
	\$ 59,558.37	\$ 458,983.64	\$ 450,793.23	\$ 25,272.73	\$ 25,272.73	\$ 67,748.78

DOCUMENTATION FOR FUNDRAISERS

Finding

The sponsor for the ADS Puzzle Challenge Fundraiser (Account #3-2400.01) did not complete the required eLearning Fundraiser Training Course during Fiscal Year 2019.

Recommendation

To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.

Management's Response

Concur. All eLearning Training courses will be completed prior to conducting fundraising activities.

LEASING OF SCHOOL FACILITIES

Finding

The Central Office's portion of the rental revenue were not properly allocated. This revenue was recorded in the Rental Income Account (#6-3800) and as a result, the school under-transmitted \$1,278.75 in District Share to the Central Office.

Recommendation

The Central Office's portion of rental income and sales tax should be recorded in the respective Internal Funds accounts and transmitted to the Central Office in accordance with the District's ***Approved Rate Schedule***.

Management's Response

Concur. Will record in respective internal funds accounts and transmit to the Central Office.

**Jupiter Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 200 South Loxatatchee Drive
Jupiter, FL 33458

Principal:
Fiscal Year 2019: Nicole Daly
During Audit: Nicole Daly

Treasurer:
Fiscal Year 2019: Beatriz Sarmiento
During Audit: Beatriz Sarmiento

Afterschool Site Director:
Fiscal Year 2019: Tuesday Merel
During Audit: Tuesday Merel

Cash and Investments

Checking	\$ 126,442.63
Investments	
	\$ 126,442.63

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	649.72	1,435.00	829.20	30.80	30.80	1,255.52
Classes	8,414.78	31,011.05	32,611.63	3,032.50	4,207.50	5,639.20
Clubs	5,865.75	350.00	2,875.12	0.00	0.00	3,340.63
Departments	8,405.61	16,280.40	16,978.78	2,793.82	2,793.82	7,707.23
Trusts	87,970.27	286,750.35	274,291.83	4,857.38	4,857.38	100,428.79
General	1,541.85	13,285.89	7,931.48	2,574.20	1,399.20	8,071.26
	\$ 112,847.98	\$ 349,112.69	\$ 335,518.04	\$ 13,288.70	\$ 13,288.70	\$ 126,442.63

DOCUMENTATION OF DISBURSEMENTS

Finding

Disbursement #12308 (for \$514.75) included \$32.84 in sales tax reimbursement to an employee for a tax-exempt purchase of curriculum materials. Furthermore, a P-Card purchase (for \$407.84) during December 2018, included payment of \$26.67 in sales tax.

Recommendation

The School District is a sales tax-exempt government; it should not pay sales tax for qualified purchases. Sales tax is not reimbursable when paid by the employee for tax-exempt purchases.

Management's Response

Concur.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for leasing of school facilities found that:

- The lease fees for *Lease Agreements* #1015 and #1016, totaling \$470, had not been collected as of February 19, 2020.
- Lease #1016 was neither signed by the witness nor approved by the Principal in a timely manner. Delays were five months after the leasehold periods began.
- Lease #1017 did not have the proof of insurance.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically,

- ***School Board Policy 7.18***, requires that leasing charges “*are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.*” The school should seek the unpaid lease fees and report any uncollected fees to the Planning & Intergovernmental Relations Department in order to prevent the lessees from using District facilities in the future.
- To protect the best interest of the School District, all *Lease Agreements* should be executed with all the required signatures prior to the use of facilities by lessees.
- To protect the School District from unwarranted liability and as required by ***School Board Policy 7.18***, the lessee must “*provide a copy of liability insurance policy in the amount of \$1,000,000, naming the*

Jupiter Elementary School
Management Letter
Year Ended June 30, 2019

School Board of Palm Beach County as an additional insured, with the Lease Agreement or purchase liability insurance from the School District.” This will ensure the School Board is well protected.

Management’s Response

Lease 1015/1016 Both leases were for PTO – fees were waived. Lease 1015 – Labor cost was paid by PTO. Lease 1017 – Proof of insurance was indicated in Tririga as having been provided by the leaser – no further protocol was indicated. Once the insurance is checked off in Tririga and it is approved by risk management we are to move forward with the lease.

**Jupiter Farms Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 17400 Haynie Lane
Jupiter, FL 33478

Principal:
Fiscal Year 2019: Suzanne Matuella
During Audit: Suzanne Matuella

Treasurer:
Fiscal Year 2019: Carolyn Santos
During Audit: Melissa Loiacono

Afterschool Site Director:
Fiscal Year 2019: Jenny Giambango
During Audit: Jenny Giambango

Cash and Investments

Checking	\$ 43,771.17
Investments	
	\$ 43,771.17

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,188.85	0.00	3.97	0.00	0.00	2,184.88
Classes	1,537.99	90,534.87	88,232.17	9,971.72	12,400.08	1,412.33
Clubs	5,770.15	3,160.23	2,403.51	168.00	577.76	6,117.11
Departments	6,985.58	8,574.21	6,276.15	0.00	0.00	9,283.64
Trusts	10,839.28	500,204.77	485,559.05	15,164.20	18,013.96	22,635.24
General	6,871.40	7,393.01	17,814.32	6,091.88	404.00	2,137.97
	\$ 34,193.25	\$ 609,867.09	\$ 600,289.17	\$ 31,395.80	\$ 31,395.80	\$ 43,771.17

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that the Yearbooks (Account # 7-0100.03) had the following noncompliance:

- This fundraiser did not have the required *Fundraising Application/Recap Form*.
- The *Sales Item Inventory Report* (SIIR) did not accurately reflect (1) quantities of items purchased and sold, and (2) the ending inventories. Furthermore, the Principal's approval signature was not dated.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. Reviewed fundraising forms and placed all forms in location for staff to easily access.

PRENUMBERED DOCUMENTS

Finding

The review of the *Document Custodian Assignment Register* (PBSD1663) revealed that the Assistant Site Director for Afterschool Program was the assigned custodian for Afterschool Program receipt books although the Assistant Director also used the prenumbered receipts for fee collections.

Recommendation

To ensure proper fiscal accountabilities and as required by *Internal Accounts Manual, Chapter 27*, the custodian for prenumbered forms should be someone who is not involved in the day-to-day use of the form.

Management's Response

Concur. As soon as this was brought to our attention, Assistant Director's name removed and corrected.

K.E. Cunningham/Canal Point Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 37000 Main Street
 Canal Point, FL 33438

Principal:
 Fiscal Year 2019: Derrick Hibler
 During Audit: Derrick Hibler

Treasurer:
 Fiscal Year 2019: Dwana Steed/Elsa Esparza Webster
 During Audit: Elsa Esparza Webster

Cash and Investments

Checking	\$ 26,170.70
Investments	
	\$ 26,170.70

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	345.00	192.50	0.00	0.00	152.50
Classes	0.00	14,814.10	12,430.42	4,790.99	4,719.95	2,454.72
Clubs	4,141.15	13,009.40	4,268.15	8,457.26	12,282.72	9,056.94
Departments	76.51	77.52	20.00	10.00	76.51	67.52
Trusts	10,914.61	64,067.39	68,359.34	12,661.10	5,407.80	13,875.96
General	58.10	10,705.02	6,767.69	3,206.86	6,639.23	563.06
	\$ 15,190.37	\$ 103,018.43	\$ 92,038.10	\$ 29,126.21	\$ 29,126.21	\$ 26,170.70

DOCUMENTATION FOR FUNDRAISERS

Finding

The Spirit Shirts (Account #7-0100.11) had a total sales revenue of \$300.77, which was deposited into the Internal Funds during August 2018. However, based on the school's purchasing records and the *Sales Item Inventory Report* for School Year 2019, this fundraiser should have generated a total estimated revenue of \$361.36. As a result, \$60.59 (or 17%) in estimated revenue was unaccounted for. Furthermore, the sponsor for this fundraiser did not complete the required Annual eLearning Training Course until October 1, 2018, two months after the fundraiser began.

Recommendation

Fundraisers should be administered in accordance with ***School Board Policy 2.16*** and the related District guidelines. Specifically, significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly. To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.

Management's Response

Concur. My AP corrected this finding by completing the required fundraising training. Moving forward, all fundraisers will be verified and monitored by the principal and bookkeeper.

DOCUMENTATION OF DISBURSEMENTS

Finding

Disbursement #10768 (for \$60) was to reimburse an employee gas expense to travel out-of-county to pick up doughnuts for a fundraiser. However, this travel expense was not supported with an approved *Out-of-County Travel Reimbursement Claim* (PBSD 0096) form.

Recommendation

Disbursement procedures should be administered in accordance with ***Internal Accounts Manual*** and related District guidelines. Specifically, reimbursements for travel expenses should be supported by the appropriate *In-County* or *Out-of-County Travel Reimbursement Claim* form.

Management's Response

Concur. This occurred under a previous bookkeeper who did not follow District procedures closely. Moving forward, our current bookkeeper and the principal have corrected this procedure.

**Lake Park Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 410 3rd Street
Lake Park, FL 33403

Principal:
Fiscal Year 2019: Michelle Goncalves-Fleming
During Audit: Michelle Goncalves-Fleming

Treasurer:
Fiscal Year 2019: Patty Gomez
During Audit: Patty Gomez

Afterschool Site Director:
Fiscal Year 2019: Martha Christine-Patrick
During Audit: Martha Christine-Patrick

Cash and Investments

Checking	\$ 24,631.76
Investments	
	\$ 24,631.76

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	38.67	96.00	67.96	0.00	0.00	66.71
Classes	1,178.24	2,745.00	3,142.18	183.70	40.00	924.76
Clubs	9,111.71	15,208.89	9,459.00	8,428.31	14,338.01	8,951.90
Departments	4,323.85	3,793.30	3,260.55	1,690.53	1,650.53	4,896.60
Trusts	7,449.53	93,222.74	96,765.45	5,926.00	266.51	9,566.31
General	281.31	2,915.75	3,038.09	246.51	180.00	225.48
	\$ 22,383.31	\$ 117,981.68	\$ 115,733.23	\$ 16,475.05	\$ 16,475.05	\$ 24,631.76

DOCUMENTATION FOR DISBURSEMENTS

Finding

One P-card purchase for \$2,327.51 (occurred on June 6, 2019) exceeded the \$1,000 per vendor per day limit, but did not have the prior approval from Purchasing Department.

Recommendation

P-Card purchases in excess of \$1,000 require prior approval from the Purchasing Department.

Management's Response

Concur. The request for increase in P-card spending was approved by me as Principal for summer camp purchasing. We will ensure this is in writing and in a timely manner.

AFTERSCHOOL PROGRAM

Finding

The review of sample Afterschool Program records found that:

- The Child Custody Section of the *Registration Form* (Questions A-D) for three of the five sample students reviewed was not completed with any of the required information.
- One of the five sample students reviewed was released to an individual without a legible signature. The signature could not be matched to any document kept on file.
- There were discrepancies between *Attendance Sheets* and *Parent Sign Out Sheets* for February 2019. The parent/guardians for two students did not sign on the *Parent Sign Out Sheets* for two days, and the *Attendance Sheets* indicated that the students attended the program on those days.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically,

- To protect the best interests of students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information and signed by the parent/guardian.
- Per the *Afterschool Programs Operational Manual* (page 1-7), *Item #3 of the Dismissal Procedures* states that "Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."

Lake Park Elementary School
Management Letter
Year Ended June 30, 2019

- To protect the safety and welfare of students, they can only be released to an authorized person, whose signature must be obtained and match the school's record before the student can be released.

Management's Response

Concur. I met with the Aftercare Director and we discussed this at length. She has ensured this will not happen again and will be heavily monitored.

**Lantana Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 710 West Ocean Avenue
Lantana, FL 33462

Principal:
Fiscal Year 2019: Janyn Robinson
During Audit: Janyn Robinson

Treasurer:
Fiscal Year 2019: Danielle McNeely
During Audit: Danielle McNeely

Afterschool Site Director:
Fiscal Year 2019: Denise Sasiain
During Audit: Denise Sasiain

Cash and Investments

Checking	\$ 28,476.21
Investments	
	\$ 28,476.21

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	6,201.62	16,574.00	16,938.38	573.97	677.22	5,733.99
Clubs	0.00	5,055.87	3,922.70	2,761.47	2,306.47	1,588.17
Departments	781.81	46.34	10.00	48.25	0.00	866.40
Trusts	8,227.60	110,295.63	110,503.58	552.50	802.50	7,769.65
General	9,710.18	25,994.17	23,036.35	6,102.06	6,252.06	12,518.00
	\$ 24,921.21	\$ 157,966.01	\$ 154,411.01	\$ 10,038.25	\$ 10,038.25	\$ 28,476.21

Lantana Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Liberty Park Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 6601 Constitution Way
 Greenacres, FL 33463

Principal:
 Fiscal Year 2019: Joseph Schneider
 During Audit: Joseph Schneider

Treasurer:
 Fiscal Year 2019: Liliana Campos
 During Audit: Liliana Campos

Afterschool Site Director:
 Fiscal Year 2019: Elizabeth Negron
 During Audit: Elizabeth Negron

Cash and Investments

Checking	\$ 18,158.79
Investments	
	\$ 18,158.79

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	2,346.74	19,378.00	19,333.17	4,514.50	4,637.27	2,268.80
Clubs	0.00	1,677.00	1,618.00	0.00	39.00	20.00
Departments	817.57	10,953.35	9,389.89	1,229.72	1,229.72	2,381.03
Trusts	10,616.16	237,048.73	238,770.23	8,994.78	9,342.31	8,547.13
General	7,767.14	464.50	3,799.11	627.30	118.00	4,941.83
	\$ 21,547.61	\$ 269,521.58	\$ 272,910.40	\$ 15,366.30	\$ 15,366.30	\$ 18,158.79

Liberty Park Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Lighthouse Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 4750 Dakota Drive
Jupiter, FL 33458

Principal:
Fiscal Year 2019: Julie Hopkins
During Audit: Julie Hopkins

Treasurer:
Fiscal Year 2019: Stephanie Schultz
During Audit: Stephanie Schultz

Afterschool Site Director:
Fiscal Year 2019: Marie Delizia
During Audit: Marie Delizia

Cash and Investments

Checking	\$ 51,953.64
Investments	
	\$ 51,953.64

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	39,652.50	37,172.73	3,529.86	5,783.45	226.18
Clubs	2,088.74	0.00	491.74	0.00	0.00	1,597.00
Departments	6,266.03	17,912.97	17,525.14	7,274.28	7,772.48	6,155.66
Trusts	81,807.04	606,119.75	648,887.13	7,000.00	11,456.43	34,583.23
General	13,210.52	27,854.46	38,881.63	13,546.75	6,338.53	9,391.57
	\$ 103,372.33	\$ 691,539.68	\$ 742,958.37	\$ 31,350.89	\$ 31,350.89	\$ 51,953.64

Lighthouse Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Limestone Creek Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 6701 Church Street
Jupiter, FL 33458

Principal:
Fiscal Year 2019: Maria Lloyd
During Audit: Maria Lloyd

Treasurer:
Fiscal Year 2019: Melinda McDowell
During Audit: Melinda McDowell

Afterschool Site Director:
Fiscal Year 2019: Lisa Faustini
During Audit: Lisa Faustini

Cash and Investments

Checking	\$ 69,790.06
Investments	
	\$ 69,790.06

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,410.64	2,290.68	1,504.64	72.00	72.00	2,196.68
Classes	9,245.73	66,655.51	71,442.64	12,123.87	8,066.00	8,516.47
Clubs	3,386.56	24,157.38	19,846.56	18,293.57	23,835.71	2,155.24
Departments	18,519.23	41,644.70	47,225.45	10,108.30	9,939.17	13,107.61
Trusts	93,391.86	544,750.47	596,274.94	15,853.01	19,049.68	38,670.72
General	4,918.08	24,060.18	28,346.73	13,356.53	8,844.72	5,143.34
	\$ 130,872.10	\$ 703,558.92	\$ 764,640.96	\$ 69,807.28	\$ 69,807.28	\$ 69,790.06

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) at the school found that six fundraiser sponsors did not record the deposit information on the *Drop-safe Log* for eight collections (totaling \$426.50) before the monies were dropped into the drop-safe. The collection information was subsequently recorded on the *Log* (page #s 50-10256, 50-10259, 50-10275, 50-10353, 50-10373, and 50-10374) by another staff member after the monies were removed from the drop-safe for processing.

Recommendation

Responsible staff should complete the *Drop-safe Log* with all the required information. The activity sponsor should complete Section 1 of the Log before dropping off the collections into the safe.

Management's Response

Concur. We have trained the teachers and track their online training. We are not reimbursing them until their training is complete.

Lincoln Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 1160 Avenue "N"
Riviera Beach, FL 33404

Principal:
Fiscal Year 2019: Alicia Porter
During Audit: Alicia Porter

Treasurer:
Fiscal Year 2019: JoAnn Berry
During Audit: JoAnn Berry

Afterschool Site Director:
Fiscal Year 2019: Joselina McKenzie
During Audit: Joselina McKenzie

Cash and Investments

Checking	\$ 22,891.25
Investments	
	\$ 22,891.25

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	327.95	3,779.70	1,334.15	201.00	1,780.50	1,194.00
Classes	888.86	2,534.25	2,581.85	461.75	632.75	670.26
Clubs	679.64	349.00	920.51	0.00	59.13	49.00
Departments	119.58	3,581.95	2,746.28	682.67	1,344.67	293.25
Trusts	20,128.72	75,275.04	76,963.73	18,480.63	16,189.13	20,731.53
General	681.62	(85.82)	822.72	239.53	59.40	(46.79)
	\$ 22,826.37	\$ 85,434.12	\$ 85,369.24	\$ 20,065.58	\$ 20,065.58	\$ 22,891.25

DOCUMENTATION FOR DISBURMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that::

- Disbursement #8779 (for \$1,158.73) did not have adequate supporting documentation. The expense was supported by an account statement that did not have the details of the items purchased. The purchase should be supported by an invoice or paid receipt.
- Disbursement #8786 (for \$75) was a reimbursement to the school Principal. The Principal wrote a personal check to a District employee for transporting students during a February 21, 2019, field trip. Moreover, another School District employee received five payments totaling \$472 (Disbursement #s 8792, 8799, 8804, 8814, and 8817) for driving students during field trips. School District employee compensation should be made through the District's payroll system.
- The following three field trips did not have the Principal-approved *Field Trip Planning/Activity Report and Approval Request*; (1) February 21, 2019, to John F. Kennedy Middle School, (2) March 30, 2019, to Palm Beach Lakes High School, and (3) April 13, 2019, to Abacoa.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- *Internal Accounts Manual, Chapter 1*, states "School district employees may not be paid from Internal Funds. ...all employee compensation must be paid through the district's PeopleSoft accounting system."
- Field trips should be conducted in accordance with *School Board Policy 2.40* and related District guidelines. A *Field Trip/Activity Planning Report and Approval Request* and TDEs must be completed by the sponsor and pre-approved by the Principal and other appropriate supervisors depending on the destination for each field trip.

Management's Response

Concur. All recommendations will be implemented by bookkeeper and other staff.

AFTERSCHOOL PROGRAM

Finding

The review of the Afterschool Program records found that:

- The Child Custody Section of the Registration Form for two of the five sample students was not completed with all of the required information.
- The *Subsidy Certificate* from the Early Learning Coalition (ELC) for the two students was not maintained. This certificate provides the required parent portion of the daily fee owed for Afterschool Program.
- As of June 30, 2019, the Afterschool Program had an accounts receivable balance of \$33,562.23 from 145 family accounts. Moreover, \$32,546.96 (or 97%) of the balance was past due more than 90 days and may represent balances from prior years.

Recommendation

Afterschool Program should be administered in accordance with District's guidelines and *Afterschool Programs Operational Manual*. Specifically,

- To protect the welfare and health of students, the Afterschool Programs Registration Form for each student should be completed with all the needed information and signed by the parent/guardian.
- Early Learning Coalition *Subsidy Certificates* should be retained in accordance with the District's *Records Retention Schedule*.
- Afterschool is a self-supporting program funded by user fees. As required by the *Afterschool Programs Operational Manual* and to ensure fiscal accountability, program fees should be collected in advance of attendance. To enhance the integrity of the financial records, accounts receivable information for students who are not enrolled in the program for the current year should be revisited. The Afterschool Department should consider removing them from the database and transferring the information to the student obligation list.

Management's Response

Concur. All recommendations will be implemented by bookkeeper and other staff.

**Loxahatchee Groves Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 16020 Okeechobee Boulevard
Loxahatchee, FL 33470

Principal:
Fiscal Year 2019: Richard Myerson
During Audit: Richard Myerson

Treasurer:
Fiscal Year 2019: Tracy Bickford
During Audit: Tracy Bickford

Afterschool Site Director:
Fiscal Year 2019: Angelica Babazadeh
During Audit: Angelica Babazadeh

Cash and Investments

Checking	\$ 51,939.79
Investments	
	\$ 51,939.79

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	20.53	328.97	328.91	50.00	0.00	70.59
Classes	1,002.68	38,215.22	37,870.37	3,623.28	3,578.23	1,392.58
Clubs	399.26	13,002.00	13,182.78	7,354.57	6,971.85	601.20
Departments	4,548.78	9,845.83	11,537.49	3,283.62	2,830.91	3,309.83
Trusts	43,386.57	240,791.97	240,990.79	17,104.03	19,055.09	41,236.69
General	9,003.49	12,604.27	17,299.44	6,080.50	5,059.92	5,328.90
	\$ 58,361.31	\$ 314,788.26	\$ 321,209.78	\$ 37,496.00	\$ 37,496.00	\$ 51,939.79

DEPOSIT OF MONIES

Finding

One page of the *Drop-safe Log* (page #50-40508) was missing for Fiscal Year 2019. The missing page was documented by management and reported to Accounting Services.

Recommendation

To ensure proper fiscal accountability and as required by Bulletin #P-14051-S/CFO, "Completed Drop Safes Logs must be filed sequentially in numerical order in a binder and retained for five years."

Management's Response

Concur. My treasurer noticed this issue last school year and we have retrained the staff on how to use the Drop Safe Log and that no one is allowed to remove it. I will also review the page numbers of the Drop Safe Log.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that the school inadvertently paid \$1,074.90 for media center books twice: once with check #13724 on December 11, 2018, and again with check #13735 on December 20, 2018. As a result, the school overpaid \$1,074.90 to the vendor. The school contacted the vendor and requested a refund after the OIG brought this matter to their attention.

Recommendation

The school should contact the vendor to recover the \$1,074.90 overpayment.

Management's Response

Concur. Vendor was notified and refund check has already been received. Procedures have been but in place, for this particular teacher, to avoid this happening again.

**Manatee Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 7001 Charleston Shores Boulevard
Lake Worth, FL 33467

Principal:
Fiscal Year 2019: Mary Churchill-Jones
During Audit: Mary Churchill-Jones

Treasurer:
Fiscal Year 2019: Lenita Phillips
During Audit: Lenita Phillips

Afterschool Site Director:
Fiscal Year 2019: Patricia Latona
During Audit: Patricia Latona

Cash and Investments

Checking	\$ 97,084.63
Investments	
	\$ 97,084.63

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	647.76	2,699.50	2,815.34	220.50	220.50	531.92
Classes	11,736.34	104,338.81	95,180.25	16,420.28	24,214.37	13,100.81
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	4,117.79	20,043.80	16,256.04	16,550.75	15,023.87	9,432.43
Trusts	50,068.53	1,197,275.57	1,184,770.56	24,880.17	27,002.66	60,451.05
General	22,622.17	22,598.24	40,041.69	41,715.27	33,325.57	13,568.42
	\$ 89,192.59	\$1,346,955.92	\$1,339,063.88	\$ 99,786.97	\$ 99,786.97	\$ 97,084.63

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #21157 (for \$1,900) was to pay for Kindergarten field trip admission. However, the expenditure did not have supporting documentation, such as an invoice or paid receipt.
- Disbursement #21064 (for \$1,110.66) was to pay Kindergarten tee shirts. This disbursement included \$72.66 in sales tax. Sales tax should not be paid for eligible school purchases.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically,

- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented, and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- The School District is sales tax-exempt government; it should not pay sales tax for qualified purchases.

Management's Response

Concur. Bookkeeper will make sure to include documentation with all expenditures. Bookkeeper will not pay sales tax for eligible school purchases.

Additional Comment

Six years ago when the bookkeeper started, she was instructed to always charge taxes on student items given to students – they would not be returning the items, and to always charge taxes on items for adults. I do not remember hearing that this had changed until a meeting this year (2020).

Marsh Pointe Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 12649 Ibiza Drive
Palm Beach Gardens, FL 33418

Principal:
Fiscal Year 2019: Maureen Werner
During Audit: Maureen Werner

Treasurer:
Fiscal Year 2019: Christine Grusman
During Audit: Christine Grusman

Afterschool Site Director:
Fiscal Year 2019: Sarah Stolpman
During Audit: Sarah Stolpman

Cash and Investments

Checking	\$ 230,505.05
Investments	
	\$ 230,505.05

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,560.04	6,565.67	4,708.50	5,008.56	3,971.56	4,454.21
Classes	6,964.61	98,075.95	103,104.20	24,718.13	19,927.09	6,727.40
Clubs	15,911.38	10,403.36	8,941.52	13,646.56	12,923.56	18,096.22
Departments	44,000.13	43,842.96	50,848.32	22,826.02	18,686.18	41,134.61
Trusts	177,234.44	681,004.11	685,617.10	100,467.76	128,222.74	144,866.47
General	10,176.48	15,979.21	27,993.65	19,164.81	2,100.71	15,226.14
	\$ 255,847.08	\$ 855,871.26	\$ 881,213.29	\$ 185,831.84	\$ 185,831.84	\$ 230,505.05

DOCUMENTATION FOR FUNDRAISERS

Finding

The *Sales Item Inventory Report* for the PTO Coupon Books Sale (Account #6-3300.01) did not have all required information. The selling price and total sales were missing.

Recommendation

Sales Item Inventory Report should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. Review fundraising procedure with sponsor.

Additional Comment

Fundraiser was in balance. Supporting documents proved that all monies were (are) accounted for. This was a clerical error in processing. Sponsor underestimated the actual sales.

**Meadow Park Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 956 Florida Mango Road
West Palm Beach, FL 33406

Principal:
Fiscal Year 2019: Valerie Zuloaga-Haines
During Audit: Kelly Patrick

Treasurer:
Fiscal Year 2019: Rhym Fradj
During Audit: Rhym Fradj

Afterschool Site Director:
Fiscal Year 2019: Tammy Ditmars
During Audit: Tammy Ditmars

Cash and Investments

Checking	\$ 83,679.33
Investments	
	\$ 83,679.33

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	104.29	4,921.00	1,988.46	6,252.46	8,652.92	636.37
Classes	2,083.99	27,778.50	25,808.39	4,122.95	2,663.65	5,513.40
Clubs	6,350.64	15,741.70	6,305.05	992.00	10,469.37	6,309.92
Departments	5,224.88	10,118.00	10,308.87	2,965.06	2,009.44	5,989.63
Trusts	50,372.91	377,430.97	379,721.59	31,420.89	20,075.48	59,427.70
General	9,716.29	14,857.88	16,889.36	1,341.86	3,224.36	5,802.31
	\$ 73,853.00	\$ 450,848.05	\$ 441,021.72	\$ 47,095.22	\$ 47,095.22	\$ 83,679.33

DOCUMENTATION FOR FUNDRAISERS

Finding

The *Sales Item Inventory Report* for the PE Uniforms (Account #7-0100.01) was not approved by the Principal.

Recommendation

To ensure proper fiscal accountability, the *Sales Item Inventory Report* should be accurately completed with all needed information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory. Also, the *Sales Item Inventory Report* should be reviewed and approved by the Principal.

Management's Response

Concur. Will not happen in the future. Oversight.

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transaction records found that Disbursement #12632 (for \$400) was for paying a consultant for performing DJ services. However, there was no invoice from the consultant to justify the expense. Moreover, the related *School District Consultant Agreement (PBSD 1420)* was not approved by the Principal. Also, the consultant did not provide an invoice.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically to ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate. *School District Consultant Agreements (PBSD 1420)* should be properly executed with all the required signatures.

Management's Response

Concur. Will not happen in the future.

LEASING OF SCHOOL FACILITIES

Finding

Lease Agreement #1002 did not have the signatures of the lessee or witness.

Meadow Park Elementary School
Management Letter
Year Ended June 30, 2019

Recommendation

To ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees.

Management's Response

Concur. Was not aware that PTA needed to sign. Will not happen in the future.

Additional Comments

Will recommend teacher to review the fundraising procedure. Will follow up for signature approvals.

**Melaleuca Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5759 West Gun Club Road
West Palm Beach, FL 33415

Principal:
Fiscal Year 2019: Deborah Maupin
During Audit: Deborah Maupin

Treasurer:
Fiscal Year 2019: Lesia Mullet
During Audit: Lesia Mullet

Afterschool Site Director:
Fiscal Year 2019: Judith Wilson
During Audit: Judith Wilson

Cash and Investments

Checking	\$ 25,796.23
Investments	
	\$ 25,796.23

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,095.00	3,603.00	2,685.00	0.00	0.00	2,013.00
Classes	545.99	11,521.00	11,093.53	425.95	515.95	883.46
Clubs	2,219.85	2,230.10	1,747.28	1,847.78	1,847.78	2,702.67
Departments	3,885.86	3,644.48	4,247.06	897.23	897.23	3,283.28
Trusts	7,964.09	193,646.86	186,713.71	871.64	453.51	15,315.37
General	3,265.73	9,529.12	10,868.27	1,938.94	2,267.07	1,598.45
	\$ 18,976.52	\$ 224,174.56	\$ 217,354.85	\$ 5,981.54	\$ 5,981.54	\$ 25,796.23

Melaleuca Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Morikami Park Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 6201 Morikami Park Road
 Delray Beach, FL 33484

Principal:
 Fiscal Year 2019: Stacey Quinones
 During Audit: Stacey Quinones

Treasurer:
 Fiscal Year 2019: Chinyere Diala
 During Audit: Chinyere Diala

Afterschool Site Director:
 Fiscal Year 2019: Teri Pavlus
 During Audit: Teri Pavlus

Cash and Investments

Checking	\$ 211,908.40
Investments	
	\$ 211,908.40

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	58.46	756.00	376.89	0.00	0.00	437.57
Classes	1,572.55	70,976.02	66,525.29	943.53	4,112.67	2,854.14
Clubs	515.24	5.00	142.90	0.00	0.00	377.34
Departments	14,257.77	35,943.38	36,435.44	7,640.49	7,643.95	13,762.25
Trusts	72,547.90	785,959.37	762,583.93	40,729.93	46,377.08	90,276.19
General	18,958.37	111,020.93	34,598.14	26,143.38	17,323.63	104,200.91
	\$ 107,910.29	\$1,004,660.70	\$ 900,662.59	\$ 75,457.33	\$ 75,457.33	\$ 211,908.40

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #14481 (for \$1,163.70) for purchase of staff shirts did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Disbursement #14340 (for \$500) was a payment for an afterschool show, held on March 29, 2019. However, the *School District Consultant Agreement (PBSD#1420)* was not approved by the Principal.
- Disbursements #14309 (for \$1,010), #14543 (for \$294.50), and #14346 (for \$250) were for refunds of field trip fees to students who paid but did not attend. However, the disbursements did not have supporting documentation for the students' original payment, such as a receipt or copy of *Monies Collected Report* or credit card payment.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To protect the best interest of the school, *School District Consultant Agreements* should be properly executed with the needed information and signatures prior to the consultant providing the services.
- Refunds of field trip fees to students should be supported by the original payment records. Without adequate documentation, there is no assurance that the disbursements were appropriate.

Management's Response

Concur. Purchase orders will be completed and approved for all purchases in excess of \$1,000. Consultant agreements will signed before services. Required documentation will be attached to all student field trip refunds.

**New Horizons Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 13900 Greenbriar Boulevard
Wellington, FL 33414

Principal:
Fiscal Year 2019: Elizabeth Cardozo
During Audit: Dana Pallaria

Treasurer:
Fiscal Year 2019: Guadalupe Betancourt
During Audit: Margarita Molina

Afterschool Site Director:
Fiscal Year 2019: TracyAnn Laing
During Audit: TracyAnn Laing

Cash and Investments

Checking	\$ 109,583.23
Investments	
	\$ 109,583.23

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	520.85	0.00	1.66	0.00	0.00	519.19
Classes	15,883.70	29,653.30	27,799.00	728.04	1,983.07	16,482.97
Clubs	7,248.12	1,811.86	458.85	1,307.66	1,307.66	8,601.13
Departments	13,679.25	384.24	2,028.18	4.54	4.54	12,035.31
Trusts	38,492.75	444,306.86	442,208.86	21,902.99	22,827.61	39,666.13
General	30,845.90	21,857.49	22,604.54	5,296.14	3,116.49	32,278.50
	\$ 106,670.57	\$ 498,013.75	\$ 495,101.09	\$ 29,239.37	\$ 29,239.37	\$ 109,583.23

New Horizons Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

North Grade Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 824 North "K" Street
 Lake Worth, FL 33460

Principal:
 Fiscal Year 2019: Nicole Patterson
 During Audit: Nicole Patterson

Treasurer:
 Fiscal Year 2019: Stephenie Dunlop
 During Audit: Stephenie Dunlop

Afterschool Site Director:
 Fiscal Year 2019: Ginger Evans
 During Audit: Ginger Evans

Cash and Investments

Checking	\$ 35,363.91
Investments	
	\$ 35,363.91

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2.75	2,133.00	2,060.58	242.08	250.87	66.38
Classes	4,164.05	38,156.39	30,830.26	11,521.67	18,661.46	4,350.39
Clubs	496.84	0.00	381.94	0.00	0.00	114.90
Departments	321.19	3,861.98	3,074.48	1,178.50	1,237.43	1,049.76
Trusts	21,601.40	414,380.44	419,168.32	7,685.81	8,155.10	16,344.23
General	14,180.76	9,659.98	18,079.29	9,311.17	1,634.37	13,438.25
	\$ 40,766.99	\$ 468,191.79	\$ 473,594.87	\$ 29,939.23	\$ 29,939.23	\$ 35,363.91

DEPOSIT OF MONIES

Finding

Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$1,381 collected through six MCRs (#799-5, #806-1, #806-10, #806-26, #806-28, and #806-40) was retained by the sponsors for one to five working days before the money was put into the drop-safe for deposit.

Recommendation

DOE Rules and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.

Management's Response

Concur. I have spoken to the sponsors about the importance of dropping their money the same day it is received. If it continues, I will be documenting it.

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program records found that:

- Two students were released 39 days during September 2018, October 2018, and January 2019, to individual with illegible signatures. The signatures could not be matched to any document kept on file.
- The parent/guardian for one student did not sign the *Parent Sign Out Sheets* for September 18, 2019, although the *Attendance Sheet* indicated that the student attended the program on that day.
- As of June 30, 2019, the Afterschool Program had a receivable balance of \$7,689.83 from 36 student accounts. Moreover, \$3,961.34 (or 51 %) of the balance was from 25 inactive student accounts; the accounts were inactive in the system from one to three years. The remaining \$3,728.49 in receivables were from 11 active accounts.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically,

- Per the *Afterschool Programs Operational Manual* (page 1-7), Item #3 of the Dismissal Procedures states that “Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews.”
- To protect the safety and welfare of students, students should only be released to authorized persons, and signature of the parent or authorized person must be obtained and match the student’s records.
- To enhance the integrity of the financial records, information for students who are not enrolled in the program for the current year should be revisited. The Afterschool Department should consider removing them from the database and transferring the information to the student obligation list.

Management’s Response

Concur. My director has been directed to clean up easy care & give me monthly aging reports to monitor delinquent accounts. I do not concur on bullets one & two as this has nothing to do with revenue & should be on her site review for aftercare. We man the desk with staff who know these parents by name.

LEASING OF SCHOOL FACILITIES

Finding

Charges for two leases (#1003 and #1004) were not collected prior to the use of facilities by lessees. Delays ranged from four to six days.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically, leasing charges “*are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.*”

Management’s Response

My bookkeeper was on medical leave last and could not get them in before the lease started. In the future, if my bookkeeper is on leave my leasing coordinator will contact the District personnel for direction.

Northboro Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 400 40th Street
 West Palm Beach, FL 33407

Principal:
 Fiscal Year 2019: Gayle Harper
 During Audit: Gayle Harper

Treasurer:
 Fiscal Year 2019: Marie DeSantis
 During Audit: Marie DeSantis

Afterschool Site Director:
 Fiscal Year 2019: Chantelle Broome
 During Audit: Chantelle Broome

Cash and Investments

Checking	\$ 56,164.35
Investments	
	\$ 56,164.35

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,775.77	1,245.00	1,703.29	289.31	0.00	1,606.79
Classes	3,321.52	66,383.00	61,517.57	6,216.37	6,769.56	7,633.76
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	9,166.14	8,369.35	9,963.42	2,604.40	2,747.27	7,429.20
Trusts	32,652.36	329,970.98	328,218.84	21,614.07	24,441.75	31,576.82
General	9,613.83	5,052.73	9,983.21	3,667.63	433.20	7,917.78
	\$ 56,529.62	\$ 411,021.06	\$ 411,386.33	\$ 34,391.78	\$ 34,391.78	\$ 56,164.35

Northboro Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Northmore Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 4111 North Terrace Drive
West Palm Beach, FL 33407

Principal:
Fiscal Year 2019: Vonda Daniels
During Audit: Vonda Daniels

Treasurer:
Fiscal Year 2019: Belinda Colebrook
During Audit: Belinda Colebrook

Afterschool Site Director:
Fiscal Year 2019: Kanishia Mortin
During Audit: Kanishia Mortin

Cash and Investments

Checking	\$ 68,983.52
Investments	
	\$ 68,983.52

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	47.50	0.00	0.00	0.00	0.00	47.50
Classes	671.12	15,717.33	12,931.60	3,934.26	3,934.26	3,456.85
Clubs	94.82	0.00	0.00	0.00	0.00	94.82
Departments	1,293.67	4,170.03	4,030.03	110.00	110.00	1,433.67
Trusts	47,931.47	184,861.90	169,168.96	6,577.75	6,577.75	63,624.41
General	719.63	1,975.10	2,368.46	604.10	604.10	326.27
	\$ 50,758.21	\$ 206,724.36	\$ 188,499.05	\$ 11,226.11	\$ 11,226.11	\$ 68,983.52

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser documentation revealed that:

- The Pre-K VPK Field Trip T-shirts (Account #3-2900.02) did not have the required *Sales Item Inventory Report*. In addition, there was no record of the sponsor completing the Annual eLearning training.
- The *Sales Item Inventory Report (SIIR)* for the Safety Patrol Candy Sale (Account #6-4000.01) indicated that nine boxes of candy with a value of \$540 were given-away without documentation. Moreover, the *SIIR* was not reviewed and approved by the Principal.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- *Sales Item Inventory Report* should be properly prepared and completed with accurate information for each fundraiser and be approved by the principal. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. To ensure fundraiser sponsors have the knowledge of and will be complying with the updated fundraising procedures, they should complete the required Annual eLearning Fundraiser Training Course prior to conducting fundraising activity.
- To ensure proper fiscal accountability and accurate reconciliation of sales revenues for each fundraiser, written explanation why items were given-away and the recipients of the items (when items cost \$50 or more) should be part of the fundraiser documentation.

Management's Response

Concur. To ensure that these findings are limited from our next audit, all grade chairs/point person for the grade level will receive an overview by the treasurer and everyone will be required to complete the district's training during the first PD for the year. The teacher received conference notes on not following district procedures when having the parents to purchase T-shirts for a field trip.

This was a clerical error when the treasurer attached the SIIR to the back of the paperwork and forgot to present it to the principal. The procedure will change to requiring the teachers to sit with the principal to have all of the paperwork signed off and the treasurer will double check. This will allow for an additional checking of the documents.

**Orchard View Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 4050 Old Germantown Road
Delray Beach, FL 33445

Principal:
Fiscal Year 2019: Lisa Lee
During Audit: Lisa Lee

Treasurer:
Fiscal Year 2019: Jenny Okoe
During Audit: Jenny Okoe

Afterschool Site Director:
Fiscal Year 2019: Fanny Lambis
During Audit: Cara McDermott

Cash and Investments

Checking	\$ 41,397.95
Investments	
	\$ 41,397.95

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	79.74	0.00	0.00	0.00	0.00	79.74
Classes	3,120.40	4,482.00	5,329.47	4,228.50	1,458.50	5,042.93
Clubs	176.76	101.00	501.79	1,704.23	101.00	1,379.20
Departments	4,360.97	9,257.12	6,966.44	866.00	366.00	7,151.65
Trusts	27,769.54	166,005.81	166,374.29	4,142.87	8,572.89	22,971.04
General	5,175.01	11,154.54	11,112.95	2,546.59	2,989.80	4,773.39
	\$ 40,682.42	\$ 191,000.47	\$ 190,284.94	\$ 13,488.19	\$ 13,488.19	\$ 41,397.95

AFTERSCHOOL PROGRAM

Finding

Two of the five sample students reviewed were released to individuals without legible signatures; the signatures on the release form did not match any record on file. Moreover, *Signature Cards* were not collected for Fiscal Year 2019 for students attending the Afterschool Program.

Recommendation

Per the *Afterschool Programs Operational Manual* (page 1-7), Item #3 of the *Dismissal Procedures* states that “Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews.”

Management’s Response

Concur. After planning and discussing with my newly hired After Care Director, we have planned to collect Signature Cards for every After Care family as soon as they register for the 19-20 school year and be kept on file so that everyone is aware. In addition, when families sign out students, the aftercare desk clerk will ensure that signatures are legible and that they match the signature on file. All discrepancies will be reported to administration immediately.

**Pahokee Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 560 East Main Place
Pahokee, FL 33476

Principal:
Fiscal Year 2019: Karen Abrams
During Audit: Karen Abrams

Treasurer:
Fiscal Year 2019: Leontye Mann
During Audit: Leontye Mann

Cash and Investments

Checking	\$ 17,357.99
Investments	
	\$ 17,357.99

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	7,265.15	8,400.50	13,692.97	1,240.75	1,594.10	1,619.33
Clubs	1,903.98	16,717.00	17,593.42	1,091.68	554.00	1,565.24
Departments	772.83	4,169.78	3,699.74	3.50	0.00	1,246.37
Trusts	15,150.00	65,238.74	75,108.10	2,835.22	1,372.90	6,742.96
General	10,950.51	24,357.54	27,473.81	8,908.90	10,559.05	6,184.09
	\$ 36,042.47	\$ 118,883.56	\$ 137,568.04	\$ 14,080.05	\$ 14,080.05	\$ 17,357.99

REFERRAL TO SCHOOL POLICE

Finding

On September 11, 2019, the Accounting Department reported to the OIG that Deposits #531 (for \$7,400.56) prepared by the school treasurer on May 31, 2019, and #532 (for \$716.35) prepared on June 3, 2019, had not been received by the bank. The OIG referred these missing-deposit cases to School Police for further actions. On November 18, 2019, School Police determined that probable cause could not be established; and would not file charges against any individual with the theft of funds. The case was closed for lack of evidence for subject employee(s).

BANK SIGNATURE CARD

Finding

On August 1, 2018, the District's Accounting Services Department informed the school treasurer that the regional area had a change of leadership and that the school would need to complete a new bank account signature card. However, as of September 9, 2019, the school had not updated the signature card to reflect the new authorized banking signatures.

Recommendation

In accordance with the Internal Accounts Manual, when banking signature changes are made, the Treasury Department must be notified and will generate a bank resolution letter authorizing the changes as soon as those changes have been approved through proper channels. Schools should retain the bank resolution letters, and a copy of the bank signature cards.

Management's Response

Concur. The bookkeeper will contact the Treasury Department in regards to the bank resolution letter authorizing the changes for the signature card.

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that:

- At the year-end, some sponsors did not turn in the yellow copies of the MCRs, along with the computerized receipts, to the school secretary for record keeping. Only 183 (37%) of 492 MCRs were submitted to the secretary.

- Monies were not always deposited into the bank in a timely manner. For example, \$13,010.70 collected and recorded on 73 MCRs was not timely processed by the school treasurer; the money was not deposited into the bank until six to 13 working days after collection.
- MCRs were not always completed with all the required information. Missing information included the check numbers, account numbers, purpose of collection, source of collection and the remitter's signature. Moreover, the treasurer did not record the *Official Receipt* date on 75 of the 114 sample MCRs selected for review.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- As required by *Internal Accounts Manual, Chapter 7's Record Retention Requirements*, "Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary..."
- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the monies to unwarranted exposure and result in financial irregularities.
- To ensure proper fiscal accountability, MCRs should be completed with all the needed information and signed by the remitters and the bookkeeper.

Management's Response

Concur. Teachers are required to turn in the monies collected forms weekly as soon as the receipts are given. Secretary will double check and notify the teachers of missing forms.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser records revealed that:

- The Cheerleaders Donut Sales (Account #4-5000.02) had the following exceptions:
 - Although a *Fundraising Application/Recap Form* was completed by the sponsor, the signatures of the Principal and sponsor were not dated. Moreover, the recap section was not completed by the sponsor at the completion of the fundraiser.

- This fundraiser did not have the required *Sales Item Inventory Report*.
- \$1,473.68 in unrelated expenditures for cheerleader uniforms was recorded in this fundraiser account, resulting in a deficit balance. Furthermore, the school balanced this deficit by transferring (Transfer #147) \$537.68 from the Faculty Fund's Mother/Son Fundraiser account (Account #6-1700.07) which was also unrelated.
- Fundraising documentation were not prepared and retained for two fundraisers: (1) FSA Shirt Sales (Account #7-0100.07) and (2) Media Book Fair (Account #5-1700.01).

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.
- To ensure fiscal accountability and self-sufficiency, the school should monitor the Internal Funds activity accounts closely so that expenditures would not exceed revenues. The fundraiser account should include accurate financial information. Unrelated expenses should not be included in the fundraising account.
- Failure to prepare the related reports for fundraisers defeat the purpose of controls and could result in undetected loss of school assets. Repeated violation of District Rules by the same employees will be forwarded to Professional Standards for appropriate action.

Management's Response

Concur. Teachers/staff are required to complete the fundraiser recap two weeks (at the latest) after the fundraiser is complete.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #11077 (for \$125) was a reimbursement to an employee, without any supporting documentation.

Pahokee Elementary School
Management Letter
Year Ended June 30, 2019

- Information on four *Check Requisitions* (#11035 for \$1,021.20, #11077 for \$125, #11127 for \$955.97, #11154 for \$63.99, and #11151 for \$2,232.00; totaling \$4,398.16) were incomplete. Missing information included the requisition date, purpose of the disbursement, funding source, account sponsor signature confirming receipt of goods or services, and the date of the account sponsor signature.
- The *Check Requisitions* for three disbursements (#s 11142, 11138, and 11160, totaling \$3,198.00) were not signed and approved by the Principal. However, the Principal did sign the related checks.
- Three disbursements #11035 (for \$1,021.20), #11054 (for \$5,000), and #11055 (for \$4,100) exceeded the \$1,000 *Purchase Order* threshold, but did not have the required *Purchase Orders*. Moreover, Disbursements #11054 and #11055 were for purchases of Walmart gift cards. These \$9,100 purchases had the required *Check Requisition* but did not have any supporting documentation, such as (1) itemized invoices/receipts, indicating the descriptions and quantities of items purchased and (2) the recipients of these gift-cards.
- Disbursement 11057 (for \$546.99), was for renting of a bounce house for the Fall Carnival. However, the school did not obtain proof of liability insurance coverage from the vendor. Moreover, the disbursement was supported by a contract signed by the sponsor instead of the Principal.
- Disbursement #11142 (for \$1,865) was for payment of a chartered bus to the May 28, 2019, in-county field trip to Palm Beach Zoo. However, the expenditure was supported by a quote, instead of an invoice or paid receipt. Additionally, financial activities for three field trips (1) Dolly Hand Cultural Arts Center, (2) Library and Fire House, and (3) Palm Beach Zoo were recorded in one single field trip account (#3-3000.01). Financial transactions for each activity should be kept in separate decimalized accounts.
- Disbursement #11138 (for \$800) was for payment to a vendor who provided catering service during Young Authors Award dinner event. However, the expenditure was incorrectly funded by the Fall Carnival account (#7-0100.21) instead of the Young Authors account (#4-4800.00).
- Disbursement #11160 (for \$533) was supported by an “Event Reservation” dated June 14, 2019. However, the dollar amount of the purchase listed on the supporting document was \$584.22, which did not agree with the dollar amount of the disbursement.
- Supporting documentation, such as invoices/receipts were not defaced (stamped “PAID”) after payment in order to prevent duplicate payments.
- Two P-Card purchases (\$216.12 and \$216.12) from the same vendor was for payment of hotel expenses occurred on March 19, 2019. However, no supporting documentation for the purchases were available.
- A \$412.35 P-Card payment for lodging expenses was not supported by the related TDE form and conference registration record.

Pahokee Elementary School
Management Letter
Year Ended June 30, 2019

- Two P-Card purchases, totaling \$6,244.68 (October 3, 2108, for \$3,192.68; March 1, 2019, for \$3,052.00) exceed the \$1,000 per vendor per daily limit, but did not have the prior approval from the Purchasing Department. Additionally, both transactions did not have adequate supporting documentation. One was supported by online payment confirmation without the details of the items purchased. The other one was supported by a “Quotation” instead of an itemized receipt or invoice.
- A September 20, 2018, P-Card transaction for \$900 was for purchase of fundraising items for resale. However, this purchase was supported by a credit card transaction receipts that did not have the details and quantities of the items purchased.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically,

- To ensure that purchases are appropriate, expenditures should be adequately supported by itemized invoices/receipts. The issuance of a school check should be supported by the Principal’s approved *Check Requisition*. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. Furthermore, P-Card purchases in excess of \$1,000 require prior approval from Purchasing. This will help ensure that the purchase is appropriate and properly funded.
- Pursuant to *Bulletin #P-12690-CAO/COO/P*, “gift cards may be purchased for students only” and “schools must maintain documentation of all recipients of gift cards”.
- To protect the School District from unwarranted liability, rental of entertainment equipment should follow the same guidelines as provided by the *Afterschool Program Operational Manual* that “Bounce house rentals require the owner of the bounce house to provide a general liability insurance policy for one million dollars and name the School Board of Palm Beach County as an additional insured.”
- To assist the school in evaluating and monitoring the performance of individual field trips, a separate decimalized account should be established for each field trip. The field trip account should include all the related financial information.
- Staff’s *TDE Forms* for District’s travel should be approved by the Principal prior to paying the expenses for the travel arrangements.
- Expenditures should be funded by the appropriate funding sources, in accordance with District’s guidelines.
- To avoid duplicate payments, supporting documentation should be defaced (stamped “PAID”) after payment.

Management's Response

Concur. All above actions have been corrected and procedures for the upcoming audit are in place and have been utilized for FY2020.

LEASING OF SCHOOL FACILITIES

Finding

The school has a *Memorandum of Understanding* (MOU) with the Housing Partnership, Inc. (Agency) for use of school facilities to provide out-of-school services programs to students of Pahokee Elementary year round. In accordance with the Exhibit B of the MOU, the Agency is to pay the school a quarterly cost recovery impact assessment and supply allocation based on the number of students enrolled with the Agency. For July 1 through September 30, 2018, the school incorrectly billed the agency \$5,052.75 instead of \$6,187. As a result the Agency underpaid the school \$1,134.

Recommendation

Facilities use charges should be billed in accordance with the MOU. The school should review the payments with the Agency and recover the \$1,134 underpayment.

Management's Response

Concur. We have reviewed the MOU and the amounts averaged out abased on the attendance.

Palm Beach Gardens Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 10060 Riverside Drive
Palm Beach Gardens, FL 33410

Principal:
Fiscal Year 2019: Marie Caracuzzo
During Audit: Marie Caracuzzo

Treasurer:
Fiscal Year 2019: Gulhan (Gina) Kilic
During Audit: Gulhan (Gina) Kilic

Afterschool Site Director:
Fiscal Year 2019: Kimberly Sheehan
During Audit: Kimberly Sheehan

Cash and Investments

Checking	\$ 48,464.31
Investments	
	\$ 48,464.31

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,955.31	0.00	0.00	0.00	0.00	1,955.31
Classes	4,007.63	26,882.00	18,620.53	2,060.73	2,476.45	11,853.38
Clubs	4,589.99	2,641.50	1,962.36	619.00	619.00	5,269.13
Departments	9,862.95	19,568.93	16,450.47	4,335.28	4,335.28	12,981.41
Trusts	24,943.06	840,143.46	839,847.40	31,590.68	34,860.14	21,969.66
General	(4,057.26)	5,177.03	10,369.53	4,684.58	999.40	(5,564.58)
	\$ 41,301.68	\$ 894,412.92	\$ 887,250.29	\$ 43,290.27	\$ 43,290.27	\$ 48,464.31

SEGREGATION OF DUTIES

Finding

During the audit, we noted that incoming mails were sorted and distributed by someone other than the school treasurer. However, checks received in the mail were dropped in the safe without a *Monies Collected Report (MCR)*.

Recommendation

Payments received in the mails should be recorded on a *Monies Collected Report* by the staff who opens the mail, prior to recording the collection on the *Drop-safe Log* and putting it into the drop-safe.

Management's Response

The confidential secretary opens the mail, completes a monies collected form and deposits the check in the safe. She must ask the bookkeeper which account to place on the form.

DOCUMENTATION FOR FUNDRAISER

Finding

The review of fundraiser records for the Safety Patrol Poinsettia Sale (Account #6-4000.06) found:

- The *Fundraising Application/Recap Form* was not approved by the Principal until 17 working days after the fundraising activities had begun.
- Although a *Sales Item Inventory Report* was prepared by the sponsor and approved by the principal, all fundraiser information was missing on the form. Missing information included (1) the beginning and ending inventories, (2) the quantities of items purchased, sold, and given-away, and (3) the selling prices and revenues.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically:

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- To ensure proper fiscal accountability, *Sales Item Inventory Report* should be completed with all the accurate information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remaining in inventory. Significant

discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.

Management's Response

Concur. Conferred with the bookkeeper and sponsor to clarify procedures.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #8448 (for \$225) was for payment to a consultant for DJ services for the October 31, 2018 Safety Patrol fall bash. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.
- The *Purchase Order* for Disbursement #8567 (for \$4,583.70) was not prepared by the sponsor and approved by the Principal until 5 days after the invoice date.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students. This will ensure full compliance with *Florida Statutes §1012.465 (Jessica Lunsford Act)*.
- To ensure purchases are appropriate, and that funding is available, they should be preapproved by the Principal.

Management's Response

Concur. Will conference with the teacher sponsor and provide written conference notes.

AFTERSCHOOL PROGRAM

Finding

The review of the Afterschool Program records found that as of June 30, 2019, the Afterschool Program had an accounts receivable balance of \$3,287.76 from 49 student accounts. Moreover, \$1,819.75 (or 55%)

of the balance was from 18 inactive student accounts that were classified inactive in the system from one to four years. The remaining \$1,468.01 in receivables were from 31 active accounts.

Recommendation

Afterschool Programs should be self-sufficient supported by user fees. To ensure fiscal accountability, program fees should be collected in advance as required by *Afterschool Programs Operational Manual*.

The Afterschool Department should consult with the Accounting Department and consider removing them from the database.

Management's Response

Concur. Conferences with auditors and Afterschool Director.

PRENUMBERED DOCUMENTS

Finding

The review of prenumbered documents found that the school did not always perform the required monthly inventory-check for the school *Checks* and *Afterschool Program Receipt Books*. *School Checks* and *Afterschool Program Receipt Books* inventories checks were not completed during February and June, 2019.

Recommendation

To ensure proper fiscal accountability and as required by *Chapter 27 of the Internal Accounts Manual*, the *Drop-safe Log* should be inventory-checked monthly by the designated document custodian and record the results on the *Prenumbered Document Inventory Register (PBSD 0160)*.

Management's Response

Concur. The document custodian will place the inventory check dates and Aftercare Program receipt books in her calendar each month.

**Palm Beach Public School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 239 Coconut Road
Palm Beach, FL 33480

Principal:
Fiscal Year 2019: Christie Schwab
During Audit: Christie Schwab

Treasurer:
Fiscal Year 2019: Angie Brown
During Audit: Angie Brown

Afterschool Site Director:
Fiscal Year 2019: Heather Stonelake
During Audit: Heather Stonelake

Cash and Investments

Checking	\$ 44,964.05
Investments	
	\$ 44,964.05

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	160.00	246.59	100.00	13.41	0.00
Classes	0.00	16,941.80	18,220.74	2,833.10	1,554.16	0.00
Clubs	337.03	850.00	855.76	0.00	0.00	331.27
Departments	2,718.44	4,695.27	4,506.84	300.00	0.00	3,206.87
Trusts	30,938.32	314,597.93	316,894.94	14,231.24	16,187.05	26,685.50
General	14,128.97	16,424.63	16,103.47	10,633.28	10,343.00	14,740.41
	\$ 48,122.76	\$ 353,669.63	\$ 356,828.34	\$ 28,097.62	\$ 28,097.62	\$ 44,964.05

Palm Beach Public School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Palm Springs Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 101 Davis Road
Palm Springs, FL 33461

Principal:
Fiscal Year 2019: Esther Rivera
During Audit: Bonnie Fox (Interim)

Treasurer:
Fiscal Year 2019: Yohanna Brutus/Ana Delgado
During Audit: Ana Delgado

Afterschool Site Director:
Fiscal Year 2019: Kathy Anderson
During Audit: Kathy Anderson

Cash and Investments

Checking	\$ 27,215.93
Investments	
	\$ 27,215.93

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	266.44	0.00	0.00	0.00	0.00	266.44
Classes	2,447.19	17,262.36	17,778.60	1,189.36	1,347.86	1,772.45
Clubs	4,685.23	2,863.68	485.33	158.50	6,110.43	1,111.65
Departments	761.27	4,759.73	3,767.81	1,024.34	1,024.34	1,753.19
Trusts	3,519.19	166,451.80	171,246.62	7,507.03	1,412.66	4,818.74
General	6,624.74	42,217.92	31,365.26	13,547.64	13,531.58	17,493.46
	\$ 18,304.06	\$ 233,555.49	\$ 224,643.62	\$ 23,426.87	\$ 23,426.87	\$ 27,215.93

DOCUMENTATION FOR FUNDRAISERS

Finding

The *Fundraising Application/Recap Forms* for the Cherrydale (Account #7-0100.02) and Yearbooks fundraisers (Account #7-0100.01) were not verified by the school treasurer. Furthermore, the *Sales Item Inventory Reports* were neither reviewed nor approved by the principal.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/ Recap Form*.
- *Sales Item Inventory Report* should be prepared and completed with accurate information. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing.

Management's Response

Concur. Verify the fundraising paperwork. Ensure I get the appropriate signatures.

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program's records revealed that the Child Custody Section of the *Registration Form* for one student was not completed with any of the required information.

Recommendation

Afterschool Program should be administered in accordance with District's Guidelines and the *Afterschool Programs Operational Manual*. Specifically, to protect the safety and welfare of the students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information.

Management's Response

Concur. Spoke with Afterschool Program Director. She is aware and will check all the registrations when they are received.

**Palmetto Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5801 Parker Avenue
West Palm Beach, FL 33405

Principal:
Fiscal Year 2019: Gladys Harris
During Audit: Gladys Harris

Treasurer:
Fiscal Year 2019: Rhonda Diamond
During Audit: Liliana Monroy

Afterschool Site Director:
Fiscal Year 2019: Courtney Caramanna
During Audit: Courtney Caramanna

Cash and Investments

Checking	\$ 23,020.59
Investments	
	\$ 23,020.59

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	118.31	2,003.00	2,007.00	10.00	57.25	67.06
Clubs	1,836.00	61,000.80	55,515.98	19,364.40	25,005.48	1,679.74
Departments	859.77	2,823.90	2,940.75	137.06	137.06	742.92
Trusts	17,177.89	169,487.06	172,311.36	10,746.42	4,524.79	20,575.22
General	818.96	5,981.60	6,311.61	2,331.05	2,864.35	(44.35)
	\$ 20,810.93	\$ 241,296.36	\$ 239,086.70	\$ 32,588.93	\$ 32,588.93	\$ 23,020.59

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that monies were not always deposited into the bank in timely manner. For example, three MCRs (#682-2, #682-6 and #682-7), totaling \$1,548, were not timely processed by the school treasurer and deposited timely into the bank until eight to nine working days after collection. Additionally, the yellow copy of MCR #682-2 was submitted to the treasurer instead of being held by the sponsor for comparison to the *Official Receipt*.

Recommendation

Money collections should be administered in accordance with *DOE Rules and District Bulletin #P-14051-S/CFO* and District guidelines. Specifically, require that monies collected be put into the drop-safe daily, and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted liability and result in potential irregularities.

Management's Response

Concur. Email sent to stakeholders with guidelines to follow in order to avoid unwarranted liability and findings.

DOCUMENTATION FOR FUNDRAISERS

Finding

The *Sales Item Inventory Reports* for the Smencil Sales (Account #4-4300.22) and Patrol Candy Bar Sales (Account# 4-4300.06) were not reviewed and approved by the principal. Moreover, the Candy Sales School Wide Sales (#7-0100.03) and Coupon Books Sales (Account #4-4300.01) were approved by the treasurer instead of the principal.

Recommendation

The *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing.

Management's Response

Concur. Email new bookkeeper to stay alert so this never occurs on her watch.

DOCUMETATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

Palmetto Elementary School
Management Letter
Year Ended June 30, 2019

- Disbursement #11634 (for \$1,681.25) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000. Furthermore, this disbursement was not supported by a paid invoice or receipt. Instead, it was supported by a quote.
- A \$943.10 P-Card transaction was for the purchase of a computer charging station which is a disallowed P-Card expense by the District's purchasing guidelines.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related district guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- P-Cards should not be used for purchase of items and services disallowed by the *Purchasing Manual*.

Management's Response

Concur. Aware and will follow guidelines.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facility leasing found that the school did not maintain an executed copy of *Lease Agreement #1002*.

Recommendation

To protect the best interest of the School District and ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees.

Management's Response

Concur. The previous bookkeeper retired and we were unable to locate documents.

Panther Run Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 10775 Lake Worth Road
Lake Worth, FL 33467

Principal:
Fiscal Year 2019: Edilia De La Vega
During Audit: Edilia De La Vega

Treasurer:
Fiscal Year 2019: Michele Malkin
During Audit: Michele Malkin

Afterschool Site Director:
Fiscal Year 2019: Matthew Childs
During Audit: Matthew Childs

Cash and Investments

Checking	\$ 215,828.85
Investments	
	\$ 215,828.85

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	444.18	2,380.14	2,424.79	500.00	41.00	858.53
Classes	5,794.37	31,027.83	30,251.27	7,755.04	7,553.49	6,772.48
Clubs	342.87	748.24	342.34	0.00	0.00	748.77
Departments	7,862.44	12,718.62	12,877.85	9,995.51	7,968.76	9,729.96
Trusts	56,454.45	817,457.71	727,653.60	15,424.34	17,696.51	143,986.39
General	38,146.93	45,579.55	29,578.63	18,970.53	19,385.66	53,732.72
	\$ 109,045.24	\$ 909,912.09	\$ 803,128.48	\$ 52,645.42	\$ 52,645.42	\$ 215,828.85

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- The Yearbook Fundraiser (Account #7-0100.04) did not have the required *Fundraising Application/Recap Form* and *Sales Item Inventory Report*.
- The Safety Patrols Coupon Books (Account #6-4000.04) had the following noncompliances:
 - The *Fundraising Application/Recap Form* was not approved by the Principal.
 - The sponsor did not complete the Recap (Actual Sales) Section of the *Forms*.
 - The *Sales Item Inventory Report* was missing.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser in order for staff to reconcile the sales revenue with the estimated revenue. Significant discrepancy between the estimated revenue and actual receipt should be investigated and resolved accordingly.

Management's Response

Concur. All staff will pre-approve all fundraisers with the principal at least 2 weeks prior to the startup of the fundraiser. Fundraiser recap & close out will be completed within 2 weeks of the post-sale date. From this point forward a Sales Item Inventory Report for all fundraisers will be completed.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Two disbursements totaling \$4,525.90 (#16036 for \$3,426.90 and #16106 for \$1,099) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of

Panther Run Elementary School
Management Letter
Year Ended June 30, 2019

\$1,000.

- Disbursement #16235 (for \$4,173) was to pay for purchase of shirts for school's Summer Camp. This disbursement included \$273 in sales tax although they were qualified tax-exempt purchases.
- Disbursement #16095 (for \$875) was for a book author's visit at the school. However, the engagement of these consultants did not have a School District Consultant Agreement (PBSD 1420) and the required itemized invoice or paid receipt.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically:

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- The School District is a sales tax-exempt government; sales tax should not be paid for qualified purchases.
- To fully conform with *Section 8* of the *Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. Regarding #16036 and #16106 we will have purchase orders for all purchases over \$1,000. Regarding #16235 for \$4,173 we have discussed this with the Aftercare Director and he will not pay tax for future orders. #16905 we will have a consultant agreement from this point forward.

Additional comments

Thank you very much for your assistance in providing us the clarification needed to ensure that our school has clean audits in the future and that we are in compliance.

**Pierce Hammock Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 14255 Hamlin Boulevard
Loxahatchee, FL 33470

Principal:
Fiscal Year 2019: Ariel Alejo
During Audit: Ariel Alejo

Treasurer:
Fiscal Year 2019: Ruth Simioni
During Audit: Ruth Simioni

Afterschool Site Director:
Fiscal Year 2019: Samantha Simioni
During Audit: Samantha Simioni

Cash and Investments

Checking	\$ 22,357.66
Investments	
	\$ 22,357.66

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,249.40	108.00	0.00	0.00	0.00	1,357.40
Classes	2,378.98	38,546.34	40,979.46	8,492.04	1,607.04	6,830.86
Clubs	1,379.73	158.10	283.71	0.00	0.00	1,254.12
Departments	1,506.61	13,347.92	13,238.67	3,226.68	3,226.68	1,615.86
Trusts	24,574.77	269,025.51	277,434.28	2,199.33	9,295.48	9,069.85
General	4,888.69	9,476.84	12,347.11	4,498.10	4,286.95	2,229.57
	\$ 35,978.18	\$ 330,662.71	\$ 344,283.23	\$ 18,416.15	\$ 18,416.15	\$ 22,357.66

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #12960 (for \$500) was for a consultant to perform a music show. However, the *School District Consultant Agreement (PBSD 1420)* was not approved by the Principal until seven days after the performance.

Recommendation

The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants' background checks are properly cleared before they have direct contact with students.

Management's Response

Concur. We will have consultant agreement signed by Principal prior to event.

**Pine Grove Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 400 SW 10th Street
Delray Beach, FL 33444

Principal:
Fiscal Year 2019: Shauntay King
During Audit: Shauntay King

Treasurer:
Fiscal Year 2019: Suhair Gali
During Audit: Suhair Gali

Cash and Investments

Checking	\$ 43,466.23
Investments	
	\$ 43,466.23

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	282.28	0.00	0.00	0.00	0.00	282.28
Classes	2,100.59	60.00	1,002.22	0.00	60.00	1,098.37
Clubs	2,021.30	12,353.06	10,520.53	2,532.26	3,616.03	2,770.06
Departments	3,309.26	318.28	348.42	400.00	50.00	3,629.12
Trusts	16,066.68	82,035.63	77,636.16	3,908.41	510.00	23,864.56
General	7,949.49	14,374.71	7,897.72	356.00	2,960.64	11,821.84
	\$ 31,729.60	\$ 109,141.68	\$ 97,405.05	\$ 7,196.67	\$ 7,196.67	\$ 43,466.23

LEASING OF SCHOOL FACILITIES

Finding

The review of leasing activities of school facilities found that:

- *Lease Agreements* were not always properly executed with all the required signatures. Three *Agreements* (#s 1001, 1002, and 1004) were signed by the Principal as lessee instead of obtaining the lessee's signature. Furthermore, Lease #1004 did not have the witness's signature.
- The school had nine leasing arrangements being input into the Tririga System. Two leases (#1002 and #1003) with the same lessee had a contract amount of \$426.80 each for a total \$853.60. According to staff, the time of use for lease #1002 was revised. However, instead of revising Lease #1002 in Tririga system, a new lease (Lease #1003) was created. As a result, the Tririga System overstated the school's leasing income by \$426.80.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

- To ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees.
- Leasing information should be accurately recorded in the Tririga System; and the information should be updated for contract amendments and cancellations.

Management's Response

Concur. Findings will be reviewed with bookkeeper and secretary to be sure everyone is aware of the mistake made.

Pine Jog Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 6315 Summit Boulevard
 West Palm Beach, FL 33415

Principal:
 Fiscal Year 2019: Tarachell Thomas
 During Audit: Tarachell Thomas

Treasurer:
 Fiscal Year 2019: Rachel Lisboa
 During Audit: Rachel Lisboa

Cash and Investments

Checking	\$ 46,503.12
Investments	
	\$ 46,503.12

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	39.21	60.00	0.00	0.00	0.00	99.21
Classes	10,137.95	26,250.46	27,460.10	3,744.38	3,749.98	8,922.71
Clubs	7,175.14	2,487.03	1,005.81	1,252.36	1,252.36	8,656.36
Departments	5,131.58	22,801.40	13,307.92	4,949.54	4,949.54	14,625.06
Trusts	24,851.82	115,940.86	128,287.81	14,094.35	14,088.75	12,510.47
General	3,500.36	10,996.46	12,807.51	2,435.78	2,435.78	1,689.31
	\$ 50,836.06	\$ 178,536.21	\$ 182,869.15	\$ 26,476.41	\$ 26,476.41	\$ 46,503.12

Pine Jog Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Pioneer Park Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 39500 Pioneer Park Road
Belle Glade, FL 33430

Principal:
Fiscal Year 2019: Pamela Buckman
During Audit: Pamela Buckman

Treasurer:
Fiscal Year 2019: Stephanie Beckford / Iris Jackson
During Audit: Iris Jackson

Cash and Investments

Checking	\$ 19,612.04
Investments	
	\$ 19,612.04

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	630.00	248.81	0.00	0.00	381.19
Classes	0.00	1,186.85	2,767.75	2,399.90	803.00	16.00
Clubs	0.00	17,015.00	16,517.00	11,783.75	11,783.75	498.00
Departments	0.00	927.25	927.20	0.00	0.00	0.05
Trusts	21,441.26	110,499.96	112,342.73	477.46	1,942.90	18,133.05
General	2,321.29	4,771.40	6,377.48	1,546.08	1,677.54	583.75
	\$ 23,762.55	\$ 135,030.46	\$ 139,180.97	\$ 16,207.19	\$ 16,207.19	\$ 19,612.04

DOCUMENTATION OF DISBURSEMENTS

Finding

Disbursement #4984 (for \$910) was to pay a consultant for the May 22, 2019, game bus for students. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.

Recommendation

To fully conform with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant backgrounds must be cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.

Management's Response

Concur. Going forward the bookkeeper will ensure that an updated consultant agreement will be completed prior to any performing services and having contact with students at the school.

Additional comments

Since this was documented the bookkeeper and principal have ensured the consultant agreement is up to date before coming onto the campus.

**Pleasant City Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 2222 Spruce Avenue
West Palm Beach, FL 33407

Principal:
Fiscal Year 2019: Valarie Jones
During Audit: Valerie Jones

Treasurer:
Fiscal Year 2019: Sylvia Buckhalter
During Audit: Sylvia Buckhalter

Cash and Investments

Checking	\$ 9,793.27
Investments	
	\$ 9,793.27

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	2,193.23	12,244.00	11,574.30	969.70	819.70	3,012.93
Clubs	0.00	2,328.00	0.00	0.00	2,328.00	0.00
Departments	157.46	21.00	0.00	0.00	0.00	178.46
Trusts	10,160.76	3,290.80	7,623.08	7,543.80	5,421.94	7,950.34
General	(934.10)	273.00	743.50	56.14	0.00	(1,348.46)
	\$ 11,577.35	\$ 18,156.80	\$ 19,940.88	\$ 8,569.64	\$ 8,569.64	\$ 9,793.27

Pleasant City Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Plumosa School of the Arts
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 2501 Seacrest Boulevard
Delray Beach, FL 33444

Principal:
Fiscal Year 2019: Catherine Reynolds
During Audit: Catherine Reynolds

Treasurer:
Fiscal Year 2019: Margarita Molina/Jaydee Martinez
During Audit: Jaydee Martinez

Afterschool Site Director:
Fiscal Year 2019: Loidy Jimenez
During Audit: Loidy Jimenez

Cash and Investments

Checking	\$ 53,408.30
Investments	
	\$ 53,408.30

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	7,302.86	3,863.85	5,949.61	0.00	0.00	5,217.10
Classes	1,812.35	1,588.00	1,105.79	0.00	0.00	2,294.56
Clubs	1,455.18	8,427.00	4,537.72	2,320.50	0.00	7,664.96
Departments	4,564.17	3,484.96	2,900.57	0.00	0.00	5,148.56
Trusts	29,531.62	319,815.89	318,419.67	14,266.37	14,795.89	30,398.32
General	1,043.52	17,480.06	14,047.80	3,792.12	5,583.10	2,684.80
	\$ 45,709.70	\$ 354,659.76	\$ 346,961.16	\$ 20,378.99	\$ 20,378.99	\$ 53,408.30

ACCESS TO DROP-SAFE

Finding

Although the school had a new Treasurer since March 2019, the access combination for the drop-safe had not been changed as of December 2, 2019. During the audit, we recommended that a work order be submitted to change the combination.

Recommendation

To ensure assets are safeguarded properly, the combination to access the drop-safe should be changed when there is a change in personnel who has the combination

Management's Response

I was told by Financial Management that the safe did not need to be changed unless the principal left the school.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser documentation revealed that:

- The Drama Club T-Shirts Sales (Account #4-1650.00) did not have the required *Fundraiser Application/Recap Form*. Furthermore, the Recap Section (Actual Sales) for the Yearbook Sales (Account #7-0100.06) was not completed.
- The sponsors for the Yearbook Sales (Account #7-0100.06) and Frozen Ice Pop Sales (Account #7-0100.03) did not prepare the required *Sales Item Inventory Report*.
- The *Sales Item Inventory Report* for the Coupon Book Sales (Account #7-0100.05) did not have accurate information. The number of books purchased did not agree with the school's disbursement records. In addition, the principal did not review and approve the *Report*.
- The financials for the Drama Club T-Shirt Sales were recorded in the Drama Account (Account #4-1650.00) instead of a decimalized account for the sales.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.

- *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.
- To assist the school in evaluating and monitoring the performance of individual fundraisers, a separate decimalized account should be established for each fundraiser. The fundraiser account should include all the needed and accurate financial information.

Management's Response

Concur. Treasurer will review policies and procedures with Principal. All staff wishing to do any fundraising must meet with the Principal and treasurer prior to starting any fundraising.

DOMUENTATION FOR DISBURMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #11461 (for \$1,322.75) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Disbursements #11466 (for \$881.50), #1167 (for \$10) and #11468 (for \$10) were for refunds of field trip fees to students that paid but did not attend. However, the disbursement did not have supporting documentation for the student's original payment, such as a receipts or copies of *Monies Collected Reports* or the credit card payments.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- Refunds of field trip fees to students should be supported by the original payment records. Without adequate documentation, there is no assurance that the disbursements were appropriate.

Management's Response

Concur. Principal will meet with Treasurer to review.

Plumosa School of the Arts
Management Letter
Year Ended June 30, 2019

Additional comments

The treasurer took over April 2019 and needs support with many of the procedures and policies.

Poinciana Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 1203 North Seacrest Boulevard
 Boynton Beach, FL 33435

Principal:
 Fiscal Year 2019: Kathleen DePuma
 During Audit: Kathleen DePuma

Treasurer:
 Fiscal Year 2019: Jennifer Dietrick
 During Audit: Jennifer Dietrick

Afterschool Site Director:
 Fiscal Year 2019: Gloria Gibson
 During Audit: Adriana Beckford-May

Cash and Investments

Checking	\$ 35,337.47
Investments	
	\$ 35,337.47

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,815.77	0.00	100.66	0.00	0.00	1,715.11
Classes	7,924.95	48,932.86	51,359.39	1,999.47	1,999.47	5,498.42
Clubs	2,582.88	8,877.20	6,021.28	1,060.42	1,060.42	5,438.80
Departments	3,319.38	12,681.26	13,332.26	0.00	0.00	2,668.38
Trusts	16,844.76	300,879.68	297,020.44	6,560.50	6,704.84	20,559.66
General	12,039.94	5,780.62	18,507.80	1,012.72	868.38	(542.90)
	\$ 44,527.68	\$ 377,151.62	\$ 386,341.83	\$ 10,633.11	\$ 10,633.11	\$ 35,337.47

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program records found that:

- Three of the five sample students reviewed were released to individual without legible signatures. Moreover, these signatures could not be matched to any record on file.
- There were discrepancies between *Attendance Sheets* and *Parent Sign Out Sheets* for March 2019:
 - The parent/guardian for two students did not sign on the *Parent Sign Out Sheets* for four days, although the *Attendance Sheets* indicated that the students attended the program on those days.
 - The parent/guardian for one student signed the *Parent Sign Out Sheet* for one day. However, the *Attendance Sheet* shows this particular student was absent on that day.

Recommendation:

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically,

- Per the *Afterschool Programs Operational Manual* (page 1-7), Item #3 of the *Dismissal Procedures* states that "Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."
- To protect the safety and welfare of students, they should only be released to authorized persons, and the signature of the parent or authorized person must be obtained and verified before the students are released.

Management's Response

Concur. The Afterschool director will take the steps recommended in the audit report. The Afterschool Director will require all parents to print and sign the signature cards. If the signature on the sign out sheet is not legible, parents will be asked to print by their signature. There is a check and balance system in place for attendance and parent sign out sheets. All afterschool staff working with dismissal and attendance have been trained on these procedures.

**Rolling Green Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 550 Miner Road
Boynton Beach, FL 33435

Principal:
Fiscal Year 2019: Allyson Manning
During Audit: Allyson Manning

Treasurer:
Fiscal Year 2019: Shi Reardon
During Audit: Shi Reardon

Afterschool Site Director:
Fiscal Year 2019: Sara Damar
During Audit: Sara Damar

Cash and Investments

Checking	\$ 42,596.96
Investments	
	\$ 42,596.96

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	409.92	350.00	91.98	0.00	350.00	317.94
Classes	4,123.24	2,581.00	1,865.26	1,688.45	2,588.45	3,938.98
Clubs	583.02	2,018.75	1,659.20	908.17	1,008.17	842.57
Departments	661.79	1,474.72	1,008.15	610.38	610.38	1,128.36
Trusts	39,622.09	178,343.29	182,826.21	18,270.75	18,623.61	34,786.31
General	2,032.02	2,692.88	4,844.96	2,842.86	1,140.00	1,582.80
	\$ 47,432.08	\$ 187,460.64	\$ 192,295.76	\$ 24,320.61	\$ 24,320.61	\$ 42,596.96

DOCUMENTATION FOR FUNDRAISERS

Finding

Although a *Sales Item Inventory Report* for Safety Patrol Spirit Shirts Sales (Account #6-4000.02) was prepared by the sponsor and approved by the principal, none of the fundraiser information was recorded on the form. Missing information included (1) the beginning and ending inventories, (2) the quantities of items purchased, sold, and given-away, and (3) the selling prices and revenues.

Recommendation

To ensure proper fiscal accountability, *Sales Item Inventory Report* should be completed with accurate information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.

Management's Response

Concur. We referenced Internal Account Chapter 19 Section 2 and will follow all guidelines in compliance with Fundraising packets.

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that Disbursement #5149 (for \$370.96) was reimbursement for cheerleading uniforms and supplies. This disbursement included \$10.77 in sales tax. All qualified purchases by the school should be exempted from paying sales tax.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically, the School District is a sales tax-exempt government entity and it should not pay sales tax for qualified purchases.

Management's Response

Concur. Reviewed policies with sponsor.

PRENUMBERED DOCUMENTS

Finding

The review of prenumbered documents found that the school did not maintain the *Prenumbered Document Inventory Registers (PBSD 0160)* for *SACC Receipts* and *Adult Community Education Receipts*.

Recommendation

To ensure proper fiscal accountability and as required by *Chapter 27 of the Internal Accounts Manual*, a document custodian not involved with the day-to-day use of the document should account for each prenumbered document, including *Prenumbered Tickets* and *Adult/Community Education Receipts*, through the use of the *Prenumbered Document Inventory Register* (PBSD 0160) to confirm the periodic inventory of the forms.

Management's Response

Concur. Will implement use of form 0196. Adult Ed was unaware they needed to complete this form.

AFTERSCHOOL PROGRAM

Finding

The review of afterschool program records found that:

- Three of the five sample students reviewed were released to individuals nine times during October 2018 to persons without legible signatures. The signatures could not be matched to any document.
- There was a discrepancy between *Attendance Sheets* and *Parent Sign Out Sheets* during October 2018. The parent/guardian for one student did not sign on the *Parent Sign Out Sheets* for one day, and the *Attendance Sheet* indicated that the student attended the program on that day.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically,

- Per the *Afterschool Programs Operational Manual* (page 1-7), *Item #3 of the Dismissal Procedures* states that "Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."
- To protect the safety and welfare of students, they can only be released to an authorized person, whose signature must be obtained and match the school's record before the student can be released.

Management's Response

Concur. Aftercare will implement signature cards going forward.

Roosevelt Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 1220 15th Street
West Palm Beach, FL 33401

Principal:
Fiscal Year 2019: Sharonda Alleyne
During Audit: Sharonda Alleyne

Treasurer:
Fiscal Year 2019: Sheereeneeca Evans / Patricia Durden
During Audit: Patricia Durden (Interim)

Cash and Investments

Checking	\$ 41,074.78
Investments	
	\$ 41,074.78

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	10,285.00	5,154.67	4,443.47	4,774.47	4,799.33
Clubs	211.30	450.00	400.00	0.00	0.00	261.30
Departments	202.80	1,403.62	1,395.62	728.41	728.41	210.80
Trusts	33,906.70	30,870.99	30,238.14	10,543.50	10,024.84	35,058.21
General	2,557.16	2,025.71	3,650.07	24.84	212.50	745.14
	\$ 36,877.96	\$ 45,035.32	\$ 40,838.50	\$ 15,740.22	\$ 15,740.22	\$ 41,074.78

DEPOSIT OF MONIES

Finding

The review of the school's money collection process and sample *Monies Collected Reports* (MCRs) found that monies collected were not always deposited into the drop-safe in a timely manner. For example, \$480 (including \$390 in cash) collected through MCRs #609-1 and #610-1 was retained by the sponsors for five working days before putting the money into the drop-safe for deposit.

Recommendation

Money collections should be administered in accordance *with DOE Rules and District Bulletin #P-14051-S/CFO* and District guidelines. Specifically, require that monies collected be put into the drop-safe daily, and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted liability and result in potential irregularities.

Management's Response

Concur. Administration will address Monies Collected procedures with all sponsors.

DOCUMENTATION FOR FUNDRAISERS

Finding

The Book Fair fundraiser (Account #501700.01) did not have the required *Fundraising Application/Recap Form*.

Recommendation

To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the approved *Fundraising Application/Recap Form*.

Management's Response

Concur. Fundraising Forms/Recaps will be copied and filed at the closing of fundraiser.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

Roosevelt Elementary School
Management Letter
Year Ended June 30, 2019

- Six disbursements (#s 11577, 11595, 11596, 11597, 11598 and 11603), totaling \$475 were for refunds for a field trip that was cancelled. However, the disbursements did not have supporting documentation for the students' original payments, such as a receipt or copy of *Monies Collected Report* or credit card payment.
- Disbursement #11583 (for \$550) was supported by a payment receipt that did not have the details of the items purchased.

Recommendation

Disbursement procedures should be administered in accordance with ***Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)***, and related District guidelines. Specifically,

- Refunds of field trip fees to students should be supported by the original payment records. Without adequate documentation, there is no assurance that the disbursements were appropriate.
- To ensure that purchases are appropriate, disbursements and p-card purchases should be adequately documented and supported by itemized invoices and receipts.

Management's Response

Concur. Filed Trip procedures will be reviewed. Proper documents will be obtained prior to reimbursements.

LEASING OF SCHOOL FACILITIES

Finding

The review of facility leasing found that Lease #1007 was for the weekly use of facilities from January 6 through June 30, 2019. Lease payments were divided into three installments. The third installment of \$4,545 was not received by the school until July 1, 2019; i.e., 116 days after the leasehold period began. Furthermore, the charge for Lease #1004 was not collected prior to the use of the facility, with a delay of 23 days.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically, "fees are to be paid by check or credit card at least forty-eight (48) hours prior to use of a facility."

Management's Response

Concur. Administration will speak to lessees and explore changing the terms of the rental agreement.

**Rosenwald Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1321 Martin L King Jr Boulevard
South Bay, FL 33493

Principal:
Fiscal Year 2019: Dionne Napier
During Audit: Bruce Hightower

Treasurer:
Fiscal Year 2019: Valerie Walker
During Audit: Valerie Walker

Cash and Investments

Checking	\$ 5,536.60
Investments	
	\$ 5,536.60

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
Classes	0.00	1,200.00	200.00	1,000.00	1,000.00	1,000.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	58.30	1,071.92	1,071.92	0.00	0.00	58.30
Trusts	12,446.31	32,274.19	41,292.20	10,758.00	10,758.00	3,428.30
General	189.47	242.90	382.37	50.00	50.00	50.00
	\$ 12,694.08	\$ 35,789.01	\$ 42,946.49	\$ 12,808.00	\$ 12,808.00	\$ 5,536.60

DEPOSIT OF MONIES

Finding

Although the school's *End-of-the-Year Sign-Out Sheet* included instructions to submit the yellow copies of the *Monies Collected Reports (MCRs)* to administration, some sponsors did not turn in their yellow copies and *Official Receipts* at year end for record keeping.

Recommendation

As required by *Internal Accounts Manual, Chapter 7's Record Retention Requirements*, "Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary..."

Management's Response

Concur. Teachers will turn in yellow copies of the MCR and computerized receipts to the secretary weekly.

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that:

- Disbursement #10750 (for \$4,500) was to pay for an airline deposit for the Safety Patrol trip to Washington D.C. However, the documentation supporting the disbursement was for \$1,500. There was no explanation for the additional \$3,000 payment.
- Three disbursements (#10768 for \$300, #10769 for \$529, and #10774 for \$171) were for refunds to students not attending the Safety Patrol Trip to Washington, D.C. However, the disbursements did not have supporting documentation for the students' original payments, such as receipts or copies of *Monies Collected Reports* or credit card payments.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts.
- Refunds of field trip fees to students should be supported by the original payment records. Without supporting documentation, there is no assurance that the disbursements were appropriate.

Rosenwald Elementary School
Management Letter
Year Ended June 30, 2019

Management's Response

Concur. Check requisition completed weekly and check requisitions are monitored by Administration staff.

**Royal Palm Beach Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 11911 Okeechobee Boulevard
Royal Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Tracy Gaugler
During Audit: Tracy Gaugler

Treasurer:
Fiscal Year 2019: Angela Galdaleta
During Audit: Angela Galdaleta

Afterschool Site Director:
Fiscal Year 2019: Deborah Pagliaro
During Audit: Carissa Hehn

Cash and Investments

Checking	\$ 54,805.73
Investments	
	\$ 54,805.73

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	174.12	505.10	288.90	0.00	0.00	390.32
Classes	231.36	47,673.55	46,953.21	1,097.03	1,692.75	355.98
Clubs	2,044.40	2,833.75	1,539.31	270.00	270.00	3,338.84
Departments	11,567.22	14,013.71	10,133.77	4,009.16	4,009.16	15,447.16
Trusts	33,603.21	589,287.83	588,987.74	15,523.56	17,038.31	32,388.55
General	3,795.03	15,942.93	18,963.55	5,782.92	3,672.45	2,884.88
	\$ 51,415.34	\$ 670,256.87	\$ 666,866.48	\$ 26,682.67	\$ 26,682.67	\$ 54,805.73

AFTERSCHOOL PROGRAM

Finding

The review of records for Afterschool Program found that the Child Custody and Health & Education Sections of the *Registration Form* for one of the five sample students was blank.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically, to protect the welfare and health of students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information and signed by the parent/guardian.

Management's Response

Concur. All guidelines will be followed to make sure student registration forms are complete to protect the welfare and health of all of our students.

Sandpiper Shores Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 11201 Glades Road
 Boca Raton, FL 33498

Principal:
 Fiscal Year 2019: Stephanie Coletto
 During Audit: Stephanie Coletto

Treasurer:
 Fiscal Year 2019: Maria Schainuck
 During Audit: Maria Schainuck

Afterschool Site Director:
 Fiscal Year 2019: Jacquelyn Flynn
 During Audit: Jacquelyn Flynn

Cash and Investments

Checking	\$ 81,989.10
Investments	
	\$ 81,989.10

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3,733.91	2,405.00	1,575.33	1,921.09	1,921.09	4,563.58
Classes	3,066.80	12,800.00	13,217.55	739.92	3,389.17	0.00
Clubs	1,154.73	702.00	945.65	15.60	926.68	0.00
Departments	3,205.25	24,420.12	23,592.05	3,887.42	4,014.56	3,906.18
Trusts	70,633.96	464,152.69	465,664.95	6,534.53	11,130.37	64,525.86
General	3,349.65	8,781.49	11,420.97	12,469.09	4,185.78	8,993.48
	\$ 85,144.30	\$ 513,261.30	\$ 516,416.50	\$ 25,567.65	\$ 25,567.65	\$ 81,989.10

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that the Yearbook Sales (Account #7-0100.02) did not have the required *Sales Item Inventory Report*. Furthermore, the “*Recap*” portion of the *Fundraising Application/Recap Form* was not accurately completed and did not reflect the correct sales revenue recorded in the General Ledger.

Recommendation

To ensure proper fiscal accountability, the *Sales Item Inventory Report* should be accurately completed with all needed information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.

Management’s Response

Concur. A. The sponsor left the school before the fundraiser was complete. B. The sponsor included presale money with entire sales which was online through Foxmar. Proper procedures will be followed in the future.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card transactions found that:

- Disbursement #11536 (for \$3,580) was to purchase privacy window covers. However the disbursement did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Disbursement #11548 (for \$220) was to pay a motivational speaker for a speaking engagement. However, this payment did not have the *Check Requisition* approved by Principal.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.

- The issuance of a school check should be supported by the Principal's approved *Check Requisition*.

Management's Response

Concur. Proper procedures will be followed in the future.

AFTERSCHOOL PROGRAM

Finding

The review of sample Afterschool Program records found that the Child Custody Section (Questions A-D) of the *Registration Form* for one of the five sample students was not completed with any of the required information.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically, to protect the welfare and safety of students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information and signed by the parent/guardian.

Management's Response

Concur. The aftercare director will check that section on every registration in the future.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facility leasing found that:

- The school did not have the executed copy of *Lease Agreement* #1012.
- The witness' signature for *Lease Agreement* #1001 was dated nine days after that of the lessees, thereby not providing adequate evidence of the lessee's signature.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically, to ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees and properly witnessed.

Sandpiper Shores Elementary School
Management Letter
Year Ended June 30, 2019

Management's Response

Concur. Proper procedures will be followed.

**S.D. Spady Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 901 NW 3rd Street
Delray Beach, FL 33444

Principal:
Fiscal Year 2019: Rona Tata
During Audit: Rona Tata

Treasurer:
Fiscal Year 2019: Alejandra Hernandez
During Audit: Alejandra Hernandez

Afterschool Site Director:
Fiscal Year 2019: Maxwell Benn
During Audit: Maxwell Benn

Cash and Investments

Checking	\$ 97,453.17
Investments	
	\$ 97,453.17

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,618.71	1,235.00	1,666.97	16.00	16.00	1,186.74
Classes	1,088.90	29,393.79	28,436.58	569.86	1,516.41	1,099.56
Clubs	6,130.21	16,047.95	12,011.40	12,215.89	16,882.13	5,500.52
Departments	3,085.04	9,622.87	8,622.30	2,035.76	2,035.76	4,085.61
Trusts	39,758.82	456,960.54	415,337.11	15,093.99	21,960.53	74,515.71
General	2,726.75	10,519.55	14,660.60	15,017.17	2,537.84	11,065.03
	\$ 54,408.43	\$ 523,779.70	\$ 480,734.96	\$ 44,948.67	\$ 44,948.67	\$ 97,453.17

DOCUMENTATION FOR FUNDRAISERS

Finding

Tickets were sold for the Safety Patrol 30th Anniversary Dance (Account #4-4300.06). The Dance had a total ticket sales revenue of \$1,831. However, *Ticket Sellers Reports* were not maintained for the event.

Recommendation

Internal Accounts Manual, Chapter 26, requires that “Prenumbered tickets must be used to account for admissions to campus events if the anticipated revenues at the event are expected to exceed \$500 at the elementary level or \$1,000 at the secondary level.” Moreover, *Ticket Sellers Report* should be prepared in order for staff to reconcile revenues with the number of tickets sold.

Management’s Response

Concur. In the past we have always charged an entry fee using cashless schools and pay at the door. We will change to numbered tickets in the future.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- A February 7, 2019, P-Card transaction (for \$120.70) to purchase some food did not have documentation indicating the purpose (business or educational).
- Two July 2018 P-Card transactions totaling \$169.34 included \$144.28 for the purchase of paint which is a disallowed P-Card expense by the District’s Purchasing Guidelines. Purchasing Department procedures require purchase of chemicals, such as, paint to be made through the District warehouse for safety requirements. Also, the school’s Facility Management Coordinator should be contacted prior to purchasing goods or services affecting the campus.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and the related District guidelines. Specifically,

- To ensure proper fiscal accountability, the purposes and justifications should be documented for all expenditures.
- P-Card should not be used for purchase of items and services disallowed by the *Purchasing Manual*. Furthermore, *Purchasing Manual, Chapter 12-2*, requires that the school’s Facilities Management Coordinator be contacted before purchasing any goods or services that will affect the campus.

Management's Response

Concur. We will be careful to make certain all paperwork is complete before work has begun.

AFTERSCHOOL PROGRAM

Finding

The review of sample Afterschool Program records found that:

- Four of the five sample students reviewed were released a total of 30 times during October 2018, to individuals without legible signatures. The signatures could not be matched to any document on file.
- There were discrepancies between *Attendance Sheets* and *Parent Sign Out Sheets* during October 2018. The parents/guardians for two students signed the *Parent Sign Out Sheet* for one day. However, the *Attendance Sheet* shows the students were absent on that day.
- As of June 30, 2019, the school's Afterschool Program had a total accounts receivable balance of \$17,40.96 from 94 parent accounts. Moreover, \$14,697.77 (or 84%) of the balance was past due from Fiscal Years 2010 through 2018.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically,

- Per the *Afterschool Programs Operational Manual (page 1-7), Item #3 of the Dismissal Procedures states that "Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."*
- To protect the safety and welfare of students, they can only be released to an authorized person, whose signature must be obtained and match the school's record before the student can be released.
- To enhance the integrity of the financial records, information for students who are not enrolled in the program for the current year should be revisited. The Afterschool Department should consider removing them from the database and transferring the information to the student obligation list.

Management's Response

Concur. We will use signature cards for 20/21 school year. We will have an employee check "Absent" when students are absent to help. We will continue to collect debts.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facility leasing found that Lease #1030 was not signed by the lessee and the witness until 16 days after the leasehold period had begun. Furthermore, leasing charges of \$1,056.65 were not collected until 15 after the leasehold period begun.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

- To protect the best interest of the School District and ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees.
- Leasing “*fees are to be paid by check or credit card at least forty-eight (48) hours prior to use of a facility.*”

Management’s Response

Concur.

**Seminole Trails Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 4075 Willows Pond Road
West Palm Beach, FL 33417

Principal:
Fiscal Year 2019: Judith Garrard
During Audit: Judith Garrard

Treasurer:
Fiscal Year 2019: Romulo Llerena
During Audit: Jessica Manzo

Afterschool Site Director:
Fiscal Year 2019: Daniel Hudspeth
During Audit: Daniel Hudspeth

Cash and Investments

Checking	\$ 95,094.33
Investments	
	\$ 95,094.33

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	36.63	303.64	8.00	0.00	0.00	332.27
Classes	2,020.48	720.00	493.82	0.00	2,246.66	0.00
Clubs	1,302.64	3,016.00	3,048.30	1,247.80	1,247.80	1,270.34
Departments	11,509.49	9,953.61	8,095.69	2,500.54	4,317.98	11,549.97
Trusts	29,257.30	320,062.28	278,585.59	1,812.27	1,792.69	70,753.57
General	5,348.41	4,776.86	2,981.61	4,270.79	226.27	11,188.18
	\$ 49,474.95	\$ 338,832.39	\$ 293,213.01	\$ 9,831.40	\$ 9,831.40	\$ 95,094.33

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transaction records at the school found that Disbursement #8527 (for \$1,768.20) was supported by a vendor's statement with only the dollar amount without the details of the purchase.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual* and *Purchasing Card Procedures (Purchasing Manual Chapter 24)*. Specifically, all disbursements should be adequately documented with itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. Itemized invoice was received from vendor and given to auditor upon request. In future, there will be more diligence to ensure documents required for disbursements are printed and filed with the appropriate disbursement requests.

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program's records revealed that one student's *Registration Form* was missing. Furthermore, the Child Custody Section of two students' *Registration Forms* did not have any of the required information.

Recommendation

To protect the safety and welfare of the students, the *Afterschool Programs Registration Form* for each student must be completed with all the required information and signed by the parent/guardian.

Management's Response

Concur. Staff were directed to make corrections and to be more diligent in meeting the Afterschool Program registration requirements for the safety of students. Incomplete registration forms should not be accepted.

**South Grade Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 716 South "K" Road
Lake Worth, FL 33460

Principal:
Fiscal Year 2019: Ana Arce-Gonzalez
During Audit: Ana Arce-Gonzalez

Treasurer:
Fiscal Year 2019: Ronel Blaise/Angela Taylor
During Audit: Angela Taylor

Afterschool Site Director:
Fiscal Year 2019: Franchesca Delgado-Rivera
During Audit: Franchesca Delgado-Rivera

Cash and Investments

Checking	\$ 30,143.71
Investments	
	\$ 30,143.71

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.07	3,310.80	3,376.80	261.00	186.00	9.07
Classes	1,791.05	1,505.00	2,624.47	0.00	0.00	671.58
Clubs	3,284.08	34,739.62	30,723.33	12,443.97	15,433.97	4,310.37
Departments	2,405.60	8,069.64	6,654.00	1,492.72	1,492.72	3,821.24
Trusts	16,904.78	112,282.77	115,665.91	7,052.70	3,401.43	17,172.91
General	2,221.45	9,773.82	7,100.46	294.25	1,030.52	4,158.54
	\$ 26,607.03	\$ 169,681.65	\$ 166,144.97	\$ 21,544.64	\$ 21,544.64	\$ 30,143.71

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser records found that the *Sales Item Inventory Report* for the Domino's Pizza Cards (Account # 4-4300.01) was not approved by the Principal. Moreover, the *Report* had none of the fundraiser information. Missing information included (1) the beginning and ending inventories, (2) the quantities of items purchased, sold, and given-away, and (3) the selling prices and revenues.

Recommendation

The *Sales Item Inventory Report* should be completed with accurate information. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to account for any items that were given-away free-of-charge, or missing.

Management's Response

Concur.

LEASING OF SCHOOL FACILITIES

Finding

The Tririga System indicated the school had four leasing arrangements during the year. However, the school did not maintain any of the hard copies of the executed *Lease Agreements*.

Recommendation

To ensure *Lease Agreements* are legally enforceable, they should be properly executed with all the required signatures, prior to the use of facilities by lessees. The school should also maintain a hard copy of the executed *Lease Agreement* for future reference, in addition to recording leasing activities in the Tririga System.

Management's Response

Concur.

**South Olive Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 7101 South Olive Avenue
West Palm Beach, FL 33405

Principal:
Fiscal Year 2019: Melinda Springman
During Audit: Melinda Springman

Treasurer:
Fiscal Year 2019: Maribel Alvarez
During Audit: Giovana Holbrook

Afterschool Site Director:
Fiscal Year 2019: Jim Anstead
During Audit: Jim Anstead

Cash and Investments

Checking	\$ 52,126.61
Investments	
	\$ 52,126.61

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	469.33	979.00	1,099.14	349.19	349.19	349.19
Classes	8,455.02	7,044.00	14,992.77	280.84	757.09	30.00
Clubs	195.66	9,252.41	7,200.00	4,252.30	6,381.77	118.60
Departments	5,903.62	8,267.27	12,360.41	209.48	209.48	1,810.48
Trusts	19,751.25	287,551.81	266,613.05	6,532.65	6,351.17	40,871.49
General	2,087.77	6,116.02	1,681.18	4,429.29	2,005.05	8,946.85
	\$ 36,862.65	\$ 319,210.51	\$ 303,946.55	\$ 16,053.75	\$ 16,053.75	\$ 52,126.61

South Olive Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Starlight Cove Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 6300 Seminole Drive
Lantana, FL 33462

Principal:
Fiscal Year 2019: Kimberly Jules
During Audit: Kimberly Jules

Treasurer:
Fiscal Year 2019: Mariluz Richiez
During Audit: Mariluz Richiez

Afterschool Site Director:
Fiscal Year 2019: Christian Carrera
During Audit: Laurent Alvarez Gomez

Cash and Investments

Checking	\$ 18,980.48
Investments	
	\$ 18,980.48

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	522.52	145.00	492.29	46.45	46.45	175.23
Classes	2,255.28	27,053.50	24,100.42	3,001.64	3,516.53	4,693.47
Clubs	627.85	0.00	0.00	0.00	351.00	276.85
Departments	2,468.03	9,105.68	7,491.12	1,849.29	1,867.29	4,064.59
Trusts	20,027.28	349,022.10	360,133.56	4,135.14	3,842.59	9,208.37
General	949.74	4,359.13	5,338.24	1,099.40	508.06	561.97
	\$ 26,850.70	\$ 389,685.41	\$ 397,555.63	\$ 10,131.92	\$ 10,131.92	\$ 18,980.48

Starlight Cove Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Sunrise Park Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 19400 Coral Ridge Road
Boca Raton, FL 33498

Principal:
Fiscal Year 2019: Alicia Steiger
During Audit: Alicia Steiger

Treasurer:
Fiscal Year 2019: Doreen Weiss
During Audit: Doreen Weiss

Afterschool Site Director:
Fiscal Year 2019: Jonathan Shaffer
During Audit: Jonathan Shaffer

Cash and Investments

Checking	\$ 123,190.48
Investments	
	\$ 123,190.48

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	85.35	0.00	34.12	0.00	0.00	51.23
Classes	11,656.29	60,276.75	60,421.60	4,143.09	3,930.95	11,723.58
Clubs	957.45	0.00	72.45	0.00	0.00	885.00
Departments	30,403.54	30,112.98	27,087.96	5,215.01	5,222.91	33,420.66
Trusts	70,874.47	585,978.39	590,676.32	29,378.66	31,824.05	63,731.15
General	18,410.18	40,404.33	47,676.80	22,493.48	20,252.33	13,378.86
	\$ 132,387.28	\$ 716,772.45	\$ 725,969.25	\$ 61,230.24	\$ 61,230.24	\$ 123,190.48

DOCUMENTATION FOR DISBURSEMENTS

Finding

Three disbursements totaling \$5,192.86 (#12970 for \$1,582.66, #12984 for \$1,812.60, and #13087 for \$1,797.60) did not have the required *Purchase Orders*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.

Recommendation

All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.

Management's Response

Concur. Reviewed the procedures with my front office staff, SACC and administrative team to ensure that this will not occur in the future. We have established checks and balances to ensure that this does not occur again. Team is aware of the expectations and district policy.

Sunset Palms Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 8650 Boynton Beach Boulevard
Boynton Beach, FL 33437

Principal:
Fiscal Year 2019: Karen Riddle
During Audit: Karen Riddle

Treasurer:
Fiscal Year 2019: Karen Price
During Audit: Karen Price

Afterschool Site Director:
Fiscal Year 2019: Sheri Baumgardner
During Audit: Sheri Baumgardner

Cash and Investments

Checking	\$ 124,635.88
Investments	
	\$ 124,635.88

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	771.68	679.65	645.30	0.00	0.00	806.03
Classes	20,072.94	58,854.60	57,889.50	6,961.39	8,918.11	19,081.32
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	23,629.62	29,402.55	23,731.21	11,885.12	11,080.56	30,105.52
Trusts	62,202.18	1,091,363.28	1,085,914.49	28,702.12	38,109.07	58,244.02
General	27,189.05	45,677.39	67,026.56	20,268.95	9,709.84	16,398.99
	\$ 133,865.47	\$1,225,977.47	\$1,235,207.06	\$ 67,817.58	\$ 67,817.58	\$ 124,635.88

Sunset Palms Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

The Conservatory School @ North Palm Beach
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 401 Anchorage Drive
North Palm Beach, FL 33408

Principal:
Fiscal Year 2019: Teresa Stoupas
During Audit: Teresa Stoupas

Treasurer:
Fiscal Year 2019: Michelle Testa
During Audit: Michelle Testa

Afterschool Site Director:
Fiscal Year 2019: Patricia Vico
During Audit: Katherine Wilke

Cash and Investments

Checking	\$ 74,064.47
Investments	
	\$ 74,064.47

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$ 4,064.15	\$ 3,138.35	\$ 83.25	\$ 1,009.05	\$0.00
Music	13,102.09	153,750.77	150,418.77	38,042.25	32,348.25	22,128.09
Classes	0.00	16,951.00	15,686.20	1,637.22	2,901.57	0.45
Clubs	787.63	9,455.00	5,972.48	0.00	4,270.15	0.00
Departments	2,576.30	13,334.71	16,381.36	1,272.93	802.58	0.00
Trusts	50,198.14	302,601.80	309,182.86	11,710.93	7,222.60	48,105.41
General	3,409.43	28,187.50	23,574.03	7,651.91	11,844.29	3,830.52
	\$ 70,073.59	\$ 528,344.93	\$ 524,354.05	\$ 60,398.49	\$ 60,398.49	\$ 74,064.47

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) and *Drop Safe Logs* (DSL's) at the school found that:

- Collections were not always deposited into the drop-safe in a timely manner. For example, MCR #643-14 (\$383 in cash and \$380 in checks) was retained by the sponsor for two working days before being put into the drop-safe for deposit. Furthermore, \$12,318.19 collected through 39 MCRs was not timely processed by the school treasurer and deposited into the bank until 13 to 39 working days after collection.
- MCRs were not always completed with all the required information. Missing information included account numbers in which funds should be deposited. Additionally, the treasurer did not complete the MCRs with the *Official Receipt* date.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in depositing the monies could subject the school assets to unwarranted exposure and result in potential irregularities.
- Monies collected should be recorded on MCRs with all the required information, including the official receipt date, account number, remitter's signature, payer's name, dollar amount, and check number when appropriate.

Management's Response

(1) We train teachers early in the correct timeline for making deposits. We will continue to do so. (2) The documentation for the \$12,318.19 collected through 239 MCRs was not included in the audit documentation request materials. (3) "MCRs were not ALWAYS completed with all the required information." Question: How do you suggest this be monitored? I'd like to request a periodic review of bookkeeper practices prior to an audit to avoid further issues. Are principals expected to check this paperwork? Please emphasize this when our new treasurer is training in FY21.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraising documentation revealed that:

- The sponsor for the Music Polo Sale (Account #2-3500.37) did not complete the required Annual eLearning Fundraiser Training Course until March 7, 2019, five months after the fundraiser began.
- The *Fundraising Application/Recap Forms* for the Music Polo Shirts Sale (Account #2-3500.37) included the Principal's signature. However, the signature was not dated to evidence pre-approval.
- The *Sales Item Inventory Report* for the Yearbook (Account #4-6390.00) was signed by both the sponsor and the Principal on April 25, 2019, and April 27, 2019, respectively. However, according to the school's general ledger, yearbook sales continued through June 5, 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.
- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- To protect the school's best interest and ensure proper fiscal accountability, *Sales Item Inventory Report* should be completed accurately with all the needed information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remained in inventory. Significant discrepancy between the estimated revenue and actual receipt should be investigated and resolved accordingly. Moreover, the completed *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for any items that were given-away or missing.

Management's Response

(1) We have had the same sponsor for the t-shirt/polo shirt fundraiser for the past 10 years. We will again reemphasize with the new Treasurer to print the sponsor's training documentation BEFORE opening the fundraiser. (2) In my 16 years as a school principal, I have never failed to date my signature on a fundraiser. I know how critical this date is. Please check my previous audits at the The Conservatory School and Berkshire Elementary School. (3) Yearbook sales typically end at the finish of the school year so that paperwork can be closed out while the sponsor is still on campus. Apparently a family came in to buy a yearbook after the year was over and so the paperwork had been finished already before that sale took place. How would accounting services like for us to handle this? Should we deny the family a yearbook?

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transactions found that:

- Disbursement #11797 (for \$2,000) was to pay a consultant for administration and support services for the music department. However, there was no *School District Consultant Agreement (PBSD 1420)* for this consultant.
- Disbursement #11925 (for \$750) was to pay for consultant services but did not have the Principal approved *Check Requisition*.
- Disbursement #11928 (for \$7,085) was to pay for curriculum materials. However, the purchase was supported by a sales quote instead of an invoice. Additionally, the principal's signature on the corresponding *Purchase Order* was not dated to evidence prior approval.
- The supporting invoice for Disbursement #11954 (for \$5,376.80) did not include the vendor's name and appeared to have missing pages.
- Three disbursements totaling \$81,851 (#11816 for \$30,150, #11838 for \$15,270, and #11855 for \$36,431) were for the March 28, 2019, field trip to Atlanta for the World Strides Music Festival. The trip did not have a *Field Trip/Activity Roster (PBSD 2149)* which is required for out-of-state trips.
- None of the supporting documentation, such as invoices/receipts, for the sampled disbursements were defaced (stamped "PAID") after payment.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically,

- To conform with *Section 8 of the Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant backgrounds must be cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.
- Expenditures should be adequately supported by itemized invoices/receipts. The issuance of a school check should be supported by the Principal's approved *Check Requisition*. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- A *Purchase Order* approved by the Principal should be issued for each purchase in excess of \$1,000. This will help ensure that the purchase is appropriate, and funds will be available for the purchase.

The Conservatory School @ North Palm Beach
Management Letter
Year Ended June 30, 2019

- For out-of-state field trips, sponsors shall complete a *Field Trip/Activity Roster* (PBSD 2149) and submit it to the Regional/Instructional Superintendent for approval at least two weeks prior to the trip
- To avoid potential duplicate payments, supporting documentation, such as invoices and receipts, should be defaced (stamped “PAID”) after payment.

Management’s Response

(1) The Treasurer for FY19 no longer works for the District. There was one additional Treasurer that worked in that office from July 2019 for a few months before the next Treasurer came into the position. I have never in my 16 years as a principal paid a consultant without a consultant agreement. Disbursement #11797 – Is this finding based on not locating the contract document? The Treasurer that created the document was not available to help locate it. (2) Disbursement #11928 – How would a check be written without a check requisition? When I sign all checks, I always look to see the attached requisition matches. This has been my practice for 16 years. Is this finding based on not locating the Check requisition? (3) Disbursement #11928 – Was this finding based on not locating paperwork? The Treasurer who was in place in FY19 was not present to assist in locating this item. (4) #11954 – The vendor’s name is on the invoice. Appeared to have missing pages? Again, the treasurer for FY19 was not available to assist in the Audit. (5) We have always had field trip rosters, always. We use these to account for student attendance and to document where our students are. Again, the treasurer for FY19 was not available to assist in the Audit. (6) We ordered multiple stamps for PAID. Thank you for alerting us. I am hoping Accounting Services emphasizes this during the training for our new FY21 Treasurer.

AFTERSCHOOL PROGRAM

Finding

The review of sample Afterschool Program records found that:

- The Child Custody Section of the *Registration Form* for two of the five sampled students were not completed with any of the required information. Moreover, one *Registration Form* was not signed by the parent/guardian.
- The parent/guardian for one student did not sign on the *Parent Sign Out Sheets* for three days in January 2019. However, the *Attendance Sheets* indicated that the students attended the program on those three days.
- One of the five sample students reviewed was released to an individual whose signature could not be matched to any document.

Recommendation

The Afterschool Program should be administered in accordance with District’s guidelines and the *Afterschool Programs Operational Manual*. Specifically,

- To protect the safety and welfare of students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information and signed by the parent/guardian.
- Students can only be released to an authorized person, whose signature must be obtained and match the school's record before the student can be released.
- As required by the *Afterschool Programs Operational Manual (page 1-7), Item #3 of the Dismissal Procedures states that "Parents/guardians or authorized persons whose legal signature is not their full name or whose signature is not legible must sign a signature card stipulating their full name and legal signature. The signature card must be kept on file for District and Early Learning Coalition audits and reviews."*

Management's Response

There is a new Afterschool Director at TCS, since August 2019. She has been advised of these audit results for the previous Director and will see out training to ensure that she doesn't have the same findings.

PRENUMBERED DOCUMENTS

Finding

The review of Pre-numbered documents found the school did not maintain the *Pre-numbered Document Inventory Register (PBSD 0160)* for *School Checks*.

Recommendation

The custodian should account for each prenumbered document, including *School Checks*, through the use of the *Prenumbered Document Inventory Register (PBSD 0160)* to confirm the periodic inventory of the forms.

Management's Response

Concur

Additional Comments

I would like to suggest that periodic check-ins be made with new and even experienced Treasurers to ensure that key details are being attended to. I don't check Monies Collected forms and even if I did, by the time I saw them it would be too late to date them or add account numbers.

This was a very long audit, 6 pages as compared to 3 last year. I'm not sure if it was because the auditor was new or because we have had a walk-through of Treasurer over the past 8 months. It is extremely difficult to have an audit without the person whose work is being audited present. The FY19 Treasurer left the district because she couldn't work for the law salary any longer. I don't know what the solution is, although paying Treasurers the private sector rate would help, but it makes a big difference in finding any

The Conservatory School @ North Palm Beach
Management Letter
Year Ended June 30, 2019

missing documentation when the treasurer stays in the job. There was no way for the current Treasurer to prepare for an audit in an office she has only been in for a few weeks.

Thank you for listening. In 16 years this is the first time I have had to provide input from an audit experience.

Timber Trace Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 5200 117th Court North
Palm Beach Gardens, FL 33418

Principal:
Fiscal Year 2019: Kathy Pasquariello
During Audit: Kathy Pasquariello

Treasurer:
Fiscal Year 2019: Kathleen Bussius
During Audit: Kathleen Bussius

Afterschool Site Director:
Fiscal Year 2019: Rhonda Heide
During Audit: Rhonda Heide

Cash and Investments

Checking	\$ 86,770.52
Investments	
	\$ 86,770.52

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,334.72	1,387.16	655.87	5.00	5.00	3,066.01
Classes	3,300.77	30,726.78	40,587.42	15,604.26	2,958.10	6,086.29
Clubs	9,876.44	22,046.91	14,800.02	3,948.35	10,876.80	10,194.88
Departments	25,418.02	28,929.76	26,479.25	10,678.56	10,719.72	27,827.37
Trusts	41,957.70	790,714.67	788,412.29	20,496.03	27,097.93	37,658.18
General	3,449.65	13,642.14	16,079.35	10,317.96	9,392.61	1,937.79
	\$ 86,337.30	\$ 887,447.42	\$ 887,014.20	\$ 61,050.16	\$ 61,050.16	\$ 86,770.52

Timber Trace Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

U.B. Kinsey/Palmview Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 800 11th Street
West Palm Beach, FL 33401

Principal:
Fiscal Year 2019: Adrienne Howard
During Audit: Adrienne Howard

Treasurer:
Fiscal Year 2019: Erin Lusaka
During Audit: Lashawna Campbell

Afterschool Site Director:
Fiscal Year 2019: Cynthia Stubbs
During Audit: Cynthia Stubbs

Cash and Investments

Checking	\$ 41,018.18
Investments	
	\$ 41,018.18

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	11,408.89	81,943.56	85,657.36	9,204.52	8,894.81	8,004.80
Classes	0.00	16,261.55	13,311.20	12,541.00	15,491.35	0.00
Clubs	18,040.06	20,344.22	17,844.98	10,754.66	20,009.77	11,284.19
Departments	253.78	2,384.72	2,078.42	6.30	6.30	560.08
Trusts	7,960.54	181,091.84	175,275.68	10,597.21	11,853.16	12,520.75
General	1,512.49	6,893.13	12,908.96	18,005.45	4,853.75	8,648.36
	\$ 39,175.76	\$ 308,919.02	\$ 307,076.60	\$ 61,109.14	\$ 61,109.14	\$ 41,018.18

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that:

- Five pages of the *Drop-safe Log* were missing. The missing pages were for collection information during and April 23 through May 7, 2019, (page #s 50-47180 through 50-47184).
- *Drop-safe Log* #50-47136 included 12 collections totaling \$1,520 for December 6 and 7, 2018. This *Drop-safe Log* was missing and the collections appeared in Deposit #888 on June 4, 2019, six months later. No explanation was noted in the school's deposit records for the delayed deposit.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- To ensure proper fiscal accountability and as required by *Bulletin #P 18-132 CFO*, the Document Custodian for *Drop-safe Logs* should ensure that "*Completed Drop-safe Logs along with PBS 2587 will be filed sequentially in a binder by document number and shall be retained for five years.*"
- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily, and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted liability and result in potential irregularities.

Management's Response

Concur. Train all teachers and staff members about collected monies procedures/drop safe log and review staff handbook with all of the teachers and staff.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- The Chocolate Sales (Account #2-3500.03) did not have the required *Fundraising Application/Recap Form* and *Sales Item Inventory Report*. Moreover, the *Sales Item Inventory Reports* were not prepared for the Domino's Slice Card Sales (Account #6-3300.02) and Secme Katydid Sales (Account #4-4500.01).

- The Chocolate Sales (Account #2-3500.03) had a total of \$2,204 deposited into the Internal Funds during November 16, 2018, and March 14, 2019. Based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$3,120. As a result, \$916 (29%) in estimated revenue was unaccounted for.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- To ensure proper fiscal accountability, *Sales Item Inventory Report* should be completed with accurate information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.
- Failure to prepare the related reports for fundraisers defeat the purpose of controls and could result in undetected loss of school assets. Future repeated violations in this finding by the same sponsor will be reported to Personnel for further action.

Management's Response

Concur. Ensure that all fundraisers are in accordance with School Board Policy 2.16. Bookkeeper will review applications, sales item inventory reports, and resolve any discrepancies accordingly.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card purchases found that:

- Four Disbursements totaling \$19,437.34 did not have supporting documentation for the expenses.
 - #6477 for \$1,275 was for purchase of Domino's Slice Cards for resale.
 - #6480 for \$15,000 was partial payment for a field trip to New York City.
 - #6503 for \$3,103 was for purchase of fundraiser resale items.
 - A September 12, 2018, P-Card purchase for \$59.34 did not have any supporting documentation.
- Disbursement #6490 for \$2,845.97 was supported by invoices totaling \$534.58. There was no support for the remaining \$2,311.39 in expense.
- Three disbursements totaling \$6,115.56, (#6458 for \$2,760, #6459 for \$252, and #6503 for \$3,103.56) did not have the Principal approved *Check Requisitions*.

U.B. Kinsey/Palmview Elementary School
Management Letter
Year Ended June 30, 2019

- *Check Requisitions* for five disbursements totaling \$34,219 (#6477 for \$1,265, #6499 for \$30,659, #6504 for \$1,700, #6515 for \$132.50, and #6516 for \$462.50) were not signed and approved by the Principal. However, the accompanying *School Checks* were appropriately signed.
- Disbursement #6458 (for \$2,760) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Disbursement #6556 (for \$300) was for payment of a consultant for providing lighting services for the Spring Show. However, the engagement of this consultant did not have a corresponding *School District Consultant Agreement (PBSD 1420)*.
- Disbursement #6518 (for \$300) was for payment to a consultant for providing DJ services for the Sweetheart Dance. However, the *Consultant Agreement* was not signed by the consultant. Furthermore, the payment exceeded the *School District Consultant Agreement (PBSD 1420)* by \$50.
- Supporting documentation such as invoices/receipts were not defaced (stamped "PAID") after payment in order to prevent duplicate payments. For example, the supporting documents for seven sample disbursements (#6458, #6459, #6499, #6504, #6515, #6516, and #6556) totaling \$36,266 were not defaced after payment.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically:

- Expenditures should be adequately supported by itemized invoices/receipts. The issuance of a school check should be supported by the Principal's approved *Check Requisition*. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To fully conform with *Section 8 of the Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students. Furthermore, consultant payments should be made in accordance with agreements. An addendum to the agreement should be prepared for procuring additional consultant services beyond the contract amount.
- To avoid duplicate payments, supporting documentation should be defaced (stamped "PAID") after payment.

U.B. Kinsey/Palmview Elementary School
Management Letter
Year Ended June 30, 2019

Management's Response

Concur. Disbursement procedures should be administered in accordance with Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24) and related District guidelines.

**Verde Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 6590 Verde Trail
Boca Raton, FL 33433

Principal:
Fiscal Year 2019: Seth Moldovan
During Audit: Seth Moldovan

Treasurer:
Fiscal Year 2019: Marie Steffes
During Audit: Marie Steffes

Afterschool Site Director:
Fiscal Year 2019: Marie Schonger
During Audit: Marie Schonger

Cash and Investments

Checking	\$ 37,681.96
Investments	
	\$ 37,681.96

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	25,638.75	22,664.42	96.00	2,462.34	607.99
Clubs	4,506.65	73,628.46	110,113.58	46,067.46	12,660.46	1,428.53
Departments	8,927.09	12,421.68	10,696.91	3,032.12	3,017.12	10,666.86
Trusts	19,757.23	749,525.85	715,966.24	8,668.20	42,050.20	19,934.84
General	8,505.15	11,437.32	17,225.07	4,975.86	2,649.52	5,043.74
	\$ 41,696.12	\$ 872,652.06	\$ 876,666.22	\$ 62,839.64	\$ 62,839.64	\$ 37,681.96

DEPOSIT OF MONIES

Finding

The review of sample Monies Collected Reports (MCRs) and money collection process at the school found that:

- Section 1 of the Drop-safe Log was not always completed by the sponsors with all the required information. Missing information included the dates of collections and the dates when the collections were put into the drop-safe.
- Numerous collections recorded on the *Log* were returned to the sponsors for clarification. According to staff, these collections were not ready for deposit due to various reasons. However, there were no records to document that the monies were returned to and received by the sponsors accordingly.
- MCRs were not always completed with all the required information. For example, the sponsors for two MCRs (#727-6 and #727-12) totaling \$486.80, did not identify two collections (totaling \$436.80) as checks or list the check numbers.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools), Internal Accounts Manual*, and District guidelines. Specifically,

- Responsible staff should complete the *Drop-safe Log* with all the required information. The activity sponsor should complete *Section 1* of the *Log* before dropping off the collections into the safe. The treasurer and the independent staff verifier should jointly complete *Section 2* of the *Log* to confirm the treasurer's removing the deposits for processing. The staff verifier should complete *Section 3* of the *Log* after the treasurer entered the deposit information into the school's accounting system.
- When collections are returned to sponsors for clarification, written records should be maintained and acknowledged by the sponsors to ensure proper fiscal accountability. All returned collections should be resubmitted by fundraiser sponsors accordingly.
- Monies collected should be supported by MCRs with all the required information, including the account number, remitter's signature, payer's name, dollar amount, and check number when appropriate.

Management's Response

Concur. Will review monies collected requirements with all staff at March 2020 staff meeting. Sponsors, who receive returned collections, will sign for documentation purposes. The Drop-safe Log procedures will be reviewed with all staff who are associated in March 2020.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- The 5th Domino's Pizza Cards Sales did not have the required *Fundraising Application/Recap Form* and *Sales Item Inventory Report*. Moreover, the financials for the 5th Pizza Cards were recorded in the 5th Grade primary account (#3-3500.00), instead of a separate decimalized account for the sales.
- The Safety Patrols Coupon Books (Account #4-4300.03) had the following noncompliances:
 - The fundraiser sponsors did not complete the required Annual eLearning Fundraiser Training Course for Fiscal Year 2019.
 - The *Sales Item Inventory Report* did not have (1) beginning and ending inventories, (2) quantities of items purchased, sold, and given-away, and (3) selling prices and revenues. Without the fundraisers' sales information, there is no financial accountability of the sponsor, and no assurance that revenues were properly accounted for.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the Fundraising Application/Recap Form.
- The *Sales Item Inventory Report* should be prepared and completed with accurate information, which will assist staff in reconciling the sales revenue with the estimated revenue.
- To assist the school in evaluating and monitoring the performance of individual fundraisers, a separate decimalized account should be established for each fundraiser. The fundraiser account should include all the needed and accurate financial information.
- To ensure fundraiser sponsors are familiar with and complying with the updated fundraising procedures, they should complete the required annual eLearning Training Course a prior to conducting fundraising activities.

Management's Response

Concur. Ensure that all fundraisers are pre-approved. Ensure that the bookkeeper provides decimalized accounts for each fundraiser. Also, ensure that the eLearning course is completed by all staff, for fundraising, before the fundraiser begins.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursements #14966 for \$2,870.45 and #14963 for \$2,159.08 did not have the required *Purchase Orders*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Disbursement #15137 (for \$750) to pay for a DJ and Photo Booth for the Fifth Grade Dance did not have a *School District Consultant Agreement (PBSD 1420)*. According to staff, the school was under renovation during the summer and the movers might have misplaced the storage boxes that contained some of the *School District Consultant Agreement*.
- Disbursement #14977 (for \$400) was documented by handwritten Order Forms instead of paid invoice or receipt.
- The August 14, 2018, P-Card purchase (for \$935.68) was supported by a “Quotation” instead of an invoice or paid receipt.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically:

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To fully conform with *Section 8 of the Agreement and Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultant backgrounds are properly cleared before they have direct contact with students.
- Disbursements should be supported with invoices or itemized receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. Ensure all disbursement procedures are reviewed immediately.

LEASING OF SCHOOL FACILITIES

Finding

Although *Lease Agreement* #1019 was approved by the principal in the Tririga System, the lessee did not sign the lease until three working days after the leasehold period began. Moreover, the lessee and witness erroneously signed a duplicate copy *Lease Agreement* #1018 (of a different lessee). As a result, the school did not have an executed copy of *Lease Agreement* #1019, with all the required signatures.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically, to protect the best interests of the School District and ensure Lease Agreements are legally enforceable, leases should be properly executed with all the required signatures, prior to the use of facilities by lessees. The school should also maintain a hard copy of the executed Lease Agreement for future reference, in addition to recording leasing activities in the Tririga System.

Management's Response

Concur. Ensure that all leases are signed correctly prior to the lease beginning.

**Village Academy
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 400 SW 12th Avenue
Delray Beach, FL 33444

Principal:
Fiscal Year 2019: Latoya Dixon
During Audit: Latoya Dixon

Treasurer:
Fiscal Year 2019: Dawne Girtman
During Audit: Dawne Girtman

Cash and Investments

Checking	\$ 70,848.00
Investments	
	\$ 70,848.00

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 623.00	\$ 14,808.51	\$ 16,566.30	\$ 8,700.97	\$ 7,534.68	\$ 31.50
Music	210.00	0.00	0.00	0.00	0.00	210.00
Classes	3,028.38	26,479.00	23,544.07	1,075.22	1,827.43	5,211.10
Clubs	7,081.42	8,567.00	7,870.38	2,989.74	3,598.24	7,169.54
Departments	1,543.09	4,702.61	4,666.56	818.32	853.32	1,544.14
Trusts	94,460.86	89,010.65	127,097.70	13,888.38	13,763.42	56,498.77
General	980.22	1,221.60	2,123.33	122.46	18.00	182.95
	\$ 107,926.97	\$ 144,789.37	\$ 181,868.34	\$ 27,595.09	\$ 27,595.09	\$ 70,848.00

DEPOSIT OF MONIES

Finding

Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$552 collected through MCRs #672-8 and #643-1 were retained by the sponsors for one to 11 working days before the money was put into the drop-safe for deposit.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools), Internal Accounts Manual*, and District guidelines. Specifically, monies collected should be placed into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.

Management's Response

Concur. An additional training session will be conducted face to face with staff and a written corrective plan will be written for staff not following protocols. Weekly reminders will be added to the staff weekly reminders.

DOCUMENTATION FOR FUNDRAISERS

Finding

The sponsors of the following two fundraisers did not complete the required annual eLearning Fundraiser Training Course prior to conducting the fundraiser activities:

Fundraiser Activity	Account Number	Activity Began	Training Completed
Field Day T-Shirts	#5-1901.01	N/A	Did not complete
PAWS Catalog Sales	#6-4410.01	11/01/2018	02/15/2019

Recommendation

To ensure fundraiser sponsors are familiar with and complying with the procedures, they should complete the required eLearning Training Course annually prior to conducting fundraising activities.

Management's Response

Concur. An additional training session will be conducted with all sponsors During the face to face training sponsors will go through protocols and revisit sections of eLearning course.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement # 13338 (for \$1,800) did not have the required *Purchase Order*. A *Purchase Order* is required for all purchases exceeding \$1,000. Moreover, the invoice was not paid until four months after the invoice date.
- Disbursement # 13314 (for \$500) was for meals provided during a field trip. However, the expense was not adequately supported by an itemized receipt showing details of the purchase.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- Invoices should be paid promptly to avoid incurring late fees and interest.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. The principal and the bookkeeper will continue with procedures in accordance with Internal Accounts guidelines.

Additional Comments

Training will continue to be conducted. The principal will work with the bookkeeper to highlight common errors with internal accounts and monitor guidelines and implementation of protocols.

Washington Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 1709 West 30th Street
Riviera Beach, FL 33404

Principal:
Fiscal Year 2019: Carissa Battle
During Audit: Carissa Battle

Treasurer:
Fiscal Year 2019: Bridget McKnight / Vacant / Tangie Guillaume
During Audit: Tangie Guillaume

Cash and Investments

Checking	\$ 12,302.13
Investments	
	\$ 12,302.13

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,032.28	2,391.16	2,344.97	0.00	0.00	1,078.47
Classes	1,042.82	100.00	467.00	0.00	575.82	100.00
Clubs	748.48	0.00	0.00	243.26	748.48	243.26
Departments	1,617.60	554.00	1,188.55	483.00	488.66	977.39
Trusts	8,218.65	52,104.62	52,863.65	100.00	1,233.59	6,326.03
General	792.62	3,152.80	2,588.73	2,463.55	243.26	3,576.98
	\$ 13,452.45	\$ 58,302.58	\$ 59,452.90	\$ 3,289.81	\$ 3,289.81	\$ 12,302.13

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #12002 (for \$1,133) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000. Also, One P-Card purchase (for \$1,182) that occurred on June 7, 2019, exceeded the \$1,000 per vendor per day limit, but did not have the prior approval from Purchasing. Moreover, this P-Card transaction did not have any supporting documentation.
- Disbursement #12049 (for \$4,055) was for an out-of-state field trip to Washington DC on May 20 through 22, 2019. This disbursement was supported with a *Field Trip/Activity Planning Report and Approval Request Form (PBSD 1894)*. However, the *Planning Report* was not approved by the Regional/Instructional Superintendent. Because the “field trip type” mistakenly was selected as “In-County” rather than “Out-of-State” As a result, the *Planning Report* was not properly routed for supervisor’s approval. Furthermore, the associated staff *Temporary Duty Elsewhere (TDE)* form for this trip was not approved by the Regional/Instructional Superintendent.
- Disbursement #12056 (for \$1,202.14) was to pay for the rental of inflatable obstacles for end-of-year school-wide activities. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded. P-Card purchases in excess of \$1,000 require prior approval of Purchasing.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- Field trips should be conducted in accordance with *School Board Policy 2.40* and related District guidelines. A *Field Trip/Activity Planning Report and Approval Request* and TDEs must be completed by the sponsor and pre-approved by the Principal and other appropriate supervisors depending on the destination for each field trip.
- To comply with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, consultant background must be cleared prior to performing services and having contact

with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.

Management's Response

Concur. There will be a weekly meeting between Treasurer and Principal to discuss disbursements and P-card purchases. This will ensure that proper documentation accompanies any given activity. All field trip and activity requests will have to be reviewed by the Administrative Assistant prior to reviews/approvals by the Principal. We will ensure that sponsors follow the protocols as outlined by district policies as well as including correct documentation.

AFTERSCHOOL PROGRAM

Finding

The review of the Afterschool Program records found that:

- As of June 30, 2019, the Afterschool Program had an accounts receivable balance of \$1,695.71 from 23 parent accounts.
- The School's Summer Camp Program ended in August 2019. However, as of January 22, 2020 (five month after the ended) this program had an accounts receivable balance of \$1,453.73 in debts from 12 parent's account.

Recommendation

Afterschool Program should be administered in accordance with District's guidelines and ***Afterschool Programs Operational Manual***. Specifically, Afterschool and Summer Camp Programs are self-sufficient programs supported by user fees. To ensure fiscal accountability, program fees should be collected in advance as required by District procedures.

Management's Response

Concur. There will be a meeting held to discuss this information with the Afterschool Program director. In addition a monthly status report will need to be submitted to review debts. (Participants will be Lincoln's Principal, Aftercare Director and Washington's Principal) This will assist with collecting funds in a timely manner.

Additional Comments

We would like to receive possible recommendations to determine how Washington can avoid receiving findings in the upcoming fiscal year for a program that is not a part of its budget.

**Waters Edge Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 21601 Shorewind Drive
Boca Raton, FL 33428

Principal:
Fiscal Year 2019: Joshua Davidow
During Audit: Juliann Walker

Treasurer:
Fiscal Year 2019: Eileen Cuffari
During Audit: Eileen Cuffari

Afterschool Site Director:
Fiscal Year 2019: Patricia Mula
During Audit: Patricia Mula

Cash and Investments

Checking	\$ 48,893.85
Investments	
	\$ 48,893.85

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	944.00	939.11	0.00	4.89	0.00
Classes	0.00	69,814.31	67,437.30	8,038.17	10,415.18	0.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	4,718.39	26,028.35	21,164.04	6,419.24	7,546.23	8,455.71
Trusts	31,104.13	789,277.87	777,124.84	11,986.04	19,997.34	35,245.86
General	7,542.86	13,619.90	27,490.67	15,608.19	4,088.00	5,192.28
	\$ 43,365.38	\$ 899,684.43	\$ 894,155.96	\$ 42,051.64	\$ 42,051.64	\$ 48,893.85

AFTERSCHOOL PROGRAM

Finding

The review of the Afterschool Program records found that the Child Custody Section of the *Registration Form* (Questions A-D) for two of the five sample students was not completed.

Recommendation

To protect the best interests of students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information and signed by the parent/guardian.

Management's Response

Concur. Only three employees from the afterschool program will review the forms for completion: the Director, the assistant director, and the activity leader. If a form is found to be incomplete it will be brought to the Director's attention and the family will be contacted immediately. This process has been reviewed with the director and has been implemented as of March 2, 2020.

**Wellington Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 13000 Paddock Drive
Wellington, FL 33414

Principal:
Fiscal Year 2019: Maria Vaughan
During Audit: Maria Vaughan

Treasurer:
Fiscal Year 2019: Laurie Maglocco
During Audit: Laurie Maglocco

Afterschool Site Director:
Fiscal Year 2019: Nicole Ankeney
During Audit: Nicole Ankeney

Cash and Investments

Checking	\$ 79,272.61
Investments	
	\$ 79,272.61

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3,490.29	12,619.00	14,192.53	10,475.25	10,475.25	1,916.76
Classes	2,606.83	20,500.90	20,690.06	3,607.36	3,600.65	2,424.38
Clubs	124.14	2,133.00	1,585.14	497.00	497.00	672.00
Departments	9,632.03	22,981.48	21,772.67	5,761.29	5,761.29	10,840.84
Trusts	64,730.54	514,956.37	532,427.96	18,398.80	20,652.71	45,005.04
General	13,835.88	10,069.53	7,739.02	3,397.20	1,150.00	18,413.59
	\$ 94,419.71	\$ 583,260.28	\$ 598,407.38	\$ 42,136.90	\$ 42,136.90	\$ 79,272.61

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card purchase records found that:

- Two disbursements #18364 (for \$365.13) and #18387 (for \$810.81) for staff development workshops were made from Media Center (Account #5-1700.00) and Strings (Account #2-4900.00) accounts. Furthermore, there were no *Leave/Temporary Duty Elsewhere (TDE) Applications* and *Out of County Travel Reimbursement Claim Forms* (PBSD 0096) for both trips.
- Disbursement #18383 (for \$1,662.80) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically,

- Pursuant to *Internal Accounts Manual, Chapter 8*, “*curricular-related travel should be paid from budgeted funds. Travel to seminars, conferences, and other staff in-service or professional development activities are not payable from student-generated funds unless students are attending and participating in the event. If students are not participating, these activities may be paid from the Administrative Courtesy Account or other designated trust accounts. All travel is subject to Policy 6.01 Authorized Travel Expense Reimbursement, which outlines the approvals, documentation requirements, and reimbursement policies that govern district travel. No expenditures for travel may be made without an approved Leaves/Temporary Duty Elsewhere (TDE) Application (PBSD 0032).*”
- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.

Management’s Response

Concur. I met with the treasurer to discuss the findings and reviewed relevant District policies/procedures.

**West Gate Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1545 Loxahatchee Drive
West Palm Beach, FL 33409

Principal:
Fiscal Year 2019: Patricia Ordonez-Feliciano
During Audit: Patricia Ordonez-Feliciano

Treasurer:
Fiscal Year 2019: Lisette Miranda
During Audit: Mary Gang

Afterschool Site Director:
Fiscal Year 2019: Lisdey Padron / Paola Branda / Katherine Wilke
During Audit: Fanny Lambis

Cash and Investments

Checking	\$ 19,857.87
Investments	
	\$ 19,857.87

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	294.99	0.00	0.00	0.00	0.00	294.99
Classes	1,880.22	11,694.85	11,588.18	2,262.76	2,264.89	1,984.76
Clubs	2,807.10	13,816.05	11,724.93	10,641.71	11,842.21	3,697.72
Departments	1,193.58	795.05	558.60	735.27	735.27	1,430.03
Trusts	3,566.50	100,498.30	98,600.05	1,314.09	427.72	6,351.12
General	4,767.36	7,767.46	6,751.83	3,300.55	2,984.29	6,099.25
	\$ 14,509.75	\$ 134,571.71	\$ 129,223.59	\$ 18,254.38	\$ 18,254.38	\$ 19,857.87

West Gate Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**West Riviera Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1057 West 6th Street
Riviera Beach, FL 33404

Principal:
Fiscal Year 2019: Robin Brown
During Audit: Alisha McKnight

Treasurer:
Fiscal Year 2019: Jennifer Auguste
During Audit: Karina DeMaria

Cash and Investments

Checking	\$ 6,613.85
Investments	
	\$ 6,613.85

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	4,898.25	4,898.25	0.00	0.00	0.00
Clubs	0.00	0.00	0.00	778.42	0.00	778.42
Departments	0.00	20.00	20.00	0.00	0.00	0.00
Trusts	1,607.22	40,031.69	35,025.06	221.58	1,000.00	5,835.43
General	369.69	501.89	871.58	0.00	0.00	0.0
	\$ 1,976.91	\$ 45,451.83	\$ 40,814.89	\$ 1,000.00	\$ 1,000.00	\$ 6,613.85

ACCOUNTS PAYABLES

Finding

The school had total unpaid bills of \$6,824.82 as of June 30, 2019, due to the Central Office. However, the school's Internal Funds had an ending balance of \$6,613.85. As a result, the school had a deficit balance of \$210.97. Of the \$6,824.82 owed, \$3,827.05 (56%) was more than 60 days past due.

As of September 16, 2019, the school's accounting records indicated that its Internal Funds had an available balance of \$16,977.35. However, the school had a total unpaid debt of \$6,644.97 due the Central Office, of which \$3,658.88 (55%) was more than 60 days past due.

Recommendation

Pursuant to *School Board Policy 6.071* and *Chapter 28, District Internal Accounts Manual*, Internal Accounts custodians are required to make payments to the Central Office for goods, services, and equipment within 30 days of the receipt of the monthly statements. Failure to remit payment to the Central Office in a timely manner could result in the loss of district billing privileges, school being charged for the delinquent balance, or offsetting the delinquent balance against District payments to the school.

Management's Response

Concur. New administration paid debt on 10/29/2019 from previous year.

DEPOSIT OF MONIES

Finding

The review of sample *Monies Collected Reports* (MCRs) and money collection process at the school found that, some activity sponsors did not always retain the yellow copies of the MCRs when turning in the monies and MCRs to the bookkeeper for deposit. Instead, the yellow copies were also provided to the bookkeeper.

Recommendation

To ensure proper fiscal accountability and as required by *Bulletin #P-14051-S/CFO*, activity sponsors should keep the yellow copy of the MCR, instead of giving it to the bookkeeper with the monies collected. Keeping a copy of the MCR will assist the sponsors in (1) ensuring that the dollar amount indicated on the *Official Receipt* provided by the bookkeeper agrees with the monies collected and submitted for deposit, (2) tracking the account balance periodically, and (3) providing documentation for the amount of revenue collected if recording errors should occur.

Management's Response

Concur. Previous administration kept yellow copies to avoid loss. Current administration will ensure that sponsors keep the yellow copy.

DOCUMENTATION FOR FUNDRAISERS

Finding

Fundraising documentation (*Fundraising Application/Recap Form* and *Sales Item Inventory Report*) was not prepared and retained for the Patrol Chocolate sales (Account #6-4001.00). Also, the financials for this fundraiser were not recorded in a separate decimal account, as required by Internal Accounts Procedures.

Recommendation

Fundraisers should be administered in accordance with ***School Board Policy 2.16*** and related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented with *Fundraising Application/Recap Forms*.
- *Sales Item Inventory Reports* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.
- The ***Internal Account Manual*** requires field trips and fundraisers be setup in separate decimal accounts.

Management's Response

Concur. *Fundraising documentation will be prepared and retained and recorded in a separate account.*

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that:

- Five disbursements (#8858 #8863, #8864, #8871 and #8872) totaling \$7,919.25 did not have supporting documentation for the expenditures.

West Riviera Elementary School
Management Letter
Year Ended June 30, 2019

- Two disbursements, #8849 (for \$1,700) and #8859 (for \$3,500), had documentation that did not agree with the amounts paid.
- Four disbursements (#8849, #8855, #8858, and #8859) totaling \$12,895 did not have *Check Requisitions*.
- The check for disbursement #8855 (for \$5,200) only had the Principal signature, rather than the required two signatures.
- One P-Card purchase (\$1,031.20) occurred during December 2018, exceeded the \$1,000 per vendor daily limit without obtaining prior approval from the Purchasing Department.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- To ensure that purchases are appropriate, disbursements should be supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- Supporting documentation should agree with amounts paid.
- The issuance of school checks should be supported by *Check Requisitions* approved by the Principal.
- The *Internal Accounts Manual* requires that all checks have two signatures, the Principal must sign all checks. The second signature can be that of the school treasurer or the alternate listed on the bank signature card.
- P-Card purchases in excess of \$1,000 require prior approval from the Purchasing Department.

Management's Response

Concur.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for leasing of school facilities found that:

- Leasing charges for Lease #1026 were not collected from the lessee until 41 days after the leasehold period began. Furthermore, the lease was not signed by a witness.

West Riviera Elementary School
Management Letter
Year Ended June 30, 2019

- *Lease Agreement* #1001 had the status of “Draft” in the Tririga System. As a result, the payment of \$750 for this lease was not recorded in the system.
- The school’s leasing revenue collections were understated in the Tririga System because payments for two *Lease Agreements*, #1002 (for \$1,466.50) and #1004 (for \$750), were not recorded in Tririga.
- *Lease Agreement* #1027 (value \$750) was cancelled. However, the cancellation was not recorded in the Tririga System which resulted in an overstatement of expected revenue.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically,

- ***School Board Policy 7.18***, requires that leasing charges “*are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.*”
- To ensure *Lease Agreements* are legally enforceable, they should be properly executed with all the required signatures, prior to the use of facilities by lessees.
- Leasing information should be accurately recorded in the Tririga System; and the related record should be updated for contract payments, amendments, fee waivers, and cancellations.

Management’s Response

Concur.

**Westward Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1101 Golf Avenue
West Palm Beach, FL 33401

Principal:
Fiscal Year 2019: Bobbie Brooks
During Audit: Bobbie Brooks

Treasurer:
Fiscal Year 2019: Candace Tookes
During Audit: Candace Tookes

Afterschool Site Director:
Fiscal Year 2019: Zipporah Morris
During Audit: Zipporah Morris

Cash and Investments

Checking	\$ 28,773.34
Investments	
	\$ 28,773.34

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	1,712.88	7,010.55	5,309.55	673.19	812.19	3,274.88
Clubs	5,157.85	8,848.95	6,502.77	3,981.95	3,981.95	7,504.03
Departments	479.49	2,267.20	827.50	1,130.00	1,130.00	1,919.19
Trusts	17,196.19	107,013.54	110,292.38	3,321.12	3,220.45	14,018.02
General	1,458.93	5,133.63	4,573.67	3,429.51	3,391.18	2,057.22
	\$ 26,005.34	\$ 130,273.87	\$ 127,505.87	\$ 12,535.77	\$ 12,535.77	\$ 28,773.34

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that:

- Collections from four MCRs (#s 1024-3, 1024-4, 1054-3 and 1054-4) included seven checks totaling \$3,320. However, the related check numbers were not identified by the sponsors on the MCRs.
- Some sponsors did not attach the *Official Receipts* to the yellow copies of the MCRs when submitting these documents to the school secretary for record retention at the end of the school year.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and **District guidelines**. Specifically,

- Monies collected should be supported by MCRs with all the required information, including the account number, remitter's signature, payer's name, dollar amount, and check number when appropriate.
- As required by the *Sponsor's Checklist of Responsibilities* in the *Internal Accounts Manual, Chapter 7*, Teacher/sponsors should "*compare the yellow copy of the MCR against the official receipt to confirm that funds were properly credited to the school's accounting records.*"

Management's Response

Concur. The School Bookkeeper will be charged to be thorough in her examining of submitted MCRs. Last year was her first year and it was a big learning curve for her. She should know what to look for now. The MCRs were actually submitted to the attendance clerk but the responsibility will be moved to the school secretary.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that the *Sales Item Inventory Report* for the Yearbook Sales (Account #5-1400.01) was neither reviewed nor approved by the Principal.

Recommendation

Sales Item Inventory Report should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the

legitimacy for items, if any, that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. The current yearbook sponsor will no longer serve in that capacity for not following given guidelines for consecutive years. The position will be offered to a teacher who follows the correct procedures r there will be no yearbook.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that Disbursement #11787 (for \$8,100) was to pay for an out-state field trip. However, the related staff's *Temporary Duty Elsewhere Forms* (TDE) were not approved by the Regional/Instructional Assistant Superintendent.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically, TDEs must be completed by the sponsor and pre-approved by the Principal and other appropriate supervisors accordingly.

Management's Response

Concur. The forms were submitted to the regional office but it appears they were transferred back to the secretary for corrections but it appears that the packet was not forwarded back to the sponsors. The secretary who was also in her first year learned that she has to do final submissions for eforms as teachers were not getting final copies back as well. This process was corrected.

AFTERSCHOOL PROGRAM

Finding

The review of sample Afterschool Program (ASP) records found that:

- The *Registration Form* for one of seven sample students reviewed was missing.
- The registration fees (totaling \$50) for two of seven sample students reviewed were not collected. Furthermore, the registration fee charge was not posted to one student account.
- Based on *Attendance Records* and *Parent Sign-Out Forms*, one student, whose fee payment was not recorded in the EZ-Care-2 database, participated in the ASP during the month of February 2019.

- The *Parent Sign-out Sheet* for one student was missing for May 2019.
- The ASP Site Director did not accurately maintain the EZ-Care-2 database (Afterschool Program's accounting system). Mistakes in posting charges and applying credits resulted in a total undercharge of \$1,336.02 for six accounts.
 - Charges were not posted during December 2018 for four sampled students who participated, which resulted in an undercharge of \$580.88. For one sampled student, the ASP Site Director also incorrectly posted a credit of \$116.18 for December 2019, creating an additional undercharge of \$116.18.
 - The ASP Site Director did not post charges for the second semi-monthly installment for May 2019 for five sampled students. Furthermore, one sample student was not charged for the second half of April 2019, or the entire month of May 2019. As a result, six sampled students were undercharged a total of \$638.96.
- Reimbursement payments for the 2019 Summer Camp totaling \$21,060 collected through two MCRs (#1075-10 and #1079-2) were deposited into the school's internal funds. However these two payments were not recorded into the EZ-Care-2 database.
- As of June 30, 2019, the school's Afterschool Program had a total accounts receivable balance of \$35,369.68 from 228 parent accounts. Moreover, \$28,843.09 (or 82%) of the balance was past due more than 90 days and may represent balances from prior years.
- The School's Summer Camp Program ended in August 2019. However, as of December 6, 2019 (four months after the camp ended) this program had an accounts receivable balance of \$22,408.58 from 113 parent accounts.

Recommendation

The Afterschool Program should be administered in accordance with District's guidelines and the *Afterschool Programs Operational Manual*. Specifically,

- To protect the safety and wellbeing of students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information and signed by the parent/guardian. A \$25 registration fee should be collected for each student registered.
- All records, including student attendance and parent sign-out records, should be retained for a time period consistent with *Afterschool Programs Operational Manual* and *District Record Retention Schedule*.
- To ensure proper fiscal accountability, Afterschool Program financial transactions should be accurately recorded in the EZ Care database and periodically reconciled to the Internal Funds records. The school should make adjustments to correct the records.

Westward Elementary School
Management Letter
Year Ended June 30, 2019

- Afterschool Programs should be self-sufficient supported by user fees. To ensure fiscal accountability, program fees should be collected in advance as required by *Afterschool Programs Operational Manual*.
- To enhance the integrity of the financial records, information for students who are not enrolled in the program for the current year should be revisited. The Afterschool Department should consider removing them from the database and transferring the information to the student obligation list.

Management's Response

Concur. We have had two Aftercare budget meetings with the District Director and specialist assigned to our school. The specialist has been assisting with getting the school's director back on budget. More consistent transmittals and timely approvals along with the director removing students from the program more consistently has been a documented plan.

Additional Comments

A complete overhaul in office personnel (secretary, bookkeeper, and data processor) resulted in some steep learning curves for procedures. The staff is more aware now of expectations. Two positions for next year will be modified for responsibilities to improve on our implementing of proper procedures. For aftercare we had already cancelled plans for summer camp this summer in an attempt to get back in budget prior to the coronavirus. We will continue procedures of short transmittals turn over time and removing students more than 1 month behind in payments.

Whispering Pines Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 9090 Spanish River Boulevard
 Boca Raton, FL 33496

Principal:
 Fiscal Year 2019: Barbara Reimer
 During Audit: Barbara Riemer

Treasurer:
 Fiscal Year 2019: Celia Lafferty
 During Audit: Celia Lafferty

Afterschool Site Director:
 Fiscal Year 2019: Alexandra Vital
 During Audit: Alexandra Vital

Cash and Investments

Checking	\$ 132,898.46
Investments	
	\$ 132,898.46

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	590.46	3,845.50	4,134.53	0.00	0.00	301.43
Classes	5,109.29	56,916.15	54,790.32	4,170.32	5,152.97	6,252.47
Clubs	928.02	650.00	224.59	0.00	364.49	988.94
Departments	11,909.53	48,385.04	44,618.94	11,545.31	11,524.27	15,696.67
Trusts	53,664.34	649,314.97	591,175.45	7,408.67	10,509.65	108,702.88
General	(7.08)	1,258.91	4,722.84	4,493.08	66.00	956.07
	\$ 72,194.56	\$ 760,370.57	\$ 699,666.67	\$ 27,617.38	\$ 27,617.38	\$ 132,898.46

Whispering Pines Elementary School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Wynnebrook Elementary School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 1167 Drexel Road
 West Palm Beach, FL 33417

Principal:
 Fiscal Year 2019: Suzanne Berry
 During Audit: Suzanne Berry

Treasurer:
 Fiscal Year 2019: Claire Salado
 During Audit: Claire Salado

Afterschool Site Director:
 Fiscal Year 2019: Adam Laing
 During Audit: Adam Laing

Cash and Investments

Checking	\$ 32,082.07
Investments	
	\$ 32,082.07

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	377.31	293.00	316.92	194.08	194.08	353.39
Classes	163.50	788.75	627.00	161.75	161.75	325.25
Clubs	3,786.54	9,991.75	10,055.50	4,138.44	4,138.44	3,722.79
Departments	1,795.74	864.06	700.94	0.00	0.00	1,958.86
Trusts	49,336.54	316,281.93	346,552.38	4,398.08	4,398.08	19,066.09
General	10,116.86	(258.76)	3,202.41	0.00	0.00	6,655.69
	\$ 65,576.49	\$ 327,960.73	\$ 361,455.15	\$ 8,892.35	\$ 8,892.35	\$ 32,082.07

DEPOSIT OF MONIES

Finding

The review of money collection process and sample Monies Collected Reports (MCRs) at the school found that some MCRs were not completed with all the required information. For example, the source of six cash collections, totaling \$885, were not recorded on the MCRs (#894-1, 896-1, 897-2, 900-2, 901-1, and #910-1).

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically, monies collected should be supported by MCRs with all the required information, including the source of collection (i.e., payers' names).

Management's Response

Concur. Discussed with the music teacher; reviewed the correct procedure for completing the Monies Collected Reports; also discussed with the document custodian to review/verify MCR as they are turned in.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transactions found that:

- Two disbursements (#11282 for \$1,225 and #11372 for \$1,085.75) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000. Moreover, Disbursement #11282 was documented by an Order Form instead of a paid receipt or invoice.
- Disbursement #11229 (for \$1,800) was for purchase of food for the Christmas Holiday party on December 7, 2018. However, this disbursement did not have the Principal-approved *Check Requisition*.
- Disbursement #11372 (for \$1,085.75) was for purchase of food. However, there was no documentation such as the agenda and attendee sign-in sheet, indicating the purpose (business or educational) for this expense.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically:

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- Expenditures should be adequately supported by itemized invoices/receipts. The issuance of a school check should be supported by the Principal's approved *Check Requisition*. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- To ensure proper fiscal accountability, an additional explanation for the purpose of the purchase should be included when the business purpose is not obvious on the printed invoice or receipt.

Management's Response

Concur. Discussed with the aftercare director to complete the required Purchase Order to make a purchase exceeding \$1000; discussed with bookkeeper as well.

AFTERSCHOOL PROGRAM

Finding

The review of Afterschool Program's records revealed that the parent/guardian's signature on *Registration Form* for one of the five sample students was missing. Furthermore, the parent/guardian signature on another student's *Registration Form* was not dated.

Recommendation

Afterschool Program should be administered in accordance with District's Guidelines and the *Afterschool Programs Operational Manual*. Specifically, To protect the welfare and safety of students, the *Afterschool Programs Registration Form* for each student should be completed with all the required information and signed by the parent/guardian.

Management's Response

Concur. Discussed with the aftercare director to verify all documents have the required signatures and dates needed.

PRENUMBERED DOCUMENTS

Finding

The review of prenumbered documents found that the school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for *School Checks*, *Classroom Receipt Books* and *SACC Receipt Books*. Moreover, a Document Custodian was not assigned to monitor the *SACC Receipts*.

Recommendation

To ensure proper fiscal accountability and as required by *Chapter 27* of the *Internal Accounts Manual*,

Wynnebrook Elementary
Management Letter
Year Ended June 30, 2019

- A designated document custodian should be assigned for each prenumbered form; and the staff assignment should be recorded on the *Document Custodian Assignment Register (PBSD 1663)* accordingly.
- The custodian should account for each prenumbered document through the use of the *Prenumbered Document Inventory Register (PBSD 0160)*, and confirm the periodic inventory of the forms.

Management's Response

Concur. Discussed with the Document Custodian as one of the responsibilities of the job description.

Additional Comments

Thank you.

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Middle Schools

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Middle Schools Summary of Audit Findings FY 2019 Internal Funds Audits

Middle Schools	Community School / Summer Camp / Safe School Programs										Disbursements				Receipts				Leases				Other								Number of Findings									
	Fees Not Timely Transmitted to Central Office	Fees / Registration Not Properly Collected	Student Registration and Attendance Records Missing	Missing Timecard	Timecard Not Signed By Employee	Timecard Not Signed-off By Supervisor	Payroll Did Not Match With Employee Timecard	Staff Incurred Excessive Hours	Program Deficit and/or High Staffing Level	Wages/Stipends Paid From Internal Funds	Inadequate Support for Disbursement	P-Card Related Findings	Disbursement Not Properly Approved	Purchases From School Employee	Disbursement Funded By Incorrect Account	Access to Drop Safe	Drop Safe Log Not Used Completely	Monies Not Deposited Timely	Collections Returned/Deleted Without Acknowledgement from Sponsor	Receipts Recorded in Wrong Account	Copy of MCF Not Maintained by Sponsor	Monies Collected Not Properly Documented	Lease Prequalification Not Available	Lease Agreement Not Adequately Maintained	Inadequate Proof of Insurance	Fees Collected After Use	Undercharged Rental	Leasing Fee Collections Incorrectly Distributed	Monies and School Checks Not Adequately Safeguarded	Staff Performing Incompatible Duties		Bank Reconciliation Not Completed Timely	Adjustments To Records Not Properly Approved/Documented	Fundraisers Not Adequately Documented	Field Trips Not/ or Late Approved By Principal	Out of County Trips Not Approved By Area Superintendent	No Document Custodian Assigned for Pre-numbered Documents	Periodic Inventory Not Performed for Pre-numbered Documents		
Lake Worth Middle									√	√	√									√			√																	5
Lantana Middle											√																						√							2
Loggers Run Middle	√										√																													2
Okecheelee Middle																																							√	1
Omni Middle																																								0
Osceola Creek Middle																√																				√				0
Palm Springs Middle												√					√																					√	3	
Polo Park Middle																																								0
Roosevelt Middle																				√																√				4
Tradewinds Middle																								√													√			2
Watson B. Duncan Middle												√																								√				3
Wellington Landings Middle												√																								√				3
Western Pines Middle																																								0
Woodlands Middle		√									√					√																								3
Total (33 Schools)	1	1	0	0	0	0	0	0	0	0	1	13	6	1	2	0	1	3	4	1	0	4	3	0	6	1	4	0	1	1	0	0	0	0	14	0	0	0	5	73

**Bak Middle School of the Arts
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1725 Echo Lake Drive
West Palm Beach, FL 33407

Principal:
Fiscal Year 2019: Sally Rozanski
During Audit: Sally Rozanski

Treasurer:
Fiscal Year 2019: Lilibette Valdes -Maietto
During Audit: Lilibette Valdes -Maietto

Cash and Investments

Checking	\$ 485,294.97
Investments	
	\$ 485,294.97

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 19,721.67	\$ 18,114.00	\$ 8,621.36	\$ 8,035.92	\$ 8,213.34	\$ 29,036.89
Music	96,450.63	551,139.65	543,912.45	99,530.10	103,346.83	99,861.10
Classes	6,710.73	18,843.34	18,571.89	1,460.36	1,658.00	6,784.54
Clubs	13,134.59	81,720.37	71,675.98	37,872.33	39,531.92	21,519.39
Departments	231,247.16	390,543.99	369,646.44	124,094.21	129,515.76	246,723.16
Trusts	60,648.32	228,781.41	229,295.84	24,117.76	25,410.04	58,841.61
General	21,812.18	37,046.95	48,896.06	47,802.97	35,237.76	22,528.28
	\$ 449,725.28	\$1,326,189.71	\$1,290,620.02	\$ 342,913.65	\$ 342,913.65	\$ 485,294.97

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of documentation for sample fundraisers found that the Bak Hoodies Sales (Account #5-0550.08) had the following noncompliances:

- Activities for the fundraiser began November 10, 2018. However, the sponsor did not complete the required Annual eLearning Fundraiser Training Course until April 11, 2019; i.e., four months after the fundraiser began.
- The *Sales Item Inventory Report (SIIR)* was not completed with accurate information. Specifically, the school's purchasing records indicated 150 hoodies were purchased. However, the sponsor indicated only 94 were purchased on the *SIIR*. Furthermore, the *SIIR* indicated no ending inventory and no given-away items. As of January 9, 2019, we identified 37 hoodies remaining in inventory and also located a listing of 14 given-away items.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.
- The *Sales Item Inventory Report* should be accurately completed with all needed information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.

Management's Response

Concur. The teacher who committed both violations has been provided additional training for the Sales Item Inventory Report and was reminded that she must complete training by the school and district deadlines.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facility leasing found that sales tax for Lease #1003 was inadvertently recorded in the Rental Income Account (#6-3800.00) instead of the Florida Sales Tax Payable Account. As

Bak Middle School of the Arts
Management Letter
Year Ended June 30, 2019

a result, the school under-transmitted \$243.95 in sales tax to the Central Office.

Recommendation

Sales tax collected from commercial leases should be recorded in the Florida Sales Tax Payable Account (#6-1800) and transmitted to the Central Office accordingly.

Management's Response

Concur. This was human error – the funds were correct in Tririga. The person will ensure that she double checks when writing the account for deposit. The error was corrected and placed in the correct account.

**Bear Lakes Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 3505 Shenandoah Boulevard
West Palm Beach, FL 33409

Principal:
Fiscal Year 2019: Kirk Howell
During Audit: Kirk Howell

Treasurer:
Fiscal Year 2019: Yolanda Federick
During Audit: Yolanda Federick

Cash and Investments

Checking	\$ 30,070.97
Investments	
	\$ 30,070.97

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 123.79	\$ 13,097.50	\$ 12,986.11	\$ 6,510.00	\$ 6,210.00	\$ 535.18
Music	5,191.52	22,355.95	25,396.77	4,033.86	4,033.86	2,150.70
Classes	850.48	80.00	(66.88)	431.12	749.58	678.90
Clubs	9,761.79	6,124.50	13,077.50	2,113.26	3,669.64	1,252.41
Departments	10,335.29	11,525.04	8,289.56	11,111.67	11,243.72	13,438.72
Trusts	28,131.24	2,908.72	21,635.45	17,512.13	17,869.77	9,046.87
General	193.81	770.44	60.59	3,053.72	989.19	2,968.19
	\$ 54,587.92	\$ 56,862.15	\$ 81,379.10	\$ 44,765.76	\$ 44,765.76	\$ 30,070.97

DEPOSIT OF MONIES

Finding

The review of the money collection process at the school revealed that some sponsors did not attach the *Official Receipts* to the yellow copies of the MCRs when submitting these documents to the school secretary for record retention at the end of the school year.

Recommendation

As required by the *Sponsor's Checklist of Responsibilities* in the *Internal Accounts Manual, Chapter 7*, Teacher/sponsors should "*compare the yellow copy of the MCR against the official receipt to confirm that funds were properly credited to the school's accounting records.*"

Management's Response

Concur. Sponsors who have not submitted their yellow MCR forms for two consecutive years may not sponsor fundraisers or collect money. All teachers will be trained at the beginning of the school year.

DOCUMENTATION FOR FUNDRAISERS

Finding

The *Sales Item Inventory Report* for the Team Polo Shirts (Account #1-6000.01) was not completed with accurate information. The number of shirts purchased did not agree with the school's disbursement records. The report indicated that there was no beginning inventory and that 94 shirts were purchased in Fiscal Year 2019. However, the school's purchasing records indicated 79 shirts were purchased.

Recommendation

Sales Item Inventory Report should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue.

Management's Response

Concur. The sponsor made an error completing the form. 94 polo shirts were purchased and 15 still remain in the school's inventory.

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #12154 (for \$1,920.36) was to pay for the printing of Yearbooks for Fiscal Year 2018. The payment included \$116.69 in interest.

Recommendation

To ensure compliance with *Florida Statutes §218.503*, the school should promptly process payments for all purchases.

Management's Response

Concur. Bills will be paid upon receipt.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found that the school did not maintain a *Prenumbered Document Inventory Register (PBSD 0160)* for the *School Checks and Prenumbered Tickets*.

Recommendation

The *Prenumbered Document Inventory Register (PBSD 0160)* should be used to confirm the periodic inventory check of the forms.

Management's Response

Concur. The new document custodian has now been trained and is aware of the inventory check procedures.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facility leasing found that the school has one lease arrangement recorded in the Tririga system. According to staff, the lease was cancelled. However, the lease was not cancelled in the Tririga system, resulting in an overstatement of leasing revenue.

Recommendation

Leasing information should be accurately recorded in the Tririga System and the record should be updated with new information such as cancellations and amendments in leasing arrangements.

Management's Response

Concur. The new lease administrator has now been trained and is aware of the procedure.

**Boca Raton Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1251 N.W. 8th Street
Boca Raton, FL 33486

Principal:
Fiscal Year 2019: Peter Slack
During Audit: Peter Slack

Treasurer:
Fiscal Year 2019: Jeannine Balbier
During Audit: Jeannine Balbier

Community School Director:
Fiscal Year 2019: David Lawrie
During Audit: David Lawrie

Cash and Investments

Checking	\$ 175,112.32
Investments	
	\$ 175,112.32

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 13,219.06	\$ 3,268.95	\$ 4,979.82	\$ 6,830.18	\$ 8,120.18	\$ 10,218.19
Music	7,319.29	27,120.35	26,987.32	3,476.14	3,476.14	7,452.32
Classes	463.19	38,667.50	38,339.11	1,637.50	1,143.50	1,285.58
Clubs	22,864.78	46,449.50	53,615.53	14,302.27	9,783.81	20,217.21
Departments	75,541.35	81,996.48	77,646.48	34,820.41	45,650.96	69,060.80
Trusts	45,567.94	142,392.62	144,093.96	8,893.37	14,134.92	38,625.05
General	33,060.31	50,776.60	67,933.38	41,378.50	29,028.86	28,253.17
	\$ 198,035.92	\$ 390,672.00	\$ 413,595.60	\$ 111,338.37	\$ 111,338.37	\$ 175,112.32

DEPOSIT OF MONIES

Finding

The total dollar amounts for deposits listed on 21 sample MCRs were changed by the school treasurer during the time when the funds were counted and entered into School Cash. The school treasurer noted the change on both the MCR and *Drop Safe Logs*. However, the changes in dollar amounts were not signed or initialed by the sponsors to acknowledge the corrections.

Recommendation

To ensure proper fiscal accountability, changes on MCRs made by the treasurer should be made in accordance with **Chapter 7** of the **Internal Accounts Manual**. *“To change a MCR, cross through the incorrect information and write in the correct information in ink, and initial the change. Note any changes to the deposit amount on the Drop-safe Log.”* Changes should also be acknowledged by the sponsors in writing.

Management’s Response

Boca Middle School implemented this change immediately on Tuesday, February 4, 2020 when the auditor made us aware that this is a preferred practice through it is not indicated in the manual of the eLearning Training Documents. In most cases the amounts corrected were above the amount posted on the Drop Safe Log and the Treasurer followed all district procedures as they were communicated in writing up to the day of the audit. Chapter 7, Internal Accounts Manual states that the treasurer has the option to make corrections on MCR, but does not indicate the requirements being outlined in this finding regarding sponsors which we are now implementing at your suggestions.

**Carver Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 101 Barwick Road
Delray Beach, FL 33445

Principal:
Fiscal Year 2019: Sandra Edwards
During Audit: Sandra Edwards

Treasurer:
Fiscal Year 2019: Ryan Lewis
During Audit: Ryan Lewis

Cash and Investments

Checking	\$ 27,153.84
Investments	
	\$ 27,153.84

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,901.61	\$ 29,015.42	\$ 27,202.56	\$ 11,987.40	\$ 9,837.78	\$ 7,864.09
Music	685.75	3,201.00	3,528.84	114.34	248.37	223.88
Classes	3,463.36	35,206.12	35,334.29	3,971.19	5,036.99	2,269.39
Clubs	4,291.86	22,666.53	18,760.23	3,633.61	4,681.78	7,149.99
Departments	4,712.49	12,663.32	11,769.42	2,081.50	1,861.50	5,826.39
Trusts	3,762.39	25,688.11	28,287.59	0.00	0.00	1,162.91
General	683.60	9,052.28	6,957.07	3,549.24	3,670.86	2,657.19
	\$ 21,501.06	\$ 137,492.78	\$ 131,840.00	\$ 25,337.28	\$ 25,337.28	\$ 27,153.84

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) at the school found that:

- A staff member erased an entry of \$50.00 on *Drop-Safe Log* #14-48647 on 1/29/2019 but did not indicate the reasons why this entry was erased.
- MCR #722-7 (for \$1,381) and the attached 21 *Classroom Receipts* were not completed with all the required information. For example:
 - One *Classroom Receipt* (for \$45) was not listed on the MCR but was included in the total.
 - For one receipt, staff wrote \$45 on the MCR; however, the attached receipt indicated the funds collected totaled \$79. The MCR total included \$79 for this receipt.
 - All 21 *Classroom Receipts* attached to MCRs #722-7, totaling \$1,312, did not include the dates for collections.
- Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$1,471 in cash collected through two MCRs (#s 726-4, 722-7) was retained by the sponsors between one to an unspecified number of working days (MCR # 722-7 receipts did not include date) before putting the money into the drop-safe for deposit.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools), Internal Accounts Manual*, and District guidelines. Specifically,

- To ensure proper fiscal accountability and as required by *Bulletin #P-14051-S/CFO*, deposit information should be properly recorded on the *Drop-safe Log*.
- Monies collected should be supported by MCRs with all the required information, including account number, date of collection, remitter's signature, payer's name, dollar amount, and check number when appropriate.
- Monies collected should be put into the drop-safe daily, and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted liability and result in potential irregularities.

Management's Response

Concur.

Christa McAuliffe Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 6500 Le Chalet Boulevard
 Boynton Beach, FL 33437

Principal:
 Fiscal Year 2019: Jeff Silverman
 During Audit: Jeff Silverman

Treasurer:
 Fiscal Year 2019: Diane Davant
 During Audit: Diane Davant

Cash and Investments

Checking	\$ 156,180.38
Investments	
	\$ 156,180.38

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 11,538.02	\$ 34,016.86	\$ 22,957.65	\$ 19,655.61	\$ 19,558.11	\$ 22,694.73
Music	12,044.06	35,443.86	32,777.86	11,109.41	11,037.41	14,782.06
Classes	3,707.22	69,996.78	70,450.01	2,823.12	2,543.12	3,533.99
Clubs	8,621.45	10,039.90	11,510.94	3,938.23	3,938.23	7,150.41
Departments	71,936.87	78,856.99	76,050.92	28,507.28	27,177.80	76,072.42
Trusts	25,640.56	103,327.78	104,440.23	8,549.26	15,614.75	17,462.62
General	10,407.35	22,895.73	24,105.44	17,429.01	12,142.50	14,484.15
	\$ 143,895.53	\$ 354,577.90	\$ 342,293.05	\$ 92,011.92	\$ 92,011.92	\$ 156,180.38

Christa McAuliffe Middle School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Congress Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 101 South Congress Avenue
Boynton Beach, FL 33426

Principal:
Fiscal Year 2019: Denise O'Connor
During Audit: Denise O'Connor

Treasurer:
Fiscal Year 2019: Yvonne Small
During Audit: Yvonne Small

Cash and Investments

Checking	\$ 67,104.92
Investments	
	\$ 67,104.92

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 4,872.38	\$ 8,161.15	\$ 9,164.93	\$ 1,255.54	\$ 1,171.31	\$ 3,952.83
Music	3,407.67	2,045.00	2,067.22	745.00	769.23	3,361.22
Classes	6,163.97	38,547.30	36,882.89	2,876.61	2,877.43	7,827.56
Clubs	3,169.70	3,715.32	2,334.21	175.27	666.19	4,059.89
Departments	3,406.40	7,128.97	5,279.71	865.35	895.87	5,225.14
Trusts	21,237.54	36,878.43	28,436.10	5,000.00	5,000.00	29,679.87
General	7,372.49	33,635.22	28,471.56	7,952.36	7,490.10	12,998.41
	\$ 49,630.15	\$ 130,111.39	\$ 112,636.62	\$ 18,870.13	\$ 18,870.13	\$ 67,104.92

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) at the school found that monies collected were not always deposited into the drop-safe in a timely manner. For example, \$300 in cash collected through three MCRs (#1170-8, #1242-2, and #1242-4) were retained by the sponsors for one working day to an unspecified number of days (one entry did not have the full date on the receipt) before putting the money into the drop-safe for deposit.

Recommendation

Monies collected should be put into the drop-safe daily, and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted liability and result in potential irregularities.

Management's Response

Concur. Retrain teacher and department heads regarding deposit procedures.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements found that *Purchase Order* for Disbursement # 4921 (\$1,210.50) for mulch was not approved by the Principal until three days after the invoice date.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically, to ensure purchases are appropriate, and that funding is available, they should be preapproved by the Principal.

Management's Response

Concur. Follow up with Treasurer regarding not ordering items until approved by principal.

**Conniston Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 3630 Parker Avenue
West Palm Beach, FL 33405

Principal:
Fiscal Year 2019: Oscar Otero
During Audit: Oscar Otero

Treasurer:
Fiscal Year 2019: Adriana Valladares
During Audit: Adriana Valladares

Cash and Investments

Checking	\$ 65,443.71
Investments	
	\$ 65,443.71

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 1,321.79	\$ 7,155.64	\$ 7,699.05	\$ 2,839.05	\$ 3,603.72	\$ 13.71
Music	5,394.68	14,934.00	13,377.55	7,117.77	7,097.77	6,971.13
Classes	2,004.14	10,772.40	11,167.26	3,346.70	3,397.00	1,558.98
Clubs	5,026.78	16,678.87	12,128.55	1,854.11	5,347.53	6,083.68
Departments	30,036.36	26,432.00	15,227.10	13,766.09	23,362.07	31,645.28
Trusts	9,417.69	8,071.81	14,135.00	1,938.30	1,738.68	3,554.12
General	9,062.47	50,230.98	57,361.39	19,650.96	5,966.21	15,616.81
	\$ 62,263.91	\$ 134,275.70	\$ 131,095.90	\$ 50,512.98	\$ 50,512.98	\$ 65,443.71

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that monies collected were not always put into the drop-safe in a timely manner. For example, a \$2,500 check issued on March 6, 2018, was included on MCR #638-001 prepared on June 26, 2018. Because of the summer break, the check was not deposited in the bank until August 7, 2018.

Recommendation

DOE Rules and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.

Management's Response

"Not always" implies there are more. At the conclusion of the audit, I was only shown the example listed above. There is only one listed here.

PRENUMBERED DOCUMENTS

Finding

The review of pre-numbered documents found that the required monthly inventory-check for the *School Checks* was incomplete. The *Prenumbered Document Inventory Registers* did not have the signature of staff receiving documents and also the verification dates and signatures of Document Custodian.

Recommendation

To ensure proper fiscal controls and accountability, and as required by Chapter 27 of the Internal Accounts Manual. Specifically, the *Pre-numbered Document Inventory Register (PBSD 0160)* should be fully completed by the Document Custodian to confirm the periodic inventory of the forms, including *School Checks*.

Management's Response

Concur. A new Document Custodian has been appointed.

**Crestwood Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 64 Sparrow Drive
Royal Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Stephanie Nance
During Audit: Stephanie Nance

Treasurer:
Fiscal Year 2019: Carrie Richardson
During Audit: Carrie Richardson

Cash and Investments

Checking	\$ 58,063.98
Investments	
	\$ 58,063.98

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 5,467.61	\$ 14,088.48	\$ 15,219.27	\$ 6,079.30	\$ 5,954.62	\$ 4,461.50
Music	5,939.12	8,601.31	9,725.02	3,105.20	2,905.20	5,015.41
Classes	2,638.44	0.00	1,464.69	0.00	0.00	1,173.75
Clubs	3,816.31	32,938.85	37,591.69	6,302.98	5,638.55	(172.10)
Departments	26,845.47	45,511.74	44,761.29	21,814.08	26,450.95	22,959.05
Trusts	10,987.52	63,420.14	59,247.56	2,782.06	4,806.03	13,136.13
General	9,399.77	20,748.69	24,329.95	15,454.94	9,783.21	11,490.24
	\$ 65,094.24	\$ 185,309.21	\$ 192,339.47	\$ 55,538.56	\$ 55,538.56	\$ 58,063.98

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) at the school found that the yellow copies of MCRs were not available for the OIG's review during the audit. According to staff, the boxes that contained the MCRs may have been discarded by a company hired to clean certain rooms that sustained water damage.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools), Internal Accounts Manual*, and District guidelines. Specifically, all school records should be properly safeguarded and retained for a time-period consistent with the District's *Record Retention Schedule*.

Management's Response

Concur. The Principal and School Treasurer will meet with appropriate staff to review District money collection procedures. Activity sponsor and appropriate staff will participate in refresher training regarding the completion of money collection procedures to ensure fiscal responsibility and accountability.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser records revealed that:

- The sponsors of the Crestwood Middle School Uniform Sales (Account #7-0100.45) and Chorus Candy Bar Sales (Account #2-1500.17) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2019.
- Fundraising documentation were not prepared and retained for the Crestwood Middle Uniform Sales (Account #7-0100.45) and the Chorus Candy Bar Sales (Account #2-1500.17). Missing documentation included the *Fundraiser Application /Recap Forms* and *Sales Item Inventory Reports*.
- The P.E Uniform Sales (Account # 5-1900.01) did not have the required *Fundraising Application/Recap Form*. Additionally, expenditures for this fundraiser were recorded in the P.E. main account instead of the fundraiser's decimalized account. Based on the *Sales Item Inventory Report*, this fundraiser should have generated a total estimated revenue of \$9,790. However a total sales revenue of \$8,800 was deposited into the Internal Funds during the period July 1, 2018, through June 30, 2019. As a result, \$990 (or 10%) in estimated revenue was unaccounted for.

Recommendation

Fundraisers should be administered in accordance with School Board Policy 2.16 and related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.
- To ensure the fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. The Principal and School Treasurer will meet with all fundraising sponsors regarding eLearning fundraising training and implementation. Specifically, sponsors will receive refresher training on all fundraising guidelines, including the Sales Item Inventory Report. Sponsors will be reminded of district procedures which require that a certificate of completion of the eLearning course must be submitted prior to the approval of any fundraiser.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of documentation for sample disbursements and P-Card purchases found that:

- Disbursement #13344 (for \$1,150.40) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- The school did not timely process payment for an October 15, 2018, invoice for \$3,917 for fundraising candy, resulting in incurring \$204.76 in finance charges. Payment was not made until April 3, 2019 on Disbursement #13517.
- Disbursement #13431 (for \$400) was a to pay for decorations at a staff recognition party. However, these services were purchased from a school employee.
- Disbursement (#13612) totaling \$8,437.77 for purchase of yearbooks was supported by a *Statement of Account* instead of an itemized receipt/invoice.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and the District's related guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To ensure accurate financial reporting and in compliance with *Florida Statutes §218.503*, the school should promptly process payments for all invoices.
- To ensure compliance with IRS rules and the related tax withholdings, employee compensation should be processed through the District's payroll system.
- Disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. The Principal and School Treasurer will meet with all assigned P-Card holders to review purchasing card guidelines, with specific emphasis on ensuring that purchases are appropriate and adequately documented and supported by itemized invoices and receipts.

LEASING OF SCHOOL FACILITIES

Finding

The review of leasing records for use of school facilities found that:

- *Lease Agreements* were not executed with all the required signatures in a timely manner. Leases #1003 and #1004 were not signed by the Principal, the lessees and the witnesses until 62 and two days, respectively, after the leasehold periods had begun.
- Lease #1003 had total leasing charges of \$480; however, as of January 30, 2020, the school had not collected the rental from the lessee.
- Lease #1029 was for weekly use of facilities during April 2019. Leasing activities commenced April 6, 2019. However, the school did not collect the fees until April 11, 2019; five days after the leasehold period began.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

Crestwood Middle School
Management Letter
Year Ended June 30, 2019

- *Lease Agreements* should be properly executed with all the required signatures prior to the use of facilities by lessees.
- ***School Board Policy 7.18***, requires that leasing charges “*are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.*”

Management’s Response

Concur. The Principal and School Treasurer will 1) meet with all current lessees to discuss leasing guidelines and 2) actively monitor leasing fees to ensure that funds are transmitted accurately and timely to District policy.

Don Estridge High Tech Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 1798 N.W. Spanish River Boulevard
 Boca Raton, FL 33431

Principal:
 Fiscal Year 2019: Rachel Capitano
 During Audit: Rachel Capitano

Treasurer:
 Fiscal Year 2019: Laura Palo
 During Audit: Laura Palo

Cash and Investments

Checking	\$ 100,805.68
Investments	
	\$ 100,805.68

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 6,917.84	\$ 20,766.34	\$ 17,802.98	\$ 5,973.77	\$ 5,973.77	\$ 9,881.20
Music	3,266.33	56,672.36	52,143.50	23,046.70	23,326.34	7,515.55
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	6,156.85	17,067.05	14,105.54	6,026.84	6,026.84	9,118.36
Departments	35,236.55	45,804.04	33,438.72	29,661.22	29,885.19	47,377.90
Trusts	29,147.38	121,105.79	125,688.14	27,412.30	27,818.50	24,158.83
General	9,146.61	45,078.65	52,381.23	14,459.62	13,549.81	2,753.84
	\$ 89,871.56	\$ 306,494.23	\$ 295,560.11	\$ 106,580.45	\$ 106,580.45	\$ 100,805.68

DOCUMENTATION FOR DISBURSEMENTS

Finding

The school used a P-card on February 20, 2019, for three purchases totaling \$1,348 from the same vendor. However, the total of these payments effectively exceeded the \$1,000 per vendor per day limit, but did not have the prior approval from Purchasing. In addition, one other P-card payment (for \$648.96) on February 18, 2019, was made to the same vendor for a purchase made on November 19, 2018.

Recommendation

P-Card purchase in excess of \$1,000 requires prior approval from the Purchasing Department. Pursuant to ***Purchasing Card Procedures***, “*Splitting an invoice totaling more than \$1,000 is considered Pyramiding and is not allowed. Payment for purchases shall not be split to stay within the single purchase limit.*” The school should not circumvent purchasing rule through splitting large purchase.

Management’s Response

Concur. The school principal has conferenced with the bookkeeper on not exceeding \$1,000 per vendor, per day limit without the prior approval from purchasing. Also, the bookkeeper will ensure that vendor payments are made in a timely manner with vendors.

**Eagles Landing Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 19500 Coral Ridge Drive
Boca Raton, FL 33498

Principal:
Fiscal Year 2019: Joseph Peccia
During Audit: Joseph Peccia

Treasurer:
Fiscal Year 2019: Jennifer Siedenstucker
During Audit: Jennifer Siedenstucker

Cash and Investments

Checking	\$ 104,148.55
Investments	
	\$ 104,148.55

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 8,197.91	\$ 10,943.85	\$ 13,632.85	\$ 3,323.05	\$ 3,291.05	\$ 5,540.91
Music	18,803.06	79,750.79	82,775.14	15,287.89	15,798.57	15,268.03
Classes	0.00	68,227.53	65,026.96	2,867.41	6,067.98	0.00
Clubs	2,247.41	12,515.00	11,947.59	1,803.30	1,853.78	2,764.34
Departments	27,123.02	100,903.77	77,222.61	22,957.29	30,187.08	43,574.39
Trusts	12,452.68	79,812.92	76,424.83	669.08	345.00	16,164.85
General	9,011.67	20,982.25	19,793.33	19,395.12	8,759.68	20,836.03
	\$ 77,835.75	\$ 373,136.11	\$ 346,823.31	\$ 66,303.14	\$ 66,303.14	\$ 104,148.55

Eagles Landing Middle School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Emerald Cove Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 9950 Stribling Way
Wellington, FL 33414

Principal:
Fiscal Year 2019: Eugina Feaman
During Audit: Eugina Feaman

Treasurer:
Fiscal Year 2019: Virginia Garceau
During Audit: Virginia Garceau

Cash and Investments

Checking	\$ 95,795.07
Investments	
	\$ 95,795.07

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 5,780.42	\$ 11,125.00	\$ 14,298.97	\$ 6,862.22	\$ 6,862.22	\$ 2,606.45
Music	4,676.31	14,126.22	13,476.70	4,016.91	3,633.61	5,709.13
Classes	3,306.64	81,726.00	79,222.37	6,087.09	9,522.87	2,374.49
Clubs	6,307.33	12,590.50	11,106.21	1,563.78	2,444.77	6,910.63
Departments	34,764.11	52,607.45	55,032.50	16,068.07	15,740.77	32,666.36
Trusts	19,577.37	158,181.47	141,863.20	32,777.38	34,652.38	34,020.64
General	9,649.74	62,755.84	66,379.38	14,832.44	9,351.27	11,507.37
	\$ 84,061.92	\$ 393,112.48	\$ 381,379.33	\$ 82,207.89	\$ 82,207.89	\$ 95,795.07

DOCUMENTATION FOR FUNDRAISERS

Finding

Repeated noncompliance for the Athletics Concession Sales (Account #1-0010.01) by the same sponsor were noted.

- This fundraiser sponsor did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2019.
- Although a *Sales Item Inventory Report (SIIR)* was prepared and signed by the sponsor, it was not reviewed and approved by the Principal.
- The *SIIR* was incomplete. Missing information included (1) the quantities of items purchased and sold, and (2) the selling prices and (3) the ending inventories. Consequently, we were unable to determine if all monies from the fundraiser was properly accounted for.
- The *Fundraising Application/Recap Form* was not verified by the school treasurer.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the updated fundraising procedures, they should complete the required Annual eLearning training course prior to conducting fundraising activities.
- The *Sales Item Inventory Report* should be prepared and completed with accurate information. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to account for any items that were given-away free-of-charge, or missing.
- Repeated violation of District Rules by the same employees will be forwarded to Employee and Labor Relations for proper actions.

Management's Response

Concur. Met with Athletic Director and documented through conference notes on February 11, 2020. Ensured he completed the fundraising online training prior to conducting FY20 fundraising Will follow up with bookkeeper re: closeout reports at end of FY20 fundraiser.

H.L. Watkins Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 9480 MacArthur Boulevard
Palm Beach Gardens, FL 33403

Principal:
Fiscal Year 2019: Don Hoffman / Awilda Tomas-Andres
During Audit: Awilda Tomas-Andres

Treasurer:
Fiscal Year 2019: Luz-Mery Ocampo
During Audit: Luz-Mery Ocampo

Cash and Investments

Checking	\$ 40,076.10
Investments	
	\$ 40,076.10

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 1,261.70	\$ 3,765.30	\$ 3,657.28	\$ 5,463.30	\$ 5,463.30	\$ 1,369.72
Music	1,148.61	7,513.75	8,082.12	1,303.05	1,303.05	580.24
Classes	5,890.07	15,359.80	15,538.67	1,621.15	1,779.15	5,553.20
Clubs	2,098.69	565.00	259.42	0.00	731.26	1,673.01
Departments	17,735.70	32,674.54	38,107.71	21,827.41	21,674.41	12,455.53
Trusts	7,038.04	20,725.47	16,920.80	1,300.00	1,605.96	10,536.75
General	4,128.93	24,893.20	22,156.70	10,589.24	9,547.02	7,907.65
	\$ 39,301.74	\$ 105,497.06	\$ 104,722.70	\$ 42,104.15	\$ 42,104.15	\$ 40,076.10

DOCUMENTATION FOR FUNDRAISERS

Finding

The Student Backpack Fundraiser (Account 7-0100.01) had a total sales revenue of \$9,625, which was deposited into the Internal Funds during the period July 1, 2018, through June 30, 2019. However, based on the school’s purchasing records and the *Sales Item Inventory Report* (SIIR) for School Year 2019, this fundraiser should have a total estimated revenue of \$10,320. As a result, \$695 in estimated revenue was unaccounted for. Additionally, 638 backpacks were reported as purchased on the SIIR; however, actual purchases were 688. The sponsor omitted a purchase of 50 backpacks from the Report.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory (1)	Purchases (2)	Items Given Away (1)	Inventory On Hand (1)	Units Sold		
T-shirts	0	688	0	0	688	\$15	\$10,320
Total Estimated Revenues							\$10,320
Total \$ Deposited into Internal Funds							\$9,625
<i>Estimated Revenues Unaccounted For</i>							<u>\$695</u>

(1) Based on *FY19 Sales Item Inventory Report*.

(2) Based on purchasing records during July 1, 2018, through June 30, 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically, *Sales Item Inventory Reports* should be completed with accurate information, which will assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remained in inventory. Discrepancy between the estimated revenue and actual receipt should be investigated and resolved accordingly.

Management’s Response

[Former Principal] There was a problem with the quality of the bags, which the vendor assisted in replacement. I would state that we have now discontinued use of the product. In the future, we will manage the returns and refunds so that there is better accountability with the students and vendor.

[Current Principal] We are not doing this fundraiser this year and we no longer require these backpacks.

**Independence Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 4001 Greenway Drive
Jupiter, FL 33458

Principal:
Fiscal Year 2019: Kathryn Koerner
During Audit: Eric Lundman

Treasurer:
Fiscal Year 2019: Doralien Ciaramella
During Audit: Doralien Ciaramella

Cash and Investments

Checking	\$ 207,283.33
Investments	
	\$ 207,283.33

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 9,799.41	\$ 13,970.00	\$ 12,128.51	\$ 3,850.00	\$ 3,850.00	\$ 11,640.90
Music	24,056.47	183,006.39	174,204.51	54,574.41	55,266.71	32,166.05
Classes	6,552.10	56,912.12	53,628.78	6,374.79	7,235.68	8,974.55
Clubs	7,184.50	6,050.50	5,886.05	846.07	877.47	7,317.55
Departments	77,797.02	199,452.47	215,777.92	53,773.03	47,684.56	67,560.04
Trusts	45,040.41	113,854.51	92,530.32	537.64	6,386.35	60,515.89
General	15,483.94	28,503.78	26,224.20	16,156.40	14,811.57	19,108.35
	\$ 185,913.85	\$ 601,749.77	\$ 580,380.29	\$ 136,112.34	\$ 136,112.34	\$ 207,283.33

Independence Middle School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Jeaga Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 3777 North Jog Road
West Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Anthony Allen
During Audit: Anthony Allen

Treasurer:
Fiscal Year 2019: Shelita Andrews
During Audit: Shelita Andrews

Cash and Investments

Checking	\$ 51,346.57
Investments	
	\$ 51,346.57

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 506.38	\$ 15,535.63	\$ 20,725.89	\$ 15,001.22	\$ 9,599.63	\$ 717.71
Music	1,832.25	8,781.75	7,271.83	5,989.52	6,124.52	3,207.17
Classes	4,584.71	27,950.00	30,773.95	4,148.18	2,001.18	3,907.76
Clubs	1,510.31	15,121.43	15,936.77	3,860.43	4,033.97	521.43
Departments	7,352.71	23,163.24	21,305.96	12,552.53	15,063.19	6,699.33
Trusts	14,234.16	79,350.61	57,538.57	12,480.12	12,509.51	36,016.81
General	694.73	15,252.00	10,970.37	905.92	5,605.92	276.36
	\$ 30,715.25	\$ 185,154.66	\$ 164,523.34	\$ 54,937.92	\$ 54,937.92	\$ 51,346.57

DOCUMENTATION FOR FUNDRAISERS

Finding

Fundraising documentation were not prepared and retained for the PTO Back Pack Sales (Account #6-3300.01) and PTO Spirit Wear (Account #6-3300.03) fundraisers.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- *Sales Item Inventory Report* should be properly prepared and completed with accurate information for each fundraiser and be approved by the principal. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue.

Management's Response

Concur.

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transactions found that:

- Two disbursements did not have the required *School District Consultant Agreements (PBSD 1420)*. Disbursement #7194 (for \$500) was to pay for DJ services. Disbursement #7292 (for \$1,260) was to pay for a vendor to setup various obstacle stations.
- Two disbursements (#7298 for \$400 and #7301 for \$2,500) had the required *School District Consultant Agreements (PBSD 1420)*. However, the *Agreements* were not signed by the Principal.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically, to conform with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant backgrounds must be cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.

Management's Response

Concur.

John F. Kennedy Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 1901 Avenue "S"
Riviera Beach, FL 33404

Principal:
Fiscal Year 2019: Ricky Clark
During Audit: Ricky Clark

Treasurer:
Fiscal Year 2019: Linda Mathis
During Audit: Linda Mathis

Cash and Investments

Checking	\$ 11,280.29
Investments	
	\$ 11,280.29

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 788.59	\$ 9,629.40	\$ 9,182.76	\$ 2,068.97	\$ 1,850.37	\$ 1,453.83
Music	5.34	2,499.90	2,795.61	813.32	517.61	5.34
Classes	2,190.60	22,459.50	22,410.03	10,917.95	10,917.95	2,240.07
Clubs	2,244.07	4,851.00	4,999.33	1,888.62	2,196.53	1,787.83
Departments	3,259.90	9,900.50	10,737.35	1,840.34	2,045.29	2,218.10
Trusts	3,443.13	8,135.87	8,766.43	452.77	713.66	2,551.68
General	452.82	2,572.75	2,261.57	1,537.97	1,278.53	1,023.44
	\$ 12,384.45	\$ 60,048.92	\$ 61,153.08	\$ 19,519.94	\$ 19,519.94	\$ 11,280.29

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) at the school found that \$1,280 in cash, collected through five MCRs (#s 754-10, 754-11, 754-12, 754-13, and 754-14), was retained by the sponsor for one working day before the monies were put into the drop-safe for deposit.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically, *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.

Management's Response

Concur. Retrain staff in collection of money and drop safe.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card purchases found that:

- Disbursement #20673 (for \$2,281.90) was to pay for cheerleader apparel, but did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Two P-Card purchases (for \$367 and \$990) during December 2018 were supported by the vendors' Quotes instead of paid invoices or receipts.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual*, *Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without supporting documentation,

John F. Kennedy Middle School
Management Letter
Year Ended June 30, 2019

there is no assurance that the expenses were appropriate.

Management's Response

Concur. Follow District protocol.

**Jupiter Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 15245 North Military Trail
Jupiter, FL 33458

Principal:
Fiscal Year 2019: Lisa Hastey
During Audit: Lisa Hastey

Treasurer:
Fiscal Year 2019: LaShante Henderson
During Audit: Vacant

Cash and Investments

Checking	\$ 211,339.04
Investments	
	\$ 211,339.04

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 14,178.25	\$ 11,137.03	\$ 9,433.42	\$ 1,951.75	\$ 1,429.25	\$ 16,404.36
Music	47,420.72	234,218.01	234,837.57	63,864.22	64,341.65	46,323.73
Classes	12,557.12	48,194.00	53,388.61	12,875.17	10,875.17	9,362.51
Clubs	23,264.59	18,827.25	18,342.52	5,256.06	5,266.06	23,739.32
Departments	57,054.82	70,260.24	57,319.03	20,403.33	20,393.33	70,006.03
Trusts	67,388.81	73,678.06	95,016.98	477.43	10,942.47	35,584.85
General	(1,155.67)	10,121.34	7,467.40	10,841.61	2,421.64	9,918.24
	\$ 220,708.64	\$ 466,435.93	\$ 475,805.53	\$ 115,669.57	\$ 115,669.57	\$ 211,339.04

DEPOSIT OF MONIES

Finding

The review of sample Monies Collected Reports (MCRs) and money collection process at the school found that:

- One page of the FY 2020 *Drop-safe Log* (#12-70041) was missing. The missing page was for collections on August 29, 2019.
- One collection (for \$280) recorded on one page of the *Drop-safe Log* (#12-69889) was marked returned to the sponsor for clarification. However, the sponsor retained the monies for four additional working days before returning the money back into the safe for deposit.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- To ensure proper fiscal accountability and as required by *Bulletin #P 18-132 CFO*, the Document Custodian for *Drop-safe Logs* should ensure that “*Completed Drop-safe Logs along with PBS 2587 will be filed sequentially in a binder by document number and shall be retained for five years.*”
- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.

Management's Response

Concur. Document Custodian has been directed to file logs sequentially in a binder by document number. All sponsors have been directed to turn in deposits daily.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation found that:

- The review of fundraising for the Polo Shirt Sales (Account #2-1000.08) revealed that the recap portion of the *Fundraising Application/Recap Forms* were neither completed by the sponsors nor verified by the school treasurer. Furthermore, the school treasurer did not verify the recap portion for the Campus Yearbook (Account #5-0450.01).

- The *Sales Item Inventory Report* for the Yearbook Sales (Account #5-0450.01) was not approved by the Principal.

Recommendation

Fundraisers should be administered in accordance with **School Board Policy 2.16** and related District guidelines. Specifically,

- To assist the school in evaluating and monitoring the performance of individual fundraisers, the fundraiser account should include all the needed and accurate financial information.
- The *Sales Item Inventory Report* for each fundraiser should be prepared and completed with accurate information. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to account for items that were given-away free-of-charge, or missing.

Management's Response

Concur. All sponsors conducting fundraisers have completed fundraiser training. Treasurer reviews SIIR for accuracy for each fundraiser prior to submitting to principal for signature.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Nine P-Card transactions, totaling \$1,888.30, did not have any supporting documentation for the expenses.
- Five Disbursements totaling \$14,893.86 (#14594 for \$5,157.20, #14654 for \$1,064.73, #14718 for \$3,699, #14789 for \$3,157.14 and #14932 for \$1,815.79), did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- One P-Card purchase for \$1,491.96 for staff meeting lunches on August 28, 2018 exceeded the \$1,000 per vendor per day limit, but the purchase did not have the required prior approval from Purchasing.
- A *School District Consultant Agreement* (\$2,500 in contract amount) for an assistant band director also conducted woodwinds clinics. The agreement was approved by the principal on August 8, 2018; and the consultant was paid a total of \$3,925 during Fiscal Year 2019. Total payments exceeded the \$2,500 contract amount by \$1,425.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- To ensure expenditures are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- P-Card purchases in excess of \$1,000 require prior approval of Purchasing.
- Payments to consultants should be made in accordance with the agreements. An addendum should be prepared for procuring additional consultant services beyond the contract amount. An addendum to the agreement should be prepared if additional consultant services beyond the contract amount is needed.

Management's Response

Concur. P-Card holders have been directed to provide supporting documentation, and reminded that the principal and Purchasing must approve any PO's in excess of \$1,000. Principal reviewed proper procedures with personnel who submit consultant agreements.

LEASING OF SCHOOL FACILITIES

Finding

Lease Agreements were not always executed with all the signatures in a timely manner. Specifically,

- Lease #1010 was not approved by the Principal until five days after the leasehold period had begun.
- Lease #1017 did not have the signatures or dates of the lessee and witness.

Recommendation

To protect the best interest of the School District, all *Lease Agreements* should be executed with all the required signatures prior to the use of facilities by lessees.

Management's Response

Concur. Lease agreements will be executed prior to use of facilities by lessees.

Jupiter Middle School
Management Letter
Year Ended June 30, 2019

Additional Comments

We have a new Treasurer, and a new secretary handling leases. Thank you for your support.

**Lake Shore Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 425 West Canal Street North
Belle Glade, FL 33430

Principal:
Fiscal Year 2019: Carl Gibbons
During Audit: Carl Gibbons

Treasurer:
Fiscal Year 2019: Mary Rolle
During Audit: Mary Rolle

Cash and Investments

Checking	\$ 24,369.73
Investments	
	\$ 24,369.73

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 4,281.05	\$ 4,856.33	\$ 4,225.39	\$ 3,078.91	\$ 3,078.91	\$ 4,911.99
Music	2,053.14	21,415.49	23,412.33	5,003.66	5,003.66	56.30
Classes	4,530.26	29,408.67	28,729.03	9,138.05	9,138.05	5,209.90
Clubs	2,008.23	7,579.00	8,162.62	2,635.98	2,203.46	1,857.13
Departments	3,603.33	10,541.00	11,669.44	1,742.00	1,742.00	2,474.89
Trusts	9,768.12	16,279.83	17,504.62	1,686.34	1,686.34	8,543.33
General	1,048.05	2,168.25	1,467.59	654.00	1,086.52	1,316.19
	\$ 27,292.18	\$ 92,248.57	\$ 95,171.02	\$ 23,938.94	\$ 23,938.94	\$ 24,369.73

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser documentation revealed that:

- The *Sales Item Inventory Report* for Band Chocolate Sale (Account #2-1000.03) did not contain accurate purchase and sale information. A total of \$6,509.85 in sales revenue was deposited into the Internal Funds during October 1, 2018, through April 9, 2019. Based on the school’s purchasing records, this fundraiser should have generated a total estimated revenue of \$7,920. As a result, \$1,410.15 (18%) in estimated revenue was unaccounted for. A similar finding was also noted in FY2018.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory	Purchases ⁽¹⁾	Items Given Away	Inventory On Hand ⁽²⁾	Units Sold		
Chocolate Bars	-	9,000	-	1,080	7,920	\$1	\$7,920
Total Estimated Revenues							\$7,920
Total \$ Deposits into Internal Funds							\$6,509.85
<i>Estimated Revenues Unaccounted For</i>							<u>\$1,410.15</u>

(1) Based on purchasing records during July 1, 2018, through June 30, 2019.
 (2) Based on the *Sales Item Inventory Report* for FY2019

- The *Sales Item Inventory Report* for the Lake Shore T-Shirt Sales (Account #7-0100.03) did not contain the number of shirts sold at the different selling prices. Moreover, the sponsor of this fundraiser did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- *Sales Item Inventory Report* should be completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.
- Repeated violation of District Rules by the same employees will be forwarded to Employee and Labor Relations for appropriate action.

Management's Response

Concur. As a result of this review, the Principal will required all personnel conducting fundraisers to complete the District fundraiser requirements prior to conducting fundraisers while placing strict requirements in place before conducting fundraisers to prevent any further action.

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transaction records found that:

- Three of the ten sample *School Checks* reviewed were stamped with the Principal's signature plate, in lieu of the manual signature.
- Disbursement #106027 (for \$200) was to pay a consultant for taking prom pictures. However, the engagement of this consultant was done without a *School District Consultant Agreements (PBSD 1420)*.
- Disbursement #105942 (for \$1,500) was to pay for painting the school's mascot on the front of the school. However, this service was by a school employee through direct payment.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically:

- *School Checks* should be manually signed by the Principal or Regional/Instructional Superintendent.
- *To conform with Section 8 of the Consultant Agreement and Florida Statutes §1012.465 (Jessica Lunsford Act), all consultant backgrounds must be cleared prior to performing services and having contact with students at the school. The School District Consultant Agreement (PBSD 1420) should be properly executed for all consultants with dated signatures.*
- To ensure compliance with IRS rules and the related tax withholdings, employee compensation should be processed through the District's payroll system.

Management's Response

Concur.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facilities leasing found that:

- The hard copy of *Lease Agreement #1011* did not have all the required signatures.
- The *Certificate of Insurance* for Lease #1010 mistakenly listed the Lake Shore Middle, instead of the School Board, as the additional insured party.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically,

- To protect the best interest of the School District, *Lease Agreement* should be executed with all the required signatures prior to the use of facility by lessee.
- As required by ***School Board Policy 7.18***, the lessee must “[name] the School Board of Palm Beach County as an additional insured, with the Lease ...” This will ensure the School Board is protected from unwarranted liabilities.

Management’s Response

Concur.

**Lake Worth Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1300 Barnett Drive
Lake Worth, FL 33461

Principal:
Fiscal Year 2019: Mike Williams
During Audit: Mike Williams

Treasurer:
Fiscal Year 2019: Kerri McDonald
During Audit: Kerri McDonald

Cash and Investments

Checking	\$ 39,653.10
Investments	
	\$ 39,653.10

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 8,144.32	\$ 9,055.30	\$ 8,377.01	\$ 2,627.51	\$ 2,627.51	\$ 8,822.61
Music	222.83	19,035.49	18,984.46	4,258.72	3,818.72	713.86
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	2,446.58	3,929.50	2,780.69	2,460.97	2,460.97	3,595.39
Departments	14,510.76	28,607.90	27,056.66	4,709.58	4,576.93	16,194.65
Trusts	8,405.29	8,250.22	10,686.26	2,447.18	3,019.83	5,396.60
General	6,841.95	14,096.39	16,008.35	3,051.41	3,051.41	4,929.99
	\$ 40,571.73	\$ 82,974.80	\$ 83,893.43	\$ 19,555.37	\$ 19,555.37	\$ 39,653.10

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) found that:

- At the year-end, one sponsor did not turn in the yellow copies of the MCRs and the computerized receipts to the school secretary for record retention. The sponsor submitted a letter to the secretary indicating that the yellow copies of the MCRs was mistakenly discarded.
- At the end of the school year, some sponsors did not attach the *Official Receipts* to the yellow copies of the MCRs when submitting these documents to the school secretary for record retention.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- As required by *Bulletin #P-14051-S/CFO* and *Internal Accounts Manual, Chapter 7's Record Retention Requirements*, "Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary...".
- Teacher/sponsors should "compare the yellow copy of the MCR against the official receipt to confirm that funds were properly credited to the school's accounting records

Management's Response

Concur. Practices address with entire staff at 12/3/2019 Faculty Meeting. Periodic reminders to make sure practices/procedures are followed.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #8557 (for \$1,200) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Five disbursements to pay a consultant total \$787.50 (#8537 for \$150; #8543 for \$100; #8567 for \$187.50; #8689 for \$175; and #8725 for \$175) did not have a *School District Consultant Agreement* (PBSD1420).

- Disbursement #8722 (for \$150) was for a refund of field trip fees to a student who paid but did not go to the trip. However, the refund disbursement did not have the supporting documentation for the student's original payment, such as a receipt or copy of *Monies Collected Report* or credit card payment.
- One P-Card transaction (for \$545) was to pay for registration for lodging for a Dual Language Conference. However, the related staff's *Temporary Duty Elsewhere (TDE)* Form and the supporting documents with details of the conference was not maintained.
- One P-Card purchase (for \$1,269) occurred during May 2019, exceeding the \$1,000 per vendor daily limit, which requires prior approval from the Purchasing Department.
- One P-Card transaction (for \$200) was supported by an email receipt that did not have the details of the items purchased.
- Two P-Card transactions (for \$377.35 and \$25.99) during May 2019, were for purchasing a bodypack transmitter from eBay. The purchase was prohibited by the District's Purchasing Guidelines.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To protect the safety and welfare of students, prior to the consultant performing services at the school: (1) the School District Consultant Agreement (PBSD 1420) should be properly executed with all the required dated signatures, and (2) the consultant's background and clearance checks must have been conducted and cleared as required by Section 8 of the Agreement and *Florida Statutes §1012.465 (Jessica Lunsford Act)*.
- Refunds of field trip fees to students, who paid but did not attend, should be supported by the original payment records. Without adequate documentation, there is no assurance that the disbursements were appropriate.
- Pursuant to *Internal Accounts Manual, Chapter 8*, "All travel is subject to Policy 6.01 Authorized Travel Expense Reimbursement, which outlines the approvals, documentation requirements, and reimbursement policies that govern district travel. No expenditures for travel may be made without an approved Leaves/Temporary Duty Elsewhere (TDE) Application (PBSD 0032)."
- P-Card purchases in excess of \$1,000 require prior approval from the Purchasing Department.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting

documentation, there is no assurance that the expenses were appropriate.

- P-Card should not be used for purchase from vendors disallowed by the *Purchasing Manual*.

Management's Response

Concur. Staff will be made aware of findings and refreshed on practices. Meeting will be held with P-Card holders to review procedures.

LEASING OF SCHOOL FACILITIES

Finding

The review of the facility leasing found that the Lease Agreement #1004 did not have the signatures and dates of the lessee or witness.

Recommendation

To ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees and properly witnessed.

Management's Response

Concur. Leasing procedures will be reviewed by admin and clerical involved with leasing.

**Lantana Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1225 West Drew Street
Lantana, FL 33462

Principal:
Fiscal Year 2019: Edward Burke
During Audit: Edward Burke

Treasurer:
Fiscal Year 2019: Leona Burgess-Dotson
During Audit: Leona Burgess-Dotson

Community School Director:
Fiscal Year 2019: Cherie Andrewson
During Audit: Cherie Andrewson

Cash and Investments

Checking	\$ 40,218.39
Investments	
	\$ 40,218.39

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 1,194.46	\$ 9,165.01	\$ 8,517.98	\$ 6,866.75	\$ 6,736.75	\$ 1,971.49
Music	719.76	8,247.55	8,966.63	2,154.15	2,154.15	0.68
Classes	4,353.02	20,156.49	23,463.37	8,006.80	7,906.80	1,146.14
Clubs	1,334.44	1,920.00	1,061.23	12.28	1,256.96	948.53
Departments	16,669.28	13,048.31	12,894.85	5,954.50	7,510.29	15,266.95
Trusts	14,216.74	55,500.74	56,532.10	3,370.31	2,931.10	13,624.59
General	6,929.35	25,907.78	27,708.38	6,465.85	4,334.59	7,260.01
	\$ 45,417.05	\$ 133,945.88	\$ 139,144.54	\$ 32,830.64	\$ 32,830.64	\$ 40,218.39

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that the sponsors of the following three fundraisers did not complete the required annual eLearning Fundraiser Training Course prior to conducting the fundraiser activities.

Fundraiser Activity	Account Number	Activity Began	Training Completed
Student School Shirts	#7-0100.01	08/01/18	09/12/18
Yearbook Sales (Sponsor 1)	#7-0100.03	04/01/19	Did not complete
Yearbook Sales (Sponsor 2)	#7-0100.03	04/01/19	04/09/19

Recommendation

To ensure fundraiser sponsors are familiar with and complying with the procedures, they should complete the required eLearning Training Course annually prior to conducting fundraising activities.

Management's Response

Concur. Staff retrained August FY20.

DOCUMENTATION FOR DISBURSEMENTS

Finding

One P-Card purchase (for \$593.84) during December 2018, for a refrigerator also included payment of \$38.85 for sales taxes. Supporting documentation for this purchase included an in-progress order status and not the final paid receipt.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically, to ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate. Also, the School District is a sales tax-exempt government; it should not pay sales tax for qualified purchases.

Management's Response

Concur. We will continue to diligently monitor the P-card purchases in regards to sales tax.

**L.C. Swain Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5332 Lake Worth Road
Greenacres, FL 33463

Principal:
Fiscal Year 2019: James Thomas
During Audit: James Thomas

Treasurer:
Fiscal Year 2019: Regina Little
During Audit: Regina Little

Cash and Investments

Checking	\$ 74,218.50
Investments	
	\$ 74,218.50

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 8,545.28	\$ 18,874.70	\$ 22,761.47	\$ 10,376.41	\$ 9,736.57	\$ 5,298.35
Music	1,913.40	6,976.65	6,212.56	3,732.53	1,977.28	4,432.74
Classes	1,490.82	56,326.14	54,654.11	3,005.57	3,655.57	2,512.85
Clubs	10,547.09	17,299.45	21,461.51	5,264.69	3,235.37	8,414.35
Departments	23,397.39	59,756.48	42,518.96	25,265.95	28,073.11	37,827.75
Trusts	10,846.03	24,477.70	26,777.88	245.06	3,584.47	5,206.44
General	7,226.72	62,973.41	62,046.27	25,938.80	23,566.64	10,526.02
	\$ 63,966.73	\$ 246,684.53	\$ 236,432.76	\$ 73,829.01	\$ 73,829.01	\$ 74,218.50

CONTROL OF CHANGE FUND

Finding

The school maintained a total of \$1,000 in the Change Fund during the audit. Our examination of the change fund on November 6, 2019, found that the fund had \$980; i.e., \$20 less than recorded in the school's accounting system. There was no documentation or explanation for the \$20 shortage.

Recommendation

To ensure school assets are properly safeguarded, change funds should be maintained in accordance with *Internal Accounts Manual, Chapter 10, Change Funds*.

Management's Response

Concur. Principal and treasurer will insure change funds are more closely monitored.

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that:

- Two pages of the *Drop-safe Log* (page #s 50-44258 and 50-44259) were missing. These missing pages were for collection information during June 4, through June 19, 2019. A change in Document Custodians occurred in Fiscal Year 2020. The current year Document Custodian correctly reported the missing documents to Accounting.
- Some fundraiser sponsors did not attach the Official Receipts to the yellow copies of the MCRs when submitting these documents to the school secretary for record retention at the end of the school. There was no assurance that sponsors verified the accuracy of their deposits.
- MCRs and *Classroom Receipts* were not always completed with all the required information. Missing information included the dates of collections, treasurer's initials and official receipt dates.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- To ensure proper fiscal accountability and as required by *Bulletin #P 18-132 CFO*, the Document Custodian for *Drop-safe Logs* should ensure that "*Completed Drop-safe Logs along with PBS 2587 will be filed sequentially in a binder by document number and shall be retained for five years.*"

- As required by *Bulletin #P-14051-S/CFO* and *Internal Accounts Manual, Chapter 7's Record Retention Requirements*, "Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary..."
- To ensure proper fiscal accountability, MCRs and *Classroom Receipts* should be completed with the needed information and signed by the remitters and the bookkeeper.

Management's Response

Concur. Treasurer will report to principal when procedures are not followed.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- The *Fundraising Application/Recap Forms* for the Band Shirt Sales (Account #2-1000.02) and the General Activities Backpack Sales (Account #7-0100.05) were not approved by the Principal until seven and 11 working days, respectively, after the fundraising activities had begun.
- The *Sales Item Inventory Report* for the Band Polo Shirts Sale (Account #2-1000.02) was not completed with accurate information. Based on the school's purchasing records, 111 shirts were purchased for this fundraiser. However, only 104 shirts were recorded on the *Sales Item Inventory Report*. Consequently, seven shirts with an estimated resale value of \$210 were unaccounted for.
- The Latinos in Action Shirt Sales (Account #4-3500.01) had a total sales revenue of \$1,475, which was deposited into the Internal Funds during the period July 1, 2018, through June 30, 2019. However, based on the school's purchasing records and the *Sales Item Inventory Report* for School Year 2019, this fundraiser should have generated a total estimated revenue of \$3,675. As a result, \$2,200 (60%) in estimated revenue was missing.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory ⁽¹⁾	Purchases ⁽²⁾	Items Given Away ⁽¹⁾	Inventory On Hand ⁽¹⁾	Units Sold		
T-shirts	0	160	9	4	147	\$25	\$3,675
Total Estimated Revenues							\$3,675
Total \$ Deposited into Internal Funds							\$1,475
Estimated Revenues Unaccounted For							\$2,200

(1) Based on *FY19 Sales Item Inventory Report*.

(2) Based on purchasing records during July 1, 2018, through June 30, 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. The *Sales Item Inventory Report* should be approved by the Principal. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. Treasurer and principal will monitor fundraising closely. Both will meet and monitor band and LIA fundraising.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that:

- Two disbursements, totaling \$13,520.52, did not have adequate supporting documentation for the expenses. Disbursement #12669 (for \$1,090) was supported by a *Freight Quotation Request* and Disbursement #12748 (for \$12,430.52) was supported by a *Ticket Order Confirmation* instead of paid receipts or invoices.
- A May 29, 2019, P-Card transaction (for \$989.35) was for the purchase of food without documentation of the participants or the business or educational purpose.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- To ensure proper fiscal accountability, additional information of business purpose and participants should be included for an event providing food.

Management's Response

Concur. Treasurer & Principal will directly monitor P-Card usage.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found that the school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for *School Checks, and Classroom Receipt Books*.

Recommendation

To ensure proper fiscal accountability and as required by *Chapter 27 of the Internal Accounts Manual*, a document custodian should be assigned for all prenumbered documents and recorded on the *Document Custodian Assignment Register (PBSD 0163)*; and each assigned document custodian shall use the *Prenumbered Document Inventory Register (PBSD 0160)* to perform the periodic inventory of the prenumbered forms.

Management's Response

Concur. There was transition among document custodians. New document custodian assigned to provide stability.

Loggers' Run Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 11584 West Palmetto Park Road
 Boca Raton, FL 33428

Principal:
 Fiscal Year 2019: Ed Capitano
 During Audit: Krista Hierholzer

Treasurer:
 Fiscal Year 2019: Mary Terese Ott
 During Audit: Mary Terese Ott

Cash and Investments

Checking	\$ 258,077.55
Investments	
	\$ 258,077.55

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,729.52	\$ 9,767.31	\$ 5,828.09	\$ 1,911.50	\$ 1,911.50	\$ 7,668.74
Music	11,132.85	141,470.34	131,434.54	36,078.94	36,359.97	20,887.62
Classes	14,744.00	27,977.00	41,236.90	1,105.47	1,507.08	1,082.49
Clubs	15,254.08	14,155.49	10,268.00	5,045.25	4,836.96	19,349.86
Departments	51,740.33	119,203.11	90,880.96	43,854.69	51,303.16	72,614.01
Trusts	140,181.27	103,619.17	139,630.26	0.00	450.00	103,720.18
General	27,940.89	6,328.52	9,887.58	9,974.33	1,601.51	32,754.65
	\$ 264,722.94	\$ 422,520.94	\$ 429,166.33	\$ 97,970.18	\$ 97,970.18	\$ 258,077.55

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursements #30279 (for \$4,345) and #30288 (for \$4,000) did not have the required *Purchase Orders*. *Purchase Order* is required purchase exceeding \$1,000.

Recommendation

A *Purchase Order* should be preapproved by the Principal for each purchase exceeding \$1,000. This will help ensure that the purchase is appropriate, and the purchase is properly funded.

Management's Response

Concur. We will utilize P.O. for items over \$1,000.

SAFE SCHOOL PROGRAM

Finding

District procedures require that Safe School fees collected during the month be transmitted to Accounting Department by the fifth business day of the following month. The review of the Safe School Program fee collection records revealed that the fees for eight of ten months were not timely transmitted to the Accounting Department, with delays ranging from four to 49 working days.

Recommendation

The money collection process for Safe School Program should be administered in accordance with *Middle School After School Program Handbook* and other District guidelines. Specifically, in accordance with the *Chart of Accounts for Internal Funds*, fees collected during the month should be transmitted to Accounting Department by the fifth business day of the following month.

Management's Response

Concur. Will submit in monthly timely manner.

**Okeehelée Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 2200 Pinehurst Drive
Greenacres, FL 33463

Principal:
Fiscal Year 2019: Elizabeth Morales
During Audit: Elizabeth Morales

Treasurer:
Fiscal Year 2019: Mery Marrasquin
During Audit: Mery Marrasquin

Cash and Investments

Checking	\$ 140,212.37
Investments	
	\$ 140,212.37

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,594.04	\$ 6,388.12	\$ 6,002.85	\$ 3,197.92	\$ 2,926.96	\$ 4,250.27
Music	4,730.93	17,606.84	15,608.99	9,266.23	9,372.19	6,622.82
Classes	8,391.11	76,384.50	76,441.64	4,616.33	4,428.11	8,522.19
Clubs	11,135.44	14,088.40	11,383.94	4,703.13	6,030.57	12,512.46
Departments	60,267.91	42,773.14	37,931.81	15,067.22	15,925.47	64,250.99
Trusts	22,524.04	5,972.83	8,643.85	15.00	1,654.53	18,213.49
General	13,579.49	64,408.56	55,619.90	22,719.15	19,247.15	25,840.15
	\$ 124,222.96	\$ 227,622.39	\$ 211,632.98	\$ 59,584.98	\$ 59,584.98	\$ 140,212.37

PRENUMBERED DOCUMENTS

Finding

The school did not maintain the *Prenumbered Document Inventory Register* (PBSD 0160) for *School Checks and Prenumbered Tickets*.

Recommendation

Document Custodian is needed to account for each prenumbered document, including School Checks, Prenumbered tickets, and Classroom Receipt. The custodian should use the *Prenumbered Document Inventory Register* (PBSD 0160) to confirm the periodic inventory check of the forms.

Management's Response

Concur. Document Custodian will account for all prenumbered documents immediately.

**Omni Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5775 Jog Road
Boca Raton, FL 33496

Principal:
Fiscal Year 2019: Allison Castellano
During Audit: Nikkia DeLuz

Treasurer:
Fiscal Year 2019: Mirtha Mohammadzadeh
During Audit: Mirtha Mohammadzadeh

Cash and Investments

Checking	\$ 85,797.06
Investments	
	\$ 85,797.06

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 27,374.14	\$ 11,896.00	\$ 23,387.11	\$0.00	\$0.00	\$ 15,883.03
Music	7,085.93	78,168.50	84,232.78	20,776.04	20,726.04	1,071.65
Classes	1,500.00	88,522.00	87,776.15	1,567.92	2,613.77	1,200.00
Clubs	7,237.58	4,384.00	2,348.95	495.96	514.18	9,254.41
Departments	43,955.55	66,330.61	86,284.00	15,997.44	16,356.81	23,642.79
Trusts	18,735.60	48,163.09	46,679.35	2,196.04	6,355.60	16,059.78
General	13,207.55	27,937.90	27,993.05	12,992.40	7,459.40	18,685.40
	\$ 119,096.35	\$ 325,402.10	\$ 358,701.39	\$ 54,025.80	\$ 54,025.80	\$ 85,797.06

Omni Middle School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Osceola Creek Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 6775 180th Avenue North
Loxahatchee, FL 33470

Principal:
Fiscal Year 2019: Brian McClellan
During Audit: Brian McClellan

Treasurer:
Fiscal Year 2019: Celine Harrison
During Audit: Celine Harrison

Cash and Investments

Checking	\$ 142,351.93
Investments	
	\$ 142,351.93

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 6,518.41	\$ 9,157.00	\$ 7,866.87	\$ 1,926.25	\$ 1,926.25	\$ 7,808.54
Music	3,648.16	19,204.98	15,487.10	5,018.00	4,668.00	7,716.04
Classes	1,000.00	7,905.00	4,634.22	0.00	550.00	3,720.78
Clubs	7,559.22	19,873.80	17,643.80	6,214.12	7,506.68	8,496.66
Departments	22,331.28	51,056.85	50,802.11	10,394.19	9,643.21	23,337.00
Trusts	41,137.68	66,799.34	62,533.84	4,307.63	4,307.63	45,403.18
General	44,873.18	17,568.30	17,313.33	14,542.50	13,800.92	45,869.73
	\$ 127,067.93	\$ 191,565.27	\$ 176,281.27	\$ 42,402.69	\$ 42,402.69	\$ 142,351.93

Osceola Creek Middle School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Palm Springs Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1560 Kirk Road
Palm Springs, FL 33461

Principal:
Fiscal Year 2019: Sandra Jinks
During Audit: Sandra Jinks

Treasurer:
Fiscal Year 2019: Claudia Verner / Donna Whiteside
During Audit: Donna Whiteside

Community School Director:
Fiscal Year 2019: Sean Ashworth
During Audit: Sean Ashworth

Cash and Investments

Checking	\$ 134,602.15
Investments	
	\$ 134,602.15

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 8,243.98	\$ 8,117.00	\$ 9,040.36	\$ 2,227.73	\$ 1,617.85	\$ 7,930.50
Music	14,273.88	19,311.75	21,298.36	8,111.41	7,475.96	12,922.72
Classes	2,045.81	4,748.00	2,476.31	1,756.50	2,813.38	3,260.62
Clubs	5,312.38	14,061.35	15,554.26	8,420.75	8,653.63	3,586.59
Departments	31,912.20	60,467.49	60,760.61	26,250.81	23,190.77	34,679.12
Trusts	45,143.75	74,093.64	73,289.40	5,006.00	6,159.42	44,794.57
General	23,852.29	151,852.58	146,414.65	53,594.27	55,456.46	27,428.03
	\$ 130,784.29	\$ 332,651.81	\$ 328,833.95	\$ 105,367.47	\$ 105,367.47	\$ 134,602.15

UNRESTRICTED ACCESS TO THE DROP-SAFE

Finding

The current school treasurer started this position on January 14, 2019. However, as of January 22, 2020, the safe combination for the drop-safe had not been changed. Furthermore, we noted that the Principal's secretary had the full combination to access the drop-safe. As the previous school treasurer, she had one-half of the combination. When she took on the role of Principal's secretary, she received the other half of the combination. During the audit, we notified the principal and a work order was submitted to change the combination.

Recommendation

Chapter 7 of the Internal Accounts Manual states "the safe combination may be shared between two or more trustworthy members of the office staff (such as the school treasurer, data processor, assistant principal, or secretary) with each person having a portion of the combination, so it takes two individuals to open the safe in the principal's absence". To ensure assets are safeguarded properly, access should be restricted only to authorized personnel.

Management's Response

Concur. Combination on safe changed. Internal Accounts manual guidelines were reviewed and will be followed by current staff.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- The Yearbook Sales (Account #5-0450.02) had a total sales revenue of \$6,715, which included \$65 from sales of prior year books, deposited into the Internal Funds during the period July 1, 2018, through June 30, 2019. However, based on the school's purchasing records, the *Sales Item Inventory Report* for School Year 2019, and our examination of physical inventory during the audit, this fundraiser should have generated a total estimated revenue of \$7,255. Consequently, \$540 (or 7%) in estimated revenue was unaccounted for. Furthermore, the *Sales Item Inventory Report* did not accurately reflect the total purchases or ending inventory.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory ⁽¹⁾	Purchases ⁽²⁾	Items Given Away ⁽¹⁾	Inventory On Hand ⁽³⁾	Units Sold		
FY19 books	0	375	0	85	278	\$25	\$6,950
FY19 books					12	\$20	\$240
FY18 books	13	0	0	0	13	\$5	\$65
Total Estimated Revenues							\$7,255
Total Sales Revenues Collected							\$6,715
<i>Estimated Revenues Unaccounted For</i>							<u>\$540</u>

(1) Based on *FY19 Sales Item Inventory Report*.

(2) Based on purchasing records during July 1, 2018, through June 30, 2019.

(3) Based on our examination of physical inventory on January 22, 2020

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure that fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- To ensure proper fiscal accountability, the *Sales Item Inventory Report* should be accurately completed with all needed information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly. Repeated violation of District Rules by the same employees will be forwarded to Professional Standards for appropriate action.

Management's Response

Concur. Will follow district guidelines for future fundraising procedures. New staff has been updated on the procedures.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Two disbursements #14298 (for \$3,675) and #14663 (for \$3,251.30) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.

Palm Springs Middle School
Management Letter
Year Ended June 30, 2019

- Disbursement #14634 (for \$400) was to pay a consultant for DJ services at the May 17, 2019, 8th grade prom. However, the engagement of this consultant did not have the required *School District Consultant Agreement (PBSD 1420)*.
- Disbursement #14241 (\$400) was to pay for DJ services at the school on December 14, 2018. This disbursement was supported by a *School District Consultant Agreement (PBSD 1420)*. However, the agreement did not have an itemized invoice from the consultant.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically:

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To fully conform with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students.
- Payments to consultants should be adequately supported by invoices or statements indicating the dates and times of the services.

Management's Response

Concur. Will follow district guidelines for future purchasing and consultant agreement procedures. New staff has been updated on the procedures.

**Polo Park Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 11901 Lake Worth Road
Lake Worth, FL 33467

Principal:
Fiscal Year 2019: Ann Clark
During Audit: Michael Aronson

Treasurer:
Fiscal Year 2019: Denise Pondiscio
During Audit: Romulo Llerena

Cash and Investments

Checking	\$ 131,682.16
Investments	
	\$ 131,682.16

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,715.84	\$ 19,542.95	\$ 16,229.30	\$ 8,022.79	\$ 8,022.79	\$ 7,029.49
Music	936.03	4,850.00	4,243.58	0.00	0.00	1,542.45
Classes	2,703.12	7,200.00	8,187.96	120.00	120.00	1,715.16
Clubs	9,489.36	12,940.16	12,180.49	2,868.82	3,425.28	9,692.57
Departments	33,685.07	91,580.73	80,873.89	27,532.36	29,960.57	41,963.70
Trusts	38,961.03	203,907.35	177,730.10	3,744.70	2,867.75	66,015.23
General	3,157.03	31,127.20	32,668.39	14,033.93	11,926.21	3,723.56
	\$ 92,647.48	\$ 371,148.39	\$ 332,113.71	\$ 56,322.60	\$ 56,322.60	\$ 131,682.16

Polo Park Middle School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Roosevelt Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1900 North Australian Avenue
West Palm Beach, FL 33407

Principal:
Fiscal Year 2019: Jeremiah Stewart
During Audit: Jeremiah Stewart

Treasurer:
Fiscal Year 2019: Dawnette Smith
During Audit: Shameka Salters

Cash and Investments

Checking	\$ 89,798.44
Investments	
	\$ 89,798.44

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 6,960.41	\$ 24,980.95	\$ 24,378.65	\$ 6,232.71	\$ 6,232.71	\$ 7,562.71
Music	2,319.17	7,429.03	9,069.66	0.00	0.00	678.54
Classes	1,525.78	30,605.25	29,360.18	2,503.18	2,512.14	2,761.89
Clubs	18,436.25	10,630.21	14,685.47	1,957.63	3,400.07	12,938.55
Departments	18,766.50	23,192.02	22,509.83	3,984.96	4,396.79	19,036.86
Trusts	46,447.93	73,276.25	82,052.26	13,729.04	14,477.04	36,923.92
General	10,057.84	2,731.25	5,504.35	5,441.48	2,830.25	9,895.97
	\$ 104,513.88	\$ 172,844.96	\$ 187,560.40	\$ 33,849.00	\$ 33,849.00	\$ 89,798.44

DEPOSIT OF MONIES

Finding

The review of the school’s money collection process and sample *Monies Collected Reports* (MCRs) found that at the end of the school year, some sponsors did not retain and attach the *Official Receipts* to the yellow copies of the MCRs when submitting these documents to the school secretary for record retention. The originating sponsor should compare the two documents to ensure the proper amount was credited to the account.

Recommendation

As required by *Internal Accounts Manual, Chapter 7’s Record Retention Requirements*, “Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary...”

Management’s Response

Concur. Teachers/sponsors will be required to submit their yellow copies of MCR and computerized receipts to the School Secretary by the 25th of each month.

DOCUMENTATION FOR FUNDRAISERS

Finding

The Medical Academy T-shirt Sales (Account #5-9972.01) had a total sales revenue of \$1,113 deposited into the Internal Funds during July 1, 2018, through October 10, 2019. However, based on the school’s purchasing records and the *Sales Item Inventory Report* for Fiscal Year 2019, and our examination of physical inventory during the audit, this fundraiser should have generated a total estimated revenue of \$1,380. Consequently, \$267 (or 19%) in estimated revenue was unaccounted for.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory (1)	Purchases (2)	Items Given Away (1)	Inventory On Hand (3)	Units Sold		
T-Shirts	0	100	2	6	92	\$15	\$1,380
Total Estimated Revenues							\$1,380
Total Sales Revenues Collected							\$1,113
<i>Estimated Revenues Unaccounted For</i>							<u><u>\$267</u></u>

(1) Based on *FY19 Sales Item Inventory Report*.

(2) Based on purchasing records during July 1, 2018, through October 10, 2019.

(3) Based on our examination of physical inventory on October 10, 2019.

Recommendation

Fundraisers should be administered in accordance with School Board Policy 2.16 and related District guidelines. Specifically, *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. A log must be kept and inventory should be reviewed at the end on each week. Each item distributed must be logged and accounted for. A monthly report of the inventory should be submitted to the bookkeeper by the 25th of each month.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facilities leasing noted that:

- Forty-three (43) leases with a total revenue of \$64,153.25 were recorded in the Tririga System. Although all payments were received by the school and reflected in the General Ledger, only one payment was recorded in the Tririga System. Therefore, the amount of lease fees collected was understated in the Tririga System.
- *Lease Agreement* #1040 was not signed by the lessee and witness until six days after the lease period began. Furthermore, payment was not received from the lessee until six days after the leasing period began.

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically,

- Leasing information should be accurately maintained in the Tririga System and information should be updated for collections, contract amendments and cancellations.
- To protect the best interest of the School District, *Lease Agreements* should be executed with the required signatures prior to the use of facilities by lessees. Also, ***School Board Policy 7.18***, requires that leasing charges “are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.”

Roosevelt Middle School
Management Letter
Year Ended June 30, 2019

Management's Response

*Concur. Lease Agreements will be paid and signed at least forty-eight hours prior to the use of the facility.
Payments received will be reported accordingly.*

Additional Comments

Teachers/Sponsors will be trained on inventory procedures and record keeping of the MCR.

Tradewinds Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 5090 South Haverhill Road
 Greenacres, FL 33463

Principal:
 Fiscal Year 2019: Rebecca Subin
 During Audit: Rebecca Subin

Treasurer:
 Fiscal Year 2019: Lorraine Baker
 During Audit: Lorraine Baker

Cash and Investments

Checking	\$ 54,424.73
Investments	
	\$ 54,424.73

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 10,583.08	\$ 9,947.28	\$ 12,597.67	\$ 6,666.59	\$ 6,280.79	\$ 8,318.49
Music	6,108.34	6,165.00	7,207.39	1,375.36	1,375.36	5,065.95
Classes	9,717.32	69,223.50	71,928.68	9,710.53	8,319.10	8,403.57
Clubs	6,612.17	10,787.30	13,465.40	7,238.46	4,791.42	6,381.11
Departments	12,847.54	12,922.84	10,908.00	2,967.55	4,467.55	13,362.38
Trusts	12,706.64	42,495.18	41,346.46	6,368.52	6,368.52	13,855.36
General	3,288.40	36,020.09	37,546.35	17,841.33	20,565.60	(962.13)
	\$ 61,863.49	\$ 187,561.19	\$ 194,999.95	\$ 52,168.34	\$ 52,168.34	\$ 54,424.73

PRENUMBERED DOCUMENTS

Finding

The school did not maintain the *Prenumbered Document Inventory Register* (PBSD 0160) for school checks, and *Classroom Receipt Books*.

Recommendation

To ensure proper fiscal controls and accountabilities, and as required by *Chapter 27 of the Internal Accounts Manual*, the designated document custodian for *School Checks* and *Drop-safe Logs* should use the *Prenumbered Document Inventory Register* (PBSD 0160) to account for the usage and monthly inventory-check of these documents.

Management's Response

Concur. Discussed with employee and corrected.

LEASING OF SCHOOL FACILITIES

Finding

The review of leasing activities of school facilities found that the school did not always have the required leasing documentation for the use of facilities by lessees:

- Deposits #1386-8 was for \$375 in rentals collected from one lessee. However, the leasing arrangement did not have the required *Lease Agreement*. Moreover, this leasing arrangement was not recorded in the Tririga system.
- Lease #1004 was for weekly use of facilities during September 2018 with a total rental charge of \$600. However, \$760 was collected for this lease without explaining the reason for the additional \$160 in rental charge.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines.

- Lease agreements should be properly documented.
- Leasing information should be accurately recorded in the Tririga System; and the record should be updated with new information such as fee waivers and amendments in leasing arrangements.

Tradewinds Middle School
Management Letter
Year Ended June 30, 2019

Management's Response

Concur. Lease coordinator aware of mistakes.

Watson B. Duncan Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 5150 117th Court North
Palm Beach Gardens, FL 33418

Principal:
Fiscal Year 2019: Phillip D'Amico
During Audit: Phillip D'Amico

Treasurer:
Fiscal Year 2019: Nicole Hickman
During Audit: Nicole Hickman

Cash and Investments

Checking	\$ 169,139.95
Investments	
	\$ 169,139.95

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,670.68	\$ 9,871.26	\$ 10,333.36	\$ 917.50	\$ 792.50	\$ 3,333.58
Music	6,773.02	54,372.41	60,101.53	18,084.87	16,226.22	2,902.55
Classes	4,561.34	121,015.43	110,370.24	15,924.31	17,767.24	13,363.60
Clubs	14,700.21	20,449.86	20,356.73	11,560.60	8,706.05	17,647.89
Departments	117,138.27	139,897.67	157,273.66	48,093.15	48,505.28	99,350.15
Trusts	15,033.24	117,145.72	99,500.01	7,803.90	18,115.93	22,366.92
General	2,752.98	20,933.76	21,240.37	14,106.81	6,377.92	10,175.26
	\$ 164,629.74	\$ 483,686.11	\$ 479,175.90	\$ 116,491.14	\$ 116,491.14	\$ 169,139.95

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that:

- The required *Sales Item Inventory Reports* were not prepared for three fundraisers: (1) T-Shirt Sales (Account #4-1520.01), (2) Coupon Book Sales (Account #5-1580.02), and (3) Polo Shirt Sales (Account 5-1580.03).
- The *Sales Item Inventory Reports* were not reviewed and approved by the principal for three fundraisers: (1) P.E Uniform Sales (Account #5-1900.01), (2) Band Tuxedo Shirt Sales (Account #2-1000.02), and (3) Domino's Pizza Cards Sales (Account #2-1500.05).
- The recap section of the *Fundraising Application/Recap Form* was neither completed by the sponsor nor verified by the school treasurer for the Polo Shirt Sales (Account #4-1520.01). Furthermore, the school treasurer did not verify the financials for the Band Tuxedo Shirt Sales (Account #2-1000.02), P.E. Uniform Sales (Account #5-1900.01, and Coupon Book Sales (Account #5-1580.02).

Recommendation

Fundraisers should be administered in accordance with School Board Policy 2.16 and related District guidelines. Specifically, the *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to account for any items that were given-away free-of-charge, or missing.

Management's Response

Concur. Created check sheet for sponsors. Calendar each fundraiser close dates.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that:

- Three disbursements (#15271, #15593, and #15632) totaling \$315 were to pay for a consultant to perform theatre lighting work. However, the engagement of this consultant did not have a *School District Consultant Agreement* (PBSD-1420).
- Four *School District Consultant Agreements*, totaling \$16,260, were issued to the same science education consultant on September 4, October 1, and November 26, 2018, and March 4, 2019. ***Purchasing Manual, Chapter 13***, states, "a Principal can approve up to \$5,000 per supplier, per fiscal year." Consultant contracts over \$5,000 must be signed by the consultant, principal, and

Watson B. Duncan Middle School
Management Letter
Year Ended June 30, 2019

regional/instructional superintendent before sending to the Purchasing Department to complete the process. The consultant received total payments of \$12,996.

Furthermore, two of these four *Agreements* were not signed by the consultant; the principal did not approve two of the four *Agreements*; and the remaining two were approved after services were performed.

- A *School District Consultant Agreement* totaling \$400, to pay for sound engineering services during school concerts was approved by the principal on December 1, 2018. However, this consultant was paid a total of \$650 for Fiscal Year 2019, which exceeded the total contract by \$250 (or 63%). Additionally, the term of the *Agreement* was for December 13, 2018. The services were performed on December 11 and 14, 2018, and May 16, 2019.
- Disbursement #15451 (for \$420) was to pay for a consultant who provided flute instruction for the school band. Missing information including the date the *Agreement* was prepared, date and times of services to be performed is missing from the *School District Consultant Agreement*. Additionally, the *Agreement* was not approved by the principal.
- Disbursement #15485 (for \$275) was to pay a consultant for piano accompaniment services to the chorus. The related *School District Consultant Agreement* for a total cost of \$1,400 was not approved by the Principal until 34 days after the services were delivered.
- A P-card purchase (for \$435.89) during October 2019, for tennis nets and traffic cones included payment of \$25.56 in sales tax. Qualified purchases by the school should be exempted from paying sales tax.

Recommendation

Disbursements should be administered in accordance with Internal Accounts Manual and related District guidelines. Specifically,

- To conform with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant backgrounds must be cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.
- All contracts should be approved by the Principal as required by *School Board Policy 6.14(4)*, which states “*the School Board has delegated limited authority to ... School Principals relating to the purchase of commodities and contractual services ...*” and “*No person, unless specifically authorized to purchase commodities or contractual services under School Board policies, may make any purchase or enter into any contract involving the use of school or School District funds.*”
- Payments to consultants should be made in accordance with the executed agreements. An addendum to the agreement should be prepared of additional consultant services are needed beyond the original contract terms.

- The School District is a sales tax-exempt government and it should not pay sales tax for qualified purchases.

Management's Response

Concur. Providing staff with consultant guides. Confirming agreement before issuing check/payment.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facility leasing found that leasing charges for Lease #1011 were collected 21 working days after the use of the facilities with a delay of.

Recommendation

School Board Policy 7.18, requires that leasing charges “are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.”

Management's Response

Concur. In the future, leases will be paid at the minimum 48 hours prior to the use of a facility.

**Wellington Landings Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1100 Aero Club Drive
Wellington, FL 33414

Principal:
Fiscal Year 2019: Blake Bennett
During Audit: Blake Bennett

Treasurer:
Fiscal Year 2019: Capella Flaherty
During Audit: Capella Flaherty

Cash and Investments

Checking	\$ 174,948.70
Investments	
	\$ 174,948.70

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 9,409.77	\$ 19,911.50	\$ 16,728.37	\$ 2,332.05	\$ 2,332.05	\$ 12,592.90
Music	28,286.20	50,545.51	52,151.59	11,645.52	12,710.89	25,614.75
Classes	9,271.05	113,729.00	113,976.56	5,925.47	9,192.05	5,756.91
Clubs	6,344.49	32,042.78	30,921.87	7,601.85	5,716.28	9,350.97
Departments	63,272.07	116,532.46	102,725.24	28,413.99	28,329.60	77,163.68
Trusts	60,805.26	195,068.50	217,964.97	44,737.97	42,192.22	40,454.54
General	58.35	63,767.42	59,627.06	17,884.76	18,068.52	4,014.95
	\$ 177,447.19	\$ 591,597.17	\$ 594,095.66	\$ 118,541.61	\$ 118,541.61	\$ 174,948.70

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser records found that the sponsors of the School Store Shirts Sales (Account # 7-0100.02), and the P.E Locks Sales (Account 5-1900.01) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically, to ensure fundraiser sponsors are familiar and complying with the updated fundraising procedures, they should complete the required Annual eLearning Training Course annually prior to conducting fundraising activities.

Management's Response

Concur. All eLearning will be completed in a timely manner moving forward.

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #15376 (for \$1,220) did not have the required *Purchase Orders*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.

Recommendation

All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.

Management's Response

Concur. Check 15376 did not have a preapproved Purchase Order.

LEASING OF SCHOOL FACILITIES

Finding

The review of school facility leasing records revealed that, *Lease Agreement* # 1002 was for the use of facilities commencing October 2, 2018. However, leasing charges of \$3,766.24 were not collected until October 9, 2018; seven days after leasing activities began.

Wellington Landings Middle School
Management Letter
Year Ended June 30, 2019

Recommendation

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related District guidelines. Specifically, to protect the best interest of the School District, leasing charges “*are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.*”

Management’s Response

Concur. The lessee was late in submitting their payment. As a result, we no longer lease to this organization. We also will cancel any future leases immediately if payment is not received 48 hours prior to the commencement of the activity.

**Western Pines Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5949 140 Avenue North
Royal Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Robert Hatcher
During Audit: Robert Hatcher

Treasurer:
Fiscal Year 2019: Tammi Leblance
During Audit: Tammi Leblance

Cash and Investments

Checking	\$ 187,376.91
Investments	
	\$ 187,376.91

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 7,773.23	\$ 10,087.60	\$ 7,898.35	\$ 9,157.57	\$ 9,822.57	\$ 9,297.48
Music	5,393.60	35,464.95	29,727.22	16,064.15	15,399.15	11,796.33
Classes	2,703.18	12,545.92	13,279.91	1,334.94	867.66	2,436.47
Clubs	13,253.08	13,544.05	15,222.42	5,173.94	6,839.22	9,909.43
Departments	78,016.90	72,541.22	70,366.17	29,108.39	29,845.12	79,455.22
Trusts	48,159.48	39,171.01	36,719.80	5,003.73	5,060.90	50,553.52
General	18,723.30	57,964.97	54,751.71	9,885.54	7,893.64	23,928.46
	\$ 174,022.77	\$ 241,319.72	\$ 227,965.58	\$ 75,728.26	\$ 75,728.26	\$ 187,376.91

Western Pines Middle School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Woodlands Middle School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 5200 Lyons Road
 Lake Worth, FL 33467

Principal:
 Fiscal Year 2019: Enrique Vela
 During Audit: Enrique Vela

Treasurer:
 Fiscal Year 2019: Jureerat Prisarojn
 During Audit: Jureerat Prisarojn

Cash and Investments

Checking	\$ 136,662.40
Investments	
	\$ 136,662.40

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 10,854.06	\$ 15,110.70	\$ 14,562.26	\$ 8,683.01	\$ 8,683.01	\$ 11,402.50
Music	16,112.40	15,434.60	15,522.41	5,111.56	5,111.56	16,024.59
Classes	878.57	33,120.30	31,013.00	2,303.82	2,554.86	2,734.83
Clubs	7,066.95	7,053.00	5,983.50	854.56	854.56	8,136.45
Departments	47,784.28	82,280.71	75,289.05	29,025.40	29,210.71	54,590.63
Trusts	31,789.54	73,754.25	62,137.69	6,515.42	7,226.42	42,695.10
General	2,255.16	1,139.25	3,463.46	1,147.35	0.00	1,078.30
	\$ 116,740.96	\$ 227,892.81	\$ 207,971.37	\$ 53,641.12	\$ 53,641.12	\$ 136,662.40

DEPOSIT OF MONIES

Finding

The review of money collection process and *Monies Collected Reports* (MCRs) at the school found that:

- Some sponsors did not always record the deposit information on the *Drop-safe Log* before putting the monies into the safe. For example, \$68.41 for two collections (MCRs #922-6 and #960-5) was not recorded on the log.
- A \$15 collection recorded on *Drop-safe Log* #50-38397 was crossed-off without any explanation.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- Responsible staff should complete the *Drop-safe Log* with all the required information. The activity sponsor should complete *Section 1* of the *Log* before dropping off the collections into the safe. The treasurer and the independent staff verifier should jointly complete *Section 2* of the *Log* to confirm the treasurer's removing the deposits for processing. The staff verifier should complete *Section 3* of the *Log* after the treasurer entered the deposit information into the school's accounting system by entering the *Official Receipt* number on the *Log*.
- To ensure proper fiscal accountability, deposit information should be properly recorded on the *Drop-safe Log*. Deletions or changes in information on the *Log* should be explained on the *Log*, signed, and acknowledged by the sponsors.

Management's Response

Concur. Review Drop-safe Log procedures with staff, including periodic email reminder. Use of eLearning course for activity sponsors.

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursements #157220 (for \$8,305) and #157521 (for \$8,076.79) did not have the required *Purchase Order*. A *Purchase Order* preapproved by the principal is required for all purchases in excess of \$1,000.

Recommendation

All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.

Management's Response

Concur. Review procedures with school's Cambridge sponsor to request purchase orders for all Cambridge annual fees in the future.

SAFE SCHOOL PROGRAM

Finding

The review of records for the Safe School (Aftercare) Program found that 71 *Middle School Afterschool Fee Waiver Request* forms were filed with the *Program Applications*. However, none of the 71 *Requests* were approved by the Principal.

Recommendation

Safe School Program should be administered in accordance with *Middle School Afterschool Program Handbook* and other District's guidelines. Specifically, to ensure proper fiscal accountability, payment history should be recorded on the individual *Records of Payment Form* (PBSD 1652) for each student, and *Classroom Receipts* should be issued for fee collections.

Management's Response

Concur. Retraining for Middle School Afterschool program Director to ensure fee waivers are processed correctly.

High Schools

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**Atlantic High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 2455 West Atlantic Avenue
Delray Beach, FL 33445

Principal:
Fiscal Year 2019: Tara Dellegrotti Ocampo
During Audit: Tara Dellegrotti Ocampo

Treasurer:
Fiscal Year 2019: Mary Stacey
During Audit: Mary Stacey

Community School Director:
Fiscal Year 2019: Jerry Fogarty
During Audit: Jerry Fogarty

Cash and Investments

Checking	\$ 270,106.00
Investments	
	\$ 270,106.00

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 26,069.45	\$ 193,853.47	\$ 176,638.09	\$ 46,482.46	\$ 42,509.13	\$ 47,258.16
Music	25,219.20	85,816.17	86,499.92	21,569.49	21,569.49	24,535.45
Classes	6,520.66	42,046.43	39,621.68	9,299.64	11,182.65	7,062.40
Clubs	66,035.50	93,224.57	86,531.58	26,873.13	30,818.11	68,783.51
Departments	53,021.25	54,259.17	69,125.74	10,891.58	5,638.88	43,407.38
Trusts	142,585.47	142,737.49	180,702.12	54,625.00	98,252.01	60,993.83
General	15,711.95	(28.91)	37,846.74	47,196.71	6,967.74	18,065.27
	\$ 335,163.48	\$ 611,908.39	\$ 676,965.87	\$ 216,938.01	\$ 216,938.01	\$ 270,106.00

DOCUMENTATION FOR FUNDRAISERS

Finding

The *Sales Item Inventory Report (SIIR)* for the Yearbook – Nautilus (Account #5-0450.00) was not accurate. During the audit, 56 yearbooks remained on hand. However, no ending inventory was reported on the *SIIR*. In addition, the total sales amount on the *SIIR* was not the same as the deposits in the General Ledger. Moreover, the *SIIR* was not approved by the Principal.

Recommendation

To ensure proper fiscal accountability, the *Sales Item Inventory Report* should be accurately completed with all needed information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly. The *Sales Item Inventory Report* should be reviewed and approved by the Principal to account for any items that were given-away free-of-charge, or missing

Management's Response

Concur. Monitor and meet bi-weekly with bookkeeper and sponsor to go over sales and account information and track account balance each month.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that:

- Disbursement #17196 (for \$2,271.30) was for contracted security services which exceeded the \$1,000 *Purchase Order* threshold, but was not supported with a *Purchase Order*.
- Disbursement #17760 (for \$525) was for meal expenses for five students participating in the National High School Ethics Bowl during April 5 through 8, 2019. The disbursement was supported by a list of student names; however, student signatures for attendance were not obtained and the amounts received were not recorded.
- Disbursement #17849 (for \$850) was an advanced to a sponsor for meals, gas, and parking expenses during a May 2-4, 2019, state track competition in Jacksonville. The disbursement was supported by receipts and payment vouchers to students totaling \$751.40. According to attached emails, receipts for \$98.60 in gas expenses were lost by the sponsor.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically,

- A *Purchase Order* approved by the Principal should be issued for each purchase in excess of \$1,000. This will help ensure that funds are and will be available for the purchase.
- Disbursements for student per diem payments should include student signatures next to their names with the amounts they received.
- All disbursements should be supported with an invoice or itemized receipt. Without supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. Go over procedures with entire faculty in November showing a ppt. with all required information for PO, student and teacher documentation, original receipts and refunds.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facilities leasing found that:

- The Tririga System database was not properly maintained. Specifically,
 - Payments for 24 *Leases* totaling \$55,628.40, were not recorded in the Tririga System. Consequently, fee collections were understated in the Tririga System.
 - The leasing information for five leasing activities (#1010, #1032, #1041, #1044 and #1048) with a total value of \$8,516.90 was recorded in the Tririga System. However, the school has not collected the lease payments. According to staff, the leases were cancelled, but the original leasing records were not updated in the Tririga System. As a result, the Tririga System overstated the school's leasing income by \$8,516.90.
 - Lease #1012 (for \$615) was recorded in the Tririga System. A fee waiver of \$200 for was recorded in the Tririga System, therefore, expected revenue was \$415. Staff stated a waiver for the \$415 was also given. However, the additional waiver was not recorded in the Tririga System.
- Lease #1017 had a total contract amount of \$1,702.50. As of August 14, 2019, no payments had been collected for this lease. Additionally, an executed copy of Lease #1017 was not maintained.
- The *Certificate of Insurance* for Lease Agreement #1017, did not show the School Board as the certificate holder and additional insured party for liability insurance coverage.

Recommendation

Leasing of school facilities should be administered in accordance with **School Board Policy 7.18** and related District guidelines. Specifically,

- Leasing information should be accurately recorded in the Tririga System; and the record should be updated with new information such as fee waivers, cancellations, and amendments in leasing arrangements.
- As required by **School Board Policy 7.18**, “fees are to be paid by check or credit card at least forty-eight (48) hours prior to use of a facility.” The school should collect the \$1,702.50 in unpaid rentals and labor costs from the lessee.
- To protect the best interest of the School District, all *Lease Agreements* should be executed with all the required signatures prior to the use of facilities by lessees.
- As required by **School Board Policy 7.18**, lessee must “provide a copy of liability insurance policy in the amount of \$1,000,000, naming the School Board of Palm Beach County as an additional insured, with the Lease Agreement or purchase liability insurance from the School District.” This will ensure the School Board is adequately protected from unwarranted liability.

Management’s Response

Concur. Met with bookkeeper and Assistant Principal to go over procedures and recording of documents in Tririga. Assistant Principal will attend additional training.

**A. W. Dreyfoos School of Arts
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 501 South Sapodilla Avenue
West Palm Beach, FL 33401

Principal:
Fiscal Year 2019: Susan Atherley
During Audit: Susan Atherley

Treasurer:
Fiscal Year 2019: Sandra Bullock
During Audit: Sandra Bullock

Cash and Investments

Checking	\$ 633,939.33
Investments	
	\$ 633,939.33

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 9,281.25	\$ 23,173.11	\$ 22,042.33	\$ 1,060.14	\$ 1,120.78	\$ 10,351.39
Music	79,141.38	492,747.18	476,501.46	81,873.33	79,470.60	97,789.83
Classes	24,101.46	151,763.27	142,395.16	41,885.81	45,685.89	29,669.49
Clubs	48,460.50	56,327.84	56,695.18	13,835.25	15,717.61	46,210.80
Departments	261,247.20	398,799.67	429,079.95	149,692.54	152,652.36	228,007.10
Trusts	166,339.61	166,136.72	158,701.11	914.59	73.59	174,616.22
General	51,983.04	48,622.66	58,770.37	31,383.17	25,924.00	47,294.50
	\$ 640,554.44	\$1,337,570.45	\$1,344,185.56	\$ 320,644.83	\$ 320,644.83	\$ 633,939.33

A.W. Dreyfoos School of the Arts
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

**Boca Raton High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1501 N.W. 15th Court
Boca Raton, FL 33486

Principal:
Fiscal Year 2019: Suzanne King
During Audit: Suzanne King

Treasurer:
Fiscal Year 2019: Kelly Schroeder
During Audit: Kelly Schroeder

Community School Director:
Fiscal Year 2019: Joseph Cortez
During Audit: Joseph Cortez

Cash and Investments

Checking	\$ 722,492.72
Investments	
	\$ 722,492.72

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 133,139.78	\$ 373,764.50	\$ 392,333.18	\$ 123,303.74	\$ 124,477.61	\$ 113,397.23
Music	25,726.55	205,374.19	215,065.55	60,001.40	59,623.94	16,412.65
Classes	9,016.65	15,606.36	7,578.72	14,113.20	16,887.09	14,270.40
Clubs	116,935.68	469,823.41	450,021.41	154,987.08	147,541.17	144,183.59
Departments	214,505.34	214,066.72	209,717.38	62,788.96	72,156.89	209,486.75
Trusts	160,868.55	582,153.46	558,060.02	70,394.74	68,096.96	187,259.77
General	26,387.99	178,544.05	170,644.25	77,845.93	74,651.39	37,482.33
	\$ 686,580.54	\$2,039,332.69	\$2,003,420.51	\$ 563,435.05	\$ 563,435.05	\$ 722,492.72

DOCUMENTATION FOR FUNDRAISERS

Finding

The sponsor of the Prom Fundraiser (7-0100.03) did not complete the required annual eLearning Fundraiser Training Course prior to conducting the fundraiser activities. Moreover, the *Fundraising Application/Recap Form* was approved by the Principal on August 6, 2019, six months after the fundraiser had begun.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the procedures, they should complete the required eLearning Training Course annually prior to conducting fundraising activities.
- To ensure the fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*. Most importantly, non-approved fundraisers could subject the school to unwanted liabilities and unfunded debts.

Management's Response

Concur. Form 0153 was dated incorrectly – it should have been 8/6/2018. We were working on 2019 items and made an error when dating the form. The sponsor has been directed to complete training prior to fundraising. We also changed our process and sponsors must submit proof of completion with each request.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- A P-Card purchase (for \$437.71) made on January 8, 2019, for backpacks did not have documentation indicating the purpose (business or educational). Moreover, this expense included payment of \$28.51 in sales tax. All qualified purchases by the school should be exempted from paying sales tax.
- A P-Card purchase (for \$617.00) made on April 10, 2019, was for football helmets but the purchase was from a non-bid-awarded vendor. Moreover, the payment was supported by an expired quote instead of a vendor invoice or paid receipt. Subsequent to the audit, staff provided a copy of an invoice. However, it was dated July 22, 2019, three months after payment was made.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically,

- Disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- The School District is sales tax-exempt governmental entity and should not pay sales tax for qualified purchases.

Management's Response

We requested the sales tax refund but vendor denied the request due to the time elapsed. The \$617 was for reconditioning of helmets. We are given a quote and once the helmets are received by the vendor, the amount may change. We will request updated quote after helmets are received. We will double check for tax before paying invoices.

**Boynton Beach Community High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 4975 Park Ridge Boulevard
Boynton Beach, FL 33426

Principal:
Fiscal Year 2019: Anthony Lockhart
During Audit: Anthony Lockhart

Treasurer:
Fiscal Year 2019: Toni Hatcher
During Audit: Toni Hatcher

Community School Director:
Fiscal Year 2019: Karensa Wright
During Audit: Karensa Wright

Cash and Investments

Checking	\$ 151,177.04
Investments	
	\$ 151,177.04

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 10,181.42	\$ 70,999.72	\$ 64,157.49	\$ 36,200.62	\$ 33,407.46	\$ 19,816.81
Music	5,187.47	51,984.33	47,598.34	13,873.32	19,830.68	3,616.10
Classes	2,127.86	43,135.00	33,308.49	12,453.40	14,611.12	9,796.65
Clubs	8,362.07	16,127.20	13,659.54	4,965.30	2,489.70	13,305.33
Departments	45,270.56	97,317.52	96,331.15	33,620.92	38,324.58	41,553.27
Trusts	58,847.01	226,916.58	228,177.78	21,544.28	19,522.92	59,607.17
General	2,521.75	2,550.77	7,119.43	8,891.08	3,362.46	3,481.71
	\$ 132,498.14	\$ 509,031.12	\$ 490,352.22	\$ 131,548.92	\$ 131,548.92	\$ 151,177.04

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that:

- Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$1,031 (\$771 in cash and \$260 in checks) collected through MCR #1327-18 was retained by the sponsor for one to 14 working days before the money was put into the drop-safe for deposit.
- According to the accounting records, the school maintained a total of \$2,300 in the Change Fund. However, our examination on September 30, 2019, a school holiday, found only \$2,200 in the safe. The remaining \$100 was not secured in the safe as required. Instead, it was held by the sponsor and was not available for OIG verification until the next day.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- Monies collected should be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.
- As required by *Internal Accounts Manual, Chapter 10, Change Funds*, “*When not in use, change funds must be secured in the safe.*”

Management's Response

Concur. We accept the recommendations set forth by the department. In an effort to mitigate further discrepancies, we will continue to provide professional development to our team members.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraising documentation revealed that:

- The sponsors of the following two fundraisers did not complete the required Annual eLearning Fundraiser Training Course prior to conducting the fundraiser activities:

Fundraiser Activity	Account Number	Activity Began	Training Completed
Katidids	#2-1000.04	10/23/2018	1/18/2019
Yearbook Sales	#5-0450.00	1/16/2019	Did not complete

- The *Sales Item Inventory Report* for the Band Katidids Sales (Account #2-1000.04) was not approved by the Principal.
- The Yearbook Sales (Account #5-0450.00) did not have the required *Sales Item Inventory Report*.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.
- The *Sales Item Inventory Report* should be reviewed and approved by the Principal. This will help account for any items that were given-away free-of-charge, or missing. Accurate information on the *Sales Item Inventory Report* will assist staff in reconciling the sales revenue with the estimated revenue.
- To ensure proper fiscal accountability, a *Sales Item Inventory Report* should be maintained so that staff can reconcile sales revenues and account for items purchased, given away, or remained in inventory. All significant discrepancies between the estimated revenue and actual receipt should be investigated and resolved accordingly.

Management’s Response

Concur. We accept the recommendations set forth by the department. In an effort to mitigate further discrepancies, we will continue to provide professional development to our team members.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement # 15987 (for \$1,124) did not have the required *Purchase Order*. *Purchase Order* is required for purchase exceeding \$1,000. Moreover, *Purchase Order* for Disbursement #15988 (for \$3,382.25) was not approved by the Principal until 28 days after the invoice date.

Boynton Beach High School
Management Letter
Year Ended June 30, 2019

- Disbursement #15863 (for \$1,957.50) was for payment to a choreographer for teaching dance academy students. However, the engagement with this consultant had the following exceptions:
 - Although the invoice included the total number of hours of services, it did not indicate the dates and times for the services.
 - Four *School District Consultant Agreements* (PBSD 1420) were issued to this consultant. However, three *Agreements* were not approved by the principal, and one was not signed by the principal and the consultant. These four *Agreements* were issued to the same consultant with payment of \$6,885. ***Purchasing Manual, Chapter 13***, states, “*a Principal can approve up to \$5,000 per supplier, per fiscal year.*” Consultant contracts over \$5,000 must be signed by the consultant, principal, and regional/instructional superintendent before sending it to the Purchasing Department to complete the process.
- One July 24, 2018, P-Card transaction for \$83.83 did not have any supporting documentation. Additionally, seven P-Card purchases, totaling \$2,813.77, were supported by credit card receipts that did not have the details of the items purchased.
- Two sample P-Card transactions, totaling \$39.34, were for purchase of fuel without documentation of the purposes for the purchases. As stated in the *P-Card Purchasing Guidelines*, gasoline can only be purchased for operating rental vehicles, District vehicles for out-of-county trips, golf carts, and small custodial equipment.
- Two disbursements for catering service were not properly approved by the principal.
 - Disbursement #15950 (for \$5,011) for the April 26, 2019, Prom was supported by an unsigned *Event Contract*.
 - Disbursement #15998 (for \$1,407) for the May 10, 2019, Band Banquet was supported by an *Event Contract* without the date of the principal’s signature. Moreover, the contract was not signed by the vendor.
- One P-Card purchase (for \$641.99) for purchase of a smart TV during February 2019, included payment of \$42 in sales tax. All qualified purchases by the school should be exempted from paying sales tax.
- Supporting documentation, such as invoices/receipts, were not always defaced (stamped “PAID”) after payment in order to prevent duplicate payments.

Recommendation

Disbursement procedures should be administered in accordance with ***Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)***, and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- Payments to consultants should be adequately supported by invoices or statements indicating the dates and times of the services. Moreover, to protect the best interest of the school, *School District Consultant Agreements* should be properly executed with the needed information and signatures prior to the consultant providing the services.
- ***School Board Policy 6.14(4)(b)(iv)*** states, “*Principals may not divide the procurement of commodities or contractual service so as to avoid the delegated monetary threshold.*”
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- All contracts should be approved by the Principal as required by ***School Board Policy 6.14(4)***, which states “*the School Board has delegated limited authority to ... School Principals relating to the purchase of commodities and contractual services ...*” and “*No person, unless specifically authorized to purchase commodities or contractual services under School Board policies, may make any purchase or enter into any contract involving the use of school or School District funds.*”
- The School District is a sales tax-exempt government; it should not pay sales tax for qualified purchases.
- To avoid potential duplicated payments, supporting documentation such as receipts and invoices should be defaced (stamped “PAID”) after payments were made.

Management’s Response

Concur. We accept the recommendations set forth by the department. In an effort to mitigate further discrepancies, we will continue to provide professional development to our team members.

ADULT EDUCATION AND COMMUNITY SCHOOL PROGRAMS

Finding

The review of the Adult Education and Community School records found that Adult Education and Community School related fees were not transmitted to the Central Office in a timely manner. Delays ranged from 17 to 69 days.

Recommendation

District procedures require that Adult Education and Community School tuition fees should be transmitted to the Central Office within six weeks (42 days) after the classes begin in order to provide timely funding for Adult Education, Community School personnel, and other related expenses.

Management's Response

Concur. Community School Administrator stated that tuition fees will be transmitted on time.

PRENUMBERED DOCUMENTS

Finding

The review of prenumbered documents found that the school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for School Checks and custom-designed prenumbered tickets.

Recommendation

The assigned Document Custodian should account for each prenumbered document, including School Checks and Prenumbered Tickets, through the use of the *Prenumbered Document Inventory Register (PBSD 0160)*. Periodic inventory check of the forms should be performed by the custodian.

Management's Response

Concur. We accept the recommendations set forth by the department. In an effort to mitigate further discrepancies, we will continue to provide professional development to our team members.

**Forest Hill High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 6901 Parker Avenue
West Palm Beach, FL 33405

Principal:
Fiscal Year 2019: Mary Stratos
During Audit: Esther Rivera

Treasurer:
Fiscal Year 2019: Connie Rider/ Michelle Bauer
During Audit: Michelle Bauer

Community School Director:
Fiscal Year 2019: Todd Bolar
During Audit: Doris Younce

Cash and Investments

Checking	\$ 100,670.22
Investments	
	\$ 100,670.22

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 407.09	\$ 116,529.68	\$ 146,683.54	\$ 41,540.50	\$ 36,514.68	(\$ 24,720.95)
Music	3,133.31	50,280.89	50,919.83	8,423.47	9,565.75	1,352.09
Classes	26,320.96	100,678.50	81,446.61	42,633.06	71,837.60	16,348.31
Clubs	25,587.61	99,480.99	89,382.93	27,926.43	27,914.58	35,697.52
Departments	44,439.93	71,879.05	96,221.51	75,304.67	62,626.69	32,775.45
Trusts	33,666.93	259,522.98	248,504.51	45,057.80	49,342.20	40,401.00
General	(1,300.35)	10,892.69	27,691.11	17,685.57	770.00	(1,183.20)
	\$ 132,255.48	\$ 709,264.78	\$ 740,850.04	\$ 258,571.50	\$ 258,571.50	\$ 100,670.22

DEFICIT ACCOUNTS

Finding

The review of accounting records revealed that five athletic programs had year-end deficits totaling \$28,261.40 on June 30, 2019.

Program	Deficit
Boys Basketball	(\$14,929.39)
Girls Basketball	(2,439.74)
Softball	(3,812.76)
Swimming	(3,431.57)
Wrestling	(3,647.94)
Total	(\$28,261.40)

Recommendation

Pursuant to *Internal Accounts Manual, Chapter 4*, the principal and activity sponsors must closely monitor account balances on regular basis to avoid year-end deficits. The Accounting Department has established specific guidelines for covering account deficits at the close of the fiscal year.

Management's Response

Concur.

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) found that:

- The original Fiscal Year 2019 *Drop-safe Log* pages were not maintained although they were scanned into online document storage program.
- Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$2,957 collected through four MCRs (#s 1341-1, 1341-2, 1341-3, 1341-4 and 1341-11) was retained by the sponsors for one to four working days before the money was put into the drop-safe for deposit.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- To ensure proper fiscal accountability and as required by **Bulletin #P-14051-S/CFO**, “*Completed Drop Safes Logs must be filed sequentially in numerical order in a binder and retained for five years.*”
- Monies collected must be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.

Management’s Response

Concur.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraising documentation revealed that:

- The Coupon Books-BB Sales (Account #6-0351.01) did not have the required *Sales Item Inventory Report*.
- The *Sales Item Inventory Report* for the Avid T-Shirt Sales (Account #4-0340.04) was not approved by the Principal.

Recommendation

The *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management’s Response

Concur.

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card transactions found that:

- Disbursement #51468 (for \$2,500) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Disbursements #51256 (for \$1,200) was to pay a consultant for providing entertainment services. However, the engagement of this consultant did not have a *School District Consultant Agreement* (PBSD 1420).
- Disbursement #51065 (for \$833.16) was to pay for purchase of T-shirts. However, the disbursement was supported by a receipt that did not include the details of the purchase.
- A P-Card transaction (for \$140.22) was to pay for lodging for a Weightlifting tournament. However, the related staff’s *Temporary Duty Elsewhere (TDE)* Form was not approved by the Principal until 43 days after the hotel reservations were made.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- To conform with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant backgrounds must be cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- All purchases should be pre-approved by the Principal. Staff's *TDE Forms* for District travel should be approved by the Principal prior to paying the expenses for the travel arrangements.

Management's Response

Concur.

**Glades Central High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1001 SW Avenue "M"
Belle Glade, FL 33430

Principal:
Fiscal Year 2019: Melanie Bolden-Morris
During Audit: Melanie Bolden-Morris

Treasurer:
Fiscal Year 2019: Karen Arsenigo
During Audit: Irma Goggans

Community School Director:
Fiscal Year 2019: Mitsie Johnson
During Audit: Mitsie Johnson

Cash and Investments

Checking	\$ 252,485.48
Investments	
	\$ 252,485.48

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 16,950.78	\$ 97,690.39	\$ 104,630.03	\$ 37,707.44	\$ 30,037.28	\$ 17,681.30
Music	541.97	10,183.00	7,505.67	9,028.21	7,461.21	4,786.30
Classes	10,296.71	56,194.00	59,495.85	2,408.55	2,407.55	6,995.86
Clubs	7,183.45	69,635.68	85,148.73	24,913.17	7,674.56	8,909.01
Departments	4,401.44	16,975.30	21,986.65	9,366.52	753.14	8,003.47
Trusts	234,326.82	116,478.66	74,756.40	34,905.79	103,019.78	207,935.09
General	(1,889.00)	22,849.77	55,810.16	64,483.86	31,460.02	(1,825.55)
	\$ 271,812.17	\$ 390,006.80	\$ 409,333.49	\$ 182,813.54	\$ 182,813.54	\$ 252,485.48

Glades Central High School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

John I. Leonard High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 4701 10th Avenue North
 Greenacres, FL 33463

Principal:
 Fiscal Year 2019: Melissa Patterson
 During Audit: Melissa Patterson

Treasurer:
 Fiscal Year 2019: Maria Luna
 During Audit: Maria Luna

Community School Director:
 Fiscal Year 2019: Theomane Dorleans
 During Audit: Valerie Silverman

Cash and Investments

Checking	\$ 250,325.85
Investments	
	\$ 250,325.85

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 49,075.66	\$ 151,857.81	\$ 171,805.91	\$ 38,935.69	\$ 40,144.92	\$ 27,918.33
Music	2,880.74	91,221.88	87,830.92	20,037.43	19,537.43	6,771.70
Classes	13,492.04	71,258.00	67,051.28	13,283.13	15,285.13	15,696.76
Clubs	25,703.09	46,568.64	49,504.08	10,783.92	11,510.50	22,041.07
Departments	66,907.88	78,752.61	82,467.23	33,164.22	35,229.80	61,127.68
Trusts	101,266.61	275,867.08	264,478.99	9,741.00	3,465.00	118,930.70
General	(2,080.53)	18,232.66	17,539.91	16,794.08	17,566.69	(2,160.39)
	\$ 257,245.49	\$ 733,758.68	\$ 740,678.32	\$ 142,739.47	\$ 142,739.47	\$ 250,325.85

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) at the school found that:

- Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$300 in cash collected through five MCRs (#s 1250-9, 1250-13, 1212-1, 1298-1, and 1298-4) was retained by the sponsors for one to 170 working days before the money was put into the drop-safe for deposit.
- MCRs and Classroom Receipts were not always completed with all the required information. For example:
 - The sponsor for MCR #1227-29, for \$50 in deposit, did not indicate that the payment was from a check, and did not list the check number.
 - MCR #1212-4 did not include the account number and the purpose of the collection.
 - Seven *Classroom Receipts* attached to three MCRs (#s 1231-7, 1231-8, and 1231-9) totaling \$139, did not indicate the dates of collections.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- Monies collected should be put into the drop-safe daily, and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted liability and result in potential irregularities.
- Monies collected should be supported by MCRs with all the required information, including the account number, date of collection, remitter's signature, payer's name, dollar amount, and check number when appropriate.

Management's Response

Concur. Faculty and staff will be reminded in writing of the proper procedures.

DOCUMENTATION FOR FUNDRAISERS

Finding

The Softball - Girls Discount Cards Sales (Account #1-5110.02) had a total sales revenue of \$3,000, which was deposited into the Internal Funds during January 14, through February 20, 2019. However, based on the school’s purchasing records and the *Sales Item Inventory Report* for School Year 2019, this fundraiser should have generated a total estimated revenue of \$4,000. As a result, \$1,000 in estimated revenue was unaccounted for. Moreover, the date of the Principal’s review and approval of the *Sales Item Inventory Report* was missing.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory	Purchases ⁽¹⁾	Items Given Away	Inventory On Hand ⁽²⁾	Units Sold ⁽²⁾		
Discount Cards	-	200	-	-	200	\$20	\$4,000
Total Estimated Revenues							\$4,000
Total \$ Deposits into Internal Funds							\$3,000
<i>Estimated Revenues Unaccounted For</i>							<u><u>\$1,000</u></u>

(1) Based on purchasing records during July 1, 2018, through June 30, 2019.

(2) Based on *FY19 Sales Item Inventory Report*

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. The *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing. Discrepancy between the estimated revenue and actual receipt should be investigated and resolved accordingly.

Management’s Response

Concur. Principal met with the softball coach to go over the above report. As a result of our meeting, the coach was able to account for all the monies. It turns out that the paperwork turned in was not reflective of the inventory or deposits. We also discussed proper procedures.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Three disbursements totaling \$3,813.08 did not have adequate supporting documentation for the expenses:
 - Disbursement #278107 (for \$293.41) was for a May 21, 2019, payment to a restaurant for a student luncheon. However, the expenditure was supported by a type written list of participants instead of an itemized receipt from the restaurant.
 - Disbursement #277013 (for \$2,610) was for payment for fundraiser discount cards. The payment was only supported by a typewritten *Account Sheet* on plain paper instead of a vendor invoice or receipt on company letterhead.
 - Disbursement #277680 (for \$909.67) was for purchase of food items for the Band Concessions Sales (Account # 2-1000.06). However, the expense was supported by a Statement instead of itemized invoices or receipts.
- The *Purchase Order* for Disbursement #277055 (for \$1,140) was not approved by the Principal until 6 days after the invoice date.
- Three checks (# 277349, #277350, and 277351) could not be located. According to staff, the checks were stale dated; implying that they were issued but were not presented for payment by the payee and were subsequently voided. There were no disbursement records for these checks.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically,

- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- A *Purchase Order* preapproved by the Principal should be issued for each purchase in excess of \$1,000. This will help ensure that the purchase is appropriate, and the funds will be available for the purchase.
- Voided checks should be defaced and retained for a period consistent with the District's record retention schedule.

Management's Response

Concur. Faculty and staff will be reminded in writing of proper documentation.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found:

- Unused *School Checks* were not inventoried monthly. Instead, inventories were performed only three times during the fiscal year on November 13, March 13, and June 17, 2019.
- Although the school maintained *Prenumbered Document Inventory Registers* (PBSD 0160) for custom designed tickets, the forms were not verified and initialed by the document custodian.

Recommendation

As noted on the *Document Custodian Assignment Register* (PBSD 1663), the District's procedures require that the *School Checks* be inventory-checked monthly through the completion of the *Prenumbered Document Inventory Register* (PBSD 0160). Also, the document custodian should sign the *Prenumbered Document Inventory Register* (PBSD 0160 for custom designed tickets to confirm the periodic inventory.

Management's Response

Concur. Faculty and staff will be reminded in writing of proper procedures.

Jupiter High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 500 North Military Trail
 Jupiter, FL 33458

Principal:
 Fiscal Year 2019: Colleen Iannitti
 During Audit: Colleen Iannitti

Treasurer:
 Fiscal Year 2019: Peggy Groh
 During Audit: Peggy Groh

Community School Director:
 Fiscal Year 2019: Suzanne Smith
 During Audit: Suzanne Smith

Cash and Investments

Checking	\$1,224,950.36
Investments	
	\$1,224,950.36

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 128,914.35	\$ 394,827.73	\$ 382,853.53	\$ 100,972.98	\$ 85,306.12	\$ 156,555.41
Music	3,599.62	26,899.27	25,354.02	11,660.14	9,436.26	7,368.75
Classes	93,408.23	171,923.78	134,811.61	68,139.52	101,285.85	97,374.07
Clubs	98,832.33	280,027.22	305,264.52	101,508.05	90,341.87	84,761.21
Departments	246,147.31	405,752.59	396,790.95	127,417.26	105,026.53	277,499.68
Trusts	356,215.51	902,999.18	743,869.53	153,162.23	165,020.80	503,486.59
General	63,589.32	82,579.06	41,820.98	68,029.72	74,472.47	97,904.65
	\$ 990,706.67	\$2,265,008.83	\$2,030,765.14	\$ 630,889.90	\$ 630,889.90	\$1,224,950.36

CHANGE FUND

Finding

Our review of the school's change funds revealed the following noncompliance with the District's procedures:

- According to the school's accounting records, the school maintained a total of \$1,700 in Change Fund (Account #0-0060.00) as of February 3, 2020. However, our examination of the change funds on February 3, 2020, found a total balance of \$2,950 (athletics: \$2,100, Band Booster: \$300, DECA store: \$300, and Community School: \$250). The school had \$1,250 in unrecorded change funds on campus contributed by the followings:
 - On September 26, 2019, an additional \$1,000 change fund was issued to the athletic department. This additional change fund was not ordered from the Treasury Department. Instead, *School Check #32832* (for \$1,000) was issued to the athletic director who took it to the bank and cashed it. The check was mistakenly recorded in the General Athletics Account (#1-0010.00) instead of the Change Fund Account (#0-0600.00).
 - The Community School maintained a \$250 unrecorded change fund. It was not returned to the bank at the end of the school year. It is unknown when and how this change fund was established.
- During Fiscal Year 2019, the school did not request change funds from the Treasury Department as required by *Internal Accounts Manual, Chapter 10*. Instead, a *School Check* (#28774 for \$2,100) was issued to the athletic director who cashed the check from the bank. Moreover, Check #28774 was not signed by the Principal and did not have any supporting documentation, such as an approved *Check Requisition*.

Recommendation

Change funds should be maintained in accordance with *Internal Accounts Manual, Chapter 10, Change Funds*. Change funds should be requested and obtained from the District's Treasury Department as required by the *Internal Accounts Manual, Page 1*.

Management's Response

Concur. We will order our change fund money from the Treasury Department and follow all change fund procedures noted in the Internal Accounts Manual.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser records revealed that:

- The sponsors for the DECA Store Fundraiser (Account # 4-1520.01) and the Yearbook Sales (Account #5-0450) did not complete the required Annual eLearning Fundraiser Training Course prior to conducting the fundraiser activities.
- Fundraising documentation was not prepared and retained for the HOSA Tervis Tumblers Fundraiser (Account #4-2500.01). Moreover, this account has \$1,328.49 in deficit. According to staff, unsold items remained in inventory.
- The Campus Yearbook Sales (Account #5-0450) did not have the required *Sales Item Inventory Report*.
- The DECA Store Sales (Account #4-1520.01) had the following noncompliances:
 - The Principal did not review and approve *the Sales Item Inventory Report*.
 - The *Sales Item Inventory Report* (SIIR) was not completed with accurate information. The shipping costs for six purchases (totaling \$197) were mistakenly included as sales resulting in inflating of total sales on the SIIR.
 - The change fund (totaling \$300) for this fundraiser was inadvertently deposited into the fundraiser account, resulting in an overstatement sales revenues in the General Ledger.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.
- To ensure the fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*. Most importantly, non-approved fundraisers could subject the school to unwanted liabilities and unfunded expenses.
- *Sales Item Inventory Report* should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away or missing.

Management's Response

Concur. We will follow fundraiser procedures.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of documentation for sample disbursements and P-Card purchases found that:

- Disbursement #30930 (for \$5,615.70) was to pay rental for tent and chairs but it did not have the required *Purchase Orders*. A *Purchase Order* is required for all purchases exceeding \$1,000. Additionally, the invoice was addressed to Keiser University without documentation explaining why the school paid for this expense.
- The invoice for Disbursement #30093 (for \$27,667.50) was to pay for band uniforms through three *Purchase Order* numbers; but the school could not produce copies with the principal's approval on the *Purchase Order*. Also, the invoice was dated September 12, 2017, which was over a year ago.
- Two Disbursements #30109 (for \$2,350), and # 32017 (for \$3800) were for payments to consultants for homecoming and Project Graduation entertainers. The engagement of these consultants had *School District Consultant Agreements (PBSD 1420)*. However, the expenses were not supported by itemized invoices indicating the dates and times services were provided.

Recommendation

Disbursements should be administered in accordance with ***Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)***, and related District guidelines. Specifically,

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.
- Payments to consultants should be adequately supported by invoices or statements indicating the dates and times of the services

Management's Response

Concur. We will follow consultant and internal accounts policies and procedures.

PRENUMBERED DOCUMENTS

Finding

The review of prenumbered documents found that the school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for *Pre-numbered Tickets* and *Adult/Community Education Receipts (PBSD 1675)*.

Recommendation

To ensure proper fiscal accountability and as required by *Chapter 27 of the Internal Accounts Manual*, a document custodian who is not involved with the day-to-day use of the document should be assigned to account for each prenumbered document through the use of the *Prenumbered Document Inventory Register (PBSD 0160)* should be used to confirm the periodic inventory of the forms, such as *Prenumbered Tickets* and *Adult/Community Education Receipts*

Management's Response

Concur. Adult and Community Ed will maintain records of receipts on forms 0160 and 1675.

LEASING OF SCHOOL FACILITIES

Finding

The review of leasing activities of school facilities found that *Lease Agreement #1033* did not have the signature of a witness and *Lease Agreement #1043* did not have note the date of the witness' signature.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically, to ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees.

Management's Response

Concur. We will follow all lease policy and check for signatures.

**Lake Worth High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1701 Lake Worth Avenue
Lake Worth, FL 33460

Principal:
Fiscal Year 2019: Elvis Epps
During Audit: Elvis Epps

Treasurer:
Fiscal Year 2019: Mona Francois
During Audit: Mona Francois

Community School Director:
Fiscal Year 2019: Vincent Taormina
During Audit: Vincent Taormina

Cash and Investments

Checking	\$ 594,546.61
Investments	
	\$ 594,546.61

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 23,122.58	\$ 66,919.39	\$ 67,920.97	\$ 10,186.82	\$ 10,146.47	\$ 22,161.35
Music	14,980.72	69,626.17	67,275.39	8,395.20	7,790.20	17,936.50
Classes	12,854.68	37,014.35	35,038.89	8,662.94	5,953.48	17,539.60
Clubs	11,593.61	33,304.76	28,812.66	9,514.15	10,267.74	15,332.12
Departments	152,040.89	87,053.64	100,901.45	7,632.42	9,475.05	136,350.45
Trusts	249,524.96	594,102.06	467,538.40	203,082.23	204,330.08	374,840.77
General	10,758.95	4,749.01	5,611.40	3,641.08	3,151.82	10,385.82
	\$ 474,876.39	\$ 892,769.38	\$ 773,099.16	\$ 251,114.84	\$ 251,114.84	\$ 594,546.61

DEPOSIT OF MONIES

Finding

The review of sample Monies Collected Reports (MCRs) and money collection process at the school found that:

- Monies collected was not always deposited in a timely manner. For example, \$300 in cash recorded on MCR #2216-4 was retained by the sponsor for 12 working days to three months before it was deposited into the drop-safe.
- MCRs were not completed with all the required information. For example, the source of cash collections, totaling \$630, were not indicated on the MCRs (#2249-3 and #2251-3). Furthermore, the check number for one payment (\$50) was not indicated on MCR #2127-11.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the monies to unwarranted exposure and result in potential irregularities
- Monies collected should be supported by MCRs with all the required information, including the account number, remitter's signature, payer's name, dollar amount, and check number when appropriate.

Management's Response

Concur. I will review all accounting and fundraising procedures with the staff during our faculty meeting on February 28, 2020. All club sponsors and athletic coaches will be in attendance as well. I will request that all persons in question retake the fundraising online course in eLearning.

DOCUMENTATION FOR FUNDRAISERS

Finding

The financials for the yearbook sales were recorded in the Yearbook Campus primary account (Account 5-0450.00), instead of a decimalized account for the sales. Therefore, we were unable to verify if all the collections were accounted for.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically, to assist the school in evaluating and monitoring the performance of individual fundraisers, a separate decimalized account should be established for each fundraiser. The fundraiser account should include all the needed and accurate financial information.

Management's Response

Concur. I will meet with the sponsor of the Yearbook to review expectations for collecting funds for books ordered and books sold. He will develop a system of accountability for each transaction. The school's bookkeeper will verify and approve the new system of accountability.

**Olympic Heights High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 20101 Lyons Road
Boca Raton, FL 33434

Principal:
Fiscal Year 2019: David Clark
During Audit: Kelly Mills-Burke

Treasurer:
Fiscal Year 2019: Beth Bauer
During Audit: Beth Bauer

Community School Director:
Fiscal Year 2019: Stacey Belton
During Audit: Stacey Belton

Cash and Investments

Checking	\$ 452,654.72
Investments	
	\$ 452,654.72

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 82,468.67	\$ 244,334.04	\$ 227,554.11	\$ 63,398.88	\$ 76,090.22	\$ 86,557.26
Music	12,162.06	91,654.25	97,728.08	15,832.55	14,459.55	7,461.23
Classes	20,535.32	71,634.19	67,065.71	7,489.29	7,567.29	25,025.80
Clubs	65,077.02	130,772.74	130,844.93	65,694.73	67,602.73	63,096.83
Departments	103,011.75	159,754.16	165,907.05	45,584.56	42,977.56	99,465.86
Trusts	109,627.05	468,804.38	422,358.27	59,004.52	48,607.18	166,470.50
General	4,976.86	17,256.00	17,955.62	14,257.51	13,957.51	4,577.24
	\$ 397,858.73	\$1,184,209.76	\$1,129,413.77	\$ 271,262.04	\$ 271,262.04	\$ 452,654.72

BASEBALL TRAVEL PROGRAM

A former parent filed a complaint with the school principal related to the Baseball Travel Program offered by the school's baseball coach. The program was a private, non-school sponsored activity operated by the coach, who leased the school's fields for practices. The complaint has been addressed and resolved by the school principal. During the FY19 Annual Internal Funds Audit, the principal requested the OIG to perform additional review of the school's Baseball Accounts. Our review concluded that (1) the school did not maintain any of the financial records for the Baseball Travel Program, (2) no comingling of funds was noted for the Baseball Travel Program and the school Internal Funds, and (3) collections from all baseball fundraisers were used to benefit the school's baseball program.

DOCUMENTATION FOR YEARBOOK

Finding

The review of Yearbook documentation noted the following exceptions:

- The school did not process the payment for the Fiscal Year 2018 Yearbook in a timely manner. The invoice totaling \$25,407.99, was dated May 9, 2018, but was not processed for payment (Disbursement #41447) until August 14, 2018 (three months later).
- The required *Sales Item Inventory Report* for the Fiscal Year 2019 Yearbook was missing.
- The Yearbook sponsor did not complete the required annual eLearning Fundraiser Training Course during Fiscal Year 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related guidelines. Specifically,

- Vendor payments should be paid in a timely manner.
- To ensure proper fiscal accountability, a *Sales Item Inventory Report* should be maintained so that staff can reconcile sales revenues and account for items purchased, given away, or remained in inventory. All significant discrepancies between the estimated revenue and actual receipt should be investigated and resolved accordingly.
- To ensure fundraiser sponsors have the knowledge of and will be complying with the updated fundraising procedures, they should complete the required eLearning Fundraiser Training Course annually prior to conducting fundraising activity.

Management's Response

Concur. Personnel vacancy in Summer of 2018 prohibited check from being issued. Sales Item Inventory Report could not be found. It will be completed in the future and sponsor will complete the required eLearning training. Principal and Bookkeeper will meet with sponsor.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card purchases found that:

- Disbursement #41715 (for \$167.69) was for entry fees for five bowling practices games during September 2018, and October 2018. However, \$137.69 of the expenditure was supported by credit card receipts that were not itemized.
- Disbursement #42696 (for \$1,847.80) was for paying catering expenses for the annual thespian banquet. and was supported by a *Banquet Event Order* and a *Banquet Function Contract*. Both of these documents were signed by the sponsor instead of the principal.
- One November 16, 2018 P-Card transaction (for \$641.98) was for paint and paint materials; however, no written approval from Purchasing was obtained. Purchasing procedures require chemical purchases such as paint be approved by the Purchasing Department.

Recommendation

Disbursements should be administered in accordance with ***Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)***, and the related District guidelines. Specifically,

- To ensure the purchases are appropriate, expenditures should be adequately documented and supported by itemized invoices.
- All contracts should be approved by the Principal as required by ***School Board Policy 6.14(4)***, which states “*the School Board has delegated limited authority to ... School Principals relating to the purchase of commodities and contractual services ...*” and “*No person, unless specifically authorized to purchase commodities or contractual services under School Board policies, may make any purchase or enter into any contract involving the use of school or School District funds.*”
- To ensure the safety of students and staff, chemical items such as paint and custodial supplies require advance approval by the Purchasing Department.

Management's Response

Concur. Bowling Alley was unable to provide itemized bills. They charge a flat fee. In the future, we will insist on individual bills that are itemized.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found that although the school maintained a *Prenumbered Document Inventory Registers* (PBSD 0160) for custom designed tickets and school checks, these forms were not initialed by the document custodian indicating that the inventory has been performed. Moreover, inventory of the prenumbered event tickets were not inventoried at year-end.

Recommendation

District procedures require that the School Checks be inventoried monthly through the completion of the *Prenumbered Document Inventory Register* (PBSD 0160). Also, the document custodian should sign the *Prenumbered Document Inventory Register* (PBSD 0160 for custom designed tickets to confirm the periodic inventory.

Management's Response

Concur. Met with document custodian to review the policy.

LEASING OF SCHOOL FACILITIES

Finding

The review of facility leasing found that:

- Seven *Lease Agreements* (#s 1008, 1030, 1037, 1088, 1090, 1091, and 1094) were not signed by the lessees, the witnesses, or the Principal in a timely manner. Delays ranged from one to 37 days after the leasehold periods began. Moreover, Lease #1088 did not have the date of the witness's signature.
- Leasing charges for four leases (#1030, 1037, 1088, #1090, #1091, and #1094) were not collected prior to the use of facilities with delays ranging from seven to 21 days.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

Olympic Heights High School
Management Letter
Year Ended June 30, 2019

- To protect the best interest of the School District, all *Lease Agreements* should be executed with all the required signatures prior to the use of facilities by lessees.
- Leasing charges “*are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility.*”

Management’s Response

Concur. Met with Assistant Principal of Community Education Program tha writes leases and reviewed the policies. All leases will be signed in a timely manner and payments submitted prior to the lease beginning.

Additional Comments

Principal and Bookkeeper met with all parties noted on this audit and will ensure that procedures are properly followed in the future.

Pahokee Middle / Senior High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 900 Larrimore Road
Pahokee, FL 33476

Principal:
Fiscal Year 2019: Dwayne Dennard
During Audit: Dwayne Dennard

Treasurer:
Fiscal Year 2019: Brandi Angram
During Audit: Raisa Prieto

Cash and Investments

Checking	\$ 183,239.68
Investments	
	\$ 183,239.68

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 7,393.52	\$ 113,497.82	\$ 105,243.46	\$ 35,778.24	\$ 34,927.30	\$ 16,498.82
Music	1,489.66	6,256.74	9,065.61	3,649.53	1,602.32	728.00
Classes	7,077.89	44,780.20	44,618.13	7,911.19	6,423.16	8,727.99
Clubs	4,843.60	24,033.54	12,508.86	7,424.30	8,087.12	15,705.46
Departments	35,164.70	35,926.09	42,199.52	11,972.19	11,438.52	29,424.94
Trusts	67,815.57	196,552.14	153,110.00	2,201.81	6,463.84	106,995.68
General	8,149.98	2,592.91	5,589.10	2,158.50	2,153.50	5,158.79
	\$ 131,934.92	\$ 423,639.44	\$ 372,334.68	\$ 71,095.76	\$ 71,095.76	\$ 183,239.68

NOTE: Pahokee Middle-Senior High School operates a unique model of two separate campuses with one shared bank account and one shared school treasurer.

DOCUMENTATION FOR DISBURSEMENTS

Finding

During Fiscal Year 2019, the school issued 455 *School Checks* totaling \$744,254.96 and had 284 P-card transactions totaling \$150,628.67. Because of inconsistencies noted during the October 21, 2019, unannounced cash count, we have examined all available records for disbursements and 58 sample P-card transactions.

The review of records for disbursements and P-Card transactions found that:

- 272 (60% totaling \$199,416.71) of 455 disbursements did not have any supporting documentation for the expenses.
- Of the 171 disbursements, totaling \$544,838.25, with documentation (455 - 272 - 12 voids), 32 (or 19%) did not have adequate supporting documentation for the expense. For example:
 - 11 purchases in excess of \$1,000 did not have the required *Purchase Orders* preapproved by the Principal.
 - 10 disbursements were missing the Principal approved *Check Requisitions*, invoices, or paid receipts with details of purchases and demonstrating the business or educational purpose of the expense.
 - 8 engagements of consultants did not have a *School District Consultant Agreements* (PBSD 1420).
- All 58 sample P-Card transaction records (totaling \$30,650.55) had inadequate supporting documentation for the expenses. For example:
 - 20 transactions (totaling \$16,718.86) were for travel-related expenses without approved *Temporary Duty Elsewhere* (TDE) forms.
 - 15 purchases (totaling \$3,097.92) were for paint and gift cards for staff. These purchases are prohibited uses of the P-Card by the District's *Purchasing Guidelines*.
 - 12 P-Card purchases (totaling \$2,563.38) did not have documentation for the purposes (business or educational) for these transactions.
 - 6 P-Card purchases (totaling \$1,872.35) had no invoices or paid receipts to support the purchase.

- 5 P-Card purchases (totaling \$6,398.04) exceeded the \$1,000 per vendor per day limit, but had no prior approval from the Purchasing Department.

Recommendation

Disbursements of school funds should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically,

- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. The issuance of a school check should be supported by a *Check Requisition* approved by the Principal. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded. P-Card purchases in excess of \$1,000 require prior approval of Purchasing.
- To comply with *Section 8* of the *Consultant Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, consultant background must be cleared prior to performing services and having contact with students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures.
- Pursuant to *Internal Accounts Manual, Chapter 8*, “All travel is subject to *School Board Policy 6.01- Authorized Travel Expense Reimbursement*, which outlines the approvals, documentation requirements, and reimbursement policies that govern district travel. No expenditures for travel may be made without an approved *Leaves/Temporary Duty Elsewhere (TDE) Application (PBSD 0032)*.”
- P-Card should not be used for purchase of items and services disallowed by the *Purchasing Manual*. Moreover, to ensure the health and safety of students and staff, chemical items such as paint and custodial supplies, should be ordered from the District’s warehouse or procured through the Purchasing Department.
- Pursuant to *Bulletin #P-14050-S/CFO*, “Gifts for adults may not be in the form of gift cards or gift certificates, and they may not exceed a value of \$100 per person.”

Management’s Response

Concur. All personnel and P-card holders were required to re-train on districts purchasing procedures and any P-card purchase must have principal approval and signature.

REFERRAL TO SCHOOL POLICE

An unannounced cash count identified numerous inconsistencies in monies collection at the school. On October 21, 2019, related conclusions were referred to the School Police for further actions. Details of these referrals will be presented in a separate report.

Management's Response

Concur. Meeting with the detective and individuals involved to ID mistakes made and re-training of district's monies collected procedures was required.

Additional Comments

All school district's policies and procedures will be followed through steps of check and balances established by the school admin and district personnel. School personnel will participate in consistent level of trainings to reinforce district's financial procedures in e-learning and face to face meetings. Weekly meetings to establish check and balances to catch any mistakes made. District personnel will assist the school on any questions referring to establishing and efficient and proactive financial accountability procedural system.

Palm Beach Central High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 8499 West Forest Hill Boulevard
Wellington, FL 33411

Principal:
Fiscal Year 2019: Darren Edgecomb
During Audit: Darren Edgecomb

Treasurer:
Fiscal Year 2019: Norma Flores
During Audit: Norma Flores

Community School Director:
Fiscal Year 2019: Nereyda Garcia
During Audit: Nereyda Garcia

Cash and Investments

Checking	\$ 420,479.74
Investments	
	\$ 420,479.74

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 74,832.54	\$ 345,269.12	\$ 304,586.79	\$ 126,576.82	\$ 127,156.58	\$ 114,935.11
Music	12,725.67	42,136.33	53,248.43	17,062.99	6,665.79	12,010.77
Classes	17,683.35	120,141.78	111,794.70	12,305.21	17,425.05	20,910.59
Clubs	41,388.68	275,548.81	272,618.90	85,331.60	89,525.53	40,124.66
Departments	109,994.22	105,020.29	103,423.17	37,052.41	30,032.18	118,611.57
Trusts	119,120.47	430,072.06	435,582.39	73,426.96	93,146.65	93,890.45
General	37,800.25	77,646.44	107,645.89	61,986.97	49,791.18	19,996.59
	\$ 413,545.18	\$1,395,834.83	\$1,388,900.27	\$ 413,742.96	\$ 413,742.96	\$ 420,479.74

LEASING OF SCHOOL FACILITIES

Finding

The review of facility leasing found that:

- Leasing charges for three leases (#s 1001, 1004 and 1010) were not collected prior to the use of the facility. Delays ranged from six to 182 days.
- The Principal signed lease #1018 eight days after the leasehold periods had begun. In addition, the charge for the lease was not collected until eight days after they started using the facility.
- Lease #1010 had a total contract amount of \$6,150 as recorded in the Tririga System. However, only \$5,505 were collected. A total of \$645 was waived after the lease was entered into the Tririga System. The original lease was not revised nor updated in the System for the waiver. As a result, the school's leasing income was overstated by \$645 in the Tririga System.

Recommendation

Leasing of school facilities should be administered in accordance with School Board Policy 7.18 and related District guidelines. Specifically,

- To ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees.
- As required by **School Board Policy 7.18**, "fees are to be paid by check or credit card at least forty-eight (48) hours prior to use of a facility."
- Leasing information should be accurately recorded in the Tririga System. The system should be updated with the new information when there are amendments and cancellations of leasing arrangements.

Management's Response

Concur. We will adhere to School Board Policy 7.18. All leasing information will be correctly documented in Tririga System, prior to leasing.

**Palm Beach Gardens High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 4245 Holly Drive
Palm Beach Gardens, FL 33410

Principal:
Fiscal Year 2019: Larry Clawson / Donald Hoffman
During Audit: Donald Hoffman

Treasurer:
Fiscal Year 2019: Erica Prochilo
During Audit: Erica Prochilo

Community School Director:
Fiscal Year 2019: Cynthia McDade
During Audit: Cynthia McDade

Cash and Investments

Checking	\$ 450,114.08
Investments	
	\$ 450,114.08

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 88,155.69	\$ 175,734.16	\$ 178,421.67	\$ 81,614.20	\$ 77,828.20	\$ 89,254.18
Music	18,000.73	107,902.81	119,240.30	42,780.28	39,368.58	10,074.94
Classes	45,320.08	102,576.00	91,268.50	53,410.91	69,529.59	40,508.90
Clubs	34,910.48	131,592.48	129,841.05	21,958.97	26,431.61	32,189.27
Departments	115,699.31	118,102.24	140,107.38	37,393.10	33,938.94	97,148.33
Trusts	208,906.36	249,875.06	289,455.23	53,012.46	47,218.25	175,120.40
General	10,831.45	12,767.20	21,925.84	4,760.14	614.89	5,818.06
	\$ 521,824.10	\$ 898,549.95	\$ 970,259.97	\$ 294,930.06	\$ 294,930.06	\$ 450,114.08

DOCUMENTATION FOR FUNDRAISERS

Finding

The sponsor of the Band-BOGO Cards (Account #2-1000.02) completed the required *Sales Item Inventory Report (SIIR)* and the principal reviewed and approved the form which indicated there was no inventory. However, the sponsor did not include any sales information on the *SIIR*.

A total of \$994.43 in sales revenues was deposited into the Internal Funds during July 1, 2018, through June 30, 2019. Based on the school’s purchasing records, this fundraiser should have generated a total estimated revenue of \$10,000. As a result, \$9,005.57 (90%) in estimated revenue was unaccounted for. According to the sponsor, the remaining unsold cards were discarded due to expiration.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory	Purchases ⁽¹⁾	Items Given Away	Inventory On Hand	Units Sold		
Cards (purchased)	-	250	-	-	250	\$20	\$5,000
Cards (free)	-	250	-	-	250	\$20	\$5,000
Total Estimated Revenues							\$10,000
Total \$ Deposits into Internal Funds							\$994.43
<i>Estimated Revenues Unaccounted For</i>							<u>\$9,005.57</u>

(1) Based on purchasing records during July 1, 2018, through June 30, 2019.

Recommendation

To ensure proper fiscal accountability, the *Sales Item Inventory Report* should be accurately completed with all needed information. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.

Management’s Response

Concur. Meet with band instructor to review process for fundraising and documentation.

DOCUMENTATION OF DISBURSEMENTS

Finding

Disbursement #60077 (for \$3,604.32) was payment for band fundraiser products. However, the disbursement was supported by a vendor's statement which did not have the details of the items purchased.

Recommendation

To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. Meet with band instructor to review process for fundraising and documentation.

Palm Beach Lakes High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 3505 Shiloh Drive
West Palm Beach, FL 33407

Principal:
Fiscal Year 2019: David Alfonso
During Audit: David Alfonso

Treasurer:
Fiscal Year 2019: Mavolin Cornish
During Audit: Mavolin Cornish

Community School Director:
Fiscal Year 2019: Cynthia Henderson
During Audit: Cynthia Henderson

Cash and Investments

Checking	\$ 143,198.31
Investments	
	\$ 143,198.31

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 14,780.50	\$ 157,800.28	\$ 175,951.15	\$ 72,102.40	\$ 67,593.42	\$ 1,138.61
Music	4,092.73	160,318.93	164,151.05	49,286.06	44,270.33	5,276.34
Classes	76,176.07	114,869.00	141,550.19	13,109.01	26,322.26	36,281.63
Clubs	12,227.57	41,909.29	40,801.65	12,572.09	12,052.66	13,854.64
Departments	26,950.24	29,942.54	26,966.69	7,217.99	7,467.99	29,676.09
Trusts	58,864.55	314,835.22	308,914.70	21,854.22	27,991.04	58,648.25
General	(3,119.38)	1,981.00	10,094.80	16,877.88	7,321.95	(1,677.25)
	\$ 189,972.28	\$ 821,656.26	\$ 868,430.23	\$ 193,019.65	\$ 193,019.65	\$ 143,198.31

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation found that:

- The Yearbook Sales (Account #5-0450.00) did not have the required *Sales Item Inventory Report*.
- Although a *Sales Item Inventory Report* for the Band Krispy Kreme Donut Sales (Account #2-1000.03) was prepared and signed by the sponsor, none of the fundraiser information was recorded on the form. Missing information included (1) the beginning and ending inventories, (2) the quantities of items purchased, sold, and given-away, and (3) the selling prices and revenues.
- The sponsor for the Band Krispy Kreme Sales (Account #2-1000.03) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically,

- To ensure proper fiscal accountability, *Sales Item Inventory Report* should be completed with accurate information so that staff can reconcile sales revenues and account for items purchased, given away, or remained in inventory. Significant discrepancy between the estimated revenue and actual receipts should be investigated and resolved accordingly.
- To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.

Management's Response

Concur.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card records found that:

- Disbursement #104101 (for \$1,150) was to pay for entertainment for the October 12, 2018 Homecoming event. However, the approved *School District Consultant Agreement (PBSD 1420)* had the following issues:

- The compensation total for the term of the *Agreement* was not indicated.
- Total compensation paid to this consultant for Fiscal Year 2019 was \$5,173. The *Purchasing Manual, Chapter 13*, states, “a Principal can approve up to \$5,000 per supplier, per fiscal year.” Consultant contracts over \$5,000 must be signed by the consultant, principal, and regional/instructional superintendent before sending to the Purchasing Department to complete the process.
- The *Purchase Orders* for three disbursements (#104195 for \$14,355, #104774 for \$6,152.20, and #103924 for \$2,989.90) did not have the dates of the principal’s signature. Additionally, the *Purchase Order* for Disbursement #103918 (for \$1,790) was not approved by the Principal until six days after the invoice date.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically,

- *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures and forwarded to the Purchasing Department when payments are to exceed \$5,000.
- To ensure purchases are appropriate, and that funding is available, they should be preapproved by the Principal.

Management’s Response

Concur.

LEASING OF SCHOOL FACILITIES

Finding

The review of leasing activities of school facilities found that *Lease Agreements* were not always executed with all the signatures in a timely manner. Specifically,

- Lease #1013 was not signed by the lessee.
- Lease #1032 was for use of facilities beginning January 18, 2019. However, it was not signed by the lessee and the witness until January 23, 2019, five day after the leasehold period had begun.

Recommendation

- To protect the best interest of the School District, all *Lease Agreements* should be executed with all the required signatures prior to the use of facilities by lessees.

- As required by **School Board Policy 7.18**, “fees are to be paid by check or credit card at least forty-eight (48) hours prior to use of a facility.”

Management’s Response

Concur.

ADULT AND COMMUNITY SCHOOL PROGRAMS

Finding

The review of 2019 Adult Education and Community School Programs records found that:

- The Community School Program has reduced the program deficit from \$15,554.82 to \$4,877.71.
- Four students underpaid fees (\$240) for the Spring 2019 Microsoft Office Class. According to the Department of Adult and Community Education, an incorrect setting in the ActiveNet Program caused the students to be charged only \$15 in registration fee but not the \$60 course fee.
- Adult General Education and Community School fees should be transmitted to Central Office within 42 days after the Community School classes begin. However, the Spring 2019 fees for the Community School and Adult General Education classes were not transmitted timely to the Central Office, with delays ranging from 11 to 31 days.

Recommendation

Adult Education and Community School Programs should be administered in accordance with the District’s guidelines. Specifically,

- The school should monitor closely the program’s financial condition, so that expenditures will not exceed revenues.
- Community School Fees should be consistent with advertised rates.
- All Community School tuition fees should be transmitted to the Central Office within six weeks (42 days) in accordance with District’s guidelines.

Management’s Response

Concur.

**Park Vista High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 7900 Jog Road
Lake Worth, FL 33467

Principal:
Fiscal Year 2019: Reginald Myers
During Audit: Reginald Myers

Treasurer:
Fiscal Year 2019: Leigh Katusak
During Audit: Leigh Katusak

Community School Director:
Fiscal Year 2019: Ronald Petek
During Audit: Ronald Petek

Cash and Investments

Checking	\$ 625,100.15
Investments	
	\$ 625,100.15

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 154,644.65	\$ 420,184.60	\$ 423,131.61	\$ 129,326.31	\$ 132,203.08	\$ 148,820.87
Music	35,851.70	866,049.12	900,271.88	261,134.75	244,637.83	18,125.86
Classes	12,310.58	66,860.00	56,629.42	43,244.62	52,144.20	13,641.58
Clubs	66,691.83	182,968.94	170,628.82	46,521.62	50,004.29	75,549.28
Departments	177,098.19	166,645.77	178,483.42	59,228.05	64,427.65	160,060.94
Trusts	118,749.66	279,017.41	257,216.39	35,270.46	43,184.51	132,636.63
General	69,330.36	49,677.81	54,618.93	57,124.71	45,248.96	76,264.99
	\$ 634,676.97	\$2,031,403.65	\$2,040,980.47	\$ 631,850.52	\$ 631,850.52	\$ 625,100.15

Park Vista High School
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Royal Palm Beach High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 10600 Okeechobee Boulevard
 Royal Palm Beach, FL 33411

Principal:
 Fiscal Year 2019: Jesus Armas
 During Audit: Jesus Armas

Treasurer:
 Fiscal Year 2019: JoAnne Hopkins
 During Audit: JoAnne Hopkins

Community School Director:
 Fiscal Year 2019: Alexandra Deveroux
 During Audit: Alexandra Deveroux

Cash and Investments

Checking	\$ 147,783.57
Investments	
	\$ 147,783.57

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$ 141,612.67	\$ 152,039.45	\$ 50,541.09	\$ 40,114.31	\$0.00
Music	2,532.74	33,428.80	39,052.47	6,594.18	3,503.25	0.00
Classes	7,712.55	127,763.00	114,335.95	40,253.58	55,804.40	5,588.78
Clubs	19,102.48	259,623.91	249,722.72	89,883.19	85,601.75	33,285.11
Departments	26,664.13	126,904.02	130,871.19	45,316.82	35,461.48	32,552.30
Trusts	75,137.56	243,698.00	230,149.65	9,446.08	17,138.21	80,993.78
General	(4,332.40)	6,343.07	2,235.53	10,575.86	14,987.40	(4,636.40)
	\$ 126,817.06	\$ 939,373.47	\$ 918,406.96	\$ 252,610.80	\$ 252,610.80	\$ 147,783.57

DOCUMENTATION FOR FUNDRAISERS

Finding

The following noncompliances were noted for the JROTC World's Finest Chocolate Sales (Account 5-9968.91):

- The sponsor did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2019.
- This fundraiser incurred a total deficit of \$3,333. The *Sales Item Inventory Report* indicated that chocolate worth \$11,728 was given away. The sponsor provided the explanation that “*student failure to sell chocolate, on obligation. Remainder of chocolate was disposed due to expiration date.*” No documentation of student obligations was provided. We were able to identify in the Student Information System (SIS) a total of 15 students with obligations of \$1,320 from the chocolate sale. Consequently, it appears \$10,408 in chocolates were disposed of.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.
- To ensure proper fiscal accountability and accurate reconciliation of sales revenues for each fundraiser, the school should maintain proper documentation of all persons who received product to sell. Items disposed of due to spoilage should be verified and documented. Sponsors should also determine expiration dates upon receiving items with potential for spoilage, such as, candy bars, and determine if they will have enough time to sell the items based on the quantity purchased or if they should return the items to the vendors for credit.

Management's Response

Concur. Administration will ensure that the sponsor completes the training course. Administration will work with the sponsor to ensure that initial fundraising orders are more in line with potential sales.

**Santaluces High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 6880 Lawrence Road
Lantana, FL 33462

Principal:
Fiscal Year 2019: Tameka Robinson
During Audit: Tameka Robinson

Treasurer:
Fiscal Year 2019: Susan Diglio
During Audit: Susan Diglio

Community School Director:
Fiscal Year 2019: Terry Gaddy
During Audit: Terry Gaddy

Cash and Investments

Checking	\$ 256,744.19
Investments	
	\$ 256,744.19

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 43,142.74	\$ 192,532.51	\$ 182,128.56	\$ 53,484.79	\$ 54,635.79	\$ 52,395.69
Music	41,877.87	59,617.27	55,320.95	19,485.73	20,319.32	45,340.60
Classes	9,260.78	38,264.00	33,142.66	9,913.42	9,913.42	14,382.12
Clubs	24,855.59	70,829.51	74,052.78	16,675.69	16,526.35	21,781.66
Departments	68,084.95	93,199.51	94,189.35	45,084.82	39,212.23	72,967.70
Trusts	81,027.08	259,981.58	282,861.10	16,380.35	20,393.49	54,134.42
General	(3,460.40)	1,247.11	2,020.51	3.80	28.00	(4,258.00)
	\$ 264,788.61	\$ 715,671.49	\$ 723,715.91	\$ 161,028.60	\$ 161,028.60	\$ 256,744.19

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that:

- Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$250 collected through MCR #1107-1 was retained by the sponsor for 2 to 7 working days before putting the money into the drop-safe for deposit.
- Amounts deposited in the bank for MCR#1158-21 did not agree with collection records. \$945 (\$875 cash, and \$70 in checks) was collected by the sponsor. However, only \$935 was recorded in the school's General Ledger without explanation; consequently, \$10 was unaccounted for. The discrepancy was properly noted on the *Drop-safe Log*.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- Monies collected should be put into the drop-safe daily, and be deposited into the bank within five working days after collections. Delay in turning in the monies for deposit could subject the sponsor to unwarranted liability and result in potential irregularities.
- The school treasurer should verify the accuracy of monies turned in by sponsors for deposit and ensure the collections are accurately recorded in the General Ledger. Discrepancies between the amount of monies turned in, records on the *Monies Collected Reports*, and their related supporting documentation should be investigated and resolved accordingly.

Management's Response

Concur. Spoke to sponsor to ensure this does not happen again.

DOCUMENTATION FOR YEARBOOK

Finding

The *Sales Item Inventory Report* for the Yearbook Sales (Account # 5-0450.00) was incomplete and the actual sales were not reconciled with the General Ledger. Additionally, the *Sales Item Inventory Report* was not reviewed and approved by the Principal.

Recommendation

To ensure proper fiscal accountability, Sales Item Inventory Report should be maintained properly so that staff can reconcile sales revenues and account for items purchased, given away, or remained in inventory. All significant discrepancies between the estimated revenue and actual receipt should be investigated and resolved accordingly.

Management's Response

Concur. Principal will make certain to sign Sales Item report and approve after teacher prepares it.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card purchases found that:

- Two disbursements totaling \$4,227.47 did not have adequate supporting documentation for the expenses:
 - Disbursement #21303 (for \$147.98) was for a staff reimbursement for Cheer shoes. However, the payment was supported by an Order Status Form (for \$151.08) instead of a paid invoice or receipt. Moreover, the form indicated that the items were not yet shipped.
 - Disbursement #22267 (for \$4,079.49) was for the April 5, 2019 Grad Bash tickets. The payment was supported by an Event Order Form and did not include a paid invoice or receipt.
- Disbursement #22585 (for \$3,195.25) was for final payment for the May 13, 2019 baseball awards banquet. However, the disbursement was supported only by a *Sales and Catering Contract* signed by the sponsor instead of the principal.

Santaluces High School
Management Letter
Year Ended June 30, 2019

- Four disbursements (#s 22556, 22585, 22628, and 21395) totaling \$5,367.15 included a total of \$110.25 in sales tax payments although the purchases qualified for tax-exempt.
- Disbursement #21395 (for \$1,390.74) for two digital cameras did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases exceeding \$1,000.

Recommendation

Disbursements should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and the related District guidelines. Specifically,

- To ensure purchases are appropriate, expenditures should be adequately documented and supported by itemized invoices or paid receipts.
- All contracts should be approved by the Principal as required by *School Board Policy 6.14(4)*, which states “*the School Board has delegated limited authority to ... School Principals relating to the purchase of commodities and contractual services ...*” and “*No person, unless specifically authorized to purchase commodities or contractual services under School Board policies, may make any purchase or enter into any contract involving the use of school or School District funds.*”
- The School District is sales tax-exempt governmental entity, and should not pay sales tax for qualified purchases.
- A *Purchase Order* preapproved by the Principal should be issued for each purchase in excess of \$1,000. This will help ensure that the purchase is appropriate, and funds will be available for the purchase.

Management’s Response

Concur. Spoke to employees. Sales tax had to be added for truck and administration’s graduation luncheon because to p-card was not used. Will not happen again.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found that:

- The school did not maintain *Prenumbered Document Inventory Registers* (PBSD 0160) for Prenumbered tickets.
- Although the school maintained *Prenumbered Document Inventory Registers* (PBSD 0160) for *School Checks*, the forms were not verified and initialed by the document custodian.

Recommendation

As reminded by the *Document Custodian Assignment Register* (PBSD 1663), the District's procedures require that the Prenumbered Tickets be inventory-checked monthly through the completion of the *Prenumbered Document Inventory Register* (PBSD 0160). Also, the document custodian should sign the *Prenumbered Document Inventory Register* (PBSD 0160) for school checks to confirm the period inventory.

Management's Response

Concur. Numbers were submitted. Another staff was assisting while the custodian was out.

LEASING OF SCHOOL FACILITIES

Finding

The review of facility leasing found that:

- Leasing charges for two *Lease Arrangements* (#1086, and #1090) were not always collected prior to the use of facilities. Delays ranged from 8 to 9 days.
- Three leasing activities (#1067, #1093, and #1094) were recorded in the Tririga System during the year with a total contract amount of \$1,100, but no rental fees were collected. According to staff, the leases were cancelled; however, the original leases were not cancelled in the Tririga System. As a result, the Tririga System overstated the school's leasing income by \$1,100.
- *Lease Agreements* were not always properly executed with all the signatures in a timely manner.
 - Lease #1090 was not signed by the lessee.
 - Lease # 1086 was not signed by the lessee and the witness until 8 days after the leasehold period began.
 - Lease # 1090 and #1070 were not signed by the witnesses until 9 and 14 days, respectively, after the leasehold periods had begun.

Santaluces High School
Management Letter
Year Ended June 30, 2019

- Witnesses and lessees for lease #1091 and #1070 did not sign the respective lease agreements on the same day. Delays ranged from 2 to 14 days.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

- Leasing information should be accurately recorded in the Tririga System; and the record should be updated with new information such as cancellations and amendments in leasing arrangements.
- *School Board Policy 7.18*, requires that leasing charges “are to be paid by check or credit card (no cash) at least forty-eight (48) hours **prior to the use of a facility.**”
- To protect the best interest of the School District, all *Lease Agreements* should be executed with all the required signatures prior to the use of facilities by lessees.

Management’s Response

Concur. Lease #1090 began 07/07/2019 an paid and signed on 07/16/2019. Lease #1086 began 07/19/2019 and paid and signed on 07/17/2019. Lease #1070 began on 4/30/2019 and payment was mailed on 05/10/2019. Lease #1091 – Secretary was on vacation from 07/04/2019-07/2015/2019 and is the only person in the summer who handles leases.

**Seminole Ridge High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 4601 Seminole Pratt Whitney Road
Loxahatchee, FL 33470

Principal:
Fiscal Year 2019: James Campbell
During Audit: James Campbell

Treasurer:
Fiscal Year 2019: Rocio Soucy
During Audit: Rocio Soucy

Community School Director:
Fiscal Year 2019: John Hay
During Audit: John Hay

Cash and Investments

Checking	\$ 539,889.41
Investments	
	\$ 539,889.41

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 87,750.44	\$ 267,946.39	\$ 272,589.69	\$ 82,101.97	\$ 79,919.97	\$ 85,289.14
Music	34,788.51	230,992.65	259,874.55	48,395.67	46,197.67	8,104.61
Classes	10,765.04	55,522.90	81,453.34	68,637.36	35,893.75	17,578.21
Clubs	46,015.44	164,293.78	107,058.67	42,890.82	92,634.11	53,507.26
Departments	188,957.29	228,866.17	228,290.13	105,582.08	97,794.23	197,321.18
Trusts	171,020.50	241,270.78	256,425.90	35,781.58	32,912.44	158,734.52
General	14,344.46	38,395.20	35,347.86	32,542.74	30,580.05	19,354.49
	\$ 553,641.68	\$1,227,287.87	\$1,241,040.14	\$ 415,932.22	\$ 415,932.22	\$ 539,889.41

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transaction records found that:

- Disbursement #22790 (for \$10,624) was to pay for a three-day band camp for 125 students. However, this activity did not have the approved *Field Trip/Activity Planning Report and Approval Request Form*. Also, the camp *Memorandum of Agreement* was signed by the sponsor rather than the Principal.
- ***Purchasing Manual, Chapter 13***, states, “a Principal can approve up to \$5,000 per supplier, per fiscal year.” Consultant contracts over \$5,000 must be signed by the consultant, principal, and regional/instructional superintendent before sending to the Purchasing Department to complete the process. The following three *School District Consultant Agreements (PBSD 1420)* exceeded the threshold for the principal’s approval.
 - Two *Agreements* for \$4,000 each (totaling \$8,000) for the same marching band consultant were approved by the principal on September 11, 2018 and January 23, 2019, respectively.
 - One *Agreement* (for \$6,458.85) was for the Project Graduation entertainment.
- The school did not always process payments for purchases in a timely manner. Two disbursements (#22854 for \$5,517.68 and #23139 for \$2,725) were paid from 53 to 176 days late.

Recommendation

Disbursements should be administered in accordance with ***Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)***, and the related District guidelines. Specifically,

- Field trips should be conducted in accordance with ***School Board Policy 2.40*** and related District guidelines. A *Field Trip/Activity Planning Report and Approval Request* and TDEs must be completed by the sponsor and pre-approved by the Principal and other required District departments, depending on the destination for each field trip.
- All contracts should be approved by the Principal as required by ***School Board Policy 6.14(4)***, which states “the School Board has delegated limited authority to ... School Principals relating to the purchase of commodities and contractual services ...” and “No person, unless specifically authorized to purchase commodities or contractual services under School Board policies, may make any purchase or enter into any contract involving the use of school or School District funds.”
- The *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures and be forwarded to the Purchasing Department for processing when payments are to exceed \$5,000.

Seminole Ridge High School
Management Letter
Year Ended June 30, 2019

- To ensure accurate financial reporting and in compliance with *Florida Statutes §218.503*, the school should promptly process payments for all invoices including those for District services.

Management's Response

Concur. Reinforced the approval process to sponsors of field trips and the correct way to document all aspects. Explained the principal approves all contracts. Explained the consultant agreement process. Stressed the need for sponsors to pay vendors in a timely manner.

**Spanish River High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 5100 Jog Road
Boca Raton, FL 33496

Principal:
Fiscal Year 2019: William Latson
During Audit: Allison Castellano

Treasurer:
Fiscal Year 2019: Martha Combs
During Audit: Martha Combs

Cash and Investments

Checking	\$ 681,402.56
Investments	
	\$ 681,402.56

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 101,736.02	\$ 284,442.02	\$ 275,800.83	\$ 58,150.49	\$ 53,857.16	\$ 114,670.54
Music	46,284.52	147,178.56	162,982.69	13,832.17	13,707.17	30,605.39
Classes	14,450.31	126,823.58	115,823.93	24,866.69	26,592.61	23,724.04
Clubs	105,308.42	373,847.26	369,235.92	72,392.86	83,514.69	98,797.93
Departments	87,415.05	91,007.59	72,581.72	13,520.30	13,844.84	105,516.38
Trusts	209,442.79	498,043.04	437,890.44	48,072.72	53,625.74	264,042.37
General	44,596.11	44,648.06	59,505.24	57,319.74	43,012.76	44,045.91
	\$ 609,233.22	\$1,565,990.11	\$1,493,820.77	\$ 288,154.97	\$ 288,154.97	\$ 681,402.56

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser documentation revealed that:

- The General Athletics Discount Card (Account #1-0010.03) had a total sales revenue of \$840, which was deposited into the Internal Funds during the period April 3 through May 20, 2019. However, based on the school’s purchasing records and the *Sales Item Inventory Report* for School Year 2019, this fundraiser should have generated a total estimated revenue of \$2,540. As a result, \$1,700 (67%) in estimated revenue was unaccounted for. Furthermore, the contract for the fundraiser was signed by the Athletic Director instead of the Principal.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory (1)	Purchases (2)	Items Given Away (1)	Inventory On Hand (1)	Units Sold		
T-shirts	0	150	0	23	127	\$20	\$2,540
Total \$ Deposited into Internal Funds							\$840
<i>Estimated Revenues Unaccounted For</i>							<u><u>\$1,700</u></u>

(1) Based on *FY19 Sales Item Inventory Report*.

(2) Based on purchasing records during July 1, 2018, through June 30, 2019.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- *Sales Item Inventory Report* should be properly prepared and completed with accurate information for each fundraiser and be approved by the principal. Accurate information will assist staff in reconciling the sales revenue with the estimated revenue. 67% of estimated revenue is a significant discrepancy and should be investigated and resolved accordingly.
- All contracts should be approved by the Principal as required by *School Board Policy 6.14(4)*, which states “the School Board has delegated limited authority to ... School Principals relating to the purchase of commodities and contractual services ...” and “No person, unless specifically authorized to purchase commodities or contractual services under School Board policies, may make any purchase or enter into any contract involving the use of school or School District funds.”

Management’s Response

Concur. Sponsor gave back cards and did not document properly. Moving forward, proper documentation will be obtained and this type of fundraiser will not occur again for athletics.

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #48874 (for \$2,000) was paid directly to a school employee from the Rental Income account as a stipend for performing data entry of students' community service hours. This payment was inappropriate and should have been made through the District's payroll system.

Recommendation

Disbursements should be administered in accordance with the *Internal Accounts Manual, Purchasing Manual*, and related District guidelines. Specifically, compensation for services to District employees should be paid through the District's payroll system to assure the proper withholding of employment taxes.

Management's Response

Concur. This will not occur again. Change made to community service process.

LEASING OF SCHOOL FACILITIES

Finding

The review of leasing records for use of school facilities found that:

- The charges for student theater technicians were billed separately and not included on the *Lease Agreements*. As a result, the Tririga System understated the school's leasing revenue by \$10,289.70.
- *Lease Agreement* #1026 was not signed by the lessee and Principal until four days after the use of facility by lessee.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

- All rental charges for use of school facilities should be entered into the Tririga System, which should indicate the amount due from lessees. Student technicians should be included as labor charges of the lease in accordance with the *FY2018-2020 Hourly Billing Rate Schedule*.
- To protect the best interest of the School District, all *Lease Agreements* should be properly executed with all the required signatures on the "Issued" copy of leases prior to the use of facilities by lessees.

Spanish River High School
Management Letter
Year Ended June 30, 2019

Management's Response

Concur. Moving forward, all student techs starting in July 2019 are included in theater classes.

Additional Comments

I became principal late July 2019 and was not at Spanish River when these findings occurred. With that being said, corrective actions will be taken to ensure findings do not occur again.

**Suncoast High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1717 Avenue "S"
Riviera Beach, FL 33404

Principal:
Fiscal Year 2019: Karen Whetsell
During Audit: Kathryn Koerner

Treasurer:
Fiscal Year 2019: Lynn Gold
During Audit: Lynn Gold

Cash and Investments

Checking	\$ 377,863.37
Investments	
	\$ 377,863.37

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 115,351.50	\$ 309,696.85	\$ 308,815.08	\$ 57,568.25	\$ 57,087.73	\$ 116,713.79
Music	35,031.12	275,141.34	290,814.32	40,392.89	35,260.09	24,490.94
Classes	24,087.10	134,630.00	127,592.23	666.47	13,174.52	18,616.82
Clubs	50,233.93	229,807.31	224,512.77	27,787.02	30,934.91	52,380.58
Departments	99,580.23	186,561.78	205,256.20	23,756.03	22,598.49	82,043.35
Trusts	82,667.28	183,145.37	185,825.56	12,519.07	18,256.33	74,249.83
General	7,713.47	45,270.34	58,238.09	27,352.10	12,729.76	9,368.06
	\$ 414,664.63	\$1,364,252.99	\$1,401,054.25	\$ 190,041.83	\$ 190,041.83	\$ 377,863.37

DEPOSIT OF MONIES

Finding

The review of money collection process and sample of *Monies Collected Reports* (MCRs) and at the school found that:

- The Drop-safe Log for July 23, 2018 through January 5, 2019, and February 28, 2019 through March 29, 2019 (pages #50-31631 through 50-29992 and #50-36333 through 50-36352) were missing. However, the pages had been previously scanned into the District's electronic document storage system.
- Monies were not always deposited in a timely manner. For example:
 - \$694 collected through three sample MCRs (#1401-3, 1447-20, and 1447-23) was retained by the sponsors for one to 13 working days before it was put into the drop-safe for deposit.
 - \$1,753 collected through 3 MCRs was not processed by the treasurer until six to nine working days after the money was deposited into the drop-safe.
- The school's *2019 End-of-the-Year Check Out Form* did not instruct staff to whom to turn in the yellow copies of the MCRs at the year-end. According to staff, an instruction email was sent to staff to return yellow copies of MCRs to the alphabetically sorted boxes located at the front desk table. These documents should have been submitted to the school secretary at year-end for filing and future reference as required by District's procedures.

Recommendation

Money collections should be administered in accordance with *Internal Accounts Manual*, and District guidelines. Specifically,

- To ensure proper fiscal accountability and as required by *Bulletin #P 18-132 CFO*, the Document Custodian for *Drop-safe Logs* should ensure that "*Completed Drop-safe Logs along with PBS 2587 will be filed sequentially in a binder by document number and shall be retained for five years.*"
- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the staff to unwarranted exposure and result in potential irregularities.
- As required by *Bulletin #P-14051-S/CFO* and *Internal Accounts Manual, Chapter 7's Record Retention Requirements*, at the year-end, "*Teachers/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary...*" The school should correct its *End-of-Year Checklist* to ensure the instructions are complying with the District's procedures.

Management's Response

Concur. Individual responsible for drop safe log storage has been changed and the filing system is now in place to maintain records securely. Staff will be trained to process payments in a timely fashion and the Treasurer will make a strong effort to process deposits daily. The forms will be revised for 2020 to include the proper procedure of turning in MCR yellow copies to the confidential secretary for storage.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser records revealed that the sponsor for the Coupon Book Sales (Account #2-1000.12) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2019.

Recommendation

To ensure fundraiser sponsors are familiar with and complying with the current fundraising procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.

Management's Response

Concur. Sponsors must provide proof that they have completed the eLearning Fundraiser Training before the fundraiser will be approved and an account is established.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transaction records revealed that:

- Two disbursements (#20979 for \$1,500, and #20980 for \$2,000) for baseball coaching services were supported by a *School District Consultant Agreement (PBSD 1420)*. However, there were no invoices from the consultants.
- Disbursement #20995 (for \$1,231.06) was for reimbursement to an employee, the payment included \$1,199.60 for the courtyard umbrellas. However, the payment was not supported by an itemized invoice or receipt. Instead, it was supported by a copy of the employee's online credit card statement, which indicated only the vendor's name and the dollar amount, without any details of the purchases.
- Disbursement #21501 (for \$2,360) was a payment for admission tickets for a field trip. This disbursement was supported by a handwritten Order Form. However, an itemized invoice or receipt was not included in the documentation.

- A March 7, 2019, P-Card purchase (\$342) for a luncheon was supported by a credit card receipt but did not have the details for the purchases.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically, to ensure that purchases are appropriate, disbursements and P-Card purchases should be documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. Athletic Director will not request a check without an invoice and the Treasurer will not request a check requisition without proper documentation. Reimbursements will not be processed for payment without proper documentation. If a sponsor returns from a field trip without proper documentation, every effort will be made to obtain the required documentation. Every effort will be made to obtain an itemized receipt for all meals purchased.

PRENUMBERED DOCUMENTS

Finding

The review of prenumbered documents found the following:

- The unused *School Checks* were kept by the school treasurer instead of the designated Document Custodian of the Drop-safe Log.
- The Athletic Director was the assigned custodian for athletic tickets, but the athletic director also used the prenumbered tickets for fee collections.

Recommendation

To ensure proper segregation of duties and as required by *Chapter 27 of the Internal Accounts Manual*,

- To safeguard school assets through proper segregation of duties, both used and unused Dropsafe Logs should be maintained by the designated document custodian.
- The Document Custodian for each prenumbered document should be someone who is not involved in the day-to-day use of the form.

Suncoast High School
Management Letter
Year Ended June 30, 2019

Management's Response

Concur. Unused school checks are now stored without our document custodian. Athletic Director has been informed that moving forward not to use prenumbered tickets for anything but events. Fee collections should be handled in a different manner.

**Wellington High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 2101 Greenview Shores Boulevard
Wellington, FL 33414

Principal:
Fiscal Year 2019: Cara Hayden
During Audit: Cara Hayden

Treasurer:
Fiscal Year 2019: Dorothy Billi
During Audit: Dorothy Billi

Community School Director:
Fiscal Year 2019: Chris Romano
During Audit: Chris Romano

Cash and Investments

Checking	\$ 709,376.90
Investments	
	\$ 709,376.90

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 94,152.80	\$ 363,210.86	\$ 322,986.78	\$ 132,944.40	\$ 168,706.63	\$ 98,614.65
Music	23,589.51	109,702.14	113,410.84	7,389.39	7,784.69	19,485.51
Classes	1,436.92	95,857.00	75,976.34	19,982.97	27,158.87	14,141.68
Clubs	89,324.32	301,239.28	308,640.34	55,167.96	51,512.36	85,578.86
Departments	109,240.95	222,844.34	241,736.36	76,814.81	63,063.67	104,100.07
Trusts	291,678.83	395,250.85	387,150.31	56,184.34	23,253.49	332,710.22
General	59,717.29	52,894.13	50,861.35	45,968.61	52,972.77	54,745.91
	\$ 669,140.62	\$1,540,998.60	\$1,500,762.32	\$ 394,452.48	\$ 394,452.48	\$ 709,376.90

DEPOSIT OF MONIES

Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) at the school found that:

- \$2,790 (\$520 in cash and \$2,270 in checks) collected through four MCRs (#s 1964-15, 1964-14, 1964-16, and 1964-18) was retained by the sponsor for three working days before the money was put into the drop-safe for deposit.
- One entry recorded on one page (page #50-29734) of *Drop-safe Log (Log)* was crossed out without any explanation.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after collections. Delay in turning in the monies for deposit could subject the collections to unwarranted exposure and result in potential irregularities.
- To ensure proper fiscal accountability, deposit information should be properly recorded on the *Drop-safe Log*. Reasons for deletions of information on the *Log* should be explained on the *Log*, signed, and acknowledged by the sponsors.

Management's Response

Concur.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #26953 (for \$1,500) was for paying a consultant for choreography services during February 28, through April 13, 2019. However, the related *School District*

Wellington High School
Management Letter
Year Ended June 30, 2019

Consultant Agreement (PBSD 1420) was not approved by the Principal until March 5, 2019.

- Disbursement #27575 (for \$500) consultant for field painting during the period April 22, 2019 through May 17, 2019. However, the related *School District Consultant Agreement (PBSD 1420)* was not signed by the consultant. Additionally, the Principal did not approve the *Agreement* until April 30, 2019.

Recommendation

To protect the best interest of the students and the school, *School District Consultant Agreements* should be properly executed with the needed information and signatures prior to the consultant providing the services. This will ensure all consultants are properly cleared before they have direct contact with students.

Management's Response

Concur.

West Boca Raton High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 12811 Glades Road
 Boca Raton, FL 33498

Principal:
 Fiscal Year 2019: Craig Sommer
 During Audit: Ed Capitano

Treasurer:
 Fiscal Year 2019: Linda Scharrer / Diane Esola
 During Audit: Diane Esola

Community School Director:
 Fiscal Year 2019: Bradly Dorfberger
 During Audit: Bradly Dorfberger

Cash and Investments

Checking	\$ 747,599.93
Investments	
	\$ 747,599.93

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 98,886.13	\$ 207,398.21	\$ 183,215.51	\$ 59,166.33	\$ 63,152.72	\$ 119,082.44
Music	196,649.26	238,476.70	167,562.78	43,542.79	136,900.79	174,205.18
Classes	11,818.68	105,028.59	85,340.91	116,893.22	117,509.72	30,889.86
Clubs	70,137.81	146,059.51	136,753.76	59,907.11	55,853.33	83,497.34
Departments	139,823.63	389,413.06	392,979.34	162,615.44	159,277.07	139,595.72
Trusts	137,623.64	328,812.04	389,619.53	135,819.94	46,691.02	165,945.07
General	26,111.08	77,183.11	70,349.69	47,147.72	45,707.90	34,384.32
	\$ 681,050.23	\$1,492,371.22	\$1,425,821.52	\$ 625,092.55	\$ 625,092.55	\$ 747,599.93

CHANGE FUNDS

Finding

On November 18, 2019, the school records indicated that a total of \$1,800 in Change Fund was maintained at the school, with a total of \$310 in change funds was issued to three staff members. However, our examination found only \$1,730 in change fund balance. The net shortage of \$70 included (1) \$10 overage by the school treasurer, and (2) \$80 shortage by the media specialist. There was no explanation for the \$10 overage by the school treasurer. The media specialist stated that she had reissued \$80 to students for a fundraiser in progress.

Staff	School Records	OIG Observation	Discrepancies
Guidance Counselor	\$10	\$10	-
Media Specialist	\$100	\$20	(\$80)
Drama Teacher	\$200	\$200	-
School Treasurer	\$1,490	\$1,500	\$10
Total	\$1,800	\$1,730	(\$70)

Recommendation

To ensure assets are properly safeguarded, change funds should be maintained in accordance with *Internal Accounts Manual, Chapter 10, Change Funds*.

Management's Response

Concur. Proper accounting will be implemented by all parties who have access to the change fund.

DEPOSIT OF MONIES

Finding

The review of money collection process and *Monies Collected Reports* (MCRs) for October 2018, February and April 2019 found that:

- During these three months, there were 50 bank deposits which were comprised of collections from 791 MCRs, totaling \$380,645.15. However, only 597 yellow copy of MCRs, totaling \$261,464.60, were available for our review. The remaining 193 (or 24%) yellow copies of MCRs, totaling \$119,180.50 (31% of three month's deposits), were not available for our review. Apparently, these 193 yellow copies of MCRs were either missing or not retained by staff. Due to the significant number (24%) of the yellow copy of MCRs not available for our review, there is less assurance that the collections recorded on the unavailable MCRs were properly accounted for.
- We also identified that the sponsor for the Project Prom Bagels Sales (Account #6-0908.03) used cash proceeds from collections (MCR #1107-8) to purchase items for resale.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools), Internal Accounts Manual*, and District guidelines. Specifically,

- As required by Internal Accounts Manual, Chapter 7's Record Retention Requirements, "Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary..."
- *DOE Rules* require that collections be deposited daily, intact, into Internal Funds.

Management's Response

Concur. Staff will be trained at our upcoming faculty meeting to keep the yellow copies of their deposit tickets and turn them over to the head secretary at year end.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of sample fundraiser records revealed that the SGA Tervis Sales (Account #4-4810.08) had the following noncompliances:

- The sponsor prepared the *Sales Item Inventory Report (SIIR)* but did not include all the required information. Missing information included the quantities of items sold and ending inventories. Without the fundraisers' sales information, there is no assurance that revenues were properly accounted for. This fundraiser reported a net loss in the general ledger of \$6,548.24.
- The selling prices listed on the *SIIR* were different from the selling prices listed on the collection records.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically,

- To ensure the fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*. Most importantly, non-approved fundraisers could subject the school to unwarranted liabilities and unfunded debts.
- Sales Item Inventory Report should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Moreover, the Sales Item Inventory Report should be approved by the Principal

to confirm the legitimacy for items, if any, that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. The sponsor was notified of the error of her accounting of inventory and she is now trained on the proper way to conduct a fundraiser.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of sample disbursements and P-Card purchases found that:

- Disbursement #31850 (for \$1,550) was for paying a music instructor for percussion repair services on July 26, 2018. However, the related *School District Consultant Agreement (PBSD 1420)* was neither signed by the consultant nor approved by the Principal until August 20, 2018, 17 working days after services had begun. Moreover, the *Consultant Agreement* had a total contract amount of \$14,000. This consultant was paid a total of \$14,150 for Fiscal Year 2018, which exceeded the total contract amount by \$150.
- Three disbursements (#32141 for \$4,000; #32220 for \$18,260.82; and #32896 for \$2,671.20) did not have the required *Purchase Order* (PO). Disbursement #32693 (for \$1,815.57) was supported by a PO. However, the PO was not approved by the principal. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.
- Two disbursements (#32714 for \$5,579.94 and #33196 for \$21,597.30) for theme park tickets did not have adequate supporting documentation for the expenses. The disbursements were supported by a Ticket Order Form and a Ticket Order Request respectively instead of paid receipts or invoices. Additionally, a P-Card transaction for \$2,079.74 occurred on April 4, 2019, was payment for out-of-county field trip to Grad Bash. However, this payment was only supported by an emailed approval from the Purchasing Department for a one-time transaction to exceed \$1,000. It was not supported by paid receipts or invoices.
- The P-Card purchase on February 16, 2019 (for \$2,144) exceeded the \$1,000 per vendor per day requirement but did not have prior approval from the Purchasing Department.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines:

- Consultant payments should be made in accordance with agreements. An addendum to the agreement should be prepared for procuring additional consultant services beyond the contract

amount. Moreover, to protect the best interest of the school, *School District Consultant Agreements* should be properly executed with the needed information and signatures prior to the consultant providing the services.

- All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. P-Card purchases in excess of \$1,000 require prior approval from Purchasing. This will help ensure that the purchase is appropriate and properly funded.
- Expenditures should be adequately supported by itemized invoices/receipts. The issuance of a school check should be supported by the Principal's approved *Check Requisition*. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. We will adhere to the recommendations as outlined regarding P-Card purchases and consultant services.

ADULT EDUCATION AND COMMUNITY SCHOOL PROGRAMS

Finding

Adult General Education and Community School fees should be transmitted to the Central Office within 42 days after the Community School classes begin. However, the Fall 2018 and Spring 2019, fees for the Adult General Education and Community School classes were not transmitted timely to the Central Office, with delays ranging from two to 31 days. We noted the same noncompliance during the Fiscal Year 2018 audit.

Recommendation

Adult Education and Community School Programs should be administered in accordance with the District's guidelines. Specifically, Community School tuition fees should be transmitted to the Central Office within six weeks (42 days) in order to provide timely funding for Community School personnel and other related expenses.

Management's Response

Concur. All Adult Education programs tuition fees will be transmitted to the Central Office within the appropriate guidelines.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found that the assistant of the Adult Education Program was the assigned custodian for the Adult and Community Education Fee Receipt Books (PBSD 1675). However, the staff also used the prenumbered receipts for fee collections.

Recommendation

To ensure proper fiscal accountabilities and as required by *Internal Accounts Manual, Chapter 27*, the custodian for a prenumbered form should be someone who is not involved in the day-to-day use of the form.

Management's Response

Concur. We have a new person as the custodian of documents that is not involved in the day-to-day use of the prenumbered forms.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for leasing of school facilities found that:

- The leasehold period for Lease #1008 began on September 9, 2018. However, the related *Lease Agreement* was not approved by the Principal, nor was it signed by the lessee and a witness until September 14, 2018, five days after the leasehold period had begun.
- Leasing charges for two Lease Arrangements (#1008 and #1021) were not collected until one and eight days after the use of school facilities by the lessees.
- The Certificate of Insurance for Lease #1033 did not cover the entire lease period. The leasehold period began May 18, 2019. However, the insurance effective date was May 19, 2019, one day after the leasehold period began.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically,

- *School Board Policy 7.18*, requires that “Fees are to be paid by check or credit card (no cash) at least forty-eight (48) hours **prior to** the use of a facility.”

West Boca Raton High School
Management Letter
Year Ended June 30, 2019

- To protect the School District from unwarranted liability and as required by ***School Board Policy 7.18***, lessee must “*provide a copy of liability insurance policy in the amount of \$1,000,000, naming the School Board of Palm Beach County as an additional insured, with the Lease Agreement or purchase liability insurance from the School District.*” This will ensure the School Board is well protected.

Management’s Response

Concur. Leasing of school facilities will be administered in accordance with School Board Policy 7.18.

William T. Dwyer High School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 13601 North Military Trail
Palm Beach Gardens, FL 33418

Principal:
Fiscal Year 2019: Corey Brooks
During Audit: Corey Brooks

Treasurer:
Fiscal Year 2019: Connie Hodgdon
During Audit: Connie Hodgdon

Cash and Investments

Checking	\$ 376,286.60
Investments	
	\$ 376,286.60

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 56,528.66	\$ 238,456.40	\$ 243,428.31	\$ 41,849.31	\$ 43,502.62	\$ 49,903.44
Music	4,567.12	66,902.70	66,875.33	13,835.15	13,830.15	4,599.49
Classes	85,240.03	104,299.73	85,147.93	27,471.06	30,937.75	100,925.14
Clubs	56,771.56	171,027.10	172,204.07	32,452.30	37,561.74	50,485.15
Departments	86,692.81	138,787.91	133,132.18	23,213.61	27,376.85	88,185.30
Trusts	111,481.21	206,122.39	227,104.84	27,866.72	27,165.17	91,200.31
General	2,188.93	5,229.56	30,116.85	21,043.79	7,357.66	(9,012.23)
	\$ 403,470.32	\$ 930,825.79	\$ 958,009.51	\$ 187,731.94	\$ 187,731.94	\$ 376,286.60

PRENUMBERED DOCUMENTS

Finding

The document custodian completed the monthly inventory check of *School Checks* and *Drop-safe Logs* based on information provided by the school treasurer. District procedures allow the document custodian to issue the annual supply of *School Checks* to the treasurer, but the inventory check should be verified monthly by the document custodian. The document custodian should also ensure sufficient *Drop-safe Logs* are left at the drop-safe for recordkeeping.

Recommendation

To ensure proper fiscal accountability and as required by *Chapter 27 of the Internal Accounts Manual*, the *Drop-safe Log* should be inventory-checked monthly by the designated document custodian and record the results on the *Prenumbered Document Inventory Register (PBSD 0160)*.

Management's Response

Concur. The document custodian will self-check the numbers on the drop safe log on the first of every month and the drop safe logs are now locked in the document custodian's office.

Other Schools

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**Adult Education Center
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 2161 North Military Trail
West Palm Beach, FL 33409

Principal:
Fiscal Year 2019: Rick Swearingen
During Audit: Rick Swearingen

Treasurer:
Fiscal Year 2019: Carolyn Jefferson
During Audit: Carolyn Jefferson

Cash and Investments

Checking	\$ 129,956.54
Investments	
	\$ 129,956.54

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	27.20	0.00	0.00	0.00	0.00	27.20
Trusts	10,193.86	226,972.57	204,231.62	9,166.00	21,787.00	20,313.81
General	123,146.97	16,150.00	42,302.44	17,227.00	4,606.00	109,615.53
	\$ 133,368.03	\$ 243,122.57	\$ 246,534.06	\$ 26,393.00	\$ 26,393.00	\$ 129,956.54

Adult Education Center
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

Crossroads Academy
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 225 S.W. 12th Street
 Belle Glade, FL 33430

Principal:
 Fiscal Year 2019: Diane Howard
 During Audit: Diane Howard

Treasurer:
 Fiscal Year 2019: Kirston Butler
 During Audit: Kirston Butler

Cash and Investments

Checking	\$ 1,439.68
Investments	
	\$ 1,439.68

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	753.58	1,100.00	1,744.82	0.00	0.00	108.76
Departments	0.00	3.00	0.00	0.00	0.00	3.00
Trusts	2,545.15	1,080.32	2,524.33	0.00	0.00	1,101.14
General	657.41	5,630.00	6,060.63	210.09	210.09	226.78
	\$ 3,956.14	\$ 7,813.32	\$ 10,329.78	\$ 210.09	\$ 210.09	\$ 1,439.68

DEPOSIT OF MONIES

Finding

The review of sample *Monies Collected Reports* (MCRs) and money collection process at the school revealed that some sponsors did not turn in the yellow copies of MCRs and computerized receipts to the school secretary for record retention at the end of the school year.

Recommendation

As required by *Bulletin #P-14051-S/CFD* and *Internal Accounts Manual, Chapter 7's Record Retention Requirements*, at the year-end, "*Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary...*"

Management's Response

Concur A system is now in place to ensure properly handling of receipts.

DOCUMENTATION OF DISBURSEMENTS

Finding

The review of sample disbursements and P-Card transaction records found that:

- Two disbursements (#3142 for \$250 and #3143 for \$250) were for scholarships payments to graduating senior students. However, these disbursements did not have adequate supporting documentation for the expenses.
- Disbursement #3132 (for \$104) was supported by a quote instead of an invoice or paid receipt. Furthermore, this expense was paid 108 days late.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual* and related District guidelines. Specifically:

- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- To ensure accurate financial reporting and in compliance with *Florida Statutes §218.503*, the school should promptly process payments for all invoices.

Management's Response

Concur. System in place for purchase and accurate financial reporting.

**Delray Full Service Center
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 301 S.W. 14th Avenue
Delray Beach, FL 33444

Principal:
Fiscal Year 2019: Brian Killeen
During Audit: Brian Killeen

Treasurer:
Fiscal Year 2019: Nathalie Lafontant
During Audit: Nathalie Lafontant

Cash and Investments

Checking	\$ 19,887.74
Investments	
	\$ 19,887.74

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	0.00	0.00	0.00	0.00	0.00	0.00
Trusts	248.19	48,112.83	40,083.55	2,515.00	2,555.00	8,237.47
General	12,409.45	3,013.96	3,813.14	2,910.00	2,870.00	11,650.27
	\$ 12,657.64	\$ 51,126.79	\$ 43,896.69	\$ 5,425.00	\$ 5,425.00	\$ 19,887.74

DOCUMENTATION FOR DISBURSEMENTS

Finding

Disbursement #10341 (for \$2,200) did not have the required *Purchase Order*. A preapproved *Purchase Order* is required for all purchases in excess of \$1,000.

Recommendation

All purchases in excess of \$1,000 require a *Purchase Order* preapproved by the Principal. This will help ensure that the purchase is appropriate and properly funded.

Management's Response

Concur. Our treasurer has received the necessary training in this area and will handle such purchases properly in the future.

**Indian Ridge School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1955 Golden Lakes Boulevard
West Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Natalie Cromwell
During Audit: Eugene Ford

Treasurer:
Fiscal Year 2019: Yiset Paredes
During Audit: Yiset Paredes

Cash and Investments

Checking	\$ 61,339.05
Investments	
	\$ 61,339.05

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	4,780.24	250.00	8,203.43	9,111.67	1,911.67	4,026.81
Clubs	208.31	234.00	1,882.39	2,734.00	234.00	1,059.92
Departments	3,384.31	18,047.00	24,662.26	17,730.76	12,062.28	2,437.53
Trusts	46,058.86	46,784.96	25,910.76	13,149.46	32,380.82	47,701.70
General	2,703.73	6,307.45	6,760.97	3,862.88	0.00	6,113.09
	\$ 57,135.45	\$ 71,623.41	\$ 67,419.81	\$ 46,588.77	\$ 46,588.77	\$ 61,339.05

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) at the school found that:

- Only yellow copies of MCRs from the secretary and two other sponsors were available for our review during the audit. All the rest of the yellow copies of MCRs were missing. According to staff, the boxes that contained the MCRs might have been misplaced during the summer when the school reorganized and rearranged the storage areas. Subsequently, we performed additional testing of monies collection records. The testing indicated that there were no apparent irregularities in the sample transactions.
- The school's *2018 End-of-Year Checkout List* mistakenly directed staff to submit all the yellow copies of MCRs to the school treasurer. According to the treasurer, she instructed the staff who turned in the Yellow copies to her to submit them to the secretary.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)*, *Internal Accounts Manual*, and District guidelines. Specifically,

- As required by *Bulletin #P-14051-S/CFO* and *Internal Accounts Manual, Chapter 7's Record Retention Requirements*, at the year-end, "*Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary...*"
- All school records should be properly safeguarded and retained for a time-period consistent with the District's *Record Retention Schedule*.

Management's Response

Concur. I will review with school treasurer and head secretary school district's policy on Record Retention Requirement, and establish a location to properly store and preserve yellow copies of Monies Collected Forms. I will meet with faculty and staff to review the FY20 End-of-Year checkout procedures.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Disbursement #11022 (for \$331.22) was for a June 19, 2019, employee reimbursement for food and supplies for the May 24, 2019, End of Year field trip. However, this expenditure was not supported by a *Field Trip/Activity Planning Report and Approval Request*.

- Disbursement #10982 (for \$1,082.45) was supported by an *Order Acknowledgement* without a detailed invoice. Moreover, the related *Purchase Order* was not approved by the Principal until three days after the *Order Acknowledgement* date.
- Disbursement #10958 (for \$5,125) was supported by Fundraiser Program Agreement in lieu of an itemized invoice.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- Field trips should be conducted in accordance with School Board Policy 2.40 and related District guidelines. Specifically, Field Trip/Activity Planning Report and Approval Request and TDE must be completed and approved by the Principal for each field trip.
- To ensure purchases are appropriate and funding is available, they should be preapproved by the Principal.
- To ensure that purchases are appropriate, Disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

Management's Response

Concur. Going Forward, I will meet with all Field Trip Sponsors before the event to remind them of the training requirements. I will follow up by running a compliance list of staff that completed the training and discuss the Field Trip Requirements. Before anyone can make a purchase with the P-card, I will require staff to complete a pre-approval form to be submitted to the principal for approval. It will be stated on the pre-approval form that all required documents must be included with all P-card transactions.

LEASING OF SCHOOL FACILITIES

Finding

The review of records for school facilities leasing found that:

- Leasing charges for two leases (#1019, and #1009) were not collected from the lessees until after the leasehold periods began. Delays ranged from 31 to 33 days.
- Four *Lease Agreements* were not properly executed prior to the lessee's use of the facilities.
 - Lease #1008 and lease #1019 were not approved by the Principal until three and 24 days, respectively, after the leasehold periods began.
 - The lessee did not sign lease #1019 until 31 days after the leasehold period began; and lease #1009 was neither signed by the lessee nor the witness until 30 days after the leasehold period began.

Indian Ridge School
Management Letter
Year Ended June 30, 2019

- Lease #1019 was not signed by a witness; and lease #1008 was neither signed by the lessee nor the witness.
- Lease #1017 did not have the date of the witness signature.

Recommendation

Leasing of school facilities should be administered in accordance with **School Board Policy 7.18** and related District guidelines. Specifically:

- Leasing of school facilities should be administered in accordance with **School Board Policy 7.18** and related District guidelines. Specifically, **School Board Policy 7.18**, requires that leasing charges “are to be paid by check or credit card (no cash) at least forty-eight (48) hours **prior to** the use of a facility.”
- To ensure Lease Agreements are legally enforceable, they should be properly executed with all the required signatures, prior to the use of facilities by lessees.

Management’s Response

Concur. I will meet with staff and review school board policy and related district guidelines on leasing of school facilities. I will communicate with lease holders and staff by restating payment expectations. I will ensure that lease agreements will be properly executed with all required signatures at least forty-eight hours in advance and prior to the use of facilities by lessees.

**Palm Beach Virtual School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 7071 Garden Road, Bldg. 2
Riviera Beach, FL 33404

Principal:
Fiscal Year 2019: Debra Johnson
During Audit: Bradley S. L. Henry

Treasurer:
Fiscal Year 2019: Susan Holsclaw
During Audit: Tiffany Popo / Jose Marquez

Cash and Investments

Checking	\$ 4,892.58
Investments	
	\$ 4,892.58

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	0.00	0.00	0.00	0.00	0.00	0.00
Trusts	3,610.04	9,785.50	9,231.50	4,955.00	4,982.50	4,136.54
General	768.88	65.00	105.34	2,558.00	2,530.50	756.04
	\$ 4,378.92	\$ 9,850.50	\$ 9,336.84	\$ 7,513.00	\$ 7,513.00	\$ 4,892.58

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found that the school had neither assigned a document custodian nor maintained a *Prenumbered Document Inventory Register (PBSD 0160)* for the *Classroom Receipts*.

Recommendation

To ensure proper fiscal accountability and as required by *Chapter 27* of the *Internal Accounts Manual*,

- A designated document custodian should be assigned for each prenumbered form; and the staff assignment should be recorded on the *Document Custodian Assignment Register (PBSD 1663)* accordingly.
- The custodian should account for each prenumbered document through the use of the *Prenumbered Document Inventory Register (PBSD 0160)* to confirm the periodic inventory of the forms.

Management's Response

Concur. A Document Custodian will be assigned to the classroom receipts.

Riviera Beach Preparatory & Achievement Academy
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 7071 Gardens Road
Riviera Beach, FL 33404

Principal:
Fiscal Year 2019: Mark Simmonds
During Audit: Mark Simmonds

Treasurer:
Fiscal Year 2019: Princess Pugh
During Audit: Princess Pugh

Cash and Investments

Checking	\$ 7,568.20
Investments	
	\$ 7,568.20

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$ 190.00	\$ 190.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	2,390.64	14,407.45	18,680.79	4,250.51	2,367.81	0.00
Clubs	374.64	0.00	0.00	0.00	0.00	374.64
Departments	0.00	0.00	0.00	0.00	0.00	0.00
Trusts	19,314.57	18,345.36	28,622.24	5,882.70	7,955.40	6,964.99
General	260.72	152.85	185.00	0.00	0.00	228.57
	\$ 22,340.57	\$ 32,905.66	\$ 47,678.03	\$ 10,323.21	\$ 10,323.21	\$ 7,568.20

SEGREGATION OF DUTIES

Finding

During the audit, we noted that the school treasurer was performing incompatible duties. Specifically, in addition to maintaining the Internal Funds records, the treasurer also (1) collected leasing fees from lessees, (2) prepared *Monies Collected Reports* (MCR), and (3) completed sections 1 and 2 of the *Drop Safe Log*.

Recommendation

To ensure fiscal accountability and prevent conflicts of interest, segregation of duties should be enforced at the school. Specifically, responsibilities in (1) collecting monies from lessees and (2) completing MCRs should be performed by the activity sponsors, instead of the treasurer.

Management's Response

Concur. During the audit period the school was understaffed due to unforeseen circumstances to other staff. The treasurer had to step in and fulfill other duties.

DOCUMENTATION FOR DISBURSEMENTS

Finding

The review of records for sample disbursements and P-Card purchases found that:

- Four Disbursements (#1392 for \$280; #1461 for \$2,550; #1462 for \$78.13; and #1463 for \$500) did not have Principal-approved *Check Requisitions*. However, the principal did sign the related *Checks* for payments.
- Disbursements #1392 (for \$280) was for payment of student travel expenses. However, the expense was not supported by a *Field Trip/Activity Planning Report and Approval Request Form (PBSD 1894)*.
- Disbursement #1437 (for \$120.46) was for reimbursement to a consultant for food served at the mentoring events on March 24, and May 1, 2019. However, the consultant the school engaged did not have a *School District Consultant Agreement (PBSD 1420)*.
- A \$500 P-Card transaction was for payment for a consultant to conduct a Leadership Workshop for staff, which is a prohibited use of the P-Card by the District's Purchasing Guidelines. Moreover, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD1420)*.

Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically,

- Expenditures should be adequately supported by itemized invoices/receipts. The issuance of a school check should be supported by the Principal's approved *Check Requisition*. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- Field trips should be conducted in accordance with School Board Policy 2.40 and related District guidelines. A *Field Trip/Activity Planning Report and Approval Request* and *TDEs* must be completed by the sponsor and pre-approved by the Principal and other appropriate supervisors based on the destination for each field trip.
- To fully comply with *Section 8* of the *Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*, all consultant background and clearance checks must be conducted and cleared prior to performing services for students at the school. The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. This will ensure all consultants are properly cleared before they have direct contact with students.
- P-Cards should not be used for purchase of items and services disallowed by the *Purchasing Manual*.

Management's Response

Concur. Riviera Beach Prep will conform with all disbursement procedures which will be administered in accordance with all findings.

PRENUMBERED DOCUMENTEDS

Finding

The review of controls in prenumbered documents found that the school did not maintain the *Prenumbered Document Inventory Register (PBSD0160)* for *School Checks*.

Recommendation

To ensure proper fiscal controls and accountability, and as required by *Chapter 27 of the Internal Accounts Manual*, custodian should account for each prenumbered document, including *School Checks*, through the use of the *Prenumbered Document Inventory Register (PBSD 0160)* to confirm the periodic inventory check of the forms.

Management's Response

Concur. Riviera Beach Prep will ensure proper fiscal controls and accountability, and as required by Chapter 27 of the Internal Accounts Manual.

Royal Palm School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 6650 Lawrence Road
Lantana, FL 33462

Principal:
Fiscal Year 2019: Bradley S.L. Henry
During Audit: Jennifer Corcoran

Treasurer:
Fiscal Year 2019: Kristen Casagni /Cheryl Conner
During Audit: Cheryl Conner

Afterschool Site Director:
Fiscal Year 2019: Beverly Meg Davis
During Audit: Beverly Meg Davis

Cash and Investments

Checking	\$ 16,094.31
Investments	
	\$ 16,094.31

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	1,399.75	1,190.00	1,170.00	390.00	1,789.75	20.00
Clubs	300.00	526.00	335.32	333.26	333.26	490.68
Departments	900.67	6,384.22	3,110.93	1,931.00	2,382.09	3,722.87
Trusts	7,888.37	12,661.23	11,999.42	739.06	789.06	8,500.18
General	2,692.99	4,174.60	5,407.85	3,864.27	1,963.43	3,360.58
	\$ 13,181.78	\$ 24,936.05	\$ 22,023.52	\$ 7,257.59	\$ 7,257.59	\$ 16,094.31

DEPOSIT OF MONIES

Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) at the school found that some of the sponsors did not turn in the yellow copies of the MCRs at the year-end, along with the computerized receipts, to the school secretary for record keeping.

Recommendation

As required by *Internal Accounts Manual, Chapter 7's Record Retention Requirements*, "Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary..."

Management's Response

Concur. A new procedure has been put into place to monitor MCRs and receipts. Staff will be reminded monthly to keep these documents so that they can be turned in at the end of the year.

PRENUMBERED DOCUMENTS

Finding

The review of controls in prenumbered documents found that the school did not maintain the Prenumbered Document Inventory Register (PBSD 0160) for school checks.

Recommendation

To ensure proper fiscal accountability and as required by *Chapter 27 of the Internal Accounts Manual*, a designated document custodian should be assigned for each prenumbered form; and the staff assignment should be recorded on the *Document Custodian Assignment Register (PBSD 1663)* accordingly.

Management's Response

Concur. The Principal and School Treasurer will provide a copy of Chapter 27 of the Internal Accounts Manual to the Document Custodian. A monthly check will be done to ensure that the Prenumbered Document Inventory Register (Form 0160) is being recorded on a monthly basis.

**South Intensive Transition School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1509 Barton Road
Lake Worth, FL 33460

Principal:
Fiscal Year 2019: Reginald Jeudy
During Audit: Reginald Jeudy

Treasurer:
Fiscal Year 2019: Lynn Fricke
During Audit: Lynn Fricke

Cash and Investments

Checking	\$ 12,589.43
Investments	
	\$ 12,589.43

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	1,892.77	0.00	0.00	0.00	0.00	1,892.77
Departments	0.00	0.00	0.00	0.00	0.00	0.00
Trusts	3,262.24	12,295.00	8,357.53	283.00	283.00	7,199.71
General	3,489.43	2,451.00	2,443.48	1,066.56	1,066.56	3,496.95
	\$ 8,644.44	\$ 14,746.00	\$ 10,801.01	\$ 1,349.56	\$ 1,349.56	\$ 12,589.43

DEPOSIT OF MONIES

Finding

The review of the money collection process at the school revealed that none of the activity sponsors attached the *Official Receipts* to the yellow copies of the MCRs for November 2018, through June 2019 when submitting these documents to the school secretary for record retention at the end of the school year.

Recommendation

As required by the *Sponsor's Checklist of Responsibilities* in the *Internal Accounts Manual, Chapter 7*, Teacher/sponsors should "*compare the yellow copy of the MCR against the official receipt to confirm that funds were properly credited to the school's accounting records.*"

Management's Response

Concur. All MCRs have been attached with each matching receipt and will continue.

DOCUMENTATION FOR FUNDRAISERS

Finding

The review of fundraiser documentation revealed that the information recorded on the *Sales Item Inventory Reports* and the recap section (actual sales) of the *Fundraising Application/Recap Form* for the School Spirit Shirts (Account #7-0100.03) and the Dress Code Shirts (Account #7-0100.01) did not agree with the school's general ledger.

Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically, fundraising documentation should be prepared and completed with accurate information for each fundraiser. Accurate information will assist staff in reconciling the actual sales revenue with the estimated revenue. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

Management's Response

Concur. The Inventory Report wasn't the right year but , the sponsor submitted the correct year.

LEASING OF SCHOOL FACILITIES

Finding

The review of leasing activities of school facilities found that four *Lease Agreements* #s 1002, 1008, 1011, and 1020 were not signed by the lessees.

Recommendation

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related District guidelines. Specifically, to protect the best interest of the School District and ensure *Lease Agreements* are legally enforceable, they should be executed with all the required signatures prior to the use of facilities by lessees.

Management's Response

Concur. All leases have been signed by the lessee, and from this point forward.

**Turning Points Academy
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019**

Address: 1950 Benoist Farms Road
West Palm Beach, FL 33411

Principal:
Fiscal Year 2019: Kevin Gatlin
During Audit: Kevin Gatlin

Treasurer:
Fiscal Year 2019: Doris Zabel
During Audit: Doris Zabel

Cash and Investments

Checking	\$ 3,911.23
Investments	
	\$ 3,911.23

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	0.00	0.00	0.00	0.00	0.00	0.00
Trusts	5,857.25	3,548.87	5,977.22	1,153.23	1,153.23	3,428.90
General	142.59	382.00	42.26	0.00	0.00	482.33
	\$ 5,999.84	\$ 3,930.87	\$ 6,019.48	\$ 1,153.23	\$ 1,153.23	\$ 3,911.23

Turning Points Academy
Management Letter
Year Ended June 30, 2019

The audit revealed no material instances of noncompliance.

West Technical Education Center School
Internal Fund Accounts
Combining Statement of Changes in Cash and Investments – Cash Basis
Year Ended June 30, 2019

Address: 2625 NW 16th Street
 Belle Glade, FL 33430

Principal:
 Fiscal Year 2019: Charlene Ford
 During Audit: Charlene Ford

Treasurer:
 Fiscal Year 2019: Julissa Camacho
 During Audit: April Moreland Johnson

Cash and Investments

Checking	\$ 56.40
Investments	
	\$ 56.40

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	6.34	1,075.00	1,075.00	0.00	0.00	6.34
Trusts	2,142.72	11,236.00	13,378.72	621.68	621.68	0.00
General	0.06	1,406.00	1,356.00	0.00	0.00	50.06
	\$ 2,149.12	\$ 13,717.00	\$ 15,809.72	\$ 621.68	\$ 621.68	\$ 56.40

DEPOSIT OF MONIES

Finding

The review of sample Monies Collected Reports (MCRs) and money collection process at the school found that monies were not always deposited into the bank in a timely manner. For example, \$890 collected through seven MCRs was not processed timely by the school treasurer and deposited into the bank until six to 12 working days after collection.

Recommendation

Money collections should be administered in accordance with *DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools), Internal Accounts Manual*, and District guidelines. Specifically, *DOE Rules* and *District Bulletin #P-14051-S/CFO* require that monies collected be put into the drop-safe daily and be deposited into the bank within five working days after the collections. Delay in turning in the monies for deposit could subject the monies to unwarranted exposure and result in potential irregularities.

Management's Response

Concur. Moving forward, funds collected will be deposited into the bank within five working days after the collections.

SEGREGATION OF DUTIES

Finding

The review of the Document Custodian Assignment Register (PBSD1663) found that the Community School Administrative Assistant was the assigned custodian for *Adult Community Education Receipts* and *Classroom Receipts*, although she was also involved in the day-to-day use of the receipts for fee collections.

Recommendation

To ensure proper fiscal accountabilities and as required by *Internal Accounts Manual, Chapter 27*, the custodian for prenumbered form should be someone who is not involved in the day-to-day use of the form. Each assigned document custodian shall use the *Prenumbered Document Inventory Register* (PBSD 0160) to perform the periodic inventory of the prenumbered forms.

Management's Response

Concur. To correct this finding the AE Administrative Assistant will no longer be involved in the day-to-day use of the receipts for fee collections, i.e., she will no longer collect funds. Due to the limited number of administrative (2) and office staff (2) at West Tech, the proper separation of duties is challenging. The addition of a bookkeeper would be of great assistance.