



# The School District of Palm Beach County, Florida

## Internal Funds Accounts Audit June 30, 2018

**Report #2019-09**



### **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

### **School Board Members**

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JulieAnn Rico, Esq.	General Counsel	Charter Assignment
Maureen Werner	Principals' Representative	Charter Assignment
Justin Katz	CTA President	Charter Assignment

\*\* as of June 30, 2018

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THE SCHOOL DISTRICT OF  
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LUNG CHIU, CIG, CPA  
INSPECTOR GENERAL

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MARCIA ANDREWS  
KAREN M. BRILL  
BARBARA McQUINN  
DEBRA L. ROBINSON, M.D.  
ERICA WHITFIELD

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

April 19, 2019

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, 2018, 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*, 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 175 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, 2018, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 19, 2019, 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, 2018

FY 2018 ALL SCHOOLS	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	Ending Balance
1 - ATHLETICS	\$1,613,550.80	\$5,479,640.95	\$5,516,686.55	\$1,761,588.59	\$1,685,991.86	\$1,652,101.93
2 - MUSIC	1,037,278.54	5,206,182.47	5,165,520.24	1,408,593.10	1,375,272.37	1,111,261.50
3 - CLASSES	1,140,688.40	6,456,533.62	6,297,328.39	1,153,157.97	1,325,077.11	1,127,974.49
4 - CLUBS	1,711,564.07	5,121,329.88	4,905,480.09	1,527,548.94	1,743,737.22	1,711,225.58
5 - DEPARTMENTS	4,299,660.36	7,198,522.44	7,007,176.96	2,412,095.33	2,322,332.23	4,580,768.94
6 - TRUSTS	7,503,463.50	49,547,812.39	48,745,494.19	2,679,077.92	2,917,892.86	8,066,966.76
7 - GENERAL ACTIVITIES	1,627,563.46	2,954,032.23	3,368,712.18	1,862,215.51	1,433,973.71	1,641,125.31
<b>TOTALS</b>	<u>\$18,933,769.13</u>	<u>\$81,964,053.98</u>	<u>\$81,006,398.60</u>	<u>\$12,804,277.36</u>	<u>\$12,804,277.36</u>	<u>\$19,891,424.51</u>

*Source: Individual School Statements of Changes in Fund Balance.*

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June 30, 2018

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## (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 175 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 which 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  
Addison Mizner Elementary  
Allamanda Elementary  
Banyan Creek Elementary  
Barton Elementary  
Beacon Cove Intermediate  
Belle Glade Elementary  
Belvedere Elementary  
Benoist Farms Elementary  
Berkshire Elementary  
Binks Forest Elementary  
Boca Raton Elementary  
C.O. Taylor / Kirklane Elementary  
Calusa Elementary  
Cholee Lake Elementary  
Citrus Cove Elementary  
Coral Reef Elementary  
Coral Sunset Elementary

Crosspointe Elementary  
Crystal lakes Elementary  
Cypress Trails Elementary  
D.D. Eisenhower Elementary  
Del Prado Elementary  
Diamond View Elementary  
Discovery Key Elementary  
Dr. Mary McLeod Bethune Elementary  
Egret Lake Elementary  
Elbridge Gale Elementary  
Equestrian Trails Elementary  
Everglades Elementary  
Forest Hill Elementary  
Forest Park Elementary  
Freedom Shores Elementary  
Frontier Elementary  
Galaxy E3 Elementary  
Glade View Elementary

Golden Grove Elementary  
Gove Elementary  
Grassy Water Elementary  
Greenacres Elementary  
Grove Park Elementary  
H.L. Johnson Elementary  
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  
Lake Park Elementary  
Lantana Elementary  
Liberty Park Elementary  
Lighthouse Elementary  
Limestone Creek Elementary  
Lincoln Elementary  
Loxahatchee Groves Elementary  
Manatee Elementary  
Marsh Pointe Elementary  
Meadow Park Elementary  
Melaleuca Elementary  
Morikami Park Elementary  
New Horizons Elementary  
North Grade Elementary  
Northboro Elementary  
Northmore Elementary  
Orchard View Elementary  
Pahokee Elementary  
Palm Beach Gardens Elementary

Palm Beach Public Elementary  
Palm Springs Elementary  
Palmetto Elementary  
Panther Run Elementary  
Pierce Hammock Elementary  
Pine Grove Elementary  
Pine Jog Elementary  
Pioneer Park Elementary  
Pleasant City Elementary  
Plumosa Elementary  
Poinciana Elementary  
Rolling Green Elementary  
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 (33)**

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  
Odyssey 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

April 19, 2019

**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 April 19, 2019. We conducted our audit in accordance with *Generally Accepted Auditing Standards* 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

April 19, 2019

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, 2018, and have issued our report thereon dated April 19, 2019.

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, 2018, 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 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 Personnel 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 evaluation. We also identified 47 schools in which no significant noncompliances were identified. Twenty-three (23) of the 47 schools also had no significant noncompliances in Fiscal Year 2017.

Collectively, there were nine findings for the 2018 Internal Funds Audit of 175 schools. These findings were categorized into four major areas: Disbursements, Money Collections, Leasing of School Facilities, and Segregation of Duties. Findings for each school were brought to the immediate attention of the Principal during the fieldwork. Individual management response was obtained from the Principal and was included in each school audit. We also have recognized corrections of 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. Schools with No Significant Noncompliance**

### **II. Updates to Procedures Implemented by Management**

### **III. Disbursements**

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

### **IV. Money Collections**

3. Cash Collection and Deposit Procedures
4. Monies Not Deposited Timely
5. Inadequate Fundraising Documentation
6. Lack of Documentation for Fundraising Give-Away Items

### **V. Leasing of School Facilities**

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

### **VI. Segregation of Duties**

9. Staff Performing Incompatible Duties

## **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 47 schools in which no significant noncompliances were identified during the Fiscal Year 2018 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 examined in 47 schools. We have notified the Regional Superintendents of these 47 schools for their extraordinary performance in complying with *School Board Policies* and maintenance of their records.

#### **47 Schools With No Findings for 2018 Audit**

A.W. Dreyfoos School of the Arts**	Golden Grove Elementary
Addison Mizner Elementary**	Greenacres Elementary
Adult Education Center	Hammock Pointe Elementary**
Allamanda Elementary**	Independence Middle**
Beacon Cove Intermediate**	Indian Ridge School
Belvedere Elementary**	Jupiter Farms Elementary**
Congress Middle	Lake Park Elementary**
Coral Reef Elementary**	Lake Worth High**
D.D. Eisenhower Elementary**	Lake Worth Middle**
Del Prado Elementary	Lantana Elementary
Don Estridge High Tech Middle	Lighthouse Elementary**

Limestone Creek Elementary  
Lincoln Elementary  
Manatee Elementary  
Meadow Park Elementary  
Morikami Park Elementary  
New Horizons Elementary  
Northboro Elementary\*\*\*  
Omni Middle\*\*  
Palm Beach Public Elementary\*\*  
Palm Beach Virtual School\*\*\*  
Palmetto Elementary  
Pine Jog Elementary\*\*\*  
Pleasant City Elementary

Plumosa School of the Arts  
Poinciana Elementary  
Royal Palm School\*\*  
Seminole Ridge High  
Seminole Trails Elementary  
Starlight Cove Elementary  
South Intensive Transition School\*\*  
Sunset Palms Elementary  
Turning Points Academy  
Waters Edge Elementary\*\*\*  
Wellington Elementary  
West Gate Elementary\*\*

*Note: Nineteen (19) schools marked with \*\* had no significant noncompliances during Fiscal Year 2017 Audits (two years with no findings). It should be noted that four schools marked with \*\*\* also had no findings during Fiscal Years 2016 and 2017 (three years with no findings): Northboro Elementary, Palm Beach Virtual, Pine Jog Elementary, and Waters Edge Elementary.*

## II. UPDATES TO PROCEDURES IMPLEMENTED BY MANAGEMENT

Since the issuance of the prior year's Audit Report, management has implemented several updates to Internal Accounts procedures to further enhance fiscal accountability.

Document Custodian Supplement. A Document Custodian is assigned annually by the principal in each school to be responsible for prenumbered documents used for financial transactions. This individual is responsible for keeping the documents in a secure location and performing periodic inventory checks as prescribed. In Fiscal Year 2017, management negotiated with the Association of Educational Secretaries and Office Professionals (AESOP) for an annual stipend to be paid to the principal-assigned Document Custodian (**Bulletin #PD 17-040 CFO**). Training is provided to the custodians on the eLearning Management System in PeopleSoft (eLM) through seven modules.

Scanning of Drop-safe Logs. Beginning November 2017, management implemented the procedure of scanning completed *Drop-safe Logs* (Logs) monthly into the District's secure document management system (**Bulletin #P 18-132 CFO**). The Document Custodian completes the monthly inventory check of the Logs and prepares the *Drop-safe Log End-of-Month Checklist* (PBSD 2587). The principal reviews and signs the checklist which is included in the scanned documents. In order to have a complete record of the Fiscal Year 2018 Logs, the custodians retroactively scanned the Logs from July through October 2017.

Internal Accounts Best Practices Reference Guide for Principals. The Accounting Department completed a series of eLM training sessions for Principals and School Administrators to view by November 30, 2018, which provided an overview of the Board Policies and rules surround school-based activities (**Bulletin #P 19-090 CFO**). In addition, a *Best Practices Reference Guide for School Administrators* was included with the bulletin.

Documenting Fundraiser Give-Away Items. As part of the Principals' Internal Accounts Training for Fundraisers, a list of common concerns in fundraiser documentation was presented. Management updated the directions for completing the *Sales Item Inventory Report* related to items given away during a fundraiser. Items given away with an item resale value over \$50 each must be fully documented with a list of the recipients and a reason. Items given away with a resale value below \$50 will need a short explanation of what was done with the items. Loss of inventory or a large amount given away could be considered bad inventory management or theft.

### III. DISBURSEMENTS

During Fiscal Year 2018, all the 175 schools in the School District disbursed a total of \$81 million in payments for purchases of goods, services, and other expenditures through the Internal Funds. These expenditures included 79,647 transactions in District's Purchasing Cards (P-Cards) totaling \$15.9 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.

The 2018 Audits revealed that in 65 (37%) of the schools, some of their disbursements lacked the necessary documentation or supervisor approval. Our testing also revealed that 25 (14%) of the schools had inadequate documentation of P-Card transactions. Noncompliances in disbursements identified by the 2018 Audits included:

- 12 (7%) schools made some of their payments by school checks or District P-Card without any supporting documentation.
- 46 (26%) schools made some of their payments based on inadequate documentation, such as vendors' account statements or packing lists, without the details of the purchases.
- 32 (18%) 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)*.
- 8 (5%) 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. Management created new Principal eLM Training in FY19 so that when Principal’s sign checks they will be aware of what is considered adequate documentation. The training also emphasizes that only Principals are authorized to sign contracts. Proper documentation for various reimbursement requests and the requirements for purchase orders are highlighted in the Teacher/Sponsor Training. Treasurers receive live face-to-face monthly training sessions offered by Accounting Services. Training and experience on the part of 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 9 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 2018 Audits found that:

- In 20 (11%) schools, some vendors were permitted to perform services at the schools without the required *School District Consultant Agreement*.
- In 20 (11%) 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.
- In 6 (3%) schools, payments to some consultants exceeded the contract amounts.



## **Recommendation**

To protect the safety and welfare of students, prior to the consultant performing services at the school and contact with students: (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)*.

*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. In addition, the topic of consultants is also addressed in the Cash Disbursement eLM trainings for Teacher/Sponsors and in FY19 for Principals. In FY19, the Purchasing Department created an eLM Training that address's the procedures, requirements, policies and process for approval of Consultant Agreements.*

## **IV. MONEY COLLECTIONS**

During Fiscal Year 2018, all 175 the schools in the School District collected a total of \$82 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. Cash Collection and Deposit Procedures**

To help strengthen the controls and integrity of revenue collections for fundraisers and other school activities, the District has developed and implemented certain procedures for cash handling. These procedures require the activity sponsors to (1) record the collection information on the prenumbered *Drop-safe Log*, (2) retain the yellow copies of *Monies Collected Reports* (MCRs) before dropping off the collections into the school's drop-safe for deposit, and (3) submit at year-end the yellow MCRs and the *Official Receipts* generated by the system to the principal's designated staff (other than the treasurer) for future reference. The procedures also require an independent staff verifier to (1) accompany the school treasurer to open the drop-safe and complete *Section 2* of the *Drop-safe Log* after the contents were removed from the safe for processing by the treasurer, and (2) complete *Section 3* of the *Drop-safe Log* after the collections have been processed and recorded in the accounting system by the treasurer.

The 2018 Audits revealed significant improvement in compliance with money handling procedures related to MCRs and *Drop-safe Logs*, and revealed that:

*Drop-safe Logs Not Completed With All the Required Information - Down from 35 schools in Fiscal Year 2017 to 9 schools in Fiscal Year 2018.* In 9 (5%) of the schools, staff did not always complete the *Drop-safe Log* when putting the collections into the safe. Other noncompliances included:

- Some pages of the *Drop-safe Log* were missing at two schools.
- Deposit information was not recorded on the *Drop-safe Log* when dropping the collections into the school's drop-safe. (6 schools)

*Controls in Prenumbered Documents Needed Improvement.* The District's ***Internal Accounts Manual*** and related operating procedures require schools to designate document custodians 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 2018 Audits revealed significant improvement in compliance with controls in prenumbered documents. The 2018 Audits found that four schools (down from 19 in FY 2017) did not assign custodians for some of the prenumbered documents. In addition, 20 (11%) schools (down from 35 in FY 2017) did not inventory the prenumbered documents in accordance with District guidelines.

## **Recommendation**

To ensure proper fiscal accountability and as required by ***Bulletin #P-14051-S/CFO*** and ***Internal Accounts Manual, Chapter 7's Record Retention Requirements***, (1) the *Drop-safe Log* should be properly completed with all the needed money collection information; (2) the completed *Log* should be retained by a staff member, other than the treasurer, for five years; and (3) teachers/sponsors should submit their yellow copies of the MCRs and matched receipts generated by the accounting system to the school secretary at the year-end. Document custodians should be assigned for all prenumbered documents; and prenumbered documents should be periodically inventoried in accordance with District guidelines as required by ***Internal Accounts Manual, Chapter 27***.

***Management's Response:*** *Management concurs. The overall number of schools with this finding has decreased significantly, which management contributes to the mandatory training for all Teacher/Sponsors collecting funds and Document Custodians of pre-numbered documents. The Document Custodian eLM training courses emphasize the required inventory of documents. In FY18, Management began to require monthly scanning of the DSL and*

monthly inventory of DSL along with signature of Principal. An Analyst in Accounting is reviewing and following up with schools when items are missing. The Accounting Department's records indicate:

- All schools completed and uploaded Form 1663 along with DSL to District main office, and management will provide the four missing Forms to the IG.
- Three DSL pages are missing for the entire District. Total DSL pages used for FY18 was 24,347 (.012% missing).

#### **4. Monies Not Deposited Timely**

In 24 (18%) schools (down from 31 in FY 2017), monies collected by staff were not always deposited into the drop-safe in a timely manner, with delays ranging from one to 58 working days, and an average of seven working days. At seven schools, the treasurers did not timely deposit collected monies into the bank, with delays ranging from six to 20 working days. Delays in turning in the monies for deposit 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 monies has decreased but needs improvement. Management will continue to stress the importance of timely deposits in the Cash Receipt eLearning training and with Principals who in turn will hopefully stress the point with sponsors as well. 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. FY19 Principal Training gives tips on what Principals should look for on bank statements to ensure deposits are made timely.

#### **5. Inadequate Fundraising Documentation**

Fundraising activities are governed by *School Board Policy 2.16 – Fund-Raising Activities Relating to Schools*. Noncompliances with fundraising procedures were identified at 95 (54%) of the schools. 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>Number of Schools</u>
1. No Annual Online Training	
• Some sponsors did not complete the required training during Fiscal Year 2018	47
2. Insufficient/Lack of Documentation	
• <i>Sales Item Inventory Report</i> missing or not used	32
• <i>Sales Item Inventory Report</i> incomplete	23
• <i>Ticket Sellers Report</i> missing or not used	4
3. Inaccurate Information	
• Revenue shortage, based on available sales and purchasing records	19
• Revenue recorded in the club's/activity's primary account instead of dedicated decimalized account	12
4. Lack of Principal's Authorization	
• <i>Sales Item Inventory Report</i> not reviewed and/or signed by principal	25
• <i>Fundraising Application/Recap</i> form missing (no evidence of principal's authorization)	14
• Fundraising activity started before principal's authorization	10

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 Professional Standards 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 eLearning Training Course annually 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 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 FY18, 79 schools are noted as having non-compliance in fundraising. Of the 79 schools, 17 (down from 49 in FY17) were cited for only failing to complete the on-line training but had no other findings related to fundraising. Of the schools with documentation findings, a majority of them did not complete the on-line training which more than likely contributed to the inadequate documentation findings. 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.*

## **6. Lack of Documentation for Fundraising Give-Away Items**

Management met with Principal representatives, and agreed for Fiscal Year 2018 to change the requirements for documenting fundraiser give-away items. For items greater than \$50 in resale value, a list of recipients and an explanation for items given away is to be attached to the *Sales Item Inventory Report* (SIIR). For items under \$50 in resale value, the Principal's signature on the SIIR is considered adequate documentation. The principal is required to sign the *Sales Item Inventory Report* to confirm the ending inventory and attest to the items missing or given-away. This practice does not provide accountability in safeguarding school assets, if there is no explanation and documentation for the given-away/missing items, and proper approval by the principal.

During the 2018 Audits, our audit samples identified a total of \$11,809 worth of fundraising items that were noted given-away on the fundraisers' *Sales Item Inventory Reports* at 14 schools without any documentation of the purpose for these free items. The *Sales Item Inventory Report* is intended to assist staff (1) in reconciling the estimated fundraising revenues with the actual collections, and (2) to account for the items donated to the school or purchased with school funds. However, it is not intended to assist fundraising sponsors to "force reconcile" the revenue collected by "plugging in" the quantities of given-away or missing items without explanation/documentation on the *Sales Item Inventory Report*.

### **Recommendation**

To ensure proper fiscal accountability, fundraising items (funded by donations received by the schools or purchased with school funds) that are provided free-of-charge to students, staff members, or the community should follow similar requirements for giving gift cards, as specified in **Bulletin #P-14974-COO/P/AS**. This **Bulletin** states "*Schools must maintain documentation of all recipients of gift cards.*" Written explanation why the items were given-away and the recipients (when items cost \$50 or more) should be part of the fundraiser documentation. This practice should provide better control through the revenue collection reconciliation. It also provides the Principal with information in deciding if similar fundraising activities are warranted in the future.

**Management's Response:** Management agrees that accounting for sales item inventory is important, but does not agree with using Bulletin #P-14974-COO/P/AS for guidance on items given-away. For FY18, management met with a Principal Committee that agreed to change the requirements for sales items with a unit cost greater than \$50, a list of recipients for items given away is to be attached to the sales item inventory report. During FY19, the Teacher/Sponsor and Principal eLM Training, and the Sales Item Inventory Report, PBSB 0182, were updated with the new requirement. For items under \$50, the Principal's signature is considered adequate documentation. Management does not deem it necessary to document all items, as many times items leftover after a fundraiser have no value, as they could be dated, or only significant for a certain period of time.

## V. 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 certain 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.

### 7. *Lease Agreement Not Properly Signed*

In 26 (15%) 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.

#### **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 properly executed with all the required dated signatures prior to the lessees' use of facilities.

**Management's Response:** Management concurs. Annual Lease training and on-going support is provided to Leasing Coordinators, which continues to stress the importance of having leases properly completed and signed so that the lease terms are legally binding. Staff is exploring the possibility of providing electronic signatures for Lessees to help alleviate this issue.

## 8. 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 24 (14%) 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. Treasury staff continues to work on establishing an on-line payment system similar to “School Cash On-Line”. Once available, Management is hopeful that this will result in more timely payments.

## VI. SEGREGATION OF DUTIES

### 9. Staff Performing Incompatible Duties

Segregation of duties is a key element for effective fiscal accountability to prevent and detect potential irregularities. The 2018 Audits revealed significant improvement in schools complying with segregation of duties from prior years; and the audits found that some staff were performing incompatible duties in 6 (3%) schools (down from 17 in 2017). Examples included:

- Incoming mail, which was opened and processed by the school treasurer, should be received and opened by a different staff member. Payments, if any, received in the mail should be recorded on a MCR by the staff who opens the mail, prior to recording and putting the collection in the drop-safe.
- Some school treasurers prepared *Check Requisitions, Monies Collected Reports (MCRs)*, and *Fundraiser Application/Recap Forms* on behalf of the activity sponsors, who should complete the designated paperwork.
- School treasurer prepared the *Prenumbered Document Inventory Register* for *Drop-safe Logs* and *School Checks* for the assigned document custodian to sign.

School principals and treasurers receive group and web training provided by the Accounting Services Department in revenue collections, disbursements, and internal controls. However, it is ultimately the principals’ responsibility to oversee and enforce the rules. Internal controls only work when staff understand and adhere to the procedures. Beginning in Fiscal Year 2013, the District implemented an online mandatory annual training for all staff involved with money handling. School treasurers also receive periodic training on rules and documentation at the treasurers’ meetings.

## **Recommendation**

We recognize that implementing the control of segregation of duties may sometimes be difficult at some small schools due to shortage of staffing. The schools should ensure staff is properly trained and understands the importance of proper internal controls for money handling.

***Management's Response:** Management concurs. While the number of schools with this finding has decreased significantly (6 schools, down from 17 in FY17). The new FY19 Principal Internal Account Overview Training delineates Segregation of Duties and School Treasurers are trained at monthly meetings with regard to those duties that should be done by other school staff to maintain internal controls. As mentioned in the IG report, school staffing limitations can present a challenge in some instances.*

***Management's Additional 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. In addition, Management created a **P**rin cipals – **F**inancial **A**ccounting **C**urrent **T**ask (**P-FACT**) Report which provides Principals with a monthly dashboard to assist them with monitoring and ensuring compliance with current school accounting requirements (including information regarding completion of eLM training by all school staff). The P-FACT Report was released in March 2019 and has been well received by school principals. Management is hopeful this report will help continue the downward trend of school audit findings.*

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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# **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, 2018**

Address: 14200 Orange Boulevard  
Loxahatchee, FL 33470

Principal:  
Fiscal Year 2018: Darline Karbowski  
During Audit: Darline Karbowski

Treasurer:  
Fiscal Year 2018: Elizabeth Biaggi  
During Audit: Elizabeth Biaggi

Afterschool Site Director:  
Fiscal Year 2018: Jennifer Millar / Miranda Trimble  
During Audit: Jennifer Millar

**Cash and Investments**

Checking	\$ 28,942.70
Investments	
	\$ 28,942.70

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	355.11	1,376.00	1,353.00	628.00	258.00	748.11
Classes	2,828.85	25,652.95	28,833.62	3,351.89	1,240.42	1,759.65
Clubs	446.08	923.48	851.81	136.57	136.57	517.75
Departments	2,031.68	9,046.45	9,017.53	0.00	134.77	1,925.83
Trusts	13,220.03	281,782.95	289,578.17	10,031.87	10,029.35	5,427.33
General	17,160.54	34,931.30	31,178.59	11,257.65	13,606.87	18,564.03
	\$ 36,042.29	\$ 353,713.13	\$ 360,812.72	\$ 25,405.98	\$ 25,405.98	\$ 28,942.70

## LEASING OF SCHOOL FACILITIES

### **Finding**

The review of records for facilities leasing at the school found that charges for Lease #1021 were not collected from the lessee until 33 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 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.”

### **Management’s Response**

*Concurs. Communication to lease holders restating payment expectations and clarification with all personnel who interact with lessees.*

### **Additional Comments**

*We have addressed the concerns and would like to formally request a mulligan so we still get a perfect audit with no findings.*

**Addison Mizner Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

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

Principal:  
 Fiscal Year 2018: Joshual Davidow  
 During Audit: Kelly Burke

Treasurer:  
 Fiscal Year 2018: Robyn Stewart  
 During Audit: Robyn Stewart

Afterschool Site Director:  
 Fiscal Year 2018: Steve Robert  
 During Audit: Steve Robert

**Cash and Investments**

Checking	\$ 65,797.92
Investments	
	\$ 65,797.92

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	4,627.67	2,212.50	3,263.68	399.35	349.35	3,626.49
Classes	1,098.19	66,401.50	62,343.79	1,533.18	5,548.64	1,140.44
Clubs	0.00	2,236.35	1,835.21	719.15	812.15	308.14
Departments	18,497.57	30,120.41	32,485.86	10,374.08	10,281.08	16,225.12
Trusts	62,391.53	926,713.52	936,418.45	48,310.89	55,226.15	45,771.34
General	( 3,699.20)	( 15.82)	8,439.31	10,910.14	29.42	( 1,273.61)
	\$ 82,915.76	\$1,027,668.46	\$1,044,786.30	\$ 72,246.79	\$ 72,246.79	\$ 65,797.92

Addison Mizner Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 10300 Allamanda Drive  
Palm Beach Gardens, FL 33410

Principal:  
Fiscal Year 2018: Marilu Garcia  
During Audit: Marilu Garcia

Treasurer:  
Fiscal Year 2018: Millie Graff  
During Audit: Millie Graff

Afterschool Site Director:  
Fiscal Year 2018: Francis Grenon  
During Audit: Francis Grenon

**Cash and Investments**

Checking	\$ 45,806.62
Investments	
	\$ 45,806.62

	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	0.00	0.00	0.00	0.00	18.01
Classes	4,834.62	10,747.10	12,487.93	1,174.40	1,521.80	2,746.39
Clubs	94.70	160.55	64.05	0.00	0.00	191.20
Departments	1,886.88	12,442.74	12,556.61	2,046.01	2,046.01	1,773.01
Trusts	34,717.51	475,421.64	477,097.05	4,884.00	6,102.23	31,823.87
General	6,818.29	3,380.25	2,510.03	4,660.63	3,095.00	9,254.14
	\$ 48,370.01	\$ 502,152.28	\$ 504,715.67	\$ 12,765.04	\$ 12,765.04	\$ 45,806.62

Allamanda Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Banyan Creek Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 4243 Sabal Lake Drive  
Delray Beach, FL 33445

Principal:  
Fiscal Year 2018: Allison Castellano  
During Audit: Gerald Riopelle

Treasurer:  
Fiscal Year 2018: Janie Ochacher  
During Audit: Janie Ochacher

Afterschool Site Director:  
Fiscal Year 2018: Gale Allen  
During Audit: Christine Sims

**Cash and Investments**

Checking	\$ 79,497.45
Investments	
	\$ 79,497.45

	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	9,407.53	72,382.86	76,989.17	8,527.70	8,566.55	4,762.37
Clubs	18,618.02	18,590.60	17,577.45	9,604.71	9,646.62	19,589.26
Departments	2,383.83	1,118.32	1,048.59	23.00	153.00	2,323.56
Trusts	53,812.38	582,521.85	583,844.18	21,229.01	22,528.61	51,190.45
General	2,820.14	3,196.96	5,895.65	1,510.36	0.00	1,631.81
	\$ 87,041.90	\$ 677,810.59	\$ 685,355.04	\$ 40,894.78	\$ 40,894.78	\$ 79,497.45

## 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 marked with the note “not ready” were returned to 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 appropriate sponsors.

### 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.
- To ensure proper fiscal accountability, written records should be maintained and acknowledged by the sponsors when collections are returned to them for clarification. All returned collections should be re-submitted by fundraiser sponsors accordingly.

### Management’s Response

*Concurs. Staff has been informed that any and all deposits must be properly logged on the drop safe log form and deposits are dropped into the safe.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The sponsor for the Safety Patrols Coupon Books (Account #6-4000.04) did not complete the required eLearning Fundraiser Training Course during Fiscal Year 2018.



**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 eLearning Training Course annually prior to conducting fundraising activities.

***Management's Response***

*Concurs. Safety patrol sponsors will complete all fundraising training.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

The Order Form for yearbook purchase (Disbursement #13394, for \$6,302.15) was signed by the sponsor, instead of the Principal.

**Recommendation**

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***

*Concurs. Any contracts with outside vendors will be signed by the principal. All contracts will be reviewed by administration prior to signing.*

**PRENUMBERED DOCUMENTS**

**Finding**

The review of prenumbered documents found that the school did not perform the required monthly inventory-check for the *School Checks*. Specifically, the *School Checks* were inventoried only seven times during the year (on June 6, October 31, and November 2, 2017; and January 11, February 2, March 1, and April 2, 2018).

**Recommendation**

To ensure all prenumbered documents are properly accounted for and complying with *Chapter 27 of the Internal Accounts Manual*, the designated document custodian for *School Checks* and *Drop-safe Log* should

use the *Prenumbered Document Inventory Register (PBSD 0160)* to account for the usage and monthly inventory of these documents.

***Management's Response***

*Concurs. New staff members have been identified to complete these responsibilities and all appropriate forms will be completed on a monthly basis.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

The review of leasing activities of school facilities found that:

- *Lease Agreement #1043* was neither signed by the lessee nor a witness until 33 days after the leasehold periods began.
- The school did not have a copy of *Lease Agreement #1045* with the signatures of the lessee and witness. The lease coordinator acknowledged the lease was not signed and was not kept by her. During the audit, she took corrective action and sent the *Lease Agreement* to the lessee for signature. The school received the signed lease in email the next day.

**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.

***Management's Response***

*Concurs. Lease coordinator will review and ensure that leases are signed prior to lease being allowed on campus. Additionally, leases close to the end of the fiscal year will be completed in advance.*

**Barton Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 1700 Barton Road  
 Lake Worth, FL 33460

Principal:  
 Fiscal Year 2018: Denise Sanon  
 During Audit: Denise Sanon

Treasurer:  
 Fiscal Year 2018: Diane Witherspoon  
 During Audit: Diane Witherspoon

**Cash and Investments**

Checking	\$ 18,988.30
Investments	
	\$ 18,988.30

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	2,114.22	10,426.25	10,524.05	0.00	0.00	2,016.42
Clubs	3,933.43	3,912.92	4,540.39	1,434.55	3,696.76	1,043.75
Departments	1,043.72	5,079.78	5,234.31	838.21	838.21	889.19
Trusts	4,476.31	66,150.52	58,875.55	4,991.16	2,728.95	14,013.49
General	5,040.49	1,199.22	5,214.26	374.00	374.00	1,025.45
	\$ 16,608.17	\$ 86,768.69	\$ 84,388.56	\$ 7,637.92	\$ 7,637.92	\$ 18,988.30

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser documentation revealed that:

- The Valentine Candy Sale (Account #5-0100.05) included expenditures of \$391.22, which were unrelated to the candy fundraiser.
- The quantity of yearbooks given-away was not reported in the *Sales Item Inventory Report* for the Barton Yearbook Sales (Account #7-0100.05). Based on the school's purchasing records and the *Sales Item Inventory Report*, this fundraiser should have generated a total estimated revenue of \$750. However, a total sales revenue of \$510 was deposited into the Internal Funds during April 10, and May 30, 2018. As a result, \$240 (32%) was unaccounted for.

### Recommendation

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

- The fundraiser account should include accurate financial information. Unrelated expenses should not be included in the fundraising account.
- *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.

### Management's Response

*Concurs. Will make sure to double check on all sales and fundraising accounts established.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- A *School District Consultant Agreement (PBSD 1420)* for an Artist-in-Residence consultant was approved by the principal on November 16, 2017, with no compensation information. Eventually, this consultant was paid a total of \$8,359.95 for Fiscal Year 2018. 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 for approval.

- Three disbursements #4395 (for \$1,300), #4456 (for \$3,480), and #4457 (for \$1,209) exceeded the \$1,000 *Purchase Order* threshold, but did not have the required *Purchase Orders*.

### **Recommendation**

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

- The *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures and forwarded to the Purchasing Department for approval when purchase exceeds \$5,000.
- A *Purchase Order* should be preapproved by the Principal if the purchase exceeds of \$1,000. This will help ensure that funds are and will be available for the purchase.

### **Management's Response**

*Concurs. Further action has been taken to correct future agreements. Will use form 1882 in the future for purchases over \$1,000.*

## **LEASING OF SCHOOL FACILITIES**

### **Finding**

The review of records for leasing of school facilities found that, *Lease Agreement #1012* listed as "Issued" in the Tririga System, however, the leasing coordinator said the facilities were not used and *Lease Agreement #1012* was replaced by *Lease Agreement #1013*, but *Lease Agreement #1012* was not cancelled in the Tririga System; and therefore, the system overstated the amount of lease revenue receivable by \$1,242.

### **Recommendation**

Leasing of school facilities should be administered in accordance with *School Board Policy 7.18* and related guidelines. Specifically, leasing information should be updated accurately in the system including contract amendments and cancellations.

### **Management's Response**

*Concurs. Lease agreement #1012 was canceled and removed. In the future will double check for any outstanding leases.*

**Beacon Cove Intermediate School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 150 School House Road  
Jupiter, FL 33458

Principal:  
Fiscal Year 2018: Leslie Bolte  
During Audit: Leslie Bolte

Treasurer:  
Fiscal Year 2018: Catherine Steveson  
During Audit: Catherine Steveson

Afterschool Site Director:  
Fiscal Year 2018: Jane Winters  
During Audit: Jane Winters

**Cash and Investments**

Checking	\$ 62,531.62
Investments	
	\$ 62,531.62

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	11,969.31	23,655.00	26,469.36	12,561.50	11,061.50	10,654.95
Classes	0.00	115,637.00	114,013.98	2,602.76	4,225.78	0.00
Clubs	4,246.69	12,746.06	9,118.06	9,694.57	12,104.49	5,464.77
Departments	12,229.92	25,643.35	30,819.15	9,003.67	5,983.72	10,074.07
Trusts	22,508.61	643,063.89	635,724.60	10,080.61	16,249.91	23,678.60
General	12,764.37	7,275.94	13,063.37	10,758.11	5,075.82	12,659.23
	\$ 63,718.90	\$ 828,021.24	\$ 829,208.52	\$ 54,701.22	\$ 54,701.22	\$ 62,531.62

Beacon Cove Intermediate School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Belle Glade Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Robera Walker-Thompson  
During Audit: Robera Walker-Thompson

Treasurer:  
Fiscal Year 2018: Marili Alpiza / Fanny Jackson  
During Audit: Shameka Salters

**Cash and Investments**

Checking	\$ 32,920.72
Investments	
	\$ 32,920.72

	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	9,102.58	5,182.28	3,832.62	3,832.62	3,920.30
Classes	0.06	35,446.65	33,246.90	6,330.47	5,948.36	2,581.92
Clubs	5,369.08	104.00	595.83	0.00	0.00	4,877.25
Departments	2,305.18	4,556.74	5,472.72	1,274.81	1,274.81	1,389.20
Trusts	22,405.61	49,121.20	53,515.82	4,000.10	4,000.10	18,010.99
General	4,322.12	13,372.61	15,171.56	5,518.94	5,901.05	2,141.06
	\$ 34,402.05	\$ 111,703.78	\$ 113,185.11	\$ 20,956.94	\$ 20,956.94	\$ 32,920.72



## 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 deposited in a timely manner. For example, \$244 in cash collected through 24 MCRs (#s 418-8, 418-21, 418-34, 418-20, 418-18, 418-15, 418-23, 418-24, 418-30, 418-28, 418-14, 418-19, 418-32, 418-33, 418-35, 418-31, 418-32, 418-26, 418-27, 418-17, 418-13, 418-16, 418-29, and 418-36) were retained by the sponsors for one to 19 working days before they were deposited into the drop-safe.

### Recommendation

*DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)* and *Internal Accounts Manual* 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 result in unintended irregularities.

### Management's Response

*Concurs. Staff members have been reminded of the district policy and procedures to ensure that all funds will be deposited daily.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The *Sales Item Inventory Report* for the Grade 5 Duck-Taping Event T-shirt Sales Account #3-3500.05, indicated that 17 (18%) of the 111 T-Shirts purchased for resale were provided to students and staff free-of-charge. These give-away items had a total resale value of \$170. However, no record was maintained to document the purposes for these free items.

### Recommendation

Written explanation as to why the items were given-away and the recipients of the items (when items cost \$50 or more) should be part of the fundraiser documentation. This practice should provide better control through the revenue collection reconciliation. It also provides the Principal with information in deciding if similar fundraising activities are warranted in the future.

### Management's Response

*Concurs. Moving forward all fundraiser sponsors have been reminded that all donated items must be accounted for. Students will sign off indicating that goods were received.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Disbursement #10908 (for \$500) was for payment to a consultant for face painting at the Winter Carnival held on August 3, 2017. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.
- Disbursement #11001 (for \$1,062.50) was for payment of admission tickets to the Palm Beach Zoo. The expenditure was supported by Field Trip Registration Form, instead of a paid receipt.
- Disbursements #11013 (for \$6,276.50) and #11021 (for \$5,333.21) were payments for admission fees and theme park tickets for an Out-of-County field trips. These disbursements were supported by ticket order confirmations instead of paid receipts or invoices.
- Supporting documentation was not always defaced (stamped "PAID") to prevent duplicate payments. For example, the supporting documents for eight sample disbursements (#s 10908, #10917, #10928, #10937, #10938, #11008, #11022, and #11023, totaling \$12,436.73) were not defaced after 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,

- The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with the dated signatures. 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)*. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.
- To ensure expenditures are appropriate, disbursements and P-Card purchases should be documented and supported by itemized invoices and receipts.
- To avoid duplicate payments, supporting documentation should be defaced (stamped "PAID") after payment.

### Management's Response

*Concurs. Bookkeeper will ensure that all consultant contracts are completed prior to any engagements. The bookkeeper will also ensure that proper back up documentation is included and defaced properly when issuing any disbursements.*

## 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***

*Concurs. The data processor is the designated custodian and has been assigned the pre numbered form. Staff assignment has been recorded on the Document Custodian Assignment Register (Form 1163)*

**Belvedere Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 3000 Parker Avenue  
 West Palm Beach, FL 33405

Principal:  
 Fiscal Year 2018: Diane Mahar  
 During Audit: Diane Mahar

Treasurer:  
 Fiscal Year 2018: Adis Garcia  
 During Audit: Adis Garcia

Afterschool Site Director:  
 Fiscal Year 2018: Connie Abston  
 During Audit: Connie Abston

**Cash and Investments**

Checking	\$ 19,895.14
Investments	
	\$ 19,895.14

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	570.00	568.98	0.00	0.00	1.02
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	439.93	6,438.32	6,333.87	0.00	0.00	544.38
Trusts	23,366.25	87,946.83	93,508.15	350.00	350.00	17,804.93
General	2,997.88	3,037.52	4,490.59	600.00	600.00	1,544.81
	\$ 26,804.06	\$ 97,992.67	\$ 104,901.59	\$ 950.00	\$ 950.00	\$ 19,895.14

Belvedere Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Benoist Farms Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Ruthann Miller  
During Audit: Ruthann Miller

Treasurer:  
Fiscal Year 2018: Robin McLaughlim  
During Audit: Robin McLaughlim

Afterschool Site Director:  
Fiscal Year 2018: Calvin Lewis  
During Audit: Calvin Lewis

**Cash and Investments**

Checking	\$ 5,778.30
Investments	
	\$ 5,778.30

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	335.05	247.98	87.07	87.07	87.07
Classes	205.04	8,075.00	7,630.51	444.49	464.50	629.52
Clubs	337.50	2,263.00	1,961.11	463.50	502.11	600.78
Departments	458.01	3,323.05	3,299.27	5.35	5.35	481.79
Trusts	5,180.98	139,672.45	140,701.25	1,000.00	1,000.00	4,152.18
General	194.43	12,558.43	12,984.52	77.97	19.35	( 173.04)
	\$ 6,375.96	\$ 166,226.98	\$ 166,824.64	\$ 2,078.38	\$ 2,078.38	\$ 5,778.30

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

Fundraising documentation were not prepared and retained for the Safety Patrol Coupon Book Sales (Account #4-4300.01).

### **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 any items that were given-away or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

### ***Management's Response***

*Concurs. All staff involved recall completing the paperwork, however, it must have been misfiled. We will always submit inventory report regardless of sales.*

**Berkshire Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Diana Perez  
During Audit: Diana Perez

Treasurer:  
Fiscal Year 2018: Brizeida Lora  
During Audit: Brizeida Lora

Afterschool Site Director:  
Fiscal Year 2018: Gaetanne Breus  
During Audit: Gaetanne Breus

**Cash and Investments**

Checking	\$ 40,325.65
Investments	
	\$ 40,325.65

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,230.28	300.00	2,280.87	1,153.49	62.50	1,340.40
Classes	6,326.67	28,701.49	30,752.57	4,530.62	5,174.88	3,631.33
Clubs	380.45	0.00	298.50	588.97	298.00	372.92
Departments	8,386.72	21,216.37	24,710.36	13,709.88	4,813.98	13,788.63
Trusts	18,206.02	678,796.65	670,928.09	16,388.52	23,388.40	19,074.70
General	5,134.43	22,009.51	22,392.55	5,331.28	7,965.00	2,117.67
	\$ 40,664.57	\$ 751,024.02	\$ 751,362.94	\$ 41,702.76	\$ 41,702.76	\$ 40,325.65



## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The Yearbook Sales (Account # 5-0450.00) had a total sales revenue of \$6,435, which was deposited into the Internal Funds during Fiscal Year 2018. However, based on the school's purchasing records and the *Sales Item Inventory Report*, this fundraiser should have generated a total estimated revenue of \$7,625. As a result, \$1,190 (16%) in estimated revenue was unaccounted for.

### **Recommendation**

To ensure proper fiscal accountability, *Sales Item Inventory Report* should be maintained completed with accurate information so that staff can reconcile sales revenues and account for items purchased, given away, or remained in inventory. All significant discrepancies between the estimated and actual revenues should be investigated and resolved accordingly.

### ***Management's Response***

*Concurs. The sponsor is doing the collection with our School Cash and collection of cash for daily deposit. Also, she will write the inventory sale report names and amount of books sold and given away. The above was corrected on 1/14/19 when this year's yearbook sale began. We are no longer doing online payments with Foxmar.*

**Binks Forest Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 15101 Bent Creek Road  
Wellington, FL 33414

Principal:  
Fiscal Year 2018: Michella Levy  
During Audit: Michella Levy

Treasurer:  
Fiscal Year 2018: Lisa Molbogot  
During Audit: Lisa Molbogot

Afterschool Site Director:  
Fiscal Year 2018: Samantha Greene  
During Audit: Samantha Greene

**Cash and Investments**

Checking	\$ 189,347.79
Investments	
	\$ 189,347.79

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,609.35	2,470.00	1,355.58	640.19	640.19	3,723.77
Classes	16,647.22	147,622.00	138,098.64	28,693.03	30,802.84	24,060.77
Clubs	2,531.62	26,299.94	25,798.84	643.40	1,009.92	2,666.20
Departments	30,991.14	31,165.85	37,027.72	7,379.14	6,919.43	25,588.98
Trusts	79,054.35	918,351.90	907,001.83	28,226.80	34,473.98	84,157.24
General	21,547.41	91,248.34	71,908.72	14,679.79	6,415.99	49,150.83
	\$ 153,381.09	\$1,217,158.03	\$1,181,191.33	\$ 80,262.35	\$ 80,262.35	\$ 189,347.79

## DEPOSIT OF MONIES

### Finding

Some sponsors did not record the deposit information on the *Drop-safe Log* before putting the monies into the safe. Information for 14 collections totaling \$3,717.04, on 11 pages of the *Drop-safe Log* (#s 12-69376, 12-69377, 12-69383, 12-69391, 12-69396, 50-45415, 50-45440, 50-45156, 50-45163, 50-45175, 50-45402, and 50-45181) were recorded subsequently by the school treasurer when the collections were removed.

### 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 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 by entering the *Official Receipt* number on the *Log*.

### Management's Response

*Concurs. At times sponsors get distracted and forget to log in their deposit. Since there are two people opening the safe and verifying the deposit, both parties include that deposit on the log and sign for it. In none of the 14 instances was money unaccounted. We will retrain sponsors that has caused the issue.*

## 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 ?
Coupon Book Sales	#6-4000.01	8/14/2017	Did not complete
Yearbook Sales	#7-0100.04	5/16/2018	Did not complete

### Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. Specifically, to ensure staff understand and comply with the updated fundraising procedures, fundraiser sponsors should complete the required Annual eLearning Fundraiser Training Course annually prior to conducting fundraising activities.

Binks Forest Elementary School  
Management Letter  
Year Ended June 30, 2018

***Management's Response***

*Concurs. This is not the habit of our sponsors. These sponsors in particular have been very diligent in taking all their training classes in the prior years. Also, these sponsors took all the classes for FY18 and it seems very odd that only the Fundraiser training was missing for all three parties. Nevertheless, in the future our Bookkeeper will verify through PeopleSoft if the training has been taken.*

**Boca Raton Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Renee Elfe  
During Audit: Renee Elfe

Treasurer:  
Fiscal Year 2018: Alexandra Westgate  
During Audit: Alexandra Westgate

Afterschool Site Director:  
Fiscal Year 2018: JoVaNina Bossa  
During Audit: JoVaNina Bossa

**Cash and Investments**

Checking	\$ 24,569.48
Investments	
	\$ 24,569.48

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	363.13	559.00	561.79	338.00	338.00	360.34
Classes	2.82	3,137.40	2,903.88	968.65	368.65	836.34
Clubs	0.00	2,070.00	390.00	0.00	1,680.00	0.00
Departments	2,987.24	4,360.82	5,357.51	1,292.00	3,059.31	223.24
Trusts	10,625.73	167,482.79	155,259.38	7,381.92	7,361.69	22,869.37
General	( 86.82)	17,416.97	19,877.04	3,427.08	600.00	280.19
	\$ 13,892.10	\$ 195,026.98	\$ 184,349.60	\$ 13,407.65	\$ 13,407.65	\$ 24,569.48

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The sponsors for the Yearbook Sales (Account #7-0100.04) and Selling Recorders (Account #2-3500.01) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### Recommendation

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.

### *Management's Response*

*Concurs. No one will be allowed to complete paperwork for any fundraisers until they have the certificate that shows they completed required training.*

## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Disbursement #11212 (for \$718.39) did not have adequate supporting documentation. The disbursement was for an October 10, 2017, employee reimbursement for classroom supplies, supported by \$458.08 in receipts. However, the remaining \$260.31 in expenses did not have any supporting documentation.
- A P-Card transaction for \$42.23 on February 9, 2018, was for paying the afterschool staff meeting lunch. However, there was no documentation such as the agenda, attendee sign-in sheet, and the purpose of the meeting.
- \$416.33 in P-Card transactions were noted for purchases of furniture and art decoration, which are prohibited by *District Purchasing Guidelines*.
- Supporting documentation for payments, such as invoices/receipts, were not defaced (stamped "PAID") after payments for three sample disbursements: #s 11212, 11250, and 11262, totaling \$1,176.78.
- Two Disbursements (#11250 for \$400.72 and #11262 for \$57.67) and one P-Card transaction (\$416.33) included sales tax totaling \$47.15 although they were tax-exempt qualified 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 transactions should be adequately documented 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 of furniture and art decorations, which are disallowed by the *Purchasing Manual*.
- To avoid potential duplicated payments, supporting documentation such as receipts and invoices should be defaced (stamped "PAID") after payments were made.
- The School District is sales tax-exempt government; it should not pay sales tax for qualified purchases.

***Management's Response***

*Concurs. I will review all of these policies with my bookkeeper to make sure this does not happen in the future.*

**AFTERSCHOOL PROGRAM**

**Finding**

The review of Afterschool Program records found that:

- The Registration Form for one student participating in the afterschool program was missing.
- Four students received a total of \$956.88 in credits in the afterschool program during November through December 2017, and March through May 2018. The Afterschool Site Director stated that she charged for partial months when parents notified her of the students' absences.

**Recommendation**

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 and signed by the parent/guardian.
- 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."

***Management's Response***

*Concurs. I will review these policies with the afterschool director to make sure they are followed in the future.*

**Calusa Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 2051 Clint Moore Road  
Boca Raton, FL 33496

Principal:  
Fiscal Year 2018: Dianne Rivelli-Schreiber  
During Audit: Dianne Rivelli-Schreiber

Treasurer:  
Fiscal Year 2018: Lynda Kramer  
During Audit: Lynda Kramer

Afterschool Site Director:  
Fiscal Year 2018: Laurie Helfman  
During Audit: Laurie Helfman

**Cash and Investments**

Checking	\$ 77,182.75
Investments	
	\$ 77,182.75

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	4,009.88	6,112.00	8,255.21	1,473.90	308.90	3,031.67
Classes	3,587.14	120,729.86	119,844.06	10,917.65	12,040.35	3,350.24
Clubs	6,785.31	77,900.00	8,401.75	5,727.47	80,746.65	1,264.38
Departments	19,219.16	20,293.98	21,375.24	11,190.54	10,720.67	18,607.77
Trusts	24,418.27	838,278.98	867,390.21	95,442.03	52,258.79	38,490.28
General	18,651.67	17,310.15	54,847.18	54,794.54	23,470.77	12,438.41
	\$ 76,671.43	\$1,080,624.97	\$1,080,113.65	\$ 179,546.13	\$ 179,546.13	\$ 77,182.75



## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The sponsor of the School Store fundraiser (Account #7-0100.01) and Yearbook Sales (Account #7-0100.02) did not complete the required eLearning Fundraiser Training Course for Fiscal Year 2018.
- The sponsor of the Yearbook Sales (Account #7-0100.02) did not complete the required *Sales Item Inventory Report (SIIR)*. Moreover, the SIIR for the School Store fundraiser (Account #7-0100.01) was incomplete. Missing information included (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. In addition, the Report was neither signed by the sponsor nor reviewed and approved by the Principal.

### 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 eLearning Training Course annually prior to conducting fundraising activities.
- 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*

*Concurs. eLearning Training course completed and SIIR completed at end of fundraiser.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

One P-Card purchase for \$1,931.35 in t-shirts during April 2018, included \$126.35 in sales tax. All qualified purchases by the school should be sales tax exempted.

### **Recommendation**

The School District is sales tax-exempt government entity, and should not pay sales tax for qualified purchase.

### ***Management's Response***

*Concurs. During the FY18 School year, we were under the impression that items for adults/staff should be charged tax. Now we know that it's not.*

## **PRENUMBERED DOCUMENTS**

### **Finding**

The review of controls in prenumbered documents found that the *Prenumbered Document Inventory Register* was not used to account for *SACC Receipts*.

### **Recommendation**

To ensure proper fiscal accountabilities and separation of duties as required by Chapter 27 of the Internal Accounts Manual, the custodian should account for each prenumbered document, including *SACC Receipts*, through the use of the *Prenumbered Document Inventory Register* (PBSD 0160) to confirm the periodic inventory of the forms.

### ***Management's Response***

*Concurs.*

## **LEASING OF SCHOOL FACILITIES**

### **Finding**

The review of records for school facility leasing found that:

- *Lease Agreement #1001* had a total contract amount of \$535, but only \$428 in rental fees were collected. According to the staff, the rental for the lease was changed because, “the event location changed from the cafeteria to a classroom” after the lease was entered into the Tririga System. A hand-written adjustment was made on the hard-copy of the lease agreement. However, the Tririga System was not updated to reflect the new rental charge. As a result, the school’s leasing income was overstated by \$107 in the Tririga System.
- *Lease Agreement #1043* had a total increase of \$53.50 resulting from the use of facility for one extra day. However, the increase was not reflected in the Tririga System.

Calusa Elementary School  
Management Letter  
Year Ended June 30, 2018

- The Principal did not approve two *Lease Agreements* (#1016 and #1039) in the Tririga System until six days after the use of facilities began. Moreover, the lessee and witness did not sign the leases until one day 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 record should be updated accordingly with new information such as fee waivers, amendments in leasing arrangements.
- 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***

*Concurs. Per the Lease agreements not being approved, there were some technical notification issues resulting in my not being aware the lease needed to be approved and due to sick leave – I couldn't approve from home.*

**Cholee Lake Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 6680 Dillman Road  
Greenacres, FL 33413

Principal:  
Fiscal Year 2018: Marline Campbell  
During Audit: Marline Campbell

Treasurer:  
Fiscal Year 2018: LaSonya Martin  
During Audit: LaSonya Martin

Afterschool Site Director:  
Fiscal Year 2018: Jocelyn Cardona  
During Audit: Jocelyn Cardona

**Cash and Investments**

Checking	\$ 43,434.06
Investments	
	\$ 43,434.06

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,177.35	9,362.75	7,921.60	3,842.25	3,842.25	2,618.50
Classes	16,446.18	67,145.98	67,105.36	29,680.19	29,320.28	16,846.71
Clubs	3,450.92	4,963.75	5,705.05	2,278.98	2,946.52	2,042.08
Departments	6,629.43	15,874.09	16,269.70	2,035.59	2,284.09	5,985.32
Trusts	14,951.06	226,590.26	228,479.01	8,985.90	9,385.90	12,662.31
General	3,086.27	4,429.85	5,193.11	2,767.07	1,810.94	3,279.14
	\$ 45,741.21	\$ 328,366.68	\$ 330,673.83	\$ 49,589.98	\$ 49,589.98	\$ 43,434.06

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The beginning inventory on the *Sales Item Inventory Report* for the Student School Shirts Fundraiser (Account 7-0100.01) was not accurate. Furthermore, the sponsor did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### **Recommendation**

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

- To ensure proper fiscal accountability, the *Sales Item Inventory Report* should contain accurate information. Accurate *Sales Item Inventory Reports* should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory.
- 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**

*Concurs. A new system was put in place for tracking of shirts. All fundraiser sponsors are trained.*

## AFTERSCHOOL PROGRAM

### **Finding**

As of June 30, 2018, the school's Afterschool Program had a total receivable of \$1,035.51 from 23 parent accounts. They were past due for 31 to 90 days.

### **Recommendation**

Afterschool Programs should be self-sufficient supported by user fees. To ensure fiscal viability, program fees should be collected in advance as required by *Afterschool Programs Operational Manual*.

### **Management's Response**

*Concurs. Fee payment agreement will be utilized as recommended by the District for parent who cannot pay all fees in one setting.*

**PRENUMBERED DOCUMENTS**

**Finding**

The review of controls in prenumbered documents found that the school did not maintain the *Document Custodian Assignment Register* (PBSD 1663).

**Recommendation**

To ensure proper fiscal controls and accountability, and as required by *Chapter 27 of the Internal Accounts Manual*, designated staff should be assigned as document custodian for each prenumbered form and the assignment should be recorded on the *Document Custodian Assignment Register* (PBSD 1663) and approved by the Principal.

***Management's Response***

*A form was signed. The document custodian resigned and form could not be found as explained to auditor. New Document Custodian is in place and form is on file at school.*

**Citrus Cove Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 8400 Lawrence Road  
Boynton Beach, FL 33436

Principal:  
Fiscal Year 2018: Laura Green  
During Audit: Laura Green

Treasurer:  
Fiscal Year 2018: Cheryl Conner  
During Audit: Cheryl Conner

Afterschool Site Director:  
Fiscal Year 2018: Sheila Ross  
During Audit: Sheila Ross

**Cash and Investments**

Checking	\$ 54,939.83
Investments	
	\$ 54,939.83

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	404.38	5,101.68	4,141.39	0.00	18.77	1,345.90
Classes	0.00	57,378.77	51,383.31	6,525.54	12,482.00	39.00
Clubs	5,629.65	170.00	386.24	0.00	0.00	5,413.41
Departments	9,643.98	11,473.61	12,757.67	2,374.16	2,474.16	8,259.92
Trusts	31,230.19	829,681.08	830,426.57	11,429.12	15,280.39	26,633.43
General	11,362.52	12,255.24	20,296.09	13,544.09	3,617.59	13,248.17
	\$ 58,270.72	\$ 916,060.38	\$ 919,391.27	\$ 33,872.91	\$ 33,872.91	\$ 54,939.83

## AFTERSCHOOL PROGRAM

### Finding

The review of the Afterschool Program found that the EZ Care database (the Afterschool Program's accounting system) was not accurately maintained. Specifically,

- One student attended the program during September 2017, but the September tuition and registration fees were not posted to the account. As a result, the student's account had a credit balance of \$173.64. Staff made corrections to the student's account after our field work was completed.
- Based on the available Monthly Attendance Reports, a full-time student attended the program during December 2017. However, this student was charged at the part-time rate on the first installment payment for December. As a result, this student was undercharged by \$58.41 in tuition fees were under-collected for December 2017.

### Recommendation

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

*We are working to ensure the mid-month adjustments are entered in a timely manner.*



**C. O. Taylor/Kirklane Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 4200 Purdy Lane  
Palm Springs, FL 33461

Principal:  
Fiscal Year 2018: Patricia Lucas  
During Audit: Patricia Lucas

Treasurer:  
Fiscal Year 2018: Raysa Serpa  
During Audit: Raysa Serpa

Afterschool Site Director:  
Fiscal Year 2018: Cybil Askew  
During Audit: Candace Dixon

**Cash and Investments**

Checking	\$ 48,676.72
Investments	
	\$ 48,676.72

	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	355.00	0.00	355.00	355.00	355.00
Classes	13,555.47	98,405.91	93,493.72	60,973.43	68,649.21	10,791.88
Clubs	1,154.57	801.50	294.64	603.33	603.33	1,661.43
Departments	5,566.53	26,970.61	27,837.11	4,402.06	4,402.06	4,700.03
Trusts	33,514.86	390,478.10	405,041.07	11,068.93	5,752.52	24,268.30
General	5,026.19	18,715.41	19,200.89	7,618.00	5,258.63	6,900.08
	\$ 58,817.62	\$ 535,726.53	\$ 545,867.43	\$ 85,020.75	\$ 85,020.75	\$ 48,676.72

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

Disbursement #12850 (for \$3,225) was for purchase of 129 Disney Gift Cards for students. However, there were 120 student signatures acknowledging the receipt of the gift cards. With only three gift cards left as of August 13, 2018. Therefore, six gift cards, with a value of \$150 (6 x \$25 = \$150) were not accounted for.

### **Recommendation**

To ensure proper fiscal accountability, documentation should be maintained for how gift cards were disposed. **Bulletin #P-14974-COO/P/AS** for gift cards, states that, “Schools must maintain documentation of all recipients of gift cards.

### **Management’s Response**

*Concurs. I met with 5<sup>th</sup> grade field trip sponsors to ensure that all procedures are followed and that documentation is included for gift cards for this year’s trip.*

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of fundraiser records found that, the sponsor for the 5<sup>th</sup> Grade T-Shirt Sale (Account #3-3500.05) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### **Recommendation**

To ensure staff is familiar with and complying with the updated fundraising procedures, fundraiser sponsors should complete the required Annual eLearning Fundraiser Training Course annually prior to conducting fundraising activities.

### **Management’s Response**

*Concurs. I met with all field trip sponsors to remind them of the training requirement. I followed up by running the compliance report of teachers who completed the training.*

### **Additional Comments:**

*Thank you to the treasurer for her work to improve our audits each year.*

**Coral Reef Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 6151 Hagen Ranch Road  
 Lake Worth, FL 33467

Principal:  
 Fiscal Year 2018: Bobbi Moretto  
 During Audit: Bobbi Moretto

Treasurer:  
 Fiscal Year 2018: Raysa Navarro  
 During Audit: Raysa Navarro

Afterschool Site Director:  
 Fiscal Year 2018: Pat Felice  
 During Audit: Pat Felice

**Cash and Investments**

Checking	\$ 53,180.11
Investments	
	\$ 53,180.11

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	454.22	865.00	1,052.00	25.50	25.50	267.22
Classes	6,837.58	29,892.45	28,138.99	6,154.73	6,346.71	8,399.06
Clubs	3,150.04	76,913.80	103,517.16	45,135.45	19,966.84	1,715.29
Departments	8,738.79	21,685.62	20,752.95	5,330.80	5,483.69	9,518.57
Trusts	26,219.15	647,250.35	615,515.17	13,401.49	37,700.35	33,655.47
General	2,332.47	14,861.18	17,044.27	6,093.12	6,618.00	( 375.50)
	\$ 47,732.25	\$ 791,468.40	\$ 786,020.54	\$ 76,141.09	\$ 76,141.09	\$ 53,180.11

Coral Reef Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 22400 Hammock Street  
Boca Raton, FL 33428

Principal:  
Fiscal Year 2018: Danielle Garcia  
During Audit: Danielle Garcia

Treasurer:  
Fiscal Year 2018: Rebecca Lafferty  
During Audit: Tracey Coleman

Afterschool Site Director:  
Fiscal Year 2018: Evelyn Garcia  
During Audit: Evelyn Garcia

**Cash and Investments**

Checking	\$ 104,150.59
Investments	
	\$ 104,150.59

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,801.21	1,552.00	566.88	1,242.00	1,542.00	2,486.33
Classes	1,600.95	21,650.00	20,867.83	608.95	1,537.14	1,454.93
Clubs	979.92	1,192.00	563.05	1,303.15	1,111.55	1,800.47
Departments	6,761.30	13,322.51	10,683.97	4,432.43	4,132.43	9,699.84
Trusts	13,772.85	557,657.66	489,833.89	9,581.59	9,673.19	81,505.02
General	7,127.60	16,919.08	17,670.87	6,957.59	6,129.40	7,204.00
	\$ 32,043.83	\$ 612,293.25	\$ 540,186.49	\$ 24,125.71	\$ 24,125.71	\$ 104,150.59

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of documentation for fundraisers revealed that:

- The *Fundraising Application/Recap Form* for the Fall Fundraiser (Account 7-0100.10) was not approved by the Principal.
- The following fundraisers did not have the required *Sales Item Inventory Report*: (1) Coupon Book Sales (Account #6-4000.01), (2) T-shirt Sales (Account #4-2275.01), (3) Selling Science Boards (3-3500.01), and (4) Chocolate Sales (Account 6-4000.03).

### 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, 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

*Concurs. Fundraiser forms will all be approved prior to beginning. The Sales Item Inventory Report will be completed on every fundraiser to ensure correct numbers of items are accounted for and the exact amount of money is collected each time.*

## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Disbursements #12069 and #12131 (totaling \$4,841.00) did not have the Principal's approved *Check Requisitions*.

Coral Sunset Elementary School  
Management Letter  
Year Ended June 30, 2018

- Disbursement #12069 (for \$1,134.90) did not have the required *Purchase Order*. A *Purchase Order* is required for all purchases exceeding \$1,000.
- The January 5, 2018, P-Card purchase (for \$2,117.45) occurred on, did not have any supporting documentation.
- Three P-Card purchases, totaling \$ 6,380.38 (January 5, 2108, for \$2, 117.45; March 15, 2018, for \$1,226.59; June 14, 2018, for \$1,632.82) exceed the \$1,000 per vendor per daily limit, but did not have the prior approval from the Purchasing Department.
- The school purchased poster printer supplies (totaling \$1,403.52) on January 26, 2018. This purchase exceeded the \$1,000 per vendor daily limit, but was split into two equal transactions (\$701.76 each) paid for with the school's P-Card. Splitting a purchase that exceeded the \$1,000 limit into multiple purchases is disallowed by the *Purchasing Card Procedures*.

**Recommendation**

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

- *Purchase Order* should be approved by the Principal 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 adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- P-Card purchases in excess of \$1,000 require prior approval from Purchasing.
- 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**

*Concurs. Purchases in excess of \$1,000 will be approved by principal prior to purchase. All required documents will be included with all P-card transactions. P-card purchases above \$1,000 will be approved by purchasing prior to purchase. Splitting of purchases on the P-card will not be permitted or approved.*

**Crosspointe Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 3015 South Congree Avenue  
Boynton Beach, FL 33426

Principal:  
Fiscal Year 2018: Annemarie Giddings-Dilbert  
During Audit: Annemarie Giddings-Dilbert

Treasurer:  
Fiscal Year 2018: Hollis Memoly  
During Audit: Hollis Memoly

Afterschool Site Director:  
Fiscal Year 2018: Abeer Khalfa Majdalawi  
During Audit: Abeer Khalfa Majdalawi

**Cash and Investments**

Checking	\$ 47,894.46
Investments	
	\$ 47,894.46

	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	150.00	146.11	0.00	0.00	3.89
Classes	4,982.80	12,171.60	8,746.49	2,347.94	2,424.49	8,331.36
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	1,833.14	9,622.00	10,050.92	0.00	601.11	803.11
Trusts	26,214.12	223,905.91	215,867.17	9,057.81	7,395.96	35,914.71
General	1,820.94	11,561.25	9,556.61	8,830.60	9,814.79	2,841.39
	\$ 34,851.00	\$ 257,410.76	\$ 244,367.30	\$ 20,236.35	\$ 20,236.35	\$ 47,894.46



## DEPOSIT OF MONIES

### Finding

The review of sample *Monies Collected Reports* (MCRs) and money collection process at the school found that three collections, totaled \$1,147.50, recorded on 3 pages of the *Drop-safe Log* (page #s 50-05255, 50-05265, and 50-05269) were deleted (crossed out). 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

To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the Log.

### Management's Response

*Concurs. Procedures for the drop safe log were reviewed at our December 4, 2018 faculty meeting.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The *Sales Item Inventory Reports* for the Grade 4 T-Shirts Sales (Account #3-3400.03) and the General Pizza Card Sales (Account # 3-3500.03) were not approved by the Principal; instead, they were approved by the treasurer.
- Expenditures for the General Pizza Card Sales (Account # 3-3500.03) were recorded in the 5<sup>th</sup> Grade primary account (Account #3-3500.00), rather than decimalized account designated for the fundraiser.

### 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 approved by the Principal to confirm the legitimacy for any items that were given-away free-of-charge, or missing.
- To assist the school in evaluating and monitoring the performance of individual fundraiser, a separate decimalized account should be established for each fundraiser. Fundraiser account should include all the needed and accurate financial information.

***Management's Response***

*Concurs. Fundraising procedures reviewed at the Faculty Meeting on December 4, 2018.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

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

- Disbursement #5587 (for \$1,675) was for the hiring of painting contractors for painting of classrooms used by the Summer Camp Program. However, the school did not follow district procedures which required the school to contact the Maintenance Coordinator and submit a work order for the painting through the Tririga system.
- The following disbursements did not have adequate documentation:
  - Disbursement #5675 (for \$2,884.40) was supported by a vendor's summary statement, which indicated only the box identifiers and dollar amounts without the details for the purchases.
  - Disbursement #5635 (for \$585) was supported by Fundraiser Program Agreement in lieu of an itemized invoice.
  - Two P-Card transactions (totaled \$1,258.83) were supported by credit card transaction receipts that indicated only the dollar amounts without the details of the items purchased.
- Disbursement #5682 (for \$2,078) was supported by *Purchase Order* (P.O.). However, the P.O. has been not approved by the principal.
- Two P-Card purchases during September 2017 and May 2018 (totaled \$692.67) were tax-exempt but included a total of \$45.32 in 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,

- As required by the *Matrix of Purchasing Rules for Internal Funds Purchases*, facility improvements, such as painting of rooms, require coordination through the Maintenance Department prior to purchasing services.
- All disbursements should be supported with *Check Requisitions* and invoices or itemized receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

- To ensure purchases are appropriate and that funding is available, they should be preapproved by the Principal.
- The School District is a sales tax-exempt governmental entity, and should not pay sales tax for qualified purchases.

***Management's Response***

*Concurs. The Matrix of Purchasing Rules for Internal funds Purchases has been reviewed with all related staff members. Disbursements, p-card and tax-exempt procedures reviewed with all p-card holders.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

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

- Two leasing arrangements (#1001 and #1003) were recorded in the Tririga System. However, the school did not maintain the hard copies of the *Lease Agreements* that were executed with all the required signatures.
- Two *Lease Agreements* were not properly executed prior to use of the facilities.
  - Lease #1002 was not approved by the Principal until two days after the leasehold period began. Furthermore, the lease did not have the dates of the lessee and witness signatures.
  - Lease #1017 did not have the signatures of the lessee and witness.
- The Central Office's portion of the rental income collected from Lease #1024 was not properly allocated. Instead the income was recorded in the Rental Income Account (#6-3800). As a result, the school under-transmitted the \$42 in District Share to the Central Office.
- The school's recorded leasing income was overstated in the Tririga System by a net amount of \$1,004.05 for the following reasons:
  - Lease #1018 (for \$350) was cancelled. However, the cancellation was not recorded in the Tririga System.
  - Leasing charges (totaled \$652.05) for lease # 1017 was waived. However, the waiver was not recorded in Tririga. Moreover, the school did not complete the required *Facility Lease Fee Waiver Documentation (PBSD 2574)*.

Crosspointe Elementary School  
Management Letter  
Year Ended June 30, 2018

- Two leases (#s 1007 and 1008) had a total increase of \$395. However, only \$17.50 resulting from each lease exceeding the contracted time was documented. Moreover, the increase was not included in the Tririga system.
- Payments for two leases (#1001 and #1003) were less than the contracted amounts by \$86 and \$311 respectively. However, the reasons for the changes were not documented. Additionally, the Tririga System was not updated to reflect the new rental charge cost for each lease.

**Recommendation**

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

- In addition to recording leasing activities in the Tririga System, the school should also maintain a hard copy of the executed *Lease Agreement* for future reference.
- 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 the leasing activities in the Tririga System.
- 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*.
- Leasing information should be accurately recorded in the Tririga System and the related records should be updated for contract amendments, fee waivers, and cancellations.

***Management's Response***

*The Leasing Coordinator/Administrative Assistant resigned last year. Our new leasing Coordinator/Administrative Assistant completed the leasing face to face training in September 2018.*

**Crystal Lakes Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 6050 Gateway Boulevard  
 Boynton Beach, FL 33437

Principal:  
 Fiscal Year 2018: Diane Curcio-Greaves  
 During Audit: Diane Curcio-Greaves

Treasurer:  
 Fiscal Year 2018: Laura Manganello  
 During Audit: Kim June

Afterschool Site Director:  
 Fiscal Year 2018: Michelle Soto  
 During Audit: Michelle Soto

**Cash and Investments**

Checking	\$ 73,720.71
Investments	
	\$ 73,720.71

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,933.87	358.00	704.10	48.00	185.49	2,450.28
Classes	5,952.91	17,644.75	16,971.17	3,358.74	3,381.58	6,603.65
Clubs	889.51	1,068.00	817.66	328.49	193.27	1,275.07
Departments	8,125.46	16,565.91	15,487.34	899.57	899.57	9,204.03
Trusts	39,805.41	582,703.57	572,203.54	9,802.72	12,231.96	47,876.20
General	4,159.15	4,416.19	4,718.21	2,454.35	0.00	6,311.48
	\$ 61,866.31	\$ 622,756.42	\$ 610,902.02	\$ 16,891.87	\$ 16,891.87	\$ 73,720.71

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of sample fundraising documentation revealed that:

- The *Sales Item Inventory Report* for the Selling Chorus Shirt (Account # 4-0900.01) was not approved by the Principal.
- The sponsor for the Juvenile Diabetes Research Funds Fundraiser (Account #6-0905.00) did not complete the annual required eLearning Training Course during Fiscal Year 2018

### **Recommendation**

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

- 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.
- To ensure fundraiser sponsors are familiar with 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***

*Concurs. Already addressed and plans to improve are in place.*

**Cypress Trails Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Shari Bremekamp  
During Audit: Bruce Saulter

Treasurer:  
Fiscal Year 2018: Judy Smith  
During Audit: Judy Smith

Afterschool Site Director:  
Fiscal Year 2018: Kelly Hughes-Hinde  
During Audit: Kelly Hughes-Hinde

**Cash and Investments**

Checking	\$ 35,547.32
Investments	
	\$ 35,547.32

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	806.12	0.00	422.52	0.00	0.00	383.60
Classes	251.58	20,390.15	18,500.53	1,720.90	2,816.05	1,046.05
Clubs	460.54	290.00	676.90	985.76	0.00	1,059.40
Departments	8,039.41	10,391.11	13,791.24	1,708.20	1,708.20	4,639.28
Trusts	33,709.69	340,995.24	346,726.46	18,536.92	19,782.68	26,732.71
General	5,591.66	9,951.61	15,212.14	2,173.23	818.08	1,686.28
	\$ 48,859.00	\$ 382,018.11	\$ 395,329.79	\$ 25,125.01	\$ 25,125.01	\$ 35,547.32

## LEASING OF SCHOOL FACILITIES

### **Finding**

The leasehold period for Lease #1015 began on February 6, 2018. However, the related *Lease Agreement* was not approved by the Principal until March 29, nor was it signed by the lessee and a witness until April 2, 2018. Furthermore, the \$374.50 in leasing charges were not collected until April 2, 2018, 55 days after the lessee had begun using the school facilities.

### **Recommendation**

To protect the best interests of the school and the School District, *Lease Agreements* should be properly executed for all lessees. Additionally, ***School Board Policy 7.18***, requires that leasing charges “*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***

*[ Former Principal ] Concurs. Corrections were made as soon as error was discovered. I was notified immediately. I was made aware of situation. My secretary was out on medical leave (also in charge of leases) and caught it when she returned. She had also notified the department as soon as it was discovered. Fees were brought to \$0 balance due.*



**D.D. Eisenhower Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Debbie Battles  
During Audit: Debbie Battles

Treasurer:  
Fiscal Year 2018: Sarah Weis  
During Audit: Sarah Weis

Afterschool Site Director:  
Fiscal Year 2018: Alicia DeCavalcanti  
During Audit: Alicia DeCavalcanti

**Cash and Investments**

Checking	\$ 42,881.17
Investments	
	\$ 42,881.17

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,904.60	5,810.00	3,777.32	3,073.00	4,523.00	2,487.28
Classes	2,377.28	9,457.89	9,819.96	1,031.53	1,090.31	1,956.43
Clubs	477.28	218.00	107.80	150.52	150.52	587.48
Departments	5,098.56	4,400.80	5,080.40	799.91	750.00	4,468.87
Trusts	31,814.65	281,549.55	284,814.29	16,613.68	15,808.44	29,355.15
General	5,041.60	11,183.34	12,852.61	2,612.93	1,959.30	4,025.96
	\$ 46,713.97	\$ 312,619.58	\$ 316,452.38	\$ 24,281.57	\$ 24,281.57	\$ 42,881.17

D.D. Eisenhower Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 7900 Del Prado Circle  
Boca Raton, FL 33433

Principal:  
Fiscal Year 2018: Kathryn H. Morem  
During Audit: Kathryn H. Morem

Treasurer:  
Fiscal Year 2018: Maria Leggio  
During Audit: Phillip Seidenstucker

Afterschool Site Director:  
Fiscal Year 2018: Lori Goldfinger  
During Audit: Lori Goldfinger

**Cash and Investments**

Checking	\$ 82,686.18
Investments	
	\$ 82,686.18

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,587.57	0.00	0.00	560.00	0.00	3,147.57
Classes	35.93	56,452.58	67,422.63	19,951.75	8,871.04	146.59
Clubs	7,322.73	5,832.00	4,960.17	2,070.95	2,086.22	8,179.29
Departments	16,746.16	32,189.57	31,067.78	13,721.36	8,439.30	23,150.01
Trusts	61,326.62	566,212.15	579,676.18	25,753.59	32,890.41	40,725.77
General	5,836.98	35,967.73	24,697.08	16,578.56	26,349.24	7,336.95
	\$ 93,855.99	\$ 696,654.03	\$ 707,823.84	\$ 78,636.21	\$ 78,636.21	\$ 82,686.18

Del Prado Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Diamond View Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5300 Haverhill Road  
Greenacres, FL 33463

Principal:  
Fiscal Year 2018: Carolyn Seal  
During Audit: Carolyn Seal

Treasurer:  
Fiscal Year 2018: Virginia Barney  
During Audit: Virginia Barney

Afterschool Site Director:  
Fiscal Year 2018: Luis Lebron  
During Audit: Luis Lebron

**Cash and Investments**

Checking	\$ 69,014.33
Investments	
	\$ 69,014.33

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,560.11	240.00	0.00	0.00	0.00	1,800.11
Classes	0.00	41,629.37	39,719.52	8,349.76	9,867.79	391.82
Clubs	6,825.72	17,422.60	10,185.38	9,661.98	16,023.98	7,700.94
Departments	3,902.05	8,324.61	7,371.57	2,110.84	2,110.84	4,855.09
Trusts	48,557.81	285,315.97	297,907.88	7,627.74	1,365.62	42,228.02
General	13,342.33	6,217.87	9,139.76	3,350.91	1,733.00	12,038.35
	\$ 74,188.02	\$ 359,150.42	\$ 364,324.11	\$ 31,101.23	\$ 31,101.23	\$ 69,014.33

## DEPOSIT OF MONIES

### Finding

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

- Nine sponsors put collections totaling \$541.28 into the drop-safe without recording the activity information on the *Drop-safe Log* (page #s 50-25952, 50-25961, 50-25965, 50-25970, 50-25972, 50-25992, 50-25994, 50-00591, and 50-30857).
- \$4,789.19 (\$2,163.30 in cash and \$2,625.89 in checks) collected through three MCRs (#s 877-9, 923-19, and 923-14) was retained by the sponsor for one to two 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*, deposit information should be properly recorded on the Drop-safe Log.
- *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

*Concurs. The nine sponsors were reminded of proper drop safe log procedures. SACC director was reminded that even in a locked safe box that money needs to be dropped and recorded daily.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser documentation found that:

- The fundraiser sponsor for the Yearbook Sales (Account #7-0100.06) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

Diamond View Elementary School  
Management Letter  
Year Ended June 30, 2018

- The *Sales Item Inventory Report* (SIIR) for the Kindergarten Shirts Sales (Account #3-3000.03) was not accurately completed. Specifically, 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 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.
- *Sales Item Inventory Reports* should be completed accurately with all the required information. Accurate 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.

***Management's Response***

*Concurs. Yearbook sponsor thought he had completed the eLearning for the year but it was for the prior year. Kindergarten students were not penalized for the amount that the families were able to afford. All money that was collected was evident on the monies collected sheets.*

**Discovery Key Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 3550 Lyons Road  
 Lake Worth, FL 33467

Principal:  
 Fiscal Year 2018: Catherine Lewis  
 During Audit: Catherine Lewis

Treasurer:  
 Fiscal Year 2018: Mayra Stambaugh  
 During Audit: Mayra Stambaugh

Afterschool Site Director:  
 Fiscal Year 2018: Jacqueline Gersley  
 During Audit: Jacqueline Gersley

**Cash and Investments**

Checking	\$ 72,238.84
Investments	
	\$ 72,238.84

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	49.98	51.08	0.00	1.10
Classes	8,101.65	48,480.43	47,149.96	14,497.67	15,480.66	8,449.13
Clubs	2,922.35	3,403.50	2,916.60	6,094.59	6,119.59	3,384.25
Departments	18,755.11	29,121.28	18,474.37	11,418.74	11,214.42	29,606.34
Trusts	25,923.86	601,788.66	592,710.07	14,823.09	20,002.17	29,823.37
General	841.36	4,852.70	10,651.08	6,905.65	973.98	974.65
	\$ 56,544.33	\$ 687,646.57	\$ 671,952.06	\$ 53,790.82	\$ 53,790.82	\$ 72,238.84



**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:

<b>Fundraiser Activity</b>	<b>Account Number</b>	<b>Activity Began</b>	<b>Training Completed</b>
Safety Patrol Coupon Book	#6-4000.01	9/19/2017	Did not complete
Yearbook Sales	#5-0450.00	2/16/2018	Did not complete
Square One Art Fundraiser	#5-0100.02	3/26/2018	Did not complete

- The *Fundraising Application/Recap Form* and the *Sales Item Inventory Report* for the Yearbook Sales (Account #5-0450.00) were not approved by the Principal. Furthermore, the treasurer did not verify the Recap (Actual Sales) section of the *Fundraising Application/Recap Form*.
- The *Fundraising Application/Recap Form* for the Safety Patrol Coupon Book Sales (Account #6-4000.01) was not approved by the Principal until 134 working days after the fundraising activities had begun.
- The sponsors of the following fundraisers did not complete the Recap (Actual Sales) section of the *Fundraising Application/Recap Form* and did not have the required *Sales Item Inventory Report*: (1) Square One Art Fundraiser (Account #5-0100.02), (2) Student Council Lollipop Sales, (3) Second Grade T-shirt Sales (Account #3-3200.01), (4) Bookfair (5-1700.01), and (5) Fifth Grade T-shirt Sales (Account 3-3500.01).

**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.
- Fundraising activities 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. 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.

- Failure to prepare the related reports for fundraisers defeat the purpose of controls and could result in undetected loss of school assets. The OIG will refer any future repeated violations in this finding by the same sponsor to the Office of Professional Standards for further action.

***Management's Response***

*Concurs. Bookkeeper has reviewed eLearning report showing completed courses by staff, and will periodically review decimalized accounts to make sure any fundraisers are properly documented.*

**DOCUMENTATION OF DISBURSEMENTS**

**Finding**

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

- Disbursements #13696 (for \$400) and #13698 (for \$170) did not have any supporting documentation for the expenses.
- Disbursement #13689 (for \$2,213.65) did not have the required *Purchase Order*. *Purchase Order* is required for all purchases exceeding \$1,000.
- Disbursement #13629 (for \$810) was for a consultant operating an in-house field trip on April 4, 2018. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*. Additionally, the disbursement was not supported by an invoice indicating dates and times of services.
- Disbursement #13695 (for \$350) was to a consultant for DJ services for the May 31, 2018, Fifth Grade Dance. The disbursement was supported by a contract executed by the PTA President instead of the Principal. Moreover, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.

**Recommendation**

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

- To ensure that purchases are appropriate, all disbursements should be adequately documented and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- *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 *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with the dated signatures. 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)***. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.

***Management's Response***

*Concurs. Bookkeeper will review back up documentation prior to delivering to Principal for approval for disbursements and agreements.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

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

- The school did not always have the proper leasing documents for the use of school facilities by lessees. For example, Deposits #835, #837, #842, #858, #867, #872, #886 and #899 included a total of \$3,307.50 in rentals collected from two lessees. However, both leasing arrangements were not recorded in the Tririga System and did not have any leasing documentation, such as *Lease Agreements* and proof of liability insurance coverage.
- The Tririga System indicated that the school had 17 leasing arrangements during the year. However, the school did not have a hard copy of the executed *Lease Agreements* for three leases: #1017, #1019, and #1020.

**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 lessees' use of facilities. 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***

*Concurs. Bookkeeper will add periodic reviews of Tririga to make sure all leases are properly closed out and completed, along with verification of signed documents.*

**Dr. Mary McLeod Bethune Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Katrina Granger  
During Audit: Katrina Granger

Treasurer:  
Fiscal Year 2018: Latasha Smart  
During Audit: Latasha Smart

**Cash and Investments**

Checking	\$ 28,310.56
Investments	
	\$ 28,310.56

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	3,111.07	0.00	0.00	0.00	0.00	3,111.07
Classes	4,596.78	7,317.00	7,552.51	1,114.35	1,114.35	4,361.27
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	1,395.43	970.00	1,199.36	0.00	0.00	1,166.07
Trusts	15,929.80	41,312.83	35,577.46	1,587.19	1,587.19	21,665.17
General	( 210.59)	500.45	2,282.88	0.00	0.00	( 1,993.02)
	\$ 24,822.49	\$ 50,100.28	\$ 46,612.21	\$ 2,701.54	\$ 2,701.54	\$ 28,310.56

## 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 \$5,108 collected through four MCRs (# 623-4, #626-3, #645-1, and #645-3) were retained by the sponsors for two to seven working days before putting the money into the drop-safe for deposit.
- At the year-end, the sponsors turned in the yellow copies of the MCRs to the school secretary for record keeping. However, none of the sponsors attached the computerized receipts with their 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,

- *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.
- 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

*Concurs. Bulletin #P-14051-S/CFO and expectations were forwarded to all staff via email on February 3, 2019. Teachers are to put all monies collected into the drop safe daily and the deposits will be made within five working days after the collections. Principal will meet with the treasurer two times a month to ensure the procedures are being followed according to District policy. Teachers will collect the computerized receipt from the treasurer and turn in the receipts at the end of the school year.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser records revealed that:

- The Grade 5 T-Shirts Fundraiser (Account #3-3500.02) did not have the required *Fundraising Application/Recap Form* and *Sales Item Inventory Report*.

- The Popcorn Fundraiser (Account #6-4000.03) did not have the required *Sales Item Inventory Report*.
- The *Sales Item Inventory Report* for the Safety Patrol Talent Show Concession Sales (Account #6-4000.04) was not approved by the Principal.

### **Recommendation**

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

- The *Sales Item Inventory Report* should be prepared and completed with accurate information for 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.
- 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*.

### **Management's Response**

*Concurs. All teachers will attend District and school-based fundraising training to ensure that all procedures are followed. All staff will receive a fundraising packet with all of the required forms included and a checklist. Checklist and all required forms will be reviewed and pre-approved with Principal's signature. Sales Item Inventory Report, Fundraising Application/Recap Form will be completed for all fundraising.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

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

- Disbursements #5234 (for \$150) and #5253 (for \$500) were for refunds of field trip fees. However, the refund disbursement did not have supporting documentation for the student's original payment, such as a receipt or copy of *Monies Collected Report*.
- Disbursement #5294 (for \$1,212.65) was payment for 3rd Grade field trip admission tickets. However, this expenditure was not supported by a *Field Trip/Activity Planning Report and Approval Request* and did not have a paid receipt.
- A \$88.79 P-Card transaction on May 1, 2018, was for purchase of food. However, there was no documentation 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,

- 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.
- 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 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**

*Concurs. Treasurer will complete District training related to disbursement procedures, refund procedures and P-Card purchases. All Field Trip packets will be pre-approved by the Assistant Principal and Principal.*

## **LEASING OF SCHOOL FACILITIES**

### **Finding**

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

- The school did not always have the required leasing documentation for the use of facilities by lessees. For example, three direct deposits and one deposit (#1191113, #1352942, #1585888, and #647-1) included a total of \$2,885 in rentals collected from lessees for seven *Lease Agreements* recorded in Tririga System (#s 1004, 1005, 1008, 1009, 1019, 1021, and 1034). However, there was no leasing documentation for these leases, including signed *Lease Agreements* and proof of liability insurance coverage.
- Six *Lease Agreements* (#s 1007, 1024, 1031, 1034, 1036, and 1037) did not have the signatures or dates of the lessees and witnesses.
- Leasing charges for 19 leases (#s 1001, 1003, 1004, 1006, 1007, 1008, 1010, 1011, 1015, 1016, 1018, 1021, 1022, 1023, 1028, 1029, 1034, 1036, and 1037) were not collected prior to the use of the facilities by lessees. Delays in collections ranged from five to 80 days.
- Sixteen *Lease Agreements* (#s 1001, 1003, 1004, 1006, 1010, 1011, 1016, 1018, 1021, 1023, 1028, 1029, 1036, 1037, 1030, and 1031) were neither signed by the lessees nor approved by the Principal in a timely manner. Delays ranged from one to 54 days after the leasehold periods began.

- Based on the Tririga System, four leases (#1016, #1018, #1030 and #1031) had total leasing charges of \$1,840. However, the school collected only \$865 as of December 14, 2018. The remaining \$975 (\$1,840 - \$865) have to be collected from the lessees. We brought this to the school staff's attention during the audit fieldwork.

### **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. A new *Lease Agreement* or an addendum to the existing *Agreement* should be executed in order to incorporate the changes in the use of facilities by the lessee.
- 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**

*Concurs. A new lease coordinator has been designated.*

### **Additional comments**

*Training and procedures will be implemented to ensure policies and procedures are followed.*



**Egret Lake Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Christine Rick  
During Audit: Patrick Galatowitsch

Treasurer:  
Fiscal Year 2018: Cheryl Ullom  
During Audit: Cheryl Ullom

Afterschool Site Director:  
Fiscal Year 2018: Lori Seal  
During Audit: Lori Seal

**Cash and Investments**

Checking	\$ 74,077.11
Investments	
	\$ 74,077.11

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	5.27	48.00	48.00	0.00	0.00	5.27
Classes	2,967.06	2,628.00	2,123.88	675.63	675.63	3,471.18
Clubs	2,101.33	39,021.81	37,304.03	18,932.01	18,932.01	3,819.11
Departments	22,559.21	11,385.80	11,872.21	3,480.30	3,500.30	22,052.80
Trusts	34,679.66	181,500.93	177,956.44	12,184.45	12,252.77	38,155.83
General	6,552.27	4,529.33	4,597.00	1,262.02	1,173.70	6,572.92
	\$ 68,864.80	\$ 239,113.87	\$ 233,901.56	\$ 36,534.41	\$ 36,534.41	\$ 74,077.11

## PRENUMBERED DOCUMENTS

### **Finding**

The review of controls in prenumbered documents found that the data processor was the assigned custodian for the *Drop-safe Log*. However, used *Drop-safe Logs* and blank (unused) *Logs* were maintained by the school treasurer.

### **Recommendation**

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 PBSB 2587 will be filed sequentially in a binder by document number and shall be retained for five years.*”

### **Management’s Response**

*Concurs. The documents have been moved to the principal’s conference room.*

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of fundraiser records found that the Chorus Club Uniform Sales (Account 4-0900.01) 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 proper fiscal accountability, a *Sales Item Inventory Report* should be prepared and completed with accurate information in order for staff to reconcile the sales revenues with the estimated revenues. Significant discrepancies, if any, between the estimated revenue and actual receipt should be investigated and resolved accordingly.

### **Management’s Response**

*Concurs. Sponsor made aware of requirement.*

## SUMMER CAMP PROGRAM

### **Finding**

The review of the school’s 2018 Summer Camp Program records found that:

- As of August 16, 2018, this program has an accounts receivable balance of \$5,850.42 from 20 student accounts, although the program ended on July 27, 2018.

- Because of clerical mistakes in updating fees and credits, the total amount due from three sampled student accounts was understated by \$343.25 in the *EZ Care 2* database (the Afterschool Program's accounting system).
- According to the attendance roster and parent sign-out sheet, one of the students was present on July 2<sup>nd</sup> and 3<sup>rd</sup>. However, staff stated that the parent of this student had mistakenly signed on those days when the student was not present. It appears that the attendance roster was prepared based on the parent sign-out sheet, not from an actual head count as required.

### **Recommendation**

The Summer Camp should be administered in accordance with District guidelines and the *District Afterschool Programs Camp Operational Manual*. Specifically,

- Summer Camp Programs are self-supporting programs funded by user-fees. To ensure fiscal accountability, program fees should be collected prior to the start of each session as required by page 3-1 of the *Camp Operational Manual*.
- To ensure proper fiscal accountability, Summer Camp 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.
- To protect the safety and welfare of students, attendance rosters should be prepared daily based on head-count by staff responsible for the campers.

### ***Management's Response***

*Concurs. Summer Camp attendance requirements will be adhered to.*

**Elbridge Gale Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 1915 Royal Fern Drive  
Wellington, FL 33414

Principal:  
Fiscal Year 2018: Gail Pasterczyk  
During Audit: Gail Pasterczyk

Treasurer:  
Fiscal Year 2018: Ranka Connor  
During Audit: Michelle Herbert

Afterschool Site Director:  
Fiscal Year 2018: Denise Halperin  
During Audit: Denise Halperin

**Cash and Investments**

Checking	\$ 106,196.46
Investments	
	\$ 106,196.46

	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	736.87	61,377.85	59,517.12	2,656.02	4,389.96	863.66
Clubs	4,513.85	1,943.79	2,112.71	373.73	418.86	4,299.80
Departments	20,458.52	19,923.19	17,228.42	7,240.47	7,227.24	23,166.52
Trusts	54,082.72	809,513.55	805,374.79	6,825.17	10,197.42	54,849.23
General	22,511.22	19,617.20	24,249.26	11,409.53	6,271.44	23,017.25
	\$ 102,303.18	\$ 912,375.58	\$ 908,482.30	\$ 28,504.92	\$ 28,504.92	\$ 106,196.46

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

Disbursement #7367 (for \$6,317.28) was for purchase of yearbooks for fundraiser. However, the disbursement was supported by a contract signed by the sponsor in lieu of the Principal.

### **Recommendation**

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 ...*”

### ***Management’s Response***

*Concurs. We will be sure that the yearbook sponsor knows that the Principal needs to sign all contracts.*

**Equestrian Trails Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 9720 Stribling Way  
Wellington, FL 33414

Principal:  
Fiscal Year 2018: Michele Johnson  
During Audit: Michele Johnson

Treasurer:  
Fiscal Year 2018: Lourdes Santos  
During Audit: Lourdes Santos

Afterschool Site Director:  
Fiscal Year 2018: Robin Marcus  
During Audit: Robin Marcus

**Cash and Investments**

Checking	\$ 101,574.06
Investments	
	\$ 101,574.06

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 206.04	\$0.00	\$ 32.84	\$0.00	\$0.00	\$ 173.20
Music	920.46	903.00	902.71	36.00	36.00	920.75
Classes	13,730.54	98,113.75	102,947.82	9,941.45	7,858.76	10,979.16
Clubs	9,587.38	1,592.95	2,566.28	42.43	42.43	8,614.05
Departments	17,635.44	16,105.96	12,669.62	4,121.29	4,121.29	21,071.78
Trusts	56,604.38	636,345.36	639,769.86	9,313.05	12,996.33	49,496.60
General	19,197.56	14,675.70	25,155.33	5,148.37	3,547.78	10,318.52
	\$ 117,881.80	\$ 767,736.72	\$ 784,044.46	\$ 28,602.59	\$ 28,602.59	\$ 101,574.06

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser documentation found that:

- The sponsors for the 3<sup>rd</sup> Grade T-shirts (Account #3-3300.06) and Agenda Sale (Account #7-0100.01) did not complete the required Annual eLearning fundraiser Training Course during Fiscal Year 2018.
- The sponsor of the 3<sup>rd</sup> Grade T-Shirts (Account #3-3300.06) did not complete the *Sales Item Inventory Report* accurately. The sales price was inaccurately listed as \$5.50 instead of the correct price of \$6.50 per shirt. A total of \$1,114 in sales revenue was deposited into the Internal Funds during July 1, 2017, through June 30, 2018. Based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$1,319.50 (203 x \$6.50). As a result, \$205.50 (16%) 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.
- 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

*Concurs. Teachers were all given directives that trainings must be done prior to activity. Next year, it will be required to be done prior to first day of school.*

**Everglades Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 407 Marginal Road  
West Palm Beach, FL 33411

Principal:  
Fiscal Year 2018: Dwan Moore-Ross  
During Audit: Dwan Moore-Ross

Treasurer:  
Fiscal Year 2018: Barbara Schumacher  
During Audit: Barbara Schumacher

Afterschool Site Director:  
Fiscal Year 2018: Christina Swartz/Shelby Obermeier  
During Audit: Shelby Obermeier

**Cash and Investments**

Checking	\$ 53,788.84
Investments	
	\$ 53,788.84

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	523.78	1,169.88	1,299.90	623.77	375.25	642.28
Classes	2,270.42	79,200.48	75,734.27	5,719.89	6,352.75	5,103.77
Clubs	10,274.52	1,272.80	3,889.25	2,586.23	2,586.23	7,658.07
Departments	7,898.34	19,793.01	18,979.56	6,502.77	6,751.29	8,463.27
Trusts	24,884.85	632,831.79	626,900.54	18,212.67	21,737.42	27,291.35
General	5,821.65	17,840.85	23,190.01	13,859.14	9,701.53	4,630.10
	\$ 51,673.56	\$ 752,108.81	\$ 749,993.53	\$ 47,504.47	\$ 47,504.47	\$ 53,788.84



## DEPOSIT OF MONIES

### Finding

Some of the collections recorded on 39 pages of *Drop-safe Logs* (DSL) were returned to sponsors for various reasons, as follows:

- 36 of them, totaling \$31,203.96, recorded on 30 pages of the *Log* were noted as “returned - incorrect” or “money does not match form” in *Sections 2 and 3* of the *Logs*. Another 10 collections were returned to the sponsor to complete counting.
- One collection for \$60 on the DSL (page #50-14785) plus one collections without a dollar amount (page #12-62118) were deleted (scratched out) without explanation.

Moreover, some of the collections returned to sponsors were held additional days before turning into the drop-safe for deposit. For example, \$82 returned to the sponsor on October 12, 2017, was turned in October 18, 2017, or 4 working days later; \$250 returned to the sponsor on March 9, 2018, was turned in March 12, 2018, or 1 working days later; \$10 returned to the sponsor on March 7, 2018, was turned in March 12, 2018, or 3 working days later.

### Recommendation

To ensure proper fiscal accountability, monies returned to the sponsor for clarification and entries removed from the *Drop-safe Log* should be documented with acknowledgment (signed/initialed) by the sponsor on the *Drop-safe Log*. Collections returned for correction or completions should be put in the safe by the end of the same business day.

### Management's Response

*Concurs.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The sponsor for Yearbook Sales (Account # 7-0100.03) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### Recommendation

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.

### Management's Response

*Concurs.*

**Forest Hill Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5555 Purdy Lane  
West Palm Beach, FL 33415

Principal:  
Fiscal Year 2018: Scott McNichols  
During Audit: Scott McNichols

Treasurer:  
Fiscal Year 2018: Virginia Lawler  
During Audit: Virginia Lawler

Afterschool Site Director:  
Fiscal Year 2018: Marie Gavino  
During Audit: Marie Gavino

**Cash and Investments**

Checking	\$ 45,710.49
Investments	
	\$ 45,710.49

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	669.32	40.00	150.51	0.00	0.00	558.81
Classes	2,506.63	6,229.93	5,977.20	1,290.80	3,145.92	904.24
Clubs	3,120.69	45,927.04	45,019.64	10,793.43	10,793.43	4,028.09
Departments	13,166.55	4,439.20	4,426.16	0.00	0.00	13,179.59
Trusts	27,385.73	262,709.05	265,831.15	11,441.54	11,191.54	24,513.63
General	342.43	6,133.62	5,555.04	2,317.12	712.00	2,526.13
	\$ 47,191.35	\$ 325,478.84	\$ 326,959.70	\$ 25,842.89	\$ 25,842.89	\$ 45,710.49

## DEPOSIT OF MONIES

### **Finding**

The review of sample *Monies Collected Reports* (MCRs) and money collection process at the school found that one entry (for \$225) on *Drop-safe Log* page # 11-49977 was deleted (scratched out) from the page without any explanation. Without information as to who or why it was deleted from the Drop-Safe Log, we cannot determine if this transaction was removed properly.

### **Recommendation**

To ensure proper fiscal accountability, entries removed from the log should be signed and acknowledged by the sponsors.

### ***Management's Response***

*Concurs.*

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of sample fundraiser records revealed that the *Sales Item Inventory Report* for the P.T.O. Spirit Shirt Sales (Account #6-3300.01) gave away a 23 T-shirts (resale value of \$115, 23 x \$5) and 14 Polo shirts (resale value of \$112, 14 x \$8) totaled \$227. However, no record was maintained to document the purposes and the recipients for these free items. The sponsor also noted that a box of 50 shirts with a resale value of \$250 was lost.

### **Recommendation**

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

### ***Management's Response***

*Concurs.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

The review of sample disbursements and P-Card purchases found that four P-Card transactions (totaling \$35) occurred on July 12, 2017, for purchases of gas. However, these purchases did not have documentation indicating the business purpose of 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 proper fiscal accountability, the purposes and justifications should be documented for all expenditures.

### ***Management's Response***

*Concurs.*

**Forest Park Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

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

Principal:  
 Fiscal Year 2018: Nancy Robinson  
 During Audit: Nancy Robinson

Treasurer:  
 Fiscal Year 2018: Joan Mullancy  
 During Audit: Joan Mullancy

Afterschool Site Director:  
 Fiscal Year 2018: Kim Stivers  
 During Audit: Kim Stivers

**Cash and Investments**

Checking	\$ 22,660.06
Investments	
	\$ 22,660.06

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	13.14	168.00	48.00	0.00	0.00	133.14
Classes	735.44	10,845.00	11,113.22	407.25	654.87	219.60
Clubs	1,977.54	726.00	1,123.94	825.00	1,408.73	995.87
Departments	2,327.76	1,906.94	2,468.81	376.34	547.73	1,594.50
Trusts	24,251.53	88,069.41	97,099.70	6,781.32	6,636.93	15,365.63
General	5,195.10	6,447.46	8,149.59	4,650.79	3,792.44	4,351.32
	\$ 34,500.51	\$ 108,162.81	\$ 120,003.26	\$ 13,040.70	\$ 13,040.70	\$ 22,660.06

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The sponsors of the Enjoy the City Coupon Book Sales (Account #6-4000.03) and the Yearbook Sale (Account #7-0100.04) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### **Recommendation**

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.

### ***Management's Response***

*Concurs. System in place to track training. Required training prior to fundraiser monitored by treasurer.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

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

- Disbursement #10934 (for \$200) was for a refund to a parent for an overpayment for the Safety Patrol 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*.
- Disbursement #10962 for (\$655) did not have adequate supporting documentation for the expense. The expenditure was supported by an unofficial sales summary instead of an itemized invoice or student order form.

### **Recommendation**

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

- Refund of field trip fees to students should be supported by the original payment records.
- 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***

*Concurs. System in place. All documentation must be included with check requisition prior to signatures.*

**Freedom Shores Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 3400 Hypoluxo Road  
Boynton Beach, FL 33436

Principal:  
Fiscal Year 2018: Daniel Smith  
During Audit: Michael Sabatino

Treasurer:  
Fiscal Year 2018: Mirtha Walsh  
During Audit: Audra Spurlin

Afterschool Site Director:  
Fiscal Year 2018: Cheri Rosen  
During Audit: Cheri Rosen

**Cash and Investments**

Checking	\$ 61,245.10
Investments	
	\$ 61,245.10

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	163.74	0.00	0.00	0.00	0.00	163.74
Classes	8,000.26	45,356.01	46,802.53	4,366.85	4,568.35	6,352.24
Clubs	2,165.51	5,620.66	2,480.88	257.00	2,375.00	3,187.29
Departments	3,816.08	10,609.39	10,532.16	1,910.99	1,899.34	3,904.96
Trusts	31,069.90	389,798.99	385,112.77	14,547.64	12,742.77	37,560.99
General	13,969.68	3,259.82	7,656.60	2,397.73	1,894.75	10,075.88
	\$ 59,185.17	\$ 454,644.87	\$ 452,584.94	\$ 23,480.21	\$ 23,480.21	\$ 61,245.10

## SEGREGATION OF DUTIES

### Finding

During the audit, we noted that incoming mails were sorted and distributed by someone other than the school treasurer. However, mails addressed to the treasurer were opened by her for processing.

### Recommendation

Incoming mails should be received and opened by a different staff member. Payments, if any, received in the mails should be recorded on a *Monies Collected Report* (MCR) by the staff who opens the mail, prior to depositing the payments into the drop-safe.

### Management's Response

*Concurs. The head secretary will open the mail addressed to the treasurer from now on.*

## DEPOSIT OF MONIES

### Finding

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

- The activity sponsors did not record the related information for four collections (\$72) on the *Drop-Safe Log* (*Log*). However, the information was subsequently recorded on the *Log* when the collection was removed from the safe for processing.
- Monies collected were not always dropped off into the drop-safe in a timely manner. For example, \$1,335.49 collected through MCRs #951-10, and #970-10 were retained by the sponsors for one to two working days before the monies were put in the safe for deposit.
- Three collections recorded on the *Log* were returned to the sponsors for clarification. 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. Activity sponsor should complete *Section 1* of the *Log* before dropping off the collections into the safe.



- **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 sponsors to unwarranted exposure and result in potential irregularities.
- To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be noted and acknowledged (signed/initialed) by the sponsor on the *Log*.

### ***Management's Response***

*Concurs. The procedures were reviewed at the November faculty meeting and all the monies returned will be acknowledged by the sponsor on the log.*

## **DOCUMENTATION FOR FUNDRAISERS**

### **Finding**

The review of sample fundraiser documentation revealed that:

- The sponsors for the following five fundraisers did not complete the required annual eLearning Fundraiser Training Course during Fiscal Year 2018: (1) Safety Patrol Pizza Sales, (2) PTO Harvest Dance, (3) PTO Shirts, (4) PTO Friendship Dance, and (5) PTO Gingerbread Shop Sales.
- The Safety Patrol Dominoes fundraiser (Account #4-4300.01) did not have the required *Fundraising Application/Recap Form* and *Sales Item Inventory Report*.
- Tickets were sold for the PTO Harvest Dance (Account #6-3300.00). The event had total ticket sales revenue of \$1,610. The sponsor did not use prenumbered tickets; and although revenue exceeded \$1,000 *Ticket Sellers Reports* were not maintained as required by the ***Internal Accounts Manual***.
- Financial Activities for the PTO Harvest Dance Fundraiser were recorded in the main account instead of a separate decimalized account for the fundraiser.

### **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 staff is familiar with and comply with the updated fundraising procedures, fundraiser sponsors should complete the required annual eLearning Fundraiser Training Course prior to conducting fundraising activities.

- *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 after the fundraiser event.
- **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 to assist staff in reconciling revenues with the number of tickets sold.
- 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**

*Concurs. All staff members were required to complete the training to insure that any sponsor will have gone through the eLearning training. Also, a separate decimalized account will be established for each fundraiser.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

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

- A \$518.75 P-Card purchase on December 12, 2017, did not have any supporting documentation.
- Disbursement #12622 (for \$965.80) was for reimbursement to an employee for purchase of food for staff’s end-of-year luncheon. However, the payment was supported by a restaurant Pre-Order Form with handwritten amount on it instead of a paid invoice or receipt.
- A July 27, 2017, \$240 P-Card transaction was for payment to a consultant for the Kids Fit Jamathon. However, District guidelines do not permit consultant services to be purchased using a District P-Card.
- Disbursement #12514 (for \$115.86) was for purchase of Valentine’s Day treats for staff. However, this expense was incorrectly funded from a student account, General Activities (Account #7-0100.00).
- Supporting documents for seven sample disbursements (#s 12514, 12517, 12498, 12546, 12567, 12580 and 12622, totaling \$9,900.37) were not defaced after payments.

### **Recommendation**

Disbursements should be administered in accordance with **Internal Accounts Manual** and the 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 such documentation, there is no assurance that the expenses were appropriate.
- The P-Card should not be used to pay for consultant services, which is disallowed by the *Purchasing Manual*.
- Expenditures should be funded by the appropriate funding sources. Specifically, expenditures for teacher appreciation should be funded by the Administrative Courtesy or Faculty Fund Accounts.
- To avoid duplicate payments, supporting documentation should be defaced (stamped "PAID") after payments.

***Management's Response***

*Concurs. Supporting documentation will be collected and put with any purchase and it will be marked "paid."*

**PRENUMBERED DOCUMENTS**

**Finding**

The school did not maintain the *Prenumbered Document Inventory Register* (PBSD 0160) for school checks, prenumbered tickets and *Aftercare Program 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***

*Concurs. Logs will be used for all prenumbered document inventory register to account for the usage.*

**AFTERSCHOOL PROGRAM**

**Finding**

As of June 30, 2018, The Afterschool Program had an accounts receivable balance of \$6,310.68 from 42 student accounts.

Freedom Shores Elementary School  
Management Letter  
Year Ended June 30, 2018

**Recommendation**

Afterschool Programs should be self-supporting funded by user fees. Program fees should be collected in advance as required by *Afterschool Programs Operational Manual*.

***Management's Response***

*Concurs. The program fees for our aftercare program will be collected in advance.*

**Frontier Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 6701 180th Avenue North  
Loxahatchee, FL 33470

Principal:  
Fiscal Year 2018: Susan Groth  
During Audit: Susan Groth

Treasurer:  
Fiscal Year 2018: Jaclyn Nicole Traver  
During Audit: Jaclyn Nicole Traver

Afterschool Site Director:  
Fiscal Year 2018: Nisa Owens  
During Audit: Nisa Owens

**Cash and Investments**

Checking	\$ 43,854.98
Investments	
	\$ 43,854.98

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1.19	0.00	0.00	25.00	0.00	26.19
Classes	1,354.29	38,898.26	33,995.91	10,101.82	15,106.75	1,251.71
Clubs	1,253.65	1,213.00	1,160.82	0.00	0.00	1,305.83
Departments	2,268.35	23,546.84	20,189.04	5,428.93	5,248.93	5,806.15
Trusts	30,830.08	406,736.22	407,383.42	26,367.94	28,107.10	28,443.72
General	10,073.13	15,821.66	25,412.50	10,862.72	4,323.63	7,021.38
	\$ 45,780.69	\$ 486,215.98	\$ 488,141.69	\$ 52,786.41	\$ 52,786.41	\$ 43,854.98

## DEPOSIT OF MONIES

### Finding

The review of sample Monies Collected Reports (MCRs) and money collection process at the school found that collections were not always deposited in a timely manner. For example, six MCRs (#764-3, #788-3, #788-4, #788-29, #788-19, and #788-35) totaling \$1,195.61 (\$435 in cash) were retained by the sponsors for one to two 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 result in potential irregularities.

### Management's Response

*Concurs. Please note that the staff is given a Treasurer's packet in the beginning of the year with instructions on correct procedures in regards to deposits, they take online trainings before collecting money and they are continually reminded.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser records 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	eLearning Completed?
Backpacks Sales	#7-0100.04	8/11/2017	Did not complete
Student Agendas Sales	#7-0100.01	8/1/2017	Did not complete
Holiday Shop	#6-3300.07	12/4/2017	Did not complete

### 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.

### Management's Response

*Concurs. There were technical issues with the online training reported by staff.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

Disbursements #12110 (for \$3,015.12) was for purchase of yearbooks for resale. However, the contracts were signed by the sponsor instead of the Principal.

### **Recommendation**

All contracts should be approved and signed 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 ...”

### ***Management’s Response***

*Concurs. In the future, Principal and sponsor will sign all contracts.*

## AFTERSCHOOL PROGRAM

### **Finding**

The school’s Summer Camp Program ended in August 2018. However, as of November 1, 2018, three months after program ended, this program still had an accounts receivable balance of \$19,321.76 from 33 student accounts.

### **Recommendation**

Summer Camp Program should be administered in accordance with District’s guidelines and *Afterschool Programs Operational Manual*. Specifically, it should be self-sufficient funded by user-fees. To ensure fiscal accountability, the school should collect the unpaid fees from parents.

### ***Management’s Response***

*Concurs. The Interim Afterschool Director did not process money in a timely manner. An investigation was conducted with School Police.*

**Galaxy E3 Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Lisa Steele  
During Audit: Lisa Steele

Treasurer:  
Fiscal Year 2018: Jennifer Srabian  
During Audit: Paul Sauberer

Afterschool Site Director:  
Fiscal Year 2018: Katina Thomas  
During Audit: Katina Thomas

**Cash and Investments**

Checking	\$ 25,248.52
Investments	
	\$ 25,248.52

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	3,481.48	14,277.42	14,293.54	970.06	3,184.43	1,250.99
Clubs	4,979.41	5,365.00	3,571.46	979.08	3,996.12	3,755.91
Departments	1,952.06	5,068.53	5,069.80	161.67	161.67	1,950.79
Trusts	16,001.42	236,184.84	241,407.74	5,595.26	2,985.22	13,388.56
General	4,303.37	13,977.49	15,999.96	7,317.38	4,696.01	4,902.27
	\$ 30,717.74	\$ 274,873.28	\$ 280,342.50	\$ 15,023.45	\$ 15,023.45	\$ 25,248.52



## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Disbursement #12957 (for \$300) was a payment for the aquarium maintenance; and Disbursement #13050 (for \$1,200) was for payment to a consultant for the afterschool strings instruction. However, the engagement of these consultants did not have a *School District Consultant Agreement (PBSD 1420)*.
- Disbursement #13054 (for \$1,584) was for purchase of t-shirts for field trip participants. This purchase exceeded the \$1,000 *Purchase Order* threshold, but did not have the required *Purchase Order*.
- In May 2018, three P-Card transactions (\$408.76, \$259 and \$319.92, totaling \$987.68) were for the purchase of mulch, flowers and outdoor furniture without obtaining the required prior written authorization from District's Garden Collaboration Team.

### 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,

- The *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures. 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)*. This will help protect the safety and welfare of students, prior to the consultant performing services at the school.
- 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.
- *Chapter 24, Purchasing Manual* requires that "[Purchase of] plants, seeds, trees, fertilizer, sod, [must have] prior written approval ... in accordance with the current *School Garden Development Guide*."

### Management's Response

*Concurs. Consultant agreements will be executed for all non-district personnel on campus; Purchase orders will be issued for excess of \$1,000 and School Garden Guide will be used to inform future purchases.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The Yearbook sales (Account #7-0100.04) and the Coupon Book sales (Account #4-4300.00) did not have the required *Sales Item Inventory Report*.

**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***

*Concurs. Sales Item Inventory Reports will be prepared and completed for all fundraisers as well as approved by the Principal to confirm items are given away or missing.*

**AFTERSCHOOL PROGRAM**

**Finding**

Although the school's 2018 Summer Camp Program ended on July 27, 2018, three student accounts had a total unpaid program fees of \$1,438.94 as of August 23, 2018

**Recommendation**

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 the *Afterschool Summer Camp Programs Operational Manual*.

***Management's Response***

*Concurs. The students in question were terminated from the Early Learning Coalition which had previously paid for their summer program. Due to financial hardship the parent paid for June but the July balance was waived and approved by the principal.*

**Glade View Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Linda Edgecomb  
During Audit: Shundra Dowers

Treasurer:  
Fiscal Year 2018: Brenda Dominique  
During Audit: Brenda Dominique

**Cash and Investments**

Checking	\$ 31,092.92
Investments	
	\$ 31,092.92

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	944.66	0.00	20.00	0.00	0.00	924.66
Classes	600.00	8,414.50	8,736.56	373.00	523.00	127.94
Clubs	1,609.89	0.00	138.39	0.00	1,252.66	218.84
Departments	92.68	1,407.60	205.50	0.00	620.60	674.18
Trusts	6,075.95	55,899.90	40,040.82	3,387.53	1,514.27	23,808.29
General	7,543.18	7,102.08	9,456.25	930.00	780.00	5,339.01
	\$ 16,866.36	\$ 72,824.08	\$ 58,597.52	\$ 4,690.53	\$ 4,690.53	\$ 31,092.92

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraising documentation revealed that:

- The *Sales Item Inventory Report* for the World’s Finest Chocolate (Account #3-3400.01), indicated that 293 bars of candy (estimated \$293 in resale) were given-away free-of-charge. However, there was no documentation for the given-away items.
- A total of \$816.10 in sales revenue was deposited into the Cat Ear Headband Sale Account (#6-4401.02), with an estimated revenue of \$1,200. As a result, \$393.90 (\$1,200 - \$816.10) in estimated revenue was unaccounted for. Also, there was no record that the sponsor completed the annual eLearning training.

### Recommendation

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

- To ensure proper fiscal accountability, fundraising resale items (donations received by the schools or purchased with school funds) that are provided free-of-charge to students, staff members, or the community should follow similar requirements for giving gift cards, as specified in *Bulletin #P-14974-COO/P/AS*. This Bulletin states “Schools must maintain documentation of all recipients of cards.” A written explanation including the recipients of the free items and the reason for providing the free items should be part of the fundraiser documentation. This practice should provide better control through the revenue collection reconciliation. It also provides Principals with information in deciding if similar future fundraising activities are warranted.
- 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 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

*Concurs. An internal accounts personnel will review fundraiser procedures with staff during a faculty meeting. Bulletin #P-14974-COO/P/AS will be reviewed with staff. The findings will be reviewed with all staff.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

Two disbursements (#7189 for \$250 and #7192 for \$95) were for refunds of field trip charges to students. However, the disbursements did not have supporting documentation for the students' original payments, such as a receipt or copy of *Monies Collected Report*.

### **Recommendation**

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

*Concurs. An internal accounts personnel will review fundraiser procedures with staff during a faculty meeting. The findings will be reviewed with all staff.*

**Golden Grove Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Adam Miller  
During Audit: Linda Edgecomb

Treasurer:  
Fiscal Year 2018: Grace Wersching  
During Audit: Grace Wersching

Afterschool Site Director:  
Fiscal Year 2018: Patricia Packard  
During Audit: Patricia Packard

**Cash and Investments**

Checking	\$ 60,343.70
Investments	
	\$ 60,343.70

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 1,955.80	\$ 285.00	\$ 422.45	\$ 332.46	\$0.00	\$ 2,150.81
Music	1,320.07	885.00	1,563.69	1,520.00	840.00	1,321.38
Classes	9,258.90	74,063.35	67,467.75	4,384.54	9,681.57	10,557.47
Clubs	828.92	1,138.00	1,207.14	898.03	723.00	934.81
Departments	634.37	1,487.15	2,082.57	1,863.86	1,206.02	696.79
Trusts	23,616.05	421,980.35	406,312.71	13,154.94	10,663.25	41,775.38
General	1,884.48	22,607.38	22,544.81	5,572.47	4,612.46	2,907.06
	\$ 39,498.59	\$ 522,446.23	\$ 501,601.12	\$ 27,726.30	\$ 27,726.30	\$ 60,343.70

Golden Grove Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

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

Principal:  
Fiscal Year 2018: Kimberly Thomasson  
During Audit: Kimberly Thomasson

Treasurer:  
Fiscal Year 2018: Isabel Cristina Garcia  
During Audit: Isabel Cristina Garcia

**Cash and Investments**

Checking	\$ 74,969.54
Investments	
	\$ 74,969.54

	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	100.00	8,759.56	8,375.20	439.02	495.02	428.36
Clubs	25,254.48	81,662.04	79,570.96	22,455.67	22,538.45	27,262.78
Departments	5,261.43	8,984.39	8,178.81	2,423.31	2,423.31	6,067.01
Trusts	42,832.04	40,891.46	44,393.36	2,879.09	5,068.48	37,140.75
General	9,234.22	65.86	7,557.61	2,418.27	90.10	4,070.64
	\$ 82,682.17	\$ 140,363.31	\$ 148,075.94	\$ 30,615.36	\$ 30,615.36	\$ 74,969.54



## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

A review of the Kindergarten T-Shirts Sale (Account #3-3000.04) found that 146 T-shirts were purchased for the fundraiser. No inventory was left, and the fundraiser should have generated a total sales revenue of \$1,460. However, only \$1,183 in sales revenues was deposited into the Internal Funds during March 6 through May 21, 2018. As a result, \$277 (\$1,460-\$1,183) was not accounted for. The school did not maintain a *Sales Item Inventory Report* to track sales of the T-Shirts. Staff stated that T-shirts were sold to students for a field trip; and some T-shirts were given to the students who could not pay. Furthermore, the sponsor did not complete the required Annual eLearning Fundraiser or Field Trip Training Courses during Fiscal Year 2018.

### **Recommendation**

To ensure proper fiscal accountability, a *Sales Item Inventory Report* should be accurately completed. 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. In addition, to ensure sponsors have the knowledge of and will be complying with the current fundraising and field trip procedures, they should complete the required Annual eLearning Fundraiser and Field Trip Training Courses prior to conducting these activities.

### ***Management's Response***

*Concurs. Training will be provided to staff. District procedures and policies will be followed.*

**Grassy Waters Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Jennifer Galindo  
During Audit: Jennifer Galindo

Treasurer:  
Fiscal Year 2018: Theresa Ferry  
During Audit: Theresa Ferry

Afterschool Site Director:  
Fiscal Year 2018: Carissa Henn  
During Audit: Carissa Henn

**Cash and Investments**

Checking	\$ 61,874.21
Investments	
	\$ 61,874.21

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	4,730.44	1,445.00	429.69	832.05	832.05	5,745.75
Classes	9,408.00	47,997.20	44,322.30	6,301.65	6,301.65	13,082.90
Clubs	5,541.86	883.61	1,309.84	0.00	0.00	5,115.63
Departments	5,953.00	13,818.33	13,579.74	3,747.79	3,747.79	6,191.59
Trusts	36,963.11	605,476.56	610,472.11	11,615.07	11,828.29	31,754.34
General	1,491.91	9,448.40	11,169.53	318.26	105.04	( 16.00)
	\$ 64,088.32	\$ 679,069.10	\$ 681,283.21	\$ 22,814.82	\$ 22,814.82	\$ 61,874.21

## DEPOSIT OF MONIES

### Finding

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

- Monies collected were not always deposited in a timely manner. For example, collections on five MCRs (#760-11, #760-12, #760-17, #760-20, and #795-1, totaling \$920) were retained by the sponsors for one to four working days before they were put into the drop-safe for deposit.
- One collection for \$25 recorded on *Drop-safe Log* page #12-73699 was noted “gave back.” However, the return of money to the sponsors was not documented, such as signed-off by the sponsors who received the returned collections. Another three collections totaling \$78 (page #s 12-73721, 12-73726, and 12-73715) were deleted (scratched out) without any explanation. There was no explanation why the records were deleted from the *Drop-safe Log*. Consequently, there was no assurance the transaction was deleted properly.

### 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 *Internal Accounts Manual* 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 result in potential irregularities.
- To ensure proper fiscal accountability, monies returned to the sponsor for clarification and entries deleted from the Log should be explained and documented with acknowledgment (signed/initialed) by the sponsor on the *Drop-safe Log*.

### Management’s Response

*Concurs. Faculty and staff will be retrained on protocols.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that the sponsor for the School Yearbook Sales (Account # 7-0100.07) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

**Recommendation**

To ensure staff is aware of and complying with the updated fundraising procedures, fundraiser sponsor should complete the required Annual eLearning Fundraiser Training Course annually prior to conducting fundraising activity.

***Management's Response***

*Concurs. Will meet with yearbook sponsor to ensure proper training is complete.*

**Greenacres Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 405 Jackson Avenue  
Greenacres, FL 33463

Principal:  
Fiscal Year 2018: Deborah McNichols  
During Audit: Deborah McNichols

Treasurer:  
Fiscal Year 2018: Donna Shaw  
During Audit: Donna Shaw

Afterschool Site Director:  
Fiscal Year 2018: Emily Collazo  
During Audit: Emily Collazo

**Cash and Investments**

Checking	\$ 53,949.69
Investments	
	\$ 53,949.69

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	458.92	1,620.00	1,445.79	425.25	425.25	633.13
Classes	13,136.98	22,375.43	18,153.48	10,656.73	11,217.69	16,797.97
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	6,573.30	16,049.12	17,855.82	3,792.33	2,427.09	6,131.84
Trusts	27,585.73	212,545.69	210,569.56	11,839.63	12,676.34	28,725.15
General	1,364.67	1,128.67	864.17	32.43	0.00	1,661.60
	\$ 49,119.60	\$ 253,718.91	\$ 248,888.82	\$ 26,746.37	\$ 26,746.37	\$ 53,949.69

Greenacres Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Grove Park Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Jo Anne Rogers  
During Audit: Jo Anne Rogers

Treasurer:  
Fiscal Year 2018: Clavondrea Francis  
During Audit: Clavondrea Francis

Afterschool Site Director:  
Fiscal Year 2018: Kanisha Mortin  
During Audit: Kanisha Mortin

**Cash and Investments**

Checking	\$ 16,452.28
Investments	
	\$ 16,452.28

	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	248.00	48.00	0.00	0.00	200.00
Classes	675.00	737.00	693.89	500.00	675.00	543.11
Clubs	304.48	0.00	18.63	0.00	49.74	236.11
Departments	1,431.02	2,295.72	3,008.86	0.00	25.00	692.88
Trusts	25,265.75	84,554.55	104,616.13	714.00	689.00	5,229.17
General	13,063.02	8,685.72	12,422.47	2,558.42	2,333.68	9,551.01
	\$ 40,739.27	\$ 96,520.99	\$ 120,807.98	\$ 3,772.42	\$ 3,772.42	\$ 16,452.28

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The sponsor for the Coupon Books Sale (Account #6-4000.03) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### **Recommendation**

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.

### ***Management's Response***

*Concurs. All sponsors are trained to date and will be moving forward. Thanks.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

The review of sample disbursements and P-Card purchase records found that disbursement #11486 (\$1,200) was for payment for transportation to the May 15, 2018, Out-of-County field trip to SeaWorld in Orlando. However, none of the 28 staff's *Temporary Duty Elsewhere (TDE) Forms* were approved by the Regional/Instructional Superintendent.

### **Recommendation**

Field trips should be administered in accordance with ***School Board Policy 2.40***. Specifically, (1) they should be pre-approved by the Principal with adequate documentation, (2) in-county field trips should be approved by the Principal, and (3) out-of-county field trips should be approved by the Principal and Regional/Instructional Superintendent.

### ***Management's Response***

*Concurs. The trip was approved by the Regional Superintendent. The field trip application had all signatures. TDEs not having Regional signature was a clerical oversight. Grove Park will act in all compliance moving forward. All personnel have been trained on this issue.*

## AFTERSCHOOL PROGRAM

### **Finding**

The school's Summer Camp Program ended on July 27, 2018. However, as of December 3, 2018, five months after program ended, this program had an accounts receivable balance of \$897.50 (or 4%) from nine family accounts.



**Recommendation**

Summer Camp Program is a self-supported and fee-supported program. To ensure fiscal viability, program fees should be collected in advance as required by the *Afterschool Summer Camp Programs Operational Manual*.

***Management's Response***

*Concurs. Reviewed and discussed issue for compliance.*

**Hagen Road Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 10565 Hagen Ranch Road  
Boynton Beach, FL 33437

Principal:  
Fiscal Year 2018: Robyn Saltzman  
During Audit: Robyn Saltzman

Treasurer:  
Fiscal Year 2018: Danyalle Jones  
During Audit: Tori Creasman

Community School Director:  
Fiscal Year 2018: Sasha Lejeune  
During Audit: Sasha Lejeune

**Cash and Investments**

Checking	\$ 45,553.88
Investments	
	\$ 45,553.88

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	240.39	0.00	116.23	0.00	0.00	124.16
Classes	1,631.17	26,894.25	20,637.31	1,436.17	7,952.54	1,371.74
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	5,040.49	11,120.32	7,992.59	2,328.58	2,328.58	8,168.22
Trusts	16,244.35	580,510.52	570,148.18	8,369.25	5,767.36	29,208.58
General	6,888.13	17,444.84	21,566.27	5,756.43	1,841.95	6,681.18
	\$ 30,044.53	\$ 635,969.93	\$ 620,460.58	\$ 17,890.43	\$ 17,890.43	\$ 45,553.88

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

Two disbursements (#12278 for \$1,560 and #12444 for \$116.23) were inadequately documented. Both payments were supported by account statements, instead of itemized invoices that showed 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***

*Concurs. Discussed proper procedures with new bookkeeper.*

## AFTERSCHOOL PROGRAM

### **Finding**

The review of Afterschool Program records found that the *Afterschool Program Registration Form* for two sampled students were not completed with all the required information related to custody and emergency contacts.

### **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***

*Concurs. Discussed with Aftercare Director*

**Hammock Pointe Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

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

Principal:  
 Fiscal Year 2018: Stephanie Cook  
 During Audit: Stephanie Cook

Treasurer:  
 Fiscal Year 2018: Elsa Esparaza Webster  
 During Audit: Elsa Esparaza Webster

Afterschool Site Director:  
 Fiscal Year 2018: Maisoon Qablawi  
 During Audit: Maisoon Qablawi

**Cash and Investments**

Checking	\$ 50,520.20
Investments	
	\$ 50,520.20

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,796.67	1,561.00	3,324.55	1,653.67	1,653.67	33.12
Classes	253.20	51,579.67	49,543.16	2,647.16	4,936.87	0.00
Clubs	4,485.38	5,920.00	5,626.35	479.58	1,518.20	3,740.41
Departments	11,294.75	26,573.60	23,049.43	6,164.86	5,897.62	15,086.16
Trusts	22,300.35	554,798.17	547,364.96	18,319.90	20,399.55	27,653.91
General	7,292.12	334.93	8,761.19	5,140.74	0.00	4,006.60
	\$ 47,422.47	\$ 640,767.37	\$ 637,669.64	\$ 34,405.91	\$ 34,405.91	\$ 50,520.20

Hammock Pointe Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Heritage Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5100 Melaleuca Lane  
Greenacres, FL 33463

Principal:  
Fiscal Year 2018: Nina Lant  
During Audit: Nina Lant

Treasurer:  
Fiscal Year 2018: Maria Ortega  
During Audit: Maria Ortega

Afterschool Site Director:  
Fiscal Year 2018: Laura Lowman  
During Audit: Laura Lowman

**Cash and Investments**

Checking	\$ 26,000.44
Investments	
	\$ 26,000.44

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	57.97	0.00	36.24	23.80	0.00	45.53
Classes	797.77	235.00	802.64	229.85	29.00	430.98
Clubs	0.00	60.00	60.00	0.00	0.00	0.00
Departments	8,500.49	85.95	2,749.19	0.00	0.00	5,837.25
Trusts	17,396.51	220,262.76	223,846.78	15,019.65	16,732.07	12,100.07
General	7,674.42	2,650.23	4,225.81	1,487.77	0.00	7,586.61
	\$ 34,427.16	\$ 223,293.94	\$ 231,720.66	\$ 16,761.07	\$ 16,761.07	\$ 26,000.44

## SEGREGATION OF DUTIES

### **Finding**

During the audit, we noted that incoming mails were sorted and distributed by someone other than the school treasurer. However, mails addressed to the treasurer were opened by her for processing.

### **Recommendation**

Incoming mails should be received and opened by a different staff member. Payments, if any, received in the mails should be recorded on a *Monies Collected Report* (MCR) by the staff who opens the mail, prior to depositing the payments into the drop-safe.

### ***Management's Response***

*Concurs.*

## DEPOSIT OF MONIES

### **Finding**

The review of the money collection process and sample *Monies Collected Reports* (MCRs) at the school found that the 25 collections recorded on 22 pages of *Drop Safe Logs* had notations such as “do not deposit, returned to sponsor”. Another five collections totaling \$2,817.43 were returned to the sponsors to correct errors. According to staff, the returned collections either had errors or collections were not ready for deposit due to various reasons. They were returned to the sponsors for clarification. However, the return of money to the sponsors was not documented such as signed-off by the sponsors for receipt of the collections.

### **Recommendation**

To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be noted and acknowledged (signed/initialed) by the sponsor on the *Log*.

### **Management's Response**

*Concurs.*

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of fundraiser records found that:

- The *Sales Item Inventory Reports* for the Safety Patrol Coupon Books (Account #6-4000.01), and (2) Safety Patrol Candy Bars (Account #6-4000.02) were not approved by the Principal.
- The *Sales Item Inventory Report (SIIR)* for Yearbooks Sales Account (#7-0100.02) was completed with inaccurate information. Based on the sponsors notes on the *SIIR*, 154 yearbooks were sold which should have generated a total revenue of \$2,955 (25 @ \$17, 10 @ \$15, and 119 @ \$20). However, \$2,790 was deposited into the Internal Funds during July 1, 2017, through June 30, 2018. Consequently, \$165 (or 6%) in revenue was unaccounted for.

### **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. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for items, if any, that were given-away free-of-charge, or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

### **Management's Response**

*Concurs.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

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

- Disbursement #8195 (for \$100) was reimbursement for food for staff. However the purchase was supported by a restaurant credit card receipt instead of a detailed receipt of items purchased.
- Although the *Check Requisition Forms* for disbursements were defaced (stamped "Paid") after processing, the supporting documentation such as invoices and receipts were not defaced to avoid potential duplicate payments.

### **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. Moreover, to avoid potential duplicated payments, supporting documentation should be defaced (stamped "PAID") after payment was made.

### **Management's Response**

*Concurs.*



**Hidden Oaks Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Sari Myers  
During Audit: Shari Bremekamp

Treasurer:  
Fiscal Year 2018: Migdalyn Vega  
During Audit: Migdalyn Vega

Afterschool Site Director:  
Fiscal Year 2018: Lauren Galluscio  
During Audit: Lauren Galluscio

**Cash and Investments**

Checking	\$ 95,000.38
Investments	
	\$ 95,000.38

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	35.91	777.90	768.13	316.75	316.75	45.68
Classes	21,053.02	58,894.60	54,732.29	13,314.97	15,436.37	23,093.93
Clubs	5,484.91	2,919.25	5,492.93	2,055.47	3,586.89	1,379.81
Departments	8,657.78	10,984.86	9,497.60	2,345.90	2,377.29	10,113.65
Trusts	35,953.95	397,187.09	379,862.80	11,124.71	6,297.28	58,105.67
General	2,965.94	13,726.24	13,287.32	4,416.08	5,559.30	2,261.64
	\$ 74,151.51	\$ 484,489.94	\$ 463,641.07	\$ 33,573.88	\$ 33,573.88	\$ 95,000.38

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

The review of sample disbursements and P-Card documentation found that Disbursement #12108 (for \$500) was a payment for an author's visit. However, the engagement of this author did not have the required *School District Consultant Agreement (PBSD 1420)*.

### **Recommendation**

The *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures. 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)*. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.

### **Management's Response**

*Concurs.*

## LEASING OF SCHOOL FACILITIES

### **Finding**

Leasing charges were not allocated and recorded in the correct accounts in accordance with District's guidelines. During the year, the school under-allocated and consequently under-transmitted to the Central Office a total of \$8,594.25 in Utilities (Account #6-5500.00) and \$377.75 in Sales Tax (Account #6-1800.00). Instead, the total \$8,9741.90 in leasing charges were incorrectly recorded in the Rental Income Account (#6-3800.00).

### **Recommendation**

The prorated leasing revenues should be transmitted to the Central Office in accordance with the District's approved *Rate Schedule*.

### **Management's Response**

*Concurs.*

**Highland Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 500 Highland Avenue  
 Lake Worth, FL 33461

Principal:  
 Fiscal Year 2018: Elizabeth Morales  
 During Audit: Elena Villani

Treasurer:  
 Fiscal Year 2018: Teresa Porter  
 During Audit: Ashley Duarte

Afterschool Site Director:  
 Fiscal Year 2018: Heather Emerson  
 During Audit: Heather Emerson

**Cash and Investments**

Checking	\$ 43,904.90
Investments	
	\$ 43,904.90

	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	128.00	128.00	0.00	0.00	155.88
Classes	10,620.81	61,891.51	63,322.03	15,061.20	17,502.39	6,749.10
Clubs	24,611.75	20,803.13	6,150.49	16,393.27	42,441.67	13,215.99
Departments	7,994.66	8,555.91	10,417.16	1,986.76	2,960.30	5,159.87
Trusts	20,201.22	137,362.34	167,998.62	28,998.50	2,987.00	15,576.44
General	11,267.52	2,665.79	14,337.32	3,570.82	119.19	3,047.62
	\$ 74,851.84	\$ 231,406.68	\$ 262,353.62	\$ 66,010.55	\$ 66,010.55	\$ 43,904.90

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of sample fundraising documentation revealed that the sponsor for the 3<sup>rd</sup> Grade Earbuds Sale (Account #3-3300.02) did not complete the required Annual eLearning Fundraiser Training Course.

### **Recommendation**

To ensure staff is familiar with and will be complying with the updated fundraising procedures, fundraiser sponsor should complete the required Annual eLearning Fundraiser Training Course.

### ***Management's Response***

*Concurs. As part of a school-wide preschool requirement all teachers had to complete the training before any fundraisers were approved.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

The review of sample disbursements found that two disbursements (#10687 for \$5,475 and #10753 for \$4,255) were payments for out-of-county field trips' charter buses. Although the *Field Trip/Activity Planning Report and Approval Request Forms* documented all the required approvals, the forms were not approved by the Regional Superintendent until 23 and five working days after payments had been issued.

### **Recommendation**

Field trips should be conducted in accordance with ***School Board Policy 2.40***, which states "*PBSD 1894, the Field Trip/Activity Planning Report and Approval Request must be completed and approved for each field trip. No money is to be raised, plans for trips made, or contracts signed until proper approval has been received...*"

### ***Management's Response***

*Concurs. No field trips have been or will be approved without evidence of completion of training.*

**H.L. Johnson Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

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

Principal:  
Fiscal Year 2018: Jennifer Makowski  
During Audit: Jennifer Makowski

Treasurer:  
Fiscal Year 2018: Maria Medina  
During Audit: Maria Medina

Afterschool Site Director:  
Fiscal Year 2018: Jennifer Tingler  
During Audit: Chelsey Fox

**Cash and Investments**

Checking	\$ 75,439.98
Investments	
	\$ 75,439.98

	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	0.00	0.00	0.00	405.29
Classes	10,612.79	31,161.20	29,382.18	1,508.45	2,877.52	11,022.74
Clubs	254.35	0.00	0.00	0.00	0.00	254.35
Departments	2,547.68	9,471.86	7,113.16	2,013.27	2,013.27	4,906.38
Trusts	51,066.26	511,703.89	506,406.27	3,950.00	5,711.50	54,602.38
General	4,055.07	20.66	2,957.46	3,130.57	0.00	4,248.84
	\$ 68,941.44	\$ 552,357.61	\$ 545,859.07	\$ 10,602.29	\$ 10,602.29	\$ 75,439.98

## DEPOSIT OF MONIES

### Finding

Some activity sponsors did not always retain the yellow copies of the *Monies Collected Reports* (MCRs) with the *Official Receipts* when submitting these documents to the school secretary for record retention at the end of the school year.

### Recommendation

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..."

### Management's Response

*Concurs. Will review procedures with staff at next PDD day 3/25/2019.*

## DOCUMENTATION OF DISBURSEMENTS

### Finding

Two P-Card purchases (occurred in November 17, 2017, for \$1,142.50 and May 11, 2018, for \$1,430) exceeded the \$1,000 per vendor per day limit, but did not document prior approval from Purchasing.

### Recommendation

Disbursement procedures should be administered in accordance with *Internal Accounts Manual, Purchasing Card Procedures (Purchasing Manual, Chapter 24)*, and related District guidelines. Specifically, P-Card purchases in excess of \$1,000 require prior approval from Purchasing.

### Management's Response

*Concurs. Unable to verify due to prior Aftercare Director. New Director is aware of the proper procedures.*

**Hope Centennial Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 5350 Stacy Street  
 West Palm Beach, FL 33417

Principal:  
 Fiscal Year 2018: Awilda Tomas-Andres  
 During Audit: Awilda Tomas-Andres

Treasurer:  
 Fiscal Year 2018: Kamyra McNutt  
 During Audit: Kamyra McNutt

Afterschool Site Director:  
 Fiscal Year 2018: Danielle Cole  
 During Audit: Danielle Cole

**Cash and Investments**

Checking	\$ 20,871.89
Investments	
	\$ 20,871.89

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	836.88	0.00	215.00	0.00	0.00	621.88
Classes	3,554.66	3,137.00	5,276.39	1,047.86	1,014.86	1,448.27
Clubs	3,725.80	11,768.05	5,712.83	7,596.75	13,485.78	3,891.99
Departments	1,219.35	3,183.46	2,770.36	856.40	856.40	1,632.45
Trusts	8,978.79	83,667.89	90,013.72	6,890.88	2,027.55	7,496.29
General	4,168.02	8,598.56	7,978.27	3,780.88	2,788.18	5,781.01
	\$ 22,483.50	\$ 110,354.96	\$ 111,966.57	\$ 20,172.77	\$ 20,172.77	\$ 20,871.89

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The Safety Patrol Coupon Book Sales (Account #4-4300.03) and Safety Patrol World's Finest Chocolate Sales (Account #4-4300.06) 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. To ensure proper fiscal accountability, the *Sales Item Inventory Report* should be prepared and completed with accurate information. An accurate report 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**

*Concurs. These were not completed in a timely manner. The bookkeeper and teachers were counseled. No loss occurred.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

On April 16, 2018, the school used the school's P-Card for a \$989.97 purchase of three iPods and seven tablets for student incentive awards. Purchase of iPods and tables with P-Card is prohibited by the *Purchasing Card Procedures (Purchasing Manual, Chapter 24)*.

### **Recommendation**

The P-Card should not be used for purchase of items and services prohibited by the *Purchasing Manual*. These items should be procured through the Purchasing Department. Moreover, prior approval from the Purchasing Department for use of the P-Card for this nature will also ensure that the purchase will have the best prices and warranties.

### **Management's Response**

*The purchases were made to take advantage of specials not available on the marketplace. The District Purchasing Department and IT have promised to assist us in purchasing these incentives at a discounted amount through a purchase order. Please take this into consideration. Thank you.*



**Indian Pines Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 6000 Oak Royal Drive  
Lake Worth, FL 33463

Principal:  
Fiscal Year 2018: Jill Robinson  
During Audit: Jill Robinson

Treasurer:  
Fiscal Year 2018: Mayra Hernandez  
During Audit: Mayra Hernandez

Afterschool Site Director:  
Fiscal Year 2018: Marie Charles  
During Audit: Marie Charles

**Cash and Investments**

Checking	\$ 38,709.97
Investments	
	\$ 38,709.97

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	4,454.26	3,781.00	940.00	291.00	2,091.00	5,495.26
Classes	459.58	18,726.46	12,855.94	1,075.03	6,141.06	1,264.07
Clubs	16,639.95	29,237.50	38,291.58	32,743.85	28,711.74	11,617.98
Departments	1,541.38	5,924.37	5,436.03	0.00	200.00	1,829.72
Trusts	14,039.51	85,485.27	84,993.52	2,998.10	1,879.03	15,650.33
General	3,655.27	2,393.95	5,111.46	1,914.85	0.00	2,852.61
	\$ 40,789.95	\$ 145,548.55	\$ 147,628.53	\$ 39,022.83	\$ 39,022.83	\$ 38,709.97

## DOCUMENTATION FOR FUNDRAISERS

### Finding

Although a *Sales Item Inventory Report* for the Safety Patrol Candy Snack Sales (Account #4-4300.03) was prepared and signed by the sponsor, the information on the report was incomplete: the items for sale were not included. Moreover, \$358 in expenditures unrelated to the Candy Snack Sales was included in the fundraiser account.

### Recommendation

To ensure proper fiscal accountability, *Sales Item Inventory Reports* should be completed with accurate 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. Additionally, only transactions relating to fundraisers should be recorded in the fundraising account.

### Management's Response

*Concurs. During Pre School a workshop will be held on the correct way to complete sales inventory.*

## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Disbursement #1795 (for \$1,334) was supported by a vendor's statement which included only the dollar amount but did not have the details of the item purchased.
- Disbursement #1804 (for \$300) was for payment to a consultant for hosting an interactive art workshop for students at the school on December 21, 2017. However, the name of the insured listed on the *Certificate of Insurance* did not agree with the name of the consultant listed on the *School District Consultant Agreement*. In addition, the *Consultant Agreement* did not include the date of the principal's signature.

### 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.
- To ensure the School Board and the District have proper coverage for unwarranted liabilities, consultants must provide proof of adequate and valid insurance.

***Management's Response***

*Concurs. We will retrain AP and Treasurer on how to properly review and accept receipts and vendor contracts.*

**ADULT EDUCATION PROGRAM**

**Finding**

The Adult Education Program did not use the District-issued prenumbered *Adult and Community Education Fee Receipts* for collections. According to staff, the issued stock of receipts was completely used and had not been replenished. Consequently, the unnumbered online receipt form (PBSD 1675) was printed, and handwritten numbers were inserted on the forms used for collecting fees from participants.

**Recommendation**

Money collections should be administered in accordance with District guidelines. Only the District's approved 3-part *Adult and Community Education Fee Receipts* (PBSD 1675) should be used for collecting monies for the Adult Education Program.

***Management's Response***

*Concurs. Working with the treasurer multiple receipt books will be issued to Adult Ed.*

**CONTROL OF PRENUMBERED DOCUMENTS**

**Finding**

The review of controls of prenumbered documents revealed that:

- The Afterschool Program Site Director was the assigned custodian for the Afterschool Program *SACC Receipt Books* (PBSD 1438) and the coordinator of the Adult Education Program was the assigned custodian for the *Adult and Community Education Fee Receipt Books* (PBSD 1675). However, both of them also used these prenumbered documents for fee collections.
- The *Prenumbered Document Inventory Registers* (PBSD 0160) were not maintained for the *SACC Receipt Books* and *Adult and Community Education Fee 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.

Indian Pines Elementary School  
Management Letter  
Year Ended June 30, 2018

***Management's Response***

*Concurs. Another staff member has been identified as the custodian for prenumbered forms.*

**J.C. Mitchell Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 2470 NW 5th Avenue  
 Boca Raton, FL 33431

Principal:  
 Fiscal Year 2018: Joan Pierre-Jerome  
 During Audit: Joan Pierre-Jerome

Treasurer:  
 Fiscal Year 2018: Laura Sattler  
 During Audit: Laura Sattler

Afterschool Site Director:  
 Fiscal Year 2018: Erica Wint  
 During Audit: Erica Wint

**Cash and Investments**

Checking	\$ 60,083.90
Investments	
	\$ 60,083.90

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	4,035.11	4,008.25	6,519.90	1,085.89	1,085.89	1,523.46
Classes	10,075.39	17,527.25	20,254.21	925.93	1,058.27	7,216.09
Clubs	405.63	938.00	940.95	766.18	766.18	402.68
Departments	11,383.88	23,650.85	19,656.52	5,023.98	4,910.18	15,492.01
Trusts	17,344.40	491,735.75	488,095.06	10,149.53	11,383.52	19,751.10
General	4,273.34	32,525.99	22,353.30	4,327.79	3,075.26	15,698.56
	\$ 47,517.75	\$ 570,386.09	\$ 557,819.94	\$ 22,279.30	\$ 22,279.30	\$ 60,083.90

## 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 (#666-1, #666-2 and #666-13) did not include the check numbers for six checks, totaling \$375.

### **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***

*Concurs. Administration will review with faculty/staff at the January Faculty Meeting.*

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

Although a *Sales Item Inventory Report* for the Sell Coffee and Cookie Dough fundraiser (Account #2-3501.02) was prepared and signed by the sponsor, the Principal did not approve the report. Moreover, all fundraiser information was missing: (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, the *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 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***

*Concurs. Administration will review with the fundraiser sponsor, and the bookkeeper to ensure that all documents will be completed per board policy. The principal will also review with the bookkeeper the status of fundraisers on a more frequent basis.*

## AFTERSCHOOL PROGRAM

### **Finding**

The review of records for Afterschool Program found that the *Registration Form* for one of the five sample students was missing.

**Recommendation**

Afterschool Programs should be administered in accordance with District's guidelines and *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***

*Concurs. The principal met with the Afterschool Program Director to review the expectation of following all guidelines as stipulated in the Afterschool Programs Manual.*

**Jerry Thomas Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 800 Maplewood Drive  
Jupiter, FL 33458

Principal:  
Fiscal Year 2018: Jeffrey Eassa  
During Audit: Jeffrey Eassa

Treasurer:  
Fiscal Year 2018: Thea Allen  
During Audit: Thea Allen

Afterschool Site Director:  
Fiscal Year 2018: Lisa Borrie  
During Audit: Lisa Borrie

**Cash and Investments**

Checking	\$ 59,558.37
Investments	
	\$ 59,558.37

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2.85	200.00	200.59	264.17	266.43	0.00
Classes	5,053.26	61,011.36	60,821.86	9,892.88	9,777.05	5,358.59
Clubs	10,147.88	5,724.33	7,073.62	483.63	703.63	8,578.59
Departments	7,257.25	6,575.91	10,120.35	1,792.97	1,342.38	4,163.40
Trusts	42,450.84	398,854.49	401,290.35	37,335.14	37,912.68	39,437.44
General	2,801.21	17,040.67	18,054.91	2,319.51	2,086.13	2,020.35
	\$ 67,713.29	\$ 489,406.76	\$ 497,561.68	\$ 52,088.30	\$ 52,088.30	\$ 59,558.37



## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Two disbursements (#13791 for \$1,287 and #13908 for \$2,574) exceeded the \$1,000 *Purchase Order* (PO) threshold, but did not have the required PO.
- Disbursement #14063 (for \$350) was for payment to a consultant for DJ services. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.
- Disbursement #13870 (for \$500) was a refund for a student not going to the Safety Patrol Trip to Washington, DC. However, the disbursement did not have supporting documentation for the student's original payment, such as a receipt or copy of *Monies Collected Report*.
- Disbursement #13817 (for \$281.41) was for a reimbursement for classroom supplies and \$18.43 in sales tax. Also, one February 2018, P-Card purchase (for \$266.43) included sales tax of \$17.43. 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* and related District guidelines. Specifically:

- Purchases in excess of \$1,000 require a *Purchase Order* approved by the Principal. This will help ensure that the purchase is appropriate, and funds will be available for the purchase.
- The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with the dated signatures. 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)*. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.
- All disbursements should be supported with an invoice or itemized receipt. 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.
- The School District is a sales tax-exempt government; it should not pay sales tax for qualified purchases.

### Management's Response

*Concurs.*

## LEASING OF SCHOOL FACILITIES

### **Finding**

The rental income from three *Lease Agreements* (#1010, #1012, and #1017) was not properly allocated to the Central Office. Instead, the income was recorded in the Rental Income Account (#6-3800). As a result, the school under-transmitted \$200 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***

*Concurs.*

**Jupiter Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 200 South Loxatatchee Drive  
Jupiter, FL 33458

Principal:  
Fiscal Year 2018: Patricia Trejo  
During Audit: Nicole Daly

Treasurer:  
Fiscal Year 2018: Beatriz Sarmiento  
During Audit: Beatriz Sarmiento

Afterschool Site Director:  
Fiscal Year 2018: Tuesday Merel  
During Audit: Tuesday Merel

**Cash and Investments**

Checking	\$ 112,847.98
Investments	
	\$ 112,847.98

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	359.97	904.00	614.25	39.75	39.75	649.72
Classes	6,347.00	30,327.61	25,791.30	5,392.01	7,860.54	8,414.78
Clubs	7,332.63	260.00	1,348.07	0.00	378.81	5,865.75
Departments	8,023.47	10,122.39	9,739.92	518.00	518.33	8,405.61
Trusts	61,314.28	337,674.38	310,231.54	5,908.03	6,694.88	87,970.27
General	2,419.55	5,983.04	10,495.26	3,948.92	314.40	1,541.85
	\$ 85,796.90	\$ 385,271.42	\$ 358,220.34	\$ 15,806.71	\$ 15,806.71	\$ 112,847.98

## 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.
- 11 collections recorded on eight pages of the *Drop-safe Log* (page #s 50-21501, 50-21515, 50-21510, 50-21500, 50-21513, 50-21519, 50-21520, and 50-21544) were marked “do not deposit” returned to sponsors for clarification. However, the return of money to the sponsors was not documented such as signed-off by the sponsors for receipt of the collections.
- Monies were not always deposited into the bank in a timely manner. For example, \$9,868.91 collected and recorded on 37 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.

### 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 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.
- To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the *Log*.
- As required by *DOE Rules* and District *Bulletin #P-14051-S/CFO*, 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 increase the exposure to sponsors and result in potential irregularities.

### Management’s Response

*Concurs.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser records revealed that:

- The *Fundraising Application/Recap Forms* for the Grade 4 Fun Day T-shirt Sales (Account #3-3400.02) was not approved by the Principal until 7 working days after the fundraising activities had begun. In addition, the *Sales Item Inventory Report* was not reviewed and approved by the Principal.
- The *Sales Item Inventory Report* for the Yearbook (Account #7-0100.01) was not approved by the Principal.

### 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*.
- 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.

### Management's Response

*Concurs.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

Disbursement #12109 (for \$1,382.25) exceeded the \$1,000 Purchase Order threshold, but did not have the required Purchase Order.

### Recommendation

Pursuant to the District's *Purchasing Manual* and *Internal Accounts Manual*, all Internal Funds purchases require (1) Principal's approval prior to the purchase; and (2) Purchase Order should be issued for purchase in excess of \$1,000.

### Management's Response

*Concurs.*

## 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* and *SACC Receipts*. Furthermore, the unused *SAAC Receipts* were kept by the school treasurer instead of the designated Document Custodian.

### Recommendation

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

*Concurs.*

## LEASING OF SCHOOL FACILITIES

### Finding

The review of records for school facilities leasing found that:

- Three Lease Agreements (#s 1001, 1004 and 1012) were neither signed by the lessees nor approved by the Principal in a timely manner. Delays ranged from one to nine days after the leasehold periods began.
- Lease Agreement #1022 was not signed by a witness.
- Charges for two leases (#1001 and #1012) were not collected until after the leasehold periods began, with delays ranging from six to nine 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:

- 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.

Jupiter Elementary School  
Management Letter  
Year Ended June 30, 2018

- 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.”

***Management’s Response***

*Concurs.*

**Jupiter Farms Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 17400 Haynie Lane  
 Jupiter, FL 33478

Principal:  
 Fiscal Year 2018: Suzanne Matuella  
 During Audit: Suzanne Matuella

Treasurer:  
 Fiscal Year 2018: Carolyn Santos  
 During Audit: Carolyn Santos

Afterschool Site Director:  
 Fiscal Year 2018: Jenny Giambango  
 During Audit: Jenny Giambango

**Cash and Investments**

Checking	\$ 34,193.25
Investments	
	\$ 34,193.25

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,203.85	0.00	15.00	0.00	0.00	2,188.85
Classes	7,487.13	62,112.75	62,659.40	2,022.71	7,425.20	1,537.99
Clubs	6,198.43	1,660.60	1,892.49	314.75	511.14	5,770.15
Departments	3,045.45	36,881.16	32,941.03	0.00	0.00	6,985.58
Trusts	17,435.76	442,620.04	446,958.22	10,223.85	12,482.15	10,839.28
General	3,243.50	8,061.25	12,290.53	8,888.92	1,031.74	6,871.40
	\$ 39,614.12	\$ 551,335.80	\$ 556,756.67	\$ 21,450.23	\$ 21,450.23	\$ 34,193.25



Jupiter Farms Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**K.E. Cunningham/Canal Point Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 37000 Main Street  
 Canal Point, FL 33438

Principal:  
 Fiscal Year 2018: Derrick Hibler  
 During Audit: Derrick Hibler

Treasurer:  
 Fiscal Year 2018: D’Wana Steed  
 During Audit: D’Wana Steed

**Cash and Investments**

Checking	\$ 15,190.37
Investments	
	\$ 15,190.37

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	97.25	96.00	144.71	1,068.00	1,116.54	0.00
Classes	0.00	1,997.10	1,974.27	35.00	57.83	0.00
Clubs	1,200.63	13,185.41	11,252.89	5,072.68	4,064.68	4,141.15
Departments	102.78	80.00	102.27	0.00	4.00	76.51
Trusts	9,073.48	104,585.29	102,894.53	1,195.86	1,045.49	10,914.61
General	748.58	2,409.35	2,016.83	0.00	1,083.00	58.10
	\$ 11,222.72	\$ 122,353.15	\$ 118,385.50	\$ 7,371.54	\$ 7,371.54	\$ 15,190.37

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Disbursement #10701 (for \$1,149) was for payment to a consultant for May 14, 2018, on-campus robotics presentation. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.
- A *School District Consultant Agreement (PBSD 1420)* totaling \$4,000 for an artist in residence was approved by the principal on November 7, 2017. However, this consultant was paid a total of \$4,633.50 for Fiscal Year 2018. As a result, total expenses exceed the contract amount by \$633.50.
- The school issued two *School District Consultant Agreements* to support disbursements #10713 (for \$525) and #10715 (for \$525). However, these payments were for district teachers operating a summer music program. Payments to compensate these teachers should have been made through the District's payroll system, including the appropriate tax and benefits payments. Moreover, both *Agreements* were missing some pages, making them incomplete.

### Recommendation

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

- The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. The consultant's background and clearance checks must have been conducted as required by *Section 8* of the *Agreement* and *Florida Statutes §1012.465(Jessica Lunsford Act)*. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.
- The amount of payments to consultants should be consistent with the agreement. A new agreement or an addendum to the existing agreement should be executed for procuring additional services beyond the contract amount.
- Compensation for services to District employees should have been made through the District's payroll system.

### Management's Response

*Concurs. Having a new and beginning Bookkeeper became stressful due to the fact that she didn't ask for help when needed. This caused this finding for our school, however, this employee is no longer working in the school. We have another and very experienced Bookkeeper that is on point with all important documents and procedures, this issue will be corrected.*

**Lake Park Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 410 3rd Street  
Lake Park, FL 33403

Principal:  
Fiscal Year 2018: Michelle Goncalves-Fleming  
During Audit: Michelle Goncalves-Fleming

Treasurer:  
Fiscal Year 2018: Patty Gomez  
During Audit: Patty Gomez

Afterschool Site Director:  
Fiscal Year 2018: Martha Christie-Patrick  
During Audit: Martha Christie-Patrick

**Cash and Investments**

Checking	\$ 22,383.31
Investments	
	\$ 22,383.31

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	38.67	0.00	0.00	0.00	0.00	38.67
Classes	3,209.13	3,835.26	5,266.15	125.81	725.81	1,178.24
Clubs	7,959.57	12,958.33	8,222.64	7,954.42	11,537.97	9,111.71
Departments	4,897.50	3,185.40	3,759.05	843.29	843.29	4,323.85
Trusts	4,380.21	86,631.93	86,914.08	3,746.05	394.58	7,449.53
General	121.33	2,335.42	3,007.52	987.63	155.55	281.31
	\$ 20,606.41	\$ 108,946.34	\$ 107,169.44	\$ 13,657.20	\$ 13,657.20	\$ 22,383.31

Lake Park Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Lantana Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 710 West Ocean Avenue  
Lantana, FL 33462

Principal:  
Fiscal Year 2018: Janyn Robinson  
During Audit: Janyn Robinson

Treasurer:  
Fiscal Year 2018: Danielle McNeely  
During Audit: Danielle McNeely

Afterschool Site Director:  
Fiscal Year 2018: Denise Sasiain  
During Audit: Denise Sasiain

**Cash and Investments**

Checking	\$ 24,921.21
Investments	
	\$ 24,921.21

	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	6,147.25	3,415.00	3,360.63	2,097.63	2,097.63	6,201.62
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	692.95	2,216.27	2,127.41	0.00	0.00	781.81
Trusts	11,730.73	153,974.08	157,092.21	5,241.88	5,626.88	8,227.60
General	8,600.48	12,098.95	11,374.25	5,116.93	4,731.93	9,710.18
	\$ 27,171.41	\$ 171,704.30	\$ 173,954.50	\$ 12,456.44	\$ 12,456.44	\$ 24,921.21

Lantana Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 6601 Constitution Way  
Greenacres, FL 33463

Principal:  
Fiscal Year 2018: Joseph Schneider  
During Audit: Joseph Schneider

Treasurer:  
Fiscal Year 2018: Liliana Campos  
During Audit: Liliana Campos

Afterschool Site Director:  
Fiscal Year 2018: Elizabeth Negron  
During Audit: Elizabeth Negron

**Cash and Investments**

Checking	\$ 21,547.61
Investments	
	\$ 21,547.61

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	15,009.75	12,331.47	3,060.81	3,392.35	2,346.74
Clubs	310.40	1,130.00	1,120.00	0.00	320.40	0.00
Departments	4,103.16	11,530.00	14,776.73	3,710.29	3,749.15	817.57
Trusts	5,809.68	221,691.82	219,705.40	17,956.90	18,263.94	7,489.06
General	8,405.15	13,120.65	11,629.40	1,336.92	339.08	10,894.24
	\$ 18,628.39	\$ 262,482.22	\$ 259,563.00	\$ 26,064.92	\$ 26,064.92	\$ 21,547.61



## LEASING OF SCHOOL FACILITIES

### **Finding**

The review of records for school facilities leasing found that three Lease Agreements (#s 1004, 1006 and 1009) with the school's Parent Teacher Organization were neither signed by the lessees nor approved by the Principal in a timely manner. Delays ranged from 16 to 42 days after the lease activities 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, all *Lease Agreements* should be executed with all the required signatures prior to the use of facilities by lessees.

### ***Management's Response***

*Concurs. We had a new PTO Board (parents) last year that did not realize that they needed the leases for PTO events. Procedures have been reviewed with PTO Board and leasing coordinator for site.*

**Lighthouse Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 4750 Dakota Drive  
Jupiter, FL 33458

Principal:  
Fiscal Year 2018: Julie Hopkins  
During Audit: Julie Hopkins

Treasurer:  
Fiscal Year 2018: Stephanie Shultz  
During Audit: Stephanie Shultz

Afterschool Site Director:  
Fiscal Year 2018: Marie Delizia  
During Audit: Marie Delizia

**Cash and Investments**

Checking	\$ 103,372.33
Investments	
	\$ 103,372.33

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	37,340.61	34,785.46	3,410.14	5,965.29	0.00
Clubs	2,169.26	1,950.00	2,030.52	250.00	250.00	2,088.74
Departments	7,388.24	20,068.46	21,227.15	6,671.03	6,634.55	6,266.03
Trusts	53,099.62	586,748.77	554,788.19	6,809.10	10,062.26	81,807.04
General	8,606.58	21,423.83	22,591.72	13,007.74	7,235.91	13,210.52
	\$ 71,263.70	\$ 667,531.67	\$ 635,423.04	\$ 30,148.01	\$ 30,148.01	\$ 103,372.33

Lighthouse Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 6701 Church Street  
Jupiter, FL 33458

Principal:  
Fiscal Year 2018: Maria Lloyd  
During Audit: Maria Lloyd

Treasurer:  
Fiscal Year 2018: Melinda McDowell  
During Audit: Melinda McDowell

Afterschool Site Director:  
Fiscal Year 2018: Lisa Faustini  
During Audit: Lisa Faustini

**Cash and Investments**

Checking	\$ 130,872.10
Investments	
	\$ 130,872.10

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	81.21	1,880.00	550.57	26.90	26.90	1,410.64
Classes	6,443.57	83,040.85	82,615.43	14,577.02	12,200.28	9,245.73
Clubs	4,459.73	15,217.33	10,339.34	8,254.82	14,205.98	3,386.56
Departments	14,865.45	34,228.53	32,524.69	8,598.24	6,648.30	18,519.23
Trusts	30,835.11	566,357.65	501,748.46	31,226.46	33,278.90	93,391.86
General	8,155.53	14,011.07	20,925.44	7,566.16	3,889.24	4,918.08
	\$ 64,840.60	\$ 714,735.43	\$ 648,703.93	\$ 70,249.60	\$ 70,249.60	\$ 130,872.10

Limestone Creek Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Lincoln Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1160 Avenue "N"  
Riviera Beach, FL 33404

Principal:  
Fiscal Year 2018: Alicia Porter  
During Audit: Alicia Porter

Treasurer:  
Fiscal Year 2018: Jo Berry  
During Audit: Jo Berry

Afterschool Site Director:  
Fiscal Year 2018: Joselina McKenize  
During Audit: Joselina McKenize

**Cash and Investments**

Checking	\$ 22,826.37
Investments	
	\$ 22,826.37

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	753.99	5,000.00	426.04	0.00	5,000.00	327.95
Classes	2,154.09	3,088.00	4,353.23	277.00	277.00	888.86
Clubs	1,740.56	556.16	1,617.08	0.00	0.00	679.64
Departments	1,793.78	1,539.54	3,206.53	0.00	7.21	119.58
Trusts	20,261.24	84,829.70	89,342.22	18,910.01	14,530.01	20,128.72
General	2,973.52	671.48	3,590.59	738.21	111.00	681.62
	\$ 29,677.18	\$ 95,684.88	\$ 102,535.69	\$ 19,925.22	\$ 19,925.22	\$ 22,826.37

Lincoln Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Loxahatchee Groves Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 16020 Okeechobee Boulevard  
Loxahatchee, FL 33470

Principal:  
Fiscal Year 2018: Richard Myerson  
During Audit: Richard Myerson

Treasurer:  
Fiscal Year 2018: Tracey Bickford  
During Audit: Tracey Bickford

Afterschool Site Director:  
Fiscal Year 2018: Daniel Hudspeth  
During Audit: Miranda Trimble

**Cash and Investments**

Checking	\$ 58,361.31
Investments	
	\$ 58,361.31

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	18.09	355.88	440.94	87.50	0.00	20.53
Classes	1,171.62	32,608.10	36,623.66	6,653.50	2,806.88	1,002.68
Clubs	0.00	727.74	328.48	185.00	185.00	399.26
Departments	3,323.55	12,546.77	12,140.81	2,855.52	2,036.25	4,548.78
Trusts	59,859.60	261,376.54	273,244.32	38,591.85	43,197.10	43,386.57
General	7,933.35	16,247.29	15,029.01	8,183.73	8,331.87	9,003.49
	\$ 72,306.21	\$ 323,862.32	\$ 337,807.22	\$ 56,557.10	\$ 56,557.10	\$ 58,361.31



## DEPOSIT OF MONIES

### Finding

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

- *Section 3* on three pages of the Drop-safe Log (#s 12-71321, #12-71270, and #12-71271) contained the receipt numbers but were not signed by an independent staff verifier for verification of proper receipting on the General Ledger.
- Monies collected were not always deposited in a timely manner. For example, a total of \$6,781.40 collected through six MCRs (#1227-10, #1243-3, #1253-3, #1253-5, #1278-8, and #1290-22) were retained by the sponsors for one to 47 working days before they 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,

- 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 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.
- As required by *DOE Rules* and District *Bulletin #P-14051-S/CFO*, 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 increase the exposure to sponsors and result in potential irregularities.

### Management's Response

*Concurs. Corrective actions to retrain staff has been completed.*

## AFTERSCHOOL PROGRAM

### Finding

The EZ-Care database (the Afterschool Program's accounting system) had inaccurate information for collections. Because of errors during periodic update and maintenance of database, 27 students' account ledgers, with a total of \$41,240.52 in parent payments was inadvertently deleted.

Loxahatchee Groves Elementary School  
Management Letter  
Year Ended June 30, 2018

**Recommendation**

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 payment records.

***Management's Response***

*Concurs. Prior Aftercare Site Director has been replaced and the new After Care Site Director has been trained on proper fiscal responsibility and will receive ongoing support from the Aftercare Department.*

**Manatee Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 7001 Charleston Shores Boulevard  
Lake Worth, FL 33467

Principal:  
Fiscal Year 2018: Mary Churchill-Jones  
During Audit: Mary Churchill-Jones

Treasurer:  
Fiscal Year 2018: Lenita Phillips  
During Audit: Lenita Phillips

Afterschool Site Director:  
Fiscal Year 2018: Patricia Latona  
During Audit: Patricia Latona

**Cash and Investments**

Checking	\$ 89,192.59
Investments	
	\$ 89,192.59

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	663.44	1,097.70	1,272.19	493.01	334.20	647.76
Classes	5,876.65	85,805.10	79,834.38	18,153.44	18,264.47	11,736.34
Clubs	298.49	0.00	0.00	0.00	298.49	0.00
Departments	5,151.42	17,577.66	18,673.53	14,754.06	14,691.82	4,117.79
Trusts	40,337.10	1,208,759.65	1,192,968.04	23,023.08	29,083.26	50,068.53
General	9,001.55	31,282.09	23,910.12	47,085.79	40,837.14	22,622.17
	\$ 61,328.65	\$1,344,522.20	\$1,316,658.26	\$ 103,509.38	\$ 103,509.38	\$ 89,192.59

Manatee Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Marsh Pointe Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 12649 Ibiza Drive  
Palm Beach Gardens, FL 33418

Principal:  
Fiscal Year 2018: Maureen Werner  
During Audit: Maureen Werner

Treasurer:  
Fiscal Year 2018: Christine Grusman  
During Audit: Christine Grusman

Afterschool Site Director:  
Fiscal Year 2018: Josephine Costa  
During Audit: Sarah Stolpman

**Cash and Investments**

Checking	\$ 255,847.08
Investments	
	\$ 255,847.08

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	7,364.08	4,984.40	10,788.44	3,834.91	3,834.91	1,560.04
Classes	11,609.66	84,834.89	86,067.88	21,911.79	25,323.85	6,964.61
Clubs	13,028.50	9,782.35	7,890.67	5,118.23	4,127.03	15,911.38
Departments	35,169.67	53,277.35	49,062.90	27,928.06	23,312.05	44,000.13
Trusts	119,604.90	649,454.99	575,782.23	64,626.34	80,669.56	177,234.44
General	3,516.34	8,226.34	15,414.27	14,881.22	1,033.15	10,176.48
	\$ 190,293.15	\$ 810,560.32	\$ 745,006.39	\$ 138,300.55	\$ 138,300.55	\$ 255,847.08

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraising records revealed that:

- The sponsor of the Follett Book Fair fundraiser (Account #5-1700.03) did not complete the Annual eLearning Fundraiser Training Course until March 16, 2018; i.e., 11 days after fundraiser began.
- The *Sales Item Inventory Report* for the PTO Coupon Books Sale (Account #6-3300.01) was neither signed by the sponsor nor approved by the Principal. Moreover, as indicated by the sponsor in the *Sales Item Inventory Report*, eight coupon books were either missing or given-away. These give-away items had a total estimated resale value of \$200. However, no documentation was maintained for the purpose of these give-away items.
- The *Sales Item Inventory Report* for the PE Shirts Sales (Account #5-1900.01) fundraiser was not completed with accurate information. The Report indicated that 973 T-Shirts were purchased for resale and no T-Shirts remained in ending inventory. However, 44 T-Shirts were located and counted during the audit. Furthermore, as indicated by the sponsor on the *Sales Item Inventory Report*, a total of 172 shirts, with a resale value of \$3,440, were given away free-of-charge. Although the *Sales Item Inventory Report* was approved by the Principal, no documentation was maintained with an explanation for the give-away items.

### 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 the fundraising activities.
- *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 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

*Concurs. All fundraising activities sponsors will complete the online training during preschool and will be in compliance with SB Policy 2.16.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Three disbursements totaling \$3,962.63 (#13452 for \$1,199; #13453 for \$1,525; and #13839 for \$1,238.63) exceeded the \$1,000 Purchase Order threshold, but did not have the required Purchase Orders. Furthermore, Disbursement #13452 was for an employee reimbursement for purchase of an Ozobot Classroom Kit for the Media Center. However, the item was shipped to the employee's home address instead of the school's.
- Disbursement #13686 for (\$2,564.70) did not have adequate supporting documentation for the expense. The expenditure was supported by a "quote details" instead of an itemized receipt or 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:

- *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.
- Expenditures should be adequately supported by itemized invoices/receipts. Without supporting documentation, there is no assurance that the expenses were appropriate.

### Management's Response

*Concurs. Training issue. Bookkeeper was unaware of the Internal Account Purchase Order requirement >\$1,000. Going forward she will comply. Quote overlooked. All payment will be made via invoice only. All staff has been reminded online purchases must be shipped to school Receipts with home address will be denied.*

**Meadow Park Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 956 Florida Mango Road  
West Palm Beach, FL 33406

Principal:  
Fiscal Year 2018: Valerie Zuloaga-Haines  
During Audit: Valerie Zuloaga-Haines

Treasurer:  
Fiscal Year 2018: Maria Konietzko  
During Audit: Rhym Fradj

Afterschool Site Director:  
Fiscal Year 2018: Tammy Ditmars  
During Audit: Tammy Ditmars

**Cash and Investments**

Checking	\$ 73,853.00
Investments	
	\$ 73,853.00

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	61.29	965.00	952.34	55.02	24.68	104.29
Classes	1,273.81	29,538.50	29,153.74	2,642.99	2,217.57	2,083.99
Clubs	4,881.03	18,465.23	8,236.31	13,271.93	22,031.24	6,350.64
Departments	6,519.47	10,960.76	12,255.35	1,400.00	1,400.00	5,224.88
Trusts	49,884.89	348,261.83	356,864.68	25,992.07	16,901.20	50,372.91
General	14,452.53	12,681.09	16,630.01	3,066.21	3,853.53	9,716.29
	\$ 77,073.02	\$ 420,872.41	\$ 424,092.43	\$ 46,428.22	\$ 46,428.22	\$ 73,853.00



Meadow Park Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Melaleuca Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5759 West Gun Club Road  
West Palm Beach, FL 33415

Principal:  
Fiscal Year 2018: Deborah Maupin  
During Audit: Deborah Maupin

Treasurer:  
Fiscal Year 2018: Lesia Mullet  
During Audit: Lesia Mullet

Afterschool Site Director:  
Fiscal Year 2018: Judith Wilson  
During Audit: Judith Wilson

**Cash and Investments**

Checking	\$ 18,976.52
Investments	
	\$ 18,976.52

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	520.00	2,506.00	1,931.00	0.00	0.00	1,095.00
Classes	435.51	8,823.63	8,713.15	501.13	501.13	545.99
Clubs	2,448.88	2,120.00	2,249.03	2,035.00	2,135.00	2,219.85
Departments	4,514.55	4,098.28	4,726.97	1,077.97	1,077.97	3,885.86
Trusts	12,420.60	169,633.09	174,841.33	2,522.16	1,770.43	7,964.09
General	2,317.43	10,919.08	9,319.05	3,889.08	4,540.81	3,265.73
	\$ 22,656.97	\$ 198,100.08	\$ 201,780.53	\$ 10,025.34	\$ 10,025.34	\$ 18,976.52

## DEPOSIT OF MONIES

### Finding

Three collections recorded on the *Drop-safe Log* (page #s 50-44363, 50- 44373, 50- 44374) had notations “Not for Deposit” were returned to the sponsors. Another seven collections totaling \$5,123.69 on seven pages of the *Log* (page #s 14-50091, 50- 44351, 50- 44357, 50-44379, 50- 44380, 50-44392, and 50- 44397) were returned to sponsors to correct errors. However, there were no records to document that the monies were returned to and received by the appropriate sponsors; such as signed-off by the sponsors for receipt of the collections.

### Recommendation

To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the *Drop-safe Log*.

### Management’s Response

*Concurs. Immediately following the audit, new procedures for recording returns to sponsors were put into place. Sponsors immediately began signing for any funds that were returned.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that the Shirt Resale (Account # 7-0100.01) had the following noncompliance:

- School records indicated that 306 shirts were purchased for resale. However, the *Sales Item Inventory Report* indicated 336 items were purchased.
- The *Sales Item Inventory Report* indicated that 31 (10%) of the 306 T-Shirts purchased for resale were provided to students free-of-charge. These give-away items had a total resale value of \$310. However, there was no record to document the purposes and the recipients for these free items.

### Recommendation

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

***Management's Response***

*According to the fundraiser training and treasurer's guidebook, only items that are worth more than \$50 need to have documentation when they are given out for free. Although we did not maintain such documentation in 2018, we were following the guidance of the fundraiser training and our treasurer's guidebook.*

*The need for documentation for donating items to students is completely understandable. However, the guidelines are written that state that it is not necessary to document individual items that are less than \$50. It would be helpful if the guidelines and expectations matched the requirements of the auditors. We will, in the future, document all donated items from fundraisers.*

**Morikami Park Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 6201 Morikami Park Road  
Delray Beach, FL 33484

Principal:  
Fiscal Year 2018: Stacey Quinones  
During Audit: Stacey Quinones

Treasurer:  
Fiscal Year 2018: Debbie Balmaceda  
During Audit: Chinyere Diala

Afterschool Site Director:  
Fiscal Year 2018: Teri Pavlus  
During Audit: Teri Pavlus

**Cash and Investments**

Checking	\$ 107,910.29
Investments	
	\$ 107,910.29

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	38.74	461.00	441.28	0.00	0.00	58.46
Classes	998.21	61,881.44	60,766.15	728.39	1,269.34	1,572.55
Clubs	674.35	65.00	224.11	0.00	0.00	515.24
Departments	7,160.75	36,700.60	29,596.66	8,900.84	8,907.76	14,257.77
Trusts	73,069.30	805,495.66	801,925.14	24,238.32	28,330.24	72,547.90
General	17,531.70	43,305.33	46,518.45	18,877.31	14,237.52	18,958.37
	\$ 99,473.05	\$ 947,909.03	\$ 939,471.79	\$ 52,744.86	\$ 52,744.86	\$ 107,910.29

Morikami Park Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**New Horizons Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 13900 Greenbriar Boulevard  
Wellington, FL 33414

Principal:  
Fiscal Year 2018: Elizabeth Cardozo  
During Audit: Elizabeth Cardozo

Treasurer:  
Fiscal Year 2018: Guadalupe Betancourt  
During Audit: Guadalupe Betancourt

Afterschool Site Director:  
Fiscal Year 2018: Tracyann Laing  
During Audit: Tracyann Laing

**Cash and Investments**

Checking	\$ 106,670.57
Investments	
	\$ 106,670.57

	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	0.00	0.00	0.00	520.85
Classes	13,425.62	36,548.13	35,366.16	4,455.81	3,179.70	15,883.70
Clubs	6,660.50	4,030.08	3,521.87	288.59	209.18	7,248.12
Departments	11,541.91	12,763.07	7,803.83	2,981.55	5,803.45	13,679.25
Trusts	41,727.42	367,414.52	370,822.51	6,604.95	6,431.63	38,492.75
General	26,835.43	11,033.11	8,315.70	4,576.79	3,283.73	30,845.90
	\$ 100,711.73	\$ 431,788.91	\$ 425,830.07	\$ 18,907.69	\$ 18,907.69	\$ 106,670.57

New Horizon Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 824 North "K" Street  
Lake Worth, FL 33460

Principal:  
Fiscal Year 2018: Nicole Patterson  
During Audit: Nicole Patterson

Treasurer:  
Fiscal Year 2018: Stephanie Dunlop  
During Audit: Stephanie Dunlop

Afterschool Site Director:  
Fiscal Year 2018: Ginger Evans  
During Audit: Ginger Evans

**Cash and Investments**

Checking	\$ 40,766.99
Investments	
	\$ 40,766.99

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	784.22	1,102.00	1,883.47	0.00	0.00	2.75
Classes	3,676.21	43,501.82	40,799.23	9,122.27	11,337.02	4,164.05
Clubs	694.69	0.00	197.85	0.00	0.00	496.84
Departments	825.34	8,417.07	8,826.68	1,810.62	1,905.16	321.19
Trusts	15,957.87	392,421.70	385,793.25	9,938.33	10,923.25	21,601.40
General	11,067.16	10,297.00	10,477.61	9,635.66	6,341.45	14,180.76
	\$ 33,005.49	\$ 455,739.59	\$ 447,978.09	\$ 30,506.88	\$ 30,506.88	\$ 40,766.99

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of sample fundraiser documentation revealed that there was no *Sales Item Inventory Report* for the Administrative Courtesy Vending (Account #6-0200.01). According to the School Principal, the vending machine account was discontinued in Fiscal Year 2019.

### **Recommendation**

Fundraisers should be administered in accordance with *School Board Policy 2.16* and related District guidelines. To ensure proper fiscal accountability, *Sales Item Inventory Report* should be accurately completed 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. *Fundraiser Application/Recap Forms* should be approved prior to funds being collected or resale items being purchased.

### **Management's Response**

*The last transaction for the staff vending was in Dec. 2017. We were unable to find a sponsor. The account was discontinued at the end of FY2018 not FY2019.*

## LEASING OF SCHOOL FACILITIES

### **Finding**

The review of records for leasing of school facilities noted that four leases with a value of \$775.75 were recorded in the Tririga System. Although all payments were received by the school and reflected in the General Ledger, no payments were recorded in the Tririga System. Therefore, the amount of lease fees collected was understated 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, leasing information should be accurately recorded in the Tririga System and the information should be updated for collections, contract amendments and cancellations.

### **Management's Response**

Concurs. Although the payments were received, we neglected to go back into Tririga and document receipt of payments. Going forward we will document in Tririga receipt of all payments.

**Northboro Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 400 40th Street  
 West Palm Beach, FL 33407

Principal:  
 Fiscal Year 2018: Gayle Harper  
 During Audit: Gayle Harper

Treasurer:  
 Fiscal Year 2018: Marie DeSantis  
 During Audit: Marie DeSantis

Afterschool Site Director:  
 Fiscal Year 2018: Chantelle Broome  
 During Audit: Chantelle Broome

**Cash and Investments**

Checking	\$ 56,529.62
Investments	
	\$ 56,529.62

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,743.49	520.00	2,088.28	600.56	0.00	1,775.77
Classes	5,228.24	56,189.94	58,257.30	5,438.56	5,277.92	3,321.52
Clubs	42.76	0.00	42.76	0.00	0.00	0.00
Departments	8,839.52	9,046.59	9,921.09	3,808.41	2,607.29	9,166.14
Trusts	39,017.63	343,747.08	345,849.26	15,521.09	19,784.18	32,652.36
General	12,015.70	2,891.39	7,594.03	3,043.77	743.00	9,613.83
	\$ 67,887.34	\$ 412,395.00	\$ 423,752.72	\$ 28,412.39	\$ 28,412.39	\$ 56,529.62

Northboro Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 4111 North Terrace Drive  
West Palm Beach, FL 33407

Principal:  
Fiscal Year 2018: Vonda Daniels  
During Audit: Vonda Daniels

Treasurer:  
Fiscal Year 2018: Belinda Colebrook  
During Audit: Belinda Colebrook

Afterschool Site Director:  
Fiscal Year 2018: Lesley Gillins  
During Audit: Kanishia Mortin

**Cash and Investments**

Checking	\$ 50,758.21
Investments	
	\$ 50,758.21

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	47.50	0.00	0.00	0.00	0.00	47.50
Classes	1,103.25	11,999.00	12,431.13	827.58	827.58	671.12
Clubs	94.82	0.00	0.00	0.00	0.00	94.82
Departments	705.67	2,391.98	1,803.98	222.80	222.80	1,293.67
Trusts	49,256.70	136,190.39	137,515.62	4,182.55	4,182.55	47,931.47
General	288.95	3,966.79	3,536.11	523.20	523.20	719.63
	\$ 51,496.89	\$ 154,548.16	\$ 155,286.84	\$ 5,756.13	\$ 5,756.13	\$ 50,758.21

## DEPOSIT OF MONIES

### Finding

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

- Some collections marked with the note “TBD” were returned to 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 related sponsors.
- *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.

### 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, written records should be maintained and acknowledged by the sponsors when collections are returned to them for clarification. All returned collections should be re-submitted by fundraiser sponsors accordingly.
- 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*.

### Management’s Response

*Concurs. Reviewed concerns with staff which included a retraining on March 11<sup>th</sup> during Faculty Meeting. It was also noted in the weekly Faculty and Staff newsletter.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

Northmore Elementary School  
Management Letter  
Year Ended June 30, 2018

- Disbursement #9820 (for \$1,776.17) was for purchase of scholastic books for the Media Fall Bookfair fundraiser. The sponsor of this fundraiser did not complete the required Annual eLearning Fundraiser Training Course prior to the start of fundraising activity.
- An online purchase with the school's P-Card during March 2018 included a payment of \$27.83 in 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 ensure fundraiser sponsors have the knowledge of and will be complying with the current fundraising procedures, they should complete the required Annual eLearning Fundraiser Training Course prior to conducting fundraising activity.
- The School District is a tax-exempt governmental entity, and should not pay sales tax for qualified purchases.

**Management's Response**

*Concurs. Bookkeeper and Principal will review all documents including trainings prior to fundraiser.*

**AFTERSCHOOL PROGRAM**

**Finding**

The review of Afterschool Program records found that some EZ Care database information (the Afterschool Program's accounting system) was not accurate. Two students were billed only for the first installment payment for January 2018. As a result, these student accounts were undercharged and \$242.36 in tuition fees were not collected.

**Recommendation**

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

*Concurs. Aftercare director will correct billing and attempt to collect funds owed.*

**Orchard View Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 4050 Old Germantown Road  
Delray Beach, FL 33445

Principal:  
Fiscal Year 2018: Lisa Lee  
During Audit: Lisa Lee

Treasurer:  
Fiscal Year 2018: Jenny Okoe  
During Audit: Jenny Okoe

Afterschool Site Director:  
Fiscal Year 2018: Fanny Lambis  
During Audit: Fanny Lambis

**Cash and Investments**

Checking	\$ 40,682.42
Investments	
	\$ 40,682.42

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	79.74	0.00	0.00	0.00	0.00	79.74
Classes	5,700.45	4,202.00	6,782.05	1,453.70	1,453.70	3,120.40
Clubs	200.76	0.00	24.00	0.00	0.00	176.76
Departments	3,683.54	7,677.44	7,000.01	328.00	328.00	4,360.97
Trusts	20,876.95	132,199.76	125,306.59	1,898.30	1,898.88	27,769.54
General	3,446.13	11,212.14	9,483.84	479.45	478.87	5,175.01
	\$ 33,987.57	\$ 155,291.34	\$ 148,596.49	\$ 4,159.45	\$ 4,159.45	\$ 40,682.42



## AFTERSCHOOL PROGRAM

### **Finding**

As of June 30, 2018, the Afterschool Program had an accounts receivable balance of \$3,771.88 from 24 families. This included three students with outstanding balances totaling \$1,245. Attendance and sign-out records showed that these three students attended the program for several months without payment.

### **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*.

### ***Management's Response***

*Concurs. We will add the following to our current procedure for late paying parents in after care. Principal and SACC director will meet monthly to review which parents are late paying and determine who will be given a warning for removal, actually removed from the program, or given a waiver for payments. Finally, families who have previous payments due would not be able to begin the next year without paying first. This would be tracked in the SIS system for payments due.*

**Pahokee Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 560 East Main Place  
Pahokee, FL 33476

Principal:  
Fiscal Year 2018: Karen Abrams  
During Audit: Karen Abrams

Treasurer:  
Fiscal Year 2018: Leontye Mann  
During Audit: Leontye Mann

**Cash and Investments**

Checking	\$ 36,042.47
Investments	
	\$ 36,042.47

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	1,448.15	7,923.50	2,106.50	4,544.00	4,544.00	7,265.15
Clubs	2,779.43	17,544.00	18,419.45	436.00	436.00	1,903.98
Departments	451.22	465.73	144.12	0.00	0.00	772.83
Trusts	4,571.35	75,583.57	65,004.92	488.37	488.37	15,150.00
General	7,043.55	18,260.48	14,353.52	13,301.97	13,301.97	10,950.51
	\$ 16,293.70	\$ 119,777.28	\$ 100,028.51	\$ 18,770.34	\$ 18,770.34	\$ 36,042.47

## DEPOSIT OF MONIES

### Finding

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

- Section 2 on four pages of the *Drop-safe Log* (#14-45624, #14-45608, #14-45609, and #14-45597) did not have the dates when the collections were removed from the safe.
- Some sponsors did not always record the deposit information on the *Drop-safe Log* before putting the monies into the safe. For example, the sponsors did not record the information for ten collections (totaling \$801) on the *Log*. Subsequently, the school treasurer recorded the information on four pages of the *Log* (#14- 45597, #14-45590, #14-45582, #14-45613 and #14-45615) when the collections were removed.
- Six collections (totaling \$110) recorded on five pages of *Drop-safe Log* (#s 14-45618, 14-45621, 14-45599, 14-45606, and 14-45601) were crossed out, some marked with the note, “Returned” and some had no notation. According to staff, these collections were not ready for deposit. However, the return of money to the sponsors was not documented, such as signed-off by the sponsors who received the returned 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.
- To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the *Drop-safe Log*.

### Management’s Response

*Concurs. Will follow recommendations.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser records revealed that:

- The School Memory Book Sales (Account #7-0100.06) had the following exceptions:
  - Fundraiser began on August 8, 2017. However, the sponsor for this fundraiser did not complete the Annual eLearning Fundraiser Training Course until January 22, 2018; i.e., 167 days after fundraiser began.
  - The *Fundraising Application/Recap Form (PBSD 1053)* was not approved by the Principal; and the Recap (actual sales) section was neither completed by the sponsor nor verified by the school treasurer.
  - The *Sales Item Inventory Report* was missing.
  - The fundraiser had a total sales revenue of \$735, which was deposited into the Internal Funds during Fiscal Year 2018. However, based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$960. As a result, \$225 (23%) in estimated revenue was unaccounted for.
- The Field Trip T-shirt Sales (Account #7-0100.09) had the following exceptions:
  - The fundraiser sponsors did not complete the required annual eLearning Fundraiser Training Course for Fiscal Year 2018.
  - The required *Fundraising Application/Recap Form* and *Sales Item Inventory Report* were missing.

### 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 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.

- Repeated violation of District Rules by the same employees will be forwarded to Professional Standards for appropriate action.

### ***Management's Response***

*Concurs. Personal meeting with bookkeeper and relevant district employees to ensure district guidelines are followed.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

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

- Disbursement #10939 (for \$200) was for a refund to a student who had paid and did not attend the Safety Patrol trip to Washington D.C. However, the disbursement did not have supporting documentation for the student's original payment, such as a receipt or copy of *Monies Collected Report*.
- Disbursement #10980 (for \$155) was an employee reimbursement. Only a \$95 Miami Heat game ticket supported the disbursement. The remaining \$60 did not have supporting documentation for the expense.
- Disbursements #10943 (for \$908) was for purchase of donuts for resale. However, the disbursement was supported by photocopies of the receipts, instead of the originals.
- Disbursement #10994 (for \$1550.36) was for payment of various snack food. The disbursement was paid based on an account statement, which was supported by seven invoices totaling \$1,406.64. The remaining two invoices totaling \$143.72 were missing.
- A February 23, 2018, P-Card purchase (\$2,400) was supported by a digital picture credit card receipt that did not provide the details of the purchases. Moreover, the purchase exceeded the \$1,000 per vendor per day limit, but did not have the prior approval from Purchasing.
- Two Check Requisitions (#10990 and #10940, totaling \$3,045.18) were not signed by the sponsors for confirmation of receipt of goods or services.
- Two P-Card transactions (totaling \$1,650.87) for purchase of composition books included payment of \$145.59 in sales tax for tax-exempt purchases during August 2017.
- Supporting documentation was not always defaced (stamped "PAID") to prevent payment. For example, the supporting documents for 11 sample disbursements (#s 10940, #10917, #10918, #10947, #10949, #10950, #10961, #10981, #10990, #10991 and #11005, totaling \$16,955.58) were not defaced after 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 documented and supported by itemized invoices and receipts. 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 disbursement was appropriate.
- P-Card purchases in excess of \$1,000 require Purchasing's prior approval.
- *Check Requisitions* should be signed by the sponsors to confirm the receipt of related goods and services.
- The School District is a tax-exempt governmental entity, and should not pay sales tax for qualified purchases.
- To prevent duplicate payment, supporting documentation should be defaced (stamped "PAID") after payment.

### **Management's Response**

*Concurs. Monthly checks on disbursements verifying signatures.*

## **LEASING OF SCHOOL FACILITIES**

### **Finding**

The review of leasing activities of school facilities found that the arrangement for *Lease Agreement #1001* had the following exceptions:

- The school did not have the hard copy of the *Lease Agreement* with all the required signatures.
- Total leasing charge \$950; however, the school collected only \$900 from the lessee. As of February 18, 2019, the school had not collected the remaining \$50 from the lessee.
- The Central Office's share of the rental income was not properly allocated. Instead, the income was recorded in the Rental Income Account (#6-3800). As a result, the school under-transmitted \$332.50 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:

- 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.*”
- 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*.

***Management’s Response***

*Concurs. Met with bookkeeper to ensure district guidelines are met.*

**Palm Beach Gardens Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 10060 Riverside Drive  
Palm Beach Gardens, FL 33410

Principal:  
Fiscal Year 2018: Marie Caracuzzo  
During Audit: Marie Caracuzzo

Treasurer:  
Fiscal Year 2018: Gulhan (Gina) Kilic  
During Audit: Gulhan (Gina) Kilic

Afterschool Site Director:  
Fiscal Year 2018: Kimberly Sheehan  
During Audit: Kimberly Sheehan

**Cash and Investments**

Checking	\$ 41,301.68
Investments	
	\$ 41,301.68

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,955.31	0.00	0.00	0.00	0.00	1,955.31
Classes	2,736.00	42,228.54	41,084.24	8,120.13	7,992.80	4,007.63
Clubs	4,739.27	40,471.25	22,030.32	9,369.63	27,959.84	4,589.99
Departments	7,178.63	18,471.29	16,125.97	5,258.10	4,919.10	9,862.95
Trusts	32,091.94	717,100.81	740,932.30	24,862.46	8,179.85	24,943.06
General	( 3,114.74)	5,819.29	8,203.08	3,066.96	1,625.69	( 4,057.26)
	\$ 45,586.41	\$ 824,091.18	\$ 828,375.91	\$ 50,677.28	\$ 50,677.28	\$ 41,301.68



## ACCESS TO DROP-SAFE

### Finding

The current school treasurer was appointed on July 1, 2017. However, as of February 4, 2019, 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 code immediately.

### 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 personnel who have access to the drop-safe.

### *Management's Response*

*Concurs. Completed; new combination code changed.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The sponsor for the Spring Book Fair fundraiser (Account #5-1700.02) did not complete the required Annual eLearning Fundraiser Training Course for Fiscal Year 2018.
- The *Sales Item Inventory Reports* for Safety Patrols Coupon Book Sales (Account #4-4300.02) and the Yearbook Sales (Account #7-0100.02) were not completed with the required 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

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 procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.
- To protect the school's best interest and ensure proper fiscal accountability, *Sales Item Inventory Report* should be accurately completed with all needed information. Accurate *Sales Item Inventory Report* will 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***

*Concurs. All eLearning completed this year by teacher sponsors. Bookkeeper met with each sponsor individually to review expectations (Feb 8, 2019).*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

The review of records for sample disbursements and P-Card purchases found that a May 16, 2018, P-Card purchase (\$4,557.30) for picnic table umbrellas was supported only by a credit card receipt that did not include the 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, 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***

*Concurs. Clear moving forward.*

**PRENUMBERED DOCUMENTS**

**Finding**

The review of controls in prenumbered documents found the following:

- 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 *Checks*.
- The Afterschool Program Site Director was the designated custodian for *Afterschool Program Receipt Books (PSBSD 1438)*. However, the 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 form should be someone who is not involved in the day-to-day use of the form.

***Management's Response***

*Concurs. Assigned the Records Custodian to keep school checks and Afterschool receipt books.*

**Palm Beach Public School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 239 Coconut Road  
Palm Beach, FL 33480

Principal:  
Fiscal Year 2018: Christie Schwab  
During Audit: Christie Schwab

Treasurer:  
Fiscal Year 2018: Angie Brown  
During Audit: Angie Brown

Afterschool Site Director:  
Fiscal Year 2018: Heather Stonelake  
During Audit: Heather Stonelake

**Cash and Investments**

Checking	\$ 48,122.76
Investments	
	\$ 48,122.76

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	77.27	150.00	150.00	0.00	77.27	0.00
Classes	1,814.21	13,601.11	14,565.81	1,075.73	1,925.24	0.00
Clubs	477.01	420.00	559.98	0.00	0.00	337.03
Departments	2,887.01	5,147.54	5,259.04	10.00	67.07	2,718.44
Trusts	50,227.82	287,662.46	306,951.96	19,925.62	19,925.62	30,938.32
General	16,448.71	11,931.47	15,235.06	7,122.29	6,138.44	14,128.97
	\$ 71,932.03	\$ 318,912.58	\$ 342,721.85	\$ 28,133.64	\$ 28,133.64	\$ 48,122.76

Palm Beach Public Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 101 Davis Road  
Palm Springs, FL 33461

Principal:  
Fiscal Year 2018: Dawn Lewis / Esther Riviera  
During Audit: Esther Rivera

Treasurer:  
Fiscal Year 2018: Nancy Ruyle  
During Audit: Yohanna Brutus

Afterschool Site Director:  
Fiscal Year 2018: Kathy Anderson  
During Audit: Kathy Anderson

**Cash and Investments**

Checking	\$ 18,304.06
Investments	
	\$ 18,304.06

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	67.91	198.53	0.00	30.00	30.00	266.44
Classes	3,068.95	18,758.25	19,380.01	581.00	581.00	2,447.19
Clubs	4,685.23	9,542.40	5,455.40	1,000.00	5,087.00	4,685.23
Departments	727.83	6,869.76	5,018.32	4,396.20	6,214.20	761.27
Trusts	4,830.94	164,288.48	168,117.23	5,966.91	3,449.91	3,519.19
General	7,238.71	21,646.41	25,648.38	20,060.51	16,672.51	6,624.74
	\$ 20,619.57	\$ 221,303.83	\$ 223,619.34	\$ 32,034.62	\$ 32,034.62	\$ 18,304.06

## DEPOSIT OF MONIES

### Finding

One collection recorded on page #12-39783 of the *Drop-safe Log* was noted “not ready for collection,” and was returned to the sponsor. Another collection on page #12-39716 was returned to the sponsor to correct an error. However, the return of money to both sponsors was not documented, such as signed-off by the sponsors to acknowledge receipt of the returned collections.

### Recommendation

To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the *Drop-safe Log*.

### Management’s Response

*Concurs. We will ensure that drop safe is filled out completely and initialed properly.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records noted the following noncompliance:

- The *Fundraising Application/Recap Form* for the Football Jerseys Sales (Account# 7-0100.05) was not approved by the Principal until 13 working days after the fundraising activities had begun.
- Three disbursements (#1149 for \$3,272.86, #11522 for \$600, and # 11479 for \$2,680, totaling \$6,552.86) were payments for resale items for three fundraisers. However, the expenses were charged to the activities’ main accounts instead of a decimalized account for each fundraiser.

### Recommendation

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

- Fundraisers should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form* so that fundraising activities are consistent with the School Board Mission.
- 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 accurate financial information.

***Management's Response***

*Concurs. Will ensure fundraisers are filled out properly and preapproved before they start.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

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

- Disbursement #11444 (for \$250) was for a refund of field trip fees to a student who paid but did not attend the trip to Washington, D.C. However, the disbursement did not have any supporting documentation, such as a copy of a *Classroom Receipt* or *Monies Collected Report* indicating the student's payment.
- Disbursement #11495 (for \$1,015) 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,

- Refund to students, such as field trip fees, should be supported by the original payment records. Without such documentation, there is no assurance that the disbursement was 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.

***Management's Response***

*Concurs. Will ensure all supporting documentation is attached to each item.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

The portion of the rental income for the Central Office from Lease #1005 was not properly allocated. Instead, the income was recorded in the Facility Rental Account (#6-3800). As a result, the school under-transmitted the \$182 in District Share to the Central Office.

Palm Springs Elementary School  
Management Letter  
Year Ended June 30, 2018

**Recommendation**

The Central Office's portion of rental income should be recorded in the correct Internal Funds account and transmitted to the Central Office in accordance with the District's *Approved Rate Schedule*.

***Management's Response***

*Concurs. Will ensure funds are allocated to the right accounts for accountability.*



**Palmetto Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5801 Parker Avenue  
West Palm Beach, FL 33405

Principal:  
Fiscal Year 2018: Gladys Harris  
During Audit: Gladys Harris

Treasurer:  
Fiscal Year 2018: Rhonda Diamond Ninfo  
During Audit: Rhonda Diamond Ninfo

Afterschool Site Director:  
Fiscal Year 2018: Courtney Caramanna  
During Audit: Courtney Caramanna

**Cash and Investments**

Checking	\$ 20,810.93
Investments	
	\$ 20,810.93

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	409.57	1,427.00	1,718.26	99.00	99.00	118.31
Clubs	8,454.33	56,700.20	58,120.35	23,833.18	29,031.36	1,836.00
Departments	225.22	707.55	73.00	0.00	0.00	859.77
Trusts	3,651.15	149,508.42	141,179.86	8,237.16	3,038.98	17,177.89
General	2,977.28	4,365.28	6,523.60	1,398.12	1,398.12	818.96
	\$ 15,717.55	\$ 212,708.45	\$ 207,615.07	\$ 33,567.46	\$ 33,567.46	\$ 20,810.93

Palmetto Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Panther Run Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 10775 Lake Worth Road  
Lake Worth, FL 33467

Principal:  
Fiscal Year 2018: Edilia De La Vega  
During Audit: Edilia De La Vega

Treasurer:  
Fiscal Year 2018: Mirtha Walsh  
During Audit: Michele Malkin

Afterschool Site Director:  
Fiscal Year 2018: Matthew Childs  
During Audit: Matthew Childs

**Cash and Investments**

Checking	\$ 109,045.24
Investments	
	\$ 109,045.24

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	386.26	1,971.06	4,548.14	2,635.00	0.00	444.18
Classes	3,423.92	57,978.34	55,307.19	6,759.68	7,060.38	5,794.37
Clubs	168.27	172.04	359.74	362.30	0.00	342.87
Departments	10,262.65	15,399.94	14,905.15	9,781.89	12,676.89	7,862.44
Trusts	51,340.14	684,376.07	680,105.18	16,697.92	15,854.50	56,454.45
General	28,703.53	34,589.10	24,500.68	21,619.12	22,264.14	38,146.93
	\$ 94,284.77	\$ 794,486.55	\$ 779,726.08	\$ 57,855.91	\$ 57,855.91	\$ 109,045.24

## DEPOSIT OF MONIES

### Finding

The review of the money collection process and sampling of *Monies Collected Reports* (MCRs) at the school found that collections were not always deposited into the drop-safe in a timely manner. For example, three MCRs totaling \$2,465.46 (including \$2,162.46 in cash) were retained by the sponsors for one to two working days before collections were put into the drop-safe for deposit.

### Recommendation

*DOE Rules (Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)* and the District's *Internal Accounts Manual* 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 increase exposure to staff and result in potential irregularities.

### Management's Response

*Concurs. All staff were reminded about the proper collections procedures and the expectation of daily drop-safe deposits. The staff member placed that deposit in the Aftercare safe and deposited it the next day in the front office safe. A meeting was conducted to review proper procedures and the staff was instructed to place the deposits in the office safe by the end of the collection date.*

**Pierce Hammock Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 14255 Hamlin Boulevard  
Loxahatchee, FL 33470

Principal:  
Fiscal Year 2018: Ariel Alejo  
During Audit: Ariel Alejo

Treasurer:  
Fiscal Year 2018: Ruth Simioni  
During Audit: Ruth Simioni

Afterschool Site Director:  
Fiscal Year 2018: Patricia Almauger  
During Audit: Samantha Simioni

**Cash and Investments**

Checking	\$ 35,978.18
Investments	
	\$ 35,978.18

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,838.15	75.00	1,663.75	0.00	0.00	1,249.40
Classes	4,188.24	35,820.77	37,662.82	1,921.42	1,888.63	2,378.98
Clubs	1,473.17	304.95	398.39	0.00	0.00	1,379.73
Departments	632.47	12,368.21	11,513.28	3,754.50	3,735.29	1,506.61
Trusts	20,119.77	313,246.40	308,692.40	1,669.74	1,768.74	24,574.77
General	14,959.88	8,531.28	18,649.47	3,260.15	3,213.15	4,888.69
	\$ 44,211.68	\$ 370,346.61	\$ 378,580.11	\$ 10,605.81	\$ 10,605.81	\$ 35,978.18

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The *Sales Item Inventory Reports* for the Yearbook Sales (Account #7-0100.02) and Scholastic Book Fair (Account #5-1700.01) were not reviewed and approved by the Principal.

### **Recommendation**

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. Accurate information on the *Sales Item Inventory Report* will assist staff in reconciling the sales revenue with the estimated revenue.

### **Management's Response**

*Concurs. Principal will sign all Sales Item Inventory forms for all fundraisers.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

Disbursement #12874 (for \$8,250) was for the May 4, 2018, out-of-county field trip to Orlando, Florida. However, the related *Field Trip/Activity Planning Report and Approval Request Form (PBSD 1894)* was not approved by the Regional/Instructional Superintendent. The field trip type was inadvertently selected as "In-County" rather than "In-State" on the *Planning Report*, which caused the form not being routed to the regional/instructional superintendent for approval.

### **Recommendation**

Field trips should be conducted in accordance with ***School Board Policy 2.40*** and related District guidelines. The *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**

*Concurs. Secretary will forward all out-of-county forms for approval to the Regional Superintendent.*

**Pine Grove Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 400 SW 10th Street  
Delray Beach, FL 33444

Principal:  
Fiscal Year 2018: Shauntay King  
During Audit: Shauntay King

Treasurer:  
Fiscal Year 2018: Sahair Gali  
During Audit: Sahair Gali

**Cash and Investments**

Checking	\$ 31,729.60
Investments	
	\$ 31,729.60

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	352.74	0.00	70.46	0.00	0.00	282.28
Classes	1,889.84	1,507.00	1,024.25	529.85	801.85	2,100.59
Clubs	3,902.43	875.00	435.30	228.43	0.43	4,570.13
Departments	3,181.12	2,536.14	2,179.50	0.00	228.50	3,309.26
Trusts	7,329.91	62,932.06	55,063.79	10,587.82	9,719.32	16,066.68
General	2,176.56	6,291.25	2,471.15	4.00	600.00	5,400.66
	\$ 18,832.60	\$ 74,141.45	\$ 61,244.45	\$ 11,350.10	\$ 11,350.10	\$ 31,729.60

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser documentation revealed that:

- Activities for the Yearbook Sales (Account #4-6390.00) began on March 8, 2018. However, the sponsor did not complete the required Annual eLearning Fundraiser Training Course until May 22, 2019, 53 working days after the fundraiser began. Also, the *Fundraising Application/Recap Form* was not approved by the Principal.
- Repeated noncompliance with fundraising procedures was noted for the sponsor of the Field Day T-Shirt Sales (Account # 5-1900.03). This sponsor did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Years 2016, 2017, and 2018.

### 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 procedures, they should complete the required eLearning Training Course annually prior to conducting fundraising activities.
- Repeated violation of District Rules by the same employees will be forwarded to the Office of Professional Standards for appropriate action

### Management's Response

*Concurs. Training for fundraisers will be added to the preschool training calendar.*

## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Disbursement #10876 (for \$300) was supported with the signature page of a *School District Consultant Agreement* (PBSD 1420) with a total cost of \$2,100 for music services to students during October 2017, through May 2018. However, the contract was missing pages 1, 2, 3, 4, and 7.
- Disbursement #10935 (for \$1,871) did not have the required *Purchase Order*. A *Purchase Order* is required for all purchases exceeding \$1,000.



### **Recommendation**

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

- The *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures and mandatory documents prior to the consultant performing services. 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)*. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.
- 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.

### **Management's Response**

*Concurs. Consultant Agreements will be completed by all vendors providing services. On this incident, the consultant agreement was completed by the previous secretary and was unable to be located. The missing purchase order form was an oversight. At the time of purchase it was a new procedure to bookkeeper and principal.*

**Pine Jog Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 6315 Summit Boulevard  
West Palm Beach, FL 33415

Principal:  
Fiscal Year 2018: Tarachell Thomas  
During Audit: Tarachell Thomas

Treasurer:  
Fiscal Year 2018: Diana Hernandez  
During Audit: Rachel Falcao

**Cash and Investments**

Checking	\$ 50,836.06
Investments	
	\$ 50,836.06

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	42.05	20.00	22.84	0.00	0.00	39.21
Classes	7,200.36	54,673.39	52,579.55	5,546.76	4,703.01	10,137.95
Clubs	6,678.23	1,723.29	1,226.38	152.36	152.36	7,175.14
Departments	5,466.38	12,840.61	12,820.41	980.60	1,335.60	5,131.58
Trusts	22,390.77	132,573.32	130,298.77	24,171.82	23,985.32	24,851.82
General	3,580.00	12,146.38	11,550.77	5,149.12	5,824.37	3,500.36
	\$ 45,357.79	\$ 213,976.99	\$ 208,498.72	\$ 36,000.66	\$ 36,000.66	\$ 50,836.06

Pine Jog Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 39500 Pioneer Park Road  
Belle Glade, FL 33430

Principal:  
Fiscal Year 2018: Pamela Buckman  
During Audit: Pamela Buckman

Treasurer:  
Fiscal Year 2018: Stefanie Beckford / Iris Jackson  
During Audit: Iris Jackson

**Cash and Investments**

Checking	\$ 23,762.55
Investments	
	\$ 23,762.55

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	443.25	1,217.10	1,333.50	521.35	848.20	0.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	195.09	661.40	661.40	0.00	195.09	0.00
Trusts	9,400.73	65,575.45	53,325.18	11,303.36	11,513.10	21,441.26
General	1,836.95	3,847.86	4,095.20	2,249.93	1,518.25	2,321.29
	\$ 11,876.02	\$ 71,301.81	\$ 59,415.28	\$ 14,074.64	\$ 14,074.64	\$ 23,762.55

## DOCUMENTATION OF DISBURSEMENTS

### **Finding**

Disbursements #4889 (for \$1,400) and #4914 (for \$1,082.91) did not have the required *Purchase Order*. A *Purchase Order* is required for purchases exceeding \$1,000.

### **Recommendation**

Disbursement procedures 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 the purchase is appropriate, and funds will be available for the purchase.

### **Management's Response**

*Concurs. Going forward we will ensure that this procedure is reviewed and followed.*

**Pleasant City Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 2222 Spruce Avenue  
West Palm Beach, FL 33407

Principal:  
Fiscal Year 2018: Valarie Jones  
During Audit: Valarie Jones

Treasurer:  
Fiscal Year 2018: Sylvia Buckhalter  
During Audit: Sylvia Buckhalter

**Cash and Investments**

Checking	\$ 11,577.35
Investments	
	\$ 11,577.35

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	2,925.45	6,799.69	7,538.91	1,569.28	1,562.28	2,193.23
Clubs	0.00	2,316.00	0.00	0.00	2,316.00	0.00
Departments	127.00	30.46	0.00	0.00	0.00	157.46
Trusts	6,517.63	31,233.77	29,899.64	2,316.00	7.00	10,160.76
General	( 208.00)	1,642.43	2,368.53	0.00	0.00	( 934.10)
	\$ 9,362.08	\$ 42,022.35	\$ 39,807.08	\$ 3,885.28	\$ 3,885.28	\$ 11,577.35

Pleasant City Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 2501 Seacrest Boulevard  
Delray Beach, FL 33444

Principal:  
Fiscal Year 2018: Catherine Reynolds  
During Audit: Catherine Reynolds

Treasurer:  
Fiscal Year 2018: Margarita Molina  
During Audit: Margarita Molina

Afterschool Site Director:  
Fiscal Year 2018: Loidy Jiminez  
During Audit: Loidy Jiminez

**Cash and Investments**

Checking	\$ 45,709.70
Investments	
	\$ 45,709.70

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	8,035.95	7,102.05	7,831.55	0.00	3.59	7,302.86
Classes	3,223.67	831.20	1,442.52	0.00	800.00	1,812.35
Clubs	3,039.49	1,245.00	4,962.56	2,133.25	0.00	1,455.18
Departments	4,010.21	4,335.50	3,978.91	197.37	0.00	4,564.17
Trusts	26,469.12	291,981.38	288,365.51	9,012.13	9,565.50	29,531.62
General	( 478.17)	13,850.85	11,355.50	3,190.25	4,163.91	1,043.52
	\$ 44,300.27	\$ 319,345.98	\$ 317,936.55	\$ 14,533.00	\$ 14,533.00	\$ 45,709.70



Plumosa School of the Arts  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Poinciana Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1203 North Seacrest Boulevard  
Boynton Beach, FL 33435

Principal:  
Fiscal Year 2018: Kathleen DePuma  
During Audit: Kathleen DePuma

Treasurer:  
Fiscal Year 2018: Jennifer Dietrick  
During Audit: Jennifer Dietrick

Afterschool Site Director:  
Fiscal Year 2018: Gloria Gibson  
During Audit: Gloria Gibson

**Cash and Investments**

Checking	\$ 44,527.68
Investments	
	\$ 44,527.68

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,890.77	0.00	75.00	0.00	0.00	1,815.77
Classes	8,267.53	57,546.24	59,147.18	5,227.68	3,969.32	7,924.95
Clubs	1,950.27	20,496.41	19,838.80	5,241.34	5,266.34	2,582.88
Departments	6,874.90	12,841.88	16,397.40	1,314.31	1,314.31	3,319.38
Trusts	13,390.28	289,970.51	285,282.67	9,430.91	10,664.27	16,844.76
General	3,251.92	14,582.33	5,794.31	11,005.70	11,005.70	12,039.94
	\$ 35,625.67	\$ 395,437.37	\$ 386,535.36	\$ 32,219.94	\$ 32,219.94	\$ 44,527.68

Poinciana Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Rolling Green Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 550 Miner Road  
Boynton Beach, FL 33435

Principal:  
Fiscal Year 2018: Allyson Manning  
During Audit: Allyson Manning

Treasurer:  
Fiscal Year 2018: Shi Reardon  
During Audit: Shi Reardon

Afterschool Site Director:  
Fiscal Year 2018: Sara Damar  
During Audit: Sara Damar

**Cash and Investments**

Checking	\$ 47,432.08
Investments	
	\$ 47,432.08

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	694.71	1,408.31	1,818.10	969.38	844.38	409.92
Classes	3,520.13	1,743.00	1,139.89	1,363.00	1,363.00	4,123.24
Clubs	975.38	1,283.05	1,675.41	786.09	786.09	583.02
Departments	438.82	3,380.97	3,287.00	1,906.83	1,777.83	661.79
Trusts	31,400.37	167,470.44	159,139.86	11,462.06	11,570.92	39,622.09
General	3,198.76	3,160.62	4,182.22	15.00	160.14	2,032.02
	\$ 40,228.17	\$ 178,446.39	\$ 171,242.48	\$ 16,502.36	\$ 16,502.36	\$ 47,432.08

## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- A *School District Consultant Agreement (PBSD 1420)* for a music instructor for \$100 per class was approved by the principal on August 14, 2017, without defining the term of the agreement such as maximum number of contracted hours, hourly rate, or total cost. This consultant was paid a total of \$6,400 during Fiscal Year 2018. 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.
- A *School District Consultant Agreement* totaling \$1,000, for a music instructor was approved by the principal on August 29, 2017. However, this consultant was paid a total of \$2,370 for Fiscal Year 2018, which exceeded the total contract amount by \$1,370.

### Recommendation

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

- The *School District Consultant Agreement (PBSD 1420)* should be completed with the defined terms of services and compensation. Consultant payments exceeding \$5,000 should be approved by the regional/instructional superintendent and forwarded to the Purchasing Department for processing.
- 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.

### Management's Response

*Concurs. Advised bookkeeper to revisit the consultant contract training. Requested bookkeeper do monthly checks on payouts for all consultant contracts going forward to remain in compliance with the approved contract.*

## AFTERSCHOOL PROGRAM

### Finding

The review of the Afterschool Program found that the school did not collect a total of \$919.93 from two families during Fiscal Year 2018. Two students from one family participated in the program without paying the fees during November and December 2017, owing \$623.08. Also, one student from another family participated in the program without paying during February through April 2018, owing \$296.85.

**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*.

***Management's Response***

*Concurs. Spoke with our After Care Director and discussed the process to be followed going forward.*

**Roosevelt Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1220 15th Street  
West Palm Beach, FL 33401

Principal:  
Fiscal Year 2018: Sharonda Alleyne  
During Audit: Sharonda Alleyne

Treasurer:  
Fiscal Year 2018: Sheereeneca Evans  
During Audit: Patrice Durden (Interim treasurer)

**Cash and Investments**

Checking	\$ 36,877.96
Investments	
	\$ 36,877.96

	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	1,597.87	6,107.00	5,360.02	0.00	2,344.85	0.00
Clubs	37.30	174.00	0.00	64.00	64.00	211.30
Departments	277.46	1,649.90	1,724.56	0.00	0.00	202.80
Trusts	18,718.84	53,301.53	40,360.45	3,070.18	823.40	33,906.70
General	778.25	4,232.78	2,551.94	2,482.35	2,384.28	2,557.16
	\$ 21,409.72	\$ 65,465.21	\$ 49,996.97	\$ 5,616.53	\$ 5,616.53	\$ 36,877.96

## 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 deposited in a timely manner. For example, \$390 in cash collected through two MCRs (#569-1, and #569-2) was retained by the sponsors for one to 17 working days before it was put into the drop-safe. Furthermore, \$866.78 (\$620 in cash and \$246.78 in checks) collected during April 5 through 10, 2018, (*Drop-safe Log #14-25857*) was not processed by the school treasurer and deposited into the bank until April 18, 2018.
- 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,

- *DOE Rules* and *Internal Accounts Manual* 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 result in unintended 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

*Concurs. Administration will discuss Monies Collected Procedures with all staff to correct recommendations.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- The August 10, 2017, P-Card transaction (for \$1,234.20) was to pay for of instructional material. This purchase exceeded the \$1,000 per vendor daily limit. However, it was split into two payments (\$928.20 and \$306.00). Splitting a purchase that exceeded the \$1,000 limit into multiple purchases is disallowed by the *Purchasing Card Procedures*.



- The December 1, 2017, P-Card purchase (for \$659.97) was supported by an Order Confirmation instead of a detailed invoice or paid receipt.
- The March 20, 2018, P-Card purchase (for \$362.97) was payment for a Spring Break field trip entrance fees. However, the *Field Trip/Activity Planning Report and Approval Request Form (PBSD 1894)* and related *Temporary Duty Elsewhere (TDE) Forms* were missing.

### **Recommendation**

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

- P-Card purchase in excess of \$1,000 requires prior approval from the Purchasing Department. In addition, *Purchasing Card Procedures* provide that, “*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 split large purchase in order to circumvent the \$1,000 rule.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented and supported by itemized invoices and receipts.
- 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**

*Concurs. Splitting invoices will be discussed with interim Treasurer. Proper paperwork will be completed before, during and after for fieldtrips and to support purchases.*

## **PRENUMBERED DOCUMENTS**

### **Finding**

The review of controls in prenumbered documents found that:

- The confidential secretary was the assigned custodian for *School Checks*, and she was also the alternate signer for the checks.
- 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 accountability, and as required by *Chapter 27 of the Internal Accounts Manual*:

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

**Management's Response**

*Concurs. Document Custodian responsibilities was given to the Data Processor in lieu of School Secretary.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

Lease #1009 was for the lessee's weekly use of school facilities from January 7 through June 24, 2018. Lease payments were divided into two installments. The first installment of \$2,366.25 was paid on December 20, 2017; however, the second installment of \$2,367.25 for April 1, through June 24, 2018 was not received by the school until May 16, 2018, 46 days after the leasehold period began.

**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**

*Concurs. Leasing Coordinator will discuss recommendations with all lessees.*

**Rosenwald Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1321 Martin L King Jr Boulevard  
South Bay, FL 33493

Principal:  
Fiscal Year 2018: Dionne Napier  
During Audit: Dionne Napier

Treasurer:  
Fiscal Year 2018: Valerie Walker  
During Audit: Valerie Walker

**Cash and Investments**

Checking	\$ 12,694.08
Investments	
	\$ 12,694.08

	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	100.00	99.00	0.00	1.00	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	58.30	0.00	0.00	0.00	0.00	58.30
Trusts	22,323.78	41,023.01	50,900.48	3,453.59	3,453.59	12,446.31
General	1,803.54	1,619.99	3,235.06	434.83	433.83	189.47
	\$ 24,185.62	\$ 42,743.00	\$ 54,234.54	\$ 3,888.42	\$ 3,888.42	\$ 12,694.08

## DEPOSIT OF MONIES

### **Finding**

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that six collections (totaling \$235) recorded on four pages of *Drop-safe Log* (#s 12-42139, 12-42140, 12-42149, and 12-42163) were crossed out without explanations.

### **Recommendation**

To ensure proper fiscal accountability, deposit information should be properly recorded on the *Drop-safe Log*. Reasons for deletions should be explained on the *Log*, signed, and acknowledged by the sponsors.

### ***Management's Response***

*Concurs. I have conferenced with bookkeeper and sponsor regarding how deposits are logged. This will also be addressed at next faculty meeting.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

The review of sample disbursements and P-Card purchases found that Disbursement #10701 (for \$265) was for payment to consultants for in-school student entertainment. 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, Purchasing Card Procedures (Purchasing Manual Chapter 24)*, and related District guidelines. Specifically, 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.

### ***Management's Response***

*Concurs. All consultant agreements will be approved at least 3 weeks prior to give administrator ample time to review documentation and make any necessary corrections. No services will be provided without all signatures. A 2<sup>nd</sup> person will review consultant agreements.*

**Royal Palm Beach Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 11911 Okeechobee Boulevard  
Royal Palm Beach, FL 33411

Principal:  
Fiscal Year 2018: Tracy Gaugler  
During Audit: Tracy Gaugler

Treasurer:  
Fiscal Year 2018: Angela Gadaleta  
During Audit: Angela Gadeleta

Afterschool Site Director:  
Fiscal Year 2018: Deborah Pagliaro  
During Audit: Deborah Pagliaro

**Cash and Investments**

Checking	\$ 51,415.34
Investments	
	\$ 51,415.34

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	174.12	0.00	0.00	0.00	0.00	174.12
Classes	1,220.67	57,257.25	57,870.71	2,730.61	3,106.46	231.36
Clubs	4,369.73	3,332.50	4,113.55	0.00	1,544.28	2,044.40
Departments	7,555.76	16,362.37	12,350.91	4,666.42	4,666.42	11,567.22
Trusts	29,353.65	585,061.13	579,429.92	4,161.17	5,542.82	33,603.21
General	2,383.69	6,623.72	8,514.16	7,312.62	4,010.84	3,795.03
	\$ 45,057.62	\$ 668,636.97	\$ 662,279.25	\$ 18,870.82	\$ 18,870.82	\$ 51,415.34

## DEPOSIT OF MONIES

### Finding

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

- Some sponsors did not always record the deposit information on the *Drop-safe Log* before the collections were put into the safe. For example, the information for four collections, totaling \$6,842.30, was not recorded on the *Log* before the collections were put in the safe. The deposit information was subsequently recorded on the *Logs* when the treasurer sent reminders to the sponsors.
- The *Drop-safe Logs* for 13 collections from the Afterschool Program were marked as “to be determined” or “no deposit.” According to staff, these collections were not ready for deposit and were returned to the sponsor for clarification or completion. However, there were no records to document that the monies were returned to and received by the sponsor.

### 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 compliance with *Internal Accounts Manual* and *Bulletin #P-14051-S/CFO*, responsible staff should properly complete the *Drop-safe Log* with all the required information.
- Deposit information should be properly recorded on the *Drop-safe Log*. Reasons for deletions should be noted on the *Log*, signed, and acknowledged by the sponsors.

### Management’s Response

*Our bookkeeper did follow proper procedures when sponsors forgot to log their deposits on the drop safe log. On rare occasions when monies are not ready to deposit (for example when payment is made very late in the day, after 6:15 pm as we are closing our aftercare program), it is kept in our safe until the next day when the assistant director arrives at work. The money is then removed from the safe by our treasurer and secretary, initialed & dated by both, and handed over to the assistant director at that time. Please note there has never been a discrepancy with our procedures since the school opened 16 years ago. I feel that the draft findings should perhaps be considered “recommendations”, rather than “findings” due to procedures we’ve followed for many years with no audit findings.*

**Sandpiper Shores Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 11201 Glades Road  
 Boca Raton, FL 33498

Principal:  
 Fiscal Year 2018: Stephanie Coletto  
 During Audit: Stephanie Coletto

Treasurer:  
 Fiscal Year 2018: Maria Schainuck  
 During Audit: Maria Schainuck

Afterschool Site Director:  
 Fiscal Year 2018: Jacquelyn Flynn  
 During Audit: Jacquelyn Flynn

**Cash and Investments**

Checking	\$ 85,144.30
Investments	
	\$ 85,144.30

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,748.11	2,005.00	1,008.95	1,761.05	1,771.30	3,733.91
Classes	2,292.16	15,861.00	19,827.05	6,775.12	2,034.43	3,066.80
Clubs	1,096.80	599.00	541.07	0.00	0.00	1,154.73
Departments	2,025.72	18,921.63	18,795.26	1,970.66	917.50	3,205.25
Trusts	60,955.34	463,390.54	447,980.65	8,434.82	14,166.09	70,633.96
General	6,539.97	8,776.46	11,914.45	2,953.37	3,005.70	3,349.65
	\$ 75,658.10	\$ 509,553.63	\$ 500,067.43	\$ 21,895.02	\$ 21,895.02	\$ 85,144.30

## DEPOSIT OF MONIES

### Finding

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that \$256 collected through MCR # 648-4 was retained by the sponsor for 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 sponsor to unwarranted exposure and result in potential irregularities.

### Management's Response

*Concurs. The sponsor was not to hold money. It must be deposited on the day it is received. She was also told that the date on the drop safe log must match the date on the monies collected form.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found 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 completed.

### 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

*Concurs. A catastrophic accident occurred to the sponsor that school year. She did not return until August 2018. It was our bookkeeper's first year and she did not realize a designee could close out the paperwork at the end of the year. She was told that it is permissible and will make sure all paperwork is closed out at the end of the fiscal year.*



## LEASING OF SCHOOL FACILITIES

### **Finding**

The review of records for leasing of school facilities found that *Lease Agreements* #1020 and #1021 were neither signed by the lessee nor the witness.

### **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***

*Concurs. Our lease designee will make special note of final signatures on all leases.*

**S.D. Spady Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 901 NW 3rd Street  
Delray Beach, FL 33444

Principal:  
Fiscal Year 2018: Rona Tata  
During Audit: Rona Tata

Treasurer:  
Fiscal Year 2018: Angelica Rios  
During Audit: Angelica Rios

Afterschool Site Director:  
Fiscal Year 2018: Maxwell Benn  
During Audit: Maxwell Benn

**Cash and Investments**

Checking	\$ 54,408.43
Investments	
	\$ 54,408.43

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,888.77	1,442.06	2,712.12	665.00	665.00	1,618.71
Classes	859.06	29,825.21	27,867.71	2,180.69	3,908.35	1,088.90
Clubs	7,124.59	21,846.99	14,235.81	11,551.38	20,156.94	6,130.21
Departments	3,529.16	11,836.24	12,284.64	2,509.95	2,505.67	3,085.04
Trusts	28,190.79	474,371.39	471,112.21	18,648.27	10,339.42	39,758.82
General	4,364.34	5,800.34	9,458.02	9,251.11	7,231.02	2,726.75
	\$ 46,956.71	\$ 545,122.23	\$ 537,670.51	\$ 44,806.40	\$ 44,806.40	\$ 54,408.43

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraising documentation revealed that:

- The sponsor of the Yearbook Sales (Account#7-0100.01) did not complete the required Annual e-Learning Fundraiser Training Course during Fiscal Year 2018.
- The *Sales Item Inventory Report* for the Chorus Concert (Account #2-3500.06) was not approved by the Principal.

### Recommendation

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

- To ensure staff understand and comply with the updated fundraising procedures, fundraiser sponsors should complete the required Annual eLearning Fundraiser Training Course annually prior to conducting fundraising activities.
- To ensure proper fiscal accountability, *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

*Concurs. We have a new bookkeeper on staff that will follow up on procedures.*

## AFTERSCHOOL PROGRAM

### Finding

The review of the Afterschool Program found that:

- A total of \$125 in registration fees were not collected from five students.
- The EZ-Care-2 database (the Afterschool Program's accounting system) was not accurately maintained. Mistakes in updating fees due and credits resulted in a total undercharge of \$809.48 from four students:
  - Charges were not posted during August and September for one account, which resulted in an undercharge of \$350.49.

S.D. Spady Elementary School  
Management Letter  
Year Ended June 30, 2018

- One student switched from part-time to full-time beginning in February 2018. While the parent paid the full-time fee, charges were erroneously posted as part-time, which resulted in an undercharge of \$350.53.
- The employee discount was calculated incorrectly for two students, resulting in undercharges of \$108.46.
- One family with two students attending full-time received school-based fee-waivers totaling \$9,721.60 (Afterschool for \$4,335.80 and 2018 Summer Camp for \$1,900) without supporting documentation. Required documentation should consist of a *School-Based Partial Fee Waiver Application Form* supported with a prior-year W-2 form, verification of housing payments, a letter from the parent/legal guardian stating the reason for the requested waiver, and a current paycheck stub.
- The 2018 Summer Camp Program ended on August 3, 2018. However, as of August 20, 2018, (two weeks after the program ended) this program had an accounts receivable balance of \$5,800.51 from 21 family accounts.

**Recommendation**

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

- Afterschool Program fees should be collected in accordance with the District's approved *Rate Schedule*.
- To ensure proper fiscal accountability, school-based fee waivers should be approved by the Principal with proper supporting documentation.
- 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**

*If there was a missed billing it was added in the following months. The other points have been noted and proper documentation has been put into place.*

**Seminole Trails Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 4075 Willows Pond Road  
West Palm Beach, FL 33417

Principal:  
Fiscal Year 2018: Judith Garrard  
During Audit: Judith Garrard

Treasurer:  
Fiscal Year 2018: Lilibette Valdes/Shakeena Hobbs  
During Audit: Romulo Llerena

Afterschool Site Director:  
Fiscal Year 2018: Mariela Bort  
During Audit: Daniel Hudspeth

**Cash and Investments**

Checking	\$ 49,474.95
Investments	
	\$ 49,474.95

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	36.63	0.00	0.00	0.00	0.00	36.63
Classes	2,515.68	4,189.00	4,684.20	0.00	0.00	2,020.48
Clubs	1,155.34	4,133.00	3,985.70	1,400.80	1,400.80	1,302.64
Departments	11,410.89	12,983.09	13,073.94	7,538.69	7,349.24	11,509.49
Trusts	29,569.92	278,455.24	277,868.41	8,395.00	9,294.45	29,257.30
General	3,521.43	3,410.08	2,293.10	1,300.80	590.80	5,348.41
	\$ 48,209.89	\$ 303,170.41	\$ 301,905.35	\$ 18,635.29	\$ 18,635.29	\$ 49,474.95

Seminole Trails Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**South Grade Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 716 South "K" Road  
Lake Worth, FL 33460

Principal:  
Fiscal Year 2018: Ana Arce-Gonzalez  
During Audit: Ana Arce-Gonzalez

Treasurer:  
Fiscal Year 2018: Ronel Blaise  
During Audit: Ronel Blaise

Afterschool Site Director:  
Fiscal Year 2018: Franchesca Delgado-Riviera  
During Audit: Franchesca Delgado-Riviera

**Cash and Investments**

Checking	\$ 26,607.03
Investments	
	\$ 26,607.03

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$ 310.00	\$ 310.00	\$0.00	\$0.00	\$0.00
Music	42.74	1,258.65	1,301.32	192.83	192.83	0.07
Classes	2,794.89	3,330.00	4,357.84	2,270.00	2,246.00	1,791.05
Clubs	876.78	30,957.03	27,935.73	13,664.70	14,278.70	3,284.08
Departments	958.75	11,111.90	9,665.05	1,182.04	1,182.04	2,405.60
Trusts	9,449.31	106,508.11	99,642.64	2,385.80	1,795.80	16,904.78
General	325.23	7,127.07	5,230.85	290.61	290.61	2,221.45
	\$ 14,447.70	\$ 160,602.76	\$ 148,443.43	\$ 19,985.98	\$ 19,985.98	\$ 26,607.03

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser records found that the Band Shirts Sale (Account #2-3500.05) had the following exceptions:

- The sponsor did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.
- The required *Fundraiser Application/Recap* and *Sales Item Inventory Report* were not prepared and retained.
- A total of \$393 in sales revenues was deposited in the Internal Funds during July 1, 2017, and June 30, 2018. Based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$600. As a result, \$207 (35%) in estimated revenue was unaccounted for. According to the treasurer, some shirts were sold below cost.

### 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 procedures, they should complete the required Annual eLearning Training Course prior to conducting fundraising activities.
- To ensure fundraising activities are consistent with the School Board Mission, they should be pre-approved by the Principal and documented in the *Fundraising Application/Recap Form*.
- 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

*Concurs.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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



South Grade Elementary School  
Management Letter  
Year Ended June 30, 2018

- One P-Card purchase for two-way radios (totaling \$1,130) occurred on March 20, 2018, exceeded the \$1,000 per vendor per day limit. This purchase should have been pre-approved by from Purchasing.
- Disbursement #5619 (\$132.62) and a P-Card purchase (\$159.43) during September 2017 included a total \$19.11 in sales tax.

**Recommendation**

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

- P-Card purchases in excess of \$1,000 requires prior approval from Purchasing.
- Staff's *TDE Forms* for District's travel should be approved by the Principal prior to paying the expenses for the travel arrangements.
- The School District is a sales tax-exempt entity, and should not pay sales tax for qualified purchases.

**Management's Response**

*Concurs.*

**PRENUMBERED DOCUMENTS**

**Finding**

The school did not perform periodic inventory of *School Checks*. *Prenumbered Document Inventory Register (PBSD 0160)* should be maintained for *School Checks*.

**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). 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**

*Concurs.*

**South Olive Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 7101 South Olive Avenue  
West Palm Beach, FL 33405

Principal:  
Fiscal Year 2018: Melinda Springman  
During Audit: Melinda Springman

Treasurer:  
Fiscal Year 2018: Maribel Alvarez  
During Audit: Maribel Alvarez

Afterschool Site Director:  
Fiscal Year 2018: Jim Anstead  
During Audit: Jim Anstead

**Cash and Investments**

Checking	\$ 36,862.65
Investments	
	\$ 36,862.65

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	1,352.79	1,574.10	2,457.56	140.31	140.31	469.33
Classes	1,813.14	26,340.16	18,916.48	1,203.96	1,985.76	8,455.02
Clubs	0.00	901.66	521.00	195.66	380.66	195.66
Departments	6,985.07	10,097.93	11,416.88	461.86	224.36	5,903.62
Trusts	24,308.16	257,190.77	261,498.31	5,310.50	5,559.87	19,751.25
General	19,374.28	1,892.98	20,158.16	978.67	0.00	2,087.77
	\$ 53,833.44	\$ 297,997.60	\$ 314,968.39	\$ 8,290.96	\$ 8,290.96	\$ 36,862.65

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of documentation for sample fundraisers found that the Music Recorders fundraiser (Account #2-3500.02) had the following noncompliances:

- Activities for the fundraiser began October 20, 2017, however the fundraiser was not approved by the principal until December 19, 2017.
- The *Sales Item Inventory Report* was not reviewed and approved by the Principal.

### 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*.
- 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

*Concurs. Treasurer will make sure that all fundraising applications are approved and completed by sponsor prior to accepting them.*

## LEASING OF SCHOOL FACILITIES

### Finding

The review of records for school facility leasing found that that information for two *Lease Agreements* (#1008, and #1019) was recorded in the Tririga System. These two leases were cancelled later, and the school did not collect payment from the lessees. However, the leases in the Tririga System were neither revised nor updated after the cancellations. As a result, the Tririga System overstated the school's expected leasing income by \$1,284.

### 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, amendments in leasing arrangements.

***Management's Response***

*Concurs. Treasurer has completed necessary lease training and has already rectified procedures for this year.*

**PRENUMBERED DOCUMENTS**

**Finding**

The review of controls in prenumbered documents found that the Document Custodian performed monthly inventory of schools checks during August 2017 through April 2018. However; there was no evidence that inventory was performed for May and June 2018.

**Recommendation**

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

*Concurs. Document Custodian has implemented a new tracking/reminder system for this.*

**Starlight Cove Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 6300 Seminole Drive  
Lantana, FL 33462

Principal:  
Fiscal Year 2018: Cara Hayden  
During Audit: Kimberly Jules

Treasurer:  
Fiscal Year 2018: Mariluz Richiez  
During Audit: Mariluz Richiez

Afterschool Site Director:  
Fiscal Year 2018: Christian Carrera  
During Audit: Christian Carrera

**Cash and Investments**

Checking	\$ 26,850.70
Investments	
	\$ 26,850.70

	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	1,099.26	576.74	0.00	0.00	522.52
Classes	1,085.57	24,078.00	22,908.29	2,048.54	2,048.54	2,255.28
Clubs	455.29	1,070.00	897.44	975.00	975.00	627.85
Departments	4,894.60	4,189.77	7,444.34	1,646.00	818.00	2,468.03
Trusts	19,871.24	299,868.82	299,712.78	5,061.22	5,061.22	20,027.28
General	891.29	6,767.33	5,880.88	516.36	1,344.36	949.74
	\$ 27,197.99	\$ 337,073.18	\$ 337,420.47	\$ 10,247.12	\$ 10,247.12	\$ 26,850.70

Starlight Cove Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 19400 Coral Ridge Road  
Boca Raton, FL 33498

Principal:  
Fiscal Year 2018: Alicia Steiger  
During Audit: Alicia Steiger

Treasurer:  
Fiscal Year 2018: Marybeth Johnson/Doreen Weiss  
During Audit: Doreen Weiss

Afterschool Site Director:  
Fiscal Year 2018: Rosanne Lasorsa  
During Audit: Jonathan Shaffer

**Cash and Investments**

Checking	\$ 132,387.28
Investments	
	\$ 132,387.28

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	167.97	0.00	82.62	6.97	6.97	85.35
Classes	12,935.24	55,980.15	55,257.23	2,863.09	4,864.96	11,656.29
Clubs	957.45	0.00	0.00	0.00	0.00	957.45
Departments	43,938.74	30,591.25	44,126.45	4,163.68	4,163.68	30,403.54
Trusts	54,065.62	560,807.41	538,020.61	16,660.38	22,638.33	70,874.47
General	20,319.55	34,333.68	44,222.87	16,791.56	8,811.74	18,410.18
	\$ 132,384.57	\$ 681,712.49	\$ 681,709.78	\$ 40,485.68	\$ 40,485.68	\$ 132,387.28

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of fundraiser documentation noted that the *Sales Item Inventory Report* for the FSA Shirts (Account #7-0100.04) was not approved by the Principal.

### **Recommendation**

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**

*Concurs. Reviewed the district procedures with our new bookkeeper. Principal and bookkeeper will meet monthly to ensure all fundraising paperwork is completed in its entirety moving forward. Bookkeeper is now well versed on the procedures and has put processes in place to ensure that this does not happen again.*

## DEPOSIT OF MONIES

### **Finding**

The review of the money collection process and sample *Monies Collected Reports* (MCRs) found that the school treasurer kept the FY 2018 *Drop-safe Log* in her home while she was on medical leave of absence. Subsequently, school staff retrieved the *Log* from the school treasurer.

### **Recommendation**

To ensure proper fiscal accountability and as required by **Bulletin #P 18-132 CFO**, “*Completed Drop-safe Logs along with PBS 2587 will be filed sequentially in by document number and shall be retained for five years.*”

### **Management's Response**

*Drop safe log procedures were reviewed with all staff members to ensure that we are in full compliance with district policy and procedures. Drop safe log is at school. Bookkeeper resigned 1/9/18. All procedures were reviewed with new bookkeeper and she is receiving district training as she assumes the treasurer position at SPES.*



## SAFEGUARDING OF SCHOOL ASSETS

### **Finding**

During the audit, we noted that the school's blank checks were stored in an unlocked drawer in the treasurer's office, and the office door was also open while the treasurer was away from her office.

### **Recommendation**

To ensure school assets are safeguarded properly, school checks should be stored in a secure location such as a locked cabinet or the drop-safe.

### ***Management's Response***

*School checks are now kept in a locked cabinet. Again procedures were reviewed with the new school treasurer and on-going district training and support is in place to ensure that district procedures are followed accordingly.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

Disbursements #12488 (for \$1,669.96) and #12620 (for \$1,772.99) 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, 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.

### ***Management's Response***

*Purchasing manual was reviewed with new School Treasurer as part of the training provided with the SDPBC accounting personnel. All stakeholders will be reminded to submit a purchase order for purchases that exceed \$1,000.00. Principal will closely monitor this throughout the school year.*

### ***Additional Comments:***

*New School Treasurer is undergoing extensive training led by SDPBC accounting representative. Bi-weekly meetings will be held to review procedures, check compliance with drop safe log procedures and to monitor school site purchases. Principal will closely monitor the findings listed above to ensure that we remain in compliance with the SDPBC policies and procedures. Mini-audits will also be conducted to provide checks and balances.*

**Sunset Palms Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 8650 Boynton Beach Boulevard  
 Boynton Beach, FL 33437

Principal:  
 Fiscal Year 2018: Karen Riddle  
 During Audit: Karen Riddle

Treasurer:  
 Fiscal Year 2018: Karen Price  
 During Audit: Karen Price

Afterschool Site Director:  
 Fiscal Year 2018: Sheri Baumgardner  
 During Audit: Sheri Baumgardner

**Cash and Investments**

Checking	\$ 133,865.47
Investments	
	\$ 133,865.47

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	747.53	600.00	575.85	0.00	0.00	771.68
Classes	22,640.90	60,759.99	61,473.48	9,558.03	11,412.50	20,072.94
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	18,717.56	28,971.07	25,006.73	10,050.56	9,102.84	23,629.62
Trusts	59,996.97	1,051,902.20	1,041,335.78	24,222.34	32,583.55	62,202.18
General	19,779.52	24,610.15	26,468.58	18,501.87	9,233.91	27,189.05
	\$ 121,882.48	\$1,166,843.41	\$1,154,860.42	\$ 62,332.80	\$ 62,332.80	\$ 133,865.47

Sunset Palms Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 401 Anchorage Drive  
North Palm Beach, FL 33408

Principal:  
Fiscal Year 2018: Teresa Stoupas  
During Audit: Teresa Stoupas

Treasurer:  
Fiscal Year 2018: Michelle Testa  
During Audit: Michelle Testa

Afterschool Site Director:  
Fiscal Year 2018: Patricia Vico  
During Audit: Patricia Vico

**Cash and Investments**

Checking	\$ 70,073.59
Investments	
	\$ 70,073.59

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 53.34	\$ 2,153.00	\$ 3,540.77	\$ 1,334.43	\$0.00	\$0.00
Music	12,459.61	104,104.83	104,871.41	11,758.38	10,349.32	13,102.09
Classes	256.32	14,967.73	12,423.78	2,378.63	5,178.90	0.00
Clubs	3,473.74	7,050.00	6,621.18	407.00	3,521.93	787.63
Departments	2,424.25	17,199.74	17,004.60	3,707.37	3,750.46	2,576.30
Trusts	48,941.99	317,262.82	313,036.17	27,302.50	30,273.00	50,198.14
General	50.84	3,857.70	6,684.41	8,118.98	1,933.68	3,409.43
	\$ 67,660.09	\$ 466,595.82	\$ 464,182.32	\$ 55,007.29	\$ 55,007.29	\$ 70,073.59

## 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 OIG's review during the audit. According to staff, the boxes that contained the MCRs might have been misplaced when the school rearranged the storage areas. Subsequently, we performed additional testing of monies collection records. The testing results indicated that there were no apparent irregularities in the sample transactions.
- Monies were not always deposited into the bank in a timely manner. For example, \$13,440.83 collected through 44 MCRs was not timely processed by the school treasurer and deposited into the bank until 11 to 20 working days after collection.
- MCRs were not always completed with all the required information. Missing information included the check numbers, remitter's signature, and 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,

- All school records should be properly safeguarded and retained for a time-period consistent with the District's *Record Retention Schedule*.
- *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 supported by 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

*Concurs. All deposits will be completed within 5 days and the yellow monies collected forms will continue to be stored with the other audit boxes.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraising documentation revealed that:

- The *Fundraising Application/Recap Forms* for the School T-Shirts Sale (Account #7-0100.07) and the Music Polo Shirts Sale (Account #2-3500.03) were not approved by the Principal until ten and eleven months respectively after the sales had begun.
- The *Sales Item Inventory Report (SIIR)* for the School Shirt Sales (Account #7-0100.07) was reviewed and approved by the Principal five days after the beginning of the fundraiser, instead of after the fundraiser was closed.
- Based on the school's purchasing records, 285 polo shirts were purchased for resale. However, the *Sales Item Inventory Report* for the Music Polo Shirts Sales (Account #3-3500.03) indicated that 260 shirts were purchased. Consequently 25 shirts with a total resale value of \$375 was unaccounted for.
- Financial activities for two fundraisers (1) Sale of Music Polo Shirts and (2) Sales of Music Performance Uniforms were recorded in a single fundraiser account (#2-3500.03). They should be kept in two separate decimalized accounts.

### 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 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.
- 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

*25 missing polos were given free of cost to students in need. A running list can be provided. For the 2018-2019 internal accts, polos and uniforms will be separated in two separate accounts, but in previous years this was one account and one fundraiser.*

## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Disbursement #11569 (for \$1,215) exceeded the \$1,000 *Purchase Order* (PO) threshold, but did not have the required PO. Moreover, the PO for Disbursement #11658 (for \$2,000) was not approved by the principal until one day after the invoice date; and for the PO for Disbursement #11546 (for \$3,976), the date of the principal's signature was missing.
- Supporting documentation such as invoices/receipts were not 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,

- 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.
- To avoid potential duplicate payments, supporting documentation, such as invoices and receipts, should be defaced (stamped "PAID") after payment.

### Management's Response

*The \$1,215 check was a bill that was paid after the service was completed. This was not an order with a quote. The check was signed on the next business day.*

### Additional Comments

*Finding 1 – Continued: If bookkeeper is absent as she was in Feb & April, funds are delayed in being deposited. She was absent 2 weeks in Feb and 1.5 week in April. Finding 3 – Continued: because mail is handed over each day at the close of business.*

**Timber Trace Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 5200 117th Court North  
Palm Beach Gardens, FL 33418

Principal:  
Fiscal Year 2018: Kathy Pasquariello  
During Audit: Kathy Pasquariello

Treasurer:  
Fiscal Year 2018: Dawn Hollandsworth  
During Audit: Dawn Hollandsworth / Kathleen Bussius

Afterschool Site Director:  
Fiscal Year 2018: Rhonda Heide  
During Audit: Rhonda Heide

**Cash and Investments**

Checking	\$ 86,337.30
Investments	
	\$ 86,337.30

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	2,127.52	1,603.97	1,396.77	0.00	0.00	2,334.72
Classes	4,429.34	44,053.30	44,129.60	4,723.81	5,776.08	3,300.77
Clubs	8,900.38	23,433.47	15,483.14	8,696.45	15,670.72	9,876.44
Departments	29,097.76	31,838.41	36,090.08	10,215.64	9,643.71	25,418.02
Trusts	52,710.44	711,245.37	724,934.59	22,496.37	19,559.89	41,957.70
General	7,674.08	12,535.50	21,278.06	11,495.77	6,977.64	3,449.65
	\$ 104,939.52	\$ 824,710.02	\$ 843,312.24	\$ 57,628.04	\$ 57,628.04	\$ 86,337.30



## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Disbursements #15375 (for \$1,801.41) and #15378 (for \$3,045) did not have the required *Purchase Order*. A *Purchase Order* is required for purchases exceeding \$1,000.
- The school purchased library books (totaling \$1,353.23) on January 17, 2018. This purchases exceed the \$1,000 per vendor daily limit and was split into two transactions (\$853.37 and \$499.86) which were paid with the school's P-Card. Additionally, snacks for the Afterschool Program (totaling \$1,025.50) were purchased on May 14, 2018, using the school's P-Card and splitting the purchase into two transactions (\$199.00 and \$826.50). Splitting a purchase that exceeded the \$1,000 limit into multiple purchases is disallowed by the *Purchasing Manual*.

### 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 the purchase is appropriate, and funds will be available for the purchase.
- 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

*Concurs.*

**U.B. Kinsey/Palmview Elementary School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 800 11th Street  
West Palm Beach, FL 33401

Principal:  
Fiscal Year 2018: Adrienne Howard  
During Audit: Adrienne Howard

Treasurer:  
Fiscal Year 2018: Vernisa Ayers / Erin Lusaka  
During Audit: Erin Lusaka

Afterschool Site Director:  
Fiscal Year 2018: Cynthia Stubbs  
During Audit: Cynthia Stubbs

**Cash and Investments**

Checking	\$ 39,175.76
Investments	
	\$ 39,175.76

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	12,546.07	82,538.63	84,471.02	15,874.78	14,874.78	11,613.68
Classes	4,769.75	13,001.38	15,287.93	1,356.70	3,839.90	0.00
Clubs	12,001.10	22,858.76	17,013.09	14,211.83	14,223.33	17,835.27
Departments	205.04	2,260.67	2,211.93	2.98	2.98	253.78
Trusts	10,204.39	154,593.33	155,252.07	9,312.04	10,897.15	7,960.54
General	485.48	22,163.34	24,216.14	4,718.36	1,638.55	1,512.49
	\$ 40,211.83	\$ 297,416.11	\$ 298,452.18	\$ 45,476.69	\$ 45,476.69	\$ 39,175.76

## DEPOSIT OF MONIES

### Finding

The review of sample Monies Collected Reports (MCRs) and money collection process at the school found that *Section 2 of the Drop-safe Log* was signed only by the school treasurer. There is no evidence that an independent verifier was present to verify the deposit information when the safe was opened.

### Recommendation

To ensure proper fiscal accountability and as required by *Bulletin #P-14051-S/CFO*, the treasurer and an independent staff should jointly verify the contents of the safe compared to *Section 2* of the *Log*. This is to confirm that the deposits from the safe were removed by the treasurer 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.

### Management's Response

*Concurs. The treasurer and the staff verifier will review Bulletin #P-14051-S/CFO to ensure that all deposits are properly removed and logged upon opening the safe.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser records revealed that:

- The Domino's Slice Cards Sales (Account #2-3500.09) did not have the required *Fundraising Application/Recap Form* and *Sales Item Inventory Report*.
- Secme Katydids sales (Account #4-4500.01) had the following noncompliances:
  - The fundraiser sponsors did not complete the required Annual eLearning Fundraiser Training Course for Fiscal Year 2018.
  - The *Fundraising Application/Recap Form* was not verified by the school treasurer.
  - A total sales revenue of \$3,608, was deposited into the Internal Funds during Fiscal Year 2018. However, based on the school's purchasing records and the *Sales Item Inventory Report*, this fundraiser should have generated a total estimated revenue of \$5,040. As a result, \$1,432 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 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*.
- *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. 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***

*Concurs. Administration and the treasurer will review all fundraising forms are documented accurately and any discrepancy will be investigated.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

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

- Disbursements #6372, #6410 and #6430 (totaling \$1,550) were for payments of consultants for providing Winter Showcase Training, Banquet Special Events, and Set Construction for Spring Production services respectively. However, the engagement of these consultants did not have a *School District Consultant Agreement (PBSD 1420)*.
- The *Check Requisitions* for 12 disbursements (#s 6346, 6385, 6401, 6350, 6358, 6372, 6378, 6384, 6406, 6410, 6424, and 6450, totaling \$58,315.05) were not approved by the Principal. Seven (totaling \$49,727.85) of the 12 were approved by the School Treasurer instead of the Principal. However, the Principal did sign the related checks.
- Three disbursements (#6385 for \$2,523.80, #6401 for \$3,721.50 and #6358 for \$3,055.92) for payment of fundraiser resale items did not have itemized invoices. Instead, they were supported by vendors' account statements which did not contain the details of the purchases.
- A January 18, 2018, P-Card purchase for \$523.56 was supported by a credit card transaction receipt that indicated only the dollar amount without the details of the purchase.
- A \$152.35 P-Card purchase occurred January 10, 2018, for payment of telephone expenses, which is disallowed by District purchasing guidelines.

- 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 \$47,744.02, for seven disbursements (#6346, #6350, #6372, #6378, #6384, #6406, #6424, and #6450) 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 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 help protect the safety and welfare of students.
- All disbursements should be adequately documented with *Check Requisitions* approved 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 expenditures were appropriate.
- P-Card should not be used for purchase of items and services disallowed by the School district.
- To avoid duplicate payments, supporting documentation should be defaced (stamped “PAID”) after payment.

### **Management’s Response**

*Concurs. Administration and the treasurer will ensure that Internal Accounts and Purchasing Card procedures will be followed according to the manual*

## **PRENUMBERED DOCUMENTS**

### **Finding**

The review of controls in prenumbered documents found that the school did not maintain (1) the *Document Custodian Assignment Register* (PBSD 1663), and (2) 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.
- The document 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)* to perform the periodic inventory of the prenumbered forms.

### ***Management's Response***

*Concurs. The document custodian has been designated for the school.*

## **AFTERSCHOOL PROGRAM**

### **Finding**

The review of Afterschool Program records found that:

- As of June 30, 2018, the Afterschool Program had \$57,133.32 in accounts receivable from 159 student accounts. \$41,519.54 (73%) of the balance was more than three months past due.
- The Summer Camp Program ended July 31, 2018. However, as of February 11, 2019, the program had an accounts receivable balance of \$34,512.44 from 122 student accounts.
- The EZ Care database (the Afterschool Program's accounting system) was not maintained in a timely manner. The ELC's subsidy payments, totaling \$159,346.90, for August 2017 through June 2018, received by the District on behalf of the school were not recorded in the EZ Care database until August 20, 2018.
- A total of \$33,910.25 in Summer Camp Program revenue was collected and deposited into the Internal Funds. However, the EZ Care database indicated that a total of \$36,526.87 in program fees was collected during the summer. Consequently, \$2,616.62 in estimated revenue was not accounted for. *Additional audit work will be performed and the results will be issued in a separate report.*

### **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 *Afterschool Programs Operational Manual*. The *Manual* states "*fees are payable in advance and are collected monthly on the first three school days of the month.*" The school should collect the \$41,519.54.

U.B. Kinsey/Palmview Elementary School  
Management Letter  
Year Ended June 30, 2018

- Afterschool Program financial transactions should be accurately and timely recorded in the EZ Care database and periodically reconciled with the school's accounting records.

***Management's Response***

*Concurs. The Director of Afterschool will meet with administration to review finding and review the Afterschool Programs manual specifically, collection of fees.*

***Additional Comments***

*Missing documents were submitted to the auditor February 2019.*

**Verde Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 6590 Verde Trail  
Boca Raton, FL 33433

Principal:  
Fiscal Year 2018: Seth Moldovan  
During Audit: Seth Moldovan

Treasurer:  
Fiscal Year 2018: Marie Steffes  
During Audit: Marie Steffes

Afterschool Site Director:  
Fiscal Year 2018: Marie Schonger  
During Audit: Marie Schonger

**Cash and Investments**

Checking	\$ 41,696.12
Investments	
	\$ 41,696.12

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	19,649.00	16,872.32	594.25	3,370.93	0.00
Clubs	5,998.71	29,649.90	31,457.41	9,034.26	8,718.81	4,506.65
Departments	6,033.02	15,984.76	12,971.99	5,465.26	5,583.96	8,927.09
Trusts	15,251.64	710,957.31	703,806.72	7,459.75	10,104.75	19,757.23
General	2,868.27	18,093.59	17,681.64	7,704.32	2,479.39	8,505.15
	\$ 30,151.64	\$ 794,334.56	\$ 782,790.08	\$ 30,257.84	\$ 30,257.84	\$ 41,696.12



## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Four disbursements: #14602 (for \$1,151.85), #14858 (for \$1,623.56), #14860 (for \$1,500) and #14876 (for \$1,489.32) did not have the required *Purchase Order*. A *Purchase Order* is required for purchases exceeding \$1,000.
- Two P-Card purchases (\$730 and \$508) from the same vendor occurred on February 28, 2018, The combined purchases exceeded the \$1,000 per vendor daily limit without obtaining prior approval from the Purchasing Department.

### 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 the purchase is appropriate, and funds will be available for the purchase.
- P-Card purchase in excess of \$1,000 requires prior approval from the Purchasing Department. In addition, *Purchasing Card Procedures* provide that, “*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 split large purchase in order to circumvent the \$1,000 rule.

### Management’s Response

*Concurs. Staff has been trained on the requirements of Purchase Orders for amounts exceeding \$1,000. I have also reviewed the requirement of having prior approval of P-Card purchases over \$1,000. Unfortunately, the vendor changed us at the end of the month making it look like we charged on the same day.*

## 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 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

Verde Elementary School  
Management Letter  
Year Ended June 30, 2018

use of the *Prenumbered Document Inventory Register* (PBSD 0160) to confirm the periodic inventory check of the forms.

***Management's Response***

*Concurs. Staff has already been re-trained and understands responsibilities moving forward.*

**Village Academy on the Art & Sara Jo Kobacker Campus**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 400 SW 12th Avenue  
Delray Beach, FL 33444

Principal:  
Fiscal Year 2018: Latoya Dixon  
During Audit: Latoya Dixon

Treasurer:  
Fiscal Year 2018: Dawne Girtman  
During Audit: Dawne Girtman

**Cash and Investments**

Checking	\$ 107,926.97
Investments	
	\$ 107,926.97

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$ 11,684.35	\$ 18,842.00	\$ 13,241.45	\$ 5,460.80	\$ 623.00
Music	0.00	420.00	210.00	210.00	210.00	210.00
Classes	2,539.81	15,059.00	13,625.43	1,921.44	2,866.44	3,028.38
Clubs	6,054.42	8,240.15	8,193.15	4,004.50	3,024.50	7,081.42
Departments	1,229.22	3,706.75	3,392.88	984.95	984.95	1,543.09
Trusts	87,978.40	143,475.29	129,177.18	6,035.64	13,851.29	94,460.86
General	1,455.12	5,521.63	5,996.53	582.00	582.00	980.22
	\$ 99,256.97	\$ 188,107.17	\$ 179,437.17	\$ 26,979.98	\$ 26,979.98	\$ 107,926.97

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The Yearbook Apparel Sale (Account #4-6390.02) did not have the required *Sales Item Inventory Report*. \$750 in total sales revenues were deposited into the Internal Funds during July 1, 2017, through June 30, 2018. Based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$1,065. As a result, \$315 (30%) in estimated revenue was unaccounted for. Furthermore, the sponsor for this fundraiser did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### Recommendation

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

- To ensure proper fiscal accountability, the *Sales Item Inventory Report* should be accurately completed. 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.
- 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.

### Management's Response

*Concurs. Fundraiser and Sponsor refresher training conducted. Reminders added to newsletter. The inventory form will be collected from the sponsor immediately after the end of the sale. Check list will be used to monitor completion of training.*

## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Disbursement #12921 (for \$2,500) was payment for a deposit for the 2018 Senior Class Prom venue. However, the disbursement was supported by a Rental Agreement signed by the Class Sponsor instead of the Principal.
- Two disbursements #13002 (for \$100) and #13003 (for \$100) were funded by donations to graduating seniors. However, there was no documentation that the students have received the money.

### **Recommendation**

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

- 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.*”
- Students should sign documentation indicating that they have received the donated money.

### **Management’s Response**

*Concurs. Disbursements procedures will be followed as outlined in the internal accounts manual. The principal will approve all contracts as outlined in policy 6.14(4). The principal and the bookkeeper will review this policy immediately. Document will be drafted for signatures upon receipt of donated funds.*

**Washington Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1709 West 30th Street  
Riviera Beach, FL 33404

Principal:  
Fiscal Year 2018: Sandra Edwards / Carissa Battle  
During Audit: Carissa Battle

Treasurer:  
Fiscal Year 2018: La’Antwanette Cooper/ Bridget McKnight  
During Audit: Tangie Guillaume

Afterschool Site Director:  
Fiscal Year 2018: Demetria White  
During Audit: Demetria White

**Cash and Investments**

Checking	\$ 13,452.45
Investments	
	\$ 13,452.45

	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	2,802.85	1,948.02	1,135.97	958.52	1,032.28
Classes	826.92	1,137.20	2,141.57	1,911.27	691.00	1,042.82
Clubs	1,311.78	4,855.00	6,098.30	680.00	0.00	748.48
Departments	109.74	5,336.93	2,674.82	1,923.76	3,078.01	1,617.60
Trusts	8,899.65	70,125.98	70,587.18	7,931.65	8,151.45	8,218.65
General	4,835.59	3,670.57	7,009.87	274.92	978.59	792.62
	\$ 15,983.68	\$ 87,928.53	\$ 90,459.76	\$ 13,857.57	\$ 13,857.57	\$ 13,452.45

## DEPOSIT OF MONIES

### Finding

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

- The *Drop-safe Log* for July 1, 2017 through May 29, 2018 (pages 14-08781 through #14-08831) were missing. However, the pages had been previously scanned into the District's electronic document storage system; and the OIG was able to conduct the review.
- Only three sponsors submitted their yellow copies of *Monies Collected Reports* (MCRs) to the school secretary at the end of the year, as required, for record retention and future reference. The school's *2018 End-of-Year Checkout List* mistakenly directed staff to submit all the yellow copies of MCRs to the school treasurer. Furthermore, two of the three sponsors who submitted the MCRs to the secretary did not attach the computerized receipts to the yellow copy.

### 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 PBSB 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*, at the year-end, "*Teacher/sponsors should submit their yellow copies of the MCR and computerized receipts to the School Secretary...*"

### Management's Response

*Concurs. Yearly audit/bookkeeper procedures will be conducted by the Treasurer to the staff. We will ensure that all MCR yellow copies will be submitted to the school secretary. The checklist will reflect the change. Staff will be reminded during faculty meetings. Pre-conferences required with the Treasurer prior to a fundraiser/collecting money.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The Music Snack Shack fundraiser (Account #2-3500.01) did not have the required *Sales Item Inventory Report*. Also, unrelated financial transactions were recorded in the fundraising account. Moreover, the sponsor for the fundraiser did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

- The financials for the Bookfair fundraiser were recorded in the Media Center primary account (Account #5-1700.00), instead of a decimalized account for the sales. Also, the sponsor did not complete the *Recap* (actual sales) section of the *Fundraising Application/Recap Form*.

### **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 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**

*Concurs. We're reviewing fundraiser for this fiscal year to ensure that all accounts are decimalized. Staff is reminded during faculty meeting about completing the required eLearning course. Periodic checks will be conducted throughout the span of any given fundraiser as a form of checks and balances.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

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

- Disbursements #11990 (for \$1,183.20) did not have the required *Purchase Order*. Also, this expenditure was supported by a handwritten Order Form instead of an itemized invoice or receipt.
- Two disbursements (#11948 for \$178.13 and #11966 for \$250.70) were for reimbursements to staff for purchase of food totaling \$207.06 that were supported by credit card receipts that did not have the details of the items purchased.



Washington Elementary School  
Management Letter  
Year Ended June 30, 2018

- The October 20, 2017 P-Card transaction (for \$250) was supported by an e-mail requesting payment instead of an itemized invoice or receipt.
- The P-Card purchase on March 15, 2018 (for \$2,700) exceeded the \$1,000 per vendor per day but did not have prior approval from the Purchasing Department. Moreover, this transaction was supported only by a Quote instead of an invoice.
- Disbursement #11969 (for \$1,206.60) was payment for admissions and purchase of food for the 5<sup>th</sup> grade end of year in-county field trip on May 16, 2018. However, the *Field Trip/Activity Planning Report and Approval Request Form* was not approved 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* 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.
- Disbursements should be supported with invoices or itemized receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- P-Card purchases in excess of \$1,000 require prior approval from the Purchasing Department.
- *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**

*Concurs. There will be a weekly review with the Treasurer and Principal to discuss disbursements and P-Card purchases. This will ensure that proper documentation accompanies any given activity. All requests for field trips will have to be reviewed by the Assistant Principal prior to review by the Principal. Activities will have Principal's approval. Comment: The Field Trip Request form was submitted to the prior Principal however during the transition in was not signed.*

## **PRENUMBERED DOCUMENTS**

### **Finding**

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

**Recommendation**

The Document Custodian should be assigned to account for each prenumbered document, including *School Checks*, and *Classroom Receipt Books*. The *Prenumbered Document Inventory Register* (PBSD 0160) should be used to track the forms.

***Management's Response***

*Concurs. We will ensure that the Document Custodian is aware of expectations and duty. Also, there will be a weekly meeting with the Principal to review the tracking of forms.*

***Additional Comments***

*It was found that it is paramount that everyone understands and adheres to District policies and procedures when maintain records for handling school fiscal affairs. In addition, there should be paperwork to support the spending of school funds.*

**Waters Edge Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 21601 Shorewind Drive  
Boca Raton, FL 33428

Principal:  
Fiscal Year 2018: Joshua Davidow  
During Audit: Julie Walker

Treasurer:  
Fiscal Year 2018: Eileen Cuffari  
During Audit: Eileen Cuffari

Afterschool Site Director:  
Fiscal Year 2018: Patricia Mula  
During Audit: Patricia Mula

**Cash and Investments**

Checking	\$ 43,365.38
Investments	
	\$ 43,365.38

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	1,004.00	1,004.00	0.00	0.00	0.00
Classes	0.00	70,126.00	64,533.94	420.00	6,012.06	0.00
Clubs	0.00	530.00	768.50	238.50	0.00	0.00
Departments	1,712.72	23,631.99	22,622.58	7,358.26	5,362.00	4,718.39
Trusts	35,911.87	788,126.08	786,454.89	8,557.00	15,035.93	31,104.13
General	15,812.35	16,448.73	34,554.45	15,043.73	5,207.50	7,542.86
	\$ 53,436.94	\$ 899,866.80	\$ 909,938.36	\$ 31,617.49	\$ 31,617.49	\$ 43,365.38

Waters Edge Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Wellington Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 13000 Paddock Drive  
Wellington, FL 33414

Principal:  
Fiscal Year 2018: Maria Vaughan  
During Audit: Maria Vaughan

Treasurer:  
Fiscal Year 2018: Laurie Maglocco  
During Audit: Laurie Maglocco

Afterschool Site Director:  
Fiscal Year 2018: Nicole Ankeney  
During Audit: Nicole Ankeney

**Cash and Investments**

Checking	\$ 94,419.71
Investments	
	\$ 94,419.71

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	4,360.08	13,299.00	14,168.79	12,707.75	12,707.75	3,490.29
Classes	1,190.18	20,999.87	19,667.39	5,103.32	5,019.15	2,606.83
Clubs	59.49	160.00	95.35	0.00	0.00	124.14
Departments	6,932.97	26,901.16	24,282.10	7,077.52	6,997.52	9,632.03
Trusts	46,378.57	489,096.92	468,858.89	20,820.19	22,706.25	64,730.54
General	9,621.89	11,990.54	9,498.44	2,910.46	1,188.57	13,835.88
	\$ 68,543.18	\$ 562,447.49	\$ 536,570.96	\$ 48,619.24	\$ 48,619.24	\$ 94,419.71

Wellington Elementary School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**West Gate Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1545 Loxahatchee Drive  
West Palm Beach, FL 33409

Principal:  
Fiscal Year 2018: Patricia Ordonez-Feliciano  
During Audit: Patricia Ordonez-Feliciano

Treasurer:  
Fiscal Year 2018: Lisette Miranda  
During Audit: Lisette Miranda

Afterschool Site Director:  
Fiscal Year 2018: Lindsey Padron  
During Audit: Paola Branda

**Cash and Investments**

Checking	\$ 14,509.75
Investments	
	\$ 14,509.75

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	310.99	0.00	16.00	0.00	0.00	294.99
Classes	1,828.30	9,290.55	9,238.63	2,377.57	2,377.57	1,880.22
Clubs	2,170.87	18,040.80	17,404.57	9,041.51	9,041.51	2,807.10
Departments	1,047.24	5,488.91	5,342.57	563.26	563.26	1,193.58
Trusts	5,832.26	104,021.95	105,346.25	270.67	1,212.13	3,566.50
General	2,061.16	4,908.72	3,143.98	4,032.23	3,090.77	4,767.36
	\$ 13,250.82	\$ 141,750.93	\$ 140,492.00	\$ 16,285.24	\$ 16,285.24	\$ 14,509.75

West Gate Elementary School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 1057 West 6th Street  
Riviera Beach, FL 33404

Principal:  
Fiscal Year 2018: Robin Brown  
During Audit: Robin Brown

Treasurer:  
Fiscal Year 2018: Kerri McDonald-Rodgers  
During Audit: Jennifer Auguste

**Cash and Investments**

Checking	\$ 1,976.91
Investments	
	\$ 1,976.91

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	1,732.99	3,600.00	4,563.38	0.00	769.61	0.00
Clubs	0.00	0.00	0.00	0.00	0.00	0.00
Departments	28.14	10.00	0.00	0.00	38.14	0.00
Trusts	2,765.35	38,926.69	39,361.36	1,975.86	2,699.32	1,607.22
General	0.00	4,302.78	5,464.30	1,727.71	196.50	369.69
	\$ 4,526.48	\$ 46,839.47	\$ 49,389.04	\$ 3,703.57	\$ 3,703.57	\$ 1,976.91

## UNRESTRICTED ACCESS TO THE DROP-SAFE

### **Finding**

The Assistant Principal had the full combination to access the drop-safe because he was acting principal during the prior school year. Although the access combination was changed when the current principal started, the full combination was given to the Assistant Principal and not divided between appropriate staff.

### **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 to the drop-safe should be restricted only to authorized personnel.*

### **Management’s Response**

*Concurs. The combination to the safe has been changed. The combination has been divided amongst the appropriate staff.*

## DEPOSIT OF MONIES

### **Finding**

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.

### **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**

*Concurs. All staff have been instructed to keep and maintain the yellow MCR copies and the computerized receipts, that will be collected at the end of the year.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

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

West Riviera Elementary School  
Management Letter  
Year Ended June 30, 2018

- Disbursement #8804 (for \$851.50) was for purchase of cakes for the Mother's Day Cake fundraiser. However, this disbursement did not have the Principal-approved *Check Requisition* and the required itemized receipt.
- Supporting documents for nine disbursements, totaling \$13,700.37, (#8755, #8757, #8766, #8774, #8799, #8808, #8814, #8817, and #8818) were not defaced after payment. Supporting documentation should be defaced (stamped "PAID") after payment in order to prevent duplicate payments.
- Two P-card transactions (totaling \$5,000) occurred on May 23 and June 5, 2018, were for payments to a consultant for Virtual Consultation and Debrief Services. However, District's Purchasing Guidelines disallow consultant services be paid through a P-Card.

**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.
- To avoid duplicated payments, supporting documentation should be defaced (stamped "PAID") after payment was made.
- P-Card should not be used for procurement of consultant services, which is disallowed by the Purchasing Manual.

**Management's Response**

*Concurs. The treasurer is now knowledgeable of current policies and procedures.*

**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 *Drop-safe Logs*.

**Recommendation**

To ensure all prenumbered documents are properly accounted for, the school should assign a Document Custodian for each prenumbered document, including *Drop-Safe Logs*. The *Prenumbered Document Inventory Register (PBSD 0160)* should be used to confirm the periodic inventory check of the forms.

***Management's Response***

*Concurs. There is a document custodian in place. The Prenumbered Document Inventory Register is in place.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

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

- Three *Lease Agreements* (#1001, #1004, and #1005) did not have the signatures of witness. Moreover, the signatures of the lessee and the witness were not dated on Lease #1009.
- Two *Lease Agreements* (#s 1003 and 1004) were neither signed by the lessees nor approved by the Principal in a timely manner. Delays ranged from two to three days after the leasehold periods began.
- Leasing charges for three leases (#1003, #1004 and #1005) were not always collected prior to the use of facilities. Delays ranged from three to 18 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.
- 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***

*Concurs. We are reviewing to make sure all documents are signed and the payment is received before use of the facility.*

***Additional Comments***

*I will continue to monitor the procedures and process as described in district directions and documents.*

**Westward Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1101 Golf Avenue  
West Palm Beach, FL 33401

Principal:  
Fiscal Year 2018: Bobbie Brooks  
During Audit: Bobbie Brooks

Treasurer:  
Fiscal Year 2018: Blanca Figueroa / Veronica Debrand / Yessenia Abreu  
During Audit: Candace Tookes

Afterschool Site Director:  
Fiscal Year 2018: Zipporah Morris  
During Audit: Zipporah Morris

**Cash and Investments**

Checking	\$ 26,005.34
Investments	
	\$ 26,005.34

	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	3,175.66	5,827.40	7,290.18	3,337.98	3,337.98	1,712.88
Clubs	3,399.81	13,638.85	12,280.81	5,518.85	5,118.85	5,157.85
Departments	2,440.44	1,183.36	1,144.31	250.00	2,250.00	479.49
Trusts	12,906.65	108,046.17	105,356.63	6,129.45	4,529.45	17,196.19
General	1,564.08	5,710.27	5,815.42	3,868.19	3,868.19	1,458.93
	\$ 23,486.64	\$ 134,406.05	\$ 131,887.35	\$ 19,104.47	\$ 19,104.47	\$ 26,005.34

## ACCESS TO DROP-SAFE

### Finding

The school hired a new treasurer on August 1, 2018. However, the combination to access the drop-safe had not been changed. As of January 25, 2019, during our audit fieldwork, we notified the principal and a work order was submitted to change the combination.

### Recommendation

To ensure proper fiscal accountability and safeguard school assets, the combination to the access the drop-safe should be changed when there are change in personnel who has access to the drop-safe.

### Management's Response

*Concurs. This action was completed during the audit process.*

## DEPOSIT OF MONIES

### Finding

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

- Two pages (#14-23935 and #14-23936) of the Drop-safe Log for the beginning of Fiscal Year 2018 were missing. The missing pages should contain collection information for June 7, through June 11, 2017.
- Two collections (totaling \$2,400.84) recorded on two pages of *Drop-safe Log* (#s 14-23943 and 14-23993) were deleted (scratched out) without any explanation. It was not clear who or why the record was deleted.
- Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$7,226.84 collected through 12 MCRs (#s 838-9, 827-3, 827-2, 841-3, 847-5, 847-4, 847-3, 847-6, 847-9, 816-14, 816-12 and 816-6) were retained by the sponsors for one to 58 working days before the monies were put in 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-14051-S/CFO*, "Completed Drop Safes Logs must be filed sequentially in numerical order in a binder and retained for five years."

- Deposit information should be properly recorded on the *Drop-safe Log*. Reasons for deletion of entries should be noted on the *Log*, signed, and acknowledged by the sponsors.
- **DOE Rules** and **Internal Accounts Manual** 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 result in potential irregularities.

### ***Management's Response***

*Concurs. It has been explained to the Drop Safe Log custodian that he must log and give an account for sheets used in the summer SSCC and confidential secretary will assist in this process as well during the summer. We will review with club sponsors the expectation of logging in on the log sheet for money deposits.*

## **DOCUMENTATION FOR FUNDRAISERS**

### **Finding**

The review of sample fundraiser records revealed that:

- The following fundraising records for the Yearbook Sales (Account #7-0100.02) were not approved by the Principal: (1) *Fundraising Application/Recap Form*, (2) *Sales Item Inventory Report*, and (3) Check Requisition #11746 (for \$677.50) for yearbook printing expenses.
- The *Sales Item Inventory Report* for the PTO Shirt Sales (Account #6-3300.01) was not reviewed and approved by the Principal. In addition, the sponsor did not complete the required Annual eLearning Fundraiser Training Course until 107 days after the fundraising activities began.
- The required *Fundraising Application/Recap Forms* and *Sales Item Inventory Reports* were missing for the PTO Domino's Pizza Card Sales (Account #6-3300.03) and Safety Patrol Club Coupon Books (Account #4-4300.01).

### **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 fundraising activities are consistent with the School Board Mission, fundraisers should be pre-approved by the Principal, verified by the Bookkeeper 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 and estimated sales revenues 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***

*Concurs. We have established a policy that all fundraising packets must now have the ELM certificate identifying completion of training. The yearbook sponsor has been notified that if she needs to be in compliance of consultant contract expectations to remain as the sponsor. The new bookkeeper will monitor that the inventory reports are completed and signed with questions answered for discrepancies.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

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

- Disbursement #11730 (for \$400) was payment for a consultant for DJ services at the May 29, 2018, school party. However, the related School District Consultant Agreement (PBSD 1420) was not approved by the Principal.
- A September 21, 2017, P-Card transactions (for \$95.30) was for payment of telephone expenses, which is disallowed by District Purchasing Guidelines.
- A P-Card transaction (for \$150) was to pay for field trip admission tickets on June 20, 2018. However, the Temporary Duty Elsewhere (TDE) Forms for the staff were not approved by the Principal.

### **Recommendation**

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

- To protect the safety and welfare of students, prior to a consultant performing services and having contact with students at the school, the *Consultant Agreement (PBSD 1420)* should be properly executed, and most importantly, the consultant's background and clearance check must have been conducted and cleared as required by *Section 8 of the Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*.
- P-Card should not be used for items and services disallowed by the School district.
- All purchases should be pre-approved by the Principal. Staff's *TDE Forms* for District's travel should be approved by the Principal prior to paying the expenses for the travel arrangements.



***Management's Response***

*Concurs. I remember signed the DJ contract and do not know if a subsequent contract was redone for some reason but I did sign one for the dance. Truthfully many items were left incomplete from the last bookkeeper and having 3 bookkeepers in one year caused many things to slip through the cracks. More details at ending comments. We will work with this year's bookkeeper to close items correctly.*

**AFTERSCHOOL PROGRAM**

**Finding**

The review of Afterschool Program records found that:

- Student attendance records for the 2018 Summer Camp Program were missing. Due to the missing records, we were unable to determine that all fees were collected from students who attended the camp.
- The Registration Form for one student was missing.
- Based on the available *Parent Sign-Out Sheets*, attendance records, and payments, two students were not charged tuition fees for December 2017. Moreover, another student was not charged the months of December 2017 and January 2018. Consequently, \$934.64 in tuition fees were not collected for during Fiscal Year 2018.

**Recommendation**

Afterschool program should be administered in accordance with *Afterschool Programs Operational Manual*. Specifically

- All records, including student attendance and parent sign-out records, should be retained for a time period consistent with the requirements of the *Afterschool Programs Operational Manual* and the *District Record Retention Schedule*.
- 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.
- 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***

*Concurs. I have met with our director about corrections needing to be made and specifically procedure for late nonpaying fees. The director is having fees paid in advance for summer. I have met with the District Director from the Afterschool Department and we are working on action plans for correcting some of the concerns with Afterschool/Summer Camp at Westward.*

## PRENUMBERED DOCUMENTS

### **Finding**

The school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for the School Checks.

### **Recommendation**

A Document Custodian should be assigned to account for each prenumbered document, including *School Checks. Prenumbered Document Inventory Register (PBSD 0160)* should be used to track the periodic inventory of the forms.

### **Management's Response**

*Concurs. The document custodian was informed during the audit of the need to maintain this register.*

## LEASING OF SCHOOL FACILITIES

### **Finding**

The review of records for school facilities leasing found that:

- The school did not have a hard copy of Lease #1001, with all the required signatures for execution.
- The school did not transmit to the Central Office its share of rental income and sales tax paid by Lease #1002. Instead, the income was recorded in the Rental Income Account (#6-3800). As a result, the school under-transmitted \$122.50 to the Central Office for the District Share

### **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. In addition to recording leasing activities in the Tririga System, the school should also maintain a hard copy of the executed Lease Agreement for future reference.
- Leasing revenues should be allocated in accordance with the District's approved Rate Schedule. The portions of utility fees, sales tax, and insurance premium should be transmitted to the Central Office accordingly.

***Management's Response***

*Concurs. The AP will continue to work with the leasing department to ensure compliance with the district leasing policies.*

***Additional Comments***

*As noted previously we had 3 different bookkeepers over the course of 1 year and for at least 6-8 weeks before we could hire a bookkeeper due to one being on extended leave and then not being able to advertise the position until we could get a death certificate. This occurred early in the year around September. Bookkeeper number 2 was hired around December and left less than 2 months later for a higher paying position. Bookkeeper number 3 was brand new to the job and had some early concerns with her initial start. We found a number of items left undone from her departure a she had some conflicts with staff members including myself. Many of the findings are the results of an absence of a bookkeeper and numerous transitions with little consistency.*

**Whispering Pines Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 9090 Spanish River Boulevard  
Boca Raton, FL 33496

Principal:  
Fiscal Year 2018: Barbara Riemer  
During Audit: Barbara Riemer

Treasurer:  
Fiscal Year 2018: Celia Lafferty  
During Audit: Celia Lafferty

Afterschool Site Director:  
Fiscal Year 2018: Alexandra Vital  
During Audit: Alexandra Vital

**Cash and Investments**

Checking	\$ 72,194.56
Investments	
	\$ 72,194.56

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	7,054.83	59,761.92	61,309.14	1,935.64	2,333.96	5,109.29
Clubs	648.34	255.00	( 24.68)	0.00	0.00	928.02
Departments	15,461.10	42,948.28	46,432.01	10,258.60	9,735.98	12,499.99
Trusts	52,564.05	556,000.24	551,882.72	7,538.62	10,555.85	53,664.34
General	( 477.52)	1,577.98	4,000.47	3,141.93	249.00	( 7.08)
	\$ 75,250.80	\$ 660,543.42	\$ 663,599.66	\$ 22,874.79	\$ 22,874.79	\$ 72,194.56

## DEPOSIT OF MONIES

### Finding

The review of sample *Monies Collected Reports* (MCRs) and money collection process found that one page of the *Drop Safe-Log* (#14-24183) was missing. The missing page included the collection information for Deposit #935 processed on August 1, 2017, totaled \$6,231.25.

### Recommendation

To ensure proper fiscal accountability and as required by *Internal Accounts Manual* and 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

*Concurs. Drop safe logs have been filed sequentially in numerical order in a binder with the assistant principal. Records have been and will continue to be retained for five years in the vault.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The *Fundraising Application/Recap Form* for the 4<sup>th</sup> Grade St. Augustine T-Shirt Sales (Account #3-3400.03) was not approved by the Principal until 82 working days after the fundraising activities had begun.

### 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 on the *Fundraising Application/Recap Form*.

### Management’s Response

*Concurs. Fundraisers will be administered in accordance with the School Board Policy 2.16 and any other related District guidelines. All fundraisers will be pre-approved by the Principal and documented on the Fundraising Application/Recap Form.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

Whispering Pines Elementary School  
Management Letter  
Year Ended June 30, 2018

- Disbursement #9440 (for 1,988.71) did not have the required *Purchase Order*. A *Purchase Order* should be issued for all purchases exceeding \$1,000.
- Disbursement #9284 (for \$2,952) for purchase of student agendas was mistakenly funded from the Afterschool Registration Fees Account (#6-9525.00) instead of the general student accounts. According to the Account Definitions for Internal Funds, Afterschool Registration Fees Account may be used to fund operating expenditures for the Afterschool Program.

**Recommendation**

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

- *Purchase Order* approved by the Principal should be issued for purchase in excess of \$1,000. This will help ensure that funds are and will be available for the purchase.

As required by the *Afterschool Programs Operational Manual*, registration fees collected are retained in the internal funds and may be used to fund operating expenditures of the Afterschool Program.

**Management's Response**

*Concurs. Purchase orders will be issued for any purchases exceeding \$1,000. School Agendas will not be funded using the SACC Registration Fees Account.*

**Wynnebrook Elementary School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1167 Drexel Road  
West Palm Beach, FL 33417

Principal:  
Fiscal Year 2018: Suzanne Berry  
During Audit: Suzanne Berry

Treasurer:  
Fiscal Year 2018: Claire Salado  
During Audit: Claire Salado

Afterschool Site Director:  
Fiscal Year 2018: Adam Laing  
During Audit: Adam Laing

**Cash and Investments**

Checking	\$ 65,576.49
Investments	
	\$ 65,576.49

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	386.32	740.00	749.01	111.60	111.60	377.31
Classes	0.00	710.00	546.50	163.50	163.50	163.50
Clubs	1,420.31	7,773.00	4,946.77	4,459.25	4,919.25	3,786.54
Departments	2,011.53	1,688.72	1,904.51	870.50	870.50	1,795.74
Trusts	16,784.37	297,788.53	265,696.36	3,266.96	2,806.96	49,336.54
General	9,647.01	2,438.61	1,968.76	0.00	0.00	10,116.86
	\$ 30,249.54	\$ 311,138.86	\$ 275,811.91	\$ 8,871.81	\$ 8,871.81	\$ 65,576.49

## DEPOSIT OF MONIES

### Finding

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

- Several collections recorded on the *Drop-safe Log* were returned to sponsors for money counting or corrections of errors. Although each return was adequately described on the *Log*, the return of money to the sponsors was not documented, such as sign-off by the sponsors who received the returned collections.
- At the year-end, some sponsors did not turn in the yellow copies of the MCRs, along with the computerized receipts, to administration for record keeping.

### 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, monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the *Drop-safe Log*; and the collections be returned for deposit.
- 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

*Concurs. Drop safe log will have proper documentation (sponsors' initials). Yellow copies of MCR will be collected and filed by DP (admin).*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Two disbursements (#11217 for \$1,570.20 and #11241 for \$1,536.79) did not have the required *Purchase Orders*. A *Purchase Order* is required for all purchases exceeding \$1,000.
- Disbursement #11211 (for \$1,563.27) was for transmitting fundraiser donations to the American Heart Association. However, the payment did not have supporting documentation, such as the ledger page showing the total deposits.



Wynnebrook Elementary School  
Management Letter  
Year Ended June 30, 2018

- Disbursement #11229 (for \$125) was for payment to a consultant for a magic show for the Third Grade end-of-year party. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.
- Disbursement #11182 (for \$300) was for payment to a consultant for an Afterschool Program performance on October 17, 2017. However, the consultant's *Certificate of Insurance* mistakenly listed the school, instead of the School Board, as the additional insured party.
- The school purchased \$1,169.60 in office supplies on August 28, 2017. This purchase exceeded the \$1,000 per vendor daily limit and was split into three transactions (\$233.92, \$350.88 and \$584.80) which were paid with the school's P-Card. Splitting a purchase that exceeded the \$1,000 limit into multiple purchases is disallowed by the ***Purchasing Card Procedures***.

### **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* 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.
- To ensure that purchases are appropriate, disbursements and P-Card purchases should be adequately documented. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with the dated signatures. 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)***. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.
- As required by the District's *Risk Management Tool*, the consultant must "*provide a copy of liability insurance policy for the appropriate coverage amount, naming the School Board of Palm Beach County as an additional insured.*" This will ensure the School Board is protected from potential liabilities.
- 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**

*Concurs. Monitor purchases over \$1,000. Verify documentation for Consultant Agreement.*

## 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 accountability, and as required by *Chapter 27 of the Internal Accounts Manual*, the document custodian should be assigned to account for each prenumbered document, including *School Checks*, through the use of the *Prenumbered Document Inventory Register (PBSD 0160)*.

### **Management's Response**

*Concurs. Maintain Proper documentation for school checks and receipt books.*

## 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. Furthermore, one student's *Registration Form* was not signed by the parent/guardian.

### **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 and signed by the parent/guardian.

### **Management's Response**

*Concurs. Review afterschool program's registration forms for completion.*

# **Middle Schools**

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**Bak Middle School of the Arts  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1725 Echo Lake Drive  
West Palm Beach, FL 33407

Principal:  
Fiscal Year 2018: Sally Rozanski  
During Audit: Sally Rozanski

Treasurer:  
Fiscal Year 2018: Donna Bradshaw/Lilibette Valdas-Maietto  
During Audit: Lilibette Valdas-Maietto

**Cash and Investments**

Checking	\$ 449,725.28
Investments	
	\$ 449,725.28

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 15,977.89	\$ 18,574.50	\$ 14,806.33	\$ 11,362.01	\$ 11,386.40	\$ 19,721.67
Music	129,743.71	443,219.46	474,181.69	99,891.87	102,222.72	96,450.63
Classes	5,938.82	14,817.75	14,045.84	2,944.85	2,944.85	6,710.73
Clubs	8,225.55	51,297.42	48,377.78	15,366.32	13,376.92	13,134.59
Departments	217,981.02	369,928.34	352,042.24	165,268.74	169,888.70	231,247.16
Trusts	48,715.28	271,061.60	261,015.72	22,502.14	20,614.98	60,648.32
General	17,350.37	29,100.28	27,737.11	23,749.78	20,651.14	21,812.18
	\$ 443,932.64	\$1,197,999.35	\$1,192,206.71	\$ 341,085.71	\$ 341,085.71	\$ 449,725.28

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

Activities for the Athletic - Gym T-Shirts/Shorts Sales (Account #1-0010.10) began on August 14, 2017. However, the sponsor of this activity did not complete the required Annual eLearning Training Course until February 14, 2018; i.e., six months after the fundraising activity began.

### **Recommendation**

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

### ***Management's Response***

*Concurs. The staff member believed she had completed the training. All teachers and staff are provided with clear directions and timelines for financial trainings. We will continue to have procedur4es in place.*

### ***Additional Comments***

*It would be helpful if the district had the financial trainings ready on July 1 or at least had them ready by Pre-School in August. Traditionally, these trainings are not available until school begins and we have already started selling and/or collecting money (i.e., fees). If the training were ready in July and early August, faculty and staff could complete the trainings before school starts (when they have more time).*



**Bear Lakes Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 3505 Shenandoah Boulevard  
West Palm Beach, FL 33409

Principal:  
Fiscal Year 2018: Kirk Howell  
During Audit: Kirk Howell

Treasurer:  
Fiscal Year 2018: Yolanda Federick  
During Audit: Yolanda Federick

**Cash and Investments**

Checking	\$ 54,587.92
Investments	
	\$ 54,587.92

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 63.57	\$ 11,222.59	\$ 12,662.37	\$ 7,523.98	\$ 6,023.98	\$ 123.79
Music	1,617.06	20,801.24	17,226.78	5,285.20	5,285.20	5,191.52
Classes	1,528.93	2,296.00	2,974.45	173.43	173.43	850.48
Clubs	1,914.71	13,637.00	5,789.92	2,485.82	2,485.82	9,761.79
Departments	8,588.01	9,776.96	7,529.68	7,038.72	7,538.72	10,335.29
Trusts	32,614.30	83,922.88	87,405.94	5,000.00	6,000.00	28,131.24
General	72.32	920.99	799.50	76.25	76.25	193.81
	\$ 46,398.90	\$ 142,577.66	\$ 134,388.64	\$ 27,583.40	\$ 27,583.40	\$ 54,587.92

## **SAFEGUARDING OF SCHOOL ASSETS**

### **Finding**

During the audit, we noted that 25 of the school's blank checks were stored on a shelf in the treasurer's office. Access to the office was not restricted while the treasurer was away.

### **Recommendation**

To ensure school assets are safeguarded properly, school checks should be stored in a location with restricted access, such as a locked cabinet or the drop-safe.

### ***Management's Response***

*Concurs. Checks will be stored in a locked file cabinet in the bookkeeper's office. Excess checks will be stored in the vault. The lock to the bookkeeper's office is restricted to the bookkeeper and the principal.*

## **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 review during the audit. According to staff, the school was under renovation during the summer and the movers might have misplaced the boxes that contained the yellow copies of MCRs. Staff will continue to search storage areas to try to locate the missing records.
- Eight money collections recorded on eight pages of the *Drop-safe Logs #s* (14-46406,14-46407, 14-46411, 14-46414, 14-46430,14-46434,14-46424, and 14-14-46379) indicated "not counted" or "return to sponsor" in *Sections 2 and 3* of the *Logs*. However, the return of money to the sponsors was not documented such as signed-off by the sponsors for 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,

- To ensure proper fiscal accountability and as required by *Bulletin #P-14051-S/CFO*, the yellow copies of *MCRs* with *Official Receipts* submitted to the School Secretary at year-end should be retained for a time-period consistent with the *District's Record Retention Schedule*.

- Monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the Log.

***Management's Response***

*Concurs. The yellow copies of the Monies Collected Forms have been located and have been scanned and attached to send with this form. Sponsors will sign an acknowledgement for receipt of collections in the future.*

**DOCUMENTATION FOR FUNDRAISERS**

**Finding**

The *Sales Item Inventory Report* for the Cheerleaders School T-Shirt Sales (Account #4-4850.01) was not completed with accurate information. Based on the school's purchasing records, a total of 110 T-shirts were purchased for this fundraiser. However only 93 T-shirts were recorded as purchased on the *Sales Item Inventory Report* with no remaining inventory. A total sales revenue of \$1,285 was deposited into the Internal Funds during July 1, 2017, through June 30, 2018. This fundraiser should have generated a total estimated revenue of \$1,430. Consequently, \$145 (10%) in estimated revenue was unaccounted for.

**Recommendation**

To ensure proper fiscal accountability, the *Sales Item Inventory Report* should be accurately completed with all the 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***

*Concurs. The final fundraiser documentation will be checked over by administration before submission to the bookkeeper.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

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

- The P-Card *Monthly Bank Statements* did not have the dates of the principal and cardholders' signatures.
- The P-Card *Monthly Bank Statements* were not always reconciled and submitted timely. For example, the February and March 2018, Bank Statements for one cardholder were not submitted to the District until April 2 and May 31, 2018, respectively.

### **Recommendation**

The school should comply with the *Purchasing Manual Chapter 24, Purchasing Card Procedures*, and District's accounting procedures. Specifically, to prevent and detect potential frauds and abuses, P-Card activities should be timely reconciled after the receipt of bank statements. Cardholders should complete the Purchasing Card *End of Cycle Checklist* monthly, and all monthly P-Card reconciliation records should be reviewed and approved by the Principal.

### **Management's Response**

*Concurs. Before scanning, we will verify that all dates and signatures are on the monthly bank statements. Statements will be submitted before the deadline each month.*

## **LEASING OF SCHOOL FACILITIES**

### **Finding**

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

- *Lease Agreements* were not always executed with all the proper signatures in a timely manner. For example, three Leases (#s 1005, 1027, and 1034) were not approved by the Principal through the Tririga System until after the leasehold periods begun, with delays ranging from five to 75 days. We noted the same noncompliance during the Fiscal Year 2017 audit.
- The Tririga System indicated that the school had 38 leasing arrangements during the year. However, the school did not have a hard copy of the executed *Lease Agreements* for 16 leases: #1002, #1003, #1004, #1005 #1006, #1008, #1009, #1010, #1011, #1012, #1014, #1015, #1016, #1018, #1031 and #1034.
- Leasing charges for seven leases (#s 1021, 1022, 1023, 1027, 1034, 1035, and 1036) were not always collected prior to the use of facilities. Delays ranged from four to 14 days.
- The school's recorded leasing income was overstated in the Tririga System by a net amount of \$2,077 because of the following:
  - Lease #1008 had total leasing charges of \$1,980. However, as of June 30, 2018 the school had not collected the payments.
  - A waiver of \$472 was issued for Lease #1002. However, the waiver was not recorded in Tririga System.
  - Lease #1017 had a status of "Revision in Progress" in the Tririga System. As a result, the payment of \$375 for this *Lease Agreement* was not recorded in the 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 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 2.62, Section 5.c.iii***, states, “*The failure of a division/department head or school principal to correct audit findings and implement corrective actions shall be addressed and assessed as part of the division/department head’s or school principal’s annual performance evaluation.*” The principal should ensure audit issues are corrected and not be repeated in the future.
- ***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***

*Concurs. A new administrator has been assigned to leases and is attending the district’s trainings so that he can adhere to the district’s leasing policies.*

**Boca Raton Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1251 N.W. 8th Street  
Boca Raton, FL 33486

Principal:  
Fiscal Year 2018: Peter Slack  
During Audit: Peter Slack

Treasurer:  
Fiscal Year 2018: Jeannine Balbier  
During Audit: Jeannine Balbier

Community School Director:  
Fiscal Year 2018: Emily Greene / David Lawrie  
During Audit: David Lawrie

**Cash and Investments**

Checking	\$ 198,035.92
Investments	
	\$ 198,035.92

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 14,051.22	\$ 7,417.43	\$ 8,249.59	\$ 2,922.06	\$ 2,922.06	\$ 13,219.06
Music	3,140.70	40,017.00	37,838.41	9,121.06	7,121.06	7,319.29
Classes	333.61	33,116.50	32,986.92	455.00	455.00	463.19
Clubs	4,539.78	73,144.15	56,688.54	18,129.53	16,260.14	22,864.78
Departments	79,877.16	83,458.91	90,850.46	65,808.26	64,604.00	73,689.87
Trusts	32,605.25	141,393.25	126,582.37	5,125.46	5,122.17	47,419.42
General	38,695.36	53,848.16	54,406.27	21,496.05	26,572.99	33,060.31
	\$ 173,243.08	\$ 432,395.40	\$ 407,602.56	\$ 123,057.42	\$ 123,057.42	\$ 198,035.92

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of sample fundraisers found that the sponsor for the Student Council (SGA) Strong T-Shirts Sales did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### **Recommendation**

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. To ensure fundraiser sponsor is aware of and complying with the current procedures, the sponsor should complete the required Annual eLearning Fundraiser Training Course prior to conducting fundraising activity.

### **Management's Response**

*Concurs. All Fundraising Sponsors will not be required to attach their eLearning certification to verify completion of Annual eLearning Fundraising Training.*

## ADULT EDUCATION AND COMMUNITY SCHOOL PROGRAMS

### **Finding**

The review of the Adult Education and Community School Programs found that:

- The school has not received the payments (totaled \$1,588.80) for the periods June 11, and June 26 through September 17, 2017, from Active Network, vendor for online registration and payment processing.
- District procedures require that community school fees be transmitted to the Central Office within 42 days after the classes begin. The review of community school accounting records found that the school did not transmit timely the fees to the Central Office, with delays ranging from 39 to 158 days.

### **Recommendation**

Adult Education and Community School Programs should be administered in accordance with the District's guidelines. Specifically,

- The school should recoup the \$1,588.80 in fee payments from ActiveNet. To ensure all fees are collected the school should reconcile fee collections and registration records in a timely manner.
- In accordance with District's guidelines, all 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***

*Concurs. All future Community School Transmittals will be within the required window of time. BRCMS will work the ACE Department who is working with ActiveNet to recoup the funds owed to our BRCMS ACE Program.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

The review of records for school facilities leasing found that:

- The Lease Coordinator did not always deposit monies collected from lessees into the drop-safe in a timely manner. For example,
  - Lease Agreement #1010 was for the use of school facilities by lessee during October 8 through 29, 2017. During audit fieldwork, we discovered that a lessee's payment check (for \$890.40) was still retained by the Lease Coordinator and had not been put in the drop-safe; i.e. 16 months after the leasehold period ended.
  - Staff located two lessee payment checks dated February 24, and April 27, 2017 (totaling \$657.95) for two Fiscal Year 2017 *Lease Agreements* that were not deposited into the drop-safe as of February 8, 2019. The checks were still retained by the Lease Coordinator at the time of the audit, 12 months after the collections.
- The leasing information for Leases #1002 and #1003 was recorded in the Tririga System; and the school has not collected the lease payments. According to staff, the lessee never used the facilities; but, the original leasing records was not rectified in the Tririga System. As a result, the Tririga System overstated the school's leasing income by \$950.40.
- Leasing charges for Leases #1010 and #1013 were not collected prior to the use of facilities by lessees. Delays ranged from six to 38 days.

**Recommendation**

Leasing of school facilities should be administered in accordance with ***School Board Policy 7.18*** and related 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 sponsors to unwarranted exposure and result in potential irregularities.
- Leasing information should be accurately recorded in the Tririga System; and the information on the record should be updated as needed when the agreement is amended for fee waivers or cancellations.



Boca Raton Middle School  
Management Letter  
Year Ended June 30, 2018

- 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***

*Concurs. The new BRCMS lease coordinator will deposit all future monies collected into the drop safe in a timely manner. Future leasing information will be updated and accurately recorded in Tririga for fee waivers or cancellations.*

**Carver Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 101 Barwick Road  
Delray Beach, FL 33445

Principal:  
Fiscal Year 2018: Kiwana Alexander-Prophete  
During Audit: Sandra Edwards

Treasurer:  
Fiscal Year 2018: Ryan Lewis  
During Audit: Ryan Lewis

**Cash and Investments**

Checking	\$ 21,501.06
Investments	
	\$ 21,501.06

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,076.59	\$ 12,150.35	\$ 12,418.65	\$ 3,821.03	\$ 2,727.71	\$ 3,901.61
Music	581.75	104.00	0.00	0.00	0.00	685.75
Classes	4,426.31	42,091.63	43,927.82	5,902.33	5,029.09	3,463.36
Clubs	7,461.06	20,521.33	22,077.15	2,547.54	4,160.92	4,291.86
Departments	3,776.50	23,648.32	22,740.33	5,557.37	5,529.37	4,712.49
Trusts	7,291.55	39,144.31	41,955.58	1,365.51	2,083.40	3,762.39
General	6,008.82	13,200.82	18,862.75	3,067.91	2,731.20	683.60
	\$ 32,622.58	\$ 150,860.76	\$ 161,982.28	\$ 22,261.69	\$ 22,261.69	\$ 21,501.06

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of three sample fundraisers revealed that:

- The Yearbook Sales (#7-0100.06) had a total expense of \$4,599.27 and \$2,705 in sales revenue, resulting a deficit of 1,894.27 as of June 30, 2018. Our review of the purchase and sales records revealed that 158 copies of the Yearbook were purchased for resale, and 52 copies were remained in inventory as of August 7, 2018; i.e. 106 (67%) of the 158 available copies were sold.
- Although a *Sales Item Inventory Report* for T-Shirt Sales (Account #7-0100.30) was prepared and signed by the sponsor, purchase and sales information was not recorded on the report. 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. Consequently, there was no information to ascertain if all monies from the fundraiser was properly accounted for.

### Recommendation

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

- To ensure fiscal accountability and program self-sufficiency, the school should monitor closely the revenues and expenditures for the Yearbook Account. Specifically, the school should consider adjusting the number of yearbooks to be printed so that this activity will not incur a deficit due to overprinting.
- *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 confirm the legitimacy for any items that were given-away free-of-charge or missing. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

### Management's Response

*Concurs.*

## DEPOSIT OF MONIES

### Finding

The review of sample *Monies Collected Reports* (MCR) found that \$450 of the total \$675 collected through two MCRs (#686-2 for \$365 and #683-2 for \$310) were kept by the sponsors for one to four working days before the collections were 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**

*Concurs.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

The review of sample disbursements found that:

- Two checks (#12826 for \$500 and #12871 for \$4,520) and the corresponding *Check Requisitions* were signed by the school treasurer and the treasurer's alternate signer, instead of the treasurer and the Regional Superintendent, who is the alternate signer for the Principal.
- Disbursement #12826 (for \$500) was an advance payment for meals for a field trip. However, the receipts submitted for reimbursement included one for three adults' admission to a movie totaling \$42.23. There was no documentation indicating the purpose (business or educational) of watching this movie.
- Disbursements 12892 (for \$4,699.45), #12906 (for \$3,840), and #12871 (for \$4,520) were payments of expenses for the 6<sup>th</sup> grade, 7<sup>th</sup> grade, and 8<sup>th</sup> grade field trips to Orlando, respectively. However, the *Field Trip Request Forms* for these Out-of-County Field Trips had not been approved by the Regional Superintendent because school staff incorrectly selected the "In-County" drop-down category when the Field Trip Request Forms were entered into the eForm computer system.

### **Recommendation**

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

- As required by *DOE Rules (Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools)* and *Internal Accounts Manual, Chapter 3*, all payment checks must be signed by two persons, one of them must be the Principal. Moreover, the Regional Superintendent is the alternate check signer while the Principal is not available.
- To ensure proper fiscal accountability, purposes and justifications should be documented for all expenditures. Entertainment expenses, such as watching a movie, is not a reimbursable expense.
- Field trips should be administered in accordance with *School Board Policy 2.40*. Specifically, (1) field trips should be pre-approved by the Principal with adequate documentation, (2) in-county field trips

should be approved by the Principal, and (3) out-of-county field trips should be approved by the Principal and Regional/Instructional Superintendent.

***Management's Response***

*Concurs.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

The review of records for school facility leasing found that:

- Lease #1008 had a total leasing charges of \$6,300 for the weekly use of facilities during February 4 and June 24, 2018. As of June 30, 2018, the school received only \$5,400 in lease payments. The remaining \$900 had not been collected from the lessee.
- Leasing charges for Leases #1012 and #1013 were not collected until 17 and nine days respectively 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, ***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.*”

***Management's Response***

*Concurs.*

**Christa McAuliffe Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 6500 Le Chalet Boulevard  
Boynton Beach, FL 33437

Principal:  
Fiscal Year 2018: Jeff Silverman  
During Audit: Jeff Silverman

Treasurer:  
Fiscal Year 2018: Diane Davant  
During Audit: Diane Davant

**Cash and Investments**

Checking	\$ 143,895.53
Investments	
	\$ 143,895.53

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 8,000.50	\$ 19,510.31	\$ 15,972.79	\$ 16,548.61	\$ 16,548.61	\$ 11,538.02
Music	5,701.88	28,553.17	22,210.99	12,158.39	12,158.39	12,044.06
Classes	3,226.14	45,613.98	47,695.10	4,647.81	2,085.61	3,707.22
Clubs	6,033.72	10,909.07	8,359.78	4,827.51	4,789.07	8,621.45
Departments	71,828.79	74,635.32	73,400.04	31,281.38	32,408.58	71,936.87
Trusts	55,569.13	135,386.96	156,238.39	2,619.95	11,697.09	25,640.56
General	8,881.03	12,195.37	18,272.75	13,238.98	5,635.28	10,407.35
	\$ 159,241.19	\$ 326,804.18	\$ 342,149.84	\$ 85,322.63	\$ 85,322.63	\$ 143,895.53

## DEPOSIT OF MONIES

### **Finding**

The school did not always use the District's *Classroom Receipts* for collecting monies from students. Instead, generic receipts were used for items such as lost or damaged textbooks and replacement ID's.

### **Recommendation**

The school should use the District's standardized receipts (*Classroom Receipts*) to account for monies collected. Generic receipts should not be used.

### **Management's Response**

*Concurs. We only use standardized receipts from this point on.*

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The sponsors of the following three fundraisers did not complete the required Annual eLearning Fundraiser Training Course prior to conducting the fundraiser activities: (1) Yearbook Sales (Account #5-0450.03), (2) TV Production Candy Sales (Account #5-2701.01), and (3) School Store (Account #5-1700.01).

### **Recommendation**

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.

### **Management's Response**

*Concurs. We will insure that all remaining staff that participate in fundraising will take the online course immediately.*

## SAFE SCHOOL PROGRAM

### **Finding**

As of June 30, 2018, the Before and After Care Programs had a total \$5,927 in accounts receivable from 57 student accounts. According to staff, some of the students were eligible for free and reduced lunch and would be exempt from paying program fees. However, documentation for the students' fee waiver/exemption status was not maintained.

Christa McAuliffe Middle School  
Management Letter  
Year Ended June 30, 2018

**Recommendation**

The money collection process for Safe School Program should be administered in accordance with the *Middle School After School Program Handbook* and related District guidelines. Fee waivers, if any, should be documented and approved by the principal.

***Management's Response***

*Concurs. Conversation with our After School Director has already occurred and principal will monitor more closely.*



**Congress Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 101 South Congress Avenue  
Boynton Beach, FL 33426

Principal:  
Fiscal Year 2018: Denise O'Connor  
During Audit: Denise O'Connor

Treasurer:  
Fiscal Year 2018: Yvonne Small  
During Audit: Yvonne Small

**Cash and Investments**

Checking	\$ 49,630.15
Investments	
	\$ 49,630.15

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 1,032.42	\$ 7,865.70	\$ 4,025.74	\$0.00	\$0.00	\$ 4,872.38
Music	2,714.72	2,442.50	1,749.55	625.00	625.00	3,407.67
Classes	5,857.12	40,786.84	40,474.72	2,473.34	2,478.61	6,163.97
Clubs	3,446.51	1,442.63	1,661.76	80.00	137.68	3,169.70
Departments	2,181.77	6,710.88	5,428.18	1,006.90	1,064.97	3,406.40
Trusts	15,686.76	26,124.82	20,003.59	3,014.00	3,584.45	21,237.54
General	6,711.29	15,702.42	15,732.69	3,341.25	2,649.78	7,372.49
	\$ 37,630.59	\$ 101,075.79	\$ 89,076.23	\$ 10,540.49	\$ 10,540.49	\$ 49,630.15

Congress Middle School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Conniston Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 3630 Parker Avenue  
West Palm Beach, FL 33405

Principal:  
Fiscal Year 2018: Oscar Otero  
During Audit: Oscar Otero

Treasurer:  
Fiscal Year 2018: Adriana Valladares  
During Audit: Adriana Valladares

**Cash and Investments**

Checking	\$ 62,263.91
Investments	
	\$ 62,263.91

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 1,755.16	\$ 5,516.60	\$ 6,422.82	\$ 4,980.88	\$ 4,508.03	\$ 1,321.79
Music	4,300.77	10,007.45	8,913.40	3,410.82	3,410.96	5,394.68
Classes	0.00	5,156.50	3,066.88	2,137.62	2,223.10	2,004.14
Clubs	9,135.31	3,654.00	6,638.82	535.79	1,659.50	5,026.78
Departments	18,443.04	37,266.36	25,227.48	16,016.93	16,462.49	30,036.36
Trusts	13,681.71	26,323.53	30,292.63	840.94	1,135.86	9,417.69
General	7,556.79	40,912.67	40,883.95	24,056.41	22,579.45	9,062.47
	\$ 54,872.78	\$ 128,837.11	\$ 121,445.98	\$ 51,979.39	\$ 51,979.39	\$ 62,263.91

## LEASING OF SCHOOL FACILITIES

### **Finding**

The review of records for facilities leasing found that *Lease Agreement* #1001 was not signed by the lessee until 44 days after the leasehold period had begun. Furthermore, the *Agreement* was not signed by a witness.

### **Recommendation**

To ensure *Lease Agreements* are legally enforceable, they should be properly executed with all the required signatures, prior to the use of facility by lessees.

### ***Management's Response***

*Concurs. This was a last-minute lease for parking at the request of the White House for an event at Mar-a-Lago. All paperwork was delayed by the lessee after the event. In consideration of the request's origination, the event took place as requested.*

**Crestwood Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 64 Sparrow Drive  
Royal Palm Beach, FL 33411

Principal:  
Fiscal Year 2018: Stephanie Nance  
During Audit: Stephanie Nance

Treasurer:  
Fiscal Year 2018: Carrie Richardson  
During Audit: Carrie Richardson

**Cash and Investments**

Checking	\$ 65,094.24
Investments	
	\$ 65,094.24

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 4,567.11	\$ 12,640.86	\$ 12,057.61	\$ 10,708.17	\$ 10,390.92	\$ 5,467.61
Music	5,317.51	13,742.88	10,695.96	2,236.28	4,661.59	5,939.12
Classes	2,282.20	1,334.50	1,586.76	1,805.64	1,197.14	2,638.44
Clubs	4,246.37	41,732.85	42,573.81	6,190.74	5,779.84	3,816.31
Departments	27,635.18	44,696.62	43,614.54	29,280.08	31,151.87	26,845.47
Trusts	12,569.17	51,492.19	53,489.26	1,559.50	1,144.08	10,987.52
General	3,831.14	32,057.34	29,033.74	26,599.48	24,054.45	9,399.77
	\$ 60,448.68	\$ 197,697.24	\$ 193,051.68	\$ 78,379.89	\$ 78,379.89	\$ 65,094.24

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser documentation revealed that:

- The *Fundraising Application/Recap Forms* were not approved by the principal for the (1) Math – Chocolate Pretzel Sales (Account #5-1600.19), (2) Fall Festival Dance (Account #5-1600.15), and (3) Fall Festival Concession Sales (Account #5-1600.18).
- The required *Sales Item Inventory Report* was not prepared for the Math – Chocolate Pretzel Sales (Account #5-1600.19). Furthermore, the recap section (Actual Sales) of the *Fundraising Application/Recap Form* for this fundraiser was not completed.
- The *Sales Item Inventory Report* for the Fall Festival Concession Sales (Account #5-1600.18) was 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 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

*Concurs. The Principal and School Treasurer will continue to meet with fundraising sponsors to review and discuss SB Policy 2.16 and related guidelines including required fundraising training and implementation protocols, with specific emphasis on how to accurately complete the fundraising recap form and sales item inventory report.*

## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Two disbursements (#13147 for \$750 and #13162 for \$750) were payments for three Comedy Magic Shows on May 16 through 18, 2018. However, the engagement of this consultant did not have a *School District Consultant Agreement* (PBSD 1420).

- Disbursement #12843 (for \$300) was payment for DJ services for the October 27, 2017, Fall Festival Dance. However, the related *School District Consultant Agreement (PBSD 1420)* was neither signed by the consultant nor approved by the Principal.
- Two disbursements (#12893 for \$2,104.78 and #13134 for \$2,174.55) did not have the required *Purchase Order*. A *Purchase Order* is required for all purchases exceeding \$1,000.

### **Recommendation**

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

- The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with the dated signatures. 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)*. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.
- 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.

### **Management's Response**

*Concurs. 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.*

## **SAFE SCHOOLS PROGRAM**

### **Finding**

The school did not maintain *Record of Payment Forms* to account for fees collected from the Safe School Program. Also, some *Registration Forms* were missing. Due to the lack of complete fee collection records, there is no assurance that all program fees were properly accounted for. Based on the available records, the program should have \$14,082.50 in total estimated revenue; but only \$10,180 in Safe School Program fees was deposited into the Internal Funds (Account #6-9900.00 and #6-9901.00). As a result, \$3,902.50 (\$14,082.50 - \$10,180) in estimated revenue was unaccounted for.

### **Recommendation**

Safe School Program should be administered in accordance with *Middle School Afterschool Program Handbook* and other District's guidelines. Specifically,

Crestwood Middle School  
Management Letter  
Year Ended June 30, 2018

- To ensure the safety of our students, *Registration Forms* for students in the Safe School Program should be completed with the needed information and signed by their parents/guardians.
- To ensure proper fiscal accountability, payment history should be recorded on the individual *Records of Payment Form* (PBSD 1652) for each student.

***Management's Response***

*Concurs. The Principal and School Treasurer will meet with the school's Safe Schools Director to review student registration, payment protocols, documentation and procedures, as outlined in the District's Middle School After School program handbook, with specific emphasis on ensuring that registration fees and payment forms are adequately documented and supported by receipts and payment records.*



**Don Estridge High Tech Middle School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 1798 N.W. Spanish River Boulevard  
 Boca Raton, FL 33431

Principal:  
 Fiscal Year 2018: Rachel Capitano  
 During Audit: Rachel Capitano

Treasurer:  
 Fiscal Year 2018: Laura Palo  
 During Audit: Laura Palo

**Cash and Investments**

Checking	\$ 89,871.56
Investments	
	\$ 89,871.56

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 7,111.89	\$ 26,093.61	\$ 26,754.93	\$ 9,087.77	\$ 8,620.50	\$ 6,917.84
Music	7,517.17	65,389.63	69,563.90	25,366.10	25,442.67	3,266.33
Classes	0.00	0.00	0.00	0.00	0.00	0.00
Clubs	11,053.10	6,557.90	11,454.15	1,187.87	1,187.87	6,156.85
Departments	31,546.69	41,852.00	38,115.32	25,183.38	25,230.20	35,236.55
Trusts	47,737.72	90,473.14	105,846.65	6,273.24	9,490.07	29,147.38
General	11,112.19	41,301.08	46,139.61	21,907.19	19,034.24	9,146.61
	\$ 116,078.76	\$ 271,667.36	\$ 297,874.56	\$ 89,005.55	\$ 89,005.55	\$ 89,871.56

Don Estridge High Tech Middle School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Eagles Landing Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 19500 Coral Ridge Drive  
Boca Raton, FL 33498

Principal:  
Fiscal Year 2018: Joseph Peccia  
During Audit: Joseph Peccia

Treasurer:  
Fiscal Year 2018: Jennifer Siedenstucker  
During Audit: Jennifer Siedenstucker

**Cash and Investments**

Checking	\$ 77,835.75
Investments	
	\$ 77,835.75

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 6,817.66	\$ 7,061.53	\$ 5,681.28	\$ 3,892.52	\$ 3,892.52	\$ 8,197.91
Music	13,999.37	57,495.00	52,092.28	14,676.11	15,275.14	18,803.06
Classes	0.00	38,169.00	38,099.70	1,094.93	1,164.23	0.00
Clubs	2,077.19	7,931.00	8,835.30	3,128.24	2,053.72	2,247.41
Departments	9,202.55	68,115.24	50,999.60	19,706.30	18,901.47	27,123.02
Trusts	6,378.28	94,507.85	88,415.46	1,368.81	1,386.80	12,452.68
General	19,357.56	7,922.18	17,075.04	1,210.47	2,403.50	9,011.67
	\$ 57,832.61	\$ 281,201.80	\$ 261,198.66	\$ 45,077.38	\$ 45,077.38	\$ 77,835.75

## **SAFE SCHOOL PROGRAM**

### **Finding**

The review of records for the Safe School Program found that the attendance records for the months of November through May 2018 were inaccurate. According to staff, at the beginning of the year, the school implemented the Student Information System (SIS) for student attendance. The school was having technical issues with the new system, resulting in inaccurate attendance records. Furthermore, the school did not maintain manual attendance records as backups. Due to the lack of complete records, we were unable to ascertain if all revenues were properly captured.

### **Recommendation**

All transactions for the Safe School Program should be administered in accordance with the District's guidelines. Specifically, all records, including Registration Forms, student attendance, and Records of Payment Forms should be retained for a time period consistent with District's Record Retention Schedule.

### ***Management's Response***

*Concurs. We now have a backup attendance completion plan in addition to t accurate usage of SIS. This will not be an issue again.*

**Emerald Cove Middle School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 9950 Stribling Way  
Wellington, FL 33414

Principal:  
Fiscal Year 2018: Eugina Feaman  
During Audit: Eugina Feaman

Treasurer:  
Fiscal Year 2018: Virginia Garceau  
During Audit: Virginia Garceau

**Cash and Investments**

Checking	\$ 84,061.92
Investments	
	\$ 84,061.92

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 5,960.96	\$ 16,181.49	\$ 16,362.03	\$ 6,441.48	\$ 6,441.48	\$ 5,780.42
Music	2,676.25	18,405.84	16,405.78	4,288.19	4,288.19	4,676.31
Classes	3,022.40	37,980.00	36,630.76	2,496.55	3,561.55	3,306.64
Clubs	3,502.52	5,268.90	2,464.09	1,783.92	1,783.92	6,307.33
Departments	39,472.83	53,989.49	52,748.21	9,345.25	15,295.25	34,764.11
Trusts	17,773.19	104,431.50	102,627.32	5,500.00	5,500.00	19,577.37
General	6,302.05	42,661.49	46,328.80	13,518.68	6,503.68	9,649.74
	\$ 78,710.20	\$ 278,918.71	\$ 273,566.99	\$ 43,374.07	\$ 43,374.07	\$ 84,061.92

## DEPOSIT OF MONIES

### Finding

The deposit information for 11 collections, totaling \$289, was not recorded on the *Drop Safe Logs* before dropping off the monies into the safe. The deposit information was subsequently recorded on the *logs* after the treasurer and verifier removed collections from the safe.

### Recommendation

To ensure proper fiscal accountability and comply with *Internal Accounts Manual* and *Bulletin #P-14051-S/CFO*, responsible staff should properly complete the *Drop-safe Log* with all the required information.

### Management's Response

*Concurs. Individuals who did not comply with procedure will be addressed by admin.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The sponsor of the Athletics Concession fundraiser (Account 1-0010.01) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.
- The *Sales Item Inventory Report* for the P.E. Uniform (Account # 5-1900.01) indicated that 205 (12%) of the 1,608 T-shirts and shorts purchased for resale were provided to students free-of-charge. These give-away items had a total resale value of \$2,460. However, no record was maintained to document the purposes for these free items.

### 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 Annual eLearning Training Course annually prior to conducting fundraising activities.
- To ensure proper fiscal accountability, fundraising resale items (funded by donations or school funds) that are provided free-of-charge to students, staff members, or the community should follow similar requirements for giving gift cards, as specified in *Bulletin #P-14974-COO/P/AS*. This Bulletin states "Schools must maintain documentation of all recipients of cards." A written explanation including the reason for providing the items and the recipients of the items (when items cost \$50 or more) should be part of the fundraiser documentation. This practice should provide better control through the revenue collection reconciliation. It also provides Principals with information in deciding if similar fundraising activities are warranted in the future.

***Management's Response***

*Concurs. Staff was directed during preschool to complete the required training. Sponsor has been addressed and made aware of accounting for items given away.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

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

- Disbursement #13195 (for \$1,348.20) for choral uniforms was supported by a *Purchase Order*. However, the *Purchase Order* was not approved by the principal until four days after the check was issued.
- Disbursement #13429 (for \$150) was for payment to a consultant for accompanying the chorus at the May 17<sup>th</sup> 2018 spring chorus. However, this disbursement was not supported by an invoice indicating the dates and times of services performed.

**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, *Purchase Orders* should be preapproved by the Principal.
- Disbursements to consultants should be supported with invoices or itemized receipts. Without adequate supporting documentation, there is no assurance that the expense was appropriate.

***Management's Response***

*Concurs. Principal will meet with sponsor and address proper procedure. Bookkeeper will ensure proper documentation is received.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

Three *Lease Agreements* (#1069, 1070, and 1071, totaling \$5,595) were for use of facilities during June 2018, by a single lessee. As of June 30, 2018, the school received total lease payments of \$5,297.50. According to staff, the lessee was granted a credit of \$297.50 for lease #1069 because of (1) a conflict with a school event on May 25, 2018 (credit of \$160), and (2) an incorrect labor charge for usage on May 27, 2018 (credit of \$137.50). Although the adjustments were noted, the Tririga System was not updated to reflect the new cost for the lease. Consequently, income was overstated in the Tririga system by \$297.50.

**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 records should be updated for contract amendments, fee waivers, and cancellations.

***Management's Response***

*The credit granted to lessee for Lease #1069 was noted in the payment notes in Tririga System. Notes ID#1022816*



**Howell L. Watkins Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 9480 MacArthur Boulevard  
Palm Beach Gardens, FL 33403

Principal:  
Fiscal Year 2018: Don Hoffman  
During Audit: Don Hoffman

Treasurer:  
Fiscal Year 2018: Luz-Mery Ocampo  
During Audit: Luz Mery Ocampo

**Cash and Investments**

Checking	\$ 39,301.74
Investments	
	\$ 39,301.74

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 1,160.50	\$ 6,230.37	\$ 6,129.17	\$ 7,312.27	\$ 7,312.27	\$ 1,261.70
Music	529.32	11,071.40	10,452.11	8,906.58	8,906.58	1,148.61
Classes	5,249.82	16,723.00	15,682.75	2,558.25	2,958.25	5,890.07
Clubs	1,905.52	2,643.69	2,384.11	1,809.21	1,875.62	2,098.69
Departments	16,147.40	35,173.94	29,395.64	14,700.67	18,890.67	17,735.70
Trusts	10,367.65	8,895.95	15,333.97	3,556.42	448.01	7,038.04
General	725.83	25,066.01	23,210.91	17,915.07	16,367.07	4,128.93
	\$ 36,086.04	\$ 105,804.36	\$ 102,588.66	\$ 56,758.47	\$ 56,758.47	\$ 39,301.74

## DEPOSIT OF MONIES

### **Finding**

The review of the money collection process at the school revealed that at the year-end, some sponsors did not attach the computerized receipts to the yellow copies of *Monies Collected Reports* (MCRs) when submitting these documents to the school secretary for record retention.

### **Recommendation**

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..."*

### **Management's Response**

*Concurs. Additional checkpoints will be added to ensure that yellow copies of MCR are obtained at the end of the year.*

## LEASING OF SCHOOL FACILITIES

### **Finding**

The review of records for school facilities leasing found that leasing charges for two leases (#1002 and #1004) were not collected prior to the use of facilities by lessee. Delays ranged from two to 6 days.

### **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**

*Concurs. Leases will only be held if funds are collected.*

**Independence Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 4001 Greenway Drive  
Jupiter, FL 33458

Principal:  
Fiscal Year 2018: Kathryn Koerner  
During Audit: Kathryn Koerner

Treasurer:  
Fiscal Year 2018: Doralien Ciaramella  
During Audit: Doralien Ciaramella

**Cash and Investments**

Checking	\$ 185,913.85
Investments	
	\$ 185,913.85

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 10,508.70	\$ 13,150.46	\$ 13,863.02	\$ 216.03	\$ 212.76	\$ 9,799.41
Music	19,404.26	186,664.27	181,698.24	70,151.63	70,465.45	24,056.47
Classes	5,357.71	62,580.00	61,280.67	2,532.21	2,637.15	6,552.10
Clubs	5,262.85	7,112.90	4,945.10	1,542.25	1,788.40	7,184.50
Departments	66,663.72	183,928.61	172,024.01	47,824.48	48,595.78	77,797.02
Trusts	32,331.07	120,158.46	107,945.24	1,124.15	628.03	45,040.41
General	11,497.85	27,694.67	24,645.40	20,237.57	19,300.75	15,483.94
	\$ 151,026.16	\$ 601,289.37	\$ 566,401.68	\$ 143,628.32	\$ 143,628.32	\$ 185,913.85

Independence Middle School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 3777 North Jog Road  
West Palm Beach, FL 33411

Principal:  
Fiscal Year 2018: Anthony Allen  
During Audit: Anthony Allen

Treasurer:  
Fiscal Year 2018: Shelita Andrews  
During Audit: Shelita Andrews

**Cash and Investments**

Checking	\$ 30,715.25
Investments	
	\$ 30,715.25

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 1,204.80	\$ 21,274.27	\$ 23,622.69	\$ 11,503.64	\$ 9,853.64	\$ 506.38
Music	668.24	8,943.11	7,779.10	3,526.33	3,526.33	1,832.25
Classes	4,098.49	27,365.00	26,808.78	3,321.42	3,391.42	4,584.71
Clubs	1,651.03	21,305.21	19,904.72	4,458.92	6,000.13	1,510.31
Departments	6,708.20	12,943.46	12,260.16	3,596.87	3,635.66	7,352.71
Trusts	17,924.83	26,797.12	30,487.79	7,300.00	7,300.00	14,234.16
General	48.97	2,047.04	1,401.28	175.50	175.50	694.73
	\$ 32,304.56	\$ 120,675.21	\$ 122,264.52	\$ 33,882.68	\$ 33,882.68	\$ 30,715.25

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The sponsors of the 8<sup>TH</sup> Grade Formal Dance (Account #3-3800.03) and Yearbook Sales (Account# 5-0450.02) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.
- Fundraising documentation were not prepared and retained for the Yearbook Sales (Account #5-0450.02) and General Athletics-World's Finest Chocolate (Account #1-0010.08). Additionally, the *Sales Item Inventory Report* was not prepared for the Car Wash (Account #4-0860.04) and P.E. Shirt Sales (Account #5-1900.01)
- Tickets were sold for the 8<sup>TH</sup> Grade Formal Dance (Account #3-3800.01) and the Valentine Dance (Account #4-3100.01) events. The 8<sup>TH</sup> Grade Formal Dance had a total ticket sales revenue of \$6,719.60, and the Valentine Dance ticket sales had a total sales revenue of \$1,445. However, *Ticket Sellers Reports* were not maintained for these ticket selling events.

### 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 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 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 free-of-charge, or missing. significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.
- ***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 ... \$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.
- The principal should remind all staff that 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.”*

- Repeated violation of District Rules by the same employees will be forwarded to Professional Standards for appropriate action.

### ***Management’s Response***

*Concurs.*

## **DOCUMENTATION OF DISBURSEMENTS**

### **Finding**

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

- Disbursement #7012 (for \$200) was for a payment to a consultant for a chorus accompanist. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.
- Two disbursements (#7035 for \$4,625 and #7095 for \$4,210) did not have the required *Purchase Order*. A *Purchase Order* is required for all purchases exceeding \$1,000.
- One P-Card purchase for \$1,343.50 (occurred November 6, 2017) exceeded the \$1,000 per vendor per day limit, but did not have the prior approval from Purchasing.
- A February 14, 2018, P-Card transaction (for \$538) was for purchase of two laptops for student incentive awards. However, purchase of computers with a P-Card is disallowed by the District’s Purchasing Guidelines.
- Five P-Card transactions, totaling \$2,119.57, were to pay for lodging for an Advanced Placement Conference in Orlando. However, there were no *Temporary Duty Elsewhere (TDE)* Forms for the staff.
- One P-Card transaction (totaling \$462.78) was for a partial payment for a store account, but there was no supporting documentation. The payment was not supported by receipts showing the details of the items purchased.

### **Recommendation**

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

- The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with dated signatures. Consultant’s background and clearance checks must have been conducted and cleared prior to the consultant performing services and having contact with students at the school. This is required by *Section 8* of the *Agreement* and *Florida Statutes §1012.465 (Jessica Lunsford Act)*. This will help protect the safety and welfare of students,

- 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..
- P-Card purchases in excess of \$1,000 require prior approval of Purchasing.
- P-Card should not be used for purchase of items and services disallowed by the *Purchasing Manual*.
- Staff's *TDE Forms* for District's travel should be approved by the Principal prior to paying the expenses for the travel arrangements.
- 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***

*Concurs.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

Leasing charges for Leases #1003, and #1004 were not collected prior to the use of facilities, with a delay of five day.

**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.”

***Management's Response***

*Concurs.*



**John F. Kennedy Middle School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 1901 Avenue "S"  
Riviera Beach, FL 33404

Principal:  
Fiscal Year 2018: Corey Brooks  
During Audit: Ricky Clark

Treasurer:  
Fiscal Year 2018: Linda Mathis  
During Audit: Linda Mathis

**Cash and Investments**

Checking	\$ 12,384.45
Investments	
	\$ 12,384.45

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 4,792.66	\$ 9,671.25	\$ 13,675.32	\$ 2,850.08	\$ 2,850.08	\$ 788.59
Music	0.26	1,341.00	1,335.92	5.08	5.08	5.34
Classes	50.50	31,777.40	29,836.80	4,669.25	4,469.75	2,190.60
Clubs	760.41	6,304.90	5,551.24	2,163.16	1,433.16	2,244.07
Departments	2,478.43	7,950.32	5,595.43	2,679.02	4,252.44	3,259.90
Trusts	8,851.04	31,090.32	36,248.23	9,188.61	9,438.61	3,443.13
General	196.05	1,939.71	2,576.86	2,668.47	1,774.55	452.82
	\$ 17,129.35	\$ 90,074.90	\$ 94,819.80	\$ 24,223.67	\$ 24,223.67	\$ 12,384.45

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The Domino Discount Card Sales (Account #2-1000.01) did not have the required *Sales Item Inventory Report*.
- The *Sales Item Inventory Report* for the School Spirit Shirt Sale (Account #7-0100.06), indicated that 12 (12%) of the 101 T-Shirts purchased for resale were given away free-of-charge. These give-away items had a total resale value of \$144. However, no record was maintained to document the purposes and the recipients for these free items.

### 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 completed with accurate information, which 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.
- To ensure proper fiscal accountability, fundraising resale items (donations received by the schools or purchased with school funds) that are provided free-of-charge to students, staff members, or the community should follow similar requirements for giving gift cards, as specified in *Bulletin #P-14974-COO/P/AS*. This Bulletin states “Schools must maintain documentation of all recipients of cards.” A written explanation indicating the recipients and the reason for providing the items should be part of the documentation. This practice should provide accountability for revenue collection reconciliation, and it will provide in the future the Principal with information in deciding if similar future fundraising activities are warranted.

### Management’s Response

*Concurs. We will keep the required Sales Item Inventory Report for discount cards. We will keep accurate records for give-away items.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

The review of sample disbursements and P-Card purchases found that Disbursement #20545 (for \$300) was for payment to a consultant for DJ services at the May 18, 2017, school prom. However, the engagement of this consultant did not have the required *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, 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) most importantly, 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)*.

**Management's Response**

*Concurs. We will utilize the School District Consultant Agreement.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

Charges for two leases (#1011 and #1003) were not collected from the lessees until after the leasehold periods began, with delays ranging from two to 15 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, this 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."

**Management's Response**

*Concurs. We will follow the school district policy on leasing the facility.*

**Jupiter Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 15245 North Military Trail  
Jupiter, FL 33458

Principal:  
Fiscal Year 2018: Lisa Haste  
During Audit: Lisa Haste

Treasurer:  
Fiscal Year 2018: LaShante Henderson  
During Audit: LaShante Henderson

**Cash and Investments**

Checking	\$ 220,708.64
Investments	
	\$ 220,708.64

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 14,905.39	\$ 9,554.21	\$ 10,846.79	\$ 1,434.44	\$ 869.00	\$ 14,178.25
Music	34,665.03	237,349.40	225,271.52	71,648.25	70,970.44	47,420.72
Classes	13,835.80	64,279.00	65,607.68	7,305.57	7,255.57	12,557.12
Clubs	19,426.41	14,344.68	10,047.30	4,477.16	4,936.36	23,264.59
Departments	47,650.10	68,868.38	58,572.92	24,733.65	25,624.39	57,054.82
Trusts	64,806.07	82,314.60	77,322.37	965.13	3,374.62	67,388.81
General	8,242.41	573.06	12,437.32	3,081.62	615.44	( 1,155.67)
	\$ 203,531.21	\$ 477,283.33	\$ 460,105.90	\$ 113,645.82	\$ 113,645.82	\$ 220,708.64

Jupiter Middle School  
Management Letter  
Year Ended June 30, 2018

During May and July 2018, we conducted a special project in reviewing specific Internal Funds records; and at the same time, we conducted the Annual Audit of the school for Fiscal Year 2018. The special project was requested by the principal and the Department of Accounting Services. Major conclusions of the special project and audit included:

- 23% of yellow copies of *Money Collected Reports* (MCRs) missing or not retained by staff
- 27% of *Transfers/Adjustments* among activity accounts lacked justification
- Three fundraising sponsors did not complete the required Annual eLearning Fundraiser Training Course prior to fundraiser activities
- 11 voided blank checks pre-signed by the treasurer
- 10 voided checks missing
- 18 voided checks not defaced
- 15 P-Card transactions with no supporting documentation
- Engagement of five consultants without an *Agreement (PBSD 1420)*
- Hard copies of *Lease Agreements* not available for eight leases (22%)
- Four *Agreements* not signed by the lessees
- Leasing charges not collected prior to use of facilities
- 10 students attended the Morning Care Program free-of-charge without documentation
- \$7,860.43 (29%) of program fees collected not recorded on students' Record of Payment Forms (PBSD 1652)

Details of the findings were presented separately in the December 6, 2018, OIG's Report #2018-13 *Special Review of 2018 Internal Funds at Jupiter Middle School*.

**Lake Shore Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 425 West Canal Street North  
Belle Glade, FL 33430

Principal:  
Fiscal Year 2018: Anthony Lockhart  
During Audit: Carl Gibbons

Treasurer:  
Fiscal Year 2018: Mary Rolle  
During Audit: Mary Rolle

**Cash and Investments**

Checking	\$ 27,292.18
Investments	
	\$ 27,292.18

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 2,817.16	\$ 8,390.58	\$ 6,926.69	\$ 4,428.65	\$ 4,428.65	\$ 4,281.05
Music	808.80	18,111.61	16,748.27	3,717.07	3,836.07	2,053.14
Classes	2,028.77	35,446.39	32,777.90	7,132.21	7,299.21	4,530.26
Clubs	4,011.49	13,337.00	15,459.26	3,252.00	3,133.00	2,008.23
Departments	3,412.98	1,573.40	1,383.05	586.35	586.35	3,603.33
Trusts	9,786.77	8,872.41	8,891.06	0.00	0.00	9,768.12
General	67.62	4,427.08	3,613.65	2,192.86	2,025.86	1,048.05
	\$ 22,933.59	\$ 90,158.47	\$ 85,799.88	\$ 21,309.14	\$ 21,309.14	\$ 27,292.18

## 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 deposited into the drop-safe in a timely manner. For example, \$278 in cash collected through two MCRs (#s 572-1 and 595-2) were retained by the sponsors for three to 31 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, *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

*Concurs.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The *Sales Item Inventory Report* for the Band Chocolate Sales (Account #2-1000.03) did not accurately reflect the quantity of items purchased for resale. A total of \$4,627.50 in sales revenue was deposited into the Internal Funds during November 14, 2017, through June 20, 2018. Based on the school's purchasing records and the *Sales Item Inventory Report*, this fundraiser should have generated a total estimated revenue of \$6,060. As a result, \$1,432.50 (24%) 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 proper fiscal accountability, the *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 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

*Concurs.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Disbursement #105773 (for \$400) was for payment for music instruction books. However, the disbursement was supported by an \$863.95 invoice dated September 1, 2017. According to staff, there were not enough funds in the account to pay the invoice amount. The balance of \$463.95 was not paid until the subsequent fiscal year on October 25, 2018.
- Disbursement #105839 (for \$2,294.76) for cheerleader uniforms exceeded the \$1,000 Purchase Order threshold, but did not have the required Purchase Order.
- Disbursement #11687 (for \$2,040) was for purchase of the yearbooks. The disbursement was supported by a contract that was signed by the sponsor instead of 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,

- To ensure accurate financial reporting and in compliance with *Florida Statutes §218.503*, the school should promptly process payments for all invoices.
- Purchase Order approved by the Principal should be issued for purchase in excess of \$1,000. This will help ensure that funds are and will be available for the purchase. All purchases should be pre-approved by the Principal.
- 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

*Concurs.*

## LEASING OF SCHOOL FACILITIES

### Finding

The review of facility leasing found that:

- The school did not have the executed *Lease Agreement* for Lease #1008.



Lake Shore Middle School  
Management Letter  
Year Ended June 30, 2018

- Leasing charges for two leases (#1002 and #1008) were not collected from the lessees until after the leasehold periods began, with delays ranging from 24 to 226 days after the leasehold periods began.
- *Lease Agreement* #1002 was neither signed by the lessees nor approved by the Principal until 113 and 226 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,

- 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.
- 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***

*Concurs.*

**Lake Worth Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1300 Barnett Drive  
Lake Worth, FL 33461

Principal:  
Fiscal Year 2018: Mike Williams  
During Audit: Mike Williams

Treasurer:  
Fiscal Year 2018: Silvia Torres  
During Audit: Silvia Torres

**Cash and Investments**

Checking	\$ 40,571.73
Investments	
	\$ 40,571.73

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 2,557.90	\$ 17,225.00	\$ 11,508.58	\$ 8,407.75	\$ 8,537.75	\$ 8,144.32
Music	456.02	4,134.10	4,705.55	1,657.39	1,319.13	222.83
Classes	0.00	567.00	567.00	0.00	0.00	0.00
Clubs	4,601.61	3,635.05	4,745.49	472.43	1,517.02	2,446.58
Departments	14,157.00	28,892.00	28,371.47	6,190.27	6,357.04	14,510.76
Trusts	6,228.53	15,766.37	12,844.76	1,361.60	2,106.45	8,405.29
General	6,441.55	19,403.21	20,750.76	3,834.66	2,086.71	6,841.95
	\$ 34,442.61	\$ 89,622.73	\$ 83,493.61	\$ 21,924.10	\$ 21,924.10	\$ 40,571.73

Lake Worth Middle School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Lantana Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1225 West Drew Street  
Lantana, FL 33462

Principal:  
Fiscal Year 2018: Edward Burke  
During Audit: Edward Burke

Treasurer:  
Fiscal Year 2018: Leona Burgess-Dotson  
During Audit: Leona Burgess-Dotson

Community School Director:  
Fiscal Year 2018: Cheri Anderson  
During Audit: Cheri Anderson

**Cash and Investments**

Checking	\$ 45,417.05
Investments	
	\$ 45,417.05

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 1,282.71	\$ 9,412.90	\$ 9,895.88	\$ 6,433.11	\$ 6,038.38	\$ 1,194.46
Music	25.79	8,476.92	7,782.95	1,549.76	1,549.76	719.76
Classes	4,469.90	21,637.48	21,989.36	5,066.06	4,831.06	4,353.02
Clubs	1,024.93	994.00	549.49	499.00	634.00	1,334.44
Departments	15,396.11	9,092.63	8,788.40	4,151.63	3,182.69	16,669.28
Trusts	13,674.43	52,195.09	51,028.21	5,599.32	6,223.89	14,216.74
General	4,698.93	28,934.02	25,864.50	10,548.89	11,387.99	6,929.35
	\$ 40,572.80	\$ 130,743.04	\$ 125,898.79	\$ 33,847.77	\$ 33,847.77	\$ 45,417.05

## SEGREGATION OF DUTIES

### **Finding**

During the audit, we noted that incoming mails were sorted and distributed by staff other than the school treasurer. However, the treasurer opened the mails addressed to her.

### **Recommendation**

To safeguard school assets through proper segregation of duties, incoming mails should be received and opened by different staff members. Payments, if any, received in the mails should be recorded on a *Monies Collected Report* (MCR) by the staff who opens the mail, prior to placing the collection into the drop-safe.

### **Management's Response**

*Concurs. Treasurer will no longer open her own mail.*

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

Disbursement #10870 (for \$1,731.75) did not have the required *Purchase Order*. A *Purchase Order* is required for all purchases exceeding \$1,000.

### **Recommendation**

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.

### **Management's Response**

*Concurs. Purchase order will be utilized for purchases over \$1,000.*

## SAFE SCHOOL PROGRAM

### **Finding**

A total of \$5,670 in Safe School Registration fees were deposited into the Internal Funds during the year. Based on the Principal's statement, 96% of the school is on the free/reduced lunch program. However, the school did not obtain any eligibility letters from the parents. Due to the lack of complete fee waiver records, there is no assurance that all program fees were collected.

**Recommendation**

To ensure proper fiscal accountability, all records should be retained for a time period consistent with District's ***Record Retention Schedule***.

***Management's Response***

*Concurs. The process has been in place for several years. The A.P. who oversaw the program was administratively moved on the last day of school and the process was uncompleted.*

**L.C. Swain Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5332 Lake Worth Road  
Greenacres, FL 33463

Principal:  
Fiscal Year 2018: James Thomas  
During Audit: James Thomas

Treasurer:  
Fiscal Year 2018: Vanessa Negron / Patrick Munley  
During Audit: Regina Little

**Cash and Investments**

Checking	\$ 63,966.73
Investments	
	\$ 63,966.73

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 7,604.06	\$ 16,804.05	\$ 16,319.73	\$ 11,324.45	\$ 10,867.55	\$ 8,545.28
Music	1,199.47	9,576.00	11,067.07	3,469.10	1,264.10	1,913.40
Classes	244.07	44,165.64	43,828.05	2,521.73	1,612.57	1,490.82
Clubs	6,434.83	18,825.35	14,541.94	4,487.65	4,658.80	10,547.09
Departments	9,575.17	54,310.86	35,745.36	18,839.03	23,582.31	23,397.39
Trusts	17,397.00	17,182.28	22,762.82	2,071.20	3,041.63	10,846.03
General	17,655.39	48,249.53	60,992.00	13,023.34	10,709.54	7,226.72
	\$ 60,109.99	\$ 209,113.71	\$ 205,256.97	\$ 55,736.50	\$ 55,736.50	\$ 63,966.73

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The school was unable to locate any of the fundraising documentation for Fiscal Year 2018, including *Fundraising Application/Recap Forms* and *Sales Item Inventory Reports*. Without documentation for sales information, there is no assurance that all sales revenues were properly accounted for.

### 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

*Concurs. Fundraising documentation appears to have been misplaced somewhere among 3 treasurers. Will debrief with activities coordinators and treasurer. Fundraising documentation will be closely monitored.*

## 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.

### 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

*Concurs. Teachers will receive instructions and sponsor checklist in March Faculty Meeting.*



## DOCUMENTATION OF DISBURSEMENTS

### Finding

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

- Two disbursements (#12332 for \$24.37 and #12439 for \$165) did not have supporting documentation for the expenses.
- Disbursement #12331 (for \$10,885.43) was supported by a \$7,923 invoice and a \$401 order acknowledgement. The remaining \$2,561.43 did not have any supporting documentation for the expenses.
- Disbursement #12318 (for \$500) was supported by a contract signed by the sponsor instead of the Principal.
- Two *Check Requisitions* for Disbursements #12357 (for \$16,911) and #12358 (for \$210) were approved by the treasurer instead of the Principal.
- Supporting documentation, such as invoices/receipts, were not defaced (stamped “PAID”) after payment in order to prevent duplicate payments.
- Three P-Card purchases (\$1,381.90, \$6,360 and \$4,536) occurred during May and June 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 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.*”
- Expenses should only be approved by the principal, not the treasurer.
- To avoid duplicate payments, supporting documentation should be defaced (stamped “PAID”) after payment.

- P-Card purchases in excess of \$1,000 require prior approval from the Purchasing Department

***Management's Response***

*All expenses will be approved by principal only.*

**PRENUMBERED DOCUMENTS**

**Finding**

The review of controls in prenumbered documents found the following:

- The *Document Custodian Assignment Register* was not maintained.
- The school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for *School Checks*.

**Recommendation**

To ensure proper fiscal controls and 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***

*Concurs.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

The review of facility leasing found that:

- Leasing charges for two *Lease Arrangements* (#1004 and #1006) were not collected until 67 and 35 days after the use of school facilities by the lessees.
- Lease #1004 was not signed by the lessee or by a witness.
- Leasing charges were not allocated and recorded in the respective accounts in accordance with District's guidelines. The leasing fee collected for Lease #1006 was recorded into the General Activities Account (#7-0100.00) instead of allocated to the respective leasing accounts.

### **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 executed with all the required signatures prior to the use of facilities by lessees.
- Leasing revenues should be allocated in accordance with the District’s approved *Rate Schedule*. The District’s portions of leasing fees should be transmitted to the Central Office accordingly.

### **Management’s Response**

*Concurs. This violation occurred as LC Swain attempted to complete an annual lease with Hoffman’s Chocolate. SDPBC interceded which affected all dates. Met much earlier with Hoffman’s and SDPBC this year and will continue to do so.*

**Loggers' Run Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 11584 West Palmetto Park Road  
Boca Raton, FL 33428

Principal:  
Fiscal Year 2018: Ed Capitano  
During Audit: Ed Capitano

Treasurer:  
Fiscal Year 2018: Mary Terese Ott  
During Audit: Mary Terese Ott

**Cash and Investments**

Checking	\$ 264,722.94
Investments	
	\$ 264,722.94

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,926.56	\$ 6,118.75	\$ 6,315.79	\$ 2,427.00	\$ 2,427.00	\$ 3,729.52
Music	12,040.54	64,246.20	65,168.86	21,837.17	21,822.20	11,132.85
Classes	754.73	21,229.00	7,239.73	14,744.00	14,744.00	14,744.00
Clubs	14,499.37	17,028.81	14,428.53	3,732.71	5,578.28	15,254.08
Departments	62,062.82	63,337.88	73,624.95	18,530.77	18,566.19	51,740.33
Trusts	173,083.91	113,605.88	146,100.34	745.55	1,153.73	140,181.27
General	23,579.33	11,238.47	9,151.11	4,599.72	2,325.52	27,940.89
	\$ 289,947.26	\$ 296,804.99	\$ 322,029.31	\$ 66,616.92	\$ 66,616.92	\$ 264,722.94

## SAFE SCHOOL PROGRAM

### **Finding**

The review of records for the Safe School (STAR) Program found that the school did not maintain *Record of Payment Forms* to account for fees collected from the Safe School Program. Due to the lack of complete records for fee collections, there is no assurance that all program fees were properly accounted for. Based on the attendance records, the program should have a total estimated revenue of \$13,640. However, only \$9,695 in fees were deposited into the Internal Funds (Account #6-9900.00). As a result, \$3,945 in estimated revenue was unaccounted for. According to staff, some of the students were eligible for free and reduced lunch and would be exempt from paying the STAR Program fees. However, documentation for students' fee waiver/exemption status was not maintained for all students.

### **Recommendation**

The money collection process for Safe School Program should be administered in accordance with the *Middle School After School Program Handbook* and related District guidelines. Specifically, to ensure proper fiscal accountability, payment history should be recorded on the individual *Records of Payment Form* (PBSD 1652) for each student. Fee waivers should be documented and approved by the principal, accordingly.

### **Management's Response**

*Concurs. We will ensure proper fiscal accountability by recording payment history on the individual records payment form (PBSD 1652).*

## 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**

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

### **Management's Response**

*Concurs. We will use the Prenumbered Document Inventory Register to account for each.*

**Odyssey Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 6161 Woolbright Road  
Boynton Beach, FL 33437

Principal:  
Fiscal Year 2018: Bonnie Fox  
During Audit: School Closed June 30, 2018

Treasurer:  
Fiscal Year 2018: Yohanna Brutus  
During Audit: School Closed

**Cash and Investments**

Checking	\$ 234.69
Investments	
	\$ 234.69

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$ 40.00	\$ 76.10	\$76.10	\$40.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	0.00	1,618.25	999.88	10.00	628.37	0.00
Clubs	0.00	910.00	0.00	0.00	910.00	0.00
Departments	0.000	648.00	648.00	0.00	0.00	0.00
Trusts	377.16	15,083.29	15,561.01	1,109.59	1,006.83	2.20
General	3,935.41	84,441.61	89,534.04	20,851.56	19,462.05	232.49
	\$ 4,312.57	\$ 102,741.15	\$ 106,819.03	\$ 22,047.25	\$ 22,047.25	\$ 234.69

Odyssey Middle School  
Management Letter  
Year Ended June 30, 2018

### **SCHOOL CLOSURE**

Due to low student enrollment, Odyssey Middle School was closed June 30, 2018. As of the closing date, the Internal Funds of Odyssey Middle had a balance of \$234.69. The remaining funds will be distributed to Carver Middle, Christa McAuliffe Middle, and Congress Middle.

**Okeehelée Middle School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 2200 Pinehurst Drive  
Greenacres, FL 33463

Principal:  
Fiscal Year 2018: David Samore  
During Audit: Elizabeth Morales

Treasurer:  
Fiscal Year 2018: Mery Marrasquin  
During Audit: Mery Marrasquin

**Cash and Investments**

Checking	\$ 124,222.96
Investments	
	\$ 124,222.96

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,035.41	\$ 4,669.19	\$ 4,110.56	\$ 3,798.74	\$ 3,798.74	\$ 3,594.04
Music	2,755.27	23,781.94	21,752.26	6,620.01	6,674.03	4,730.93
Classes	10,368.97	60,637.21	62,759.09	7,629.54	7,485.52	8,391.11
Clubs	11,419.37	10,745.79	11,029.72	1,363.67	1,363.67	11,135.44
Departments	59,673.86	54,316.52	53,722.47	26,991.29	26,991.29	60,267.91
Trusts	22,647.63	8,850.97	10,731.22	1,949.40	192.74	22,524.04
General	8,133.31	63,350.65	56,057.81	23,603.10	25,449.76	13,579.49
	\$ 118,033.82	\$ 226,352.27	\$ 220,163.13	\$ 71,955.75	\$ 71,955.75	\$ 124,222.96



## 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 deposited in a timely manner. For example, a total of \$7,356.40 collected through 19 MCRs (#815-6, #815-8, #822-8, #825-7, #825-3, #825-4, #852-2, #838-2, #838-3, #838-4, #867-8, #859-5, #859-7, #859-13, #872-3, #874-11, #874-5, #874-6, and #874-7) were retained by the sponsors for one to five working days before they were put into the drop-safe for deposit.

### Recommendation

As required by *DOE Rules* and District *Bulletin #P-14051-S/CFO*, 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 increase the exposure to sponsors and result in potential irregularities.

### Management's Response

*Concurs. Remind teachers of procedures.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser records revealed that the *Sales Item Inventory Report* for the Student Backpack Sale (Account #7-0100.02) indicated that ten backpacks with a total estimated resale value of \$180 were given-away without documentation of recipients and purpose.

### Recommendation

Fundraisers should be administered in accordance with *School Board Policy 2.16* and the related District guidelines. Specifically, To ensure proper fiscal accountability, fundraising resale items that are provided free-of-charge to students, staff members, or the community should follow similar requirements for giving gift cards, as specified in Bulletin #P-14974-COO/P/AS. This Bulletin states "Schools must maintain documentation of all recipients of cards." A written explanation including the recipients of the items and the reason for providing the items should be part of the fundraiser documentation. This practice should provide better control through the revenue collection reconciliation. It also provides Principals with information in deciding if similar fundraising activities are warranted in the future.

### Management's Response

*Concurs. Document any inventory that has been given away and include reason.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Disbursement #13038 (for \$3,202.25) exceeded the \$1,000 *Purchase Order* threshold, but did not have the required *Purchase Order*.
- Disbursement #12814 (for \$125) was for payment to a consultant for DJ services at the October 30, 2017, School Dance. However, the related *School District Consultant Agreement (PBSD 1420)* was not approved by the Principal.
- Disbursement #13034 (for \$21,634.19) was for a payment of admission fees for the 8th Grade Universal Orlando field trip. However, the required *Field Trip/Activity Planning Report and Request Form* for this out-of-county field trip was not approved by the Instructional Superintendent.
- A February 1, 2018, P-Card purchase (for \$28.86) was supported by a credit card receipt that did not have the 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:

- 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.
- 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) most importantly, 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)*.
- Field trips should be administered in accordance with *School Board Policy 2.40*. Specifically, (1) field trips should be pre-approved by the Principal with adequate documentation, (2) in-county field trips should be approved by the Principal, and (3) out-of-county field trips should be approved by the Principal and Regional/Instructional Superintendent.
- To ensure that purchases are appropriate, disbursements and P-Card purchase 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

*Concurs.*

## PRENUMBERED DOCUMENTS

### **Finding**

The school did not maintain the *Prenumbered Document Inventory Register* (PBSD 0160) for the *School Checks*.

### **Recommendation**

The Document 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***

*Concurs.*

**Omni Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5775 Jog Road  
Boca Raton, FL 33496

Principal:  
Fiscal Year 2018: Gerald Riopelle  
During Audit: Allison Castellano

Treasurer:  
Fiscal Year 2018: Mirtha Mohammadzadeh  
During Audit: Mirtha Mohammadzadeh

**Cash and Investments**

Checking	\$ 119,096.35
Investments	
	\$ 119,096.35

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 24,622.52	\$ 11,696.00	\$ 8,944.38	\$0.00	\$0.00	\$ 27,374.14
Music	5,042.66	74,467.60	72,222.06	19,834.52	20,036.79	7,085.93
Classes	1,284.08	74,291.00	72,714.84	2,368.99	3,729.23	1,500.00
Clubs	6,534.54	4,241.50	2,715.14	973.34	1,796.66	7,237.58
Departments	24,070.53	109,827.58	87,637.02	31,970.76	34,276.30	43,955.55
Trusts	26,802.87	46,657.65	54,724.92	8,190.80	8,190.80	18,735.60
General	15,661.79	12,107.64	19,253.25	14,330.50	9,639.13	13,207.55
	\$ 104,018.99	\$ 333,288.97	\$ 318,211.61	\$ 77,668.91	\$ 77,668.91	\$ 119,096.35

Omni Middle School  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 6775 180th Avenue North  
Loxahatchee, FL 33470

Principal:  
Fiscal Year 2018: Nicole Daly  
During Audit: Brian McClellan

Treasurer:  
Fiscal Year 2018: Tracy Guianaugh  
During Audit: Celine Harrison

**Cash and Investments**

Checking	\$ 127,067.93
Investments	
	\$ 127,067.93

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 7,073.06	\$ 9,623.50	\$ 10,178.15	\$ 3,994.37	\$ 3,994.37	\$ 6,518.41
Music	4,240.92	12,491.02	15,131.61	2,292.83	245.00	3,648.16
Classes	1,869.35	5,875.00	4,607.97	1,267.03	3,403.41	1,000.00
Clubs	6,143.72	15,734.39	13,137.86	6,328.09	7,509.12	7,559.22
Departments	20,249.45	32,153.80	30,817.70	12,009.88	11,264.15	22,331.28
Trusts	27,266.42	70,137.10	56,236.88	111.58	140.54	41,137.68
General	34,455.82	32,715.34	22,850.79	16,669.18	16,116.37	44,873.18
	\$ 101,298.74	\$ 178,730.15	\$ 152,960.96	\$ 42,672.96	\$ 42,672.96	\$ 127,067.93

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The *Sales Item Inventory Report (SIIR)* for the Media Center – School Store (Account #5-1700.04) was not maintained with detailed product information. Specifically, items sold at seven (7) different prices were recorded in seven groups but with the same description – “Misc School Store Items”. Moreover, the total quantity of the “Misc School Store Items” purchased as indicated on the *SIIR* did not agree with the school’s purchasing records.

Based on the school’s purchasing records and *Sales Item Inventory Report*, this fundraiser should have generated a total estimated sales revenue of \$1,268.25. However, only \$850.25 in sales revenue was deposited into the Internal Funds for this fundraiser. Consequently, \$418 (33%) (\$1,268.25 - \$850.25) 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 proper fiscal accountability, the *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 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

*Concurs.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

A January 24, 2018, P-Card transaction (for \$379.95) for purchase of five Fire HD 8 Tablets as incentive awards for students did not have documentation signed by the recipients acknowledging their receipt of the tablets.

### Recommendation

To ensure proper fiscal accountability, receipt of cash awards and awards of value should be acknowledge by the recipient with a signature.

### Management’s Response

*Concurs.*

**Palm Springs Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1560 Kirk Road  
Palm Springs, FL 33461

Principal:  
Fiscal Year 2018: Sandra Jinks  
During Audit: Sandra Jinks

Treasurer:  
Fiscal Year 2018: Claudia Verner  
During Audit: Donna Whiteside

Community School Director:  
Fiscal Year 2018: Sean Ashworth  
During Audit: Sean Ashworth

**Cash and Investments**

Checking	\$ 130,784.29
Investments	
	\$ 130,784.29

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 9,253.61	\$ 8,810.25	\$ 9,505.59	\$ 4,967.05	\$ 5,281.34	\$ 8,243.98
Music	11,683.22	19,811.54	17,859.51	12,723.82	12,085.19	14,273.88
Classes	1,409.77	11,184.00	10,984.07	2,036.21	1,600.10	2,045.81
Clubs	3,032.07	7,749.61	5,956.43	4,489.67	4,002.54	5,312.38
Departments	29,622.36	52,202.94	51,230.87	9,429.11	8,111.34	31,912.20
Trusts	46,051.66	74,194.61	75,756.47	4,078.82	3,424.87	45,143.75
General	20,108.92	97,861.28	90,898.61	41,447.29	44,666.59	23,852.29
	\$ 121,161.61	\$ 271,814.23	\$ 262,191.55	\$ 79,171.97	\$ 79,171.97	\$ 130,784.29



## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The sponsors for the following three fundraisers did not complete the required Annual eLearning Fundraiser Training Course for Fiscal Year 2018: (1) P.E. Uniforms Sale (Account #5-1900.02), (2) P.E. Locks Sale (Account #5-1900.01), and (3) T-Shirt Sales (Account #5-1602.01).
- The sponsors of the Yearbook Sales (Account #5-0450.02) and Book Fair (Account #5-1700.01) did not prepare the required *Fundraising Application/Recap Form* or *Sales Item Inventory Report*.
- The P.E. Lock Sales (Account #5-1900.01) and P.E. Uniform Sales (Account #5-1900.02) had the following noncompliances:
  - The sponsor prepared the *Fundraising Application/Recap Forms (Forms)* but did not include all the required information. Missing information included the estimated sales information.
  - The *Forms* were not approved by the Principal.
  - The sponsor did not complete the Recap (Actual Sales) section of the *Forms*.
  - The *Sales Item Inventory Report (SIIR)* was not reviewed and approved by the Principal. Furthermore, the Total Sales reported on the *SIIR* did not agree with the *General Ledger*.
- The sponsor for the T-Shirt Sales (Account #5-1602.01) did not complete the Recap (Actual Sales) Section of the *Fundraising Application/Recap Form*. Additionally, the treasurer did not verify the Recap Section.

### 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.
- 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.

- The Office of Inspector General will refer the above staff to the Office of Professional Standards for referencing and follow up.

***Management's Response***

*Concurs. Palm Springs Middle will follow district guidelines for future fundraising procedures. New staff has been updated on the procedures.*

**DOCUMENTATION OF DISBURSEMENTS**

**Finding**

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

- Disbursement #13801 (for \$350) was for the Winter Formal. However, the disbursement did not have any supporting documentation for the expense.
- The following three disbursements, totaled \$35,959.85, did not have adequate documentation for the expenses.
  - Disbursement #13922 (for \$12,382) was payment for out-of-county field trip tickets. The disbursement was supported by an order request instead of an invoice or paid receipt.
  - Disbursement #14061 (for \$14,259.47) was payment for field trip tickets. The disbursement was supported by an account ledger instead of an invoice or paid receipt.
  - Disbursement #14108 (for \$9,318.38) was supported by a Statement of Account without the detail of items purchased. Furthermore, the invoice dates on the statement indicated that payment was past due from four days to 43 days.
- Four disbursements, totaled \$16,146.87, (Disbursements #13767 for \$2812.50; #14011 for \$1,078.70; #14079 for \$5,468.29; and #14108 for \$9,318.38) did not have the required *Purchase Orders*. A *Purchase Order* is required for all purchases exceeding \$1,000.
- Disbursement #13869 (for \$582.30) was payment to a consultant to provide a bounce house for Winter Fest held on February 10, 2018. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.
- Supporting documentation was not always defaced (stamped "PAID") after payment.

**Recommendation**

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

Palm Springs Middle School  
Management Letter  
Year Ended June 30, 2018

- To ensure that purchases are appropriate, disbursements should be adequately documented. 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.
- 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)*.
- To avoid potential duplicated payments, supporting documentation should be defaced (stamped "PAID") after payment was made.

***Management's Response***

*Concurs. Internal Accounts manual guidelines were reviewed and will be followed by current and new staff.*

**Polo Park Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 11901 Lake Worth Road  
Lake Worth, FL 33467

Principal:  
Fiscal Year 2018: Ann Clark  
During Audit: Michael Aronson

Treasurer:  
Fiscal Year 2018: Denise Pondiscio  
During Audit: Denise Pondiscio

**Cash and Investments**

Checking	\$ 92,647.48
Investments	
	\$ 92,647.48

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,912.48	\$ 12,865.00	\$ 13,061.64	\$ 9,414.92	\$ 9,414.92	\$ 3,715.84
Music	396.31	3,171.00	2,631.28	0.00	0.00	936.03
Classes	3,630.89	9,912.00	9,844.51	1,028.40	2,023.66	2,703.12
Clubs	11,507.10	15,521.95	15,475.22	3,600.69	5,665.16	9,489.36
Departments	19,982.95	68,987.98	57,212.11	18,543.30	16,617.05	33,685.07
Trusts	38,431.23	159,754.26	159,052.95	4,304.31	4,475.82	38,961.03
General	4,903.38	11,546.36	14,597.70	8,767.21	7,462.22	3,157.03
	\$ 82,764.34	\$ 281,758.55	\$ 271,875.41	\$ 45,658.83	\$ 45,658.83	\$ 92,647.48

## DOCUMENTATION FOR DISBURSEMENTS

### **Finding**

Disbursement #13272 (for \$4,350) was for an out-of-county field trip to Orlando, Florida on February 24, 2018. 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 was noted as “In-County” rather than “In-State”, the *Planning Report* was not properly routed for appropriate approval.

### **Recommendation**

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**

*Concurs. All field trip packets are being reviewed by myself.*

**Roosevelt Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1900 North Australian Avenue  
West Palm Beach, FL 33407

Principal:  
Fiscal Year 2018: Moneek McTier  
During Audit: Jeremiah Stewart

Treasurer:  
Fiscal Year 2018: Dawnette Smith  
During Audit: Dawnette Smith

**Cash and Investments**

Checking	\$ 104,513.88
Investments	
	\$ 104,513.88

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 7,057.58	\$ 24,432.80	\$ 24,700.17	\$ 5,447.15	\$ 5,276.95	\$ 6,960.41
Music	4,807.78	8,145.14	10,633.75	0.00	0.00	2,319.17
Classes	1,771.65	23,274.00	21,381.69	8.00	2,146.18	1,525.78
Clubs	15,334.50	20,038.15	17,085.66	6,384.57	6,235.31	18,436.25
Departments	21,124.08	33,177.02	35,400.49	12,743.59	12,877.70	18,766.50
Trusts	44,709.01	70,725.01	69,483.09	17,009.28	16,512.28	46,447.93
General	12,962.46	5,024.98	9,385.43	5,192.33	3,736.50	10,057.84
	\$ 107,767.06	\$ 184,817.10	\$ 188,070.28	\$ 46,784.92	\$ 46,784.92	\$ 104,513.88

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

Activities for the Spirit Shirt Sales (Account #7-0100.05) began on August 30, 2017. However, the sponsor for this fundraiser did not complete the eLearning Fundraiser Training Course until March 13, 2018; i.e., more than six months after fundraiser began.

### **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***

*Concurs. We now have a new plan in place where each fundraising packet will have a copy of the certificate attached showing the completed date on eLearning, before the fundraising is approved.*

## SAFE SCHOOL PROGRAM

### **Finding**

District procedures requires that Safe School fees be collected during the month should 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 five of the nine month were not timely transmitted to Accounting, with delays ranging from four to 21 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***

*Concurs. The new director for aftercare was informed and will make sure the forms are submitted before the 5<sup>th</sup> of each month.*

**Tradewinds Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5090 South Haverhill Road  
Greenacres, FL 33463

Principal:  
Fiscal Year 2018: Rebecca Subin  
During Audit: Rebecca Subin

Treasurer:  
Fiscal Year 2018: Lorraine Baker  
During Audit: Lorraine Baker

**Cash and Investments**

Checking	\$ 61,863.49
Investments	
	\$ 61,863.49

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 11,850.50	\$ 7,358.00	\$ 8,525.79	\$ 2,535.58	\$ 2,635.21	\$ 10,583.08
Music	9,602.75	7,212.60	10,707.01	857.75	857.75	6,108.34
Classes	11,999.26	59,081.00	63,279.37	9,223.18	7,306.75	9,717.32
Clubs	8,043.96	8,013.13	10,963.62	4,271.27	2,752.57	6,612.17
Departments	19,435.56	9,957.38	11,395.40	1,045.92	6,195.92	12,847.54
Trusts	8,243.32	44,641.66	40,178.34	3,321.33	3,321.33	12,706.64
General	8,346.59	32,777.99	39,650.68	23,070.24	21,255.74	3,288.40
	\$ 77,521.94	\$ 169,041.76	\$ 184,700.21	\$ 44,325.27	\$ 44,325.27	\$ 61,863.49



## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The sponsors for Yearbook Sales (Account #5-0450.00) and Athletic Concessions (Account #1-0010.01) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### **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***

*Concurs. We are aware of this policy.*

**Watson B. Duncan Middle School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 5150 117th Court North  
Palm Beach Gardens, FL 33418

Principal:  
Fiscal Year 2018: Phillip D'Amico  
During Audit: Phillip D'Amico

Treasurer:  
Fiscal Year 2018: Janine King  
During Audit: Nicole Hickman

**Cash and Investments**

Checking	\$ 164,629.74
Investments	
	\$ 164,629.74

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 5,184.25	\$ 9,330.00	\$ 10,843.57	\$ 10.20	\$ 10.20	\$ 3,670.68
Music	9,082.15	47,709.51	50,138.64	11,734.71	11,614.71	6,773.02
Classes	12,224.50	97,264.61	97,529.88	7,859.53	15,257.42	4,561.34
Clubs	16,221.50	22,992.06	27,174.26	8,191.72	5,530.81	14,700.21
Departments	104,233.92	173,161.28	164,995.31	57,353.30	52,614.92	117,138.27
Trusts	28,535.82	98,193.80	103,386.38	3,661.73	11,971.73	15,033.24
General	( 172.83)	2,999.80	8,262.59	8,188.60	0.00	2,752.98
	\$ 175,309.31	\$ 451,651.06	\$ 462,330.63	\$ 96,999.79	\$ 96,999.79	\$ 164,629.74

## DEPOSIT OF MONIES

### Finding

Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$8,313.80 collected through four Monies Collected Reports (MCRs #994-1, #994-2, #994-4, and #1004-26) were retained by the sponsors for four to 14 working days before the monies were put in the safe for deposit. Moreover, 31 collections, totaling \$7,819, on four pages of the *Drop-safe Log* (page #s 50-21840, 50-21841, 50-21842 and 50-21834) were not timely processed by the school treasurer and deposited into the bank, with delays ranging from six to ten days after collection.

### Recommendation

Money collections should be administered in accordance with *Internal Accounts Manual*, and District guidelines. Specifically, *DOE Rules* and *Internal Accounts Manual* 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 result in potential irregularities.

### Management's Response

*Concurs. Deposits are now being done daily. Staff has been instructed to drop any and all money collected daily and that there should be no delays in dropping funds in the safe.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser records revealed that:

- The Builders Club Spring Fundraiser (Account #4-0630.09) and the Chorus Cookie Dough Fundraiser (Account #2-1500.05) did not have the required *Fundraising Application/Recap Forms* and *Sales Item Inventory Reports*. In addition, the Builders Club Spring Fundraiser account had a \$421.16 deficit.
- The *Sales Item Inventory Report* for the PAF Coupon Books Sale (Account #5-1580.02) indicated that 14 coupon books were either missing or given-away free-of-charge. These give-away items had a total resale value of \$350. However, no documentation was maintained for the purpose of these give-away items. Moreover, the *Sales Item Inventory Report* was neither signed by the sponsor nor approved by the Principal.

### 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. Accurate information will assist staff in reconciling the actual and estimated sales revenues. Moreover, the *Sales Item Inventory Report* should be approved by the Principal to confirm the legitimacy for give-away or missing items, if any. Significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly.

***Management's Response***

*Concurs. Fundraiser are now indexed with an excel sheet to track start and end dates. Staff is notified at the ending date to close it out. Also that the monies need to be rolled up to the main account.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

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

- Disbursements #14538 (for \$3,214) did not have any supporting documentation for the expenditure. Missing documentation included Check Requisitions, invoices, and receipts. According to the *General Ledger* description, this purchase was for employee staff shirts.
- Two disbursements (#14839 for \$4,980.40 and #14840 for \$2,866.26) exceeded the \$1,000 *Purchase Order* threshold, but did not have the required *Purchase Orders*. Moreover, Disbursement #14839 was documented by an Order Form instead of paid receipts or invoices.
- Disbursements #14464 (for \$16,910) and #14331 (for \$11,198) for theme park tickets were not supported by paid invoices or receipts. Instead, Disbursement #14464 was supported by an email indicating the order remains in a pending status. Disbursement #14331 (for \$11,198) was supported by handwritten Ticket Order Form and did not include paid receipt.
- Disbursement #14444 (for \$1,019) was for a refund to a parent for the Chicago Academy Trip. Although the sponsor provided a Refund Request Form, evidence of original payments, such as copies of the *Monies Collected Reports* or *Classroom Receipts*, were not included.
- Disbursement #14468 (for \$8,724.80) was for purchase of Cookie Dough for a fundraiser. The purchase was supported by an invoice statement which did not show the details of the items purchased.
- A January 2018 P-Card transaction for \$326 was for payments of travel expenses for an Out-of-County field trip to Busch Gardens in Tampa. However, the transaction was supported by a Payment Receipt without details.
- Two of the sample P-Card Monthly Bank Statements for February 2018 and May 2018, respectively, were not signed by the cardholders.

- On May 16, 2018, the school purchased a total of \$1,720.29 in soccer uniforms. This purchase exceeded the \$1,000 per vendor daily limit; however, it was split into two payments (\$720.29 and \$1000.00) through the school's two P-Cards. Splitting a purchase that exceeded the \$1,000 limit into multiple purchases is disallowed by the ***Purchasing Card Procedures***. Moreover, the total payment was supported by a price quote from the vendor, instead of an itemized invoice or 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 disbursements should be adequately documented with the *Check Requisitions*, approved by the Principal, and supported by itemized invoices and receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.
- A *Purchase Order* approved 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 payment.
- To prevent and detect potential frauds and irregularities and in accordance with ***Purchasing Card Procedures (Purchasing Manual Chapter 24)***, P-Card activities should be timely reconciled after the receipt of bank statements. Cardholders should complete the *Purchasing Card End of Cycle Checklist* monthly, and all monthly P-Card reconciliation records should be reviewed and approved by the Principal.
- P-Card purchase in excess of \$1,000 requires prior approval from the Purchasing Department. In addition, ***Purchasing Card Procedures*** provide that, "*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 split large purchase in order to circumvent purchasing rule.

### **Management's Response**

*Concurs. The staff have been instructed to take the training for fundraising as well as all required training. Each P-card holder has been provided a form to fill out and attach to each receipt from a P-card purchase along with a P-card Allowed and Prohibited List.*

## **LEASING OF SCHOOL FACILITIES**

### **Finding**

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

- The Tririga System indicated that the school had 13 leasing arrangements during the year. However, the school did not have a hard copy of the executed *Lease Agreements* for seven of the leases (Lease #s 1003, 1006, 1007, 1008, 1010, 1012, and 1013).

Watson B. Duncan Middle School  
Management Letter  
Year Ended June 30, 2018

- Two *Lease Agreements* (#s 1002 and 1009) were neither signed by the lessees nor approved by the Principal in a timely manner. Delays ranged from three to 21 days after the leasehold periods began.
- Charges for five leases (#s 1004, 1001, 1002, 1009 and 1011) were not collected from the lessees until after the leasehold periods began. Delay in collecting the rentals ranged from one to 24 days after the leasehold periods began.
- *Lease Agreement* #1012 had a total contract amount of \$2,812.50, but only \$1,569.37 in rental fees were collected. Based on information from the Tririga System, the school share portion was waived. However, the waiver was not finalized (still a “Work in Progress” status). As a result, the school’s expected leasing income was overstated by \$1,243.13 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 protect the best interest of 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. The school should also maintain a hard copy of the executed *Lease Agreement* for future reference, in addition to recording leasing information in the Tririga System. A new *Lease Agreement* or an addendum to the existing *Agreement* should be executed in order to incorporate the additional use of facilities by the lessee.
- 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 \$154.80 in unpaid rentals from the lessee.
- Leasing information should be accurately recorded in the Tririga System; and the record should be updated accordingly with new information such as fee waivers, amendments in leasing arrangements.

***Management’s Response***

*Concurs. Leases are now kept in bookkeeping and filed by lease number. The staff member in charge of school leases is aware that each lease must be turned into the bookkeeper.*

**Wellington Landings Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1100 Aero Club Drive  
Wellington, FL 33414

Principal:  
Fiscal Year 2018: Blake Bennett  
During Audit: Blake Bennett

Treasurer:  
Fiscal Year 2018: Capella Flaherty  
During Audit: Capella Flaherty

**Cash and Investments**

Checking	\$ 177,447.19
Investments	
	\$ 177,447.19

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 8,989.53	\$ 19,615.75	\$ 19,195.51	\$ 1,868.06	\$ 1,868.06	\$ 9,409.77
Music	24,885.12	45,299.86	41,898.78	21,729.63	21,729.63	28,286.20
Classes	5,402.39	109,661.00	103,172.34	5,662.59	8,282.59	9,271.05
Clubs	5,030.71	32,115.37	30,945.59	4,777.06	4,633.06	6,344.49
Departments	48,661.85	93,155.05	82,488.46	27,772.25	23,828.62	63,272.07
Trusts	41,349.70	168,358.83	146,772.64	30,718.60	32,849.23	60,805.26
General	2,639.46	33,623.73	36,867.84	13,789.03	13,126.03	58.35
	\$ 136,958.76	\$ 501,829.59	\$ 461,341.16	\$ 106,317.22	\$ 106,317.22	\$ 177,447.19

## CHANGE FUND

### Finding

The school maintained a \$1,000 Change Fund in cash during the audit. Our examination of the change fund on February 7, 2019, found a balance of \$650. According to staff, \$350 in cash was included with Deposit #886-12, on September 21, 2018, along with other School Store collections, but was not identified separately.

### Recommendation

To ensure school assets are properly safeguarded, change funds should be maintained in accordance with *Internal Accounts Manual, Chapter 10, Change Funds*, which states, “Cashboxes must not be included as event income and the cashbox may not be deposited with the event proceeds.”

### Management’s Response

*Concurs. We were aware and contacted the district when the treasurer found the error. The account has been fixed and the change fund is back to \$1,000.*

## DEPOSIT OF MONIES

### Finding

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

- MCRs were not completed with all the required information. Three MCRs (#851-31 for \$96, #851-35 for \$45, and #866-13 for \$45) did not include the check numbers of four checks, totaling \$73.
- Monies were not always deposited into the bank in a timely manner. For example, \$10,875 collected and recorded on two MCRs was not timely processed by the school treasurer. The money was not deposited into the bank until eight working days after the 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,

- 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.
- *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.



***Management's Response***

*Concurs. This has been addressed and corrected for the future.*

**DOCUMENTATION FOR FUNDRAISERS**

**Finding**

The review of sample fundraiser documentation revealed that:

- The *Sales Item Inventory Report* for the Dance Class T-Shirts (Account #5-7650.01), was not reviewed and approved by the Principal.
- The C&H T-Shirt Fundraiser (Account #2-1500.17) had a total sales revenue of \$546, which was deposited into the Internal Funds during Fiscal Year 2018. However, based on the school's purchasing records and the *Sales Item Inventory Report (SIIR)*, this fundraiser should have generated a total estimated revenue of \$1,428. As a result, \$882 in estimated revenue was unaccounted for. In addition, the *SIIR* indicated that 10 T-shirts purchased for resale were given-away with no record to document the purposes for these free items.

**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 proper fiscal accountability, significant discrepancy between the estimated revenue and actual collection should be investigated and resolved accordingly. Written explanation why the items were given-away and the recipients of the items (when items cost \$50 or more) should be part of the fundraiser documentation. This practice should provide better control through the revenue collection reconciliation. It also provides the Principal with information in deciding if similar fundraising activities are warranted in the future.

***Management's Response***

*Concurs. This has been addressed and corrected for the future.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Disbursement #14586 (for \$1,848.50) exceeded the \$1,000 purchasing threshold, but did not have the required *Purchase Order*.
- Disbursement #14328 (for \$1,200) was for payment of an accompanist for the band. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*.
- Two disbursements (#13978 for \$1,125.84 and #14102 for \$861.79) were for employee reimbursements for out-of-state travel expenses. However, the expenses were not supported by the required *Out of County Travel Reimbursement Claim Form (PBSD 0096)*. Also, the employee's *Temporary Duty Elsewhere Form (TDE)* for disbursement #13978 was not approved by the Regional/Instructional Superintendent and Chief Academic/Operating Officer.

### Recommendation

Disbursement procedures 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 the purchase is appropriate, and funds will be available for the purchase.
- The *School District Consultant Agreement (PBSD 1420)* should be properly executed for all consultants with the dated signatures. 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)*. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.
- Travel reimbursements should be properly documented and approved in accordance with *School Board Policy 6.01*.

### Management's Response

*Concurs. This has been addressed and corrected for the future.*

## LEASING OF SCHOOL FACILITIES

### **Finding**

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

- Although Lease #1003 was signed by the principal, the lessee did not sign the lease until 14 working days after the leasehold period began. Also, the date of the witness' signature was 14 working days before the date of the lessee's signature.
- *Lease Agreements* #1005 and #1007 were not signed by the lessees and witnesses until one to 15 days after the use of facilities by lessee.

### **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***

*Concurs. This has been addressed and corrected for the future.*

**Western Pines Middle School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 5949 140 Avenue North  
 Royal Palm Beach, FL 33411

Principal:  
 Fiscal Year 2018: Robert Hattcher  
 During Audit: Robert Hattcher

Treasurer:  
 Fiscal Year 2018: Tammi LeBlanc  
 During Audit: Tammi LeBlanc

**Cash and Investments**

Checking	\$ 174,022.77
Investments	
	\$ 174,022.77

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 5,354.15	\$ 8,383.75	\$ 6,175.67	\$ 7,956.55	\$ 7,745.55	\$ 7,773.23
Music	7,345.64	15,748.30	15,480.34	8,443.70	10,663.70	5,393.60
Classes	2,732.81	8,525.40	8,269.03	858.39	1,144.39	2,703.18
Clubs	7,979.06	21,019.24	15,745.22	6,970.96	6,970.96	13,253.08
Departments	85,373.79	66,539.08	77,281.97	33,767.65	30,381.65	78,016.90
Trusts	46,008.11	38,848.97	36,697.60	3,660.72	3,660.72	48,159.48
General	19,925.43	29,635.74	29,746.87	12,442.71	13,533.71	18,723.30
	\$ 174,718.99	\$ 188,700.48	\$ 189,396.70	\$ 74,100.68	\$ 74,100.68	\$ 174,022.77

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraising documentation revealed that:

- The sponsor for both the Pre-Medical Scrubs (Account #5-9972.02) and Student ID Badges (Account #7-0100.03) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.
- The *Sales Item Inventory Report* for the Student ID Badges (Account #7-0100.03) did not accurately reflect the beginning and ending inventories.

### 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, the *Sales Item Inventory Report* should be accurately completed with accurate information. Accurate *Sales Item Inventory Reports* should assist staff in (1) reconciling sales revenues and (2) tracking of items purchased, given away, or remaining in inventory.

### *Management's Response*

*Will implement district recommendations as stated.*

**Woodlands Middle School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5200 Lyons Road  
Lake Worth, FL 33467

Principal:  
Fiscal Year 2018: Enrique Vela  
During Audit: Enrique Vela

Treasurer:  
Fiscal Year 2018: Jureerat Prisarojn  
During Audit: Jureerat Prisarojn

**Cash and Investments**

Checking	\$ 116,740.96
Investments	
	\$ 116,740.96

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 9,509.30	\$ 16,107.49	\$ 13,097.73	\$ 8,516.22	\$ 10,181.22	\$ 10,854.06
Music	7,985.46	27,550.91	19,423.97	11,933.67	11,933.67	16,112.40
Classes	440.91	21,829.00	21,391.34	58.77	58.77	878.57
Clubs	6,140.37	4,700.00	3,587.27	0.00	186.15	7,066.95
Departments	40,928.52	79,044.78	78,354.02	28,899.28	22,734.28	47,784.28
Trusts	39,311.48	51,506.73	53,893.72	2,500.21	7,635.16	31,789.54
General	1,364.08	1,654.75	1,584.77	907.20	86.10	2,255.16
	\$ 105,680.12	\$ 202,393.66	\$ 191,332.82	\$ 52,815.35	\$ 52,815.35	\$ 116,740.96

## DEPOSIT OF MONIES

### Finding

The review of money collection process at the school revealed that two collections, totaling \$515, recorded on the *Drop-safe Log* (page #s 50-38270, and 50-38274) had the notations “return to sponsor”. However, the return of money to the sponsors were not signed by the sponsors to acknowledge the return and receipt of the collections.

### Recommendation

Monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the *Log*.

### Management’s Response

*Concurs. Will concur with Audit recommendations.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The sponsor for the Band Polo Shirts fundraiser (Account #2-1000.03) did not complete the required annual eLearning Fundraiser Training Course during Fiscal Year 2018.
- Although the *Sales Item Inventory Report* for the Chorus Cookie Dough (Account 2-1500.02) and the Band Polo Shirts (Account #2-1000.03) were prepared and approved by the Principal, none of the fundraisers’ information was recorded on the forms. Missing information included (1) a description of the items for resale, (2) quantities of items purchased, and (3) the selling prices and revenues.

### Recommendation

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

- To ensure staff understand and comply with the updated fundraising procedures, fundraiser sponsors should complete the required eLearning Fundraiser Training Course annually prior to conducting fundraising activities.
- To ensure proper fiscal accountability, *Sales Item Inventory Report* should be completed with all the accurate information. Accurate reporting 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. This noncompliance will be referred to the Office of Professional Standards for further action.

***Management's Response***

*Concurs. All aspects of School Board Policy 2.16 are now followed.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

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

- Disbursement #157095 (for \$ 9,785.03) was for purchase of yearbooks. However, in addition to the invoice, the disbursement was supported by a Computer/Camera Purchase Program agreement for purchase of a digital camera signed by the sponsor instead of the Principal.
- Disbursement #157058 (\$450) was for payment for DJ services at the school during May 6-8, 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. Furthermore, the dates of the principal's and consultant's signatures were missing on the *Agreement*.
- One May 11, 2018, a P-Card transaction (for \$668) was supported by a credit card receipt that did not have the details of the purchase.

**Recommendation**

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

- 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 ...*".
- Payments to consultants should be adequately supported by invoices or statements indicating the dates and hours 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.
- Expenditures should be adequately supported by itemized invoices/receipts. Without adequate supporting documentation, there is no assurance that the expenses were appropriate.

***Management's Response***

*Concurs. Itemized invoices and receipts are now collected. All aspects of School board Policy 6.14(4) are now followed.*



# **High Schools**

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**Alexander W. Dreyfoos School of Arts School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 501 South Sapodilla Avenue  
West Palm Beach, FL 33401

Principal:  
Fiscal Year 2018: Susan Atherley  
During Audit: Susan Atherley

Treasurer:  
Fiscal Year 2018: Sandra Bullock  
During Audit: Sandra Bullock

**Cash and Investments**

Checking	\$ 640,554.44
Investments	
	\$ 640,554.44

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 10,669.91	\$ 23,158.07	\$ 24,546.73	\$ 186.96	\$ 186.96	\$ 9,281.25
Music	67,885.65	421,455.94	412,718.11	81,711.76	79,193.86	79,141.38
Classes	52,205.07	133,506.00	161,488.79	38,809.45	38,930.27	24,101.46
Clubs	45,974.68	51,657.12	48,921.93	12,436.87	12,686.24	48,460.50
Departments	277,115.62	435,077.57	447,380.71	158,865.95	162,431.23	261,247.20
Trusts	201,230.55	199,161.07	234,895.36	1,128.32	284.97	166,339.61
General	48,476.97	54,068.53	51,136.68	39,845.62	39,271.40	51,983.04
	\$ 703,558.45	\$1,318,084.30	\$1,381,088.31	\$ 332,984.93	\$ 332,984.93	\$ 640,554.44

Alexander W. Dreyfoos School of the Arts  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Atlantic High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 2455 West Atlantic Avenue  
Delray Beach, FL 33445

Principal:  
Fiscal Year 2018: Tara Dellegrotti Ocampo  
During Audit: Tara Dellegrotti Ocampo

Treasurer:  
Fiscal Year 2018: Mary Stacey  
During Audit: Mary Stacey

Community School Director:  
Fiscal Year 2018: Jerry Fogarty  
During Audit: Jerry Fogarty

**Cash and Investments**

Checking	\$ 335,163.48
Investments	
	\$ 335,163.48

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 47,505.24	\$ 232,710.18	\$ 237,801.28	\$ 42,147.81	\$ 58,492.50	\$ 26,069.45
Music	44,534.69	81,905.91	101,476.40	32,974.92	32,719.92	25,219.20
Classes	16,695.71	22,040.00	24,528.85	13,498.76	21,184.96	6,520.66
Clubs	61,799.21	97,030.94	89,752.68	33,795.07	36,837.04	66,035.50
Departments	63,784.39	61,350.25	67,666.10	5,111.36	9,558.65	53,021.25
Trusts	176,327.99	189,207.01	195,916.85	38,898.83	65,931.51	142,585.47
General	4,147.30	7,806.22	54,539.40	60,680.16	2,382.33	15,711.95
	\$ 414,794.53	\$ 692,050.51	\$ 771,681.56	\$ 227,106.91	\$ 227,106.91	\$ 335,163.48

## DOCUMENTATION FOR FUNDRAISERS

### **Finding**

The review of fundraiser records found that the sponsor for the student parking decals (Account #4-3200.01) did not complete the required annual eLearning fundraiser training course during Fiscal Year 2018.

### **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.

### **Management's Response**

*Training was completed by the sponsor. Then last training wasn't able to be completed due to an online issue accessing the training module.*

## DOCUMENTATION OF DISBURSEMENTS

### **Finding**

The review of sample disbursements and P-Card records found that Disbursement #16967(for \$350) was payment for DJ services on April 26, 2018, for the IB Senior Celebration Dinner. However, the related *School District Consultant Agreement (PBSD 1420)* was not approved by the Principal.

### **Recommendation**

Disbursements should be administered in accordance with *Internal Accounts Manual* 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 help protect the safety and welfare of students.

### **Management's Response**

*Concurs. Met with bookkeeper and sponsor to ensure all signatures are obtained.*



## ADULT EDUCATION AND COMMUNITY SCHOOL PROGRAMS

### **Finding**

The review of the Adult Education and Community School Programs found that Community School related fees for Winter 2017 and Spring 2018 fees were not transmitted to the Central Office in a timely manner, with delays ranging from 16 to 32 days.

### **Recommendation**

Adult Education and Community School Programs should be administered in accordance with the District's guidelines. Specifically, in accordance with District's guidelines, all 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***

*Concurs. Met with the new secretary and bookkeeper to ensure all required training and deadlines are met.*

## LEASING OF SCHOOL FACILITIES

### **Finding**

The Central Office's share of the rental income and sales tax collected from six leases was not properly allocated. Instead the payments were recorded in the Extra Services Account (#6-1600). As a result, the school under-transmitted \$2,350.26 in District Share and \$939 in taxes to the Central Office.

### **Recommendation**

The Central Office's share 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 procedures.

### ***Management's Response***

*Concurs. The issue was corrected immediately.*

**Boca Raton High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1501 N.W. 15th Court  
Boca Raton, FL 33486

Principal:  
Fiscal Year 2018: Suzanne King  
During Audit: Suzanne King

Treasurer:  
Fiscal Year 2018: Kelly Schroeder  
During Audit: Kelly Schroeder

Community School Director:  
Fiscal Year 2018: Joseph Cortes  
During Audit: Joseph Cortes

**Cash and Investments**

Checking	\$ 686,580.54
Investments	
	\$ 686,580.54

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 137,399.40	\$ 389,337.41	\$ 395,771.20	\$ 84,925.10	\$ 82,750.93	\$ 133,139.78
Music	21,016.51	256,483.29	253,048.59	75,439.68	74,164.34	25,726.55
Classes	11,779.62	14,165.42	15,928.39	9,075.71	10,075.71	9,016.65
Clubs	98,561.19	456,407.80	440,788.53	135,250.30	132,495.08	116,935.68
Departments	212,429.77	296,573.15	295,648.67	75,626.12	74,475.03	214,505.34
Trusts	138,663.82	413,017.42	385,453.51	24,602.88	29,962.06	160,868.55
General	37,410.82	209,346.56	219,372.75	85,117.23	86,113.87	26,387.99
	\$ 657,261.13	\$2,035,331.05	\$2,006,011.64	\$ 490,037.02	\$ 490,037.02	\$ 686,580.54

## DEPOSIT OF MONIES

### Finding

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

- Eight collections recorded on five pages of the *Drop-safe Log* (page #s 14-06291,14-06303,14-06315,14-06344 and 14-06372) were marked not ready for deposit by the sponsor. However, the return of money to the sponsors was not signed by the sponsors to acknowledge the receipt of the collections.
- Monies were not always deposited into the bank in a timely manner. For example, \$31,473.69 collected through 56 MCRs was not timely processed by the school treasurer; and money was not deposited into the bank until six to 15 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,

- To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be noted and acknowledged (signed/initialed) by the sponsor on the *Log*.
- *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

*Concurs. We will implement best practice of having sponsors sign the log when receiving back funds that were not ready to be deposited. The Treasurer was out as noted on the log though I have spoken with her to ensure timely deposits.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- A *School District Consultant Agreement (PBSD 1420)* totaled \$7,000 for choreography and photography of the Drama Department's Spring Show was approved by the principal on September 27, 2017. However, 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.

- A P-Card purchase for \$709 during August 2017 was for purchase of math software. However, this purchase did not include evidence that this product was on the Information Technology Department approved product list.
- Four disbursements totaled \$649.71 (#65515 for \$506.42, #64929 for \$20.47, # 65785 for \$81.88, and #66369 for \$40.94) were for purchase of items for the administrative office and staff travel. However, these payments were incorrectly funded by the General Activities Account (#7-0100.00), instead of Administrative Courtesy Account (#6-0200.00) or Facility Rental Account (#6-3800.00).

### **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 with all the required dated signatures and forwarded to the Purchasing Department when payments are to exceed \$5,000.
- As required by the District's *Purchasing Manual Section 5-1*, "Technology items must be approved by the Technology Clearinghouse Committee (TCC) or be on the Information Technology approved product list". The school should submit the Software / Hardware / Technology Request Form (PBSD 2199) to the Information Technology Department for review and approval for purchase of non-District approved software.
- Expenditures should be funded by the appropriate funding sources, in accordance with District's guidelines.

### **Management's Response**

*Concurs. All Consultant Agreements over \$5,000 will be forwarded to Instructional Superintendent. All Software/Hardware purchases will be cleared by TCC. Expenditures will be funded by the appropriate funding source in accordance with District guidelines.*

**Boynton Beach High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 4975 Park Ridge Boulevard  
Boynton Beach, FL 33426

Principal:  
Fiscal Year 2018: Guarn Sims  
During Audit: Anthony Lockhart

Treasurer:  
Fiscal Year 2018: Beth Bauer  
During Audit: Toni Davis

Community School Director:  
Fiscal Year 2018: Karensa Wright  
During Audit: Karensa Wright

**Cash and Investments**

Checking	\$ 132,498.14
Investments	
	\$ 132,498.14

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 11,312.52	\$ 71,592.67	\$ 84,642.50	\$ 23,424.97	\$ 11,506.24	\$ 10,181.42
Music	2,300.91	24,512.87	21,626.31	5,710.45	5,710.45	5,187.47
Classes	3,346.73	54,481.60	54,707.97	31,315.41	32,307.91	2,127.86
Clubs	13,010.70	24,729.08	31,248.93	23,648.17	21,776.95	8,362.07
Departments	46,592.50	188,944.99	189,415.29	98,295.95	99,147.59	45,270.56
Trusts	52,526.67	243,033.34	209,446.80	16,038.10	43,304.30	58,847.01
General	338.17	2,620.21	15,757.02	25,493.34	10,172.95	2,521.75
	\$ 129,428.20	\$ 609,914.76	\$ 606,844.82	\$ 223,926.39	\$ 223,926.39	\$ 132,498.14

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraising documentation revealed that:

- The Drama T-Shirt Fundraiser (Account #4-1600.12) did not have the required *Fundraising Application/Recap Form* and *Sales Item Inventory Report*. A total of \$310 in sales revenues was deposited into the Internal Funds during the year. Based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$1,000. As a result, \$690 (or 69%) in estimated revenue was unaccounted for.
- Based on the school's purchasing records and the *Sales Item Inventory Report* for the Cheerleading-World's Finest Chocolate Fundraiser (Account #4-0870.02), this fundraiser should have generated a total estimated revenue of \$690 during Fiscal Year 2018. However, \$523.90 in sales revenues was deposited into the Internal Funds during the year. As a result, \$166.10 (or 24%) in estimated revenue was unaccounted for.
- The *Sales Item Inventory Report* for the Band-Spirit Shirts (Account #2-1000.02), indicated that 66 shirts with a total estimated resale value of \$792 ( $66 \times \$12 = \$792$ ) were given-away. However, no record was maintained to document the given-away items.
- The *Sales Item Inventory Report (SIIR)* for the Class of 2018 - Coupon Book Sale (Account #3-2018.03), indicated that seven coupon books with a total resale value of \$175 ( $7 \times \$25 = \$175$ ) were given-away free-of-charge, but no record was maintained to document the given-away items. Moreover, the 25 coupon books reported on the SIIR as ending inventory could not be located, therefore, \$625 in coupon books ( $25 \times \$25$ ) were 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, 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.
- To ensure accurate reconciliation of sales revenues for each fundraiser, the school should maintain proper documentation of all persons who received given-away items.

***Management's Response***

*I was not at BBCHS during the 2018 school year.*

**PRE-KINDERGARTEN PROGRAM**

**Finding**

All fees for the Pre-Kindergarten program are paid online. However, there were no payment records maintained during Fiscal Year 2018. Without the payment records, the school was not able if (1) fees should be assessed for late payment, and (2) children should be removed from the program for nonpayment. The program director for fiscal year 2019 stated that documentation is now being maintained.

**Recommendation**

Payment records should be accurately maintained and periodically reconciled to the General Ledger. Significant discrepancy should be properly investigated and resolved.

***Management's Response***

*I was not at BBCHS during the 2018 school year.*

**Forest Hill High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 6901 Parker Avenue  
West Palm Beach, FL 33405

Principal:  
Fiscal Year 2018: Mary Stratos  
During Audit: Mary Stratos

Treasurer:  
Fiscal Year 2018: Connie Rider  
During Audit: Connie Rider

Community School Director:  
Fiscal Year 2018: Todd Bolar  
During Audit: Todd Bolar

**Cash and Investments**

Checking	\$ 132,255.48
Investments	
	\$ 132,255.48

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 7,483.11	\$ 131,376.84	\$ 149,082.71	\$ 57,143.03	\$ 46,513.18	\$ 407.09
Music	9,674.12	40,344.63	45,694.69	6,780.24	7,970.99	3,133.31
Classes	23,786.15	128,451.51	110,636.70	29,658.73	44,938.73	26,320.96
Clubs	26,513.49	81,484.29	81,684.19	21,775.57	22,501.55	25,587.61
Departments	31,489.56	82,234.87	81,976.33	25,917.66	13,225.83	44,439.93
Trusts	43,959.88	252,658.72	257,398.38	26,691.65	32,244.94	33,666.93
General	1,636.64	4,201.87	6,567.20	100.00	671.66	( 1,300.35)
	\$ 144,542.95	\$ 720,752.73	\$ 733,040.20	\$ 168,066.88	\$ 168,066.88	\$ 132,255.48



## DEPOSIT OF MONIES

### Finding

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

- Two collections (totaled \$1,940) recorded on two pages of *Drop-safe Log* (DSL) (#s 14-42527 and 14-42543) plus three collections recorded without dollar amounts on three pages (DSL #s 14-42485, 14-42527, and 14-42529) were returned to sponsors. However, the return of money to the sponsors was not documented, such as signed-off by the sponsors who received the returned collections.
- Seven collections (totaled \$6,633) recorded on six pages of the DSL (#s 14-14-42486, 14-42488, 14-42488, 14-42543, 14-42644, and 14-42647) plus two collections recorded without dollar amounts on two pages (DSL #s 14-42487 and 14-14-42493) were deleted (scratched out) or noted as voided without any explanation. It was not clear who or why the record was deleted from the *Drop-safe Log*. There was no assurance the transaction was removed properly.
- The staff assigned to assist the treasurer in counting money completed *Section 3* of the *Drop-safe Log* and passed the completed DSL to the assigned custodian to sign as verifier. Consequently, there was no independent confirmation of deposit information by the treasurer into the accounting system.
- MCRs were not always completed with all the required information. For example, the sponsors of two MCRs (totaled \$709) in Deposit #1181 did not identify two payments (totaled \$324) as checks or list the check numbers.
- Monies collected were not always deposited into the drop-safe in a timely manner. For example, \$2,848 collected through two MCR #s (1275-12 and 1275-13) were retained by the sponsor for 13 to 25 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, monies returned to the sponsor for clarification and entries removed from the DSL should be documented with acknowledgment (signed/initialed) by the sponsor on the Log.
- 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***

*Concurs. Treasurer met with the Principal and will begin to follow district and school accounting practices and procedures.*

**DOCUMENTATION FOR FUNDRAISERS**

**Finding**

Activities for the Avid T-Shirt Sales (Account #4-0340.03) began August 28, 2017. However, the sponsor of this fundraiser did not complete the Annual eLearning Fundraiser Training Course until September 9, 2017, nine days after fundraiser began.

**Recommendation**

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.

***Management's Response***

*Access and inquiry beyond the scope of the treasurer and work responsibility re: fundraiser training, treasurer met with Principal and will begin to follow district and school accounting procedures.*

**DOCUMENTATION OF DISBURSEMENTS**

**Finding**

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

- The July 2017, *P-Card Monthly Bank Statements* for a School Office Assistant had five charges totaled \$2,844.61. However, no supporting documentation for the purchases was available. Furthermore, the statement was neither signed by the cardholders nor approved by the Principal.
- A \$1,102.50 P-Card purchase during November 2017 for conference registrations exceeded the \$1,000 per vendor per day limit which required prior approval from the Purchasing Department. Additionally, the related staffs' *Temporary Duty Elsewhere (TDE)* Forms were not included with the documentation.
- Two P-Card purchases (\$1,090 and \$1,078.20) occurred during March and May 2018, respectively, for printed materials and graduation items were divided into two separate payments to circumvent the \$1,000 per vendor per day limit.

Forest Hill High School  
Management Letter  
Year Ended June 30, 2018

- The school used its P-Card to purchase an unmanned drone. However, the school did not maintain any evidence of registering the drone and its intended use with the Risk Management Department.
- Disbursement #49596 (for \$522.50) was for payment of a chartered bus. However, the disbursement was supported by a quote instead of an invoice or paid receipt.
- The following consultant engagements did not have the required executed *School District Consultant Agreement (PBSD 1420)*:
  - Disbursement #50313 (for \$400) was to pay for DJ Services for the March 10, 2018, Military Ball. Additionally, the disbursement was supported by a contract signed by the sponsor instead of the principal.
  - Disbursement #50495 (for \$315) was to pay for canoeing instruction during April, 2018.
  - Disbursement #50709 (for \$200) was to pay for entertainment services during the May 24, 2018, Project Graduation.
- A *School District Consultant Agreement* totaling \$1,500, to pay for a marching band consultant was approved by the principal on July 29, 2017. However, this consultant was paid a total of \$2,000 for Fiscal Year 2018, which exceeded the \$1,500 total contract amount by \$500. Additionally, the *Consultant Agreement* did not include a completed *Beneficial Interest and Disclosure of Ownership Affidavit* and the *Consultant Evaluation Form*.

### **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 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 purchases in excess of \$1,000 requires prior approval from Purchasing.
- *Bulletin #PD 18-185 CFO*, provides guidance for the limited permissible uses of unmanned drones. Program details for using the drone are to be forwarded to the Risk Management Department for review and approval.
- The *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures prior to the consultant performing services and having contact with students at the school. 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)*. This will help ensure the safety and welfare of students.

- Payments to consultants should be made in accordance with agreements. An addendum to the agreement 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. Pursuant to page 13-1 of the *District's Purchasing Manual*, "a completed, signed and notarized Beneficial Interest and Disclosure of Ownership Affidavit (Page 8 of PBSB 1420) must be attached to each contract."

***Management's Response***

*Concurs. Retraining – and update, Principal will follow district procedures and policies.*

**ADULT EDUCATION AND COMMUNITY SCHOOL PROGRAMS**

**Finding**

The review of the Adult Education and Community School Programs found that:

- Six of the 16 registered students for the Fall 2017, Yoga/Cardio Infusion Class were charged less than the published \$170 tuition fee. Payments ranging from \$113.53 to \$160.59 for a total undercharge of \$124.11. However, no waiver forms were maintained to document the fee reduction.
- Community School related fees for Winter 2017 and Spring 2018 were not transmitted to the Central Office in a timely manner, with a delay of 21 days each.

**Recommendation**

Adult Education and Community School Programs should be administered in accordance with the District's guidelines. Specifically,

- Community School Program fees should be collected in accordance with the District's approved Rate Schedule.
- To provide for timely funding for Community School personnel and other related expenses, 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***

*Concurs. Treasurer will establish and monitor calendar and communicate with district personnel regarding transmittal due dates as per district practice, policy and procedure.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

The school executed seven *Lease Agreements* (#s 1019, 1026, 1029, 1036, 1044, 1050, and 1051) with total rental charges of \$13,384.05. However, as of June 30, 2018, none of the charges had been collected.

**Recommendation**

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**

*Concurs. District practice, policy and procedures will be followed by administration to include treasurer.*

**Additional Comments:**

*Audits from 2012-2018 were reviewed with the treasurer on 12/3/18 with similar findings indicating a lack of due diligence on the part of the treasurer. The treasurer was directed to properly post and initial the drop safe log. The money collected from (white copy) must reflect notation if error made by sponsor. All money must be deposited in a timely manner. Consultant agreements to be completed as per district policy/procedures with background/clearance checks. Transmittals made as required. Sponsors will be notified of errors in writing monitored by treasurer.*

**Glades Central High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1001 SW Avenue "M"  
Belle Glade, FL 33430

Principal:  
Fiscal Year 2018: Angela Avery-Moore  
During Audit: Melanie Bolden-Morris

Treasurer:  
Fiscal Year 2018: Karen Orsenigo  
During Audit: Karen Orsenigo

Community School Director:  
Fiscal Year 2018: Mitsie Johnson  
During Audit: Mitsie Johnson

**Cash and Investments**

Checking	\$ 271,812.17
Investments	
	\$ 271,812.17

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 11,451.67	\$ 143,721.39	\$ 135,135.34	\$ 34,080.89	\$ 37,167.83	\$ 16,950.78
Music	( 2,981.83)	14,132.05	16,181.61	12,796.34	7,222.98	541.97
Classes	4,655.13	84,966.46	74,163.66	19,111.45	24,272.67	10,296.71
Clubs	11,538.13	37,922.56	47,223.26	12,456.68	7,510.66	7,183.45
Departments	13,783.68	21,535.44	31,910.86	3,595.81	2,602.63	4,401.44
Trusts	156,252.24	189,848.67	77,691.36	9,466.68	43,549.41	234,326.82
General	( 3,011.00)	23,662.61	53,358.94	51,538.38	20,720.05	( 1,889.00)
	\$ 191,688.02	\$ 515,789.18	\$ 435,665.03	\$ 143,046.23	\$ 143,046.23	\$ 271,812.17

## DEPOSIT OF MONIES

### Finding

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

- Two collections recorded on the *Drop-safe Log* (page #s 14-44431 and 14-44443) were noted “TBC” or “TBD”. According to staff, those collections were returned to the sponsors for processing. However, the return of money to the sponsors was not documented, such as signed-off by the sponsors who received the returned collections. Another collection for \$20 (*Log* page #14-44372) was deleted (scratched out) without any explanation.
- MCRs were not completed with all the required information. For example, the date and the source of two cash collections, totaling \$275, were not indicated on the MCRs (#1054-8 and #1215-3). Furthermore, the check number for one payment (\$16) was not indicated on MCR #1146-57.
- Monies collected were not always deposited in a timely manner. For example, a total of \$1,570.50 collected through 6 MCRs (#1146-57, #1146-50, #1146-46, #1146-44, #1172-2, and #1172-19) was retained by the sponsors for one to 12 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, monies returned to the sponsor for clarification or deleted from the *Log* should be documented with acknowledgment (signed/initialed) by the sponsor on the *Drop-safe Log* with an explanation.
- 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 *DOE Rules* and District *Bulletin #P-14051-S/CFO*, 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 increase the exposure to sponsors and result in potential irregularities.

### Management’s Response

*Concurs. I will continue to meet with faculty and staff pertaining to the above issues.*

**DOCUMENTATION FOR FUNDRAISERS**

**Finding**

The review of sample fundraiser records revealed that:

- The Class of 2018 T-shirt Account (#3-2018.01) did not have the required *Fundraising Application/Recap Form* and *Sales Item Inventory Report*. A total of \$763.25 in sales revenue was deposited into the Internal Fund during October 4, 2017, through May 3, 2018. Based on the school’s purchasing records, this fundraiser should have generated a total estimated revenue of \$1,000. As a result, \$236.75 (24%) in estimated revenue was unaccounted for.
- The World’s Finest Chocolate Sales (Account #7-0100.07) had a total sales revenue of \$5,819. The collections were deposited into the Internal Funds during the period July 1, 2017, through September 6, 2018. However, based on the school’s purchasing records, the *Sales Item Inventory Report* for School Year 2018, and our examination of physical inventory during the audit, this fundraiser should have generated a total estimated revenue of \$6,479. Consequently, \$660 (10%) in estimated revenue was unaccounted for. Moreover, the sponsor did not complete the required Annual eLearning Fundraiser Training Course for Fiscal Year 2018.

Item	Quantity					Selling Price	Revenues
	Beginning Inventory <sup>(1)</sup>	Purchases <sup>(2)</sup>	Items Given Away <sup>(1)</sup>	Inventory On Hand <sup>(3)</sup>	Units Sold		
Cans of Soda	0	6,900	221	200	6,479	\$1	\$6,479
Total Estimated Revenues							\$6,479
Total Sales Revenues Collected							\$5,819
<b><i>Estimated Revenues Unaccounted For</i></b>							<b><u><u>\$660</u></u></b>

(1) Based on *FY18 Sales Item Inventory Report*.

(2) Based on purchasing records during July 1, 2017, through September 6, 2018.

(3) Based on our examination of physical inventory on October 13, 2018

**Recommendation**

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

- To ensure staff understand and comply with the updated fundraising procedures, fundraiser sponsors should complete the required Annual eLearning Fundraiser 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 unknown liabilities and unfunded debts.



- 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***

*Concurs. I will monitor staff/faculty on eLearning training courses.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

Disbursement #14897 (for \$7,500) was a payment for the February 28, 2018 Spring Break College and Historical Tour. However, the required Field Trip Request Form was missing.

**Recommendation**

Field trips should be approved in accordance with *School Board Policy 2.40* and related District guidelines. Specifically, a *Field Trip/Activity Planning Report* and Approval Request and *TDEs* must be completed by the sponsor and pre-approved by the Principal for each field trip.

***Management's Response***

*Concurs. I will monitor all field trip request forms and their approval.*

**John I. Leonard High School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 4701 10th Avenue North  
Greenacres, FL 33463

Principal:  
Fiscal Year 2018: Melissa Patterson  
During Audit: Melissa Patterson

Treasurer:  
Fiscal Year 2018: Maria Luna  
During Audit: Maria Luna

Community School Director:  
Fiscal Year 2018: Theomane Dorleans  
During Audit: Theomane Dorleans

**Cash and Investments**

Checking	\$ 257,245.49
Investments	
	\$ 257,245.49

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 8,766.66	\$ 176,951.63	\$ 138,245.25	\$ 42,419.14	\$ 40,816.52	\$ 49,075.66
Music	4,396.40	157,154.43	158,670.09	45,721.21	45,721.21	2,880.74
Classes	24,550.81	60,957.15	71,825.92	6,903.80	7,093.80	13,492.04
Clubs	23,379.80	110,536.34	105,573.05	37,790.42	40,430.42	25,703.09
Departments	75,859.48	95,788.53	101,501.63	36,033.04	39,271.54	66,907.88
Trusts	69,472.93	265,166.78	238,898.96	25,167.43	19,641.57	101,266.61
General	( 2,013.41)	17,061.98	16,069.12	11,987.66	13,047.64	( 2,080.53)
	\$ 204,412.67	\$ 883,616.84	\$ 830,784.02	\$ 206,022.70	\$ 206,022.70	\$ 257,245.49

## DEPOSIT OF MONIES

### Finding

The review of money collection process and sample *Monies Collected Reports* (MCRs) at the school found that, MCRs were not always completed with all the required information. For example, the sponsors for four MCRs totaling \$1,087.10, in deposit #1089, did not indicate that the payments were from checks and did not 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, 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

*Concurs. Staff will be retrained on Chapter 8 of the Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser documentation revealed that:

- The *Sales Item Inventory Report* completed by the sponsor of the Girls' Varsity Basketball- Discount Cards (Account #1-0850.04) contained incorrect information for quantities purchased and the ending inventory. Also, the *Fundraising Application/Recap Form* was not approved by the principal until after the items for resale had been purchased.
- There was no *Sales Item Inventory Report* for the Campus Yearbook Sales (Account #5-0450.06).

### 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 accurately. Accurate *Sales Item Inventory Report* should assist staff in (1) reconciling sales revenues and (2) tracking items purchased, given-away, or remained in inventory. *Fundraiser Application/Recap Forms* should be approved prior to funds being collected or resale items being purchased.

### Management's Response

*Concurs. Retrain staff on School Board Policy 2.16, Fundraising Activities Relating to Schools.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- A *School District Consultant Agreement (PBSD 1420)* totaling \$4,000 for a marching band consultant was approved by the principal on August 4, 2017. However, this consultant was paid a total of \$7,800 for Fiscal Year 2018. 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 for approval.
- One P-Card purchase (for \$335.40) during December 2017, for camera equipment included a payment of \$21.95 in sales tax although it was a tax-exempt qualified 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,

- The *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 in a school year.
- The School District is sales tax-exempt government; it should not pay sales tax for qualified purchases.

### Management’s Response

*Concurs. Meet with band director regarding Purchasing Manual, Chapter 24.*

## LEASING OF SCHOOL FACILITIES

### Finding

The review of leases found that:

- *Lease Agreement #1004* was approved by the principal and signed by the lessee and witness 11 and 17 days, respectively, after the leasehold periods began.
- The leasing charges for *Lease Agreement #1027* for the month of June 2018 were not collected until July 25, 2018.

**Recommendation**

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

- 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***

*Concurs. Meet with administration to insure proper procedures are follow for all Lease Agreements.*

**Jupiter High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 500 North Military Trail  
Jupiter, FL 33458

Principal:  
Fiscal Year 2018: Coleen Iannitti  
During Audit: Coleen Iannitti

Treasurer:  
Fiscal Year 2018: Peggy Groh  
During Audit: Peggy Groh

Community School Director:  
Fiscal Year 2018: Suzanne Smith  
During Audit: Suzanne Smith

**Cash and Investments**

Checking	\$ 990,706.67
Investments	
	\$ 990,706.67

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 146,022.80	\$ 323,128.06	\$ 409,631.05	\$ 129,859.03	\$ 60,464.49	\$ 128,914.35
Music	9,628.61	58,404.31	64,608.30	8,163.28	7,988.28	3,599.62
Classes	58,850.37	186,974.98	144,765.12	73,192.18	80,844.18	93,408.23
Clubs	95,748.36	382,157.65	383,067.67	124,769.92	120,775.93	98,832.33
Departments	213,113.73	382,632.16	356,100.71	118,603.35	112,101.22	246,147.31
Trusts	293,700.64	941,909.50	807,847.30	232,195.38	303,742.71	356,215.51
General	37,750.36	101,388.83	74,683.54	93,925.59	94,791.92	63,589.32
	\$ 854,814.87	\$2,376,595.49	\$2,240,703.69	\$ 780,708.73	\$ 780,708.73	\$ 990,706.67

## SEGREGATION OF DUTIES

### Finding

During the audit, we noted that the school treasurer was performing incompatible duties. Specifically,

- Incoming mails were sorted and distributed by the staff other than the school treasurer. However, the treasurer opened the mails addressed to her.
- The budget bookkeeper was the assigned Document Custodian for the *Drop-safe Log*. However, the school treasurer maintained the unused *Drop-safe Logs*.

### Recommendation

To safeguard school assets through proper controls and segregation of duties,

- Incoming mails should be received and opened by different staff members. Payments, if any, received in the mails should be recorded on a *Monies Collected Report* (MCR) by the staff who opens the mail, prior to putting the collection into the drop-safe.
- The Document Custodian for the *Drop-safe Log* should (1) maintain the blank *Drop-safe Log*, and (2) use the *Prenumbered Document Inventory Register* (PBSD 0160) to confirm and account for the inventory of the *Log*.

### Management's Response

*Concurs. We will follow all recommendations.*

## DEPOSIT OF MONIES

### Finding

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

- Nine sponsors put 23 collections (totaling \$8,744.75) into the drop-safe but did not record the deposit information on the *Drop-safe Log* (page #s 50-16672, 50-16443, 50-16456, and 50-16483). The collection and deposit information was subsequently recorded on the *Log* by another staff member after the monies were removed from the drop-safe for processing.
- *Section 1* of the *Drop-safe Log* was not always completed with all the required information. Missing information included the dates of collection and dates when the collections were put into the drop-safe.

- Four MCRs (#887-59, #887-27, #927-26, and #927-47, totaling \$1000) did not include the check numbers for five checks totaling \$260.

### **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 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 by entering the *Official Receipt* number on the *Log*.
- 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**

*Concurs. We will follow all recommendations.*

## **DOCUMENTATION FOR FUNDRAISERS**

### **Finding**

The review of sample fundraiser records revealed that:

- The sponsors of the following two fundraisers did not complete the Annual required eLearning Fundraiser Training Course prior to conducting the fundraiser activities: (1) Spanish Club Coupon Book (Account #4-4700.01) and (2) Band Christmas Tree Sales (Account #6-0650.05)
- Fundraising documentation was not prepared and retained for the Spanish Club Coupon Book Fundraiser (Account #4-4700.01).
- The *Sales Item Inventory Reports* for the Band Logo Ball Caps Sale (Account #3-3500.03) and Band Christmas Tree Sales (Account #6-0650.05) were not approved by the Principal.

### **Recommendation**

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



- To ensure staff understand and comply with the updated fundraising procedures, fundraiser sponsors should complete the required Annual eLearning Fundraiser 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 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***

*Concurs. We will follow all recommendations.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

Disbursement #29209 (for \$2,000) was for payment to a baseball consultant/practice coach. The disbursement was supported by a *School District Consultant Agreement (PBSD 1420)*. However, the expense did not have an itemized invoice indicating the dates and times services were provided.

**Recommendation**

To ensure that purchases are appropriate, disbursements should be documented and supported by itemized invoices and receipts. Without such documentation, there is no assurance that the expenses were appropriate.

***Management's Response***

*Concurs. We will follow all recommendations.*

**Lake Worth High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1701 Lake Worth Avenue  
Lake Worth, FL 33460

Principal:  
Fiscal Year 2018: Elvis Epps  
During Audit: Elvis Epps

Treasurer:  
Fiscal Year 2018: Mona Francois  
During Audit: Mona Francois

Community School Director:  
Fiscal Year 2018: Vincent Taormina  
During Audit: Vincent Taormina

**Cash and Investments**

Checking	\$ 474,876.39
Investments	
	\$ 474,876.39

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 35,002.47	\$ 83,996.63	\$ 95,292.83	\$ 18,078.92	\$ 18,662.61	\$ 23,122.58
Music	5,147.88	47,741.25	38,123.67	7,211.78	6,996.52	14,980.72
Classes	13,182.98	34,419.78	35,698.46	6,039.12	5,088.74	12,854.68
Clubs	14,205.36	41,791.69	44,326.18	12,298.21	12,375.47	11,593.61
Departments	150,824.39	93,421.63	90,803.81	8,381.76	9,783.08	152,040.89
Trusts	177,091.48	547,658.73	474,714.65	149,202.42	149,713.02	249,524.96
General	9,667.20	4,596.53	4,912.01	5,030.44	3,623.21	10,758.95
	\$ 405,121.76	\$ 853,626.24	\$ 783,871.61	\$ 206,242.65	\$ 206,242.65	\$ 474,876.39

Lake Worth High School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Olympic Heights High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 20101 Lyons Road  
Boca Raton, FL 33434

Principal:  
Fiscal Year 2018: David Clark  
During Audit: Kelly Mills Burke

Treasurer:  
Fiscal Year 2018: April Britt  
During Audit: Beth Bauer

Community School Director:  
Fiscal Year 2018: Stacey Belton  
During Audit: Stacey Belton

**Cash and Investments**

Checking	\$ 397,858.73
Investments	
	\$ 397,858.73

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 66,694.98	\$ 238,442.07	\$ 221,427.69	\$ 93,088.69	\$ 94,329.38	\$ 82,468.67
Music	7,137.91	32,258.20	26,357.05	5,248.04	6,125.04	12,162.06
Classes	27,918.75	64,242.03	78,083.37	55,463.95	49,006.04	20,535.32
Clubs	55,878.50	107,965.57	95,110.92	43,617.93	47,274.06	65,077.02
Departments	83,426.01	143,196.91	120,753.95	56,264.21	59,121.43	103,011.75
Trusts	173,739.16	418,496.24	487,298.48	111,038.01	106,347.88	109,627.05
General	( 3,075.81)	22,477.60	11,907.93	25,198.64	27,715.64	4,976.86
	\$ 411,719.50	\$1,027,078.62	\$1,040,939.39	\$ 389,919.47	\$ 389,919.47	\$ 397,858.73

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraising documentation revealed that:

- The Girls' Volleyball Coupon Book Sales (Account #1-6510.04) did not have the required *Sales Item Inventory Report*.
- Tickets sold for the 2018 Prom (Account #3-2019.01) had a total revenue of \$34,480. However, a *Ticket Seller Report* for this event was not maintained.

### Recommendation

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

- 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.
- *Internal Accounts Manual, Chapter 26*, requires that *Ticket Sellers Report* should be prepared in order for staff to reconcile revenues with the number of tickets sold. Significant discrepancy between the estimated revenue and actual receipt should be investigated and resolved accordingly.

### Management's Response

*Concurs. The sponsor for both of these findings no longer works at Olympic Heights. The new sponsors have been provided with reminders of the correct procedures.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Disbursement #40190 (for \$1,483.40) included payment of \$363.40 for an airline ticket reimbursement to a consultant. However, this expense did not have supporting documentation.
- Disbursement #41013 was for a payment of \$1,250 for the Prom's DJ. However, the engagement of this consultant did not have the required *School District Consultant Agreement (PBSD 1420)*.

Olympic Heights High School  
Management Letter  
Year Ended June 30, 2018

- Two disbursements (#40212 for \$400 and #40213 for \$400) were for payment of a choir accompanist for October 25 and 26, 2017. However, the related *School District Consultant Agreement (PBSD 1420)* was not signed by the Principal. Additionally, the consultant's signature was not dated.
- The related *School District Consultant Agreements (PBSD 1420)* for four disbursements (#39863 for \$1,920, #40190 for \$1,483.40, #40212 for \$400, and #40213 for \$400) did not include a completed *Beneficial Interest and Disclosure of Ownership Affidavit*.

### **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.
- The *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures prior to the consultant performing services and having contact with students at the school. 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)*. This will help protect the safety and welfare of students.
- The *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures.
- Pursuant to page 13-1 of the *District's Purchasing Manual*, "a completed, signed and notarized *Beneficial Interest and Disclosure of Ownership Affidavit (Page 8 of PBSD 1420)* must be attached to each contract."

### **Management's Response**

*Concurs. Reviewed consultant policies and procedures with all staff to ensure this will not happen again.*

**Pahokee Middle / Senoir High School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 900 Larrimore Road  
Pahokee, FL 33476

Principal:  
Fiscal Year 2018: Michael Aronson (High) / Dwayne Dennard (Middle)  
During Audit: Vacant (High) / Dwayne Dennard (Middle)

Treasurer:  
Fiscal Year 2018: Brandi Ingram  
During Audit: Brandi Ingram

**Cash and Investments**

Checking	\$ 131,934.92
Investments	
	\$ 131,934.92

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 16,402.64	\$ 124,744.18	\$ 122,617.22	\$ 23,993.41	\$ 35,129.49	\$ 7,393.52
Music	2,674.16	2,124.39	3,326.89	717.39	699.39	1,489.66
Classes	5,945.53	54,669.00	53,622.64	1,157.48	1,071.48	7,077.89
Clubs	14,987.33	28,124.01	50,326.07	22,158.19	10,099.86	4,843.60
Departments	9,402.32	70,075.63	47,349.25	15,232.19	12,196.19	35,164.70
Trusts	18,320.07	221,480.43	155,042.87	2,379.64	19,321.70	67,815.57
General	3,236.18	1,062.21	9,028.22	31,552.24	18,672.43	8,149.98
	\$ 70,968.23	\$ 502,279.85	\$ 441,313.16	\$ 97,190.54	\$ 97,190.54	\$ 131,934.92

*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 FUNDRAISERS

### Finding

The review of fundraiser documentation found that:

- The Interact Club – Shirts (Account #4-2850.01) did not have the required *Fundraising Application/Recap Form* and *Sales Item Inventory Report*. A total of \$272 in sales revenue was deposited into the Internal Funds during July 1, 2017, through June 30, 2018. Based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$500 (\$20 x 25). As a result, \$228 (54%) in estimated revenue was unaccounted for.
- The *Sales Item Inventory Report* for the Dreamcatchers Club - Shirts (Account #4-1675.01) was not reviewed and 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*.
- 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

*Concurs.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Disbursement #13538 (for \$8,444.17) did not have the required *Purchase Order* for purchases exceeding \$1,000. Moreover, the *Purchase Order* for Disbursement #13286 (for \$1,600) was not approved by the principal until after the items were purchased.



Pahokee Middle/Senior High School  
Management Letter  
Year Ended June 30, 2018

- Two disbursements (#13318 for \$350 and #13405 for \$1,556.25) were for payments to consultants for DJ services and band instrument instruction. However, the expenditures were not supported with *School District Consultant Agreements (PBSD 1420)*.
- Disbursement #13169 (for \$365) was for Personal Project Awards to six students. The cash awards ranged from \$35 to \$100 each. Although the supporting documentation recorded the names of students receiving the awards, there were no signatures for the students who received the award.
- Four disbursements (#13286, #13392, #13482, and #13538) totaling \$19,707.50 included five invoices that were paid 69 to 210 days after the due date.

### **Recommendation**

Disbursements should be administered in accordance with *Internal Accounts Manual* 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 funds are and will be available for the purchase.
- 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)*.
- Receipt of cash awards should be acknowledge by the recipient with a signature.
- 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**

*Concurs.*

## **LEASING OF SCHOOL FACILITIES**

### **Finding**

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

- Lease #1004 was not approved by the Principal. Additionally, the "Review in Progress" copy of the lease was signed by the lessee instead of the final copy.
- The school did not have the hard copy of the executed *Lease Agreement* for Lease #1013.

Pahokee Middle/Senior High School  
Management Letter  
Year Ended June 30, 2018

- The Tririga System database was not maintained at the school. Five leases with a total value of \$4,723.60, were recorded in the Tririga System. The school's general ledger showed the lease charges were collected; however, the payments were not recorded in the Tririga System. Consequently, fee collection on records is understated in the Tririga System.

**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.
- Leasing information should be accurately maintained in the Tririga System. Information should be updated for collections, contract amendments and cancellations.

***Management's Response***

*Concurs.*

**Palm Beach Central High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 8499 West Forest Hill Boulevard  
Wellington, FL 33411

Principal:  
Fiscal Year 2018: Darren Edgecomb  
During Audit: Darren Edgecomb

Treasurer:  
Fiscal Year 2018: Norma Flores  
During Audit: Norma Flores

Community School Director:  
Fiscal Year 2018: Nereyda Garcia  
During Audit: Nereyda Garcia

**Cash and Investments**

Checking	\$ 413,545.18
Investments	
	\$ 413,545.18

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 84,060.42	\$ 318,847.15	\$ 329,267.45	\$ 151,020.09	\$ 149,827.67	\$ 74,832.54
Music	11,551.29	36,057.40	46,007.62	19,520.58	8,395.98	12,725.67
Classes	10,015.14	106,801.37	94,088.16	21,941.43	26,986.43	17,683.35
Clubs	51,990.98	298,278.48	301,255.56	90,276.56	97,901.78	41,388.68
Departments	102,802.97	122,266.63	126,713.79	34,863.74	23,225.33	109,994.22
Trusts	127,945.01	406,431.47	398,118.34	40,585.53	57,723.20	119,120.47
General	60,809.46	64,982.13	93,843.80	55,736.81	49,884.35	37,800.25
	\$ 449,175.27	\$1,353,664.63	\$1,389,294.72	\$ 413,944.74	\$ 413,944.74	\$ 413,545.18

## LEASING OF SCHOOL FACILITIES

### Finding

The review of records for school facility leasing found that:

- As of January 24, 2019, the school had not received the \$53.50 in rental charge from Lease #1043. We brought this to the attention of school staff for the unpaid charge.
- The leasing income on record with the school was overstated in the Tririga System by a net amount of \$6,603.53 because:
  - Seven Leases (#s 1049, 1059, 1076, #1014, #1027, #1030 and 1002) issued partial waivers totaling \$6,683.53 because of inter-local agreements and closing of District facilities during Hurricane Irma. However, the waivers were not recorded in Tririga.
  - The lessee for Lease #1030 exceeded the contracted time and was subsequently charged for extra custodial services, totaling \$80. However, the Tririga System was not updated to reflect the additional charge.
- Two leases (#s 1002 and 1036) did not have the dated signatures of witnesses. Moreover, lease #1036 was not signed by the lessee until 17 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,

- 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 recoup the \$53.50 in unpaid rentals from the lessees.
- Leasing information should be accurately recorded in the Tririga System. The system should be updated with the new information such as contract amendments and cancellations.
- 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

*Concurs.*

**Palm Beach Gardens High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 4245 Holly Drive  
Palm Beach Gardens, FL 33410

Principal:  
Fiscal Year 2018: Larry Clawson  
During Audit: Larry Clawson

Treasurer:  
Fiscal Year 2018: Erica Prochilo  
During Audit: Erica Prochilo

Community School Director:  
Fiscal Year 2018: Cynthia McDade  
During Audit: Cynthia McDade

**Cash and Investments**

Checking	\$ 521,824.10
Investments	
	\$ 521,824.10

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 101,130.61	\$ 192,654.39	\$ 210,346.95	\$ 85,625.74	\$ 80,908.10	\$ 88,155.69
Music	10,565.07	126,496.50	120,496.86	36,254.36	34,818.34	18,000.73
Classes	40,027.80	102,954.36	87,632.39	50,326.28	60,355.97	45,320.08
Clubs	27,178.35	140,816.72	118,844.50	29,811.71	44,051.80	34,910.48
Departments	136,300.37	177,234.12	189,233.03	82,746.43	91,348.58	115,699.31
Trusts	178,489.10	310,831.56	296,249.76	57,036.45	41,200.99	208,906.36
General	11,579.96	4,669.73	16,301.05	12,666.93	1,784.12	10,831.45
	\$ 505,271.26	\$1,055,657.38	\$1,039,104.54	\$ 354,467.90	\$ 354,467.90	\$ 521,824.10

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of documentation for sample fundraisers revealed that:

- The *Sales Item Inventory Report* for the Class of 2018 T-shirts (Account #3-2018.02), indicated that 34 T-shirts purchased for resale were given away. These give-away T-shirts had a total resale value of \$510 (34 x \$15 = \$510). However, no record was maintained to document the purpose for these free items.
- The *Ticket Seller's Reports* for the JROTC – Football Parking (Account #5-1975.01) indicated that 127 complimentary tickets were given-away. Total value of these tickets was \$508 (127 X \$4 = \$508).

### Recommendation

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

- To ensure proper fiscal accountability, fundraising resale items that are provided free-of-charge to students, staff members, or the community should follow similar requirements for giving gift cards, as specified in *Bulletin #P-14974-COO/P/AS*. This Bulletin states “Schools must maintain documentation of all recipients of cards.” Written explanation why the items were given-away and the recipients of the items (when items cost \$50 or more) should be part of the fundraiser documentation.
- Complimentary tickets should be issued from a special roll of prenumbered tickets separately from the roll of prenumbered tickets designated to be sold. This should allow for an accurate accounting of tickets sold. Also, complimentary tickets should be issued by a separate individual; should not be by the person selling regular tickets.

### Management's Response

*Concurs. We will ensure all appropriate staff are trained according to district policies and procedures.*

## ADULT EDUCATION AND COMMUNITY SCHOOL PROGRAMS

### Finding

As of January 15, 2019, the school had not received the payments (totaled \$3,103.56) for the period September 4 through 17, 2017, from Active Network, vendor for online registration and payment processing.

**Recommendation**

The school should request the \$3,103.56 in fee payments from ActiveNet. To ensure all fees are collected the school should reconcile fee collections and registration records in a timely manner.

***Management's Response***

*Concurs. Adult and Community Ed. Staff will put measures in place to see that all fees are collected in the appropriate time frame.*

***Additional Comments***

*This is my last audit and I want to thank your staff for always working with us in a professional manner.*

**Palm Beach Lakes High School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 3505 Shiloh Drive  
 West Palm Beach, FL 33407

Principal:  
 Fiscal Year 2018: David Alfonso  
 During Audit: David Alfonso

Treasurer:  
 Fiscal Year 2018: Mavolin Cornish  
 During Audit: Mavolin Cornish

Community School Director:  
 Fiscal Year 2018: Keith Wright/Keith Marshall  
 During Audit: Cynthia Henderson

**Cash and Investments**

Checking	\$ 189,972.28
Investments	
	\$ 189,972.28

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 28,914.97	\$ 136,737.42	\$ 150,069.26	\$ 33,565.65	\$ 34,368.28	\$ 14,780.50
Music	3,917.79	49,749.97	50,942.67	39,608.76	38,241.12	4,092.73
Classes	40,904.92	122,190.00	75,727.77	8,866.58	20,057.66	76,176.07
Clubs	15,681.05	24,379.38	29,969.26	18,506.09	16,369.69	12,227.57
Departments	35,603.95	32,887.86	42,792.43	9,350.06	8,099.20	26,950.24
Trusts	57,882.05	325,279.09	331,917.40	47,435.15	39,814.34	58,864.55
General	2,372.58	1,468.39	6,578.35	2,011.59	2,393.59	( 3,119.38)
	\$ 185,277.31	\$ 692,692.11	\$ 687,997.14	\$ 159,343.88	\$ 159,343.88	\$ 189,972.28



## DEPOSIT OF MONIES

### Finding

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

*Concurs. Sponsors were advised to maintain the yellow copies of the MCR and computerized receipts to the school secretary when requested. Teacher that did not comply will be spoken to and conference notes taken.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser documentation found that:

- The sponsor did not prepare the required *Sales Item Inventory Report* for the African American Club T-Shirt sales. A total of \$915 in sales revenue was deposited into the Internal Funds during January 2018. Based on the school's purchasing records, this sale should have generated a total estimated revenue of \$1,010 (101 shirts x \$10). As a result, \$95 (\$1,010 - \$915), or 9%, in estimated revenue was unaccounted for. Furthermore, the financials for the African American Club T-Shirt sales and field trip to the Kravis Center were recorded in the Club's primary account (Account 4-0100.00) instead of separate decimal accounts for each activity.
- The ROTC Marines T-shirt Sales (Account #5-1975.02) had a total of \$688 in sales revenue deposited into the Internal Funds during Fiscal Year 2018. Based on the school's purchasing records and the *Sales Item Inventory Report*, this fundraiser should have generated total estimated revenue of \$906. Consequently, \$218 or (24%) was unaccounted for. Moreover, the revenues for one other fundraiser was comingled in the same decimal accounts as the T-Shirt Sales.
- Admission fees exceeding \$1,000 were collected for the Band Drumline competition (Account 2-1009.00). However, the required *Ticket Sellers Report* was not prepared for this event.

### **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. 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.
- 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.
- *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**

*Concurs. All fundraising accounts will be reviewed with the sponsor along with the sales item inventory report to ensure that all dollar amounts are accounted for. All events that exceed \$1,000 will complete a ticket sellers report.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

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

- Three disbursements (#102946 for \$3,123.10, #103327 for \$5,319, and #103878 for \$1,299) each exceeded the \$1,000 *Purchase Order* threshold, but were not supported with *Purchase Orders*.
- Disbursement #102915 (for \$350) was for payment to a consultant for judging a band competition. However, the disbursement was not supported by an invoice indicating the dates and times of services provided.

### **Recommendation**

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

- *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.

- All 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***

*Concurs. All consultants will be paid only when an invoice is presented.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

Thirteen *Lease Agreements* (#1001, #1003, #1005, #1008, #1016, #1038, #1042, #1043, #1104, #1106, #1112, #1115, #1116, #1117, and #1118) had total lease fees of \$2,481.01. However, as of January 28, 2019, the school had not collected fees from any of these lessees.

**Recommendation**

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 recoup the \$2,481.01 of unpaid lease fees from the lessees.

***Management's Response***

*Concurs. We will make sure that all leases pay in a timely manner which is 48 hours before the use of the facilities. Collection of the above mentioned leases is in progress.*

**ADULT AND COMMUNITY SCHOOL PROGRAMS**

**Finding**

The review of Adult Education and Community School Programs records found that :

- The Community School Program had a program deficit of \$15,554.82 at the end of fiscal year 2018, most of which was carried forward from prior years.
- The school did not complete the *Adult and Community School Teacher Roster and Assigned Hours Report (PBSD 2244)* for Fiscal Year 2018, to record the time and assigned hours of teachers in the programs.
- Adult General Education and Community School fees should be transmitted to Central Office within 42 days after the Community School classes begin. The Fall 2017, Winter 2018, and Spring 2018, fees for the Adult General Education and Community School classes were either not transmitted timely to the Central Office, with delays ranging from eight to 111 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.
- An *Adult and Community School Teacher Roster and Assigned Hours Report* should be completed for every school term, and should indicate any authorized preparation hours, as well as the reason for the authorization.
- 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***

*Concurs. The deficit occurred prior to me taking over Palm Beach Lakes HS. I have spoken with Adult Ed and they are aware of this deficit and continue to roll it over each year. The completion of the teacher roster and assigned hours are now in place. Tuition fees will be transmitted on time.*

**Park Vista High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 7900 Jog Road  
Lake Worth, FL 33467

Principal:  
Fiscal Year 2018: Reginald Myers  
During Audit: Reginald Myers

Treasurer:  
Fiscal Year 2018: Leigh Katusak  
During Audit: Leigh Katusak

Community School Director:  
Fiscal Year 2018: Ronald Petek  
During Audit: Ronald Petek

**Cash and Investments**

Checking	\$ 634,676.97
Investments	
	\$ 634,676.97

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 109,801.74	\$ 489,245.60	\$ 442,083.70	\$ 139,612.30	\$ 141,931.29	\$ 154,644.65
Music	35,444.48	885,151.71	881,077.42	299,955.88	303,622.95	35,851.70
Classes	18,810.76	68,214.72	62,974.97	12,486.40	24,226.33	12,310.58
Clubs	68,734.62	158,648.38	156,454.13	28,066.30	32,303.34	66,691.83
Departments	154,803.69	197,852.10	178,765.98	74,004.04	70,795.66	177,098.19
Trusts	102,405.11	273,462.67	271,362.75	88,713.39	74,468.76	118,749.66
General	48,955.52	46,123.71	30,258.89	48,262.10	43,752.08	69,330.36
	\$ 538,955.92	\$2,118,698.89	\$2,022,977.84	\$ 691,100.41	\$ 691,100.41	\$ 634,676.97

## DEPOSIT OF MONIES

### Finding

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

- Some of the collections were returned to sponsors for clarification. According to staff, these collections were not ready for deposit. However, the return of money to the sponsors was not documented, such as signed-off by the sponsors who received the returned collections.
- Monies collected was not always deposited in a timely manner. For example, \$480 in cash recorded on MCR #1978-11 was retained by the sponsor for two working days before it was deposited into the drop-safe.

### 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, monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the *Drop-safe Log*.
- *DOE Rules* and *Internal Accounts Manual* 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 result in unintended irregularities.

### Management's Response

1. *After reviewing the Document Custodian Video Training from FY2018 and District Bulletin #P 18-132, there is no documented instruction on what to do if there is a deposit that must be returned to the account sponsor for clarification, nor did it say to have the sponsor initial the Drop Safe Log showing that they actually received the deposit in question.*

*During the Audit Completion Interview it was suggested that a new procedure be implemented upon which we are now having the sponsor initial that they received the deposit back for clarification. We are also going back and referencing the drop log as to when the money is actually redeposited.*

2. *We realize that MCR #1978-11 was not deposited the same day it was collected. This was reported to the Athletic Director the day it occurred. We immediately rectified the situation by removing the individual from making deposits and assigned a new individual to handle all deposits for the cheerleading squad. The money in question still made it into the bank within the five working days after the collection.*

**Royal Palm Beach High School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 10600 Okeechobee Boulevard  
 Royal Palm Beach, FL 33411

Principal:  
 Fiscal Year 2018: Jesus Armas  
 During Audit: Jesus Armas

Treasurer:  
 Fiscal Year 2018: JoAnne Hopkins  
 During Audit: JoAnne Hopkins

Community School Director:  
 Fiscal Year 2018: Alexandra Deveroux  
 During Audit: Alexandra Deveroux

**Cash and Investments**

Checking	\$ 126,817.06
Investments	
	\$ 126,817.06

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 3,154.50	\$ 132,914.11	\$ 150,920.83	\$ 74,204.60	\$ 59,352.38	\$0.00
Music	2,960.28	20,052.70	21,032.21	3,800.86	3,248.89	2,532.74
Classes	10,925.17	115,731.60	104,096.30	24,766.08	39,614.00	7,712.55
Clubs	22,746.87	204,405.87	210,136.09	86,531.58	84,445.75	19,102.48
Departments	33,195.59	114,752.67	125,066.82	47,008.97	43,226.28	26,664.13
Trusts	74,527.03	211,073.37	206,293.80	11,893.12	16,062.16	75,137.56
General	( 3,927.40)	4,666.67	2,815.92	4,322.05	6,577.80	( 4,332.40)
	\$ 143,582.04	\$ 803,596.99	\$ 820,361.97	\$ 252,527.26	\$ 252,527.26	\$ 126,817.06

## 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 deposited in a timely manner. For example, \$1,204.75 in cash collected through two MCRs (#664-11, and #664-12) were retained by the sponsor for four to 15 working days before the money was put into the drop-safe for deposit.
- Two collections (totaling \$132) recorded on two pages of *Drop-safe Log* (#s 14-40212 and 14-40174) were crossed out without the sponsors' initials or explanation for deletion.

### 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 result in potential irregularities.
- To ensure proper fiscal accountability, deposit information should be properly recorded on the *Drop-safe Log*. Deletions of entries on the *Log* should be explained clearly and signed by the sponsors.

### Management's Response

*Concurs.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser records revealed certain noncompliances by the Speech/Debate World's Finest Chocolate fundraiser (Account #5-2300.85):

- The sponsor did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.
- This fundraiser had a total sales revenue of \$2,817.25, which was deposited into the Internal Funds during April 25 through June 5, 2018. However, based on the school's purchasing records and the *Sales Item Inventory Report*, this fundraiser should have generated a total estimated revenue of \$3,057. As a result, \$239.75 (or 8%) in estimated revenue was unaccounted for.



Item	Quantity					Selling Price	Revenues
	Beginning Inventory <sup>(1)</sup>	Purchases <sup>(2)</sup>	Items Given Away <sup>(1)</sup>	Inventory On Hand <sup>(1)</sup>	Units Sold		
T-shirts	0	3,240	183	0	3,057	\$1	\$3,057.00
Total Estimated Revenues							\$3,057.00
Total \$ Deposited into Internal Funds							\$2,817.25
<b><i>Estimated Revenues Unaccounted For</i></b>							<b><u>\$239.75</u></b>

(1) Based on *FY18 Sales Item Inventory Report*.

(2) Based on purchasing records during July 1, 2017, through June 30, 2018.

**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.
- 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***

*Concurs.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

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

- Disbursement #18234 (for \$2,500) was for payment to a consultant for choreography services for the August 26, 2017 cheerleading routine. However, the *School District Consultant Agreement* was neither signed by consultant nor reviewed and approved by the principal until August 29, 2017, three days after contract services began.

- Two P-Card purchases exceeded the \$1,000 per vendor daily limit but were split by staff into multiple purchases.
  - A July 5, 2017, purchase for custom copies and fliers (totaling \$1,431) was split into two transactions (\$922.20 and \$508.80).
  - An October 11, 2017, purchase of food for the homecoming concessions (totaling \$1,084.11) was split into two receipts at the register (\$883.27 and \$200.84)

### **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 protect the safety and welfare of students, prior to the consultant performing services within the school: (1) the *School District Consultant Agreement (PBSD 1420)* should be executed accordingly with all the required dated signatures, and (2) most importantly, 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)*.
- 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**

*Concurs.*

## **LEASING OF SCHOOL FACILITIES**

### **Finding**

Lease #1024 for the use of school facilities on January 15, 2018, did not have adequate liability insurance coverage. The related *Certificate of Insurance* expired on December 20, 2017.

### **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***

*Concurs.*

**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 *Adult Community Education 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***

*Concurs.*

**Santaluces High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 6880 Lawrence Road  
Lantana, FL 33462

Principal:  
Fiscal Year 2018: Tameka Robinson  
During Audit: Tameka Robinson

Treasurer:  
Fiscal Year 2018: Susan Diglio  
During Audit: Susan Diglio

Community School Director:  
Fiscal Year 2018: Terry Gaddy  
During Audit: Terry Gaddy

**Cash and Investments**

Checking	\$ 264,788.61
Investments	
	\$ 264,788.61

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 45,702.46	\$ 201,678.50	\$ 204,144.22	\$ 53,974.33	\$ 54,068.33	\$ 43,142.74
Music	39,158.51	51,594.29	48,874.93	20,501.95	20,501.95	41,877.87
Classes	14,169.81	39,385.00	45,360.50	8,193.61	7,127.14	9,260.78
Clubs	17,625.48	69,123.81	59,054.09	12,081.07	14,920.68	24,855.59
Departments	69,519.92	82,387.79	90,122.76	37,684.66	31,384.66	68,084.95
Trusts	86,778.00	325,529.34	326,540.30	2,645.50	7,385.46	81,027.08
General	( 3,146.59)	2,971.04	3,591.95	307.10	0.00	( 3,460.40)
	\$ 269,807.59	\$ 772,669.77	\$ 777,688.75	\$ 135,388.22	\$ 135,388.22	\$ 264,788.61

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that:

- The Band Enjoy the City Coupon Books (Account #2-100.05) and the Engineering Hoffmans Sale (Account #4-2185.01) did not have the required *Sales Item Inventory Report*.
- A total of \$1,783.25 in sales revenue was deposited into the Internal Funds during September 29, 2017, through June 4, 2018, for the Engineering Hoffman's Sale (Account #4-2185.01). Based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$2,160. As a result, \$376.75 (17%) 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, *Sales Item Inventory Reports* should be prepared and completed with accurate information for each fundraiser. Accurate information should 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

*Concurs.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

The review of sample disbursements and P-Card purchases found that Disbursement #20223 (for \$225) was for a choral piano accompaniment. However, the related *School District Consultant Agreement (PBSD 1420)* was not approved by the Principal.

### Recommendation

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) most importantly, 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)*.

### Management's Response

*Concurs.*

**Seminole Ridge High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 4601 Seminole Pratt Whitney Road  
Loxahatchee, FL 33470

Principal:  
Fiscal Year 2018: James Campbell  
During Audit: James Campbell

Treasurer:  
Fiscal Year 2018: Rocio Soucy  
During Audit: Rocio Soucy

Community School Director:  
Fiscal Year 2018: John Hay  
During Audit: John Hay

**Cash and Investments**

Checking	\$ 553,641.68
Investments	
	\$ 553,641.68

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 47,818.75	\$ 281,907.70	\$ 250,193.75	\$ 135,187.70	\$ 126,969.96	\$ 87,750.44
Music	26,204.40	227,603.17	222,341.26	39,799.00	36,476.80	34,788.51
Classes	28,918.49	55,007.13	87,814.33	30,188.19	15,534.44	10,765.04
Clubs	49,474.66	151,571.42	109,556.27	32,182.95	77,657.32	46,015.44
Departments	158,917.64	268,093.30	249,613.76	126,036.03	114,475.92	188,957.29
Trusts	173,290.78	224,619.83	237,516.36	30,876.41	20,250.16	171,020.50
General	5,230.97	48,870.03	36,850.86	28,298.24	31,203.92	14,344.46
	\$ 489,855.69	\$1,257,672.58	\$1,193,886.59	\$ 422,568.52	\$ 422,568.52	\$ 553,641.68

Seminole Ridge High School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Spanish River High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 5100 Jog Road  
Boca Raton, FL 33496

Principal:  
Fiscal Year 2018: William Latson  
During Audit: William Latson

Treasurer:  
Fiscal Year 2018: Donna D’Aria  
During Audit: Martha Combs

**Cash and Investments**

Checking	\$ 609,233.22
Investments	
	\$ 609,233.22

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 105,758.06	\$ 256,912.44	\$ 274,311.75	\$ 57,436.90	\$ 44,059.63	\$ 101,736.02
Music	39,110.02	149,399.32	149,299.82	19,846.34	12,771.34	46,284.52
Classes	12,499.86	108,011.77	109,401.32	11,997.58	8,657.58	14,450.31
Clubs	113,570.51	360,038.00	370,107.06	57,225.73	55,418.76	105,308.42
Departments	84,157.45	76,571.87	77,259.27	17,800.96	13,855.96	87,415.05
Trusts	232,260.80	365,071.49	367,600.24	44,767.66	65,056.92	209,442.79
General	60,066.23	48,339.12	54,554.26	34,520.35	43,775.33	44,596.11
	\$ 647,422.93	\$1,364,344.01	\$1,402,533.72	\$ 243,595.52	\$ 243,595.52	\$ 609,233.22



## CHANGE FUNDS

### **Finding**

The school maintained a total of \$2,200 in Change Fund. During the audit, the entire fund was provided to the Athletic Director. Our examination of the change funds on October 8, 2018, found that the athletic change fund was \$25 less than recorded in the school's accounting system. There was no documentation for the shortage.

### **Recommendation**

To ensure school assets are properly safeguarded, change funds should be kept in accordance with *Internal Accounts Manual, Chapter 10, Change Funds*.

### **Management's Response**

*Concurs. We will change the previous process to align with directives in Chapter 10.*

## SEGREGATION OF DUTIES

### **Finding**

During the audit, we noted that the school treasurer was performing incompatible duties. Specifically, she maintained the blank stock and performed the physical inventory of the *School Checks*. Moreover, no document custodian was assigned to account for *School Checks* on the *Document Custodian Assignment Register (PBSD 1663)*.

### **Recommendation**

To ensure fiscal accountability, a document custodian for *School Checks* should be assigned. This individual should not have any responsibilities related to processing payments.

### **Management's Response**

*Concurs. We have changed the responsibility to a different custodian.*

## 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, \$349 in cash collected through two MCRs (#913-10 and #913-15) were retained by the sponsors for one to two 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 sponsors to unwarranted exposure and result in potential irregularities.

### **Management's Response**

*Concurs. The bookkeeper has reminded the faculty and staff and those noted in the audit of the correct procedures.*

## **DOCUMENTATION FOR FUNDRAISERS**

### **Finding**

The review of fundraiser documentation found that:

- The sponsors for the DECA/Long-sleeve T-shirt Sales (Account #4-1520.08) and Psychology Honors Society T-shirt Fundraiser (Account #4-3750.00) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.
- The DECA/Long-sleeve T-shirt Sales (Account #4-1520.08) did not have the required *Sales Item Inventory Report*.
- The Psychology Honors Society T-shirts Fundraiser Account (#4-3750.00) had the following noncompliances:
  - The sponsor did not prepare the required *Fundraising Application/Recap Form* for the Principal approval.
  - The *Sales Item Inventory Report* was not reviewed and approved by the Principal.
  - The financials for the T-shirt sales were recorded in the Society's primary account instead of a decimalized account for the sales. Therefore, we were unable to verify if all collections were accounted 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 District guidelines, they should complete the required Annual eLearning Training Course annually 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*.
- *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***

*The sponsor was not required to open a fundraiser account as the t-shirt sales were not a fundraiser but a part of dues which included t-shirts. The sponsor should have completed a Sales Item Inventory Report. My bookkeeper confirmed with FAST team that having shirts included a s apart of dues is not considered a fundraiser so no fundraiser paperwork was needed.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

Disbursement #46651 (for \$3,000) was for paying a consultant for musical direction beginning on January 1, 2018. However, the related *School District Consultant Agreement (PBSD 1420)* was not signed by the consultant and principal until March 30, 2018, 89 working days after contract services began. Furthermore, the disbursement was not supported by an itemized invoice indicating the dates and times of services.

**Recommendation**

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.

***Management's Response***

*Concurs. I held a meeting with the sponsor and reviewed the procedures with him with the bookkeeper present to make sure he understood the process.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

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

Spanish River High School  
Management Letter  
Year Ended June 30, 2018

- Due to the charges for student theater technicians billed separately and not included on the *Lease Agreements* (#s 1003, 1014, 1017, 1023 through 1025, and 1029), the Tririga System understated the school's leasing revenue by \$6,281.
- *Lease Agreements* #1026 ACT testing was not signed by the Principal until four days after the use of facility. The lease was not signed by the lessee and witness. Furthermore, as of October 10, 2018, leasing charges totaled \$3,838.50 for the Leases had not been collected.

**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.
- 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.*" Beginning June 2018, all leasing fees will be waived for SAT and ACT Saturday testing pursuant to *District Bulletin HP 18-277 DSCOS*.

**Management's Response**

*Concurs. We have changed leases to be completed by one person. They will now include student techs. I don't agree with the third point as it is an ACT Lease and I have called the District numerous times about their lack of payment to be told, "don't worry." The District will handle getting payment. We still haven't received it.*

**Suncoast High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1717 Avenue "S"  
Riviera Beach, FL 33404

Principal:  
Fiscal Year 2018: Karen Whetsell  
During Audit: Karen Whetsell

Treasurer:  
Fiscal Year 2018: Lynn Gold  
During Audit: Lynn Gold

**Cash and Investments**

Checking	\$ 414,664.63
Investments	
	\$ 414,664.63

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 85,850.25	\$ 357,225.20	\$ 327,308.15	\$ 71,957.70	\$ 72,373.50	\$ 115,351.50
Music	19,691.28	186,242.36	170,824.52	26,716.96	26,794.96	35,031.12
Classes	38,708.00	116,109.00	107,342.30	1,806.67	25,194.27	24,087.10
Clubs	68,832.32	214,091.79	231,128.23	29,863.96	31,425.91	50,233.93
Departments	79,953.93	169,589.66	151,970.79	20,502.33	18,494.90	99,580.23
Trusts	80,563.15	163,590.31	164,000.93	17,495.23	14,980.48	82,667.28
General	7,454.87	45,436.76	66,099.33	31,708.20	10,787.03	7,713.47
	\$ 381,053.80	\$1,252,285.08	\$1,218,674.25	\$ 200,051.05	\$ 200,051.05	\$ 414,664.63

## DEPOSIT OF MONIES

### Finding

- The review of money collection process and sample of *Monies Collected Reports* (MCRs) and at the school found following noncompliances:
  - Certain information was missing from 13 collections on nine pages of the *Drop-safe Logs (DSL)* (#s 50-09141, 50-09240, 50-09241, 50-09277, 50-09281, 50-31714, 50-31717, 50-31721, and 50-31603). Missing information included amounts on the Monies Collected Forms, dates money was removed from safe, verifier's initials, and receipt numbers.
  - Five entries (totaling \$9,270.94) on four pages of the DSL (#s 50-09201, 50-09209, 50-09221, and 50-09297) had notations "returned to sponsor". Another 22 entries without collection amounts on eight pages of the DSL (#s 50-09152, 50-09160, 50-09217, 50-09238, 50-09259, 50-09273, 50-31707, and 50-31712) had notations "did not count", and "gate". According to staff, these collections were not ready for deposit due to various reasons. However, the return of money to the sponsors was not documented, such as signed-off by the sponsors who received the returned monies.
- Monies were not always deposited in a timely manner. For example, a total of \$7,718.58 collected through nine MCRs (#s 1271-11, 1271-13, 1271-22, 1271-25, 1305-4, 1305-10, 1305-15, 1214-6, and 1315-5) were retained by the sponsors for one to five working days before they were put into the drop-safe for deposit.

### Recommendation

Money collections should be administered in accordance with *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, monies returned to the sponsor for clarification should be documented with acknowledgment (signed/initialed) by the sponsor on the *Drop-safe Log*.
- *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***

*Concurs. Drop Safe Log procedures have been addressed with bookkeeper regarding documentation of drop safe log. Email was sent to all staff regarding deposit of money in a timely manner.*

**DOCUMENTATION FOR FUNDRAISERS**

**Finding**

The review of fundraiser documentation revealed that:

- The sponsor of the Yearbook (Account #5-0450.00) did not prepare the required *Sales Item Inventory Report*. Also, the financials for the Yearbook Sales and Advertising Sales were recorded in the activity's primary account instead of separate decimalized accounts.
- The *Sales Item Inventory Report* for the P.E. Uniforms Sales (Account #5-1900.01) was not reviewed and approved by the Principal. Moreover, the *Report* indicated that 89 (5.6%) of the 1,584 uniforms purchased for resale were provided to students free-of-charge. These give-away items had a total resale value of \$1,115. However, no record was maintained to document the purposes for these give-away items. According to staff, the items were provided to students free-of-charge.

**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 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 or missing.
- 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 proper fiscal accountability, fundraiser resale items (either funded by donations or school funds) that are provided free-of-charge to students, staff members, or the community should follow requirements similar to gift cards, as specified in ***Bulletin #P-14974-COO/P/AS***. This Bulletin states "Schools must maintain documentation of all recipients of cards." A written explanation including the reason for providing the items and the recipients of the items (when items cost \$50 or more) should be part of the fundraiser documentation. This practice should provide better control through the revenue collection reconciliation. It also provides Principals with information in deciding if similar fundraising activities are warranted in the future.

**Management's Response**

*Concurs. A Sales Item Inventory Report will be completed for FY 2019. The PE Department will review the Bulletin #P-14-974 COO/P/AS.*

**DOCUMENTATION FOR DISBURSEMENTS**

**Finding**

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

- Activity sponsors related to the following disbursements did not prepare the *School District Consultant Agreement (PBSD 1420)* or obtain approval from the principal until after the contracted services began:

<b>Disbursement</b>	<b>Consultant Activity</b>	<b>Services Began</b>	<b>Principal's Approval</b>
#20162 (for \$700)	Spanish Language Cooking Demonstration	2/6/2018	<i>Agreement not prepared</i>
#19940 (for \$250)	Ticket Taker for Football Games	8/15/2017	10/2/2017
#19456 (for \$700)	Assistant Music Director	10/14/2017	11/1/2017
#20826 (for \$3,000)	Boy's Water Polo Coach	3/3/2018	3/15/2018

Moreover, Disbursement #20826 was not supported by an invoice detailing the dates and times of services.

- Disbursement #19858 (for \$1,200) was for payment for musical arrangements and instructional CDs. However, the *Purchase Order* did not have the dates of the sponsor's and principal's signatures.
- Twenty-five unused, skipped *School Checks* (#20263 through #20287) were not defaced to prevent potential fraud.

**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 with the dated signatures. 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)*. This will help protect the safety and welfare of students, prior to the consultant performing services and having contact with students at the school.



- 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* 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.
- All voided or skipped checks should be properly defaced, such as stamped or marked as “VOID” to prevent potential fraudulent use.

***Management’s Response***

*Concurs. All voided and damaged checks will be properly defaced.*

**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 *Custom Designed Prenumbered Tickets*.

**Recommendation**

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

***Management’s Response***

*Concurs. The document custodian will account for all prenumbered documents including Custom Designed Tickets through the use of form PBSD 0160.*

**Wellington High School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 2101 Greenview Shores Boulevard  
Wellington, FL 33414

Principal:  
Fiscal Year 2018: Mario Crocetti / Cara Hayden  
During Audit: Cara Hayden

Treasurer:  
Fiscal Year 2018: Dorothy Billie  
During Audit: Dorothy Billie

Afterschool Site Director:  
Fiscal Year 2018: Chris Romano  
During Audit: Chris Romano

**Cash and Investments**

Checking	\$ 669,140.62
Investments	
	\$ 669,140.62

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 96,991.84	\$ 347,016.60	\$ 316,362.37	\$ 134,228.08	\$ 167,721.35	\$ 94,152.80
Music	17,734.00	122,509.94	118,774.43	10,613.14	8,493.14	23,589.51
Classes	1,654.44	6,079.50	6,297.02	4,920.74	4,920.74	1,436.92
Clubs	92,001.51	300,725.26	306,382.54	55,532.76	52,552.67	89,324.32
Departments	109,039.33	238,486.88	247,866.07	63,120.57	53,539.76	109,240.95
Trusts	264,819.37	350,971.43	348,187.91	32,982.61	8,906.67	291,678.83
General	44,883.66	44,474.09	24,376.89	38,386.66	43,650.23	59,717.29
	\$ 627,124.15	\$1,410,263.70	\$1,368,247.23	\$ 339,784.56	\$ 339,784.56	\$ 669,140.62

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser records found that the sponsor of the Football Concessions Sales (Account # 1-2000.01) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.

### Recommendation

To ensure fundraiser sponsors are familiar with 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

*Concurs.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

*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. Our review of sample disbursements and P-Card purchases found that:

- Disbursement #24463 (for \$5,998) for cheerleading team training was supported by two *School District Consultant Agreements* (Agreements). The school executed two identical Agreements for \$2,999 each on June 1, 2017, to the two owners of the same company. The combined total of these two Agreements exceeded the principal's authority by \$998.
- Three disbursements to the same vendor totaling \$5,650 (#24670 for \$4,000, #24974 for \$700, and #25290 for \$950). These services for choral piano accompaniment and rehearsals were supported by two *School District Consultant Agreements* totaling \$5,650 (August 23, 2017 for \$4,950 and March 27, 2018 for \$700). However, the combined total of these Agreements exceeded the principal's authority by \$650.
- Disbursement #23496 (for \$1,500) was a payment to a consultant for video services during football games. However, the engagement of this consultant did not have a *School District Consultant Agreement (PBSD 1420)*. Moreover, the invoice did not indicate the dates and times of services.
- Disbursement #25307 (for \$2,500) was for paying a consultant for coaching services during January 22, through May 31, 2018. However, the related *School District Consultant Agreement (PBSD 1420)* was neither signed by the consultant nor approved by the Principal until February 6 and 7, 2018, 12 and 13 working days respectively after services began.

**Recommendation**

The *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. Further, ***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.*”

***Management’s Response***

*Concurs.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

The review of school facility leasing records revealed that, *Lease Agreement # 1028* was for the use of facilities on May 5, 2018. However, leasing charges were not collected until June 25, 2018.

**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***

*Concurs.*

**West Boca Raton High School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 12811 Glades Road  
 Boca Raton, FL 33498

Principal:  
 Fiscal Year 2018: Craig Sommer  
 During Audit: Craig Sommer

Treasurer:  
 Fiscal Year 2018: Linda Scharrer  
 During Audit: Diane Esola

Community School Director:  
 Fiscal Year 2018: Bradly Dorfberger  
 During Audit: Bradly Dorfberger

**Cash and Investments**

Checking	\$ 681,050.23
Investments	
	\$ 681,050.23

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 131,587.85	\$ 218,702.31	\$ 249,109.78	\$ 44,875.79	\$ 47,170.04	\$ 98,886.13
Music	183,430.46	235,787.96	221,762.99	39,060.59	39,866.76	196,649.26
Classes	23,896.52	49,768.50	62,130.98	14,510.97	14,226.33	11,818.68
Clubs	64,506.42	143,448.08	139,199.50	58,955.25	57,572.44	70,137.81
Departments	126,197.85	312,739.25	313,844.58	112,202.99	97,471.88	139,823.63
Trusts	121,569.13	278,674.63	250,550.48	24,937.24	37,006.88	137,623.64
General	54,928.01	37,965.64	65,554.07	48,468.70	49,697.20	26,111.08
	\$ 706,116.24	\$1,277,086.37	\$1,302,152.38	\$ 343,011.53	\$ 343,011.53	\$ 681,050.23

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of sample fundraiser documentation revealed that:

- The sponsors for the World's Finest Chocolate Sale (Account #4-4810.04) and the Calaloo Café (Account #5-8950.03) did not complete the required Annual eLearning Fundraiser Training Course during Fiscal Year 2018.
- The World Finest Chocolate Sale (Account #4-4810.04) did not have the required *Fundraiser Application/Recap Form* and *Sales Item Inventory Report*. A total of \$4,610.05 in sales revenue was deposited into the Internal Funds during Fiscal Year 2018. Based on the school's purchasing records, this fundraiser should have generated a total estimated revenue of \$8,160. As a result, \$3,549.95 (44%) in estimated revenue was unaccounted for.
- The *Sales Item Inventory Report* for the Calaloo Café (Account #5-8950.03) was incomplete. Missing information included the quantity of items prepared to sell and their selling prices. This fundraiser reported a net loss in the general ledger of \$1,245.44.

### 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. 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 properly account for unique fundraising activities like the Calaloo Café, extra care has to be taken in recording receipt and expenditure transactions accurately. One item of recordkeeping that is important is having a menu of the items to be sold and their sales prices, this will help the sponsor prepare the *Sales Item Inventory Report* at the end of the year. The quantity of items prepared and sold times their selling prices should approximate the total revenue on the general ledger. Expenditures should only be made for the items and ingredients needed to prepare the items on the menu from this account.

### Management's Response

*Concurs. We will abide by District policy.*

## DOCUMENTATION FOR DISBURSEMENTS

### Finding

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

- Four disbursements, #30294 (for \$5,045), #30348 (for \$9,000), #31065 (for \$2,584) and #31597 (for \$27,000), exceeded the \$1,000 *Purchase Order* threshold, but were not supported with *Purchase Orders*.
- Disbursement #31680 (for \$7,717.50) was payment for a vendor providing catering service during a Dinner Theater event. Although the related *School District Consultant Agreements (PBSD 1420)* exceeded the \$5,000 threshold, it did not have the required approval signatures of the assistant superintendent, legal services, chief academic/operating officer, deputy superintendent, chief of schools and superintendent.
- Disbursement #31377 (for \$3,690) was payment to a field trip sponsor to provide a lunch and dinner per diem cash payments to students during a Health Occupations Students of America (HOSA) competition in Orlando. Although a list of the students' names was included in the documentation, the students' signatures were not obtained to acknowledge the per diem payments were received.

### 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.
- The *School District Consultant Agreement (PBSD 1420)* should be properly executed with all the required dated signatures when payments are to exceed \$5,000 in a school year.
- Written explanation why the per diem payments and signatures of the recipients should be part of the disbursement documentation.

### Management's Response

*Concurs. We will have a PO in place for anything over \$1,000 – per District policy.*

## LEASING OF SCHOOL FACILITIES

### Finding

*Lease Agreement #1002* was not signed by the lessee and a witness, and not approved by the Principal until 11 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, 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***

*Concurs. The recommendations will be activated for the Adult Ed program and monitored by administration.*

**ADULT EDUCATION AND COMMUNITY SCHOOL PROGRAMS**

**Finding**

District procedures require that Community School and Adult Education fees be transmitted to the Central Office within 42 days after the classes begin. However, the fees for Fall 2017, and Winter and Spring 2018 were not timely transmitted to the Central Office, with delays ranging from ten to 119 days.

**Recommendation**

The Adult Education and Community School programs should be administered in accordance with District procedures, specifically, the Adult Education and Community School program fees should be timely transmitted to the Central Office in accordance with the District's guidelines.

***Management's Response***

*Concurs.*



**William T. Dwyer High School**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 13601 North Military Trail  
Palm Beach Gardens, FL 33418

Principal:  
Fiscal Year 2018: Joe DePasquale  
During Audit: Corey Brooks

Treasurer:  
Fiscal Year 2018: Connie Hodgdon  
During Audit: Connie Hodgdon

**Cash and Investments**

Checking	\$ 403,470.32
Investments	
	\$ 403,470.32

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 56,581.97	\$ 196,943.51	\$ 191,749.82	\$ 33,407.55	\$ 38,654.55	\$ 56,528.66
Music	3,397.86	111,249.41	110,152.15	18,928.60	18,856.60	4,567.12
Classes	87,663.05	97,017.46	99,297.48	22,776.84	22,919.84	85,240.03
Clubs	58,603.29	168,263.97	169,210.63	28,507.50	29,392.57	56,771.56
Departments	72,160.28	99,857.10	89,745.46	26,361.37	21,940.48	86,692.81
Trusts	106,396.11	215,592.67	211,983.35	23,021.16	21,545.38	111,481.21
General	12,652.73	( 475.58)	10,294.62	809.46	503.06	2,188.93
	\$ 397,455.29	\$ 888,448.54	\$ 882,433.51	\$ 153,812.48	\$ 153,812.48	\$ 403,470.32

## ACCESS TO DROP SAFE

### **Finding**

A new principal was appointed to the school in June 7, 2018. However, as of September 5, 2018, the combination for access to the drop-safe had not been changed.

### **Recommendation**

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

### ***Management's Response***

*Concurs. Will complete a work order to have this done.*

## CHANGE FUNDS

### **Finding**

The school maintained a total of \$3,500 in Change Fund (Account \$0-0600.00) during our audit. The school did not order change from the Treasury Department. Instead a check was issued to the school treasurer who took it to the bank and cashed the check. According to the treasurer, change is needed prior to the start of school. However, the armored car service does not visit the school during the summer break.

### **Recommendation**

To ensure safety of school staff, change funds should be obtained as set forth in the ***Internal Accounts Manual, Page 1***, "A new change fund may be established in July when the new school year begins 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***

*If gotten done in June, then must be kept at school all summer. Would prefer not to do this. Otherwise, Dunbar will not deliver in time for pre-school sales.*

## 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 deposited into the drop-safe in a timely manner. For example, \$4,668 collected through 13 MCRs (#669-16, #669-6, #669-14, #669-41, #669-45, #669-24, #669-21, #720-12, #720-13, #720-3, #696-17, #683-12, and #726-19) were retained by the sponsors for one to six working days before the monies were put in the safe for deposit.
- Nine collections recorded on eight pages of the *Drop-safe Log* (#50-19486, #50-19512, #50-19517, #50-44829, #50-44857, #50-44869, #50-19448, and #50-19470) were marked “hold” or returned to the sponsors for correction or clarification. However, the return of money to the sponsors was not documented such as signed-off by the sponsors for 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,

- *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 sponsors to unwarranted exposure and result in potential irregularities.
- To ensure proper fiscal accountability, monies returned to the sponsor for clarification should be noted and acknowledged (signed/initialed) by the sponsor on the *Log*.

### **Management’s Response**

*Concurs. Teachers are educated and warned about this. Unfortunately, it continues to happen. Never knew that sponsors should sign for HOLD bags. Have begun this procedure.*

## **DOCUMENTATION FOR FUNDRAISERS**

### **Finding**

The review of sample fundraiser records found that:

- The sponsor for the Chorus Tumbler Sale (Account #2-1500.07) did not complete the required Annual eLearning Fundraiser Training Course for FY18.
- The *Sales Item Inventory Report* for the Yearbook Sales (Account #5-0450.00) was not reviewed and approved by the Principal; and the principal’s signature on the *Sales Item Inventory Report* for the Tervis Tumbler Sales (Account #3-2020.03) was not dated.
- The financials for the Yearbook Sales and Yearbook Ads Sales were recorded in the primary Yearbook Account (#5-0450.00), instead of decimalized accounts for the sales.

### **Recommendation**

- To ensure fundraiser sponsors understand and comply with the updated fundraising procedures, they should complete the required Annual eLearning Fundraiser Training Course annually prior to conducting fundraising activities.
- 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 receipt should be investigated and resolved accordingly.
- To assist the school in evaluating and monitoring the performance of each fundraiser, a separate decimalized account should be established for the fundraiser. The fundraiser account should include all the needed and accurate financial information.

### ***Management's Response***

*Concurs. 1) Sponsor took 5 courses, Unfortunately, repeated 1 and forgot 1. Teachers and sponsors are reminded every year in preschool meetings that they must take these courses. 2) Oversight on both. Will be more diligent in checking signatures and dates. 3) Have never considered yearbooks as a fundraiser, thus have never opened a decimalized account. For 27 years have kept all yearbook activity in one account. Would prefer to keep this way, but will open a separate account, if necessary.*

## **DOCUMENTATION FOR DISBURSEMENTS**

### **Finding**

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

- Disbursement #20000 (for \$8,711.29) was for purchase of the Holiday Campaign family gift cards. However, this disbursement did not have the required *Purchase Order*. A *Purchase Order* is required for all purchases exceeding \$1,000.
- Disbursement #19400 (for \$1,425) was for the final payment for two mural paintings at the school. Total cost for these two paintings was \$3,650. Neither a signed agreement nor consultant contract was retained in the school's records.
- Disbursement # 20417 (for \$600) was for providing timing, database, and scoring services at a March 15, 2018 athletics event. However, there was no *School District Consultant Agreement (PBSD 1420)* for the engagement of this vendor.
- One P-Card purchase for \$1,201.63 was split into two smaller dollar purchases (\$600 and \$601.63), which were paid with the school's P-Card on February 2, 2018. Splitting a purchase that exceeded the \$1,000 per day per vendor limit into multiple purchases is disallowed by the ***Purchasing Card Procedures***.

### **Recommendation**

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

*Concurs. 1) Will be sure PO is done this year. 2) Wasn't aware a consultant agreement was necessary for this service. Invoice shows approval by principal. 3) These were not consultants. They were officials. Have never needed consultant contracts for athletic officials. 4) Will have to respond to this at a later date as budget keeper is on leave. She is expected to return 12/10/18. Will check with her for explanation as to why this occurred.*

## **PRE-KINDERGARTEN ACADEMY FEE TRANSMITTALS**

### **Finding**

The review of accounting records found that the school did not timely transmit the Pre-K Academy fees to the Central Office, with delays ranging from 5 to 25 days after the due dates.

### **Recommendation**

To ensure fiscal accountability and in accordance with the District's guidelines, all Pre-K Academy fees should be transmitted to Accounting Department by the fifth business day of the following month.

### **Management's Response**

*Some transmittals may have been held up because we were attempting to correct the budget with the District. Monies were being put in the wrong strip and the monthly amount to be transmitted was in dispute and being researched and calculated.*

## LEASING OF SCHOOL FACILITIES

### **Finding**

The review of facilities leases at the school found that *Lease Agreement* #1003, was for use of facilities on August 26, 2017. However, the agreement was not approved by the principal and signed by the witness and lessee until September 6, 2017, and October 12, 2017, respectively.

### **Recommendation**

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

### **Management's Response**

*Concurs. This was a lease for SAT testing. The principal was on vacation and could not sign until his return. In the future, will contact county office for approval.*

## PRENUMBERED DOCUMENTS

### **Finding**

The review of controls in prenumbered documents found that the student services representative was the assigned custodian for the *Drop-safe Log*. However, the blank (unused), and used *Drop-safe Logs* were maintained by the school treasurer.

### **Recommendation**

To ensure fiscal accountability and prevent potential irregularities, segregation of duties should be enforced. Specifically, the school's assigned document custodian for the *Drop-safe Log* should (1) maintain the blank *Drop-safe Log*, and (2) use the *Prenumbered Document Inventory Register* (PBSD 0160) to confirm and account for the inventory of the *Log*.

### **Management's Response**

*The drop safe log was not being maintained by the treasurer. Inventory was being stored in the vault for safe keeping but being maintained by the document custodian as she had no locked cabinet. They have since been given to the custodian.*

# **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, 2018**

Address: 2161 North Military Trail  
West Palm Beach, FL 33409

Principal:  
Fiscal Year 2018: Rick Swearingen  
During Audit: Rick Swearingen

Treasurer:  
Fiscal Year 2018: Carolyn Jefferson  
During Audit: Carolyn Jefferson

**Cash and Investments**

Checking	\$ 133,368.03
Investments	
	\$ 133,368.03

	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	7,499.13	222,475.71	208,345.98	110.00	11,545.00	10,193.86
General	122,999.56	20,925.31	32,212.90	11,455.00	20.00	123,146.97
	\$ 130,525.89	\$ 243,401.02	\$ 240,558.88	\$ 11,565.00	\$ 11,565.00	\$ 133,368.03

Adult Education Center  
Management Letter  
Year Ended June 30, 2018

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, 2018**

Address: 225 S.W. 12th Street  
Belle Glade, FL 33430

Principal:  
Fiscal Year 2018: Diane Howard  
During Audit: Diane Howard

Treasurer:  
Fiscal Year 2018: Francesca Esparza  
During Audit: Kriston Butler

**Cash and Investments**

Checking	\$ 3,956.14
Investments	
	\$ 3,956.14

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	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	508.45	2,820.70	2,615.57	548.89	508.89	753.58
Departments	0.00	0.00	0.00	0.00	0.00	0.00
Trusts	5,124.05	6,251.90	8,830.80	0.00	0.00	2,545.15
General	333.29	1,260.36	896.24	198.41	238.41	657.41
	\$ 5,965.79	\$ 10,332.96	\$ 12,342.61	\$ 747.30	\$ 747.30	\$ 3,956.14

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The review of fundraiser documentation revealed that:

- The *Sales Item Inventory Report (SIIR)* for the Yearbook Sales (Account #4-6390.00) and Coupon Books (Account #4-4810.01) were not reviewed and approved by the Principal.
- The *SIIR* for the Yearbook Sales indicated that eight yearbooks with an estimated resale value of \$240 were given away without explanation. Additionally, The *SIIR* for the Coupon Books indicated that 23 coupon books with an estimated resale value of \$575 were given-away without explanation.

### Recommendation

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

- 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.
- Written explanation why the items were given-away should be part of the fundraiser documentation. This practice should provide better control through the revenue collection reconciliation. It also provides the Principal with information in deciding if similar future fundraising activities are warranted.

### Management's Response

*Concurs.*

## PRENUMBERED DOCUMENTS

### Finding

The school did not maintain the *Prenumbered Document Inventory Register (PBSD 0160)* for the *School Checks*.

### Recommendation

To ensure all prenumbered documents are properly accounted for, the Document Custodian for each prenumbered document, including *School Checks*, should use the *Prenumbered Document Inventory Register (PBSD 0160)* to confirm the periodic inventory check of the forms.

### Management's Response

*Concurs.*

**Delray Full Service Center  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 301 S.W. 14th Avenue  
Delray Beach, FL 33444

Principal:  
Fiscal Year 2018: Brian Killeen  
During Audit: Brian Killeen

Treasurer:  
Fiscal Year 2018: Nathalie Lafontant  
During Audit: Nathalie Lafontant

**Cash and Investments**

Checking	\$ 12,657.64
Investments	
	\$ 12,657.64

	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	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	1,350.28	36,306.44	37,408.53	0.00	0.00	248.19
General	11,421.02	3,091.41	2,102.98	2,677.54	2,677.54	12,409.45
	\$ 12,771.30	\$ 39,397.85	\$ 39,511.51	\$ 2,677.54	\$ 2,677.54	\$ 12,657.64

## 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 deposited into the bank in a timely manner. For example, \$1,850 collected from May 1, 2018, through May 10, 2018, (on *Drop-safe Log* page #14-51323) was not processed by the school treasurer and deposited into the bank until May 11, 2018.
- Two collections (totaling \$280) recorded on two pages of the *Drop-safe Log* (#s 14-27900 and 14-51308) were crossed out without explanations for deletions.

### 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 *Internal Accounts Manual* 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 result in potential irregularities.
- To ensure proper fiscal accountability, deposit information should be properly recorded on the *Drop-safe Log*. Reasons for deletions should be noted on the *Log*, signed, and acknowledged by the sponsors.

### Management's Response

*Concurs. We will follow DOE Rules and Internal Accounts Manual.*



**Indian Ridge School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1955 Golden Lakes Boulevard  
West Palm Beach, FL 33411

Principal:  
Fiscal Year 2018: Natalie Cromwell  
During Audit: Natalie Cromwell

Treasurer:  
Fiscal Year 2018: Yiset Paredes  
During Audit: Yiset Paredes

**Cash and Investments**

Checking	\$ 57,135.45
Investments	
	\$ 57,135.45

	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	2,211.38	0.00	3,931.14	13,040.30	6,540.30	4,780.24
Clubs	652.72	330.00	1,974.41	1,490.00	290.00	208.31
Departments	4,077.89	20,250.02	29,064.55	13,823.84	5,702.89	3,384.31
Trusts	44,632.33	41,579.42	21,859.98	11,793.92	30,086.83	46,058.86
General	2,640.26	3,811.51	6,220.00	5,171.40	2,699.44	2,703.73
	\$ 54,214.58	\$ 65,970.95	\$ 63,050.08	\$ 45,319.46	\$ 45,319.46	\$ 57,135.45

Indian Ridge School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Intensive Transition South School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1509 Barton Road  
Lake Worth, FL 33460

Principal:  
Fiscal Year 2018: Reginald Jeudy  
During Audit: Reginald Jeudy

Treasurer:  
Fiscal Year 2018: Lynn Fricke  
During Audit: Lynn Fricke

**Cash and Investments**

Checking	\$ 8,644.44
Investments	
	\$ 8,644.44

	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	2,078.28	0.00	185.51	0.00	0.00	1,892.77
Departments	0.00	0.00	0.00	0.00	0.00	0.00
Trusts	1,686.60	3,615.00	2,589.36	600.75	50.75	3,262.24
General	4,298.70	2,764.77	3,024.04	1,254.60	1,804.60	3,489.43
	\$ 8,063.58	\$ 6,379.77	\$ 5,798.91	\$ 1,855.35	\$ 1,855.35	\$ 8,644.44

Intensive Transition South School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Palm Beach Virtual School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 7071 Garden Road, Bldg. 2  
Riviera Beach, FL 33404

Principal:  
Fiscal Year 2018: Debra Johnson  
During Audit: Debra Johnson

Treasurer:  
Fiscal Year 2018: Susan Holsclaw  
During Audit: Susan Holsclaw

**Cash and Investments**

Checking	\$ 4,378.92
Investments	
	\$ 4,378.92

	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	0.000	0.00	0.00	0.00	0.00	0.00
Trusts	2,613.85	10,946.30	9,922.65	3.99	31.45	3,610.04
General	801.55	203.23	263.36	106.45	78.99	768.88
	\$ 3,415.40	\$ 11,149.53	\$ 10,186.01	\$ 110.44	\$ 110.44	\$ 4,378.92

Palm Beach Virtual School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Riviera Beach Preparatory & Achievement Academy**  
**Internal Fund Accounts**  
**Combining Statement of Changes in Cash and Investments – Cash Basis**  
**Year Ended June 30, 2018**

Address: 7071 Gardens Road  
Riviera Beach, FL 33404

Principal:  
Fiscal Year 2018: Elaine Hubbard Williams  
During Audit: Mark Simmonds

Treasurer:  
Fiscal Year 2018: Princess Pugh  
During Audit: Princess Pugh

**Cash and Investments**

Checking	\$ 22,340.57
Investments	
	\$ 22,340.57

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$ 253.00	\$ 266.00	\$ 544.00	\$ 25.00	\$0.00	\$0.00
Music	0.00	0.00	0.00	0.00	0.00	0.00
Classes	855.62	15,026.50	13,491.48	3,193.22	3,193.22	2,390.64
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	45,861.67	28,038.06	54,560.16	26,850.00	26,875.00	19,314.57
General	493.82	2,391.77	2,624.87	0.00	0.00	260.72
	\$ 47,838.75	\$ 45,722.33	\$ 71,220.51	\$ 30,068.22	\$ 30,068.22	\$ 22,340.57

## DEPOSIT OF MONIES

### Finding

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

- \$816 in cash collected through two MCRs (#s 311-4 and 314-3) was retained by the sponsor for one to seven working days before the money was put into the drop-safe for deposit.
- Some sponsors did not attach the *Official Receipts* to the yellow copies of the MCRs when submitting these documents to staff for year-end 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,

- *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 could 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

*Concurs. All sponsors will complete district required training for fundraising.*

## DOCUMENTATION FOR FUNDRAISERS

### Finding

The *Sales Item Inventory Report* for the Senior Fundraiser (Account #3-2019.01) was not reviewed and approved by the Principal. Moreover, the *Report* was did not have the beginning and ending inventories for each product sold.

### Recommendation

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***

*Concurs. Train new personnel on policy and procedures for fundraisers.*

**LEASING OF SCHOOL FACILITIES**

**Finding**

Lease #1001 was for the use of facilities during July 16 through December 31, 2017. However, the school did not collect the rental charges prior to the use of facilities by the lessee as required by ***School Board Policy 7.18***. On February 6, 2018, the school sent a letter to the lessee for the unpaid rentals. A total of \$4,361 in leasing charges had not been paid by the lessee as of June 30, 2018.

**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***

*Concurs.*

**Royal Palm School  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 6650 Lawrence Road  
Lantana, FL 33462

Principal:  
Fiscal Year 2018: Bradley S.L. Henry  
During Audit: Bradley S.L. Henry

Treasurer:  
Fiscal Year 2018: Kristen Casagni  
During Audit: Kristen Casagni

Afterschool Site Director:  
Fiscal Year 2018: Beverly Meg Davis  
During Audit: Beverly Meg Davis

**Cash and Investments**

Checking	\$ 13,181.78
Investments	
	\$ 13,181.78

	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	1,399.75	1,133.00	1,142.36	9.36	0.00	1,399.75
Clubs	300.00	1,252.00	1,114.61	743.33	880.72	300.00
Departments	1,284.46	2,367.10	2,213.25	0.00	537.64	900.67
Trusts	7,288.62	10,658.32	9,958.57	0.00	100.00	7,888.37
General	3,879.46	5,209.02	7,161.16	3,182.73	2,417.06	2,692.99
	\$ 14,152.29	\$ 20,619.44	\$ 21,589.95	\$ 3,935.42	\$ 3,935.42	\$ 13,181.78

Royal Palm School  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**Turning Points Academy  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 1950 Benoist Farms Road  
West Palm Beach, FL 33411

Principal:  
Fiscal Year 2018: Kevin Gatlin  
During Audit: Kevin Gatlin

Treasurer:  
Fiscal Year 2018: Doris Zabel  
During Audit: Doris Zabel

**Cash and Investments**

Checking	\$ 5,999.84
Investments	
	\$ 5,999.84

	Beginning Balances	Receipts	Disbursements	Transfers In	Transfers Out	Ending Balances
Athletics	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Music	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	0.000	0.00	0.00	0.00	0.00	0.00
Trusts	5,310.88	8,537.38	7,984.41	0.00	6.60	5,857.25
General	1,387.68	501.60	1,753.29	6.60	0.00	142.59
	\$ 6,698.56	\$ 9,038.98	\$ 9,737.70	\$ 6.60	\$ 6.60	\$ 5,999.84

Turning Points Academy  
Management Letter  
Year Ended June 30, 2018

The audit revealed no material instances of noncompliance.

**West Technical Education Center  
Internal Fund Accounts  
Combining Statement of Changes in Cash and Investments – Cash Basis  
Year Ended June 30, 2018**

Address: 2625 NW 16th Street  
Belle Glade, FL 33430

Principal:  
Fiscal Year 2018: Charlene Ford  
During Audit: Charlene Ford

Treasurer:  
Fiscal Year 2018: Julissa Camacho  
During Audit: Julissa Camacho

**Cash and Investments**

Checking	\$ 1,527.44
Investments	
	\$ 1,527.44

	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	4,106.34	3,500.00	0.00	600.00	6.34
Trusts	0.00	6,072.54	5,351.50	831.50	31.50	1,521.04
General	0.00	200.06	0.00	0.00	200.00	0.06
	\$ 0.00	\$ 10,378.94	\$ 8,851.50	\$ 831.50	\$ 831.50	\$ 1,527.44

## LEASING OF SCHOOL FACILITIES

### Finding

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

- *Lease Agreements* #1001 and #1002 were not signed by the lessee and witness.
- *Lease Agreement* #1002 was approved by the Principal on November 7, 2017. However, the lessee began using the facilities on October 9, 2017, 29 days earlier. Also, the *Certificate of Insurance* for the lease showed “Palm Beach State College” rather than the “School Board of Palm Beach County” as the certificate holder and additional insured.

### 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.
- *School Board Policy 7.18 states, ‘lessees must provide a copy of liability insurance policy in the amount of \$1,000,000, naming the School Board of Palm Beach County as a certificate holder and an additional insured, with the Lease Agreement or purchase liability insurance from the School District.’*

### Management’s Response

*Concurs. Effective immediately, Lease Agreements shall not be executed without the required signatures prior to the use of the facilities by lessees. A copy of the lessees liability insurance policy in the amount of \$1,000,000 naming the School Board of Palm Beach County as a certificate holder ... or purchase liability insurance from the School District shall be secured.*