

ADULT COMMUNITY EDUCATION AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Adult Community Education's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Adult Community Education and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$8,797.31 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 8,019.84
Investments	777.47
Total funds	\$ 8,797.31

During the financial review period, the total receipts equaled \$35,197.46 and the total expenditures equaled \$42,837.83 for a total of \$78,035.29.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$32,181.74	\$35,197.46	\$ 3,015.72
Disbursements	25,886.86	42,837.83	16,950.97
Cash/Bank Balance	15,663.46	8,019.84	- 7,643.62
Investments	774.22	777.47	3.25

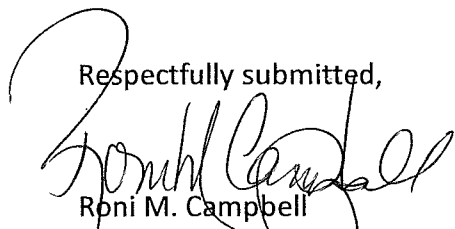
The financial records present fairly in all material respects the financial position of Adult Community Education as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. It was noted that sales tax exemption was requested (and granted) by an employee from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
2. In reviewing expenditures it was noted that prior written approval was not obtained in one instance of the sample.
3. A number of fundraiser issues were observed. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. This policy was not adhered to for the year ending June 30, 2016 in regards to the initial copy.
4. Multiple revenue issues were noted during the audit including teacher receipts not being written when required and fundraiser number not shown on Official Receipts and Monies Collected Forms. Collection procedures on pages 17-19 of the Internal Accounts Manual.

Generally, the records were in good order and the management of internal funds by the Principal of Adult Community Education was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



Addison G. Davis
Superintendent of Schools

SCHOOL BOARD OF CLAY COUNTY
Center for Adult & Community Education

2306 Kingsley Avenue Bldg 17
Orange Park, Florida 32073
PHONE 904/336-4450 FAX 904/336-6454

Supervisor
Shannah Kosek
M. Ed.

Testing Specialist
Gary Smith

Transition Specialist
Rachel Walker

**Full-time GED
Instructors**
Jennifer Madaychik
Kristi Demers

March 3, 2017

Mrs. Roni Campbell
Internal Accounts Auditor
Clay District Schools
900 Walnut Street
Green Cove Springs, FL 32043

Dear Mrs. Campbell:

Thank you for your thorough and professional audit of our internal accounts for the 2015/2016 school year. We are pleased that the financial statement, which was prepared on the basis of cash receipts and disbursements, has been correctly represented.

The following is a response to the items noted in the auditor's report.

1. Every effort will be made to properly reimburse purchases pursuant to Chapter 212, Florida Statutes. This was an unintentional oversight when issuing a reimbursement check to the staff employee.
2. We will implement this day forward that staff will be required to obtain prior written approval for any and all purchases.
3. Special effort will be made to carefully check for all fundraiser requirements on fundraiser activities.
4. Every effort will be made to ensure that teacher receipts being written when required as well as a fundraiser number written on the Monies Collected Form. Heightened efforts have been and will continue to be made to more accurately follow all future fundraiser documentation according to the Internal Accounts Manual.

We appreciate your positive comments regarding the good order and management of Internal Funds by the Supervisor of Adult & Community Education. We will continue to implement the procedures of the Internal Accounts Manual for Clay County Schools, which will enable us to obtain results of no discrepancies in our future audits.

Sincerely,

A handwritten signature in cursive script that reads "Shannah M. Kosek".
Shannah M. Kosek, M.Ed.

Supervisor, Adult & Community Education

ARGYLE ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Argyle Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Argyle Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$30,462.48 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$30,462.48
Total funds	\$30,462.48

During the financial review period, the total receipts equaled \$120,721.48 and the total expenditures equaled \$117,719.09 for a total of \$238,440.57.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$134,497.72	\$120,721.48	-\$13,776.24
Disbursements	148,044.56	117,719.09	- 30,325.47
Cash/Bank Balance	27,460.09	30,462.48	3,002.39

The financial records present fairly in all material respects the financial position of Argyle Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (30/30) 10 initial copies and 22 (1 cancelled) recapped copies were not received in the county office. Of the 7 recapped copies received 5 were not supported by entries in accounting system and 1 did not include inventory even though required.
3. Multiple revenue issues were noted during the audit including deposit slip not including attachment, Sequential List of Receipts not being included in deposit packet, funds not turned into bookkeeper same day as collected (held 20 days) and on multiple occasions teacher receipts were not written when required. Fundraiser number was not indicated on multiple Official Receipts. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. Disbursement issues noted during the audit include incomplete backup and in some instances no backup at all. On multiple occasion reimbursements were issued without proof of payment. On two occasions checks issued for reimbursement of gift cards with no receipt nor proof of payment. One check was issued in the amount of \$100.00 for reimbursement with only \$52.53 in receipts as backup. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. It was noted that on multiple occasions sales tax exemption was requested (and granted) by an employee from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
6. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers a number of items were noted; multiple times the teacher/coach/sponsor responsible for tickets did not sign Ticket Disbursement Sheets and over 2,000 tickets/wristbands were unaccounted for from seven (7) different rolls of tickets/wristbands. Internal Accounts Manual pages 52-55.
7. It is noted that one (1) check issued for a restricted expenditure (personal membership) was not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.

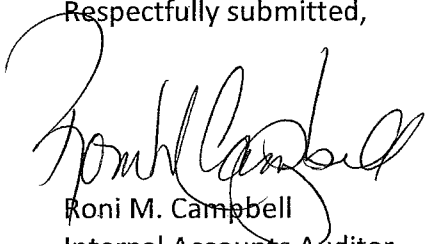
Argyle Elementary School Audit

Page 3

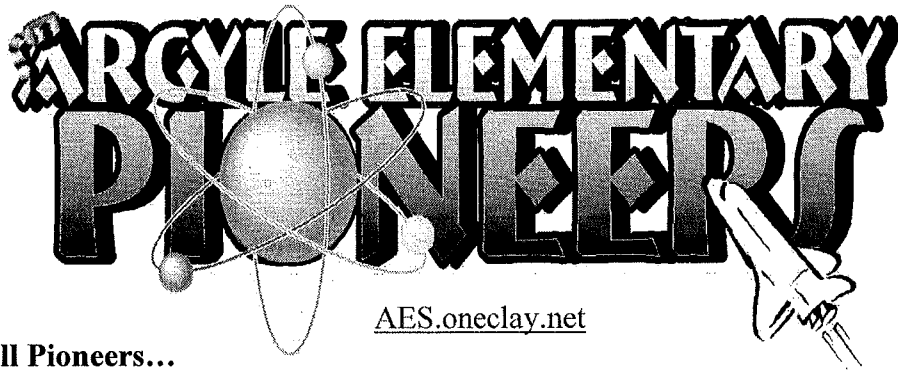
Generally, the records were in good order and the management of internal funds by the Principal of Argyle Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Roni M. Campbell". The signature is written in black ink and is positioned above the printed name.

Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



We are all Pioneers...

...Pathfinders on the Trail of a New Frontier

Theresa Roman, Principal
Theresa.Roman@myoneclay.net

Michelle Corsi, Assistant Principal
Ann.Corsi@myoneclay.net

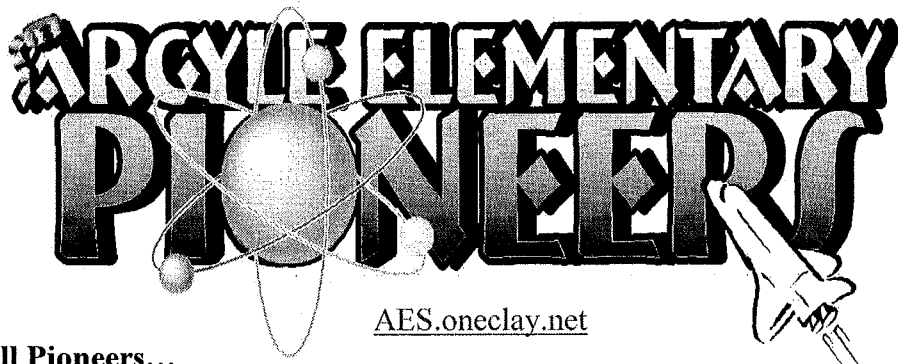
March 13, 2017

Roni Campbell, Internal Accounts Auditor
School District of Clay County

Dear Mrs. Campbell

This letter is in response to the audit report of the Internal Funds of Argyle Elementary for the schoolyear ending June 30, 2016. Steps have been taken to correct the items noted in our audit draft for the 2016-2017 school year.

1. In regards to the multiple checks identified for 1099: The bookkeeper is working on acquiring the 1099 information on vendors as required in the Internal Accounts Manual.
2. In regards to fundraising applications sent to the county office: the bookkeeper has reviewed the policies and is working to improve on getting the forms to the county office and making sure, the forms are complete as well.
3. In regards to disbursement/reimbursements issues: the bookkeeper has reviewed the procedures with the faculty to clarify what backup is required when requesting reimbursements.
4. In regards to the use of the school tax exemption: the bookkeeper reviewed the Consumer's Certificate of Exemption with the auditor. The bookkeeper has also shared with the faculty the correct way the exemption can be used.
5. In regards to the Master Ticket Inventory and Disbursement sheet not signed by the teacher/coach/sponsor responsible: the bookkeeper is working to improve the process of having the teacher/coach/sponsor responsible sign the disbursement sheet as required in the Internal Accounts manual.



AES.oneclay.net

We are all Pioneers...

...Pathfinders on the Trail of a New Frontier

Theresa Roman, Principal
Theresa.Roman@myoneclay.net

Michelle Corsi, Assistant Principal
Ann.Corsi@myoneclay.net

6. In regards to the restricted expenditure (personal membership) not made from the trust account: the bookkeeper has reviewed the guidelines for the account and will start using the correct trust accounts for personal memberships.

Argyle Elementary appreciates the patience and guidance of our auditor, Roni Campbell. We would like to thank Mrs. Campbell for being extremely helpful and understanding.

Sincerely,

A handwritten signature in cursive script that reads "Theresa Roman".

Theresa Roman
Principal

BANNERMAN LEARNING CENTER AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Bannerman Learning Center's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Bannerman Learning Center and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$13,737.55 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 13,737.55
Total funds	\$ 13,737.55

During the financial review period, the total receipts equaled \$40,960.56 and the total expenditures equaled \$40,743.57 for a total of \$81,704.13.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 40,938.40	\$40,960.56	\$ 22.16
Disbursements	39,329.91	40,743.57	1,413.66
Cash/Bank Balance	13,520.56	13,737.55	216.99

Bannerman Learning Center Audit
Page 2

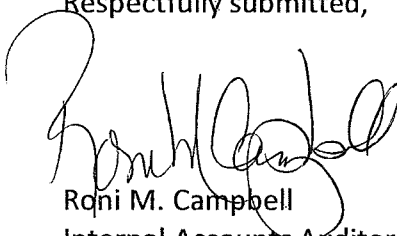
The financial records present fairly in all material respects the financial position of Bannerman Learning Center as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", two (2) checks out of 109 were found to contain only 1 signature.
2. In reviewing revenue it was noted that multiple teacher receipts were edited rather than being voided and another issued. Collection procedures on pages 17-19 of the Internal Accounts Manual.
3. The Teacher Receipt Book Log did not contain all Teacher Receipt Books assigned to school as of June 30, 2016. (Page 4 & 18), Internal Accounts

Generally, the records were in good order and the management of internal funds by the Principal of Bannerman Learning Center was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

BANNERMAN LEARNING CENTER

608 Mill Street - Green Cove Springs, Florida 32043
Main Office: (904) 529-2100 Fax: (904) 336-4979
Fax: (904) 336-4977(ESE) Fax: (904) 336-4978 (Administration)

Michael Elia, Principal
Martin Aftuck, Assistant Principal

Date: March 7, 2017

To: Roni Campbell

Re: June 30, 2016 Audit

In regards to Bannerman Learning Center's financial report:

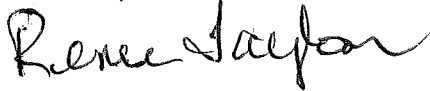
I will make sure that our checks from internal accounts are signed by both Mr. Elia and I.

I will discuss with teachers the proper way to void a receipt.

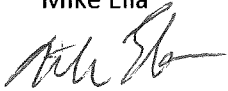
I will list all receipt books issued to Bannerman Learning Center in my receipt log.

Thank you,

Renee Taylor



Mike Elia



CHARLES E. BENNETT ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Charles E. Bennett Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Charles E. Bennett Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$15,946.43 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 15,516.11
Investments	430.32
Total funds	\$ 15,946.43

During the financial review period, the total receipts equaled \$100,883.19 and the total expenditures equaled \$114,591.52 for a total of \$215,474.71.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 104,102.24	\$100,883.19	-\$ 3,219.05
Disbursements	108,153.00	114,591.52	6,438.52
Cash/Bank Balance	8,313.38	15,516.11	7,202.73
Investments	21,341.38	430.32	- 20,911.06

The financial records present fairly in all material respects the financial position of Charles E. Bennett Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

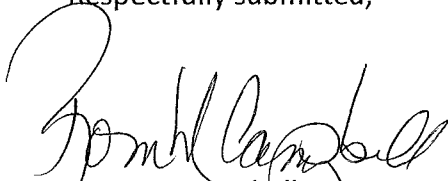
1. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. Six (6) out of twelve Principal's Monthly Report Packets were not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
3. Internal Accounts Manual page 35 states that when gift cards are purchased the signature of the receiver of the gift card is required. Three (3) checks issued for gift cards were sampled and in all three (3) cases no acknowledgment of receipt was obtained. Funds totaling \$225.00 were expended and not acknowledged.
4. Several disbursement issues were noted during the audit including incomplete backup, lack of prior written approval, and incomplete note on checks. On multiple occasions reimbursements and refunds were issued without proof of payment and in multiple instances with incomplete check requisitions or no check requisitions at all. Checks were issued based on statement, pretrip estimate and individual menu forms rather than invoice/receipt, without itemized receipt or invoice and on five (5) occasions no backup at all. Multiple check requisitions in sample were signed by Bookkeeper rather than the Teacher/Coach/Sponsor responsible for the Activity Account. Nine (9) checks in sample were physically dated in April, 2016 yet in the accounting system dated May 11 & 12, 2016. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. Multiple revenue issues were noted during the audit including Official Receipts dated incorrectly and entered out of order and Official Receipt numbers not shown on Monies Collected Forms as well as Bookkeeper's signature missing from Monies Collected Forms. It was noted on multiple instances in the sample that teacher receipts were being edited rather than voided and another issued and teacher receipts were not written when required. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Policy requires that Teacher/Coach/Sponsor receive the original Official Receipt for funds deposited with Bookkeeper, in sample all Official Receipt originals were attached to original Monies Collected Forms. The procedures for Collection of Funds provides for an effective internal control when followed. Collection procedures on pages 17-19 of the Internal Accounts Manual.

6. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (7/27), 3 initial copies were not received in the county office. Of the 7 recapped copies received 3 were not supported by entries in accounting system and 3 of 4 did not include correct inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a loss or much lower than expected profit, inventory completion provides the complete picture. Fundraiser recaps should be completed by responsible Teacher/Coach/Sponsor, not Bookkeeper.

Generally, the records were in good order and the management of internal funds by the Principal of Charles E. Bennett Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

Charles E. Bennett Elementary School

1 South Oakridge Avenue, Green Cove Springs, Florida 32043
Voice (904) 336-0475 • Facsimile (904) 336-0477 • ceb.oneclay.net

Connie Archibald
Assistant Principal

Shelley A. Lester *Principal*

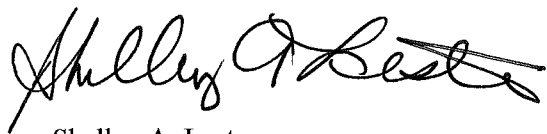
Cheryl Larson
Assistant Principal

Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

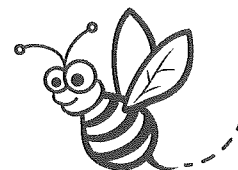
Dear Mrs. Campbell,

After receiving the CEB FY16 Audit on March 7, 2016 I reviewed the findings and have or will take the following actions to address the exceptions:

- 1) I have educated myself on why a 1099 categorization would be necessary and as I sign check requisitions I will be mindful as to whether it should be identified for 1099 purposes.
- 2) We have set a due date at the school of the 10th of each month to make sure we don't miss the deadline for having the Principal's Report Packet turned in on time. This system is working much better. I have a calendar invite on my calendar as a reminder to check with the bookkeeper to see how the packet is coming.
- 3) The practice of giving gift cards has been reviewed. If a gift card is given, a form will be included in the envelope with the card that the recipient will sign and return. CEB has also re-evaluated the reasons why a gift card might be given.
- 4) Teachers receive training on check requisitions at the beginning of each school year. Dates are now monitored more closely.
- 5) The bookkeeper now has a system to ensure that all receipts are entered in date order. Teachers will also be instructed at the beginning of each year on the procedures of completing a receipt. The bookkeeper inadvertently switched the original receipts with the copy. The bookkeeper will ensure that the original is stapled to the copy of the monies collected form that is returned to the Teacher/Coach/Sponsor.
- 6) The bookkeeper has a calendar reminder set that will indicate when a fundraiser recap is due. She then coordinates with the fundraiser sponsor to complete this process. Also, as a part of their end-of-year check-out process, the bookkeeper gives me a list any outstanding re-caps and the teacher/sponsor must turn it in before being released for the summer.



Shelley A. Lester



W. E. CHERRY ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of W. E. Cherry Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of W. E. Cherry Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$20,644.04 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 20,644.04
Total funds	\$ 20,644.04

During the financial review period, the total receipts equaled \$101,561.88 and the total expenditures equaled \$92,383.77 for a total of \$193,945.65.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 104,621.99	\$101,561.88	-\$ 3,060.11
Disbursements	105,531.53	92,383.77	- 13,147.76
Cash/Bank Balance	11,465.93	20,644.04	9,178.11

The financial records present fairly in all material respects the financial position of W. E. Cherry Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

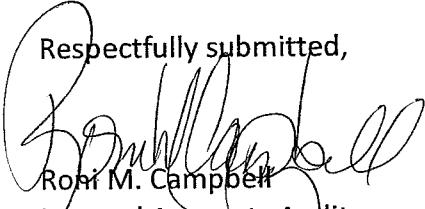
1. Two (2) out of twelve Principal's Monthly Report Packets were not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
2. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
3. Multiple restricted expenditures (donations) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
4. It was noted that sales tax exemption was requested (and granted) by an employee from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
5. Multiple revenue issues were noted during the audit including fundraiser numbers not shown on Official Receipts and Monies Collected Forms, teacher receipts not being written when necessary and on multiple occasions in the sample the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Report of Tickets Sold forms were missing from 6th grade dance collections and multiple Monies Collected Forms were incomplete (missing student names & teacher receipt numbers). Collection procedures on pages 17-19 of the Internal Accounts Manual.
6. Page 16 of the Internal Accounts Manual states "All money collected must be deposited intact as frequently as feasible and as dictated by sound business practice. IN ANY EVENT, FUNDS COLLECTED MUST BE DEPOSITED WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT. NO FUNDS WILL BE HELD IN THE SCHOOL OVER A WEEKEND OR HOLIDAY PERIOD." On multiple occasions in sample funds were held by Bookkeeper for as much as 8 days.
7. Several disbursement issues were noted during the audit including purchases made without prior written approval and copies of check requisitions were returned to teacher/coach/sponsor. Checks were issued on just a copy of receipt and in three instances of sample no backup at all. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
8. Page 16 of Internal Accounts Manual states "No expenditure will be made from this account (6150 PSA) without the authorizing signature of the organization's officer responsible for finances." Multiple checks in sample were issued from this account based on the signature of the Principal and multiple teachers. One check issued as a reimbursement to a teacher on this account was signed by same teacher.
9. The Teacher Receipt Book Log did not contain all Teacher Receipt Books assigned to school as of June 30, 2016 and Teacher Receipt Book # 45 was not collected by Bookkeeper at end of year. Page 4 & 18, Internal Accounts Manual.
10. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (35/35), only 1 copy was received in district office (1 recapped copy). The 1 recapped copy received was not supported by entries in accounting system (revenue overstated and expenses understated). It was also evident that funds were not turned in same day collected.

W. E. Cherry Elementary School Audit
Page 3

Generally, the records were in good order and the management of internal funds by the Principal of W. E. Cherry Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



W. E. CHERRY ELEMENTARY SCHOOL

420 EDSON DRIVE ORANGE PARK, FL 32073

TEL (904) 278-2050

FAX (904) 336-3928

WEC.ONECLAY.NET

March 14, 2017

To whom it may concern:

These are the improvements that we are going to make to improve on future audits here at WEC.

1. Bookkeeper will work on monthly principal's report as soon as possible to ensure it is received to the county office in a timely manner – on or before the 15th of each month.
2. Bookkeeper will read up on the clear definition of who is to be checked as a 1099 and in the future mark them.
3. Bookkeeper will get a clear understanding of restricted expenditures and the procedure of how to do them.
4. Bookkeeper will inform the faculty and staff that a school check must be used if you they are to use tax exemption when making a purchase.
5. Bookkeeper will put fundraiser numbers on all monies collected and receipts. Teachers have been told verbally and written documentation that all money must be turned in daily. Bookkeeper will review monies collected and receipts more closely.
6. Bookkeeper will make it clear to teachers that all money collected must be received daily before 9:00am with no exceptions so that deposits will be made in a timely manner.
7. Bookkeeper will ensure that backup is provided for documentation purposes.
8. PSA authorized people will only sign check requisitions and receipts designated by principal.
9. Bookkeeper will keep track of receipt books issued and collect them at the end of the year.
10. Bookkeeper will learn and review procedures regarding fundraiser applications.

Michelle Solomon
Principal Secretary/Bookkeeper

Angie Whiddon
Principal

PRINCIPAL
ANGIE WHIDDON

ASSISTANT PRINCIPAL
JARROD EASON

AN EQUAL OPPORTUNITY EMPLOYER

CLAY HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Clay High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Clay High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$354,576.14 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 216,944.63
Investments	137,631.51
Total funds	\$ 354,576.14

During the financial review period, the total receipts equaled \$835,802.00 and the total expenditures equaled \$744,875.44 for a total of \$1,580,677.44.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$769,876.04	835,802.00	\$ 65,925.96
Disbursements	723,125.93	744,875.44	21,749.51
Cash/Bank Balance	126,593.75	216,944.63	90,350.88
Investments	137,055.83	137,631.51	575.68

The financial records present fairly in all material respects the financial position of Clay High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", three (3) out of 1,397 written contained only one (1) signature.
2. Multiple checks were issued without being identified correctly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
3. CLAY COUNTY SCHOOL BOARD POLICY 6GX-10-2.30 EMPLOYEES, PROHIBITED ACTIONS states "No employee of the school district shall, either directly or indirectly through a business organization in which the employee, his spouse or child has a material interest, lease or sell any goods or services to the district or to any school related organization in the district. In addition, in the case of district level employees, this prohibition includes all schools in the district. In the case of school-based employees, such transactions with the employee's own school are prohibited. A daughter of a CHS employee was paid for services (\$750.00) and wrestling mats were purchased (\$3,500) from organization that CHS employee had connection during the year ending June 30, 2016.
4. Internal Accounts Manual page 35 states "When gift cards or certificates are purchased the signature of the receiver of the gift card or certificate is required." Two \$50.00 gift cards were purchased and the signature of the receiver was not included in backup documentation. The individual who purchased and was then reimbursed by the school for these gift cards has no prove as to what was done with these gift cards. Sample included two other checks issued for gift cards in which receipt of all was not included in backup.
5. Multiple revenue issues were noted during the audit including Fundraiser application numbers not being shown on Monies Collected Forms and Official Receipts and teacher receipts not being written when required. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. On multiple occasions the Note was blank on the Official Receipt and Official Receipts were dated incorrectly. Multiple transfer dates in the accounting system did not coincide with the deposit slip. Teacher Receipt Books 103, 123 & 131 were not available for audit. Collection Procedures, pages 17-19 Internal Accounts Manual
6. It was noted that sales tax exemption was requested (and granted) by an employee from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
7. Several disbursement issues were noted during the audit including incomplete backup, lack of prior written approval and incomplete check requisitions. Incomplete backup included reimbursements issued without proof of payment, without proof of attendance, with only copies of receipts and in multiple instances for more than total of receipts and refunds were issued without proof of payment. Sales tax was incorrectly reimbursed twice in the sampling and a donation made by individual was reimbursed. Checks were issued; based on proposal, paid from statement without itemized receipt, based on invoice billing someone other than CHS and on multiple occasions in sample with no backup at all. On multiple occasions in sample check requisitions were missing signatures (including Principal's), dates and accounts to be charged. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.

8. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (26/148), 11 initial copies and 16 recapped copies were not received in the county office. Of the 10 recapped copies received 2 were not supported by entries in accounting system and 7 of 8 did not include inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a loss or much lower than expected profit, inventory completion provides the complete picture. One recap received was for a fundraiser that was shown on log as cancelled, funds were collected, expenses were shown, but funds were not reimbursed even though cancelled. Eight (8) fundraisers in sample were for same club (FFA), only two (2) recaps were received and only one was supported by accounting system.
9. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted that seventeen (19) different ticket ranges appearing on the Master Ticket Inventory were missing and yet not appearing on the Ticket Disbursement Sheets. The sample Ticket Disbursement Sheet from the Internal Accounts Manual was not utilized, but instead a spreadsheet was prepared that does not require the signature of the teacher/coach/sponsor signing out the tickets as policy requires. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the management of internal funds by the Principal of Clay High School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor

School Board of Clay County



CLAY HIGH SCHOOL
2025 HIGHWAY 16 WEST
GREEN COVE SPRINGS, FLORIDA 32043
PHONE: (904) 529-3000 FAX (904) 336-7177

W. CARY DICKS, PRINCIPAL
LINDA GARCIA, ASSISTANT PRINCIPAL

MATTHEW L. LEWIS, VICE PRINCIPAL
JOSH FREEMAN, ASSISTANT PRINCIPAL

To Roni Campbell,

Here are the corrective actions Clay High will take to address the issues noted in the audit report for 2016.

A second look will be given to all checks before they go out; to make sure 2 signatures are present.

An increased awareness will be given as to which vendors require to be marked for 1099 purposes.

The teachers which used the services of family members have been notified that the schools can no longer pay for services provided by family members.

The school routinely acquires signatures from recipient of gift cards, the missing signature could easily be with other back up. However Clay High will increase our efforts to make sure the coaches are acquiring signatures for gift cards that are used to thank our volunteers.

The bookkeeper has made a note to attach to all approved fundraiser applications stating the need for the FR number to be on the monies collected form. Collection procedures will be reviewed with staff to cover teacher receipt books, and timely turn in of monies collected.

Tax exempt status will only be used by the bookkeeper, to ensure the tax exempt is only used with a school check.

For disbursements; Clay High School will enforce prior written approval and utilized the Internal Account Purchase Orders, thus ensuring that vendors invoice the school and not individuals. This will also decrease the amount of reimbursement needed clearing up an area where some of the issues seemed to be found.

All fundraiser recaps will be conducted by the sponsor and inventory counted and filled out completely on the recap. Clay High School will try to paint a very clear picture of the outcome of fundraisers.

Athletic Director is now using the Ticket Disbursement sheet from the Internal Accounts Manual.

Thank you,

W. Cary Dicks
Principal
Clay High School

CLAY HILL ELEMENTARY SCHOOL AUDIT

March, 2016

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Clay Hill Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Clay Hill Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$29,139.97 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 19,306.57
Investments	9,833.40
Total funds	\$ 29,139.97

During the financial review period, the total receipts equaled \$75,235.56 and the total expenditures equaled \$73,682.10 for a total of \$148,917.66.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$87,813.85	\$75,235.56	-\$12,578.29
Disbursements	82,700.16	73,682.10	- 9,018.06
Cash/Bank Balance	17,794.24	19,306.57	1,512.33
Investments	9,792.27	9,833.40	41.13

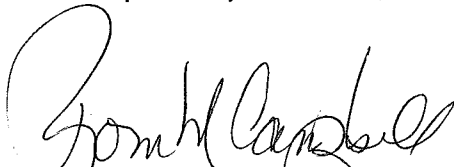
The financial records present fairly in all material respects the financial position of Clay Hill Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Two issues were noted in the review of disbursements: one (1) check issued for a restricted expenditure (personal membership) was not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual and one (1) check was issued for \$470.00 when contract (backup) was for \$450.00, Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. All copies (initial & recapped) were received in the county office. Of the sample (4/33) 1 recap was not supported by activity account detail and 1 recap did not include inventory even though required.

Generally, the records were in good order and the management of internal funds by the Principal of Clay Hill Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



Clay Hill Elementary School

6345 County Road 218
Jacksonville, Florida 32234
Phone 336-0775 Fax 336-0777
che.oneclay.net

Adele Reed
Principal

Elise Love
Assistant Principal

March 13, 2017

Ms. Campbell,

I am in receipt of your findings relating to the financial review of Clay Hill Elementary School for the fiscal year ending June 30, 2016, and I am writing to provide you with my response, particularly to the noted exceptions and corrective actions we will be taking, as required.

In the matter of the first exception regarding two issues in disbursements, the bookkeeper and I will specifically examine the specified procedure on pages 29 and 32-35 to ensure that future personal membership expenditures are made from the appropriate account (Trust), and also that related checks are issued in accordance with the correct contract (backup) amount in accordance with SB policy.

In addition, we will review the policy on page 11 of the Internal Accounts Manual to develop assurances and procedures to ensure that, for all fundraisers, the required copies of fundraiser applications and recaps, as well as activity account detail and the required inventory to support the recap, are delivered to the county office.

Thank you for taking the time to review of our financial records and for providing feedback so that we may improve our practices, particularly in the noted areas. We are grateful for your support.

Sincerely,

Adele E. Reed, Principal
Clay Hill Elementary School

CLAY VIRTUAL ACADEMY AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Clay Virtual Academy's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Clay Virtual Academy and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$ 720.56 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 720.56
Total funds	\$ 720.56

During the financial review period, the total receipts equaled \$10,494.41 and the total expenditures equaled \$11,095.58 for a total of \$21,589.99.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 13,176.81	\$10,494.41	-\$ 2,682.40
Disbursements	14,621.13	11,095.58	- 3,525.55
Cash/Bank Balance	1,321.73	720.56	- 601.17

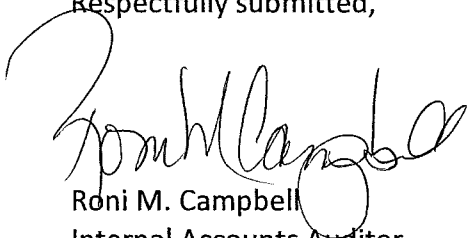
The financial records present fairly in all material respects the financial position of Clay Virtual Academy as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Several disbursement issues were noted including checks issued on two (2) occasions in sample without check requisition and multiple reimbursements issued without proof of payment. On multiple occasions "Note" was blank on checks. On two occasions in sample check requisition requested approval for purchase from vendor, yet checks were issued for reimbursement, even though in one case invoice showed bill to CVA. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. It was noted that sales tax exemption was requested (and granted) by an employee from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
3. Multiple revenue issues were noted during the audit including Official Receipt number range not shown in "Note" area of deposit in accounting system and teacher receipts not written when required. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. In reviewing fundraiser applications it was noted that a fundraiser application was not executed for "cords & tassels" even though resold for a profit. Page 11, Internal Accounts Manual.

Generally, the records were in good order and the management of internal funds by the Principal of Clay Virtual Academy was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

ClayVirtual

a c a d e m y



March 7, 2017

Roni Campbell
900 Walnut Street
Green Cove Springs, FL 32043

I have reviewed your findings in the 2016 audit and appreciate all of the time you spent going over it and teaching me how to be a better bookkeeper. In response, I have:

- 1) Reviewed the disbursement procedures on pages 32-35 and will make sure there is a note on all disbursements, including teacher lead money.
- 2) Reviewed the Consumer's Certification of Exemption, Issued Pursuant to Chapter 212 and will not give a copy of our tax exempt form to an employee unless they are paying with our check.
- 3) Reviewed the collection procedures on pages 17-19 of the internal accounts manual and are more familiar with including official receipt numbers in the note area of the deposit in the accounting system.
- 4) Reviewed page 11 of the internal accounts manual and will be sure to have a fundraiser form filled out when needed.

Thank you again for your time and for the help you gave me while you were here and whenever I call.

A handwritten signature in black ink that reads 'Lori Theus'.

Lori Theus
Bookkeeper

A handwritten signature in black ink that reads 'Lana Racine-Haffner'.

Lana Racine-Haffner
Principal

COPPERGATE ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Coppergate Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Coppergate Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$19,897.70 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 19,897.70
Total funds	\$ 19,897.70

During the financial review period, the total receipts equaled \$80,959.47 and the total expenditures equaled \$77,121.03 for a total of \$158,080.50.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$79,175.19	\$80,959.47	\$ 1,784.28
Disbursements	84,772.51	77,121.03	- 7,651.48
Cash/Bank Balance	16,059.26	19,897.70	3,838.44

Coppergate Elementary School Audit
Page 2

The financial records present fairly in all material respects the financial position of Coppergate Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", two (2) checks out of 302 were found to contain only 1 signature.
2. It was noted that sales tax exemption was requested (and granted) by an employee from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
3. Multiple checks were issued identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
4. Several revenue issues were noted during the audit including Sequential List of Official Receipts and complete copies of deposit slips (listing of checks) were not included in deposit packets. Multiple Official Receipts in sample were not entered in date order and change fund procedures were not followed. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. The Teacher Receipt Book Log did not contain all Teacher Receipt Books assigned to school as of June 30, 2016. Teacher Receipt Book number 48 was not available at time of review and book number 70 does not appear on the Teacher Receipt Book Log even though used by Teacher/Coach/Sponsor. (Page 4 & 18), Internal Accounts
6. It was noted in the disbursement sample on one occasion check was issued without prior written approval and refunds were issued without proof of payment. Multiple check requisitions in sample were not split (copy given to requesting teacher/coach/sponsor), this is an important step in regards to internal control. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
7. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (4 of 23), 4 initial copies were not received in the county office. Of the 4 recapped copies 2 were not supported by entries in accounting system and one of two did not include inventory even though required. On the one occasion when inventory section was not completed the recapped fundraiser applications showed a much lower than expected profit, inventory completion provides the complete picture.

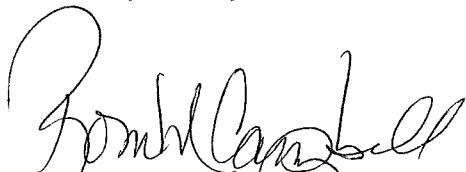
Coppergate Elementary School Audit

Page 3

Generally, the records were in good order and the management of internal funds by the Principal of Coppergate Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Roni M. Campbell". The signature is written in black ink and is positioned above the printed name.

Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

COPPERGATE ELEMENTARY SCHOOL

**3460 COPPER COLTS COURT
MIDDLEBURG, FL 32068-4371**

PHONE (904) 336-0675

FAX (904) 336-0677

Amy Dyal
Principal

"Home of the Colts"
<http://cge.myoneclay.net>

Heather Roche
Asst. Principal

March 9, 2017

Dear Roni:

In reference to Audit:

The Secretary/Bookkeeper was hired on 02/08/2016:

- (1) The bookkeeper has been made aware that there must always be two signatures when issuing checks. She will be diligent in ensuring this happens.
- (2) Sales tax exemption requested from a vendor when not paying with a school check. We had a temporary bookkeeper in place at this time. However, we now have a permanent bookkeeper and she is aware of the policy.
- (3) In regards to multiple checks identified incorrectly for 1099 purposes - The Bookkeeper now knows which checks need to be identified for 1099 Purposes, and has a clearer understanding of 1099 services .
- (4) In regards to sequential list of receipts: The Bookkeeper was not aware there needed to be a sequential list of receipts and is now aware and complying with that policy. In regards to the list of checks, the bookkeeper is now aware of this policy and is ensuring all receipts have list of checks. Also, in regards to complete deposit slips, the bookkeeper is ensuring this will be looked at carefully in the future.
- (5) In regards to the Teacher Receipt book log: The Bookkeeper was not here in the beginning of the school year. The Receipt book # 48 was already missing, and this was pointed out to her by the Temporary Employee that was here. The Bookkeeper now has a procedure in place to ensure receipt books are logged in and out correctly.
- (6) In regards to check Requisitions- The Bookkeeper is now aware all NCR's must be torn apart and given to the proper Teacher, Coach, or Sponsor. The Bookkeeper, is also aware all Check Requisitions need prior written approval, and refunds need proper receipts and documentation. All other faculty and staff members are now aware they need prior approval for check Requests and that refunds must have a receipt, and proper documentation before receiving a refund for cash purchases.
- (7) In regards to Fundraisers- The Bookkeeper is now aware that all Initial Fundraisers must be sent to the County Office, and also Revised and all Re-cap's must be sent. She is aware that they must be logged correctly in the accounting system, and that all Fund Raisers needing Inventory will be completed. Also, faculty and staff members that fill out fundraisers are aware inventories must be done for all fundraisers.

The new Bookkeeper, Ruby, is now finishing her first official year as a school bookkeeper. It has been a learning process and many of these issues have already been resolved after she received training throughout the past year.

Thank you,


Amy Dyal

DOCTORS INLET ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Doctors Inlet Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Doctors Inlet Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$41,556.75 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 28,613.73
Investments	12,943.02
Total funds	\$ 41,556.75

During the financial review period, the total receipts equaled \$147,854.34 and the total expenditures equaled \$149,573.94 for a total of \$297,428.28.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$122,909.75	\$147,854.34	\$24,944.59
Disbursements	126,416.79	149,573.94	23,157.15
Cash/Bank Balance	30,387.45	28,613.73	- 1,773.72
Investments	12,888.90	12,943.02	54.12

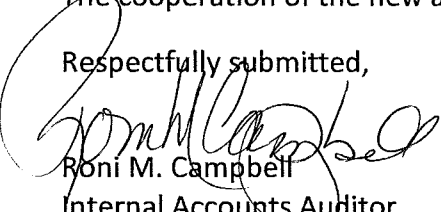
The financial records present fairly in all material respects the financial position of Doctors Inlet Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", two (2) checks out of 373 contain only 1 signature.
2. Several disbursement issues were noted during the audit including incomplete backup and lack of prior written approval before purchase. Incomplete backup included checks issued based on order sheets only and receipts missing vendor information. Two checks were issued with receipts showing change was returned to teacher/coach/sponsor, however funds (\$83.31 & 24.00) were not found redeposited in accounting system. Check was issued for \$199.95 in payment of "Volunteer/Teacher Appreciation Gifts" (5 Yeti cups) from Mini Grants account, uncertain if this was grant compliant. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
3. Multiple revenue issues were noted during the audit including multiple Official Receipts not containing the fundraiser number in the Note area, some Official Receipts being issued to just a first name rather than to a first and last name and multiple Monies Collected Forms missing the fundraiser number and being edited and not initialed. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected and multiple occasions teacher receipts were not written when required. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. In reviewing fundraiser applications it was noted that a fundraiser application was not executed for "Adopt-A-Classroom" even though required. Of the sample (6/37), three (3) were not supported by entries in accounting system and 2 of 4 recaps did not include inventory even though required. On both occasions when inventory section was not completed the recapped fundraiser applications showed a loss or much lower than expected profit, inventory completion provides the complete picture. During Bookfair, funds collected over period of week or more turned in on 1 day, evident funds not turned in same day collected and held by teacher over weekend. Page 11, Internal Accounts.
5. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted only one Ticket Disbursement Sheet used of all rolls of tickets, rather than one sheet for each roll as policy requires. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the management of internal funds by the former Principal of Doctors Inlet Elementary School was good.

The cooperation of the new administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

THOMAS GERDS
PRINCIPAL



**DOCTORS INLET
ELEMENTARY**

RUTH CASIAS
ASSISTANT PRINCIPAL

**2634 COUNTY ROAD 220
MIDDLEBURG, FL 32068**

**PH: (904) 336-0975
FAX: (904) 336-0977**

March 13, 2017

Mrs. Roni M. Campbell
Internal Accounts Auditory
School District of Clay County
Green Cove Springs, FL 32043

Dear Mrs. Campbell,

The following procedures have been put into place to correct our deficiencies:

1. We put a double checking procedure to ensure all checks have two signatures.
2. Disbursement procedures have been reviewed from pages 32-35 of the Internal Account Manual with the Bookkeeper as well as the new Principal and will be double checked by the new Principal to ensure prior approval is obtained and proper documentation is attached. Two receipts showing change was given (\$83.31 & \$24.00) to the teacher/sponsor/coach reused the funds to purchase different snacks/food/decorations for the same amount. Check issued for \$199.95 for "Volunteer/Teacher Appreciation Gifts" was written in the Grant. Signed Acknowledgement forms are on file for all who received.
3. Each teacher has been assigned a money bag which holds their receipt book as well as monies collected forms. The bookkeeper checks and initials each receipt to confirm the date and amount is correct. A fundraiser list has been posted to ensure fundraiser numbers are placed on monies collected sheets. Collection Procedures were given to all employees at the beginning of the year to ensure School Board Policy is being followed.
4. A fundraiser application has been placed for this year for "Adopt-A-Classroom. An inventory sheet has also been created to ensure all inventory is accounted for and to ensure the complete picture is being shown. Instruction has been given regarding the importance of withholding money over a weekend and teachers have been asked to write a statement as to what occurred in the event money was withheld.
5. A Ticket Disbursement Sheet has been created for each roll of tickets rather than one sheet for all rolls as required on page 52-55 of the Internal Accounts Manual.

Thank you for your help and advice. We will strive to correct our deficiencies.

Sincerely,

Thomas Gerds
Principal

FLEMING ISLAND ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Fleming Island Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Fleming Island Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$49,510.46 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 29,381.59
Investments	20,128.87
Total funds	\$ 49,510.46

During the financial review period, the total receipts equaled \$155,361.18 and the total expenditures equaled \$159,953.95 for a total of \$315,315.13.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$167,134.44	\$155,361.18	-\$11,773.26
Disbursements	163,631.80	159,953.95	- 3,677.85
Cash/Bank Balance	34,058.56	29,381.59	- 4,676.97
Investments	20,044.67	20,128.87	84.20

Fleming Island Elementary School Audit

Page 2

The financial records present fairly in all material respects the financial position of Fleming Island Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended.

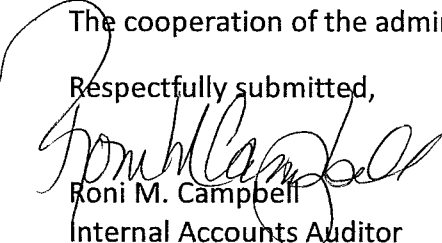
The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks issued identified incorrectly for 1099 purposes. Internal Accounts Manual page 71.
2. Page 32 of the Internal Accounts Manual states "All checks must be signed with two signatures", one (1) check out of 397 issued contain only 1 signature.
3. Several disbursement issues were noted including the lack of prior written approval and incomplete backup. On multiple occasions check requisitions were edited and not initialed, paid from statement, copies of invoices and undated invoices. Multiple check requisitions were signed by Bookkeeper rather than person responsible for Activity Account. Disbursement procedures, pages 32-35 of the Internal Accounts Manual.
4. Multiple revenue issues were noted during the audit including a list of checks not being attached to bank deposit slips and Official Receipts not issued to the person who signed the Monies Collected Form. Multiple Monies Collected Forms were edited without being initialed by teacher/coach/sponsor, Multiple Official Receipts in sample were missing the fundraiser number in Note area, entered out of order and contained notes which were incomplete. On several occasions teacher receipts were not written when required and others were edited and should have been voided and another issued. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Collection procedures, pages 17-19 of the Internal Accounts Manual.
5. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (6/40), 4 initial copies and 2 recapped copies were not received in the county office and of the 4 recapped copies three (3) were not supported by entries in accounting system. Fundraiser applications were not executed for "Boxtops" or "Lifetouch" picture commission as policy requires.

Generally, the records were in good order and the management of internal funds by the Principal of Fleming Island Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor
School Board of Clay County

Fleming Island Elementary

4425 Lakeshore Drive
Fleming Island, Fl. 32003

Phone: 904-336-1075
Fax: 904-336-1077

Mr. Dana Archibald
Principal

Mrs. Kim Marks
Assistant Principal

March 7, 2017

Roni M. Campbell
Internal Accounts Auditor
Clay County School District

I am responding to the audit of internal funds at Fleming Island Elementary School year 2015-2016.

1. My bookkeeper will be more aware and identify correctly of checks being issued without being identified for 1099 purposes.
2. My bookkeeper will validate the checks to make sure there are two signatures before mailing or giving the checks to the teachers.
3. My bookkeeper will make sure that all purchases will have prior approval. My bookkeeper will make sure that all bills will be paid from original invoices only. Also, check requisitions will be signed by the person responsible for Activity Account.
4. My bookkeeper will make sure that all lists of checks will be attached to bank deposit slips. Also, will make sure that all official receipts will be issued to the person who signed the Monies Collected form. All Monies collected forms will be initialed by teacher/coach/sponsor where they are edited. Notes will be complete. Will talk to the teachers to make sure they know to write down ALL information on receipts and they should have voided receipts and another issued. Also, will make sure that all Monies collected forms will have the fundraiser number on the forms. Also, will talk to the teachers to make sure the receipts are written when required and edited properly and voided properly. Will talk to the teachers about turned funds in to the bookkeeper on the same day as collected.
5. My bookkeeper will make sure that the auditor will get the fundraiser forms as per school board policy.

Thank you very much for your suggestions.

Sincerely,



Mr. Dana Archibald,
Principal

FLEMING ISLAND HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Fleming Island High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Fleming Island High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$411,048.04 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 188,096.97
Investments	222,951.07
Total funds	\$ 411,048.04

During the financial review period, the total receipts equaled \$1,346,360.03 and the total expenditures equaled \$1,283,402.97 for a total of \$2,629,763.00.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$1,632,485.79	\$1,346,360.03	-\$286,125.76
Disbursements	1,655,190.02	1,283,402.97	- 371,787.05
Cash/Bank Balance	126,072.48	188,096.97	62,024.49
Investments	222,018.50	222,951.07	932.57

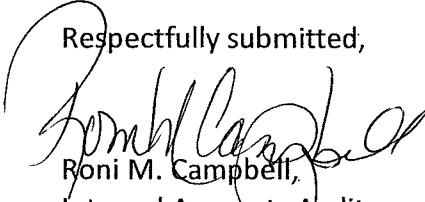
The financial records present fairly in all material respects the financial position of Fleming Island High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", two (2) out of 1820 checks issued contain only 1 signature.
2. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
3. Multiple revenue issues were noted during the audit including Monies Collected Forms incomplete and Deposit Voucher was included in deposit packet rather than Sequential List of Official Receipts in sample. Multiple Monies Collected Forms in sample were not dated, not signed by teacher/coach/sponsor, missing the fundraiser number, and edited and not initialed. Teacher receipts not being written when required, and teacher receipts being edited rather than being voided and another issued. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Two instances in the sample indicated teacher/coach/sponsor held funds for 30 days. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. Several disbursement issues were noted during the audit including incomplete backup and lack of prior written approval. Incomplete backup included checks for hotel stays without receipts or proof of attendance, advances issued with receipts showing credit cards were used in payment without proof of whose credit card, and reimbursements issued without receipts supporting amounts. Multiple checks were issued in payment of interest and finance charges and for amounts that exceeded approval. On multiple occasions in sample check requisitions were edited and not initialed. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the twenty-nine (29) fundraiser applications contained in the sample only 1 initial copy was not received in the county office. There were eleven (11) instances in which the recap was not supported by the activity account detail and 12 of 16 recaps in which the inventory section was not completed even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a loss or much lower than expected profit, inventory completion provides the complete picture.

6. Per Red Book Chapter 8, Section III, 4.4(e) "Collections for all sponsored fund-raising activities must be deposited in the internal fund." Per School Board Internal Accounts Manual, Fund Raising, "All money collected for school sponsored fund-raising activities must be deposited, in total, into the internal funds of the school; all expenditures in connection with the activity must be paid by check from the internal fund." During the audit, it was noted that activity for certain club and school sponsored activities were not accounted for in the internal accounts. (One fundraiser in sample showed funds collected for poinsettias and expected expenses, yet there were no expenses). There is concern that cash collections were retained by the club/activity sponsor and expenses were paid with those funds directly, thereby bypassing the District's internal controls over disbursements.
7. Multiple restricted expenditures (donations and personal memberships) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual

Generally, the records were in good order and the cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell,
Internal Accounts Auditor
School Board of Clay County



Fleming Island High School

2233 Village Square Parkway
Fleming Island, FL 32003
Phone: (904) 336-7500
Fax: (904) 336-7478

Thomas E. Pittman
Principal

Rex Knight
Vice Principal

Laurie Burke
Assistant Principal

Roger Dailey
Assistant Principal

Tracey Finley
Assistant Principal

March 28, 2017

Dear Roni Campbell:

This letter is in response to the audit findings for the 2015-2016 school year.

Exception #1: We will be extra vigilant to make sure all checks have 2 signatures.

Exception #2: Bookkeeper is continuing to learn which items need to be marked for 1099 purposes, and they will be marked correctly to the best of her knowledge.

Exception #3: Deposit vouchers were included in deposit packages because bookkeeper was told to use them. Moving forward, she will use the sequential list of receipts only. Procedures for receipting money, turning it in daily, and filling out forms completely will be reinforced by email reminders, stickers on receipt books, verbal, and written reminders on forms.

Exception #4: Teachers, coaches, sponsors will continue to be reminded that prior written approval is required before any purchases or order can be made. More effort will be made to insure that supporting documents are received for advances. If interest charges, finance charges are billed, bookkeeping will request refund in the future. Changes on edited requests will be initialed.

Exception #5: Reminder will be emailed to teachers, coaches, sponsors that inventory section of fundraiser forms will be completed if applicable.

Exception #6: The wrestling team filled out a fundraiser form for the poinsettia sale. Money was deposited into the wrestling club by mistake. The bill was also paid by the club. When asked to do the fundraiser recap, the mistake was discovered and the coach provided a written explanation and received the principal's signature. In the future every effort will be made to separate the team and the club finances.

Exception#7: Bookkeeper used Misc. Trust account #4999 by mistake instead of Donations Trust acct# 4255 and Membership Trust account #4254. This will be done correctly in the future.

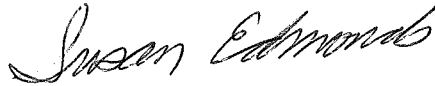
"Preparing tomorrow's leaders, today."

We thank you for your help and guidance regarding the finances of Fleming Island High School.

Sincerely,

Handwritten signature of Thomas Pittman in cursive script.

Thomas Pittman,
Principal

Handwritten signature of Susan Edmonds in cursive script.

Susan Edmonds,
Bookkeeper

GREEN COVE SPRINGS JUNIOR HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Green Cove Springs Junior High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Green Cove Springs Junior High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$92,450.31 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 66,846.12
Investments	25,604.19
Total funds	\$ 92,450.31

During the financial review period, the total receipts equaled \$156,548.83 and the total expenditures equaled \$157,421.52 for a total of \$313,970.35.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$152,122.77	\$156,548.83	\$ 4,426.06
Disbursements	154,837.02	157,421.52	2,584.50
Cash/Bank Balance	67,825.92	66,846.12	- 979.80
Investments	25,497.08	25,604.19	107.11

Green Cove Springs Junior High School Audit
Page 2

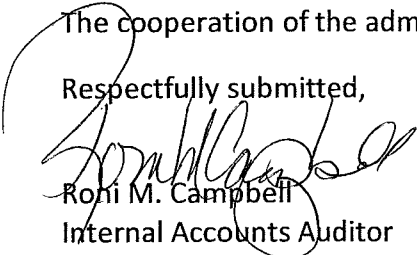
The financial records present fairly in all material respects the financial position of Green Cove Springs Junior High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) out of 419 checks contained only 1 signature.
2. When reviewing disbursements it was noted that prior written approval was not obtained before purchase as evidenced by order date before approval date. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
3. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample, (12/61), 1 recapped copy was not received in the county office. Of the 11 recapped copies received 4 were not supported by entries in accounting system. On multiple occasions the inventory section included notes stating that large amounts of inventory were unaccounted for, donated or "given away". An insufficient audit trail exists when receipt of these items is not acknowledged.

Generally, the records were in good order and the management of internal funds by the Principal of Green Cove Springs Junior High School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor
School Board of Clay County



GREEN COVE SPRINGS JUNIOR HIGH

1220 BONAVENTURE AVENUE, GREEN COVE SPRINGS, FL 32043

Phone (904) 529-2140, Fax (904) 529-2144

WWW.ONECLAY.NET/GCJ

Kristin Rousseau
Vice Principal

Jennifer Halter
Principal

Jim DeMarie
Assistant Principal

Tuesday, March 14, 2017

Ms. Campbell,

In regards to the 2016 Green Cove Springs Junior High Audit, here are the following responses to the items listed:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) out of 419 checks contained only 1 signature.

The bookkeeper and the Principal will double check to ensure that two signatures appear on all checks.

2. When reviewing disbursements it was noted that prior written approval was not obtained before purchase as evidenced by order date before approval date. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.

We will continue to remind the faculty and staff that prior written approval must be obtained before making purchases.

3. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample, (12/61), 1 recapped copy was not received in the county office. Of the 11 recapped copies received 4 were not supported by entries in accounting system. On multiple occasions the inventory section included notes stating that large amounts of inventory were unaccounted for, donated or "given away". An insufficient audit trail exists when receipt of these items is not acknowledged.

We will make sure all fundraiser recaps are submitted to the county office and that each fundraiser recap will be entered in a manner that is supported by the accounting system. Proper documentation will be attached when large amounts of inventory are donated or given away.

Green Cove Jr High will continue to make every effort possible to comply with the rules outlined in the Internal Accounts Manual.

Thank you,

Jen Halter
Principal

GROVE PARK ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Grove Park Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Grove Park Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$8,293.72 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 8,293.72
Total funds	\$ 8,293.72

During the financial review period, the total receipts equaled \$37,145.98 and the total expenditures equaled \$39,497.18 for a total of \$76,643.16.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 44,185.72	\$ 37,145.98	-\$ 7,039.74
Disbursements	48,841.15	39,497.18	- 9,343.97
Cash/Bank Balance	1,103.06	8,293.72	7,190.66
Investments	9,541.86	-0-	- 9,541.86

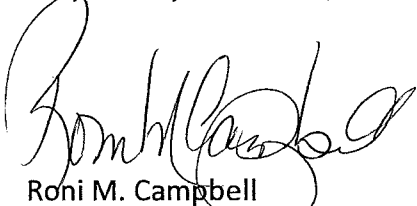
The financial records present fairly in all material respects the financial position of Grove Park Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Internal Accounts Manual states "All checks must be signed with two signatures", four (4) checks out of 174 issued contained only 1 signature.
2. On 3 out of 12 occasions the Principal's Monthly Report Packet was not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
3. Several disbursement issues were noted during the audit including lack of prior written approval, incomplete backup and multiple instances of Check Requisitions completed incorrectly. Multiple check requisitions were signed by school administrators rather than teacher/coach/sponsor responsible for activity account. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
4. Revenue issues noted during the audit include multiple Official Receipts missing the fundraiser number in the Note area and on multiple occasions teacher receipts were not written when required and others were edited and should have been voided and another issued. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Five Teacher Receipt Books needed in review process were not available even though had been signed back in by Bookkeeper. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. CLAY COUNTY SCHOOL BOARD POLICY 6GX-10-2.30 EMPLOYEES, PROHIBITED ACTIONS states "No employee of the school district shall, either directly or indirectly through a business organization in which the employee, his spouse or child has a material interest, lease or sell any goods or services to the district or to any school related organization in the district. In addition, in the case of district level employees, this prohibition includes all schools in the district. In the case of school-based employees, such transactions with the employee's own school are prohibited. A husband of a GPE employee was paid for services (\$240.00) during the year ending June 30, 2016.

Generally, the records were in good order and the management of internal funds by the Principal of Grove Park Elementary was good.

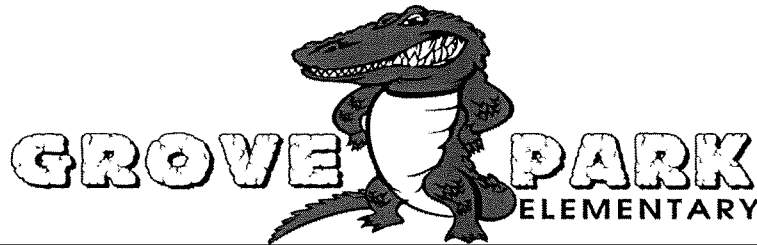
The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

1643 Miller Street
Orange Park, FL 32073



Main Office: 336-1275
Fax Number: 336-1277

Scott Voytko
Principal

Jill Worley
Assistant Principal

March 7, 2017

Roni Campbell
Internal Accounts Auditor

RE: response to audit findings

Mrs. Campbell,

Upon review of your audit findings, we will make the changes noted below.

1. We will have two signatures on every check going forward.
2. The bookkeeper, Mrs. Lee, will make sure the Monthly Report Packet is prepared before the 15th of the month, every month.
3. We have updated our process for check requisitions and will complete them according to policy. We were unaware that we were breaking policy by having administrators sign for field trip payments, but have rectified that for the future.
4. We have and will continue to conduct training concerning money collection procedures with teachers, and Mrs. Lee will make sure fundraiser numbers are entered appropriately. All receipt books will be made available for review.
5. Mrs. Lee was unaware of this policy. She has received training and will not break policy in the future.

Both Mrs. Lee and I would like to thank you for the training you have provided. We appreciate that you are always available to answer questions or point us in the right direction.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Voytko".

Scott Voytko
Principal, GPE

S. BRYAN JENNINGS ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of S. Bryan Jennings Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of S. Bryan Jennings Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$13,843.71 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 403.36
Investments	13,440.35
Total funds	\$13,843.71

During the financial review period, the total receipts equaled \$59,461.71 and the total expenditures equaled \$67,138.78 for a total of \$126,600.49

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 64,323.90	\$59,461.71	-\$4,862.19
Disbursements	62,128.66	67,138.78	5,010.12
Cash/Bank Balance	8,136.65	403.36	- 7,733.29
Investments	13,384.13	13,440.35	56.22

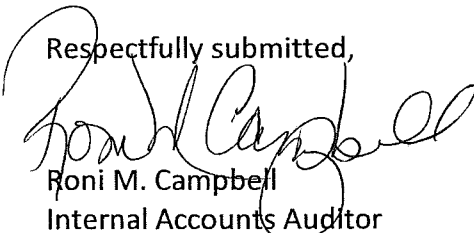
The financial records present fairly in all material respects the financial position of S. Bryan Jennings Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", five (5) out of 260 checks contained only 1 signature.
2. Multiple checks issued incorrectly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
3. Multiple revenue issues were noted during the audit including fundraiser numbers missing on Official Receipts and Monies Collected Forms and original teacher receipts remained in teacher receipt books. Monies Collected Forms were tallied by Teacher not student and on multiple occasions teacher receipts were not written when required. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Deposit Slips were incomplete, did not include list of checks being deposit. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. Several disbursement issues were noted during the audit including multiple check requisitions incomplete and lack of prior written approval. Principal's signature was dated on the majority of check requisitions in sample and the "Acct to be paid from" was blank on multiple occasions. One check in sample was issued for reimbursement without proof of payment and multiple checks included sales tax when they shouldn't have. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (5/19), 5 initial copies were not received in the county office. Of the 5 recapped copies received 1 was not supported by entries in accounting system and 3 of 4 did not include correct inventory even though required.

Generally, the records were in good order and the management of internal funds by the Principal of S. Bryan Jennings Elementary School was good.

The cooperation of both the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



S. Bryan Jennings Elementary School

215 Corona Drive – Orange Park, FL 32073

Ph: (904) 336-3175

Fax: (904) 336-3177

Mrs. Tiffany Outman, Principal
Mrs. Carolyn Hayward, Assistant Principal

March 29, 2017

Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

RE: S. Bryan Jennings Elementary School's Fiscal Year 2016 Internal Accounts Audit

Mrs. Campbell,

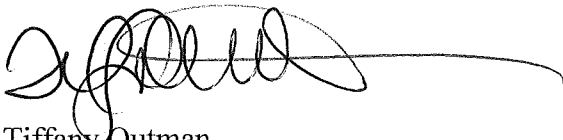
Thank you for your time and attention to our Internal Accounts Audit. In response to the Internal Accounts for the fiscal year ending June 30, 2016 dated March 2017 the following information is provided:

1. We agree with the findings of Exception #1, and have amended procedures to require all checks are signed with two signatures in accordance with Page 32 of the Clay County School District Internal Accounts Manual.
2. We agree with the findings of Exception #2, and have amended procedures to correctly identify vendors for 1099 purposes as required on Page 71 of the Internal Accounts Manual.
3. We agree with the findings of Exception #3, and have amended procedures to ensure fundraiser numbers are not missing on Official Receipts and Monies Collected Forms, that no original teacher receipts remain in receipt books, that teachers issue official receipts when required, that all monies collected will be turned in on the same day as collected, deposit slips will be complete and include a list of checks being deposited in accordance with the collection procedures on pages 17-19 of the Internal Accounts Manual.
4. We agree with the findings of Exception #4, and have amended procedures to ensure check requisitions are complete and have prior written approval, the Principal signature will not

have a date on check requisitions in sample and the account to be paid from will be completed accurately, checks for reimbursement will have proof of payment and will not include sales tax if not appropriate. All procedures will be in accordance with disbursement procedures on pages 32-35 of the Internal Accounts Manual.

5. We agree with the findings of Exception #5, and have amended procedures to ensure approved fundraiser applications are sent to the county office, and again fundraiser applications will be sent to the county office after the recap is completed. Likewise, all fundraiser applications will include correct inventory.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tiffany Outman', with a long horizontal flourish extending to the right.

Tiffany Outman
Principal

KEYSTONE HEIGHTS ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Keystone Heights Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Keystone Heights Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$44,190.88 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 35,256.26
Investments	8,934.62
Total funds	\$ 44,190.88

During the financial review period, the total receipts equaled \$127,122.27 and the total expenditures equaled \$118,686.77 for a total of \$245,809.04.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 112,886.75	\$127,122.27	\$14,235.52
Disbursements	102,733.35	118,686.77	15,953.42
Cash/Bank Balance	26,858.13	35,256.26	8,398.13
Investments	8,897.25	8,934.62	37.37

The financial records present fairly in all material respects the financial position of Keystone Heights Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks issued identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) check of 352 issued was found to contain only 1 signature.
3. Multiple Restricted Expenditures (donations) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
4. Multiple revenue issues were noted during the audit including fundraiser number missing on Official Receipts and on multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. One instance in the sample indicated teacher/coach/sponsor held funds for two (2) months. Teacher receipts not being written when required and teacher receipts being edited rather than being voided and another issued. On one occasion in the sample funds were received by Bookkeeper and not deposited before weekend. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (7/47), 2 recapped copies were not received in the county office. Of the 5 recapped copies received 3 were not supported by entries in accounting system and 1 of 2 did not include correct inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed lower than expected profit, inventory completion provides the complete picture.
6. Ice pops are being sold to students during PE classes, this is in direct violation of School Board Policy 5.08, C. 6 and Florida Administrative Code Rule 6-7.042(2), which states that food and drink items cannot be sold to students in elementary schools during the school day.
7. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that wristbands purchased in September of 2015 were not shown on the Master Ticket Inventory nor shown on Ticket Disbursement Sheets as policy requires. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the management of internal funds by the Principal of Keystone Heights Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board Clay County

KEYSTONE HEIGHTS ELEMENTARY SCHOOL
"Where Every Kid Is A Winner"

MELANIE SANDERS
Principal



TAMMY WINKLER
Assistant Principal

March 14, 2017

Roni M. Campbell
Internal Accounts Auditor
School District of Clay County
Green Cove Springs, FL 32043

Dear Mrs. Campbell:

This letter is being written in response to the Auditor's Report received for Keystone Heights Elementary School for Fiscal Year 2015-2016. We have reviewed all comments very carefully and listed below are our responses.

1. Multiple checks issued identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
Corrective action for Fiscal Year 2015-2016 has already been taken in this matter.
2. Page 32 of the Clay County School District Internal Accounts Manual States "All checks must be signed with two signatures", one (1) check 352 issued was found to contain only 1 signature.
Both the Principal and Bookkeeper will continue to be prudent and review of each checks to verify that two signatures are on each check.
3. Multiple Restricted Expenditures (donations) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
The Bookkeeper will review the procedures and policies regarding this matter on a monthly basis to insure that this guideline will be followed in the future.
4. Multiple revenue issues were noted during the audit including fundraiser number missing on Official Receipts and on multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. On one instance in the sample indicated teacher/coach/sponsor held funds for two (2) months. Teacher receipts not being written when required, and teacher receipts being edited rather than being voided and another issued. On one occasion in the sample funds were received by Bookkeeper and not deposited before weekend. Collection procedures on pages 17-19 of the Internal Accounts Manual.
Corrective action has already been taken in both matters. Also, we will continue to be proactive in reminding faculty and staff when corrections need to be made.

On one occasion in the sample funds were received by the Bookkeeper and not deposited before the weekend according to the collection procedures on pages 17-19 of the Internal Accounts Manual. After checking the deposits mentioned in the report, "Night Drop" was stamped by the bank on the yellow deposit ticket attached to the monies collected for that day.

In addition, the bookkeeper annually reviews all procedures regarding monies collected and teacher receipts at the beginning of the new school year. The following standards have been implemented to correct concerns as noted by the auditor as indicated below:

- ❖ Notifies teacher/sponsor regarding missing or incorrect information or recording information incorrectly on the Monies Collected Form or Teacher Receipt.
 - ❖ Bookkeeper holds the receipt book until teacher/sponsor comes to make necessary corrections.
 - ❖ If money has not been turned in daily, the teacher is required to write a statement indicating the reason that it was held. The note then is given to the Principal for her review/signature. The written documentation is then attached to the Monies Collected Form.
 - ❖ Additional in-service will be given as the need arises in the areas addressed.
5. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (7/47), 2 recapped copies were not received in the county office. Of the 5 recapped copies received 3 were not supported by entries in accounting system and 1 of 2 did not include correct inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser application showed lower than expected profit, inventory completion provides the complete picture.

Both the Principal and the Bookkeeper will revenue fundraiser recaps along with inventory reports for accuracy in reporting.

6. Ice pops are being sold to students during PE classes, this is in direct violation of School Board Policy 5.08, C. 6 and Florida Administrative Code Rule 6-7.042(2), which states that food and drink items cannot be sold to students in elementary schools during the school day.

The Principal and Bookkeeper have already spoken with teachers and staff regarding this matter.

7. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that wristbands purchased in September of 2015 were not shown on the Master Ticket Inventory nor shown on Ticket Disbursement sheets as policy requires. Internal Accounts Manual pages 52-55.

The Bookkeeper will review the Internal Account Manual and keep better track of the Master Ticket Inventory list.

In closing, Keystone Heights Elementary School would like to thank you for the time and effort put forth in completing our audit. Mrs. Chapman and I also appreciate your help throughout the year in all matters it relates to Internal Accounts. We are committed to following the policies and procedures as outline in the Internal Accounts Manual. Your kind commendations mentioned in the final report were noted and appreciated as well.

Sincerely,



Melanie L. Sanders
Principal

KEYSTONE HEIGHTS HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Keystone Heights High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Keystone Heights High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$181,180.59 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 79,844.00
Investments	101,336.59
Total funds	\$ 181,180.59

During the financial review period, the total receipts equaled \$451,203.30 and the total expenditures equaled \$426,671.89 for a total of \$877,875.19.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 418,562.22	\$451,203.30	\$ 32,641.08
Disbursements	414,221.37	426,671.89	12,450.52
Cash/Bank Balance	55,736.46	79,844.00	24,107.54
Investments	100,912.72	101,336.59	423.87

Keystone Heights High School Audit

Page 2

The financial records present fairly in all material respects the financial position of Keystone Heights High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

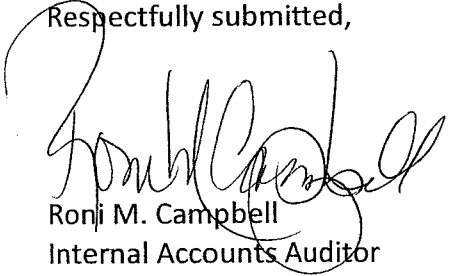
1. One check was noted to be a restricted expenditure (donation) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
2. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", three (3) checks of 972 issued contain only 1 signature.
3. Multiple revenue issues were noted during the audit including teacher receipts not being written when required and teacher receipts being edited rather than being voided and another issued. Multiple Monies Collected Forms (MCF) and Official Receipts found in sample with fundraiser application number missing. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Many Monies Collected Forms in sample were incomplete (missing "Source of Collection" and incomplete Note) and numerous were edited and not initialed. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. Several disbursement issues were noted during the audit including incomplete backup and lack of prior written approval. Incomplete backup included checks issued without proof of attendance, without proof of payment on reimbursements, paid based on email order confirmation, quote, order detail and copy of Shopping Cart rather than original receipt or invoice. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (18/118), 11 initial copies and 1 recapped copy was not received in the county office. Of the 16 recapped copies received 10 were not supported by entries in accounting system and 3 of 9 did not include complete inventory information even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a loss or much lower than expected profit, inventory completion provides the complete picture. On multiple occasions the inventory section included notes stating that large amounts of inventory were unaccounted for, donated or "given away". An insufficient audit trail exists when receipt of these items is not acknowledged. On multiple occasions it appears as though funds were not turned in same day collected.

6. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted that ending ticket number could not be confirmed on 5 of 23 rolls of tickets. On the Master Ticket Inventory it was noted that one roll of tickets was listed twice and on 11 out of 23 rolls the ending ticket number was missing. In reviewing Ticket Disbursement Sheets it was noted on multiple occasions the responsible teacher/coach/sponsor is not signing Ticket Disbursement Sheet accepting the roll of tickets in accordance with policy. On many Ticket Disbursement Sheets the ticket range was either blank or incomplete and on multiple occasions tickets were sold and not shown on Ticket Disbursement Sheets at all. It was noted that tickets and wristbands purchased in April of 2016 were not shown on the Master Ticket Inventory nor shown on Ticket Disbursement Sheets as policy requires. Internal Accounts Manual pages 52-55.
7. Internal Accounts Manual, Compensation to Employees for Services Rendered, page 30 states "(Redbook) states under General Practices that internal funds will not pay any form of compensation directly to school board employees. All compensation to employees must be paid through the payroll department. In accordance with this proposed general practice and recent Internal Revenue Service rulings, Clay County School Board adopts this practice as policy." A check from internal accounts was issued directly to 2 different CCSB employees rather than paid thru the payroll department.

Generally, the records were in good order and the management of internal funds by the Principal of Keystone Heights High School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Ronji M. Campbell
Internal Accounts Auditor

KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

Angela Ward
Principal

Barry Underwood
Vice Principal



Linda McGhghy
Asst. Principal

Brian G. Cox
Asst. Principal

Mrs. Ronnie Campbell
Internal Accounts Auditor
900 Walnut Street
Green Cove Springs, FL 32043

Mrs. Campbell,

This letter is to inform you that Victoria Touchton and I have met concerning the results of our audit for the 2015-2016 school year. Since that time Victoria and I have met with staff and gone over the proper procedures for handling money, fundraising procedures and to insure correct ticket disbursement paperwork is being filled out and turned in properly and in a timely manner.

It was reiterated again that prior written approval is needed before you order anything and buy anything. With regards to receipt writing it was stated to the teachers and sponsors when you must write a receipt and what happens when you mess up on a receipt. The proper filling out of Fundraising forms and inventory sheets when applicable was gone over and we also went over the changing rules regarding food being sold. Thank you for always being available to answer any questions or concerns we may have.

Sincerely,

A handwritten signature in cursive script that reads 'AWard'.

Angela Ward
Principal
Keystone Heights Jr/Sr High School

LAKE ASBURY ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Lake Asbury Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Lake Asbury Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$49,755.39 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 29,555.60
Investments	20,199.79
Total funds	\$ 49,755.39

During the financial review period, the total receipts equaled \$163,389.50 and the total expenditures equaled \$157,767.27 for a total of \$321,156.77.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$153,574.53	163,389.50	9,814.97
Disbursements	148,939.36	157,767.27	8,827.91
Cash/Bank Balance	24,017.87	29,555.60	5,537.73
Investments	20,115.29	20,199.79	85.50

The financial records present fairly in all material respects the financial position of Lake Asbury Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida

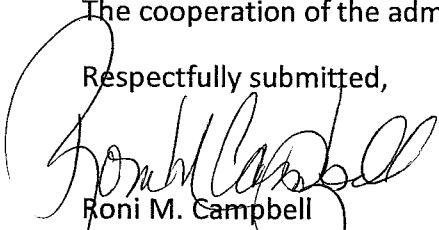
Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. One (1) out of twelve (12) Principal's Monthly Report Packets was not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
2. Multiple revenue issues were noted during the audit including Report of Tickets Sold form not complete when required, Monies Collected Forms not containing tally and fundraiser application number not being entered on Monies Collected Forms and Official Receipts. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Collection procedures on pages 17-19 of the Internal Accounts Manual.
3. In reviewing fundraiser applications it was noted that of the sample (7/55), three (3) of six (6) did not include inventory information even though required. The correct and complete completion of the inventory provides the complete picture. Page 11, Internal Accounts Manual.
4. Several disbursement issues were noted during the audit including multiple occasions of the Note being incomplete on checks and lack of prior written approval before purchase. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that the Ticket Disbursement Sheets were not completed correctly. Beginning ticket range (as shown on Master Ticket Inventory) should be shown on top and on one sheet it was noted that tickets used was not completed correctly. Internal Accounts Manual pages 52-55.
6. CLAY COUNTY SCHOOL BOARD POLICY 6GX-10-2.30 EMPLOYEES, PROHIBITED ACTIONS states "No employee of the school district shall, either directly or indirectly through a business organization in which the employee, his spouse or child has a material interest, lease or sell any goods or services to the district or to any school related organization in the district. In addition, in the case of district level employees, this prohibition includes all schools in the district. In the case of school-based employees, such transactions with the employee's own school are prohibited. A LAE employee was paid for services (\$271.00) during the year ending June 30, 2016.

Generally, the records were in good order and the management of internal funds by the Principal of Lake Asbury Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



Lake Asbury Elementary School

2901 Sandridge Road
Green Cove Springs, Florida 32043
Office: 904-336-1525 Fax: 904-336-1527



Sarah Lawson
PRINCIPAL

Melanie McIver
ASSISTANT PRINCIPAL

March 14, 2017

Roni Campbell
Internal Accounts Auditor
School District of Clay County

Dear Ms. Campbell,

In response to Lake Asbury Elementary School's Internal Accounts audit for the 2015-2016 school year, I have noted the suggestions made for improvement and will take the necessary steps by implementing the following:

- The bookkeeper will continue to comply with the Internal Accounts Manual, page 60, stating that the Principal's Monthly Report Packet will be prepared on or before the 15th of the subsequent month. There were extenuating circumstances in the one month that was not completed due to the bookkeeper having surgery. The bookkeeper contacted your office and was asked that the bank statement be copied and sent to your office and that the packet could come at a later date.
- The bookkeeper will continue to monitor all monies collected and receipt dates. She will also continue to try to enforce the importance of the fundraiser number being written on the monies collected forms.
- The bookkeeper will continue to insist that the fundraiser advisor give accurate final inventory of their fundraiser. Due to the fact that the bookkeeper does not have her hands on the actual items, she can only report the information given to her by the advisor.
- Check request forms are filled out prior to checks being written. The Note section of the check may have lacked information due to the new bookkeeper learning the correct procedure and exact information required as to not receive an audit failure in this area. The bookkeeper will continue to be diligent in making sure that this information is complete and concise before cutting the check.
- The Master Ticket Inventory cannot be edited from the last use or entry. The current bookkeeper used the information on file to complete the Ticket Disbursement sheets that were used. The bookkeeper will continue to be diligent in making sure that the Master Ticket Inventory Log and the Ticket Disbursement sheets are kept in good order.

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- The bookkeeper and the Principal will make sure that we are no longer in violation of CLAY COUNTY SCHOOL BOARD POLICY 6GX-10-2.30. We will no longer allow a member of Lake Asbury Elementary to be paid for any service provided. We will also make sure that the spouse of any Lake Asbury Elementary employee does not provide a service to our school that they should be paid for.

I trust that the above will improve our internal controls and meet all requirements.

We would like to take this opportunity to thank you for the professionalism in which this audit was conducted. We appreciate your remarks and suggestions for improvement.

Again, thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Lawson". The signature is written in black ink and is positioned above the typed name.

Sarah Lawson, Principal
Lake Asbury Elementary

LAKE ASBURY JUNIOR HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Lake Asbury Junior High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Lake Asbury Junior High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$123,228.26 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 79,442.51
Investments	43,785.75
Total funds	\$123,228.26

During the financial review period, the total receipts equaled \$287,579.99 and the total expenditures equaled \$278,960.21 for a total of \$566,540.20.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 256,453.30	\$287,579.99	\$ 31,126.69
Disbursements	237,809.38	278,960.21	41,150.83
Cash/Bank Balance	71,005.87	79,442.51	8,436.64
Investments	43,602.61	43,785.75	183.14

The financial records present fairly in all material respects the financial position of Lake Asbury Junior School as of June 30, 2016, and the results of its operations and cash flow for the year then ended.

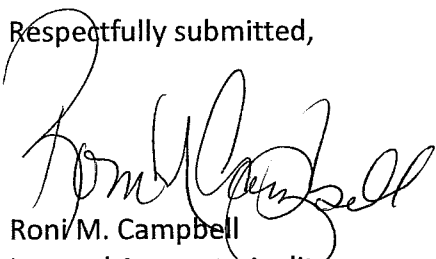
The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. Multiple checks were issued for restricted expenditures (donation and personal membership) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
3. Several disbursement issues were noted during the audit including multiple occasions of reimbursements issued without proof of payment and prior written approval not being obtained prior to purchase. On multiple occasions in sample checks were issued without the receipt of items being acknowledged by teacher/coach/sponsor. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
4. Internal Accounts Manual page 35 states that when gift cards are purchased the signature of the receiver of the gift card is required. Two (2) checks issued for gift cards were sampled and in both cases three (3) cards were purchased but acknowledgments of receipt for only two (2) were obtained.
5. In reviewing the revenue it was noted that Fundraiser Application numbers were not entered on Monies Collected Forms and Official Receipts. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. It was noted that although admission was charged to Talent Show, tickets were not used as required by policy. Collection procedures on pages 17-19 of the Internal Accounts Manual.
6. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (13/44), 2 initial copies were not received in the county office. Of the 12 recapped copies sampled 3 were not supported by entries in accounting system and 5 of 10 were missing inventory information even though required. One occasion when inventory section was not completed the recapped fundraiser application showed much lower than expected profit, inventory completion provides the complete picture. On another fundraiser in the sample, which resulted in a loss of \$396.00, the inventory section included note stating that large amount of inventory (86/125 shirts) were "given away". An insufficient audit trail exists when receipt of these items is not acknowledged.

Generally, the records were in good order and the management of internal funds by the Principal of Lake Asbury Junior High School was good.

The cooperation of the administrative staff and new bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



Lake Asbury Junior High School
Home of the Tigers

2851 Sandridge Road, Green Cove Springs, FL 32043
Telephone 904-336-5382 Fax – 904-291-5593 lajh.oneclay.net



Justin Jones
Vice Principal

Becky Murphy, Principal
Innovate, Engage, Empower

Carolyn Ayers
Assistant Principal

March 14, 2017

Dear Roni Campbell:

This letter is in response to the audit findings for the 2015-2016 school year. Lake Asbury Junior High School will strive to make all necessary changes from the date of the findings and report for the 2016-2017 school year as well as future school years.

- Exception 1: Checks will be correctly identified for 1099 purposes to the best of the bookkeeper's knowledge.
- Exception #2: Every effort will be made to ensure that restricted expenditures (donations and personal memberships) are made from Trust Account in accordance with school board policy.
- Exception #3: Complete back up will be required for checks. Teachers, Coaches, and Sponsors will continue to be reminded that all purchases must have prior written approval. This will be done through emails, meetings, and bookkeeping procedures placed in mailboxes. Checks will not be issued without the receipt of items being acknowledged by teacher/coach/sponsor.
- Exception #4: In the future, acknowledgements of receipt will be obtained from all gift card recipients.
- Exception #5: Teachers, coaches, and sponsors will continue to be reminded of the policies concerning fundraisers. Fundraiser Application numbers will be entered on Monies Collected Forms and Official Receipts. Additionally, teachers will be reminded of the gravity of the situation when money is not turned in the day it is collected. The teacher in charge of the Talent Show has been reminded that tickets must be utilized when charging for admission, and he will use correct procedures in the future.
- Exception #6: Each time a fundraiser is numbered, the bookkeeper makes a copy to send to the county office and a copy for the administrators in charge of fundraisers. Some of the initial copies not received by you, may have been lost in the

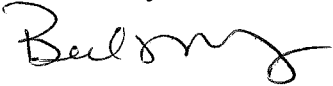
county mail. Bookkeeper will also ensure that all fundraiser recaps will be supported by entries in the accounting system.

Teachers, coaches, and sponsors will be advised and reminded that inventory must be completed if applicable, and a signature will be required from person receiving donations of unsold products.

We will continue to address all fundraising, purchasing, and deposit requirements with faculty, staff, and coaches at the beginning of each school year and as issues arise.

We thank you for your help and guidance regarding the finances of Lake Asbury Junior High

Sincerely,

A handwritten signature in cursive script, appearing to read "Becky Murphy".

Becky Murphy
Principal

LAKESIDE ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Lakeside Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Lakeside Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$30,561.03 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 30,561.03
Total funds	\$ 30,561.03

During the financial review period, the total receipts equaled \$119,054.36 and the total expenditures equaled \$120,067.85 for a total of \$239,122.21.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 113,192.95	\$119,054.36	\$ 5,861.41
Disbursements	118,814.13	120,067.85	1,253.72
Cash/Bank Balance	31,574.52	30,561.03	- 1,013.49

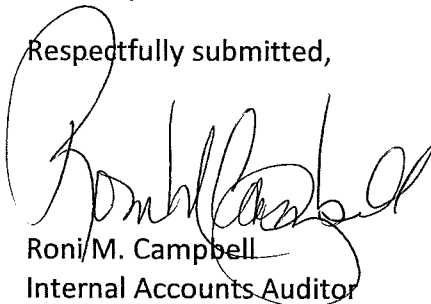
The financial records present fairly in all material respects the financial position of Lakeside Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. It was noted that sales tax exemption was requested (and granted) by an employee from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to
2. In reviewing the revenue it was noted the checks were not listed individually on deposit slips as required Collection procedures on pages 17-19 of the Internal Accounts Manual.
3. In reviewing fundraiser applications it was noted that of the sample (6/45), two (2) were not supported by entries in accounting system and 4 of 6 recaps in which completion of inventory section was required it was incomplete, incorrect or missing. On one fundraiser in the sample, the inventory section included note stating that ten (10) shirts "donated to new staff". An insufficient audit trail exists when receipt of these items is not acknowledged. On another it was noted that seven (7) yearbooks were "given to students who insisted they paid", accurate records must be maintained. It was also noted that a fundraiser application was not executed for "track t-shirts" even though resold for a profit. Page 11, Internal Accounts.
4. The Teacher Receipt Book Log did not contain all Teacher Receipt Books assigned to school as of June 30, 2016. (Page 4 & 18), Internal Accounts

Generally, the records were in good order and the management of internal funds by the Principal of Lakeside Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor

School Board of Clay County

Lakeside Elementary



Jeff Schriver
Principal

Dawn Wolfe
Assistant Principal

2752 Moody Avenue
Orange Park, FL 32073

Phone: (904) 213-2966 / Fax: (904) 213-2965

March 13, 2017

Mrs. Roni Campbell
Internal Accounts Auditor
Clay County School Board

Dear Mrs. Campbell:

This letter is in response to the recent audit of the Internal Accounts for the 2015-2016 school year at Lakeside Elementary.

With regard to the notes....

- Procedures for sales tax exemption policy are currently in place. Tax exempt purchases are processed with a school check.
- A check tabulation is included with deposit slips. In addition, the bank is now tallying all checks (under 50).
- Fundraiser forms – sponsors, as well bookkeeper, will take extra when completing these forms to ensure proper documentation. Sponsors have been reminded to take care in listing inventory properly.
- Teacher receipt log now includes all receipt books, including those that have not been signed out.

I have total confidence in our Bookkeeper and Principal's Secretary, Judy Crook. Each and every one of the 26 years that Mrs. Crook has worked at Lakeside, we have been extremely pleased with her organizational skills, efficiency, and ability to effectively manage multiple tasks. We are fortunate to have her handling our financial records, and will strive to maintain a high level of performance.

Sincerely,

A handwritten signature in cursive that reads "Jeff Schriver".

Jeff Schriver
Principal

JS/jlc

LAKESIDE JUNIOR HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Lakeside Junior High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Lakeside Junior High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$126,427.28 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 25,641.16
Investments	100,786.12
Total funds	\$ 126,427.28

During the financial review period, the total receipts equaled \$226,628.38 and the total expenditures equaled \$202,102.94 for a total of \$428,731.32.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 216,276.76	\$226,628.38	\$ 10,351.62
Disbursements	214,031.19	202,102.94	- 11,928.25
Cash/Bank Balance	21,513.07	25,641.16	4,128.09
Investments	80,388.77	100,786.12	20,397.35

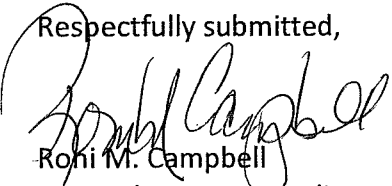
The financial records present fairly in all material respects the financial position of Lakeside Junior High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", four (4) checks of 594 issued contain only 1 signature.
2. Multiple restricted expenditures (donation and personal membership) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
3. It was noted that sales tax exemption was requested (and granted) by a teacher/coach/sponsor from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
4. Multiple revenue issues were noted during the audit including teacher receipts not being written when required and teacher receipts were voided without the original (white copy). On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. The "Source of Collection" was found to be incomplete or missing on many Monies Collected Forms in sample. Teacher Receipt Book numbers 174, 209 & 218 were not available at time of review. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. Several disbursement issues were noted during the audit including incomplete backup and lack of prior written approval. Incomplete backup included checks issued with incomplete check requisition and Internal Account Purchase Orders and paid based on statement or copy of receipt rather than original receipt or invoice. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
6. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (17/72), 1 initial copy was not received in the county office. Of the 17 recapped copies received 12 were not supported by entries in accounting system and 9 of 9 did not include complete inventory information even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a loss or much lower than expected profit, inventory completion provides the complete picture.
7. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted that on one occasion that tickets were not signed out. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the management of internal funds by the Principal of Lakeside Junior High School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

Lakeside Junior High School

Ivin J. Gunder, Vice-Principal
Amanda George, Assistant Principal
Lloyd Patterson, Athletic Director

David J. McDonald, Ed.D., Principal

Cody Clark, Counselor
Jennifer Johnston, Counselor



April 4, 2017

Roni Campbell, Internal Auditor

Re: Lakeside Junior High School Audit FY16

In response to the FY16 Lakeside Junior High School Audit:

1. Before mailing out checks, we will verify the check has 2 signatures.
2. When making a payment for a donation or personal membership, payment will be taken out of the Trust account.
3. Unless paying with a school check, a teacher/coach/sponsor will pay taxes.
4. Receipt books will be turned in to the Bookkeeper every time a monies collected form is turned in. By doing so, the Bookkeeper can verify everything is filled out correctly.
5. Complete backup and written approval will be completed before check is issued. Payment will be paid from original receipt or invoice.
6. Once a fundraiser application has been approved, a copy will be sent to the county office. Once the fundraiser has been recapped, another copy will be sent to the county office.
7. Ticket disbursements will be signed out on the Master Ticket Inventory.

A handwritten signature in cursive script that reads "Wendy Rodgers".

Wendy Rodgers, Bookkeeper

Lakeside Junior High School

A handwritten signature in cursive script that reads "David J. McDonald".

David J. McDonald, Ed. D., Priincipal

Lakeside Junior High School

↔
"Striving For Excellence"

2750 Moody Avenue
Orange Park, Florida 32073
Phone: 904-213-1800 Fax: 904-213-2987
<http://www.ljh.oneclay.net>
"An Equal Opportunity Employer"

MCRAE ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of McRae Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of McRae Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$19,756.28 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 4,803.20
Investments	14,953.08
Total funds	\$ 19,756.28

During the financial review period, the total receipts equaled \$75,287.88 and the total expenditures equaled \$76,584.02 for a total of \$151,871.90.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 66,498.52	\$75,287.88	\$ 8,789.36
Disbursements	70,344.17	76,584.02	6,239.85
Cash/Bank Balance	6,161.91	4,803.20	- 1,358.71
Investments	14,890.51	14,953.08	62.57

The financial records present fairly in all material respects the financial position of McRae Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) out of 245 issued contain only 1 signature.
2. One (1) out of twelve Principal's Monthly Report Packets was not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
3. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (3/27) 1 initial copy was not received in the county office. All three (3) sampled were not supported by entries in accounting system.
4. Two restricted expenditures (donations) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
5. Multiple revenue issues were noted during the audit including Teacher Receipts edited rather than voided and another issued and teacher receipts not being written when required. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Collection procedures on pages 17-19 of the Internal Accounts Manual.
6. In reviewing disbursements it was noted that check requisitions were edited (amounts) without being initialed. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
7. Page 48 of the Internal Accounts Manual states that the proper procedure for voiding of checks includes mutilating the signature area and writing "VOID" across the check. Three (3) voided checks were sampled and all three were not voided correctly.

Generally, the records were in good order and the management of internal funds by the Principal of McRae Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor

School Board of Clay County



McRae Elementary School "Home of the Mavericks"

6770 CR 315C • Keystone Heights, FL 32656
Main Line: 904-336-2125 • Fax: 904-336-2139

mre.oneclay.net

Marcus Dooley
PRINCIPAL

Vicki Chappell
ASSISTANT PRINCIPAL

March 14, 2017

Mrs. Roni Campbell

Internal Accounts Auditor

School Board of Clay County

900 Walnut Street

Green Cove Springs, FL 32043

This is a response to the 2016 audit of internal accounts for McRae Elementary School.

1. Check signatures is closely monitored by the bookkeeper. This was an oversight.
2. Every effort is and will be made to be in compliance regarding submission of the Principal's Monthly Report Packet.
3. Fundraiser applications will be submitted as per the internal accounts manual.
4. The bookkeeper has reviewed policies regarding Trust accounts.
5. A review with the faculty and staff will be conducted on collection procedures.
6. A review with the faculty and staff will be conducted on the form Purchase Approval and Check Requisition form which will include information edits being made and initialed.
7. The bookkeeper has gained further understanding on check voiding procedures.

Thank you for your services provided during the audit of McRae Elementary's internal accounts. We will utilize your recommendations to improve the efficiency of our internal accounts.

Sincerely,

A handwritten signature in black ink, appearing to read "m dooley". The signature is written in a cursive, flowing style.

Marcus Dooley

Principal

MIDDLEBURG ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Middleburg Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Middleburg Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$24,031.25 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 18,196.14
Investments	5,835.11
Total funds	\$ 24,031.25

During the financial review period, the total receipts equaled \$69,759.47 and the total expenditures equaled \$71,364.17 for a total of \$141,123.64.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 76,382.41	\$69,759.47	-\$ 6,622.94
Disbursements	91,031.00	71,364.17	- 19,666.83
Cash/Bank Balance	19,825.24	18,196.14	- 1,629.10
Investments	5,810.71	5,835.11	24.40

Middleburg Elementary School Audit
Page 2

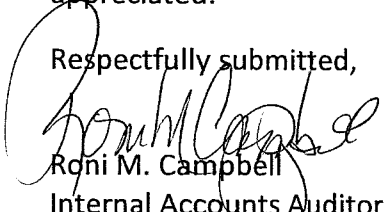
The financial records present fairly in all material respects the financial position of Middleburg Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", 1 out of 252 checks issued contained only 1 signature.
2. One (1) out of twelve Principal's Monthly Report Packets was not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
3. Multiple revenue issues were noted during the audit including all original Official Receipts not returned to teacher/coach/sponsor and multiple Monies Collected Forms in sample not signed by Bookkeeper. On multiple occasions teacher receipt was not written when required and teacher receipts being edited rather than being voided and another issued. Collection procedures pages 17-19 Internal Accounts Manual.
4. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted that six (6) armbands were unaccounted for and Ticket Disbursement Sheets were not signed by Bookkeeper. Internal Accounts Manual pages 52-55.
5. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the fundraisers (4/18) 1 initial copy was not received in the county office. Of the 4 recapped 1 was not supported by entries in accounting system and 2 of 3 did not include complete inventory information even though required. On one occasion when inventory section was not completed the recapped fundraiser application showed much lower than expected profit, inventory completion provides the complete picture.

Generally, the records were in good order and the management of internal funds by the Principal of Middleburg Elementary School was good.

The cooperation of the administrative staff and new bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor
School Board of Clay County

MIDDLEBURG ELEMENTARY SCHOOL

Becky Wilkerson
Principal

3958 Main Street
Middleburg, Florida 32068

Melissa Wright
Assistant Principal

904/336-1875 FAX 904-336-1877

March 31, 2017

Roni Campbell

Internal Accounts Auditor

900 Walnut Street

Green Cove Springs, FL 32043

This is a response to the Internal Accounts audit for the year ending June 30, 2016 at Middleburg Elementary School.

1. The bookkeeper utilizes a yellow highlighter on the check requisition form as a reminder that each check must contain two signatures.
2. Calendar call ups will be used to assist bookkeeper in preparation of Principal's Monthly Report within required time allowance.
3. During preplanning the bookkeeper will provide each teacher with the proper procedures and paperwork necessary when collecting and receipting money.
4. The bookkeeper will inventory the existing Master Ticket Inventory and Ticket Disbursement Sheets in accordance with the Internal Accounts Manual pages 52-55.
5. The new bookkeeper has reviewed the new fundraiser application and will work to ensure that the forms are completed and sent to the county office after initial approval and after recap is complete.

Sincerely,



Becky Wilkerson

Principal

MIDDLEBURG HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Middleburg High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Middleburg High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$392,845.12 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$122,820.38
Investments	270,024.74
Total funds	\$392,845.12

During the financial review period, the total receipts equaled \$691,995.98 and the total expenditures equaled \$632,150.90 for a total of \$1,324,146.88.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 713,175.77	\$691,995.98	-\$ 21,179.79
Disbursements	745,614.99	632,150.90	- 113,464.09
Cash/Bank Balance	34,105.51	122,820.38	88,714.87
Investments	298,894.53	270,024.74	- 28,869.79

The financial records present fairly in all material respects the financial position of Middleburg High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks were identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) check out of 1,273 contain only 1 signature.
3. Multiple revenue issues were noted during the audit including Official Receipts dated incorrectly and out of date order and fundraiser application numbers were not shown on majority of Official Receipts. The original (should be copy) of the Official Receipt was included in deposit packet rather than being returned to Teacher/Coach/Sponsor who signed Monies Collected Form. Lost and/or damaged textbook revenue should be deposited in Textbook activity account (4100) not General Miscellaneous (5100). Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. The Internal Accounts Manual page 18 states "The bookkeeper must control distribution of all teacher receipt books. Records should be kept identifying the numbers assigned to a teacher, teacher's signature accepting receipt book and bookkeeper's signature upon returning receipt books." All books issued to school were not shown on Teacher Receipt Book Log. One teacher receipt book was not signed out and not available for review, yet a teacher receipt had been issued.
5. Several disbursement issues were noted during the audit including incomplete backup and lack of prior written. Incomplete backup included reimbursements issued without proof of payment. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
6. Internal Accounts Manual, Fund Raising, page 11 states "The Principal, or their designee, will utilize a system of internal control for each fund-raising activity." The system of assigning fundraising numbers utilized was very ineffectual. This was evidenced by the fact that eight (8) fundraisers did not appear on the fundraiser log; same fundraiser number assigned to two different fund raisers, and in one (1) case in sample, fundraiser number assigned indicated incorrect activity account. In some cases, advertisement, signs, sponsors, Skate Station profit, sale of lunches, cookies and dinner, and Corn Hole tournament, were all called donations. It was also noted that fundraiser applications were not executed for "class supplies (TV Production), shirts (Girls Weightlifting), Donation (All County Chorus) and Lost Book and Fines (Media Center) even though required.
7. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (33/159), 10 initial copies were not received in the

county office. Seven (7) of the 25 recapped copies received were completed by the Bookkeeper (at Principal's request) rather than the Touchdown Club as policy requires and 5 of the 25 were not supported by entries in accounting system. Fourteen (14) of sixteen (16) did not include correct inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a loss or much lower than expected profit, inventory completion provides the complete picture. One inventory section included note stating that large amount of inventory (21/35 shirts) were "given away". An insufficient audit trail exists when receipt of these items is not acknowledged.

8. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted that Parking Decals (500) and Tangerine Tickets (3000) did not appear on Master Ticket Inventory even though they did appear on Ticket Disbursement Sheets. Wristbands purchased May 20, 2016 don't appear on Master Ticket Inventory. Six different colored tickets (5 rolls each color) were shown on Master Ticket Inventory as one roll, rather than separately as required. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

MIDDLEBURG HIGH SCHOOL

3750 County Road 220 Middleburg, FL 32068

Phone: (904) 336-8075

Fax: (904) 336-8077

Robert Feltner
Principal

Justin Williams
Vice Principal

Stephanie Palmer
Assistant Principal

Scott Thomas
Assistant Principal

W. Alan Powers
Athletic Director

4/5/17

Roni Campbell,

The following is a response to the June 30, 2016 audit.

Items to be identified as needing a 10-99 will be reviewed more closely.

2 signatures will be on all checks.

Official receipts will be given to sponsors instead of the copy. Items are currently placed in order before entering in computer.

New receipt books will be added to existing log and new copy sent to auditor at the time of receiving. (Missing receipt book belonged to a teacher that passed away during school year and book was never located. Documentation was listed)

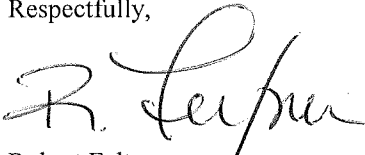
Middleburg High does not do reimbursements except in an emergency situation. Proper documentation included.

The fundraiser numbering system will become more detailed as to explain the system better. (Example: Sponsors pay money to be a sponsor, and to be a sponsor a sign is made for advertisement purposes for that sponsor. Getting Sponsors is the fundraiser. Class supplies was not a fundraiser, as it was a collection to purchase class materials and no profit was made. Skate station collected money at the door and then gave a donation to the class that held the event. Fundraiser for donations was completed for the entire year.)

After many requests of the Touchdown club to complete paperwork and to follow proper procedures. These were not done. The bookkeeper was asked to close out all transactions to finish out the year, and the touchdown club was dissolved. The football coach makes all decisions related to the football team and follows proper procedures. Teachers and sponsors are responsible for accuracy and completing the recap on all fundraisers.

Any future purchase of wristbands will be added to the Master Ticket inventory along with the Parking decals. The numerous left over tickets that were never opened were logged together instead of individually. Each roll of 1,000 will be listed separately in the future.

Respectfully,



Robert Feltner
Principal

MONTCLAIR ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Montclair Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Montclair Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$22,769.85 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$20,781.08
Investments	1,988.77
Total funds	\$22,769.85

During the financial review period, the total receipts equaled \$78,949.78 and the total expenditures equaled \$80,806.09 for a total of \$159,755.87.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 86,196.14	\$78,949.78	-\$ 7,246.36
Disbursements	96,319.68	80,806.09	- 15,513.59
Cash/Bank Balance	22,645.73	20,781.08	- 1,864.65
Investments	1,980.43	1,988.77	8.34

The financial records present fairly in all material respects the financial position of Montclair Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. One out of twelve Principal's Monthly Report Packets was not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
2. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) check of 260 issued contain only 1 signature.
3. Multiple checks were identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
4. It was noted that sales tax exemption was requested (and granted) by a teacher/coach/sponsor from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
5. Several disbursement issues were noted during the audit including lack of prior written approval and reimbursements issued without proof of payment and for amounts greater than paid receipts. It was noted that although admission was charged to Drama Club Beauty and the Beast play, tickets were not used as required by policy. Teacher Receipt Book number 10 not available at time of review. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
6. Internal Accounts Manual page 35 states that when gift cards are purchased the signature of the receiver of the gift card is required. Three (3) checks issued for gift cards were sampled and in all 3 cases a total of 44 gift cards (\$355.00) were purchased and no acknowledgments were obtained.
7. Multiple revenue issues were noted during the audit including; all original Official Receipts not returned to teacher/coach/sponsor, fundraiser numbers not shown on multiple Official Receipts and Monies Collected Forms, teacher receipts were not written when required, and note incomplete on Official Receipts. Tickets were signed out and issued for 6th grade dance, but Report of Tickets Sold were not completed as policy requires. Multiple Monies Collected Forms were edited and not initialed, missing Teacher Receipt numbers, and both "Note" and Source of Collection" were incomplete. Collection procedures on pages 17-19 of the Internal Accounts Manual.

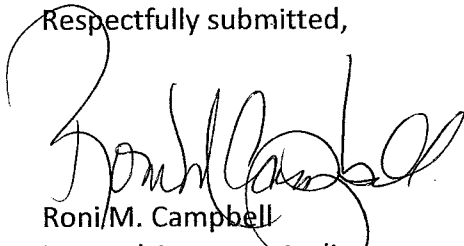
Montclair Elementary School Audit
Page 3

8. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of 34 fundraisers shown on Fundraiser Log only 11 initial copies were received in county office. This represents a significant deficiency in internal control.
9. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted that beginning number of one roll of tickets was listed incorrectly on Master Ticket Inventory and four of seven Ticket Disbursement Sheets were not signed by Bookkeeper. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the management of internal funds by the Principal of Montclair Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board Clay County



Montclair Elementary School

2398 Moody Avenue

Orange Park, Florida 32073

Phone (904) 278-2030 • Fax (904) 278-2090

Bill Miller
Principal

Karen Frazier
Assistant Principal

March 30, 2017

Roni Campbell
900 Walnut Street
Green Cove Springs, Florida 32043

Roni-

This is in response to the noted items in Montclair Elementary School's annual audit for the fiscal year ending June 30th, 2016.

1. The Bookkeeper will make every effort to make sure all Principal's Report Packets are prepared on or before the 15th of each month.
2. The Bookkeeper will double check every check for both signatures before the check is issued/sent out.
3. The Bookkeeper will make every effort to identify all checks that should be marked for 1099 purposes.
4. The Bookkeeper will remind all Teachers/Sponsors that sales tax should always be paid unless they are paying with a school check. The bookkeeper will also remind Teachers/Sponsors that no sales tax can be reimbursed and will recheck all receipts before cutting checks.
5. Teachers/Sponsors will be reminded that they must have prior approval from the Principal before making purchases, and that they must sign out and use tickets for events when charging for entry. The bookkeeper will not reimburse them without proof of payment (bank statement or credit card statement).
6. The Bookkeeper will make sure that she checks all receipts for gift cards and make sure she collects the signature sheets for the gift cards as soon as the gift cards are given out.
7. The bookkeeper gives each Teacher a folder containing the receipt book signed out to that specific Teacher/Sponsor along with monies collected forms. When

the Teacher/Sponsor collects money they fill out the necessary paperwork and send the whole folder up to the Bookkeeper. The Bookkeeper then puts the information in the computer, double checks that the paperwork has been filled out properly, receipts have been written when required and deposits the money. At that time the bookkeeper returns the folder with the yellow copy of the Monies Collected Form and the second portion of the Official Receipt. The Bookkeeper will double check to make sure that tickets are being used when required. She will also make sure that if a Monies Collected Form is edited the Teacher/Sponsor initials and then the bookkeeper will initial.

8. The Bookkeeper will send all Fundraiser Forms to county on a timely basis and make sure that all recaps are complete. We will discontinue waiting to send the forms at the end of the year.
9. The Bookkeeper has corrected and updated the Ticket Inventory and Ticket Disbursement sheets and has confirmed ending ticket numbers on all rolls. She will also make sure that she signs all Ticket Inventory sheets.

As the Principal, I will monitor all Internal Accounts Procedures to insure that the above deficiencies' do not occur again. We will continue to follow the procedures outlined in the Internal Funds Manual of the Clay County School Board, and make every effort to correct the above.

Sincerely,



Bill Miller
Principal



Stacia Hood
Principals Secretary/Bookkeeper

OAKLEAF HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Oakleaf High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Oakleaf High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$255,095.43 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$184,557.64
Investments	70,537.79
Total funds	\$255,095.43

During the financial review period, the total receipts equaled \$988,534.07 and the total expenditures equaled \$969,027.90 for a total of \$1,957,561.97.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$920,362.59	\$988,534.07	\$ 68,171.48
Disbursements	865,268.39	969,027.90	103,759.51
Cash/Bank Balance	165,346.51	184,557.64	19,211.13
Investments	70,242.75	70,537.79	295.04

The financial records present fairly in all material respects the financial position of Oakleaf High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", 8 out of 1,587 checks contain only one signature.
2. Multiple revenue issues were noted during the audit including teacher receipts not being written when required and on two occasions in sample teacher receipts amounts differed from amount shown on Monies Collected Form. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Multiple Monies Collected Forms were missing the Official Receipt number and Official Receipts were missing the fundraiser application number. All Teacher Receipt Books delivered to school were not shown on Teacher Receipt Book Log. Collection procedures pages 17-19, Internal Accounts Manual.
3. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (22/198), 2 initial copies and 2 recapped copies were not received in the county office. Of the 20 recapped copies received 8 (1 not legible) were not supported by entries in accounting system and 11/11 did not include correct inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a loss or much lower than expected profit, inventory completion provides the complete picture. On one occasion where a loss was incurred it was noted "shirts given to administration". An insufficient audit trail exists when receipt of these items is not acknowledged.
4. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that on multiple occasions the responsible teacher/coach/sponsor is not signing Ticket Disbursement Sheet (all athletic tickets) accepting the roll of tickets in accordance with policy. All Ticket Disbursement Sheets for athletic tickets were typed/printed rather than manually completed including signatures. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the management of internal funds by the Principal of Oakleaf High School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Ron M. Campbell

Internal Accounts Auditor
School Board of Clay County



OAKLEAF HIGH SCHOOL

Treasure Pickett - Principal

Michael Randolph - Vice Principal • William Fletcher - Assistant Principal
Amanda Stilianou - Assistant Principal • Nate Warmouth - Assistant Principal



4035 Plantation Oaks Boulevard • Orange Park, Florida 32065
Phone: (904) 213-1900 • Fax (904) 336-8382 • Website: <http://ohs.oneclay.net>

March 29 , 2017

Roni Campbell
Internal Accounts Auditor
School Board of Clay County, Florida

Dear Ms. Campbell,

This letter is in response to your audit report for Oakleaf High School for the fiscal year ended June 30, 2016.

The following corrective actions are being taken:

- We have communicated with our faculty and staff the importance of turning money in to the bookkeeper on a daily basis as well as the importance of ensuring that the financial recap on fundraiser forms is filled out correctly and that all inventory is properly accounted for.
- The bookkeeper will establish a system in order to ensure all fundraiser forms are turned into the auditor for review.
- In regards to checks not being signed, the bookkeeper will verify that all checks have been signed before disbursing them.
- The bookkeeper will check all monies collected forms before filing them to ensure that the official receipt number is written on all forms. The bookkeeper will also be more careful when checking receipts against the monies collected form to ensure the amounts are written correctly.
- The bookkeeper has communicated with the Athletic director the importance of having all tickets signed for by the ticket collector.



OAKLEAF HIGH SCHOOL

Treasure Pickett - Principal

Michael Randolph - Vice Principal • William Fletcher - Assistant Principal
Amanda Stilianou - Assistant Principal • Nate Warmouth - Assistant Principal



4035 Plantation Oaks Boulevard • Orange Park, Florida 32065
Phone: (904) 213-1900 • Fax (904) 336-8382 • Website: <http://ohs.oneclay.net>

We would like to say it has been a pleasure working with Ms. Campbell and would like to thank her for her services as the auditor for Oakleaf High School.

Sincerely,

Treasure Pickett
Principal
Oakleaf High School

Cc: Roni Campbell, Internal Accounts Auditor, CCSB
Michelle Skeen, Bookkeeper, OLHS

OAKLEAF JUNIOR HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Oakleaf Junior High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Oakleaf Junior High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$129,209.85 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$118,974.30
Investments	10,235.55
Total funds	\$129,209.85

During the financial review period, the total receipts equaled \$415,623.53 and the total expenditures equaled \$395,981.73 for a total of \$811,605.26.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$323,975.54	\$415,623.53	\$91,647.99
Disbursements	311,678.88	395,981.73	84,302.85
Cash/Bank Balance	99,375.32	118,974.30	19,598.98
Investments	10,192.73	10,235.55	42.82

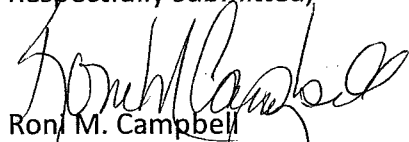
The financial records present fairly in all material respects the financial position of Oakleaf Junior High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Several disbursement issues were noted during the audit including lack of prior written approval and incomplete backup. Checks issued based on pretrip estimates, receipt missing vendor information and not dated, order detail and booking confirmation. Multiple check requisitions in sample were edited without being initialed. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. Multiple revenue issues were noted during the audit including; teacher receipts were not written when required and Teacher Receipt date versus the Official Receipt date indicates that the funds were not turned into the Bookkeeper the same day as collected. One Report of Ticket Sold form was completed for dance tickets rather than one for each day tickets sold as policy requires. Collection procedures on pages 17-19 of the Internal Accounts Manual.
3. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (15/115), 4 initial copies were not received in the county office. Of the 15 recapped copies received 11 were not supported by entries in accounting system. One (1) of 12 did not include inventory information even though required.
4. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted that top of one (1) Ticket Disbursement Sheet was not completed (ticket range) and all Ticket Disbursement Sheets were not signed by Bookkeeper. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the management of internal funds by the Principal of Oakleaf Junior High School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor
School Board of Clay County



OakLeaf Junior High School
4085 Plantation Oaks Blvd.
Orange Park, FL 32065

Anthony Williams, Principal
Christy Graham, Vice - Principal
Paul Goodier, Asst. Principal
David Burke, Asst. Principal

April 13, 2017

Mrs. Roni Campbell,

Thank you for visiting Oakleaf Junior High School and debriefing Linda Russ and myself on our 2016 financial audit. Our report presented four areas of concerns which needed to be addressed with all our staff. Listed below is each item of concern and the corrective action that we have taken, or will take, to make sure that any exceptions identified in the audit are corrected and do not occur again.

1. Several disbursement issues were noted during the audit including lack of prior written approval and incomplete backup. Checks issued based on pre-trip estimates, receipt missing vendor information and not dated, order detail and booking confirmation. Multiple check requisitions in sample were edited without being initialed. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.

Corrective Actions

We will send out monthly reminders re-emphasizing to our staff both in person and via e-mail about procedures for receiving disbursement on checks on trips and receipts to make sure they follow the guidelines for payment procedures out of the Internal Accounts which is stated in the Internal Accounts Manual on pages 32-35

2. Multiple revenue issues were noted during the audit including; teacher receipts were not written when required and Teacher Receipt date versus the Official Receipt date indicates that the funds were not turned into the Bookkeeper the same day as collected. One Report of Ticket Sold form was completed for dance tickets rather than one for each day tickets sold as policy requires. Collection procedures on pages 17-19 of the Internal Accounts Manual.



OakLeaf Junior High School
4085 Plantation Oaks Blvd.
Orange Park, FL 32065

Anthony Williams, Principal
Christy Graham, Vice - Principal
Paul Goodier, Asst. Principal
David Burke, Asst. Principal

Corrective Actions

We will have all teachers to sign a school made document which outlines receipts and turning in fund procedures to the Bookkeeper on the same day collected. Also, teachers will add the signature to the procedures document for selling tickets as stated in the Internal Accounts Manual on pages 17-19.

3. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (15/115), 4 initial copies were not received in the county office. Of the 15 recapped copies received 11 were not supported by entries in accounting system. One (1) of 12 did not included inventory information even though required.

Corrective Actions

As the Principal, I will request records from bookkeeper of all fundraiser applications which are to be sent to the county office in order to make sure we follow the guidelines as stated in the Internal Accounts Manual on pages 11-14.

4. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted that top of one (1) Ticket Disbursement Sheet was not completed (ticket range) and all Ticket Disbursement Sheets were not signed by Bookkeeper. Internal Accounts Manual pages 52-55.

Corrective Actions

As the Principal, I will request records from bookkeeper to show me her Master Ticket Inventory Sheets on an annual basis in order to make sure we follow the guidelines as stated in the Internal Accounts Manual on pages 52-55.

Anthony J. Williams
Principal

OAKLEAF VILLAGE ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Oakleaf Village Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Oakleaf Village Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$60,817.10 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 60,817.10
Total funds	\$ 60,817.10

During the financial review period, the total receipts equaled \$170,195.53 and the total expenditures equaled \$165,794.37 for a total of \$335,989.90.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$184,601.16	\$170,195.53	-\$14,405.63
Disbursements	165,823.30	165,794.37	- 28.93
Cash/Bank Balance	56,415.94	60,817.10	4,401.16

The financial records present fairly in all material respects the financial position of Oakleaf Village Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended.

The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", two (2) out of 331 checks issued contain only 1 signature.
2. Six (6) (January – June) out of twelve Principal's Monthly Report Packets were not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
3. It was also noted that sales tax exemption was requested (and granted) by a teacher/coach/sponsor from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
4. Several disbursement issues were noted during the audit including multiple checks being issued without check requisitions, incomplete check requisitions and insufficient backup. Multiple Check Requisitions were not signed by requestor or approver (Principal or designee). Reimbursements were issued without proof of payment and based on invoice showing "Bill to OVE". Multiple checks were issued in payment of invoices showing due dates 3-6 months earlier. Sales tax was incorrectly reimbursed on multiple occasions in the sample. Backup for two checks in sample showed change was given, however it doesn't appear change was redeposited in school's account. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. Internal Accounts Manual page 35 states that when gift cards are purchased the signature of the receiver of the gift card is required. Two (2) checks issued for gift cards were sampled and in both cases no acknowledgment of receipt was obtained. Funds totaling \$800.00 were expended and not acknowledged.
6. Multiple revenue issues were noted during the audit including a sequential list of receipts not being included in the deposit packet, a list of checks not being attached to bank deposit slips and Official Receipt range not being shown in Note area of deposit in accounting system. On multiple occasions the teacher receipt was edited when it should have been voided and another issued and teacher receipts were not written when required. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. The fundraiser number was missing on numerous Monies Collected Forms and Official Receipts. Multiple Monies Collected Forms were not signed by Bookkeeper and Note was blank on numerous Official Receipts. Collection procedures on pages 17-19 of the Internal Accounts Manual.
7. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (52/52) 23 initial copies and 38 recapped copies were not received in the county office. Of the 14 recapped received 3 are not supported by entries in accounting system and all 14 were missing inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed much lower than expected profit and one occasion a loss, inventory completion provides the complete picture. On multiple fundraisers it appeared that funds were not turned in same day as collected but rather collected over a period of time and turned in all at once.

8. Per Red Book Chapter 8, Section III, 4.4(e) "Collections for all sponsored fund-raising activities must be deposited in the internal fund." Per School Board Internal Accounts Manual, Fund Raising, "All money collected for school sponsored fund-raising activities must be deposited, in total, into the internal funds of the school; all expenditures in connection with the activity must be paid by check from the internal fund." Multiple fundraisers in sample showed funds collected for items (pizza & soda) and expected expenses, yet there were no expenses for soda. There is concern that cash collections were retained by the teacher/coach/sponsor and expenses were paid with those funds directly, thereby bypassing the District's internal controls over disbursements.
9. In reviewing the Master Ticket Inventory and Ticket Disbursement Sheets, I was unable to locate Ticket Disbursement Sheets and it appears that tickets were not used for the Talent Show as policy requires. Internal Accounts Manual pages 52-55.

There was a change of bookkeepers at this school in December of 2015. The majority of the above exceptions occurred after the transition. I would suggest that there is definitely a need for more training based on the above exceptions, however, there was change of Principal and another Bookkeeper (experienced from another CCSD school) at the beginning of FY17.

The cooperation of the new administrative staff and new bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



Oakleaf Village Elementary
410 Oakleaf Village Parkway
Orange Park, Florida 32065
Phone: 904-336-2425 Fax: 904-336-2527

Tracey Kendrick, Principal
tracey.kendrick@myoneclay.net

Bridget Payne, Asst. Principal
bridget.payne@myoneclay.net

James McNider, Asst. Principal
james.mcnider@myoneclay.net

March 28, 2017

Roni Campbell
Internal Auditor
Clay County District Schools
900 Walnut Street
Green Cove Springs, FL 32043

Dear Mrs. Campbell,

Thank you for performing a thorough audit of our internal accounts for the 2015-2016 school year. As you noted in your audit, Oakleaf Village Elementary has a new administration and a new experienced bookkeeper that have worked to correct the issues you discovered.

Under the new administration, Oakleaf Village Elementary strives to follow the guidelines provided to us in the internal accounts manual for Clay County Schools. We appreciate your diligence in reporting any deficiencies in record keeping and providing a list of areas that need improvement. We assure Clay County District Schools that any deficiencies reported to us are reviewed and efforts are made to improve those areas immediately.

Thank you again for the professional way in which you have handled our audit.

Sincerely,

A handwritten signature in cursive script that reads "Tracey Kendrick".

Tracey Kendrick
Principal
Oakleaf Village Elementary

ORANGE PARK ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Orange Park Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Orange Park Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$42,183.34 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 42,183.34
Total funds	\$ 42,183.34

During the financial review period, the total receipts equaled \$109,516.68 and the total expenditures equaled \$91,040.58 for a total of \$200,557.26.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$109,262.23	\$109,516.68	\$ 254.45
Disbursements	111,211.90	91,040.58	- 20,171.32
Cash/Bank Balance	23,707.24	42,183.34	18,476.10

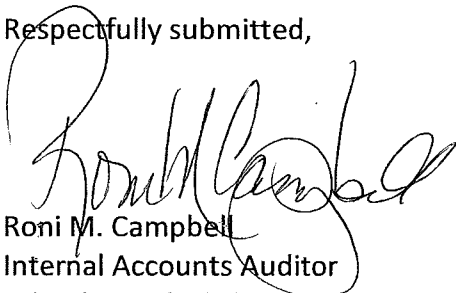
The financial records present fairly in all material respects the financial position of Orange Park Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", two (2) out of 296 checks issued contain only 1 signature.
2. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (4/32) 1 recapped copy was not received in the county office. Of the 3 recapped 2 are not supported by entries in accounting system and 1 was missing inventory even though required. It was also noted that a fundraiser application was not executed for both the 2nd and 4th Grade End of the Year Pizza Parties even though they resulted in profits.
3. Multiple revenue issues were noted during the audit including teacher receipts were not written when required and Report of Tickets Sold forms were completed for entire event rather than for each day's collection. Multiple Official Receipts were entered out of date order and issued to someone other than the person who signed the Monies Collected Form. Collection procedures on pages 17-19 of the Internal Accounts Manual.

Generally, the records were in good order and the management of internal funds by the Principal of Orange Park Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



Orange Park Elementary School

1401 Plainfield Avenue
Orange Park, Florida 32073-3996
Telephone: (904) 278-2040
An Equal Opportunity Employer

April 3, 2017

Roni M. Campbell
Internal Accounts Auditor
Clay County School Board

Dear Ms. Campbell,

This letter is in response to the audit report of the Internal Funds of Orange Park Elementary for year ending June 30, 2016. Steps have been taken to correct the items noted in our audit for 2015-2016.

1. In reference to two (2) out of 296 checks only having one signature: The Bookkeeper will check to ensure each check has two signatures before disbursing.
2. In reference to Fundraising forms, one not received in the county office, two not supported by entries in accounting system, one missing inventory. Also 2nd and 4th grade did not fill out a Fundraising form for the end of year parties even though they resulted in profit: The Bookkeeper will continue training for sponsors of fundraising and remind sponsors when a fundraising form is needed.
3. In reference to multiple revenue issues for Collection procedures, such as receipt not written when needed, Report of Tickets Sold for entire event rather than each day's collection, and substitute signing Monies Collected that was entered into accounting system as teacher name and receipt entered out of date order: The Bookkeeper will remind sponsors and self of collection procedures in the Internal Accounts Manual.

Orange Park Elementary appreciates your time and service to the Cay County School District.

Respectfully,

Carole McCullough
Principal

ORANGE PARK HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Orange Park High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Orange Park High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$179,549.78 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 30,558.78
Investments	148,991.00
Total funds	\$179,549.78

During the financial review period, the total receipts equaled \$645,736.57 and the total expenditures equaled \$658,080.54 for a total of \$1,312,817.11.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$635,013.60	\$654,736.57	\$19,722.97
Disbursements	658,005.02	658,080.54	75.52
Cash/Bank Balance	9,628.85	30,558.78	20,929.93
Investments	173,264.90	148,991.00	- 24,273.90

The financial records present fairly in all material respects the financial position of Orange Park High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

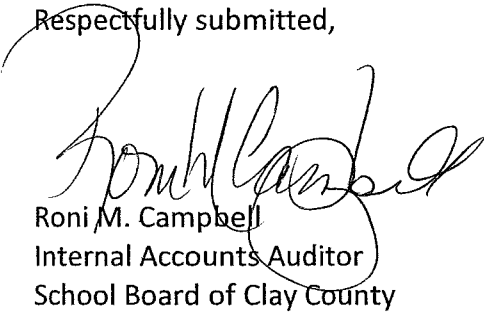
1. Multiple checks were issued identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. On 4 out of 12 months the SBA interest was not entered into accounting system as policy requires. Page 8, Internal Accounts Manual.
3. Multiple revenue issues were noted during the audit including one Teacher Receipt Book in which the alphanumeric amount was blank on all receipts and multiple Teacher Receipt Books were not signed out nor back in by Bookkeeper on Teacher Receipt Book Log. In multiple instances in the sample fundraiser application numbers were not shown on Monies Collected Forms nor on Official Receipts as well as Teacher Receipts not being written when required. Collection procedures, pages 17-19, Internal Accounts Manual.
4. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that Ticket Disbursement Sheets were not signed by Bookkeeper and rolls of tickets were not signed out by the responsible teacher/coach/sponsor in accordance with policy. Internal Accounts Manual pages 52-55.
5. Of the fundraisers sampled (21/194), 10 were not supported by entries in accounting system and 5 of 13 did not include correct inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a much lower than expected profit, inventory completion provides the complete picture. On multiple occasions the inventory section included notes stating that large amounts (28 of 30 shirts) of inventory were given away. An insufficient audit trail exists when receipt of these items is not acknowledged. Page 11, Internal Accounts Manual.
6. Per Red Book Chapter 8, Section III, 4.4(e) "Collections for all sponsored fund-raising activities must be deposited in the internal fund." Per School Board Internal Accounts Manual, Fund Raising, "All money collected for school sponsored fund-raising activities must be deposited, in total, into the internal funds of the school; all expenditures in connection with the activity must be paid by check from the internal fund." During the review of fundraisers, it was noted that no expense (BBQ Dinners) appeared that were accounted for in the internal accounts. If cash collections were retained by the club/activity sponsor and expenses were paid with those funds directly, this would be in violation of the District's internal controls over disbursements.

Orange Park High School Audit
Page 3

Generally, the records were in good order and the management of internal funds by the Principal of Orange Park High School was good.

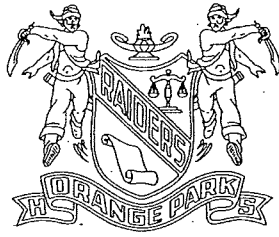
The cooperation of the administrative staff and new bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

ORANGE PARK HIGH SCHOOL



2300 Kingsley Avenue
Orange Park, Florida 32073
Phone (904) 272-8110
Fax (904) 272-8181

Clayton Anderson
PRINCIPAL

Anthony Bradley
VICE PRINCIPAL

Justin Faulkner
Christy Fowler
ASSISTANT PRINCIPALS

April 3, 2017

Ms. Roni Campbell
Internal Accounts Auditor
Clay County District Schools
900 Walnut Street
Green Cove Springs, FL 32043

Dear Ms. Campbell:

Thank you for the courteous and efficient manner with which you conducted the recent audit of the Internal Funds of Orange Park High School for 2015-2016.

We will take the following steps to eliminate the items noted in your audit report for the 2016-2017 school year:

1. The new bookkeeper will comply with the rules for the 1099 purposes as stated on page 71 of the Internal Accounts Manual.
2. The new bookkeeper is aware of the policy on page 8 of the Internal Accounts Manual and will be conscientious of items noted.
3. The new bookkeeper will comply with the rules on collection procedures as stated in the collection procedures on pages 17-19 of the Internal Accounts Manual.
4. The new Athletic Director and new bookkeeper are aware of the rules regarding tickets on pages 52-55 of the Internal Accounts Manual and will comply with such rules.
5. The new bookkeeper is aware of policy regarding inventory on page 11 of the Internal Accounts Manual and will be conscientious of items noted for the 2016-17 school year.
6. The new bookkeeper is aware of the policy and the school is in compliance. All items for the BBQ dinners are donated.

Sincerely,

Clayton Anderson
Principal

ORANGE PARK JUNIOR HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Orange Park Junior High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Orange Park Junior High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$62,175.97 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$21,326.32
Investments	40,849.65
Total funds	\$62,175.97

During the financial review period, the total receipts equaled \$138,080.17 and the total expenditures equaled \$135,828.28 for a total of \$273,908.45.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$129,631.58	\$138,080.17	\$ 8,448.59
Disbursements	148,772.10	135,828.28	-12,943.82
Cash/Bank Balance	19,245.30	21,326.32	2,081.02
Investments	40,678.78	40,849.65	170.87

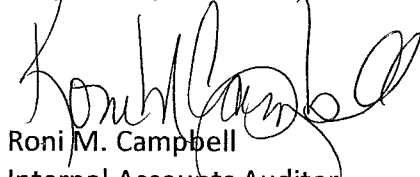
The financial records present fairly in all material respects the financial position of Orange Park Junior High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 48 of the Internal Accounts Manual states that the proper procedure for voiding of checks includes mutilating the signature area and writing "VOID" across the check. Three (3) voided checks were sampled and two (2) were not voided correctly.
2. Multiple revenue issues were noted during the audit including Teacher Receipts edited rather than voided and another issued and teacher receipts not being written when required. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected.
3. Of the sampled fundraisers, (9/85), one (1) was not supported by entries in accounting system and 2 of 4 did not include correct inventory though required. Page 11, Internal Accounts Manual

Generally, the records were in good order and the management of internal funds by the Principal of Orange Park Junior School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

ORANGE PARK JUNIOR HIGH SCHOOL

Home of the Wildcats

Janice Tucker
Vice Principal

Al De Jesus
Principal

Tyler Wood
Assistant Principal

April 04, 2017

Roni Campbell
900 Walnut Street
Green Cove Springs, Florida 32043


Dear Mrs. Campbell,

Please accept this letter as my response to the Internal Account audit for 2016-2017 schoolyear. Our main goal at OPJH is to comply with Florida Statues, Florida State Board of Education regulations and Clay County School Board policies.

1. The proper procedures for voiding checks was reviewed from the Internal Accounts Manual on page 48 and all voided checks in the future will have void written horizontally across each.
2. Principal and Bookkeeper will continue to review proper procedures with teacher on receipting and turning in money to avoid any further revenue issues.
3. Procedures on inventory will be reviewed with fundraiser sponsors to ensure that all accounting entries are accurate.

The bookkeeper and I will continue to educate and review all paperwork to comply with Florida Statues, Florida State Board of Education regulations and Clay County School Board policies.

Sincerely,



Al DeJesus
Principal

PATERSON ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Paterson Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Paterson Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$63,695.73 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 22,472.29
Investments	41,223.44
Total funds	\$ 63,695.73

During the financial review period, the total receipts equaled \$147,702.46 and the total expenditures equaled \$144,869.82 for a total of \$292,572.28.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$222,399.26	\$147,702.46	-\$74,696.80
Disbursements	238,141.38	144,869.82	- 93,271.56
Cash/Bank Balance	19,812.07	22,472.29	2,660.22
Investments	41,051.02	41,223.44	172.42

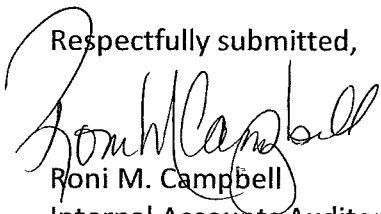
The financial records present fairly in all material respects the financial position of Paterson Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) of 447 checks contain only 1 signature.
2. In reviewing disbursements, it was noted that check requisitions were signed by someone other than the teacher/coach/sponsor responsible for the account. For example, Media Specialist signed for PFA and Bookkeeper signed for 1st, 4th and 6th grades. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
3. Multiple revenue issues were noted during the sampling including Official Receipts issued to someone other than who signed the Monies Collected Form and incomplete Monies Collected Forms. Multiple Monies Collected Forms contained only partial Teacher Receipt numbers and incomplete source of collection. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. In reviewing fundraiser applications, it was noted that of the sample (5/34) that 3 were not supported by entries in accounting system and 2 of 3 recaps in which the inventory section was not completed even though required. Page 11, Internal Accounts Manual.

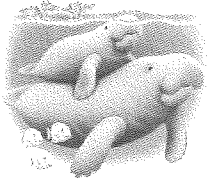
Generally, the records were in good order and the management of internal funds by the Principal of Paterson Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



Robert M. Paterson Elementary

5400 Pine Avenue
Fleming Island, FL 32003
(904) 278-2078 – (904) 278-2093 (Fax)
<http://www.clay.k12.fl.us/pes>



John O'Brian, Principal

Amy B. Vann, Assistant Principal

March 31, 2017

Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

Dear Mrs. Campbell:

The following is our response to the financial review of the accounts and records of Paterson Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

1. Every effort will be made to insure all checks are signed with two signatures.
2. Teacher/coach/sponsors responsible for the account will be required to fill out and sign the request for purchase approval and check requisition form.
3. Teachers have been instructed to put the entire receipt number on the monies collected form and to give a full description of the source of collection. They were also instructed that the person writing the receipt needs to sign the monies collected form.
4. Every effort will be made to make sure the fundraiser applications are supported by entries in the accounting system and the inventory section filled in if applicable.

We will do our best to follow the guidelines and procedures outlined in the Internal Accounts Manual.

Respectfully,

Cheryl Plummer
Bookkeeper/Principal's Secretary

John O'Brian
Principal

PLANTATION OAKS ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Plantation Oaks Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Plantation Oaks Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$58,152.07 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 58,152.07
Total funds	\$ 58,152.07

During the financial review period, the total receipts equaled \$190,104.71 and the total expenditures equaled \$190,087.18 for a total of \$380,191.89.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$166,311.15	\$190,104.71	\$ 23,793.56
Disbursements	176,217.55	190,087.18	13,869.63
Cash/Bank Balance	58,134.54	58,152.07	17.53

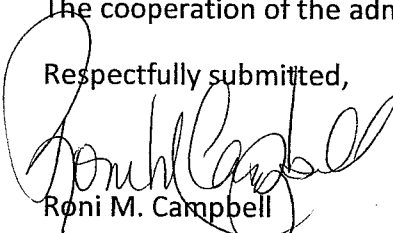
The financial records present fairly in all material respects the financial position of Plantation Oaks Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Two (2) out of twelve Principal's Monthly Report Packets were not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
2. It was noted that sales tax exemption was requested (and granted) by a teacher/coach/sponsor on multiple occasions from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
3. Page 48 of the Internal Accounts Manual states that the proper procedure for voiding of checks includes mutilating the signature area. Of those sampled one (1) was not voided correctly.
4. Several disbursement issues were noted including reimbursements issued without proof of payment and on multiple occasions prior written approval was not obtained prior to purchase. Multiple checks sampled were issued with no backup at all and check payee names were incomplete (last name only). Disbursement procedures, pages 32-35 Internal Accounts Manual.
5. Multiple revenue issues were noted including multiple instances of Sequential List of Official Receipts not included in deposit packet, deposit entered in accounting system using incorrect date and teacher receipts not written when required. Monies Collected Forms (MCF) were edited and not initialed, missing tallies and fundraiser application numbers when required and on two occasions in sample the Official Receipt number was not entered on MCF. Fundraiser application number was not indicated in "Note" area of multiple Official Receipts in sample. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected. Tickets were not used for the Talent Show. Collection procedures on pages 17-19 of the Internal Accounts Manual.
6. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (4/31), 1 recapped copy was not received in the county office. I was unable to determine if the 7 recapped copies were supported by entries in accounting system because the "Note" area was blank and the fundraiser application number was not shown on many Official Receipts.

Generally, the records were in good order and the management of internal funds by the Principal of Plantation Oaks Elementary School was good.

The cooperation of the administrative staff and new bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

Plantation Oaks Elementary

4150 Plantation Oaks Blvd.
Orange Park, FL 32065



Phone: 904-214-7474
Fax: 904-214-7477
www.oneclay.net

Mr. Darin Brown
Assistant Principal

Mrs. Jennifer Roach
Principal

Mrs. Corrie Voytko
Assistant Principal

4/4/17

Ms. Campbell,

Thank you for providing the audit findings for the 2015-16 school year for Plantation Oaks Elementary.

Personnel changes were made in November 2016 to minimize and resolve issues of noncompliance. A different employee was trained by you and is now managing our internal funds. She is aware of the discrepancies on our audit and will proceed as follows to ensure that those same issues do not present in the future.

1. The monthly principal packet will be prepared as soon as the bank statement arrives.
2. If a teacher/ sponsor is not paying with a school check they will not be allowed to purchase items using the tax exempt number.
3. All checks will be voided using the proper procedure by mutilating the check/signature area.
4. Checks will not be issued without proof of payment or prior written approval and appropriate backup. All checks issued will have the payee's first and last name printed on the check. First and last names will be verified in EPES.
5. The Sequential List of Official Receipts is now included in all deposit packets. The deposit dates entered in EPES will reflect the day the money was deposited. Teachers will be reminded that a receipt is required for all money collected that is equal to or more than \$5. The monies collected forms will be carefully reviewed to ensure the total amount and fundraiser number is written on the form. The monies collected form will be initialed by the appropriate staff member if modified. Teachers will be reminded to turn in all money the same day it is collected. Tickets will be used at our next talent show.
6. A copy of all approved fundraiser applications will be sent to the county office. If money is received for a fundraiser the FR number will be listed in the note section of the receipt.

Thank you for your continued assistance in training and supporting our new bookkeeper.

Respectfully,

A handwritten signature in cursive that reads "Jennifer Roach".

Jennifer Roach
Principal

RIDEOUT ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of RideOut Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of RideOut Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$19,683.72 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 19,683.72
Total funds	\$ 19,683.72

During the financial review period, the total receipts equaled \$77,624.10 and the total expenditures equaled \$77,015.76 for a total of \$154,639.86.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$94,163.69	\$77,624.10	-\$16,539.59
Disbursements	92,515.03	77,015.76	- 15,499.27
Cash/Bank Balance	19,075.38	19,683.72	608.34

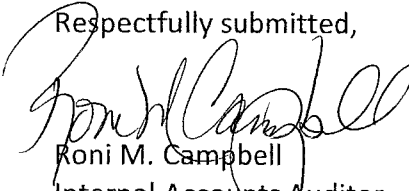
The financial records present fairly in all material respects the financial position of RideOut Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) out of 208 checks issued contain only 1 signature.
2. One restricted expenditure (donation) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
3. Several disbursement issues were noted during the sampling including differing check dates shown on check requisition and in the accounting system and prior written approval not obtained prior to purchase. Disbursement procedures, pages 32-35, Internal Accounts Manual.
4. Page 16 of the Internal Accounts Manual states "FUNDS COLLECTED MUST BE DEPOSITED WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT. NO FUNDS WILL BE HELD IN THE SCHOOL OVER A WEEKEND OR HOLIDAY PERIOD." On one (1) occasion the Bookkeeper held the funds (over \$900) over a two (2) weekends.
5. Multiple revenue issues were noted during the sampling including checks not listed separately on deposit slip, Teacher Receipts dated after funds turned into Bookkeeper, Teacher Receipts not written when required and Official Receipts dated incorrectly and entered out of order. On multiple instances the Teacher Receipt date versus the Official Receipt date indicates that the funds were not turned into the Bookkeeper the same day as collected. For the second year tickets were not used for the Father Daughter dance as required. Collection procedures on pages 17-19 of the Internal Accounts Manual.
6. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (4/35), one (1) was not shown on Fundraiser Log, and 1 initial and 1 recapped copy was not received in the county office.

Generally, the records were in good order and the management of internal funds by the Principal of RideOut Elementary School was good.

The cooperation of the administrative staff and new bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor
School Board of Clay County

RideOut Elementary School
3065 Apalachicola Boulevard, Middleburg, FL 32068
(904) 336-2875
(904) 336-2877 Fax

Joyce Orsi
Principal

Marcia Mainer
Assistant Principal

April 3, 2017

School District of Clay County
900 Walnut St.
Green Cove Springs, FL 32043

Attention: Roni Campbell (Internal Accounts Auditor)

Re: June, 2016 Internal Audit

Dear Mrs. Campbell,

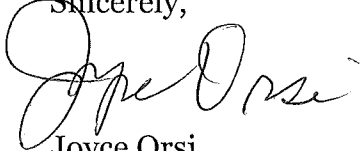
Thank you for the information regarding the audit that concluded on June 30, 2016. Please note that the Bookkeeper currently in place at RideOut Elementary was not employed in this position during the time of this audit. The following exceptions have been discussed and noted

1. Bookkeeper will make sure that all checks have the required two signatures, according to the Clay County School District Internal Accounts Manual.
2. Bookkeeper will research the proper procedure regarding donations on page 29 of the Internal Accounts Manual.
3. Regarding the disbursement procedures, the Bookkeeper will review the Internal Accounts Manual regarding the date on the check and check requisition to make sure the proper protocol is followed prior to a purchase.
4. The Bookkeeper will make certain that collected funds are deposited within 5 working days and no funds will be held over a weekend or Holiday, per page 16 of the Internal Accounts Manual.

5. The Bookkeeper will list checks separately on the deposit slip or have a printout of individual check amounts. She will check the receipt books to make certain that the teachers are writing receipts when the monies are received. Regarding ticket procedures, the Bookkeeper now has a better understanding of the collection procedures to follow when charging an admission, per "Collection Procedures" in the Internal Accounts Manual.
6. Referring to page 11 of the Internal Accounts Manual, the Bookkeeper will send the Fundraiser Application to the County at the beginning and end of each Fundraiser, as well as keep the Fundraiser Log up-to-date.

We will make the necessary improvements to our procedures to ensure we are in compliance with the Internal Funds Manual. Thank you for your time, effort and guidance in this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joyce Orsi".

Joyce Orsi
Principal

RIDGEVIEW ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Ridgeview Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Ridgeview Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$18,128.63 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 9,011.04
Investments	9,117.59
Total funds	\$ 18,128.63

During the financial review period, the total receipts equaled \$70,847.94 and the total expenditures equaled \$70,504.90 for a total of \$141,352.84.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 65,818.97	\$70,847.94	\$ 5,028.97
Disbursements	59,866.26	70,504.90	10,638.64
Cash/Bank Balance	8,706.13	9,011.04	304.91
Investments	9,079.46	9,117.59	38.13

Ridgeview Elementary School Audit
Page 2

The financial records present fairly in all material respects the financial position of Ridgeview Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. In reviewing disbursements, lack of prior written approval before purchase was noted. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. In reviewing fundraiser applications, it was noted that of the sample (4/33) 1 was not supported by entries in accounting system. Page 11, Internal Accounts Manual.

Generally, the records were in good order and the management of internal funds by the Principal of Ridgeview Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board Clay County

Ridgeview Elementary School

421 Jefferson Avenue • Orange Park, Florida 32065-6791

Phone: (904) 336-3075

www.rve.oneclay.net

Fax: (904) 336-3077

Ms. Tracy L. McLaughlin
Principal

Ms. Judith McHugh-Clark
Assistant Principal

March 28, 2017

To: Roni Campbell, Internal Accounts Auditor

RE: 2015-2016 Internal Accounts Audit Response

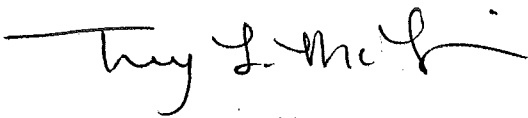
Thank you for your time and effort in conducting the audit of our 2015-2016 Ridgeview Elementary Internal Accounts. It has been a pleasure to work with you throughout the year. Your guidelines have enabled us to set policies within our school to assure a favorable audit report for this year.

The following are responses to each item noted on the audit that was out of compliance:

1. In reviewing disbursements, it was noted on multiple occasions of lack of prior written approval before purchase. The Bookkeeper will reiterate with faculty members that all purchases must be approved by the Principal prior to purchase and the proper purchasing forms are completed before purchase is made and proper procedures are followed.
2. In reviewing fundraiser applications, it was noted that of the sample (4/33), that 1 was not supported by entries in the accounting system. In reviewing the fundraiser application, the sponsor had entered the expense of the purpose of the fundraiser as the cost of the fundraiser which is incorrect. The Bookkeeper will remind sponsors of the accuracy of reporting total costs on the financial recap portion of the fundraiser.

Again, I appreciate your thoroughness of our 2015-2016 Internal Accounts Audit. I look forward to working with you again.

Respectfully,



Tracy L. McLaughlin, Principal

RIDGEVIEW HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Ridgeview High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Ridgeview High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$181,321.74 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 111,242.09
Investments	70,079.65
Total funds	\$ 181,321.74

During the financial review period, the total receipts equaled \$783,901.10 and the total expenditures equaled \$761,156.55 for a total of \$1,545,057.65.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 693,456.67	\$783,901.10	\$90,444.43
Disbursements	680,291.44	\$761,156.55	80,865.11
Cash/Bank Balance	88,790.67	111,242.09	22,451.42
Investments	69,786.52	70,079.65	293.13

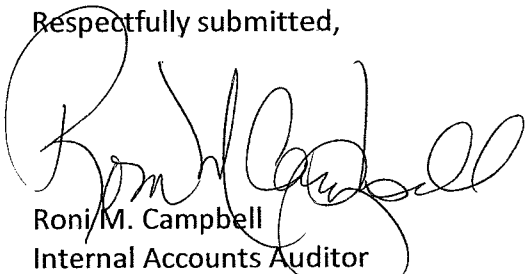
The financial records present fairly in all material respects the financial position of Ridgeview High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks were identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. On multiple (5) occasions the Bookkeeper was the initial receiver of funds which is very poor segregation of duties as stated on page 5 of the Internal Accounts Manual.
3. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", six (6) checks out of 1,484 contain only 1 signature.
4. On 1 out of 12 occasions the Principal's Monthly Report Packet was not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
5. Multiple (8) restricted expenditures (donations & personal memberships) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
6. Multiple revenue issues were noted during the audit including Official Receipts with incomplete or blank notes and fundraiser number missing. Multiple Teacher Receipts were edited rather than voided and another issued, not written when required, dated with only month and year and not dated at all and at least one occasion voided without white. On multiple occasions the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected, in one case funds were held for two weeks (\$840.00 cash) and in another cash was held for 18 months. Multiple Monies Collected Forms (MCF) were edited without being initialed by teacher/coach/sponsor, fundraiser application numbers and Official Receipt numbers missing, not dated and one listed the sale of popcorn as a donation. On at least six (6) occasions in sample Report of Tickets Sold forms were not included with MCF when required. Collection procedures on pages 17-19 of the Internal Accounts Manual.
7. Several disbursement issues were noted during the audit including incomplete backup and written approval not obtained prior to purchase. Reimbursements issued without proof of payment or based on only non-itemized receipts, order forms or online order forms on multiple occasions. Date of Principal's signature was missing on multiple check requisitions. On multiple occasions in sample Internal Account Purchase Orders (IAPO) Payment Authorization was blank and the teacher/coach/sponsor had not acknowledged that the items had been "Received in Good Order". Note area blank, incomplete or incorrect on many checks. Multiple Internal Account Purchase Orders were issued to vendors, yet credit card was used for payment and checks were issued to Sam's Club MC/SYNCB. It was noted that Sam's Charge Account is being used as a credit card with many vendors. This is very high risk and the card should be used as a Sam's store charge only. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
8. Page 48 of the Internal Accounts Manual states that the proper procedure for voiding of checks includes mutilating the signature area and writing "VOID" across the check. Multiple voided checks in sample were not voided correctly.
9. It was noted that sales tax exemption was requested (and granted) by a teacher/coach/sponsor from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."

10. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (19/144), 4 initial copies and 2 recapped copies were not received in the county office. Of the 17 recapped copies received 15 were not supported by entries in accounting system and 7 of 8 did not include correct inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a loss or much lower than expected profit, inventory completion provides the complete picture. During the review of fundraisers, it was noted on several that though expenses were expected none appeared that were accounted for in the internal accounts. If cash collections were retained by the club/activity sponsor and expenses were paid with those funds directly, this would be in violation of the District's internal controls over disbursements. Two fundraisers in sample were assigned the same fundraiser number and another in the sample did not appear on the Fundraiser Log and was not assigned a number.
11. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that Ticket Disbursement Sheets were prepared based on ticket color rather than for each roll of tickets. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



Ridgeview High School
466 Madison Avenue
Orange Park, Florida 32065
904-213-5289

Deborah Segreto, Principal
Kevin Staefe, Assistant Principal

Mark McKinney, Vice Principal
Christopher Daly, Assistant Principal

April, 4, 2017

Ms. Campbell, Internal Accounts Auditor:

This letter addresses the Ridgeview High School Internal Accounts Audit dated March, 2017 for fiscal year ending June 30, 2106.

Ridgeview High School has been without a full time Bookkeeper since January. We retained a new fulltime bookkeeper as of March 5. Thank you for spending four one on one training days with our new Bookkeeper. This has been invaluable toward her understanding of the school district's expectations. While it is impossible to guarantee there will be no discrepancies in future audits, Ridgeview High School has and is taking every step to ensure we are in compliance with all laws and directives.

Thank you for the opportunity to sit down and review the 2015-16 findings with you. As stated earlier, we have a new bookkeeper this year and are working very closely with you to ensure compliance.

As to item 1-11 of last year's audit, working together this year with you, the invaluable training time you have spent answering questions and the days you have committed to ensuring our new bookkeeper understands district expectations are invaluable towards ensuring compliance with laws and directives.

Thank you,

Deborah L Segreto
Deborah Segreto
Principal
Ridgeview High School

SHADOWLAWN ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Shadowlawn Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Shadowlawn Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$55,968.39 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 40,522.24
Total funds	\$ 40,522.24

During the financial review period, the total receipts equaled \$133,247.31 and the total expenditures equaled \$117,801.16 for a total of \$251,048.47.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$125,382.19	\$133,247.31	\$ 7,865.12
Disbursements	138,817.14	117,801.16	-21,015.98
Cash/Bank Balance	40,522.24	55,968.39	15,446.15

Shadowlawn Elementary School Audit
Page 2

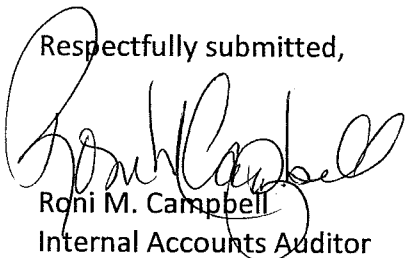
The financial records present fairly in all material respects the financial position of Shadowlawn Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Several disbursement issues were noted during the audit including multiple occasions in which no backup was provided and lack of prior written approval before purchase. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. Two checks were issued for restricted expenditures (donation (1) and (1) personal membership) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
3. Multiple revenue issues were noted during the audit including twice in the sample the Sequential List of Official Receipts was not included in deposit packet and the original (should be copy) of the Official Receipt was included in deposit packet rather than being returned to Teacher/Coach/Sponsor who signed Monies Collected Form. On multiple occasions in sample, teacher receipts were not being written when required and teacher receipts were being edited rather than being voided and another issued. Teacher Receipt Book number 119 was not available at time of review. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. Of the sample (8/38), 3 initial copies were not received in the county office. There were 4 instances in which the recap was not supported by entries in accounting system and 2 of 5 recaps in which the inventory section was not completed even though required. One recap indicated (which showed a loss) indicated an unknown number of t-shirts were given away. An insufficient audit trail exists when receipt of these items is not acknowledged.

Generally, the records were in good order and the management of internal funds by the Principal of Shadowlawn Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



"Home of the
Falcons"

Shadowlawn Elementary School

2945 County Road 218
Green Cove Springs, FL 32043
Main Office: 529-1007
Fax: 904-529-1011

Nancy Crowder
PRINCIPAL

Chastity Lee
ASSISTANT PRINCIPAL

March 27, 2017

Roni M. Campbell
Clay County School District
Internal Accounts Auditor
900 Walnut Street
Green Cove Springs, Florida 32043

Dear Mrs. Campbell:

Please find attached our response to the Shadowlawn Elementary 2015-2016 School Audit. We have included a thorough description of our review and corrective actions, as applicable.

I appreciate the tremendous work ethic of our SLE Bookkeeper, Pam DePratter, and her dedication to our entire learning community.

Thank you for your time and assistance.

Sincerely,

Nancy A. Crowder
Principal



Shadowlawn Elementary
Audit Response
FY 2015-2016

1. We have reviewed the records and found two transactions without the required backup documentation. One SLE teacher left for the summer without turning in invoice/receipts to the Bookkeeper. The teacher returned to SLE at the beginning of summer break and submitted the receipts.
2. Mrs. Campbell, Internal Accounts Auditor, explained this policy to the Bookkeeper. All future checks (if applicable) for professional membership will be processed as expenditures from a Trust account.
3. The Principal and the Bookkeeper will double check to ensure the Sequential List of Official Receipts is included in the deposit packet. Principal/Bookkeeper will also ensure a copy of the Official Receipt is included in the packet and the Teacher/Coach/Sponsor receives the original. Periodic reviews will be conducted by the Principal.

Teachers have been given both written and verbal reminders regarding teacher receipts. Teachers have been instructed to not edit receipts, but instead to void and issue another Receipt. Additional written and verbal notice will be given to teachers including reminding teachers compliance with District policy and mandates are part of the FEAPS.

Teacher Receipt Book 119 was located.

4. A copy of all Fundraiser Application Forms will be sent immediately to the Internal Accounts Auditor and a copy of the recap will be sent immediately following the completion (comprising 2 copies to the Internal Funds Auditor). The Principal reviewed all fundraising Applications and verified every application had a recap completed along with a report and additional backup documentation.

Principal reviewed all fundraising applications and all inventory sections were completed on all inventory sections included, as applicable, notes regarding homemade or donated Items. Principal was aware our Physical Education Coach was giving away track tee Shirts. Track tee shirts were pre-ordered (funds were not collected at the time of the pre-orders.) Subsequently, a few students withdrew and left SLE. Coach used these "extra" shirts as prizes for Jump Rope for Heart. Correction for this in the future is that no fundraiser will be held for track tee shirts.

SWIMMING PEN CREEK ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Swimming Pen Creek Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Swimming Pen Creek Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$12,946.84 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 10,902.24
Investments	2,044.60
Total funds	\$ 12,946.84

During the financial review period, the total receipts equaled \$52,259.46 and the total expenditures equaled \$55,090.36 for a total of \$107349.82.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 57,851.35	\$52,259.46	-\$5,591.89
Disbursements	63,307.73	55,090.36	- 8,217.37
Cash/Bank Balance	13,741.71	10,902.24	- 2,839.17
Investments	2,036.03	2,044.60	8.57

Swimming Pen Creek Elementary School Audit
Page 2

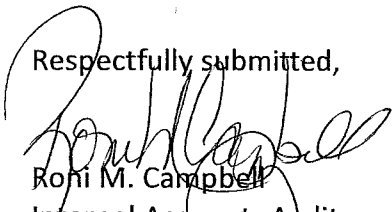
The financial records present fairly in all material respects the financial position of Swimming Pen Creek Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", two (2) of 310 checks contain only 1 signature.
2. It was noted that sales tax exemption was requested (and granted) by a teacher/coach/sponsor from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
3. Several issues were noted in reviewing revenue including Sequential List of Official Receipts not included in each deposit packet and teacher receipts being edited rather than voided and another issued. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. Of the fundraisers sampled (4/39), only one (1) was not supported by accounting system and 2 of 2 did not include inventory even though required.

Generally, the records were in good order and the management of internal funds by the Principal of Swimming Pen Creek Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

Swimming Pen Creek Elementary

1630 Woodpecker Lane

Middleburg, FL 32068

Main Office: 904-336-3475

Fax Number: 904-336-3600

Rodney Ivey
Principal

Trisha Stewart
Assistant Principal

March 29, 2017

Mrs. Roni Campbell
Clay County School Board
900 Walnut Street
Green Cove Springs, FL 32043

Dear Mrs. Campbell;

Please accept this letter as my response to the Internal Account audit you conducted for the 2015-2016 school year. I was very pleased to find that the accounts were in good order. This is a reflection on the school, our record keeping and striving for perfection.

We will take extra measures to make sure that we continue to put forth our best efforts to abide by the Internal Accounts Manual and we will continue to stress to our faculty the importance of turning in things completed and on a timely basis so we stay in compliance with the Internal Funds Manual and the Florida State Board of Education Guidelines.

In response to the 4 items in our audit comments; (1) We will try to make a more conscious effort to make sure that there are 2 signatures on the checks that are used. (2) We will make sure that when a purchase will be reimbursed that the employee making the purchase is aware that they cannot make a purchase unless with a company check that is tax exempt. (3) The Bookkeeper was not aware that there had to be a separate list for each deposit, only that there had to be a Sequential list which was put with the deposits for the entire month. We will make sure that a "Sequential List of the Receipts" is placed with each deposit in the future. (4) We did not do an inventory list on items that were prepaid as there was essentially no inventory prior to or after, we will make sure that we at least show the # that was actually sold on our Inventory at the bottom of the Fundraiser Form. Inventories were done for all items that were not prepaid for, they were just not attached to the fundraiser forms but will make sure that they are in the future.

Thank you again and we look forward to working with you again next year.

Sincerely,



Rodney Ivey
Principal

THUNDERBOLT ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Thunderbolt Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Thunderbolt Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$94,137.03 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 93,804.89
Investments	332.14
Total funds	\$ 94,137.03

During the financial review period, the total receipts equaled \$175,027.32 and the total expenditures equaled \$161,513.87 for a total of \$336,541.19.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 174,979.88	\$175,027.32	\$ 47.44
Disbursements	171,483.42	161,513.87	- 9,969.55
Cash/Bank Balance	80,292.83	93,804.89	13,512.06
Investments	330.75	332.14	1.39

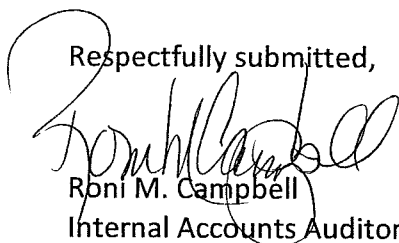
The financial records present fairly in all material respects the financial position of Thunderbolt Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Two out of twelve Principal's Monthly Report Packets were not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
2. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", three (3) checks of 387 issued contain only 1 signature.
3. It was noted that sales tax exemption was requested (and granted) by a teacher/coach/sponsor from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
4. Multiple revenue issues were noted during the audit including teacher receipts not written when required, teacher receipts being edited rather than being voided and another issued, and tally missing, incomplete or incorrect on multiple Monies Collected Forms. On multiple instances the teacher receipt date versus the Official Receipt date indicates that the funds were not turned into the Bookkeeper the same day as collected. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. Of the fundraisers sampled (5/46), 4 were not supported by entries in accounting system and 2 of 3 did not include inventory though required.

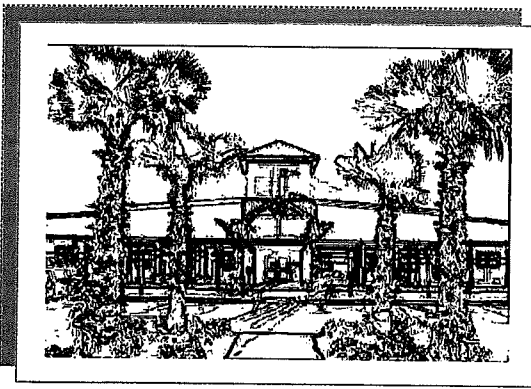
Generally, the records were in good order and the management of internal funds by Principal of Thunderbolt Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County



Thunderbolt Elementary School

2020 Thunderbolt Road Fleming Island, Florida 32003

Dee Dee Phillips, Principal

Wilma Dixon, Assistant Principal Lara Libretto, Assistant Principal

April 3, 2017

Roni Campbell
Internal Accounts Auditor

2015-2016 Audit Exception Reply:

- 1) Monthly Principal's Report Packets will always be prepared before the 15th of the month. As of July 1, 2016, all packets have been completed before the 15th of the following month.
- 2) Extra care will be taken to insure all checks have two signatures.
- 3) Faculty and staff will only use tax exemption when purchasing with a school check. Instructions on this procedure will be included in the 2017-2018 Faculty and Staff Handbook.
- 4) School board policy regarding the collection and receipting of funds is outlined in the Faculty and Staff Handbook. This information will be reviewed during pre-planning, August 2017.
- 5) Teachers will be reminded to fill out Fundraiser Forms completely including beginning and ending inventory numbers when appropriate. New school site policies have been put into place to align staff practice with school board fundraiser policy.

Thank you for providing assistance in maintaining accurate financial records for our school.

Sincerely,

Dee Dee Phillips
Principal

TYNES ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Tynes Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Tynes Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$53,000.79 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 21,882.12
Investments	31,118.67
Total funds	\$ 53,000.79

During the financial review period, the total receipts equaled \$148,595.39 and the total expenditures equaled \$144,304.49 for a total of \$292,899.88.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 144,083.61	\$148,595.39	\$4,511.78
Disbursements	141,760.61	144,304.49	2,543.88
Cash/Bank Balance	17,721.36	21,882.12	4,160.76
Investments	30,988.53	31,118.67	130.14

The financial records present fairly in all material respects the financial position of Tynes Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

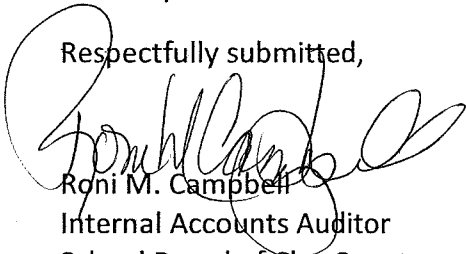
1. On 2 out of 12 occasions the Principal's Monthly Report Packet was not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
2. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) of 457 checks contained only 1 signature.
3. Several disbursement issues were noted during the audit including lack of prior written approval and incomplete backup. Checks issued based on order form, receipt not itemized, dated and with vendor information missing and one issued based on statement rather than invoice. Multiple handwritten checks were not dated, amount not completed and in one instance, in sample, blank other than signatures. Reimbursement was issued without proof of payment and in one instance receipt for reimbursement showed "Chimney Lakes Elementary School". Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
4. Multiple revenue issues were noted during the audit including Official Receipt numbers and fundraiser numbers not shown on Monies Collected Forms, Teacher Receipts not written when required and teacher receipts edited rather than voided and another issued. Teacher Receipt date versus the Official Receipt date indicates that the funds were not turned into the Bookkeeper the same day as collected, on one occasion in sample funds were held by teacher for 30 days. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. No initial copies were received in the county office and recapped copies were not received in county office until July 12, 2016. Of the sample (11/49), two (2) were not supported by accounting system and 11 of 11 did not include inventory though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a much lower than expected profit or loss, inventory completion provides the complete picture.
6. Per Red Book Chapter 8, Section III, 4.4(e) "Collections for all sponsored fund-raising activities must be deposited in the internal fund." Per School Board Internal Accounts Manual, Fund Raising, "All money collected for school sponsored fund-raising activities must be deposited, in total, into the internal funds of the school; all expenditures in connection with the activity must be paid by check from the internal fund." During the

audit, it was noted that activity for certain club and school sponsored activities were not accounted for in the internal accounts. (Two fundraiser in sample showed funds collected for items (snow cones & magnets and expected expenses, yet there were no expenses). There is concern that cash collections were retained by the club/activity sponsor and expenses were paid with those funds directly, thereby bypassing the District's internal controls over disbursements.

Generally, the records were in good order and the management of internal funds by Principal of Tynes Elementary School was good.

The cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor
School Board of Clay County

Tynes Elementary School

1550 Tynes Boulevard
Middleburg, Florida 32068
(904) 336-3850

Bree E. Hellwig
Assistant Principal

Laura M. Fogarty
Principal

Pamela L. White
Assistant Principal

April 14, 2016

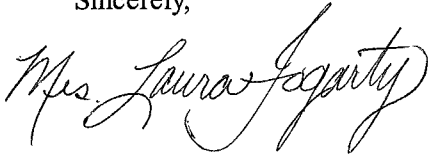
Dear Mrs. Campbell,

This letter is in response to the audit report of the internal funds of Tynes Elementary School for the year ending June 30, 2016. Steps have been taken to correct the items noted in our audit draft for the 2016-2017 school year.

1. In regards to the Principal's Monthly Report Packet not being prepared on or before the 15th of the subsequent month, the bookkeeper and principal have reviewed the internal accounts manual and will make every effort to abide by those dates. We will be adding those dates to our school calendar and personal calendars in effort to ensure they are submitted in a timely manner.
2. In regards to one check not having two signatures, the bookkeeper and principal will make every effort to check and recheck the check for 2 signatures.
3. In response to disbursement issues the internal account procedures have been reviewed by bookkeeper and principal. Principal will review these procedures with those who will request funds in the future at a training before school starts next year. In regards to a reimbursement check being issued with "Chimney Lakes Elementary School" showing. The PFA President had requested a reimbursement of funds she paid with cash with her Sam's Wholesale Club card which is currently under the Chimney Lakes Elementary School account. Principal and Bookkeeper will take extra precautions and reduce the use of handwritten checks. At this time, the school does not hold any store credit cards, but will research the procedures for obtaining for the purpose of reducing handwritten checks. Also in the instances when it is necessary to handwrite a check, the stakeholders will be educated on proper check writing.
4. In regards to the revenue issues noted by auditor, bookkeeper held a workshop before school started to train all personnel on proper collection procedures. The workshop materials were posted on the Google drive for reference at any time needed. Also, the bookkeeper has encouraged personnel to ask for retraining at any time it is needed. The bookkeeper will send out reminders by email about the necessity of turning in funds when collected.
5. The bookkeeper realized the error of not sending in the initial copy of fundraiser, inventory being taken of products, and the recap in a time period stated in the internal accounts manual. The bookkeeper has reviewed those policies and will take the steps necessary to keeping all fundraiser applications up to date with the district office.
6. In response to "Collections for all sponsored fundraising activities must be deposited, in total, into the internal funds of the school; all expenditures in connection with the activity must be paid by check from the internal fund," the expenditures for these fundraisers were made in previous years and not noted on the fundraiser form. The bookkeeper has reviewed that fundraisers need to be closed out at the end of the year and only continue into the next year if absolutely necessary. The principal and bookkeeper will follow these procedures for the future.

Tynes Elementary appreciates the patience, guidance, and encouraging words of our auditor, Roni Campbell. We would like to thank Mrs. Campbell for her time and for her thorough examination of the 2015-2016 internal accounts. We found Mrs. Campbell to be extremely helpful, professional, and understanding.

Sincerely,

A handwritten signature in cursive script that reads "Mrs. Laura Fogarty". The signature is written in black ink and is positioned to the left of the typed name.

Laura Fogarty
Principal

WILKINSON ELEMENTARY SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Wilkinson Elementary School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Wilkinson Elementary School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$76,316.65 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 75,545.45
Investments	771.20
Total funds	\$ 76,316.65

During the financial review period, the total receipts equaled \$154,470.50 and the total expenditures equaled \$127,681.10 for a total of \$282,151.60.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 125,914.34	\$154,470.50	\$28,556.16
Disbursements	97,469.52	127,681.10	30,211.58
Cash/Bank Balance	48,759.28	75,545.45	26,786.17
Investments	767.97	771.20	3.23

The financial records present fairly in all material respects the financial position of Wilkinson Elementary School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

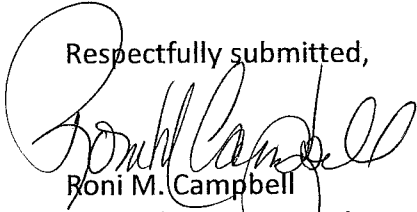
1. One out of twelve Principal's Monthly Report Packet was not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
2. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", two (2) of 330 checks contained only 1 signature.
3. Multiple checks were incorrectly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
4. The Internal Accounts Manual page 18 states "The bookkeeper must control distribution of all teacher receipt books. Records should be kept identifying the numbers assigned to a teacher, teacher's signature accepting receipt book and bookkeeper's signature upon returning receipt books." This policy was not adhered to on multiple occasions for the year ending June 30, 2016.
5. Multiple revenue issues were noted during the audit including Teacher Receipts edited rather than voided and another issued and teacher receipts not being written when required. Multiple Monies Collected Forms were missing the fundraiser number, not signed by Bookkeeper and tally not shown when required. Collection procedures on pages 17-19 of the Internal Accounts Manual.
6. Page 16 of the Internal Accounts Manual states "FUNDS COLLECTED MUST BE DEPOSITED WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT. NO FUNDS WILL BE HELD IN THE SCHOOL OVER A WEEKEND OR HOLIDAY PERIOD." On two (2) occasions in sample the Bookkeeper held the funds over weekend.
7. Page 48 of the Internal Accounts Manual states that the proper procedure for voiding of checks includes mutilating the signature area and writing "VOID" across the check. Voided check in sample was not voided correctly.
8. Several disbursement issues were noted during the audit including check requisitions signed by someone other than person responsible for activity account and multiple instances of lack of prior written approval. Disbursement procedures, pages 32-35 Internal Accounts Manual.
9. According to school board policy (page 11, Internal Accounts Manual) once a fundraiser application has been approved and again after the recap is completed a copy is to be sent to the county office. No initial copies were received in the county office and recapped copies were not received in county office until August 3, 2016. Of the sample (7/60), two (2) were not supported by accounting system and 7 of 7 did not include inventory though required. On multiple occasions when inventory section was not

completed the recapped fundraiser applications showed a much lower than expected profit, inventory completion provides the complete picture.

10. Per Red Book Chapter 8, Section III, 4.4(e) "Collections for all sponsored fund-raising activities must be deposited in the internal fund." Per School Board Internal Accounts Manual, Fund Raising, "All money collected for school sponsored fund-raising activities must be deposited, in total, into the internal funds of the school; all expenditures in connection with the activity must be paid by check from the internal fund." During the audit, it was noted that activity for certain club sponsored activities were not accounted for in the internal accounts. (One fundraiser in sample showed funds collected for items (popcorn, water & treats at Drama production and expected expenses, yet there were no expenses). There is concern that cash collections were retained by the club/activity sponsor and expenses were paid with those funds directly, thereby bypassing the District's internal controls over disbursements.

Generally, the records were in good order and the cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor
School Board of Clay County

Wilkinson Elementary



4965 County Road 218 Middleburg, FL 32068
(904) 291-5420

Heather Teto
Principal

Angela Johnson
Assistant Principal

April 4, 2017

Mrs. Ronnie Campbell
Internal Accounts Auditor
900 Walnut Street
Green Cove Springs, FL 32043

Mrs. Campbell,

This letter is to inform you that Lisa Seymour and I have met concerning the results of our audit for the 2015-2016 school year. Since that time, Lisa and I have met with staff and reviewed proper internal accounting procedures. Additionally, these procedures are accessible through our Faculty/Staff handbook available online through our school designated community folder. Areas that have been specifically identified and reinforced with faculty and staff are proper procedures for handling money, fundraising, gaining prior approval for purchases and properly issuing receipts.

Lisa and I discussed her role with fundraising procedures, depositing funds within the five working days, and ensuring that payment for services be identified properly utilizing the requirements of pg. 71. In regards to fundraising documents being submitted to the county office, the fundraiser coordinator, Lisa and I have met and have ensured that fundraising documents be submitted before and after the event occurs; this is done in a timely matter.

Thank you for your time, and please let me know if you have any further questions.

Respectfully Submitted,

A handwritten signature in black ink that reads "Heather Teto". The signature is written in a cursive, flowing style.

Heather Teto
Principal

WILKINSON JUNIOR HIGH SCHOOL AUDIT

March, 2017

Members of the School Board of Clay County, Florida

Pursuant to Rule 6A-1.087(2), FAC of the Florida State Board of Education Administrative Rules, a financial review has been performed on the accounts and records of Wilkinson Junior High School's Internal Accounts for the fiscal year ending June 30, 2016.

SCOPE

A compilation is limited to presenting information that is the representation of Wilkinson Junior High School and, accordingly, includes such tests of the accounting records and such auditing procedures considered necessary to conduct a full and complete financial review.

This audit is a full and complete audit which will help ensure all School Board policies and District procedures are being followed. These audits are intended to bring attention to policies or procedures that may require additional attention.

COMMENTS

The fund balance of \$98,979.99 as of June 30, 2016, was reconciled as follows:

Cash/Bank	\$ 35,111.88
Investments	63,868.11
Total funds	\$ 98,979.99

During the financial review period, the total receipts equaled \$182,572.30 and the total expenditures equaled \$182,565.31 for a total of \$365,137.61.

Change in Fund Balance

	<u>June 2015</u>	<u>June 2016</u>	<u>Difference</u>
Receipts	\$ 184,669.43	\$182,572.30	-\$2,097.13
Disbursements	175,727.47	182,565.31	6,837.84
Cash/Bank Balance	35,372.03	35,111.88	- 260.15
Investments	63,600.97	63,868.11	267.14

Wilkinson Junior High School Audit

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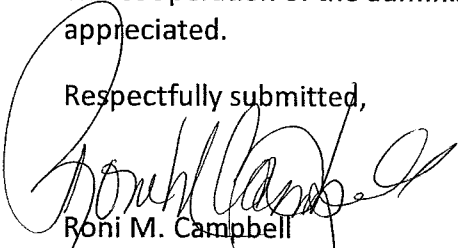
The financial records present fairly in all material respects the financial position of Wilkinson Junior High School as of June 30, 2016, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", three (3) checks of 554 contain only 1 signature.
2. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
3. Multiple revenue issues were noted during the audit including Teacher Receipts not being written when required and Monies Collected Forms and Official Receipts not containing fundraiser application numbers. On two occasions in sample the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected, one held for over two weeks. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. In reviewing disbursements, it was noted that multiple reimbursements issued without proof of payment and lack of prior written approval. One reimbursement was issued based on receipt showing purchased by someone other than person being reimbursed. On multiple occasions in sample, Principal's signature was not dated on check requisitions. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. It was noted that sales tax exemption was requested (and granted) by a teacher/coach/sponsor from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
6. In reviewing fundraiser applications, it was noted that of the sample (9/81) that 5 were not supported by entries in accounting system and 1 of 7 did not include inventory though required. Page 11, Internal Accounts Manual.

Generally, the records were in good order and the management of internal funds by the Principal of Wilkinson Junior High School was good.

The cooperation of the administrative staff and new bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor
School Board of Clay County

Wilkinson Junior High School

Mary Mimbs, Vice-Principal
Activities Director: Miranda Knox

Christina Cornwell, Principal
Counselor: Sheree Krause

Chris Carella, Asst. Principal
Counselor: Melanie Bartholomew

April 4, 2017

Ms. Roni Campbell
Internal Accounts Auditor

The following is in response to the recent audit of the Internal Accounts for the 2015-2016 school year at Wilkinson Junior High School. The following concerns were noted, along with our plans for addressing each:

1. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", three (3) checks of 554 contain only 1 signature.
 - a. The new bookkeeper was unaware that checks could be cashed with only one signature and all checks have been presented with two signatures this school year.
2. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
 - a. The new bookkeeper has familiarized herself with the guidelines for 1099 identification and strives to correctly identify each check.
3. Multiple revenue issues were noted during the audit including Teacher Receipts not being written when required and Monies Collected Forms and Official Receipts not containing fundraiser application numbers. On two occasions in sample the teacher receipt date versus the date of the official receipt indicated that the funds were not turned into the Bookkeeper the same day as collected, one held for over two weeks. Collection procedures on pages 17-19 of the Internal Accounts Manual.
 - a. The new bookkeeper has identified when there are problems with money being held and has educated the teacher/sponsor involved so that future issues do not happen.
4. In reviewing disbursements, it was noted that multiple reimbursements issued without proof of payment and lack of prior written approval. One reimbursement was issued based on receipt showing purchased by someone other than person being reimbursed. On multiple occasions in sample, Principal's signature was not dated on check requisitions. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
 - a. The new bookkeeper will not pay expenses without the proper backup, signatures and dates. If those items are not initially provided the expense is not reimbursed until the necessary backup and signatures have been obtained.
5. It was noted that sales tax exemption was requested (and granted) by a teacher/coach/sponsor from a vendor when not paying with a school check. The Consumer's Certificate of Exemption, Issued Pursuant to Chapter 212, Florida Statutes states "3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization. 4. This exemption applies only to purchases your organization makes. 5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."
 - a. This is something that the bookkeeper will strive to educate the teacher/coach/sponsors about.



"Soaring Above & Beyond"

Wilkinson Junior High School

Mary Mimbs, Vice-Principal

Christina Cornwell, Principal

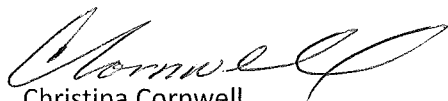
Chris Carella, Asst. Principal

Activities Director: Miranda Knox

Counselor: Sheree Krause

Counselor: Melanie Bartholomew

6. In reviewing fundraiser applications, it was noted that of the sample (9/81) that 5 were not supported by entries in accounting system and 1 of 7 did not include inventory though required. Page 11, Internal Accounts Manual.
 - a. During pre-planning we will train teachers on how to complete the Fundraiser Application and recap form and re-emphasize the recap portion. The recap portion will also be included on the end of year check-out sheet to ensure that it is done prior to teachers leaving for the year.



Christina Cornwell
Principal



"Soaring Above & Beyond"