

2018-2019
Internal Accounts Audit Finding

School Name: Adult Community Education

Principal: Sarah Lawson

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Cash Collections		
During our receipt testing we discovered that the teacher held on to cash for longer than one day.	Per Redbook, Section 3,1.4(b), collections made outside the school office must be turned in to the school office no later than the next business day.	All teachers at all locations have been directed to turn money in at the end of each day.

School Name: Clay Virtual School

Principal: Steven Amburgey

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Preapproval of Purchases		
Several exceptions were noted in our sample in which no commitment or approval was obtained prior to the purchase.	Per Redbook, Chapter 8, Section 3,3.2 A signed commitment from principal or designee (s) must be on file before any purchase is made. Vendor shall be notified of this policy. No purchase shall be made unless sufficient resources are available.	We understand that any purchase request must be approved prior to the date of the purchase.
Finding: 2019-02 Fundraising Events Lacking Documented Approval		
During our review of fundraisers there were two exceptions in our sample, noted in which there were no fundraiser recaps provide within 30 days. There were four other exceptions in our sample in which approval was noted after the event had started.	Per Redbook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal. Per the "Fund Raiser Application and Financial Recap" form. The form should be completed within 30 days of ending sale date or delivery of items sold.	We understand that documentation and date requests for fundraising events will be completed as expected.

School Name: Argyle Elementary

Principal: Angela Ward

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Documentation of Transfers		
During our testing we selected a sample of transfers and journal entries to ensure there was proper documentation and support related to these entries. During our testing of transfers, we were unable to locate support or proper documentation pertaining to the transfers.	Best Practice: Support is utilized to substantiate the reason and purpose of the transfer as well as document approval for the transfers related to the internal accounts. We recommend that support related to transfers be properly retained for accounting records purposes	In regards to finding number 1. The principal and bookkeeper have reviewed the policy as stated in the internal accounts manual: and have put in place some organizational changes to make it easier to locate transfer forms with proper documentation.

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Finding: 019-02 Fundraising Events Lacking	2
During our testing there we noted there were multiple fundraisers in our sample, which lacked the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. From our sample, four fundraiser forms did not have the principal's signature and nine fundraisers did not have the sponsor sign the forms or verify the fundraiser.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.
	In regards to finding number 2. The principal and bookkeeper have reviewed the policy as stated in the internal accounts manual and will work to ensure each fundraiser form is completed with the approval of the organization sponsor and the principal.

School Name: Bannerman Learning Center

Principal: Martin Aftuck

No Findings were noted from our sampling

School Name: Charles E. Bennett Elementary

Principal: Sheree Cagle

Finding	Handbook Policy	Principal's Response
Finding: 019-01 Fundraising Events Lacking Documented Approval		
During our testing there we noted there were multiple fundraisers in our sample, which lacked the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were eleven instances where the principal signature on the fundraiser forms was dated after the start of the event, and one in which no signature was obtained.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Many fundraisers were discussed between the principal and the sponsor and approved to begin. By the time the paperwork made it to my desk, I was not going to falsify the date of signature. No fundraisers took place that were not verbally approved by the principal, and I am aware that this does not make it correct practice. The new principal and I are working together to make sure this does not happen for the 19/20 school year.
Finding: 2019-02 Documentation of Transfers		
During our testing we select a sample of transfers and journal entries to ensure there is proper documentation and support related to these entries. During our review of transfers we were unable to locate support or proper documentation pertaining to the transfers.	Best Practice: Support is utilized to substantiate the reason and purpose of the transfer as well as document approval for the transfers related to the internal accounts. We recommend that support related to transfers be properly retained for accounting records purposes	During testing there was one transfer form that was noted to not have the principal's signature. That was all. I feel that this explanation makes it sound as if there were several infractions like this, and there were not. I believe that it is almost impossible to catch everything and this was simply an oversight. I am being more diligent in making sure that signatures are completed by the principal.

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School Name: Clay High School

Principal: Cary Dicks

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	Reinforce that a secondary approval must be completed prior to transactions. The district has provided a new form to complete for journal adjustments
Finding: 2019-02 Ticket Collections		
From our sample, two instances were noted during athletic event sales recalculation that amounts collected did not agree to expected amounts to be collected based off sales. This was identified on Reports of Tickets Sold forms by school.	Per CCSB policy, All money collected by individuals other than the bookkeeper or Principal's designee will be supported by a teacher's receipt, a Report of Ticket Sold, tally sheets, or other auditable records. In call cases where tickets are used, ticket reports and unsold tickets should be available for audit. A Master Inventory of Tickets must be kept as well as Ticket Disbursement Sheets for each roll of tickets.	Will continue to work with individuals collecting money at events to be accurate collecting money and ticket count.
Finding: 2019-03 Receipts		
Lack of Receipt for collections over \$5 was noted.	Per CCSB policy, Collection Procedures, upon receipt of money from a student, the teacher/sponsor must do one of the following if the student is not receiving the merchandise at the time the collection of money is occurring: teacher receipt if collecting more than \$5.00.	Reinforce the CCSB policy on collecting and receipts over \$5
Finding: 2019-04 Purchase Approval		
Purchase approvals – Request for purchase approval obtained after purchase	Per the Redbook, Chapter 8, Section 3.3.2, a signed commitment from the principal or designee(s) must be on file before any purchase is made.	Prior approval of purchases will be made by principal or designee. District wide will be going to purchase order system that will be changes
Finding: 2019-05 Fundraiser Recap		
Financial recap portion of fundraisers are not being completed in a timely manner.	Per CCSB policy, the financial recap should be completed within 30 days of ending sale date or within 30 days following delivery of items sold, whichever is later.	Reinforce policy on completing recap on fundraisers within 30days if ending sale or delivery of items. Staff and bookkeeping will develop system to make sure completed in a timely manner

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Finding: 2019-06 Use of Funds		
It was noted during purchasing card (p-card) sampling that a transactions totaling \$300 with a description of 'student awards' on check stub included two (2) \$50 gift cards to employees. This came out of the 'Parking' account. Since this did not benefit students and this account was not collected for a specified documented purpose such as a 'principal' account or 'faculty and staff' account it would appear inappropriate. Additionally, compensation should not be paid from Internal Accounts, under any form, including gift cards.	Per the Redbook, Section I.7., Funds collected shall be expended to benefits those students in school unless the funds are being collected for a specific documented purpose..."	We will make sure no funds are spent on faculty from funds that should only spent on students.

School Name: Clay Hill Elementary

Principal: Adele Reed

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. Eight fundraiser forms in our sample did not show the principal's signature prior to the event starting. Many other fundraisers did not have a recap of the fundraiser timely completed or no recap was completed.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Subsequent to feedback received from the 09/2019 audit regarding fundraiser documentation, the principal has signed off on all fundraisers (21 this fiscal year) prior to their initiation. Also, all fundraiser recaps (21) have been completed immediately following the close of the initiative, if applicable.

School Name: Coppergate Elementary

Principal: Amy Dyal

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were three instances in our sample which the fundraiser forms did not have the principal's signature and two fundraisers in which signature/approval was obtained after the start of the event.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Moving forward we will ensure all fundraising forms are signed by the Principal prior to the start of the fundraiser. We will review the procedures with teachers/club sponsors as well so they remember proper procedures including approval and wrap-up procedures. Each sponsor must complete a financial report and submit to the Principal's office at the close of the fundraiser.

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Internal Accounts Audit Finding**

School Name: Discovery Oaks Elementary

Principal: Tracey McLaughlin

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Budgets		
Based upon inquiries during our visit, we noted that budgets were not completed for class and club accounts.	Per the Redbook, Chapter 8, Section 1.9, each school organization should operate within a budget formulated by the organization.	All school internal account activities going forward will set forth an approved budget detailing expectations for spending money and will use the budget codes implemented by the district.
Finding: 2019-02 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	All journal entries are for online fees associated with payments made online for internal account activities through using RevTrak. Each month a form is submitted for approval prior to the entry.

School Name: Doctors Inlet Elementary

Principal: Carolyn Ayer

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were three instances in our sample which the fundraiser forms did not have the principal's signature and two fundraisers in which signature/approval was obtained after the start of the event.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Principal and Bookkeeper sat together and put a plan in place using Google calendar to ensure dates on Fundraiser forms were signed and dated appropriately. We will both ensure to double check dates and signatures to prevent further errors being made.

School Name: Fleming Island Elementary

Principal: Jennifer Collins

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were seventeen fundraiser forms in our sample in which the principal's approval was obtained after the event had already started and one form did not have a date for the principal's signature.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Moving forward, we will ensure that fundraiser activity forms are completed prior to the fundraiser starting, as this is required for prior approval for the fundraiser to begin. We will also ensure that all forms are signed and dated by all parties.

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School Name: Fleming Island High

Principal: Tom Pittman

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	The principal will now sign a form for each journal adjustment. We are keeping a journal adjustment log and folder also.
Finding :2019-02 Fundraiser Recap		
We noted in our sample that financial recap portion of fundraisers are not being completed in a timely manner.	Per CCSB policy, the financial recap should be completed within 30 days of ending sale date or within 30 days following delivery of items sold, whichever is later.	We will continue to remind teachers, coaches and sponsors to complete recaps on time. Beginning ,2/19/20, a note will be added to the fundraisers forms stating that recaps are to be completed within 30 days and teacher, coach, or sponsor will initial this note.
Finding: 2019-03 Dual Signatures		
Checks issued with only one signature noted during internal control inquiry.	Per the Redbook, Chapter 8, Section 3.1.3(a), each account shall have at least two authorized check signers, one of whom must be the principal. As an essential compensating control to the incompatible duties of the bookkeeper, dual signatures are required on all check disbursements.	Extreme care will be taken to ensure that all checks have two signatures. We are aware of 1 check for the 19-20 school year that was processed with only one signature. We have addressed with the staff member about proper procedures.

School Name: Green Cove Springs Jr. High

Principal: Jennifer Halter

No findings noted in our samples

School Name: Grove Park Elementary

Principal: Stephanie Jackson

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were five fundraiser forms in which the principal's approval was obtained after the event had already started and several forms did not have a signed recap of the fundraiser event.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	This was the bookkeeper's first year in this position. She was unsure of the fundraiser policies and not much guidance or training was given. Since the close of last year, the bookkeeper has become more familiar and efficient in her role. There have also been updates to forms that make the fundraiser process easier to understand and track.

Internal Accounts Audit Finding

School Name: Keystone Heights Elementary

Principal: Melanie Sanders

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were sixteen fundraiser forms in which the principal's approval was obtained after the event had already started and one form did not have a date for the principal's signature. There were also multiple times in which a recap for the fundraiser was not obtained in a timely manner.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Corrective action has already been taken on recapping our fundraisers in a more timely manner. Also, the bookkeeper will continue to be proactive in reminding faculty and staff of the correct procedures of recapping fundraisers and making sure they have written approval prior to the fundraiser.
Finding: 2019-02 Ticket Sales Supporting Documentation		
During our sampling of ticketed events there was an event that did not have the ticket activity form and was unable to properly recalculate the ticket sales. The auditor pulled all deposits with the fundraiser attached to the ticket event. Audit calculated 82 tickets should have been sold not 80.	Red Book Chapter 8, Section 3,1.4(f) states that "all checks, receipt forms and tickets shall be renumbered and perpetual inventories of each shall be maintained. For all cases in which tickets are uses, ticket reports and unsold tickets must be available for audit. Any pre-numbered documents shall be accompanied by a certified statement of numbers received."	Corrective action has already been taken on making sure our tickets sales are more accurate. Also, the bookkeeper will continue to be proactive in reminding faculty and staff of the correct procedures of selling tickets and maintaining the correct documentation.

School Name: Keystone Heights High

Principal: Aaron McWilliams

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	The new auditor has instituted a new procedure for signature of Principal to perform journal adjustments.
Finding: 2019-02 Receipts		
One instance in our sample noted insufficient documentation on a report of monies collected form to enable the auditor to determine compliance. The 'source of the collection' was left blank for receipt of \$35 which requires issuance of a payee receipt if there was not an exchange of goods (unable to determine since source was blank).	Per CCSB policy, Collection Procedures, upon receipt of money from a student, the teacher/sponsor must do one of the following if the student is not receiving the merchandise at the time the collection of money is occurring: teacher receipt if collecting more than \$5.00.	The item did not need a receipt as it was a student pass but was not noted on monies collected. I have since talked with sponsors and reiterated to please make sure all items are filled appropriately.

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Finding: 2019-03 Purchase Approval		
From our sample, two instances were noted where principal approval was not obtained before purchase. One instance noted where principal approvals were never acquired until check request was made.	Per the Redbook, Chapter 8, Section 3.3.2, a signed commitment from the principal or designee(s) must be on file before any purchase is made.	A meeting was held with all sponsors and reiterated that you have to have prior written approval or item may not be purchased.
Finding: 2019-04 Fundraiser Recap		
Financial recap portion of fundraisers are not being completed in a timely manner.	Per CCSB policy, the financial recap should be completed within 30 days of ending sale date or within 30 days following delivery of items sold, whichever is later.	The fundraiser forms have been changed for this year by our new auditor however I did speak with the sponsors who did not turn in the forms in a timely manner.

School Name: Lake Asbury Elementary

Principal: Tiffany Outman

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were sixteen fundraiser forms in which the principal's approval was obtained after the event had already started and one form did not have a date for the principal's signature. There were also multiple times in which a recap for the fundraiser was not obtained in a timely manner.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	We have procedures in place to make sure all fundraising money is collected in a timely manner. We will do our best to make sure forms are dated properly by administration and closed out in a timely manner as per procedure.

School Name: Lake Asbury Jr. High

Principal: Mallory McConnell

No findings were noted in our samples

School Name: Lakeside Elementary

Principal: Dawn Wolfe

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were six fundraiser forms in which the principal's approval was obtained after the event had already started and one form did not have a date for the principal's signature.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Moving forward we will ensure that all fundraiser forms will be signed by the principal prior to the start of the fundraiser. All staff have been informed that no fundraisers can start prior to this form being completed.

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Internal Accounts Audit Finding

School Name: Lakeside Jr. High

Principal: Ivin Gunder

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Ticket Collections		
During our testing, two of the ticket rolls being used were unable to be located.	Red Book Chapter 8, Section 3.1.4(f) states that "all checks, receipt forms and tickets shall be prenumbered and perpetual inventories of each shall be maintained. For all cases in which tickets are uses, ticket reports and unsold tickets must be available for audit. Any pre-numbered documents shall be accompanied by a certified statement of numbers received." .	During my transition to becoming the new Principal at Lakeside Junior, the custodian staff was beginning to clean the administration building. It is my understanding that there were two new roles of tickets that had not been logged in yet on Ms. Rodgers's (Bookkeeper) file cabinet. Between the custodians cleaning her office sometime during the week of the 4th of July, those tickets could not be located. We understand that they should have been locked and kept in a more secure place, moving forward we will make sure that is the case. We interviewed all Custodians to see if they knew of the whereabouts of the role of tickets, and no one could remember if they saw them or accidentally threw them in the trash.

School Name: McRae Elementary

Principal: Tamera Winkler

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There was one fundraiser form in which the principal's approval was obtained after the event had already started. There were also two times in which a recap for the fundraiser was not obtained in a timely manner and one that did not have a recap able to be provided.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	In regards to finding 1, I will conduct training for teachers and sponsors. The training will include review and use of the new fundraiser form. This will ensure the correct steps are used to obtain approval for their fundraiser. They will understand their responsibility throughout the fundraiser and the CCSD procedures regarding: food/beverage policy, sales tax, cash collection, and disbursement through an internal check procedure. As the bookkeeper, I will ensure the fundraiser is reviewed for accuracy, resolve discrepancies, and make sure proper signatures are obtained in parts A, B, and C.
Finding: 2019-02 Ticket Sales Supporting Documentation		
During our sampling of tickets there was an event that did not have the ticket activity form and was unable to properly recalculate the ticket sales.	Red Book Chapter 8, Section 3.1.4(f) states that "all checks, receipt forms and tickets shall be prenumbered and perpetual inventories of each shall be maintained. For all cases in which tickets are uses, ticket reports and unsold tickets must be available for audit. Any pre-numbered documents shall be accompanied by a certified statement of numbers received."	In regards to finding 2, I have reviewed ticket sales procedures and updated all forms involved to ensure proper disbursement in the future.

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School Name: Middleburg Elementary

Principal: Becky Wilkerson

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were two fundraiser forms in which the principal's approval was obtained after the event had already started and two form did not have the principal's signature.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	During pre-planning I will conduct training for teachers and sponsors on the use of the new fundraiser form. The training will include the required steps for the teacher/sponsor to obtain approval through the completion of Part A of the form and will include their signature and date. They will understand their responsibilities when the fundraiser is in progress and how to finalize their fundraiser upon completion. The training will include the Food/Beverage policy, sales tax collection, cash collection and disbursement through an internal fund check. The training will provide the procedure for inventory of remaining products, reconciliation of sales, actual sales, actual revenue and a profit/loss statement. The teacher/sponsor will turn the fundraiser form into the bookkeeper with supporting documents. Part B and C completed, signed and dated. As the bookkeeper, I will ensure that the fundraiser form is reviewed for accuracy, resolve any discrepancies, and ensure the proper signatures and dates in Parts A, B and C. The forms will be maintained in the school office for audit purposes.

School Name: Middleburg High

Principal: Roger Dailey

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	New policy is in place for this now.
Finding: 2019-02 Cash Receipts		
From our sampling we noted one receipt was not turned over to school office within one business day	Per The Rebook, Section 3,1.4(b), collections made outside the school office must be turned in to the school office no later than the next business day	Teachers are reminded to use the drop safe and turn money in daily..

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Finding: 2019-03 Employee Compensation		
Per internal control inquiry, it was noted that school employees are being paid out of internal funds when individuals are working athletic events and similar events.	Per the Redbook, Section 2.6, Internal funds shall not be used to cash checks to accommodate individuals, make any kind of loans, pay any form of compensation directly to employees or extend credit. Employees of the school district who are compensated for additional services, such as working athletic events, shall be paid through the school district payroll department or, when appropriate, as prescribed by district school board rules.	Gate workers and other employees are paid through payroll
Finding: 2019-04 Fundraiser Recap		
Financial recap portion of fundraisers are not being completed in a timely manner.	Per CCSB policy, the financial recap should be completed within 30 days of ending sale date or within 30 days following delivery of items sold, whichever is later.	Teachers are reminded to close out fundraisers within 30 days.

School Name: Montclair Elementary

Principal: Bill Miller

No findings were noted in our samples

School Name: Oakleaf High School

Principal: Treasure Pickett

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraiser Recap		
Financial recap portion of fundraisers are not being completed in a timely manner.	Per CCSB policy, the financial recap should be completed within 30 days of ending sale date or within 30 days following delivery of items sold, whichever is later.	Issue was addressed with teachers at beginning of year. Book Keeper will make sure forms are completed in a timely manner
Finding: 2019-02 Dual Signatures		
Check issued with only one signature noted during internal control sampling.	Per the Redbook, Chapter 8, Section 3.1.3(a), each account shall have at least two authorized check signers, one of whom must be the principal. As an essential compensating control to the incompatible duties of the bookkeeper, dual signatures are required on all check disbursements.	Book keeper and principal will double check all checks for 2 signatures.

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Finding: 2019-03 Budgets		
Budgets were not completed for class and club accounts. Noted during internal control inquiry	Per the Redbook, Chapter 8, Section 1.9, each school organization should operate within a budget formulated by the organization.	We probably has some incomplete paperwork due to the transition of our book keeper to another school. This finding should be accurate next year with consistency.
Finding: 2019-04 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	We will continue to in-service teachers on the proper protocol for fundraising paperwork.
Finding: 2019-05 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	We will have a secondary review.
Finding: 2019-06 Preapproval of Purchases		
From our sample, we noted one instance of a purchase made before principal's approvals were obtained.	Per Rebook, Chapter 8, Section 3,3.2 A signed commitment form principal or designee (s) must be on file before any purchase is made. Vendor shall be notified of this policy. No purchase shall be made unless sufficient resource are available.	Book keeper will not allow a purchase before principal approval.
Finding: 2019-07 Cash Receipts		
From our sample, we noted three instances of collections made outside of school office not turned over to bookkeeper within one business day.	Per The Rebook, Section 3,1.4(b), collections made outside the school office must be turned in to the school office no later than the next business day	We will continue to in-service teachers on protocols for using drop box during after hours collections.

School Name: Oakleaf Jr. High

Principal: Kristen Rousseau

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Cash Receipts		
From our sample, we noted one instance of monies from an athletic event not being deposited within 5 business days.	Per The Rebook, Section 3,1.4(b), All money collected must be deposited intact to a depository as frequently as feasible and as dictated by sound business practices. In any event, funds collected must be deposited within five (5) working days after receipt	Ms. Russ, the bookkeeper, has addressed the staff regarding the requirements for immediate deposit of funds. OLJ has also purchased

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School Name: Oakleaf Village Elementary

Principal: Tracey Kendrick

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were several fundraiser forms in which the principal's approval was obtained after the event had already started and one form did not have a date for the principal's signature.	Per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Oakleaf Village Elementary will review our fundraising procedure. Our bookkeeper will implement improvements to ensure fundraising forms are processed correctly and in accordance with Redbook Rules.
Finding: 2019-02 Ticket Sales Supporting Documentation		
During our sampling of ticketed events, there was an event in which we were unable to recalculate the ticket sales.	Red Book Chapter 8, Section 3,1.4(f) states that "all checks, receipt forms and tickets shall be prenumbered and perpetual inventories of each shall be maintained. For all cases in which tickets are uses, ticket reports and unsold tickets must be available for audit. Any pre-numbered documents shall be accompanied by a certified statement of numbers received."	Oakleaf Village Elementary will review ticket sale procedures. A plan to ensure all tickets and documentation are accounted for will be implemented by our bookkeeper in accordance with the Redbook Rules.
Finding: 2019-03 Documentation of Transfers		
During our testing we select a sample of transfers and journal entries to ensure there is proper documentation and support related to these entries. During our review of transfers we were unable to locate support or proper documentation pertaining to four of the transfers.	Best Practice: Support is utilized to substantiate the reason and purpose of the transfer as well as document approval for the transfers related to the internal accounts. We recommend that support related to transfers be properly retained for accounting records purposes	The procedures for documenting journal entries, transfers and backup paperwork will be reviewed and changes will be made by our bookkeeper to ensure all documents are present.

School Name: Orange Park Elementary

Principal: Carole McCullough

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our testing there we noted there were multiple fundraisers the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were several fundraiser forms in which the principal's approval was obtained after the event had already started and one form did not have a date for the principal's signature.	Per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	While the Principal did sign fundraiser forms after the start date of fundraiser, no money was collected until after the approval date of the principal. Going forward the principal will make sure all fundraising forms are signed and dated before start date of fundraiser. The Bookkeeper and Principal will continue to provide training for all fundraisers.

**2018-2019
Internal Accounts Audit Finding**

School Name: Orange Park High

Principal: Clayton Anderson

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Budgets		
Budgets were not completed for class and club accounts. Noted during internal control inquiry	Per the Redbook, Chapter 8, Section 1.9, each school organization should operate within a budget formulated by the organization.	In the past budgets were not completed according to policy. This has been corrected for the current school year.
Finding: 2019-02 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	In the past we were not required to have two individuals review journal entries. This has been corrected for the current school year.
Finding: 2019-03 Preapproval of Purchases		
From our sample, we noted one instance where principal approvals were never acquired until check request was made.	Per Rebook, Chapter 8, Section 3,3.2 A signed commitment form principal or designee (s) must be on file before any purchase is made. Vendor shall be notified of this policy. No purchase shall be made unless sufficient resource are available.	Club sponsors/coaches have been reminded of the policy concerning purchases. They are aware that they need to obtain approval from the principal prior to making any purchases.

School Name: Orange Park Jr. High

Principal: Justin Faulkner

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Ticket Collections		
Based upon our sampling, each of the athletic events selected for testing, the report of tickets sold or admissions report ending ticket number didn't agree to the ending number listed on the receipt by one ticket. The ending ticket number on the receipt was one ticket less.	Per CCSB policy, All money collected by individuals other than the bookkeeper or Principal's designee will be supported by a teacher's receipt, a Report of Ticket Sold, tally sheets, or other auditable records. In call cases where tickets are used, ticket reports and unsold tickets should be available for audit. A Master Inventory of Tickets must be kept as well as Ticket Disbursement Sheets for each roll of tickets.	Upon reviewing the findings with our athletic director, it was found on the form of "REPORT OF TICKETS SOLD OR ADMISSIONS" the ticket number was indeed one less. However, on the monies collected form where the ticket numbers are stated again as to how many are sold, the ticket amounts are correct. We also reviewed our master ticket inventory and the ticket numbers on the monies collected forms are indeed correct and matching to the inventory. After careful review we found that our athletic director was including the number on the roll after the athletic event was over. The number that should have been included on the report of tickets should have been the last ticket number sold "ending number on roll". We have reviewed this error with our athletic department and correct it for future purposes.

2018-2019

Internal Accounts Audit Finding

School Name: Paterson Elementary

Principal: John O'Brian

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were three fundraiser forms in which the principal's approval was obtained after the event had already started	Per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Written approval by the Principal for all Fundraisers will be obtained before the event starts.

School Name: Plantation Oaks Elementary

Principal: Chasity Lee

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Budgets		
Budgets were not completed for class and club accounts. Noted during internal control inquiry	Per the Redbook, Chapter 8, Section 1.9, each school organization should operate within a budget formulated by the organization.	All grade level and club account sponsors have been informed they are required to operating within a budget. I will ensure that all grade level and club account sponsors submit a budget annually
Finding: 2019-02 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	Prior to the audit there was no implemented procedure for approving journal entries. However, on 10/30/19 all bookkeepers were sent a Journal Entry form and instructed that all journal entries must be reviewed and approved by the principal. As of 10/30/19, we have been in accordance with this policy.

School Name: RideOut Elementary

Principal: Kimberly Marks

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were six fundraiser forms in which the principal's approval was obtained after the event had already started and six forms did not have a date for the principal's signature.	Per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	All fundraisers had verbal approval prior to the fundraiser beginning during lead sheet meetings. I will pay closer attention to assuring that the paperwork is turned in at the same time and prior to the state of the event. Additional, dates will be double checked and added along with the principals signature.

2018-2019
Internal Accounts Audit Finding

School Name: Ridgeview Elementary

Principal: Heather Roche

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were eight fundraiser forms in which the principal's approval was obtained after the event had already started and one form did not have a date for the principal's signature. .	Per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	In October 2018, my Bookkeeper, Marilyn Cram, went out on extended medical leave, followed by an early retirement in March. During the transition, my current Bookkeeper, Stephanie Willenbrecht, stepped into the role from having previously served as our Records Secretary. Training for all bookkeeping procedures took place to the best of our ability. Any findings as it pertains to fundraising have been addressed and will no longer be out of compliance due to proper training and a deeper understanding of the Red Book.
Finding: 2019-02 Ticket Sales Supporting Documentation		
During our sampling of ticketed events, there was an event in which we were unable to recalculate the ticket sales.	Red Book Chapter 8, Section 3,1.4(f) states that "all checks, receipt forms and tickets shall be prenumbered and perpetual inventories of each shall be maintained. For all cases in which tickets are uses, ticket reports and unsold tickets must be available for audit. Any pre-numbered documents shall be accompanied by a certified statement of numbers received."	We have addressed this finding with proper training of any staff or PTA volunteer that would potentially handle tickets.
Finding: 2019-03 Documentation of Transfers		
During our testing we select a sample of transfers and journal entries to ensure there is proper documentation and support related to these entries. During our review of transfers we were unable to locate support or proper documentation pertaining to four of the transfers.	Best Practice: Support is utilized to substantiate the reason and purpose of the transfer as well as document approval for the transfers related to the internal accounts. We recommend that support related to transfers be properly retained for accounting records purposes	We are aware of the requirements for transferring funds, and will ensure proper documentation is on file in the future.

School Name: Ridgeview High School

Principal: Becky Murphy

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraiser Recap		
Financial recap portion of fundraisers are not being completed in a timely manner.	Per CCSB policy, the financial recap should be completed within 30 days of ending sale date or within 30 days following delivery of items sold, whichever is later.	Every effort will be made by teachers/coaches/sponsors/bookkeeper to ensure all recaps for fundraisers are completed within 30 days after event.

**2018-2019
Internal Accounts Audit Finding**

Finding: 2019-02 Dual Signatures		
Check issued with only one signature noted during internal control sampling.	Per the Redbook, Chapter 8, Section 3.1.3(a), each account shall have at least two authorized check signers, one of whom must be the principal. As an essential compensating control to the incompatible duties of the bookkeeper, dual signatures are required on all check disbursements.	Every effort will be made by bookkeeper/administration to ensure that all checks contain two signatures and are dated.
Finding: 2019-03 Budgets		
Budgets were not completed for class and club accounts. Noted during internal control inquiry	Per the Redbook, Chapter 8, Section 1.9, each school organization should operate within a budget formulated by the organization.	Every effort will be made in budgets for each class and club accounts by the teacher/sponsor/coaches
Finding: 2019-04 Fundraising Events Lacking Documented Approval		
During review of fundraiser forms, one instance was noted in which the fundraiser began prior to documented principal approval.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Teachers/coaches/sponsors will be reminded that all fundraiser forms must be signed by principal for prior approval before taking monies.
Finding: 2019-05 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	We have already incorporated a new form for journal entries (SBA entries, Revtrak fees) that require the principle's approval and knowledge.
Finding: 2019-06 Preapproval of Purchases		
One instance in our sample, noted that principal approval was not obtained before purchase made. One instance noted in our sample, where the purchase exceeded authorized approved amount set by principal	Per Rebook, Chapter 8, Section 3,3.2 A signed commitment form principal or designee (s) must be on file before any purchase is made. Vendor shall be notified of this policy. No purchase shall be made unless sufficient resource are available. Per CCSB policy, Disbursement Procedures, the purchase should not exceed the amount set and approved by the principal on the form "Request for Purchase Approval and Check Requisition."	We will make every effort to inform teachers/coaches/sponsors to get prior written approval for purchase orders and not go over the amount.

**2018-2019
Internal Accounts Audit Finding**

School Name: S. Bryan Jennings Elementary

Principal: Elise Taylor

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were several fundraiser forms in which the principal's approval was not obtained due to confusion of the forms use stating Principal/Designee. This was corrected subsequent to the year being audited and will obtain principal signature going forward.	Per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	We have been made aware and trained on the new 2019-2020 fundraising form for Clay County Schools per the findings from the financial audit conducted. There was a notation during the audit regarding a lack of documentation per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal. There will be no further issues utilizing the new forms.

School Name: Shadowlawn Elementary

Principal: Nancy Crowder

No findings were noted in our sampling

School Name: Swimming Pen Creek Elementary

Principal: Rodney Ivey

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were four fundraiser forms in which the principal's approval was obtained after the event had already started..	Per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Moving forward, Mr. Ivey will remind club sponsors and department heads that prior approval from the principal is required before beginning any fundraisers. This will also be emphasized during all department head meetings, faculty meetings, and the beginning of the year internal account training held during pre-planning.

School Name: Thunderbolt Elementary

Principal: Lacy Healy

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Cash Collections		
During our sampling of cash collections we noted one exception in which funds collected were not remitted to the school office within the next business day.	Per The Rebook, Section 3,1.4(b), collections made outside the school office must be turned in to the school office no later than the next business day	Teachers have been instructed to turn in money collected to bookkeeper every day per Internal Accounts Manual.

2018-2019
Internal Accounts Audit Finding

Finding: 2019-02 Fundraising Events Lacking Documented Approval		
During our sampling we noted there were multiple fundraisers lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were twelve fundraiser forms in which the principal's approval was obtained after the event had already started and nine forms did not have a date for the principal's signature.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Going forward, teachers will be reminded to fill out fundraiser forms completely. They must be signed and approved by the principal before the fundraiser begins per school fundraiser policy.

School Name: Tynes Elementary		Principal: Angela Widdon
Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Fundraising Events Lacking Documented Approval		
During our sampling we noted there was one fundraiser lacking the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There was one fundraiser form in which the principal's approval was obtained after the event had already started.	Per Rebook, Chapter 8, Section 2.3(e) a financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	We have noted the corrections and we will make every effort to ensure that the event has prior approval before its start date.

School Name: W. E. Cherry Elementary		Principal: Angela Widdon
Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Ticket Sales Supporting Documentation		
During our sampling of ticketed events there was an event in which we were unable to recalculate the ticket sales.	Red Book Chapter 8, Section 3,1.4(f) states that "all checks, receipt forms and tickets shall be prenumbered and perpetual inventories of each shall be maintained. For all cases in which tickets are uses, ticket reports and unsold tickets must be available for audit. Any pre-numbered documents shall be accompanied by a certified statement of numbers received." .	Tickets were used again by people working booth. We did not know this until after the fact. We will be signing out tickets, and marking them when they are collected at the booths to prevent this from happening again.

2018-2019
Internal Accounts Audit Finding

School Name: Wilkinson Elementary

Principal: Heather Teto

Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Timely Deposit of Receipts		
During our sampling we noted one instance in which funds were not deposited to the bank within five days.	Per the <i>Financial and Program Cost Accounting and Reporting for Florida Schools</i> manual (the Redbook) incorporated into rule by reference in Rule 6A-1.001, Florida Administrative Code, pursuant to the requirements of Sections 237.01 and 237.02, Florida Statutes, funds collected must be deposited within five working days after receipt.	Moving forward we will ensure that all fundraiser forms will be signed by the principal prior to the start of the fundraiser. All staff have been informed that no fundraisers can start prior to this form being completed.
Finding: 2019-02 Preapproval of Purchases		
During our audit, several exceptions were noted in which no commitment or approval was obtained prior to the purchase. This process helps to ensure that no purchases are made where adequate resources may not be available to fund that purchase.	Per the Redbook, Section 3,3.2 A signed commitment from the principal or designee(s) must be on file before any purchase is made. Vendors shall be notified of this policy. No purchase shall be made unless sufficient resources are available.	Moving forward we will ensure that all fundraiser forms will be signed by the principal prior to the start of the fundraiser. All staff have been informed that no fundraisers can start prior to this form being completed.
Finding: 2019-03 Fundraising Events Lacking Documented Approval		
During our testing we noted multiple fundraisers in our sample that did not have the proper forms and documentation needed per Chapter 8 of the Redbook and School Board Policy. There were several fundraiser forms in which the principal's approval was obtained after the event had already started and several more forms did not have a date for the principal's signature. We also noted there were several instances in which no recap was obtained or approved related to the fundraising event.	Per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Moving forward we will ensure that all fundraiser forms will be signed by the principal prior to the start of the fundraiser. All staff have been informed that no fundraisers can start prior to this form being completed.
Finding: 2019-04 Supporting Documentation		
During our testing we noted two instances in our sample in which there was no supporting documentation pertaining to a disbursement. There were also two instances in our sample in which there was no support provided for two receipts selected for testing.	Red Book Chapter 7, Section 3,1.4(f) states that "all checks, receipt forms and tickets shall be prenumbered and perpetual inventories of each shall be maintained." In order to substantiate proper use of funds as well ensure proper controls are in place to mitigate risk there must be proper documentation of accounting records and support available.	Moving forward we will ensure that all fundraiser forms will be signed by the principal prior to the start of the fundraiser. All staff have been informed that no fundraisers can start prior to this form being completed.

**2018-2019
Internal Accounts Audit Finding**

Finding: 2019-05 Dual Signatures		
During our review we noted two instances in our sample in which checks did not have the required two signatures.	Per the Redbook, Chapter 8, Section 3.1.3(a), each account shall have at least two authorized check signers, one of whom must be the principal. As an essential compensating control to the incompatible duties of the bookkeeper, dual signatures are required on all check disbursements.	Moving forward we will ensure that all fundraiser forms will be signed by the principal prior to the start of the fundraiser. All staff have been informed that no fundraisers can start prior to this form being completed.

School Name: Wilkinson Jr. High		Principal: Christina Cornwell
Finding	Handbook Policy	Principal's Response
Finding: 2019-01 Journal Entries		
Journal entries are not subject to review of a secondary individual. Monthly journal entries typically consist of SBA interest, NSF check adjustment, and online payments.	Best Practice: A single individual should not be able to complete a transaction without secondary approval. We recommend that all journal entries be reviewed and approved by a secondary individual (principal) (Segregation of Duties)	A new form was implemented for the 2019-2020 SY that requires the principal's approval.
Finding: 2019-02 Fundraising Events Lacking Documented Approval		
There was one fundraiser form in our sample in which the principal's approval was obtained after the event had already started	Per the Redbook, Chapter 8, Section 2.3(e) A financial report shall be filed with the principal's office at the close of each fundraising activity. Section 2.4 goes on to note that each fundraising activity shall have the approval of the organization sponsor and the principal.	Bookkeeper is endeavoring to have sponsor comply with the 30 day requirement.
Finding: 2019-03 Supporting Documentation		
One instance noted in our sampling of purchasing cards that dollar amount of transaction on monthly vendor statement did not agree with check send to vendor.	Red Book Chapter 7, Section 3,1.4(f) states that "all checks, receipt forms and tickets shall be prenumbered and perpetual inventories of each shall be maintained." In order to substantiate proper use of funds as well ensure proper controls are in place to mitigate risk there must be proper documentation of accounting records and support available.	Bookkeeper acknowledges this oversight and will strive not to have another occurrence.
Finding: 2019-04 Fundraiser Recap		
Based upon our samples, financial recap portion of fundraisers are not being completed in a timely manner.	Per CCSB policy, the financial recap should be completed within 30 days of ending sale date or within 30 days following delivery of items sold, whichever is later.	Bookkeeper has counseled all sponsor and will strive to maintain the accuracy necessary. The principal and the bookkeeper conduct rigorous training for the sponsors and will continue to do so on an annual basis.