

ADULT COMMUNITY EDUCATION 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 Adult Community Education's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$16,437.68 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 15,663.46
Investments	774.22
Total funds	\$16,437.68

During the financial review period, the total receipts equaled \$32,181.74 and the total expenditures equaled \$25,886.86 for a total of \$58,068.60.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 34,562.29	32,181.74	-2,380.55
Disbursements	27,873.19	25,886.86	-1,986.33
Cash/Bank Balance	9,369.93	15,663.46	6,293.53
Investments	772.87	774.22	1.35

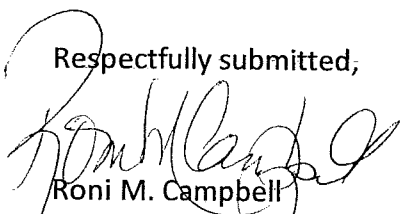
The financial records present fairly in all material respects the financial position of Adult Community Education as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida 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. A number of fundraiser issues were observed. A fundraiser log was not kept nor were fundraiser applications completed for all fundraising activities. Also, 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, 2015.
3. Multiple revenue issues were noted during the audit including teacher receipts not being written when required and fundraiser number not shown on 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 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



Charlie Van Zant, Jr.
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

Center for Adult & Community Education

April 26, 2016
2306 Kingsley Ave.

Orange Park, Florida 32073

PHONE 904/272-8170 FAX 904/272-8164

Supervisor
Shannah Kosek,
M.Ed.

Testing Specialist
Gary Smith

Career Specialist
Margaret Lawshe

Full-time GED
Instructors
David Silverman
Tracy Oliver

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 2014/2015 school year. We are pleased that the financial statement, which was prepared on the basis of cash receipts and disbursements, has been represented correctly.

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 simply an unintended oversight when issuing the reimbursement check to the staff employee.
2. Special effort will be made to carefully check for all fund raiser requirements on fund raiser activities in the future.
3. 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 will continue to strive 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,

Shannah M. Kosek, M.Ed.
Supervisor, Adult & Community Education

ARGYLE 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 Argyle Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$27,460.09 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$27,460.09
Total funds	\$27,460.09

During the financial review period, the total receipts equaled \$134,497.72 and the total expenditures equaled \$148,044.56 for a total of \$282,542.28.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$144,935.27	134,497.72	-10,437.55
Disbursements	131,013.74	148,044.56	17,030.82
Cash/Bank Balance	41,006.93	27,460.09	-13,546.84

The financial records present fairly in all material respects the financial position of Argyle Elementary School as of June 30, 2015, 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. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 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", one (1) out of 386 checks contained only 1 signature.
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 (23/23) 23 initial copies and 8 recapped copies were not received in the county office. Of the 15 recapped copies received 5 were not supported by entries in accounting system and 8 of 9 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 recap overstated revenue by more than \$1,100, resulting in a loss when computed correctly. Teacher indicated in one instance that funds were retained and expenses paid directly. 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. The Spring Book Fair was shown on the log as #23 and the Shrek Jr. Play was also receipted in the system as fundraiser #23. Two other fundraisers (Pioneer Sounds Fee and Arts at Argyle) did not appear on the fundraiser log.
5. Multiple revenue issues were noted during the audit including Sequential List of Receipts not being included in deposit packet, half day pizza sales need to be tallied by student not teacher and on multiple occasions teacher receipts were not written when required. Collection procedures on pages 17-19 of the Internal Accounts Manual.
6. Several disbursement issues were noted during the audit including incomplete backup and sales tax exemption being claimed when not paying with school check. On multiple occasion reimbursements were issued without proof of payment. On two occasions check stub missing, three checks issued with no backup at all and another check issued with only a computer printout from vendor with nine (9) charges dated over 10 month period (no check requisition or receipts). Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
7. 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 520 tickets were unaccounted for from five (5) different rolls of tickets. Internal Accounts Manual pages 52-55.

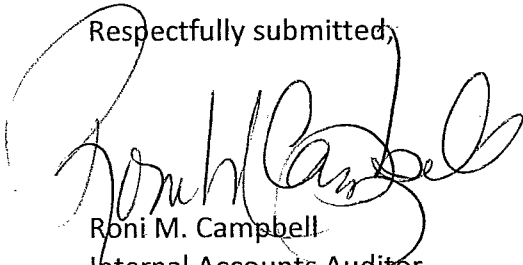
Argyle Elementary School Audit

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 black ink, appearing to read "Roni M. Campbell", is written over the printed name and title.

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



www.oneclay.net

We are all Pioneers...

...Pathfinders on the Trail of a New Frontier

Theresa Roman, Principal
troman@oneclay.net

Michelle Corsi, Assistant Principal
mcorsi@oneclay.net

April 26, 2016

Roni M. Campbell
School District of Clay County

Dear Mrs. Campbell

This letter is in response to the audit report of the internal funds of Argyle Elementary School for the year ending June 30, 2015. Steps have been taken to correct the items noted in our audit draft for the 2015-2016 school year.

1. In regards to 1 out of 12 Principal's Monthly Reports not being prepared by the 15th of the subsequent month: the bookkeeper will ensure that the Principal's Monthly Report Packets are prepared on or before the required date in accordance with the Internal Accounts Manual.
2. In regards to multiple checks issued without being identified for 1099: the bookkeeper will start identifying vendors requiring 1099 as required.
3. In regards to 1 check out of 386 containing only one signature: the bookkeeper will take more care to ensure that each check contains the two required signatures.
4. In regards to the fundraising application process not being completely followed: the bookkeeper will review and follow the guidelines as stated in the Internal Accounts Manual and will put in place a few of the suggestions made to assist sponsors in completing the forms.
5. In regards to the pizza day sales being tallied by students rather than teachers: the bookkeeper has spoken to the sponsors about changing the process.
6. In regards to several disbursement issues not having complete backup: the bookkeeper will review the Internal Accounts Manual and work to ensure each disbursement contains the proper backup and paperwork.
7. In regards to missing tickets and having the teacher/coach/sponsor sign for tickets: the bookkeeper will work to improve the manner in which tickets and disbursements sheets are handled.

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, 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 Bannerman Learning Center's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$13,520.56 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 13,520.56
Total funds	\$ 13,520.56

During the financial review period, the total receipts equaled \$40,938.40 and the total expenditures equaled \$39,329.91 for a total of \$80,268.31.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 33,088.75	40,938.40	7,849.65
Disbursements	31,258.30	39,329.91	8,071.61
Cash/Bank Balance	11,912.07	13,520.56	1,608.49

Bannerman Learning Center Audit
Page 2

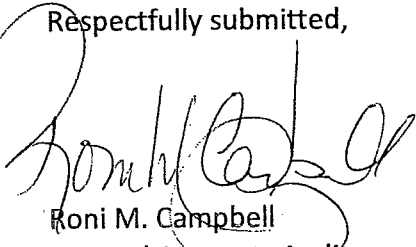
The financial records present fairly in all material respects the financial position of Bannerman Learning Center as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Several disbursement issues were noted including sales tax exemption claimed when not paying with school check, copy of completed check requisition not returned to teacher/coach/sponsor and check not voided correctly. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. Two revenue issues were noted during the audit; yellow copy of Monies Collected Form (MCF) not returned to teacher/coach/sponsor on multiple occasions and copies of the Official Receipt rather than the original being given to the teacher/coach/sponsor that turned funds into the bookkeeper. This is an important step in completing the audit trail of the funds and protects the teacher/coach/sponsor. 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 sixteen (16) fundraisers shown on the Fundraiser Log only the initial copies were received in the county office and not the recapped copies.

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, FL 32043
Main Office: (904)529-2100 Fax: (904)529-2103
ESE Fax: (904)529-1025 Admin Fax: (904)529-2599



Michael Elia, Principal Amanda George, Assistant Principal

March 30, 2016

To Whom It May Concern,

In response to Bannerman Learning Center's Audit for year end June 30, 2015.

1. I will remind faculty and staff to not use sales tax exemption when not paying with a school check.

I will make sure I return a copy of the check requisition to the teacher.

I will make sure that I follow procedure when voiding a check.

2. I understand that yellow copies of monies collected forms are returned to sponsors. The yellow copies found in audit were the Principals. He does not want the copies. I will however pull the yellow copy off all monies collected forms and return to sponsors.

I now return the original official receipt to the sponsor instead of the copy.

3. I believe that I sent the original fundraiser forms with recaps to County Office in June of 2015 in the county mail. But I will make sure that I get the fundraiser recaps to the county office personally from now on.

Thank you,

Renee Taylor

Principal's Secretary

Mike Elia

CHARLES E. BENNETT 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 Charles E. Bennett Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$29,654.76 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 8,313.38
Investments	21,341.38
Total funds	\$ 29,654.76

During the financial review period, the total receipts equaled \$104,102.24 and the total expenditures equaled \$108,153.00 for a total of \$212,255.24.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 117,797.46	104,102.24	-13,695.22
Disbursements	110,921.68	108,153.00	- 2,768.68
Cash/Bank Balance	12,401.50	8,313.38	- 4,088.12
Investments	21,304.02	21,341.38	37.36

Charles E. Bennett Elementary Audit
Page 2

The financial records present fairly in all material respects the financial position of Charles E. Bennett Elementary School as of June 30, 2015, 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:

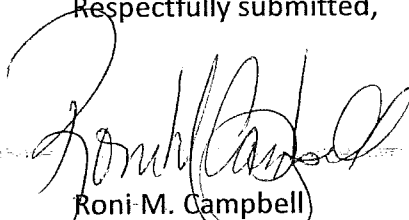
1. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. Six (6) out of twelve Principal's Monthly Report Packets were not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
3. Four (4) out of twelve (12) journal adjustments not dated the last day of the month to record the SBA interest for the month in accordance with page 8 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. Eight (8) checks issued for gift cards were sampled and in seven (7) cases no acknowledgments of receipt were obtained.
5. Several disbursement issues were noted during the audit including incomplete backup, lack of prior written approval, and blank or incomplete note on checks. On multiple occasions reimbursements were issued without proof of payment and in some cases, based on order form rather than paid receipt and before items received. Checks were issued based on statement rather than invoice/receipt, without itemized receipt and on one occasion no backup at all. Disbursement procedures on pages 32-35 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 at least 3 occasions in the sample, in three different months, the Bookkeeper held the funds not only over the weekend but on one occasion up to 15 days.
7. 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. 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. Incomplete or blank note on multiple Official Receipts was also noted. Collection procedures on pages 17-19 of the Internal Accounts Manual.

8. All twenty six (26) fundraiser applications were reviewed. 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 (26/26), 20 initial copies and 1 recapped copy and 2 both initial and recapped copies were not received in the county office. Of the 23 recapped copies received 14 were not supported by entries in accounting system and 9 of the 12 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.

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
(904) 529-2126 - Voice
(904) 529-2133 - Facsimile

Shelley A. Lester
Principal

Melanie McIver
Assistant Principal

June 15, 2016

To Whom it May Concern,

Leah Wojnar and I would like to thank you for the professional way the audit was conducted at Charles E. Bennett Elementary School. Roni Campbell was knowledgeable and willing to provide valuable feedback on questions regarding specific policies in place at our school. She conducted the audit in a courteous and professional manner.

1. Multiple checks were issued without be correctly identified for 1099 purposes. The bookkeeper now has a better understanding of a purchase is a service.
2. Six out of twelve Principal's Monthly Report Packets were not prepared on or before the 15th of the subsequent month. The bookkeeper now has access to the statement online and will not have to wait on the U.S. Mail to deliver. Additionally, I have established a due to me date of the 10th of every month so that I can sign the packet and get it delivered to Roni on time.
3. Four out of twelve journal adjustments not dated the last day of the month to record the SBA interest for the month. Learning the system is an ongoing process. This was a careless mistake as the systems reverts automatically to the current date. I now check the date when processing the SBA interest.
4. Internal Accounts Manual states when gift cards are purchased, the signature of the receiver is required. In 7 cases, no acknowledgements of receipt were obtained. In the future, the school will avoid giving gift cards in order to avoid this mistake. If a gift card is given, a signature will be obtained from the receiver.
5. Several disbursement issues were noted during the audit including incomplete backup, lack of prior written approval, and blank or incomplete note on checks. Checks were issued based on statement rather than invoice/receipt. What constitutes backup was discussed and new procedures are in place. The only time a check requisition will be used is when we issue payment at or before the point of sale.
6. On at least 3 occasions in the sample, the Bookkeeper held the funds over the weekend. The funds were not actually held over the weekend, the dates were entered incorrectly in the accounting system. We will ensure the date in the EPES system matches the date on the copy of the deposit slip.
7. 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. Bookkeeper was unaware the receipts were to be in date order with the Monies Collected Forms. That procedure has been corrected. 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. Teachers have been reminded of this policy. We will be reviewing all bookkeeping policies and procedures with the teachers at the beginning of the school year.
8. All 26 fundraiser applications were reviewed. Of the sample, 20 initial copies and 1 recapped copy and 2 both initial and recapped copies were not received in the county office. Of the 23 recapped copies received, 14 were not supported by entries in accounting system and 9 of the 12 did not include correct inventory. Again, this policy was reviewed with the new bookkeeper and new procedures are in place for this to not happen. A copy of the initial fundraising application will be sent to Roni Campbell upon receipt and a calendar reminder is placed on the bookkeeper's calendar 25 days after the end of the fundraiser as a reminder to obtain the recap and forward it to Roni Campbell.

All of the audit findings have been addressed with the personnel involved, so these issues are not repeated at Charles E. Bennett Elementary School.

Sincerely,



Shelley A. Lester
SAL/lcw



W. E. CHERRY ELEMENTARY SCHOOL AUDIT

March, 2015

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, 2015.

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 \$11,465.93 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 11,465.93
Total funds	\$ 11,465.93

During the financial review period, the total receipts equaled \$104,621.99 and the total expenditures equaled \$105,531.53 for a total of \$210,153.52.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 96,618.23	104,621.99	8,003.76
Disbursements	98,744.24	105,531.53	6,787.32
Cash/Bank Balance	12,375.47	11,465.93	- 909.54

The financial records present fairly in all material respects the financial position of W. E. Cherry Elementary School as of June 30, 2015, 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. 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 266 were 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 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. Tickets were not used for the 6th grade dance as required. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. Several disbursement issues were noted during the audit including incomplete backup in regards to reimbursements (proof of payment missing) and incomplete notes on check. Gift cards were issued without acknowledgement from the individuals receiving such cards and checks were issued based on non-itemized receipts, copies of receipts and in at least one instance in sample no receipt. 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 (8/40), 8 initial copies were not received in the county office. Of the 8 recapped copies received 5 were not supported by entries in accounting system and 2 of 3 did not include correct inventory even though required. During the review of fundraisers, it was noted 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.

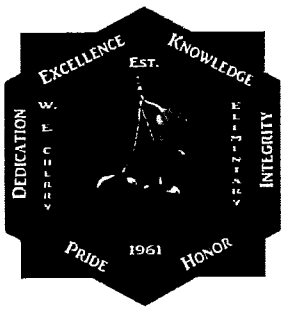
Generally, the records were in good order and the management of internal funds by the Principal of W. E. Cherry Elementary School was good.

The cooperation of the administrative staff and new 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

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WEC.ONECLAY.NET

April 28, 2016

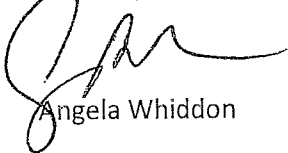
Mrs. Roni Campbell
Internal Accounts Auditor
School District of Clay County
900 Walnut Street
Green Cove Springs, Florida 32043

This is a response to the 2015 audit of the internal accounts for W.E. Cherry Elementary School.

1. All checks required to be identified for 1099 purposes will be identified appropriately.
2. All checks issued will have two signatures.
3. All restricted expenditures will be deposited and released through a trust fund activity account.
4. A review with all faculty and staff on correct procedures for collecting money will take place.
5. All disbursement procedures will be followed in accordance with the Internal Accounts Manual.
6. All fundraiser applications will be filled out, submitted, and resubmitted at the end of each fundraiser.
Recaps will be filled out completely before final submission.

Thank you for providing the 2015 audit of W.E. Cherry Elementary's internal accounts. We will utilize your recommendations to improve the efficiency of our internal accounts.

Sincerely,



Angela Whiddon

PRINCIPAL
ANGIE WHIDDON

ASSISTANT PRINCIPAL
JARROD EASON

AN EQUAL OPPORTUNITY EMPLOYER

CLAY HIGH 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 High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$263,649.58 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 126,593.75
Investments	137,055.83
Total funds	\$ 263,649.58

During the financial review period, the total receipts equaled \$769,876.04 and the total expenditures equaled \$723,125.93 for a total of \$1,493,001.97.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$834,762.09	769,876.04	-64,886.05
Disbursements	776,007.19	723,125.93	-52,881.26
Cash/Bank Balance	80,083.65	126,593.75	46,510.10
Investments	136,815.82	137,055.83	240.01

The financial records present fairly in all material respects the financial position of Clay High School as of June 30, 2015, 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 check out of 1,485 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. 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.
4. Multiple restricted expenditures (donations and personal memberships) 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 alphanumerical amount blank on all fifty (50) teacher receipts in three (3) reviewed teacher receipt books 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. One instance in the sample indicated teacher held funds over two weekends. Multiple Official Receipts were voided in the accounting system however the hard copies were not. Collection procedures on pages 17-19 of the Internal Accounts Manual.
6. Several disbursement issues were noted during the audit including incomplete backup and lack of prior written approval on 32 of the 162 checks examined (almost 20%). Incomplete backup included reimbursements issued without proof of payment on 43 of the 162 checks examined (over 26%), without proof of attendance, with only copies of receipts, and /or with only order confirmations. Sales tax was incorrectly reimbursed twice in the sampling and on three occasions sales tax exemption was claimed when not being paid for with a school check which is against Florida Department of Revenue policy. Checks were issued; based on computer generated charge receipts without signatures, paid from statement without itemized receipt, and without proof of attendance. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
7. Internal Accounts Manual, Compensation to Employees for Services Rendered, page 30 states "(Redbook) sates 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

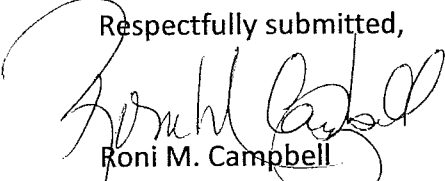
practice as policy." A check from internal accounts was issued directly to a CCSB employee rather than paid thru the payroll department.

8. Thirty-seven (37) of one hundred fifty eight (158) fundraiser applications were reviewed. 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 (37/158), 12 initial copies and 5 recapped copies were not received in the county office. Of the 32 recapped copies received 8 were not supported by entries in accounting system and 10 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. 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.
9. One fundraiser, in sample, approved selling "Food and Drink Items" in "School Store". 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 until one hour after last lunch period ends.
10. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted that seventeen (17) 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. One range of tickets for which a Ticket Disbursement spreadsheet was utilized did not appear on Master Ticket Inventory. Internal Accounts Manual pages 52-55.

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

The current Principal and Bookkeeper at Clay High School were not in these positions for the FY15 school year and their cooperation 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, FL 32043
Phone (904) 529-3000 - Fax (904) 529-3214

W. Cary Dicks, Principal
Linda M. Garcia, Assistant Principal



Matthew L. Lewis, Vice Principal
Josh Freeman, Assistant Principal

To Roni Campbell,

The following steps will be taken to address concerns identified in the Clay High School Audit, School year 2015-16.

On the issue of a check only having one signature, a careful review of all checks will be conducted before any check is sent as payment.

On the issue of improperly identifying 1099 checks, Clay High School will look over our vendor list and acquire tax id number for required business and identify them, as checks are issued.

On the issue of signatures for gift card received, a signature page will be created and issued along with the check/check requisition, for requestor to obtain signatures at the time of given.

On the issue of restricted expenditures, a transfer will be done into a trust account to pay for any memberships.

On the issue of teacher receipt not being written out or turned into bookkeeper daily, a memo to the staff will be prepared detailing procedures of collecting monies.

On the issue of disbursements; prior approval for all purchase will be on a check request before any purchases made, and all reimbursements will have bank/credit statements accompany receipts.

On the issue of compensation to School Board Employees, all payments shall be sent to the payroll office and processes through payroll.

On the issue of fundraiser applications and recaps, Clay High will advise Teacher/Coach/Sponsor how to properly fill out the recap and advise of when inventory is needed.

On the issue of Food and Drink sales, official receipts and notes will support that items were sold after school.

On the issue of Master ticket Inventory, the disbursement sheet will be used and all tickets being used will be signed for.

Clay High seeks completely financial transparency, and compliance with School Board policy of the Internal Accounts.

Sincerely,

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, 2015.

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 \$27,586.51 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 17,794.24
Investments	9,792.27
Total funds	\$ 27,586.51

During the financial review period, the total receipts equaled \$87,813.85 and the total expenditures equaled \$82,700.16 for a total of \$170,514.01.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$81,861.95	87,813.85	5,951.90
Disbursements	80,428.79	82,700.16	2,271.37
Cash/Bank Balance	9,698.35	17,794.24	8,095.89
Investments	12,774.47	9,792.27	-2,982.20

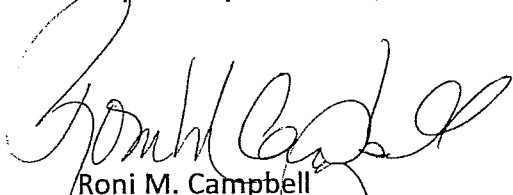
The financial records present fairly in all material respects the financial position of Clay Hill Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Revenue issues noted during the audit include teacher receipt not issued when necessary and on one occasion 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. Collection procedures on pages 17-19 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 (11/43) 4 recaps were not supported by activity account detail and 4 of 5 did not include correct inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications much lower than expected profit, inventory completion provides the complete picture. On one recapped fundraiser the inventory section included note 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.

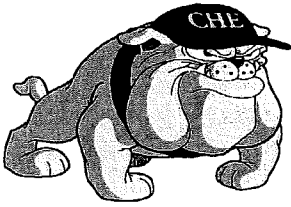
Generally, the records were in good order and the management of internal funds by the Principal of Clay Hill Elementary School was good.

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 CR 218 West
Jacksonville, Florida 32234
Main Office 289-7193 Fax 289-9667

Tracey Kendrick
Principal

www.che.oneclay.net

Elise Love
Assistant Principal

April 14, 2016

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 2014-2015 school year.

Clay Hill 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 have been reviewed and efforts are being made to improve those areas immediately. As you noted, generally our records were in good order and the management of internal funds was good.

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

Sincerely,


Tracey Kendrick
Principal
Clay Hill Elementary

CLAY VIRTUAL ACADEMY 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 Virtual Academy's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$ 1,321.73 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 1,321.73
Total funds	\$ 1,321.73

During the financial review period, the total receipts equaled \$13,176.81 and the total expenditures equaled \$14,621.13 for a total of \$27,797.94.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 11,114.39	13,176.81	2,062.42
Disbursements	9,611.83	14,621.13	5,009.30
Cash/Bank Balance	2,766.05	1,321.73	-1,444.32

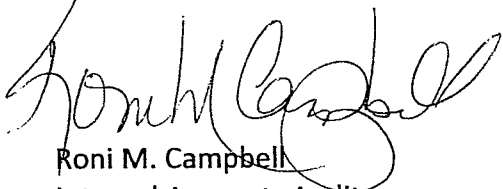
The financial records present fairly in all material respects the financial position of Clay Virtual Academy as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Several disbursement issues were noted including checks issued without prior written approval and "The School Board of Clay County" not imprinted on checks. Depository Disbursement procedures on pages 32-35 and Depository Procedures on page 7 of the Internal Accounts Manual.
2. Multiple revenue issues were noted during the audit including sequential list of receipts not included with individual deposit packet and Official Receipts appear to be dated date of deposit not date of receipt by Bookkeeper. 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 (8/18), 1 recapped copy was not received in the county office. Of the 7 recapped copies 1 was not supported by entries in the accounting system and 2 of 16 did not include inventory though required.

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,

A handwritten signature in black ink, appearing to read "Roni M. Campbell", written over a horizontal line.

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

ClayVirtual

a c a d e m y



April 21, 2016

Roni Campbell
900 Walnut Street
Green Cove Springs, FL 32043

I have reviewed your findings in the 2015 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 after talking with you about this and upon ordering new checks for Clay Virtual Academy I will make sure "The School Board of Clay County" will be on the new order.
- 2) Reviewed pages 17-19 of the Internal Accounts Manual and will make sure all individual deposit packets have the sequential list of receipts attached.
- 3) Reviewed page 11 of the Internal Accounts Manual and I will make sure I have sent all recap copies to you in a timely manner.

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

Lori Theus
Bookkeeper

Lana Racine-Haffner
Principal

COPPERGATE 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 Coppergate Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$16,059.26 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 16,059.26
Total funds	\$ 16,059.26

During the financial review period, the total receipts equaled \$79,175.19 and the total expenditures equaled \$84,772.51 for a total of \$163,947.70.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$101,879.82	79,175.19	- 22,704.63
Disbursements	102,226.14	84,772.51	- 17,453.63
Cash/Bank Balance	21,656.58	16,059.26	- 5,597.32

Coppergate Elementary School Audit

Page 2

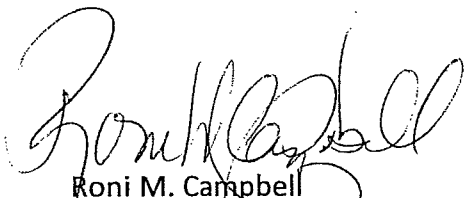
The financial records present fairly in all material respects the financial position of Coppergate Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Several 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. Collection procedures on pages 17-19 of the Internal Accounts Manual.
2. It was noted in the disbursement sample on one occasion check was issued without prior written approval and on one other occasion paid from statement not invoice. 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. All initial and recapped copies were received in the district office. In the sample (6/28) three (3) were not shown on the fundraiser log, two of the six recapped copies received were not supported by entries in accounting system. On multiple occasions the inventory section included notes stating that large amounts of inventory 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 former Principal of Coppergate Elementary School was good.

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

Respectfully submitted,



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

COPPERGATE ELEMENTARY SCHOOL

**3460 COPPER COLTS COURT
MIDDLEBURG, FL 32068-4371
PHONE (904) 291-5594
FAX (904) 291-5597**

**Amy Dyal
Principal**

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

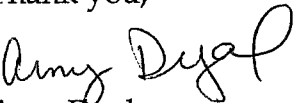
**Heather Roche
Asst. Principal**

April 4, 2016

Ms. Campbell,

Thank you for the feedback you gave us during our Exit Interview. As a new Administrative team and Principal's Secretary/Bookkeeper, the information was extremely valuable. We have already begun implementing new procedures that will address the issues presented in the CGE Internal Accounts Audit for the 2014-2015 school year.

Thank you,


Amy Dyal
Principal

DOCTORS INLET 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 Doctors Inlet Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$43,276.35 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 30,387.45
Investments	12,888.90
Total funds	\$ 43,276.35

During the financial review period, the total receipts equaled \$122,909.75 and the total expenditures equaled \$126,416.79 for a total of \$249,326.54.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$115,960.32	\$122,909.75	\$ 6,949.43
Disbursements	114,717.71	126,416.79	11,699.08
Cash/Bank Balance	33,917.05	30,387.45	-3,529.60
Investments	12,866.34	12,888.90	22.56

Doctors Inlet Elementary School Audit
Page 2

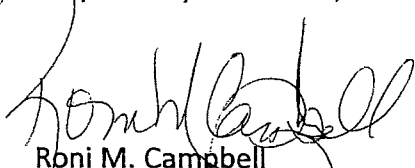
The financial records present fairly in all material respects the financial position of Doctors Inlet Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida 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 check out of 390 was found to 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. Several disbursement issues were noted during the audit including incomplete backup and lack of prior written approval before purchase. Multiple checks were issued with the "Note" area blank, check requisitions incomplete and in 2 instances for more than the approved amount. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
4. Multiple revenue issues were noted during the audit including Official Receipts being dated incorrectly and entered out of order as well as Official Receipt range not shown in "Note" area of deposit. Multiple Monies Collected Forms did not have the Official Receipt or Fundraiser number indicated, tally included, student names included and 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 teacher receipts were not written when required, teacher receipts were edited rather than voided and another issued and not completed correctly. 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 (26/26), 1 initial copy and 16 recapped copies and 8 both initial and recapped copies were not received in the county office. Of the 3 recapped copies received 1 were not supported by entries in accounting system.
6. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that teacher/coach/sponsor responsible for tickets did not sign Ticket Disbursement Sheets and only one Ticket Disbursement Sheet used of all rolls of tickets. Internal Accounts Manual pages 52-55.

Generally, the records were in good order and the management of internal funds by the Principal of Doctors Inlet 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

Doctors Inlet Elementary School

Anne H. Miller
Principal
Ruth Casias
Assistant Principal



2634 County Road 220
Middleburg, FL 32068
(904) 213-3000
Fax: (904) 213-3011

April 19, 2016

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

Dear Mrs. Campbell,

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

1. We will put a double checking procedure to make sure all checks have two signatures.
2. The bookkeeper has reviewed the Internal Accounts Manual to make sure we are in compliance with who receives a 1099 and procedures are followed correctly.
3. Disbursement procedures have been reviewed from pages 32-35 of the Internal Accounts Manual with the Bookkeeper and will be checked by the Principal before signing the check requisition and check.
4. Collection procedures have been reviewed by the Bookkeeper and teachers to ensure they are followed. Teachers will receive a copy of their procedures again in Preplanning to ensure they are followed.
5. Procedures have been established by the Bookkeeper to ensure that copies of fundraiser application and recaps are sent to the District Office. A calendar with deadlines has been established to assist in timelines for following the correct procedures as indicated on page 11 of the Internal Accounts Manual.
6. Tickets have been inventoried and procedures will be reviewed with the teacher/sponsor prior to issuing tickets.

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

Sincerely,


Anne H. Miller

FLEMING ISLAND 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 Fleming Island Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$54,103.23 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 34,058.56
Investments	20,044.67
Total funds	\$ 54,103.23

During the financial review period, the total receipts equaled \$167,134.44 and the total expenditures equaled \$163,631.80 for a total of \$330,766.24.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$146,652.57	167,134.44	20,481.87
Disbursements	145,767.96	163,631.80	17,863.84
Cash/Bank Balance	20,603.87	34,058.56	13,454.69
Investments	29,996.72	20,044.67	-9,952.05

The financial records present fairly in all material respects the financial position of Fleming Island Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended.

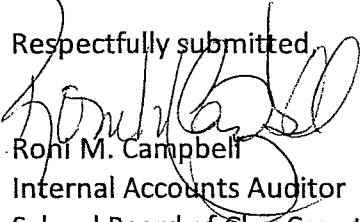
The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

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", two (2) checks out of 432 issued were found to contain only 1 signature.
3. On multiple 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.
4. Multiply restricted expenditures (personal membership & donation) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
5. Several disbursement issues were noted including on multiple occasions the lack of prior written approval before purchase and incomplete backup. Reimbursements issued without proof of payment or proof of attendance, with only order confirmations not paid receipts and before items received on multiple occasions. Sales tax was claimed when it should not have been as it was not being paid for with a school check. Note incomplete on many checks. Disbursement procedures, pages 32-35 of the Internal Accounts Manual.
6. 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, tallies were missing and fundraiser numbers not entered. On several occasions teacher receipts were not written when required and others were edited and should have been voided and another issued. One teacher receipt in the sample indicated that change was given for a check which is against policy. 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.
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 (17/32), 14 initial copies were not received in the county office and of recapped copies nine (9) were not supported by entries in accounting system.

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: 904-278-2020
Fax: 904-278-2026

Mr. Dana Archibald
Principal

Mrs. Kim Marks
Assistant Principal

April 5, 2016


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 2014-2015.

1. My bookkeeper was not aware that some checks were issued without being identified for 1099 purposes as required on page 71 of the Internal Accounts Manual. She will make certain that all checks will be identified for 1099 purposes.
2. My bookkeeper will validate the checks to make sure there are two signatures before mailing them.
3. My bookkeeper will have someone else receive the money and write the receipt before she accepts funds.
4. My bookkeeper will make sure that all expenditures that are personal membership & donations will be taken out of the proper account.
5. My bookkeeper will make sure that all purchases have prior approval and that backup paperwork will be completed. Also, sales tax will not be claimed on any reimbursements with school check.
6. My bookkeeper will make a copy of the list of the calculator paper (the bank keeps the original calculator slip) that has the checks amounts and attached it to the deposit slip. The bookkeeper will make sure that the official receipts will be issued to the person who signed the Monies Collected form. The bookkeeper will check to make sure the Monies Collected forms has totals, dates, and purpose listed. The bookkeeper will check the fundraiser forms for the official numbers. She will review procedures with teachers regarding receipt procedures.
7. The bookkeeper will discuss the procedures with the persons/teachers to make sure they know the procedures of the fundraiser forms and to make sure that the entries will be supported by the accounting system.

Thank you very much for your suggestions.

Sincerely,



Mr. Dana Archibald,
Principal

FLEMING ISLAND HIGH 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 Fleming Island High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$348,090.98 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 126,072.48
Investments	222,018.50
Total funds	\$ 348,090.98

During the financial review period, the total receipts equaled \$1,632,485.79 and the total expenditures equaled \$1,655,190.02 for a total of \$3,287,675.81.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$1,417,406.01	1,632,485.79	215,079.78
Disbursements	1,314,302.22	1,655,190.02	340,887.80
Cash/Bank Balance	149,165.51	126,072.48	-23,093.03
Investments	221,629.70	222,018.50	388.80

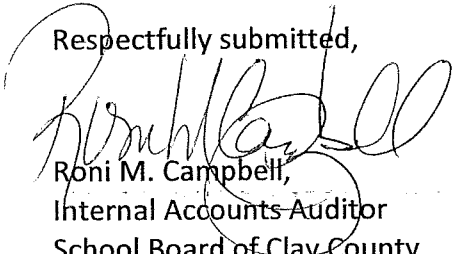
The financial records present fairly in all material respects the financial position of Fleming Island High School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. On 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.
2. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", three (3) out of 1903 checks issued were found to contain only 1 signature.
3. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
4. Multiple revenue issues were noted during the audit including signature stamp being used on teacher receipts, teacher receipts not being written when required, numerical amount being left blank, 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. One instance in the sample indicated teacher/coach/sponsor held funds over three weeks. 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 on 33 occasions in the sample of almost 200 checks. Incomplete backup included reimbursements issued without proof of payment, without proof of attendance, and before items even received. Checks were issued; without invoice, based on receipts that did not contain vendor name/address, receipts not itemized, and for amounts that exceeded approval. Check was issued for trip advance with receipts and change to be returned and receipts returned do not total amount of check issued. Also, (same check) receipts included cab receipts for dates included on multiday bus pass which was also purchased. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
6. Incomplete backup was evident on eight (8) checks that were issued totaling \$1,200.0 in payment of gift cards. These gift cards were to be used for various event supplies. Receipt of some of these gift cards was acknowledged; however the receipts showing that the gift cards were used on the event supplies was missing. All proof of how this \$1,200.00 spent is missing and all 8 checks were requested and given to teacher/coach/sponsor. The same teacher/coach/sponsor had students (9 totaling over \$1,000.00) refunded without proof of payment. 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 fifty-three (53) of the two hundred and thirty five (235) fundraiser applications contained in the sample, 9 initial and 3 recap copies were not received in the county office. There were twenty-four (24) instances in which the recap was not supported by the activity account detail and seventeen (17) recaps in which the inventory section was not completed. One fundraiser recap included expenses from another fundraiser which misstated profit on both. 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.

8. Multiple fundraisers in sample approved selling food and beverage in classroom, school or on campus. Unless the sale of these items only takes place one (1) hour after last lunch ends 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 until one hour after last lunch period ends.
9. 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. 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

Campbell, Roni M.

From: Campbell, Roni M.
Sent: Sunday, April 17, 2016 6:32 PM
To: Pittman, Thomas E.
Cc: EDMONDS, SUSAN L.
Subject: FIHS AUDIT FY15

Good afternoon,

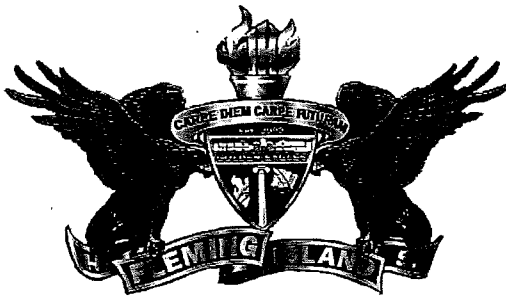
It was my pleasure to meet with you and Susan last week in regards to the Internal Accounts audit for the year ending June 30, 2015.

As in the past, a response from you (signed by Principal) to this audit is required. **Address your response to me;** send the original to me and keep a copy for your file. Your response should list the corrective action that you have taken, or will take, to make sure that any exceptions identified in this audit are corrected and do not occur again. Do not generalize; be specific in your response. **This response must be in my office no later than Friday, April 29, 2016.** Please be mindful that this audit and the response will be presented to the School Board at the regular board meeting.

If you need assistance or have any questions, please don't hesitate to contact me.

Thank you!

Roni M. Campbell
Internal Accounts Auditor
284 6551
5 900 551
510 2972 Cell



Fleming Island High School

2233 Village Square Parkway

Fleming Island, FL 32003

Phone: (904) 336-7500

Fax: (904) 336-

Thomas E. Pittman
Principal

Rex Knight
Vice Principal

Laurie Burke
Assistant Principal

Roger Dailey
Assistant Principal

Tracey Finley
Assistant Principal

April 28, 2016

Dear Roni Campbell:

This letter is in response to the audit findings for the 2014-2015 school year. Fleming Island High School will strive to make all necessary changes from the date of the findings and report for the 2015-2016 school year and future school years.

Exception #1: Every effort will be made to complete monthly reports on time.

Exception#2: Extra care will be taken to ensure that all checks have 2 signatures.

Exception #3: Checks will be correctly marked for 1099 purposes to the best of bookkeeper's knowledge.

Exception#4: The teacher using the signature stamp has been informed not to do so anymore. Teachers, Coaches, Sponsors will be reminded to fill out receipts completely and to void receipts instead of revising them. Email reminders and stickers on the receipt books will help remind everyone that money must be turned in daily.

Exception#5: Complete back up will be required for checks. Teachers, Coaches, 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. The teacher responsible for the problems with the trip advance has been made aware of them. The teacher will use the correct procedures in the future.

Exception#6: The teacher/coach/sponsor responsible for the incomplete backup for the gift cards has been made aware of the gravity of this issue and the position that it puts her in. In the future, gift cards will be used one at a time if necessary and receipts will be turned in.

"Preparing tomorrow's leaders, today."

Exception#7: Each time a fundraiser is numbered, the bookkeeper makes a copy to send to the county office and a copy for the administrator in charge of fundraisers. Some of the initial copies not received by you, may have been lost in the county mail, and some may have been turned in at the end of the prior year. Every effort will be made to send copies of initial and recap of fundraisers.

Teachers/coaches/sponsors will be advised and reminded that fundraiser recap figures must match the reconciliation reports and that inventory must be completed if applicable. A signature will be required from person receiving donation of unsold products.

Exception#8: Teachers/coaches/sponsors will continue to be made aware of the policy regarding no food/candy sales until 1 hour after last lunch. This year, we have had some sign the printed policy to ensure they are aware.

Exception#9: These improper procedures have been addressed at the school and county level. We will continue to make Teachers/coaches/sponsors aware of the correct procedures.

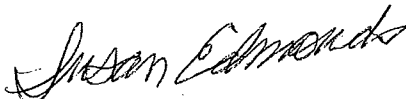
We will continue to address all fundraising, purchasing, and deposit requirements with all faculty, staff, and coaches at the beginning of each school year.

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

Sincerely,



Tom Pittman
Principal



Susan Edmonds
Bookkeeper

GREEN COVE SPRINGS JUNIOR HIGH 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 Green Cove Springs Junior High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$93,323.00 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 67,825.92
Investments	25,497.08
Total funds	\$ 93,323.00

During the financial review period, the total receipts equaled \$152,122.77 and the total expenditures equaled \$154,837.02 for a total of \$306,959.79.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$185,689.29	152,122.77	-33,566.52
Disbursements	174,668.21	154,837.02	-19,831.19
Cash/Bank Balance	70,584.83	67,825.92	-2,758.91
Investments	25,452.42	25,497.08	44.66

Green Cove Springs Junior High School Audit

Page 2

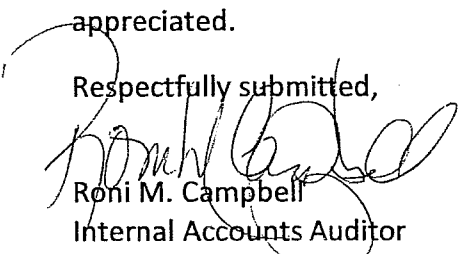
The financial records present fairly in all material respects the financial position of Green Cove Springs Junior High School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, 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. Restricted expenditures (personal memberships) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
3. When reviewing disbursements it was noted that prior written approval was not obtained before purchase as evidenced by receipt/invoice dated before approval date. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
4. Revenue issues noted during audit included 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 Official Receipts dated incorrectly. 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 (16/58), 6 initial copies and 1 recapped copy were not received in the county office. Of the 15 recapped copies received 2 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 former Principal of Green Cove Springs Junior High 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



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

Justin Jones
Assistant Principal

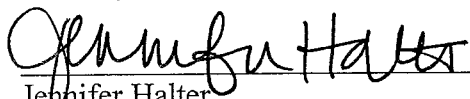
April 21, 2016

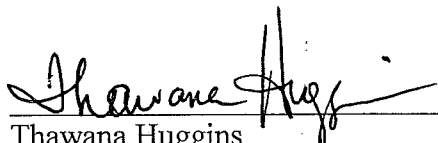
Dear Members,

1. Every effort will be made to correctly identify 1099 status as required by the Internal Accounts Manual.
2. Green Cove Jr. had (1) restricted expenditure not made from a Trust Account. The expenditure noted was a membership for the Principal. This expenditure was something we had not paid in previous years so we were not aware that it had to be paid from a Trust Account. Now that we are aware that personal memberships are to be paid using a Trust Account we will make sure we adhere to the policies within the Internal Accounts Manual.
3. Every effort will be made to ensure that our faculty is aware that prior written approval is a requirement when requesting to make a purchase.
4. We will continue to make staff aware of the collection procedures within the Internal Accounts Manual.
5. In the future, every effort will be made to ensure that policy is followed when completing fundraiser applications. The audit noted (2) entries not supported by the accounting system. One for discount cards that were accounted for within another fundraiser as unsold. The other for a payment made in the system after completing the financial recap portion of the fundraiser form at which time an amendment to the original form should have been completed. Also noted, were large amounts of inventory being donated or given away. In most cases these were perishable items. We will make a greater effort to ensure that any items donated or given away be signed for or verified by more than one school official.

It is and will continue to be the goal at Green Cove Jr. to be in accordance with the policies of the Clay County School Internal Accounts Manual.

Sincerely,


Jennifer Halter
Principal


Shawana Huggins
Bookkeeper



GROVE PARK 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 Grove Park Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$10,644.92 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 1,103.06
Investments	9,541.86
Total funds	\$10,644.92

During the financial review period, the total receipts equaled \$44,185.72 and the total expenditures equaled \$48,841.15 for a total of \$93,026.87.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 40,066.56	44,185.72	4,119.16
Disbursements	41,297.48	48,841.15	7,543.67
Cash/Bank Balance	5,775.19	1,103.06	-4,672.13
Investments	9,525.16	9,541.86	16.70

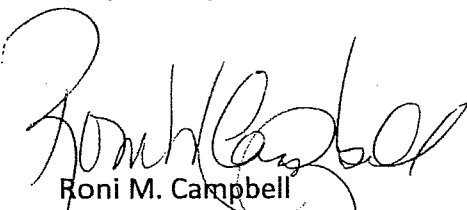
The financial records present fairly in all material respects the financial position of Grove Park Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks were issued incorrectly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. Page 32 of the Internal Accounts Manual states "All checks must be signed with two signatures", one (1) check out of 200 issued contained only 1 signature.
3. 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.
4. Several disbursement issues were noted during the audit including incomplete backup and multiple instances of Check Requisitions and Internal Account Purchase Orders not completed correctly. Note incomplete and blank on checks. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. Multiple revenue issues were noted during the audit including multiple Monies Collected Forms were edited without being initialed by teacher/coach/sponsor and fundraiser numbers not entered. 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. On one occasion in sample Bookkeeper held funds over the weekend. 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 (16/16), 2 initial copies and 9 recapped copies and 2 both initial and recapped copies were not received in the county office. Of the five (5) recapped copies received four (4) were not supported by entries in accounting system.

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

The Principal and Bookkeeper were not only new to Grove Park Elementary in FY15 but both new to the positions and their willingness to learn and cooperation 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: 278-2010
Fax Number: 278-2015

Scott Voytko
Principal

Marcia Mainer
Assistant Principal

April 7, 2016

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 2014-2015 school year at Grove Park Elementary. Please see below in regards to the audit notes:

1. The Bookkeeper will review page 71 of the Internal Accounts Manual and will ensure that checks are issued correctly in the future.
2. We will take extra care to ensure that all checks are signed with 2 signatures.
3. The Bookkeeper will make sure that the Principal's Monthly Report is prepared before the 15th of the month going forward.
4. We will review the disbursement procedures in the internal accounts manual and will make sure that they are followed correctly in the future.
5. We have held training for handling revenue, including how to fill out receipts and Monies Collected forms. We will continue to train staff members to make sure that policy is followed. The bookkeeper will not hold any money over the weekend.
6. We have reviewed fundraiser policy and will make sure that all required copies are sent to the district office in the future. We will also amend recaps if we collect any additional funds, so that they are supported by the accounting system.

Sincerely,

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

Scott Voytko
Principal

A handwritten signature in black ink, appearing to read 'Allyson Lee'.

Allyson Lee
Bookkeeper

S. BRYAN JENNINGS 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 S. Bryan Jennings Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$21,520.78 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 8,136.65
Investments	13,384.13
Total funds	\$21,520.78

During the financial review period, the total receipts equaled \$64,323.90 and the total expenditures equaled \$62,128.66 for a total of \$126,452.56.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 62,728.45	64,323.90	1,595.45
Disbursements	69,141.69	62,128.66	- 7,013.03
Cash/Bank Balance	5,964.86	8,136.65	2,171.79
Investments	13,360.68	13,384.13	23.45

The financial records present fairly in all material respects the financial position of S. Bryan Jennings Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended.

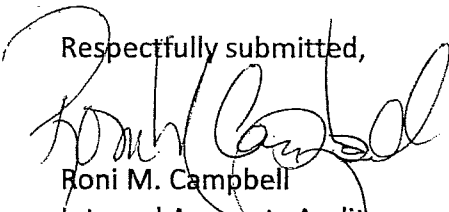
The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. One out of twelve Principal's Monthly Report Packets 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", six (6) out of 268 checks contained only 1 signature.
3. Three (3) out of twelve (12) journal adjustments not dated the last day of the month to record the SBA interest for the month in accordance with page 8 of the Internal Accounts Manual.
4. Multiple checks issued incorrectly identified for 1099 purposes as required on page 71 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 transfers (deposits) dated incorrectly in accounting system. It was noted that tickets were not used for the Harvest Dance and that tally was by Teacher not student and on multiple occasions teacher receipts were not written when required. Multiple Monies Collected Forms were missing the Fundraiser number and were edited without being 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, one occasion held for two months. Incomplete or blank note on multiple Official Receipts was also noted. Original Official Receipts were not given to teacher/coach/sponsor. Sequential List of Official Receipts was not included in each deposit packet. Collection procedures on pages 17-19 of the Internal Accounts Manual.
6. Several disbursement issues were noted during the audit including incomplete backup in regards to reimbursements and lack of prior written approval. A contract was signed by a teacher rather than the Principal as district policy requires. Multiple Check Requisitions were incomplete and not executed by the teacher/coach/sponsor responsible for the account. Note was blank or incomplete on multiple checks. 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 (17/17), 11 initial copies, 1 recapped copy and 5 both initial and recapped copies were not received in the county office. Of the 11 recapped copies received 8 were not supported by entries in accounting system and 6 of did not include correct inventory even though required. Multiple fundraiser applications were not signed by the requesting teacher/coach/sponsor nor approved by the Principal/Designee. The fundraiser application is a crucial component of internal control.

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

Phone: (904) 213-3021

215 Corona Drive – Orange Park, FL 32073
www.sbj.oneclay.net

Fax: (904) 213-3014

Mrs. Tiffany Outman
Principal

Mrs. Carolyn Hayward
Assistant Principal

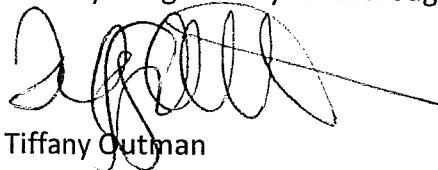
April 22, 2016

Dear Mrs. Roni Campbell,

This letter serves as our audit response for the 2014-2015 school year. We make every effort to stay in compliance with our financial guidelines. We thank you for being so thorough and highlighting our errors so they may be corrected. Below is a list of corrective actions based on the results from our most recent audit.

1. There was one month where we did not have our Principal's Monthly Report Packet prepared on or before the 15th. This was because we did not receive our monthly statement before the 15th. We now know we can go online to gather our bank statement to prepare our report on or before the 15th of the following month. We will do this in the future to remain in compliance.
2. We now have a procedure in place that ensures that all checks have two signatures. We have educated our new Assistant Principal and Bookkeeper on those procedures. We review these procedures monthly.
3. We have trained our new bookkeeper on the proper due dates for the entry.
4. We have reviewed the policy on page 71 and will continue to be in compliance with this order.
5. We have retrained our teachers and staff on the correct policies and procedures for receipting money on the day it is received. We will continue to monitor and revisit monies collected as we progress through the year in that we will review the policies and procedures with each grade level prior to collection for any field trips, book clubs, yearbook sales, mother's day cakes, and the like.
6. We have instructed teachers on the proper protocol for check requisitions. We will review this procedure twice in a school year.
7. Our new bookkeeper is aware and will monitor proper completion of fundraiser applications. She will also ensure that copies are forwarded to you in a timely manner.

Thank you again for your thoroughness and patience with us during this school year.



Tiffany Outman
Principal

KEYSTONE HEIGHTS 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 Keystone Heights Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$35,755.38 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 26,858.13
Investments	8,897.25
Total funds	\$ 35,755.38

During the financial review period, the total receipts equaled \$112,886.75 and the total expenditures equaled \$102,733.35 for a total of \$215,620.10.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 95,804.38	112,886.75	17,082.37
Disbursements	95,417.83	102,733.35	7,315.52
Cash/Bank Balance	16,720.30	26,858.13	10,137.83
Investments	8,881.68	8,897.25	15.57

The financial records present fairly in all material respects the financial position of Keystone Heights Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended.

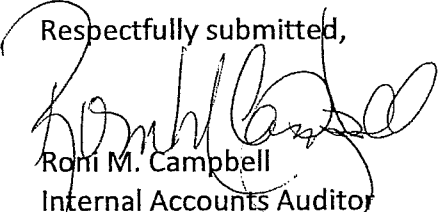
The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

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 386 issued was found to contain only 1 signature.
3. Restricted expenditures (donation) 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 teacher receipts were not written when required and issuing one (1) teacher receipt for multiple people. Tickets were not used for Talent Show admission as required. On two occasions 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 (16/43), 4 initial copies were not received in the county office. Of the 17 recapped copies received 6 were not supported by entries in accounting system and 6 of 7 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. On one recap the inventory section included note stating that large amounts of inventory were "given away". An insufficient audit trail exists when receipt of these items is not acknowledged.
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.

Generally, the records were in good order and the management of internal funds by the former 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

April 21, 2016

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 2014-2015. We have reviewed all comments very carefully and listed below are our responses.

1. Multiple checks issued without being identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
Corrective action for Fiscal Year 2014-2015 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 was found to contain only 1 signature.
Both the Principal and Bookkeeper will continue to be prudent and thorough review of each check to verify that two signatures are on each check.
3. Multiple restricted expenditures (donations and personal memberships) were 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 teacher receipts were not written when required and issuing one (1) teacher receipt for multiple people. 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.

Tickets were not used for Talent Show admission as required. KHE assumed that since money was being exchanged at the time of entrance to the Talent show, tickets would not have to be used. KHE will issue tickets for all future events requiring admission costs.

On two occasions 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 (Monday, September 29, 2014). I also contacted the bank and they verified that deposit date/time of monies

collected for February 5, 2015 was at 3:41 p.m. on the same day. In reference to the monies collected in the amount of \$50.00 on 10/31/2014 was not turned into the bookkeeper until Monday, November 3, 2014. The teacher was asked to write a letter of explanation to the Principal.

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 (16/43), 4 initial copies were not received in the county office. After checking the fundraiser file, it was noted that the 4 initial copies of the fundraiser application form were sent to the county office. The Auditor and I have concluded they were lost in the county mail.

Of the 17 recapped copies received 6 were not supported by entries in accounting system and 6 of 7 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. On one recap the inventory section included note stating that large amounts of inventory were "given away". An insufficient audit trail exists when receipt of these items is not acknowledged. 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.

In closing, Keystone Heights Elementary School would like to thank you for the time and effort put forth in completing our audit. Mrs. Gentry and I also appreciate your help throughout the year in all matters at 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

ngg

KEYSTONE HEIGHTS HIGH 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 Keystone Heights High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$156,649.18 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 55,736.46
Investments	100,912.72
Total funds	\$ 156,649.18

During the financial review period, the total receipts equaled \$418,562.22 and the total expenditures equaled \$414,221.37 for a total of \$832,783.59.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 409,094.32	418,562.22	9,467.90
Disbursements	403,260.95	414,221.37	10,960.42
Cash/Bank Balance	51,572.32	55,736.46	4,164.14
Investments	100,736.01	100,912.72	176.71

The financial records present fairly in all material respects the financial position of Keystone Heights High School as of June 30, 2015, 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. Three restricted expenditures (personal memberships and donation) 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 teacher receipts not being written when required and teacher receipts being edited rather than being voided and another issued. Multiple Monies Collected Forms (MCF) found in sample with fundraiser application number missing. Multiple Official Receipts entered out of order and many dated incorrectly. 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 deposits were dated incorrectly in accounting system. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. Per Internal Accounts Manual, Collection Procedures "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." In the revenue sample it was noted that funds received by Bookkeeper were held and not deposited for 9 days, over a weekend and not in compliance with policy.
5. 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." At least 4 Teacher Receipt Books were not signed for by receiving teacher/coach/sponsor and at least 60 Teacher Receipt Books were not signed for by bookkeeper upon return.
6. Several disbursement issues were noted during the audit including incomplete backup and lack of prior written approval on 11 of the 80 checks examined (almost 14%). Incomplete backup included checks issued without proof of attendance on 16 of the 80 checks examined (20%), without proof of payment on reimbursements on 2 checks and one check issue with no backup at all. On multiple occasions in the sample it was noted that sales tax was paid when it should not have been. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
7. 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." Three \$10.00 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 proof as to what was done with these gift cards. Another check was

Keystone Heights High School Audit

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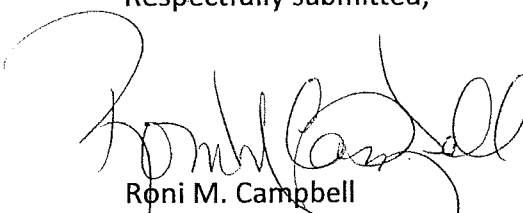
issued for seven (7) \$25.00 gift cards and the signature of the receiver was not included in backup documentation. The individual who purchased these gift cards has no proof as to what was done with these gift cards.

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 (58 of 112), 20 initial copies and 37 recapped copies were not received in the county office. Of the 21 recapped copies received 11 were not supported by entries in accounting system and 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. 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.
9. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted 19 rolls of tickets don't appear on Athletic or General Master Ticket Inventory. Ticket Disbursement Sheets were completed incorrectly including on 3 occasions tickets were shown checked out on two separate sheets. Internal Accounts Manual pages 52-55.

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

The current Principal and Bookkeeper at Keystone Heights High School were not in these positions for the FY15 school year and their cooperation is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor

Keystone Heights Junior -Senior High School
900 S.W. Orchid Avenue
Keystone Heights, FL 32656
Phone: (352) 473-2761 FAX: (352) 473-5920

Angela M. Gentry
Principal

Barry L. Underwood
Vice Principal

Brian G. Cox
Assistant Principal

Linda McGhghy
Assistant Principal

May 3, 2016

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 2014-2015 school year. Since that time Victoria and I have met with staff and gone over the proper procedures for handling money and fundraising procedures.

In regard to 1099 procedures Mrs. Touchton has taken the time to make sure she requests W9's from businesses. While going over our paperwork we spoke with teachers about making sure receipts are filled out correctly and the white is given to the student to give to the parent at all times.

Mrs. Touchton has met with the Athletic Director and Sponsors to insure correct ticket disbursement paperwork is being filled out and turned in properly and in a timely manner.

Sincerely,



Angela Gentry
Principal
Keystone Heights Jr/Sr High School

"An Equal Opportunity Employer"

LAKE ASBURY 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 Lake Asbury Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$44,133.16 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 24,017.87
Investments	20,115.29
Total funds	\$ 44,133.16

During the financial review period, the total receipts equaled \$153,574.53 and the total expenditures equaled \$148,939.36 for a total of \$302,513.89.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$152,014.96	153,574.53	1,559.57
Disbursements	165,085.47	148,939.36	-16,146.11
Cash/Bank Balance	19,417.92	24,017.87	4,599.95
Investments	20,080.07	20,115.29	35.22

Lake Asbury Elementary School Audit

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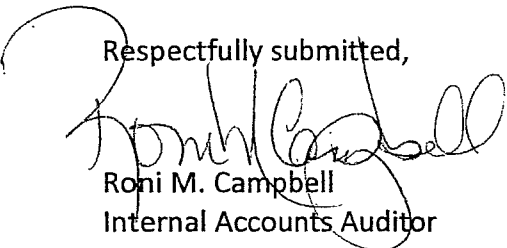
The financial records present fairly in all material respects the financial position of Lake Asbury Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple restricted expenditures (donation and personal membership) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
2. Multiple revenue issues were noted during the audit including tickets not used for the 6th grade dance and fundraiser application-number not being entered on Monies Collected Forms and Official Receipts. Collection procedures on pages 17-19 of the Internal Accounts Manual.
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. In reviewing fundraiser applications it was noted that of the sample (7/48) all recaps except 1 were supported by entries in accounting system and 2 of 4 did not include correct/complete inventory even though required. The correct and complete completion of the inventory provides the complete picture. On two recaps the inventory section included note stating that large amounts of inventory were "given away". An insufficient audit trail exists when receipt of these items is not acknowledged. Page 11, Internal Accounts Manual.

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: 291-5440 • Guidance: 291-5442 • Clinic: 291-5445 • Cafeteria: 291-5443
Fax: 291-5444



Sarah Lawson
PRINCIPAL

Adele Reed
ASSISTANT PRINCIPAL

April 27, 2016

Roni Campbell
Internal Accounts Auditor
School District of Clay County

Dear Mrs. Campbell,

In response to the 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 be diligent in identifying donation and personal membership items that need to be paid from a Trust account in accordance with school board policy.
- The bookkeeper will make sure that tickets will be used for events such as the 6th grade dance and fundraiser application numbers will appear on the Monies Collected Forms and Official Receipts.
- The Principal and bookkeeper will be diligent in verifying that teachers, coaches, and sponsors understand the tax exemption rules when making purchases for the school from their own funds. We will highly suggest that personal funds not be used for school purchases and that they obtain a check before purchasing items. We will also make sure that they understand that tax will be issued on items that they personally purchase and said tax will not be reimbursed by the School Board of Clay County or Lake Asbury Elementary.
- The bookkeeper will make sure that all fundraiser forms are filled out in their entirety before being finalized and signed by the principal. She will make sure that the inventory is complete and equal for all items purchased and sold. If items are given away we will provide a letter from the sponsor of the fundraiser stating the reason and the amount given.

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,


Sarah Lawson
Principal

Innovate » Engage » Empower

AN EQUAL OPPORTUNITY EMPLOYER

LAKE ASBURY JUNIOR HIGH 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 Lake Asbury Junior High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$114,608.48 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 71,005.87
Investments	43,602.61
Total funds	\$114,608.48

During the financial review period, the total receipts equaled \$256,453.30 and the total expenditures equaled \$237,809.38 for a total of \$494,262.68.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 249,904.43	256,453.30	6,548.87
Disbursements	253,203.92	237,809.38	-15,394.54
Cash/Bank Balance	52,438.30	71,005.87	18,567.57
Investments	43,526.26	43,602.61	76.35

The financial records present fairly in all material respects the financial position of Lake Asbury Junior School as of June 30, 2015, and the results of its operations and cash flow for the year then ended.

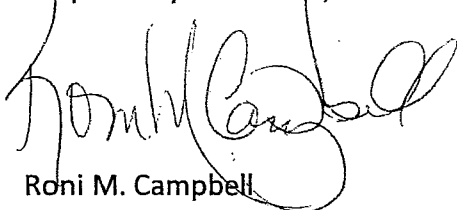
The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. 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. Disbursement procedures on pages 32-35 of the 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. In reviewing the revenue it was noted that Fundraiser Application numbers were not entered on Monies Collected Forms and Official Receipts. 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 (12/37), 2 initial copies were not received in the county office. Of the 12 recapped copies sampled 8 were not supported by entries in accounting system and 3 of 9 were missing or only provided partial inventory even though required.
6. Multiple fundraisers in sample approved selling food and beverage in classrooms or on campus. Unless the sale of these items only takes place one (1) hour after last lunch ends 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 until one hour after last lunch period ends.
7. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that wristbands used by PVO (Parent Group) for Pizza Day not handled in accordance with policy as shown on pages 52-55 of Internal Accounts Manual.

Generally, the records were in good order and the management of internal funds by the former Principal of Lake Asbury 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



Lake Asbury Junior High School

Home of the Tigers

2851 Sandridge Road, Green Cove Springs, FL 32043
Telephone 904-291-5582 Fax - 904-291-5593 LAJHL.Info



Rodney Ivey
Vice Principal

Becky Murphy, *Principal*
Innovate, Engage, Empower

Carolyn Ayers
Assistant Principal

April 20, 2016

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

Dear Mrs. Campbell:


This letter is in response to the comments made on your audit report for Lake Asbury Junior High School for the fiscal year ending June 30, 2015.

1. Comment: Multiple checks were issued without being correctly identified for 1099 purposes.
Action: 1099 checks have been reviewed.
2. Comment: 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.
Action: Original receipts are attached to check stubs and check requisitions. If payments are made with a credit or debit card a bank statement will also be attached as backup documentation. The faculty has been made aware of this.
3. Comment: 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."
Action: This has been noted and the faculty has been made aware of this.
4. Comment: In reviewing the revenue it was noted that Fundraiser Application numbers were not entered on Monies Collected Forms and Official Receipts.
Action: Fundraiser Application numbers will be written on Monies Collected Forms and listed on Official Teacher Receipts.

5. Comment: According to school board policy 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 (12/37), 2 initial copies were not received in the county office. Of the 12 recapped copies sampled 8 were not supported by entries in accounting system and 3 of 9 were missing or only provided partial inventory even though required.
Action: The Bookkeeper will ensure copies of all Fundraiser Applications and Financial Recaps will be forwarded to the county office and sponsors will provide inventory as needed.
6. Comment: Multiple fundraisers in sample approved selling food and beverage in classrooms or on campus. Unless the sale of these items only takes place one (1) hour after last lunch ends 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 until one hour after last lunch period ends.
Action: The faculty has been informed of this policy and sponsors sign an Acknowledgement Form stating they are aware of it.
7. Comment: In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that wristbands used by PVO (Parent Group) for Pizza Day not handled in accordance with policy.
Action: The Master Ticket Inventory has been reviewed and action has been taken to account for and document the wristband inventory.

It has been a pleasure working with you.

Sincerely,



Becky Murphy
Principal

cc: Kim Lassiter, Bookkeeper LAJH

LAKESIDE 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 Lakeside Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$31,574.52 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 31,574.52
Total funds	\$ 31,574.52

During the financial review period, the total receipts equaled \$113,192.95 and the total expenditures equaled \$118,814.13 for a total of \$232,007.08.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 110,074.84	113,192.95	3,118.11
Disbursements	101,070.67	118,814.13	17,743.46
Cash/Bank Balance	31,266.63	31,574.52	307.89
Investments	5,929.07	0	- 5,929.07

Lakeside Elementary School Audit

Page 2

The financial records present fairly in all material respects the financial position of Lakeside Elementary School as of June 30, 2015, 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 prior written approval not being obtained prior to purchase and sales tax exemption claimed when not paid for with school check which is against Department of Revenue policy. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. Two (2) revenue issues were noted during the audit including fundraiser application number not shown on Monies Collected Form and Official Receipts and tickets were not used for the Father/Daughter Dance and Spring Fling Dance as required. 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 (10/46) two (2) initial copies were not received in the county office. Of the 10 recapped copies only one was not supported by entries in the accounting system and 5 of 6 did not include correct inventory as required.
4. In an effort to insure that this year's funds are spent on this year's children the Internal Accounts Manual requires a balance limits formula to be applied to certain accounts at year end (page 10). When this formula was applied, one account (PE 3165) was over the allowable balance by \$926.03. The PE Department Head explained that these funds were to purchase PE equipment for the following year and did not want it to sit over the hot summer. As of this date no PE equipment has been paid for from this account.

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

April 5, 2016

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 2014-2015 school year at Lakeside Elementary.

With regard to the notes....

- Procedures for prior written approval and sales tax exemption policy are in place. Extra attention will be given to make sure procedures are always followed.
- Extra care will be made to ensure all fundraiser numbers are on monies collected forms; we have had two dances this year and tickets were used on both occasions per policy.
- Fundraiser forms are sent once approved and once recapped. Inventories were attached to some forms rather than list all individual items; however, in addition to the attachment, we will calculate items left. Procedures for sending in all initial and recapped fundraiser forms are in place; however, the two in question may have been lost in the county mail.
- We will insure this year's balance limits formula is followed. The sponsor for 3165 had a change of plans for the intended purchase due to storage problems.

I have total confidence in our Bookkeeper and Principal's Secretary, Judy Crook. Each and every one of the 25 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,

Jeff Schriver
Principal

JS/jlc

LAKESIDE JUNIOR HIGH 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 Lakeside Junior High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$101,901.84 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 21,513.07
Investments	80,388.77
Total funds	\$101,901.84

During the financial review period, the total receipts equaled \$216,276.76 and the total expenditures equaled \$214,031.19 for a total of \$430,307.95.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 223,567.76	216,276.76	- 7,291.00
Disbursements	225,280.77	214,031.19	-11,249.58
Cash/Bank Balance	19,408.26	21,513.07	2,104.81
Investments	80,248.01	80,388.77	140.76

Lakeside Junior School Audit
Page 2

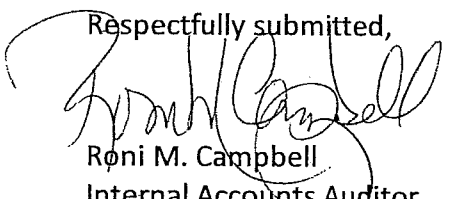
The financial records present fairly in all material respects the financial position of Lakeside Junior High School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida 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. 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. In reviewing fundraiser applications it was noted that of the sample (34/101) that 2 were not supported by entries in accounting system and 23 of 24 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 former Principal of Lakeside 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

Lakeside Junior High School

Debra Gaynes, Vice-Principal
Ivin J. Gunder, Assistant Principal
Lloyd Patterson, Athletic Director

David J. McDonald, Ed.D., Principal

Cody Clark, Counselor
Jennifer Johnston, Counselor



April 14, 2016

Roni Campbell, Internal Auditor

Re: Lakeside Junior High School Audit FY15

In response to the FY15 Lake side Junior High School Audit:

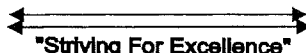
1. We will preview the 1099 report every month to be sure all checks written were paid for a service (social security # and EIN's) are marked for 1099 purposes.
2. Unless paying with a school check, a teacher/coach/sponsor will pay taxes.
3. All fundraisers will be noted in the accounting system and will include inventory on the fundraiser form.

A handwritten signature in black ink, appearing to read "Wendy Rodgers".

Wendy Rodgers, Bookkeeper
Lakeside Junior High School

A handwritten signature in black ink, appearing to read "David J. McDonald".

David J. McDonald, Ed. D., Principal
Lakeside Junior High School



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, 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 McRae Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$21,052.42 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 6,161.91
Investments	14,890.51
Total funds	\$ 21,052.42

During the financial review period, the total receipts equaled \$66,498.52 and the total expenditures equaled \$70,344.17 for a total of \$136,842.69.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 70,113.20	66,498.52	- 3,614.68
Disbursements	70,990.38	70,344.17	- 646.21
Cash/Bank Balance	10,033.62	6,161.91	- 3,871.71
Investments	14,864.45	14,890.51	26.06

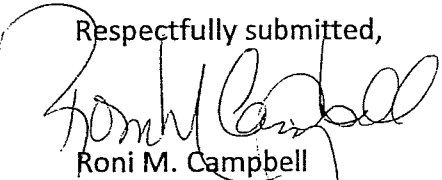
The financial records present fairly in all material respects the financial position of McRae Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. 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 (28/28) 9 initial copies and 18 recapped copies were not received in the county office. Of the 9 recapped 2 are not supported by entries in accounting system. In one instance all inventory was sold yet a loss of over \$100.00 was the result.
2. Two restricted expenditures (personal memberships and donation) 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 Official Receipts dated incorrectly 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.
4. In reviewing disbursements it was noted that reimbursements were issued without proof of payment. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. A 5th Grade fundraiser in sample approved selling granola and water in Room 842. Unless the sale of these items only takes place before or after school 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 elementary schools cannot sell any foods or beverages during the school day.

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

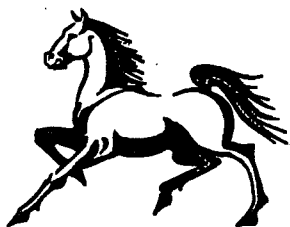
The cooperation of the administrative staff and new bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell

Internal Accounts Auditor
School Board of Clay County



Marcus Dooley
Principal

April 19, 2016

Mrs. Roni Campbell

Internal Accounts Auditor

School Board of Clay County

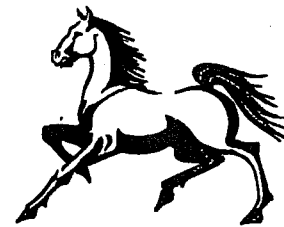
900 Walnut Street

Green Cove Springs, FL 32043

McRae Elementary School

"Home of the Mavericks"

6770 County Road 315C
Keystone Heights, Florida 32656
Phone: 352-473-5686
Fax: 352-473-5148



Vicki Chappell
Assistant Principal

This is a response to the 2015 audit of the internal accounts for McRae Elementary School.

1. All fundraiser applications will be filled out, submitted, and resubmitted at the end of each fundraiser. Recaps will be filled out completely before final submission.
2. All restricted expenditures will be deposited and released through a trust fund activity account.
3. A review with all faculty and staff on correct procedures for collecting money will take place.
4. All reimbursements will be given according to the Internal Accounts Manual.
5. All fundraisers will be within the School Board Policies.

Thank you for providing the 2015 audit of McRae Elementary's internal accounts. We will utilize your recommendations to improve the efficiency of our internal accounts.

Sincerely,

Marcus Dooley

Principal

"An Equal Opportunity Employer"

MIDDLEBURG 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 Middleburg Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$25,635.95 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 19,825.24
Investments	5,810.71
Total funds	\$ 25,635.95

During the financial review period, the total receipts equaled \$76,382.41 and the total expenditures equaled \$91,031.00 for a total of \$167,413.41.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 80,953.50	76,382.41	- 4,571.09
Disbursements	80,009.67	91,031.00	11,021.33
Cash/Bank Balance	34,484.00	19,825.24	-14,658.76
Investments	5,800.54	5,810.71	10.17

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, 2015, 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 296 checks issued contained only 1 signature.
2. On multiple 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. Several disbursement issues were noted during the audit including incomplete backup and checks not voided correctly – signature area not mutilated. Reimbursements issued without proof of payment on multiple occasions. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
4. 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."
5. 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 Teacher Receipt Books were returned to the Bookkeeper however signature acknowledging receipt was missing.
6. Multiple revenue issues were noted during the audit including fundraiser numbers missing from Official Receipts and Official Receipts dated incorrectly and entered out of order. Tickets were utilized for Fall Festival but Report of Tickets Sold forms did not accompany the Monies Collected Forms as required. On multiple occasions teacher receipt was not 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. Collection procedures pages 17-19 Internal Accounts Manual.
7. Internal Accounts Manual, Internal Controls, page 5 states "3. The teacher/sponsor of each activity account will be given a reconciliation of the account on a monthly basis." On 11 out of 12 months a copy of the email sent to the entire staff regarding the reconciliation report was not included in monthly packet.

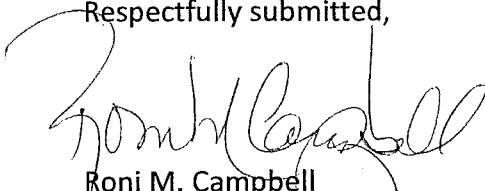
Middleburg Elementary School Audit
Page 2

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 (11/16) 3 initial copies, 1 recapped copy and 1 initial and recapped copy were not received in the county office. Of the 9 recapped 5 are not supported by entries in accounting system and 2 of 3 requiring inventory completion were incorrect or incomplete.

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 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

904/291-5485 FAX 904-291-5491

April 21, 2015

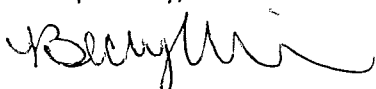
Roni Campbell:

1. Every effort has been made to be sure all checks have two signatures.
2. The collection of monies, receipts and deposits have been segregated to another support employee.
3. This has been corrected and all voids have been done correctly.
4. All employees have been notified and we have made every effort to follow guidelines provided. Mrs. Wilkerson held a faculty meeting and reviewed the policies with everyone. Mrs. Wilkerson has asked Barbara to secure Internal credit cards with BJ's, Walmart, Publix and Winn-Dixie.
5. Receipt books were all returned to the Bookkeeper and the date of return was documented. Bookkeeper left off her initials on some. Mrs. Wilkerson will double check after receipt books are collected to ensure Barbara has signed in all receipt books.
6. Great efforts have been made to properly deposit monies and receipts are done correctly and in a timely manner. Mrs. Wilkerson held a faculty meeting and reviewed all Fundraiser procedures. Mrs. Wright, Assistant Principal, will oversee fundraisers to ensure teachers properly complete fundraiser documentation. Mrs. Wright will hold a meeting with faculty who hold fundraisers and Barbara at the start of the school year to review fundraiser procedures.
7. Bookkeeper has new system of sending these reports to Teachers/Sponsors. These are sent to all electronically to save paper. Mrs. Wilkerson has put a reminder on the calendar to make certain these reports are sent out to sponsors electronically monthly and included in monthly packet.
8. Received additional instruction from Roni Campbell on procedures concerning Fundraiser forms. Teachers /Sponsors will be required to complete paperwork. A faculty meeting was held to review these procedures and Mrs. Wright, Assistant Principal, will be overseeing fundraiser paperwork to make certain procedures are followed correctly.

I have reviewed these matters with Roni Campbell and made changes in the instructions. I have made every effort to notify our faculty and staff of the correct procedures to use concerning our Internal Fund.

Notebooks with directions were given to each Team Leader and Account Advisors for guidance.

Respectfully,



Becky Wilkerson
Principal

MIDDLEBURG HIGH 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 Middleburg High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$333,000.04 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 34,105.51
Investments	298,894.53
Total funds	\$333,000.04

During the financial review period, the total receipts equaled \$713,175.77 and the total expenditures equaled \$745,614.99 for a total of \$1,458,790.76.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 750,437.21	713,175.77	- 37,261.44
Disbursements	790,201.83	745,614.99	- 44,586.84
Cash/Bank Balance	47,150.23	34,105.51	- 13,044.72
Investments	318,289.03	298,894.53	- 19,394.50

The financial records present fairly in all material respects the financial position of Middleburg High School as of June 30, 2015, 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 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.
2. Multiple checks were issued identified incorrectly for 1099 purposes as required on page 71 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", one (1) check out of 1,350 was found to contain only 1 signature.
4. Multiple restricted expenditures (personal memberships and donation) not made from Trust account in accordance with school board policy, page 29 Internal Accounts Manual.
5. 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." Teachers/coaches/sponsors names are printed by Bookkeeper which is not in compliance with policy.
6. Multiple revenue issues were noted during the audit including Multiple Teacher receipts were 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. MCFs were edited without being initialed by teacher/coach/sponsor; and fundraiser application numbers were not shown. Collection procedures on pages 17-19 of the Internal Accounts Manual.
7. Several disbursement issues were noted during the audit including incomplete backup and lack of prior written approval on 21 of the 156 checks examined (almost 13.5%). Incomplete backup included reimbursements issued without proof of payment on 25 of the 156 checks examined (over 16%) and on five occasions sales tax exemption was claimed when not being paid for with a school check which is against Florida Department of Revenue policy. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
8. Per Internal Accounts Manual page 34, "If the request is for a refund or disbursement of money to a large group the bookkeeper will write a check to the teacher/sponsor. It is the teacher/sponsor's responsibility to cash the check and have the individuals sign a tally sheet acknowledging receipt of money. This tally sheet should then be returned to the bookkeeper for supporting documentation." The manual also provides a form that may be used for this purpose, "Acceptance of Advance or Refund" on page 45-47. Two checks

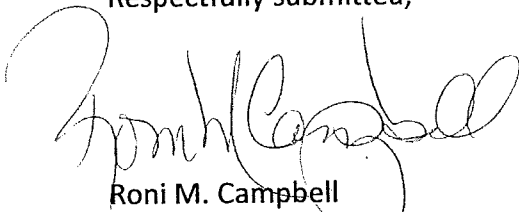
were issued for a total of \$1,100.00 for "Meal Money" and "Track Reg Meal Money" and in neither instance were the receipt of funds acknowledged.

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. Of the sample (91/126), 56 initial copies and 2 recapped copies and 4 of the 91 neither the initial nor recapped copy was received in the district office. Of the 85 recapped copies received 25 (29.5%) were not supported by entries in accounting system and the inventory section was not completed on all 46 for which it was 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.
10. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket number it was noted 22 rolls of tickets don't appear on Master Ticket Inventory. Wristbands purchased on Check number 19890 5/21/15 do not appear on Master Ticket Inventory or Ticket Disbursement Sheet.

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

The current Bookkeeper at Middleburg High School was not in this position for the FY15 school year and the cooperation of the administrative staff and bookkeeper is acknowledged and appreciated.

Respectfully submitted,



Roni M. Campbell
Internal Accounts Auditor



MIDDLEBURG HIGH SCHOOL

3750 County Road 220 Middleburg, FL 32068

Phone: (904) 213-2100

Fax: (904) 291-5462

Robert Feltner
Principal

Justin Williams
Vice Principal

Thomas Gerds
Assistant Principal

Stephanie Palmer
Assistant Principal

W. Alan Powers
Athletic Director

April 28, 2016

Members of the School Board of Clay County, Florida

In response to the 2015 Middleburg High School Internal Accounts Audit the following items will be addressed to improve our audit for the future by myself and the new bookkeeper.

Process the monthly Principal's Report packet prior to the 15th of the following month.

Review vendors for 10-99 purposes.

Maintain 2 signatures on all checks.

Transfer funds from activity accounts into trust account for memberships and donations before making payment.

There is a new teacher receipt book check out process in place now.

Review with teachers the process of voiding and reissuing receipts, as well as initialing any changes being made on receipts and money collected forms.

Although Middleburg High School is no longer doing reimbursements (only in emergency situations), when it is needed proper documentation and proof of payment is received.

Tally sheets are maintained with every meal or mileage disbursement with appropriate signatures.

Fundraiser forms will be sent to the county when first completed and again once the sponsor has done the recap.

Master Ticket inventory is being done differently now and all tickets are accounted for.

Respectfully,

Rob Feltner
Principal

Annie Taylor
Bookkeeper

MONTCLAIR 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 Montclair Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$24,626.16 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 22,645.73
Investments	1,980.43
Total funds	\$ 24,626.16

During the financial review period, the total receipts equaled \$86,196.14 and the total expenditures equaled \$96,319.68 for a total of \$182,515.82.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 100,052.15	86,196.14	-13,856.01
Disbursements	104,151.11	96,319.68	- 7,831.43
Cash/Bank Balance	32,772.75	22,645.73	-10,127.02
Investments	1,976.95	1,980.43	3.48

Montclair Elementary School Audit
Page 2

The financial records present fairly in all material respects the financial position of Montclair Elementary School as of June 30, 2015, 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:

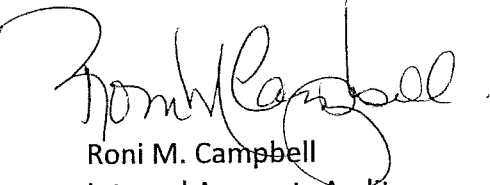
1. Two out of twelve Principal's Monthly Report Packets were not prepared on or before the 15th of the subsequent month in accordance with the Internal Accounts Manual, page 60.
2. Multiple checks were issued identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
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. Several disbursement issues were noted during the audit including checks issued: for reimbursement without proof of payment or paid receipts, based on copies of receipts or order confirmation, and before items received or even shipped. On multiple occasions sales tax was incorrectly reimbursed. On ten (10) occasions in the sample checks were issued for more than total of receipt or receipts. One check in sample issued to individual rather than company as invoiced and another check issued to individual rather than company as shown on check requisition. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. Multiple revenue issues were noted during the audit including; fundraiser numbers not shown on multiple Official Receipts, teacher receipts were not written when required, and teacher receipts being edited rather than being voided and another issued. Neither tickets nor teacher receipts were issued for 6th grade dance. 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. This policy was not adhered to for the year ending June 30, 2015. No copies were received during the year, Fundraiser Log and all 36 recapped copies were picked up on 6/25/15. Of the sample (20/36) recaps 5 were not supported by entries in the accounting system and 14 out of 14 that required inventory completion were incomplete or missing entirely.
7. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers a roll of ticket not shown on the Master Ticket Inventory was found. Internal Accounts Manual pages 52-55.

Montclair Elementary School Audit
Page 3

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

May 23, 2016

Roni Campbell
900 Walnut Street
Green Cove Springs, Florida 32043

Roni-

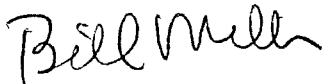
This is in response to the noted items in Montclair Elementary School's annual audit for the fiscal year ending June 30th, 2015.

1. The bookkeeper will log on to Wells Fargo and print Montclair's Monthly statement if it does not arrive in the mail by the 7th of the month. This way I can run our reports and balance before the 15th, and then have the original opened and initialed by Mr. Miller and a copy sent to Roni as soon as we receive it.
2. The bookkeeper will make every effort to identify all checks that should be marked for 1099 purposes.
3. The bookkeeper will have additional trainings and remind all teachers/sponsors that Sales Tax should always be paid unless you are paying with a school check.
4. The bookkeeper will remind Teachers/Sponsors that no sales tax can be reimbursed and will recheck all receipts before cutting checks. She will also ask for packing slips to go with any items being shipped to make sure items have been received before reimbursing them.
5. Teachers/Sponsors have been reminded that all receipt numbers and fundraiser numbers should be written on official receipts. They have also been reminded that a receipt Must be written for anything over \$5.00 and no receipt should be edited.
6. The bookkeeper will make a better effort of sending all fundraiser forms to county on a timely basis and make sure that all recaps are complete.

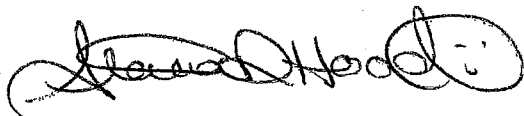
7. The bookkeeper has corrected and updated the Ticket Inventory and Ticket Disbursement sheets and have confirmed ending ticket numbers on all rolls.

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, 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 Oakleaf High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$235,589.26 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$165,346.51
Investments	70,242.75
Total funds	\$235,589.26

During the financial review period, the total receipts equaled \$920,362.59 and the total expenditures equaled \$865,268.39 for a total of \$1,785,630.98.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$817,440.07	920,362.59	102,922.52
Disbursements	790,287.69	865,268.39	74,980.70
Cash/Bank Balance	60,378.91	165,346.51	104,967.60
Investments	120,116.15	70,242.75	- 49,873.40

The financial records present fairly in all material respects the financial position of Oakleaf High School as of June 30, 2015, 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. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", 5 out of 1,484 checks were found to contain only one signature.
3. Multiple revenue issues were noted during the audit including multiple instances of Official Receipts being dated incorrectly and entered out of order. Teacher receipts are 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, one teacher \$1,100 held for a week and a month earlier (same teacher) over \$5,200 held for a week. Multiple Monies Collected Forms (MCF) were missing the Official Receipt number and the fundraiser application number. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. Several disbursement issues were noted during the audit involving incomplete backup. Checks issued with only copy of receipt, reimbursements issued without proof of payment or attendance, and on multiple occasions no backup at all. On one occasion in sample check was issued to individual rather than business as invoice stated. 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 (52 of 153), 21 initial copies and 8 recapped copies and 3 both initial and recapped copies were not received in the county office. Of the 41 recapped copies received 15 were not supported by entries in accounting system and 18 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.
6. 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 accepting the roll of

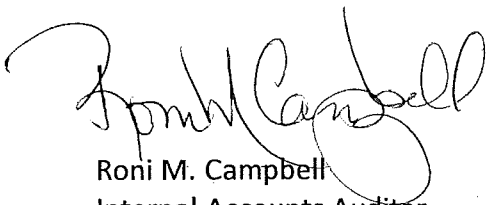
tickets in accordance with policy. On multiple occasions (athletic events) Ticket Disbursement Sheets were typed/printed rather than manually completed including signatures. Internal Accounts Manual pages 52-55.

7. 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. 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 the former Principal of Oakleaf High School was good.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Roni M. Campbell". The signature is fluid and cursive, with the first name "Roni" and last name "Campbell" clearly distinguishable.

Roni 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) 272-8599 • Website: <http://ohs.oneclay.net>

April 12, 2016

Roni Campbell, Internal Accounts Auditor
School Board of Clay County

Roni,


This is in response to your audit report for Oakleaf High School for the fiscal year ended June 30, 2015.

The following corrective actions are being taken:

- We have communicated with our faculty and staff the importance of following the policies that have been set forth by the School Board of Clay County in regards to the proper handling of money, turning in required documentation to support the purchases that have been made, filling out all paperwork including receipts in the correct manner.
- The bookkeeper has met with the athletic director and made sure that he understands the importance of making sure that all tickets are signed for by the faculty or staff member that is selling tickets.
- The bookkeeper will make sure all checks have two signatures before disbursing them.
- The bookkeeper will also make sure all official receipts are entered correctly and that all official receipt numbers are written on all monies collected forms.
- We have communicated with our faculty and staff the importance of completing all fundraiser recaps in a timely manner.

It has been a pleasure working with you and appreciate your service as the Internal Accounts Auditor for the School Board of Clay County.

Sincerely,


Treasure Pickett
Principal

OAKLEAF JUNIOR HIGH 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 Oakleaf Junior High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$109,568.05 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 99,375.32
Investments	10,192.73
Total funds	\$109,568.05

During the financial review period, the total receipts equaled \$323,975.54 and the total expenditures equaled \$311,678.88 for a total of \$635,654.42.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$282,763.70	323,975.54	41,211.84
Disbursements	258,149.83	311,678.88	53,529.05
Cash/Bank Balance	87,096.51	99,375.32	12,278.81
Investments	10,174.88	10,192.73	17.85


The financial records present fairly in all material respects the financial position of Oakleaf Junior High School as of June 30, 2015, 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 of 791 checks issued contained 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. 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 (36/99), 1 initial copy and 15 recapped copies were not received in the county office. Of the 21 recapped copies received 7 of 14 did not include inventory as required. On multiple occasions the inventory section included notes stating that large amounts of inventory were "given away". An insufficient audit trail exists when receipt of these items is not acknowledged. 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.

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 11, 2016

Mrs. Roni Campbell,

Thank you for visiting Oakleaf Junior High School and debriefing Linda Russ and myself on our 2015 financial audit. Our report presented three 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. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", 1 of 791 checks issued contained only 1 signature.

Corrective Actions

All checks are and will continue to be reviewed meticulously by the Principal, Vice-Principal, and bookkeeper before a check given to school personnel and/or vendors. This protocol is to make sure all checks have two signatures before being submitted to the appropriate person.

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, and it is a criminal offense to fraudulently present this certificate to evade the payment of sales tax."

Corrective Actions

We are sending out reminders re-emphasizing to our staff both in person and via e-mail (Weekly Buzz and Bookkeeper's Weekly emails) about utilizing the Consumer's Certificate of Exemption legally.



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

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 (36/99), 1 initial copy and 15 recapped copies were not received in the county office. Of the 21 recapped copies received 7 of 14 did not include inventory as required. On multiple occasions, the inventory section included notes stating that large amounts of inventory were "given away". An insufficient audit trail exists when receipt of these items is not acknowledged. 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.

Corrective Actions

We will conduct professional training during pre-planning each year, which will cover pertinent information on purchasing, collecting money, and sponsoring fundraisers. Each staff member will be required to sign a log which will validate their attendance to this training. Also, reminders of this information will be sent to the faculty via weekly reminders (Buzz Update and Bookkeeper's Weekly Reminders) via email on state and county policies and procedures on purchasing, collecting money, and inventorying all items purchased as fundraisers, collected as gifts, or given as gifts to individuals by requiring signatures on an Excel Spreadsheet or Word Document.



Anthony Williams
Principal

OAKLEAF VILLAGE 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 Oakleaf Village Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$56,415.94 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 56,415.94
Total funds	\$ 56,415.94

During the financial review period, the total receipts equaled \$184,601.16 and the total expenditures equaled \$165,823.30 for a total of \$350,424.46.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$188,771.31	184,601.16	- 4,170.15
Disbursements	177,584.36	165,823.30	-11,761.06
Cash/Bank Balance	37,638.08	56,415.94	18,777.86

The financial records present fairly in all material respects the financial position of Oakleaf Village Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended.

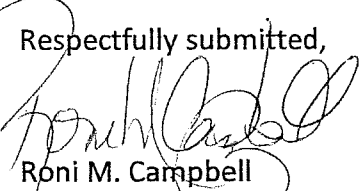
The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks were issued identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. 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."
3. Several disbursement issues were noted during the audit including check requisition not being completed in its' entirety (signatures & dates) and prior written approval not being obtained prior to purchase. Reimbursements were issued without proof of payment or paid receipts, based on copies of receipts or order confirmation, and before items received or even shipped. Sales tax was incorrectly reimbursed on multiple occasions in the sample. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
4. Multiple revenue issues were noted during the audit including a sequential list of receipts not being included in the deposit packet and a list of checks not being attached to bank deposit slips. 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 (held for 2 weeks on one occasion in sample). On multiple occasions the Official Receipts were dated incorrectly and/or entered out of order. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. 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 4 occasions in the sample, the Bookkeeper held the funds not only over the weekend but on one occasion up to 10 days.
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 (34/54) 32 initial copies were not received in the county office. Of the 34 recapped 20 are not supported by entries in accounting system and 12 of 16 that required inventory completion were incomplete, incorrect or missing entirely.

Generally, the records were in good order and the management of internal funds by the Principal of Oakleaf Village 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

Oakleaf Village Elementary



410 Oakleaf Village Parkway

Orange Park, Florida 32065

Phone: (904)291-5458 Fax: (904)291-5471

Colette Wyant, Principal
cwyant@OneClay.net

James McNider, Asst. Principal
jbmcnider@OneClay.net

Bridget Payne, Asst. Principal
bjpayne@OneClay.net

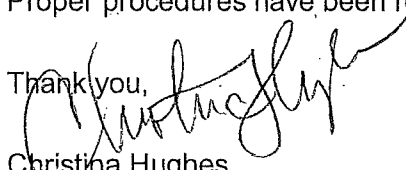
Roni Campbell
Internal Accounts Auditor

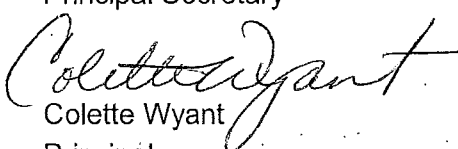
This letter is in response to the documented notations you have listed on the 2015/16 Audit:

1. In response to not identifying 1099, I have made an updated list of current vendors and will be requesting from all new vendors.
2. It was also noted that employees paying without a school check are not eligible to use a tax exempt form. I have included this in notes for upcoming staff training to be included with information given to staff.
3. Disbursement issues have been noted and all purchases will be approved by principal before purchases are made. Purchases request will not be submitted without proper dates and signatures.
4. In response to teachers and receipting practices, all teachers will be given an updated policy list of proper procedures for receipting monies and reminded that no monies can be held.
5. In response to Funds collected they will not be held over 5 days after receipt.
6. In response to fundraiser applications, all fundraiser applications will be forwarded to county office upon completion.

Proper procedures have been reviewed and will be applied in these areas.

Thank you,


Christina Hughes
Principal Secretary


Colette Wyant
Principal

ORANGE PARK 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 Orange Park Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$23,707.24 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 23,707.24
Total funds	\$ 23,707.24

During the financial review period, the total receipts equaled \$109,262.23 and the total expenditures equaled \$111,211.90 for a total of \$220,474.13.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$119,557.15	109,262.23	- 10,294.92
Disbursements	111,396.81	111,211.90	- 184.91
Cash/Bank Balance	16,517.37	23,707.24	7,189.87
Investments	9,139.54	0	- 9,139.54

The financial records present fairly in all material respects the financial position of Orange Park Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended.

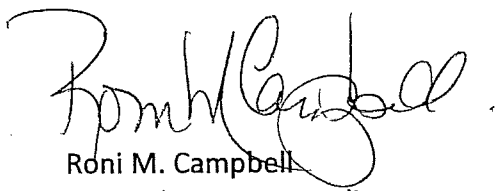
The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. Multiple checks were issued identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. In reviewing fundraiser applications it was noted that of the sample (4/29) that 2 were not supported by entries in accounting system and of the 3 which required the inventory section to be completed 2 were blank and 1 was incomplete. The inventory section provides the complete picture. Page 11, Internal Accounts Manual.
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 reimbursements issued without proof of payment and lack of prior written approval was not obtained before purchase on multiple occasions in sample. Refunds were also issued without proof of payment. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
5. 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 6 occasions (in 6 different months) in the sample, the Bookkeeper held the funds over the weekend.
6. Multiple revenue issues were noted during the audit including teacher receipts were not written when required and teacher receipts were edited rather than being voided and another issued. On multiple occasions the bookfair funds were not turned into the Bookkeeper the same day as collected. 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 new 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 22, 2016

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, 2015. Steps have been taken to correct the items noted in our audit for 2014-2015.

1. In reference to checks being made payable to vendors without being identified for 1099 purposes: This exception was made clear and has been corrected in compliance with the Internal Accounts Manual.
2. In reference to Fundraising forms not supported by entries in the accounting system and inventory section not being complete: The Bookkeeper has implemented training for sponsors of fundraising.
3. In reference to sales tax exemption being requested and granted by teacher/sponsor from a vendor when not paying by school check: This exception has been corrected and all teachers/sponsors are reminded when they are requesting prior approval for purchases.
4. In reference to disbursement issues (lack of prior written approval and refunds issued without proof of payment): The Bookkeeper has addressed the teachers/sponsors that payment/reimbursement will not be made without documentation and prior written approval.
5. In reference to funds being held over the weekend: This exception has been corrected. Bookkeeper will make deposits in a timely manner and not hold funds over a weekend or holiday.
6. In reference to Multiple Revenue issues for Collection procedures: Bookkeeper has implemented training in regards to writing receipts when needed and voiding receipts instead of editing. Also training in regards to turning in money daily.

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

Respectfully,

Carole McCullough

Principal

ORANGE PARK HIGH 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 Orange Park High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$182,893.75 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 9,628.85
Investments	173,264.90
Total funds	\$182,893.75

During the financial review period, the total receipts equaled \$635,013.60 and the total expenditures equaled \$658,005.02 for a total of \$1,293,018.62.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$620,907.78	635,013.60	14,105.18
Disbursements	644,225.11	658,005.02	13,779.91
Cash/Bank Balance	2,924.96	9,628.85	6,703.89
Investments	202,960.21	173,264.90	- 29,695.31

Orange Park High School Audit

Page 2

The financial records present fairly in all material respects the financial position of Orange Park High School as of June 30, 2015, 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. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", one (1) out of 1211 checks issued were found to contain only 1 signature.
3. Multiple restricted expenditures (personal membership and 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 one instance in sample of funds being held over the weekend by Bookkeeper. Teacher receipts not being written when required, alphanumerical amount being left blank, teacher receipts being edited rather than being voided and another issued. Teacher Receipts for yearbook were written on "Yearbook Company" teacher receipt books which do not appear on the Teacher Receipt Book Log. 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 held funds for more than 38 days. In multiple instances in the sample fundraiser application numbers were not shown on Monies Collected Forms and not noted on Official Receipts. On multiple occasions Official Receipts were dated incorrectly and entered out of order. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. Several disbursement issues were noted during the audit including incomplete backup and receipt of gift cards not acknowledged. Reimbursements issued without proof of payment and attendance. Multiple checks issued based on signature of parent volunteer rather than band director. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
6. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that Ticket Disbursement Sheets were incomplete and rolls of tickets were not signed out by the responsible teacher/coach/sponsor in accordance with policy. Internal Accounts Manual pages 52-55.
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 (90 of 187), 26 initial copies and 14 recapped copies and 15 both initial and recapped copies were not received in the county office. Of the 61 recapped copies received 33 were not supported by entries in accounting system and 28 did not include correct inventory even though required. On multiple occasions when inventory section was not completed the recapped fundraiser applications showed a loss

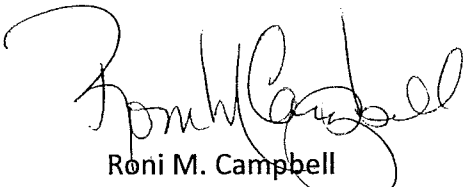
or much lower than expected profit, inventory completion provides the complete picture. On multiple occasions the inventory section included notes stating that large amounts of inventory were unaccounted for, donated or "given away". An insufficient audit trail exists when receipt of these items is not acknowledged.

8. Multiple fundraisers in sample approved selling food and beverage in Main Building, OPHS or school. Unless the sale of these items only takes place one (1) hour after last lunch ends 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 until one hour after last lunch period ends.
9. 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 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.

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

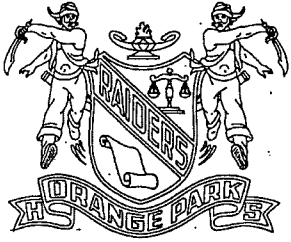
The cooperation of the current administrative staff and bookkeeper is acknowledged and appreciated.

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

John Green
VICE PRINCIPAL

Anthony Bradley
Christy Fowler
ASSISTANT PRINCIPALS

May 5, 2016

Roni Campbell, Internal Accounts Auditor
Clay County District Schools
900 Walnut St.
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 2014-2015.

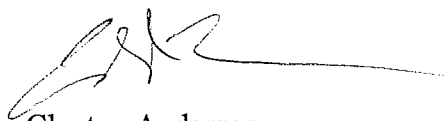
We will take the following steps to eliminate the items noted in your audit report for the school year 2015-2016.

1. The Bookkeeper will comply with the rules for 1099 purposes as stated in the Internal Funds Manual, page 71, making sure checks are issued for correct 1099 purposes.
2. The Bookkeeper will comply with the rules for "All checks must be signed with two signatures," as stated in the Internal Funds Manual, page 32, by making sure all checks have two signatures.
3. The Bookkeeper will comply with the rules for restricted expenditures as stated in the Internal Funds Manual, page 29, by making sure personal memberships and donations are taken from Trust accounts.
4. The Bookkeeper will comply with rules of Collection, pages 17-19 of the Internal Accounts Manual for the following: not holding funds over a weekend, teacher receipts being written when required, alphanumerical amount being written, teacher receipts not being edited. Yearbook receipts being written on Teacher Yearbook Receipt Log. Dates on which receipts are written, turned in to the Bookkeeper and date deposited are the same. Teachers will be reminded to turn in money daily. Fundraiser numbers shown on Monies Collected forms and Official Receipts. Official Receipts dated correctly and not entered out of order.

5. The Bookkeeper will comply with the rules of Disbursement Procedures, page 32-35, to make sure check backup is complete and receipt of gift cards is acknowledged. No reimbursements will be issued without proof of payment and attendance. No checks issued without band director signature instead of parent volunteer.
6. The Bookkeeper will comply with the rules of Master Ticket Inventory, Internal Accounts Manual page 52-55, to make sure ending ticket numbers are complete and ticket rolls are signed out by the responsible teacher/sponsor in accordance with policy.
7. The Bookkeeper will comply with School Board Policy, Internal Accounts Manual page 11 concerning Fundraising, that once the Fundraiser is approved and after the recap is completed, a copy will be sent to the county office, making sure inventory is completed when necessary and making sure recap is supported by an activity account detail.
8. The Bookkeeper will comply with the School Board Policy 5.08, C.6, that states that food and drink items cannot be sold to students until one hour after last lunch period ends.
9. The Bookkeeper will comply with Red Book Chapter 8, Section III, 4.4(e) "Collections for all sponsored fund-raising activities must be deposited in the Internal Fund," that all funds be deposited into the Internal Account and all bills for expenses paid out of their Internal Accounts.



Carole Lowe
Bookkeeper



Clayton Anderson
Principal

ORANGE PARK JUNIOR HIGH 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 Orange Park Junior High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$59,924.08 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$19,245.30
Investments	40,678.78
Total funds	\$59,924.08

During the financial review period, the total receipts equaled \$129,631.58 and the total expenditures equaled \$148,772.10 for a total of \$278,403.68.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$126,514.54	129,631.58	3,117.04
Disbursements	112,619.48	148,772.10	36,152.62
Cash/Bank Balance	38,457.06	19,245.30	-19,211.76
Investments	40,607.53	40,678.78	71.25

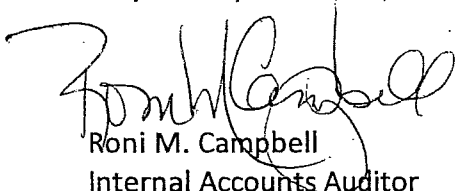
The financial records present fairly in all material respects the financial position of Orange Park Junior High School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. In reviewing disbursements it was noted that Bookkeeper signed Payment Authorization rather than Principal on multiple occasions. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. In reviewing revenue it was noted that fundraiser application numbers were not entered on Monies Collected Forms and Official Receipts on multiple occasions. Collection procedures on pages 17-19 of the Internal Accounts Manual.
3. Multiple fundraisers in sample approved selling food (candy, lollipops, bake sale) in classrooms or on campus. Unless the sale of these items only takes place one (1) hour after last lunch ends 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 until one hour after last lunch period ends.
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 (14/60), 1 recapped copy was not received in the county office. Of the 13 recapped copies received 1 was not supported by entries in accounting system. On multiple occasions the inventory section included notes stating that large amounts of inventory were "given away". An insufficient audit trail exists when receipt of these items is not acknowledged. On multiple occasions the recapped fundraiser application showed a loss or much lower than expected profit even though inventory section showed all items sold.

Generally, the records were in good order and the management of internal funds by the former 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 15, 2016

Roni Campbell
900 Walnut Street
Green Cove Springs, Florida 32043

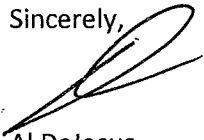
Dear Mrs. Campbell,

Please accept this letter as my response to the Internal Account audit for 2014-2015 school year. Our main goal at OPJH is to comply with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies.

1. Disbursement procedures have been reviewed and will be executed as stated on pages 32-35, Principal will approve the payment for internal purchase orders.
2. With additional training we are now in compliance with collection procedures concerning miscellaneous donations to school, teams, clubs, and teachers. These miscellaneous donations will have fundraiser applications approved, numbered and documented as stated on pages 17-19 of the internal accounts manual.
3. The sponsors of fundraisers that have been approved by Principal for selling food are aware of School Board Policy 5.08, C. 6 and Florida Administrative Code Rule 6-7.042(2), which states food and drink items cannot be sold to students until one hour after last lunch period ends.
4. Supporting documents for fundraisers are on file at OPJH which will make audit trail sufficient. Items given at no cost are accounted for by signatures. The fundraiser with large amounts of inventory given away included P.E. uniforms which had signatures of sponsor, guidance counselor, and Principal. We will continue to work with sponsors on fundraisers, inventory, money collection, receipting and profit/loss.

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

Sincerely,



Al DeJesus
Principal

PATERSON 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 Paterson Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$60,863.09 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 19,812.07
Investments	41,051.02
Total funds	\$ 60,863.09

During the financial review period, the total receipts equaled \$222,399.26 and the total expenditures equaled \$238,141.38 for a total of \$460,540.64.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$197,630.13	222,399.26	24,769.13
Disbursements	215,632.83	238,141.38	22,508.55
Cash/Bank Balance	15,644.26	19,812.07	4,167.81
Investments	60,960.95	41,051.02	-19,909.93

Paterson Elementary School Audit
Page 2

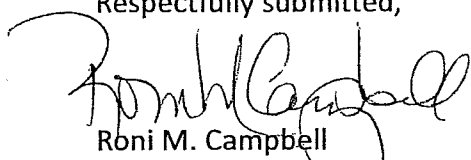
The financial records present fairly in all material respects the financial position of Paterson Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida 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 414 checks was found to contain only 1 signature.
2. Several disbursement issues were noted during the audit including reimbursements without proof of payment and funds being spent from activity accounts without the written permission of the teacher/coach/sponsor responsible for the account. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
3. Multiple revenue issues were noted during the sampling including teacher receipts being edited rather than voided and another issued and fundraiser number not shown on 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.
4. In reviewing fundraiser applications it was noted that of the sample (4/26) that 1 was not supported by entries in accounting system. Page 11, Internal Accounts Manual.

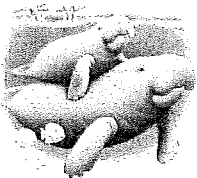
Generally, the records were in good order and the management of internal funds by the Principal of Paterson Elementary School was good.

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

April 22, 2016

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, 2015.

1. Every effort will be made to insure all checks are signed with two signatures.
2. Reimbursements are no longer being made without proof of payment and teacher/coach/sponsors are required to fill out and sign the request for purchase approval and check requisition form.
3. Teachers have been instructed not to edit but to void receipts when a mistake is made and also to put the fundraiser number on the monies collected form. They have also been reminded money needs to be turned in on a daily basis.
4. Every effort will be made to make sure the fundraiser applications are supported by entries in the accounting system.

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, 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 Plantation Oaks Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$58,134.54 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 58,134.54
Total funds	\$ 58,134.54

During the financial review period, the total receipts equaled \$166,311.15 and the total expenditures equaled \$176,217.55 for a total of \$342,528.70.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$140,720.16	166,311.15	25,590.99
Disbursements	142,292.03	176,217.55	33,925.52
Cash/Bank Balance	68,040.94	58,134.54	- 9,906.40

The financial records present fairly in all material respects the financial position of Plantation Oaks Elementary School as of June 30, 2015, 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 1 out of 12 occasions the Principal's initials were missing from the bank statement. Page 5 of the Internal Accounts Manual states "The Principal should receive the bank statement unopened. After reviewing and initialing, the statement will be given to the bookkeeper for reconciling." This is an integral component of internal control.
2. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 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", two (2) of 377 checks contained only 1 signature.
4. 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."
5. 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.
6. 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. Gift cards were purchased and distributed without acknowledgement from the individuals receiving such cards. Disbursement procedures, pages 32-35 Internal Accounts Manual.
7. Multiple revenue issues were noted including teacher receipts being edited rather than being voided and another issued and Official Receipts dated incorrectly and entered out of order. Tickets were not used for the Talent Show. 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 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

4/25/16

Ms. Campbell,

Thank you for taking the time to meet with me to review the audit findings of the 2014-15 school year for Plantation Oaks Elementary.

While neither I nor my secretary were at POE during that audit period, we certainly learned a lot from the audit review and will use those findings to make sure that those errors do not occur again on future audits at our school.

Thank you for always being so very helpful in providing guidance, instruction, and support. We appreciate all you do.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Roach", written over the printed name and title.

Jennifer Roach
Principal

RIDEOUT 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 RideOut Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$19,075.38 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 19,075.38
Total funds	\$ 19,075.38

During the financial review period, the total receipts equaled \$94,163.69 and the total expenditures equaled \$92,515.03 for a total of \$186,678.72.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$111,449.67	94,163.69	-17,285.95
Disbursements	113,392.75	92,515.03	-20,877.72
Cash/Bank Balance	17,426.72	19,075.38	1,648.66

The financial records present fairly in all material respects the financial position of RideOut Elementary School as of June 30, 2015, 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:

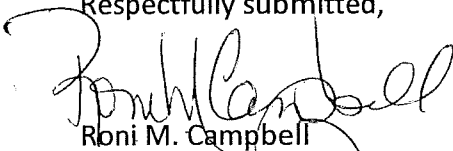
1. Several disbursement issues were noted during the sampling including reimbursements issued without proof of payment and prior written approval not obtained prior to purchase. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. It was noted that sales tax exemption was requested (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. 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 1 was not voided correctly.
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 13 occasions in the sample, the Bookkeeper held the funds not only over the weekend but on one occasion over \$5,000 over a second weekend.
5. Multiple revenue issues were noted during the sampling including Official Receipt number and fundraiser number not being entered on Monies Collected Forms, 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 and Report of Tickets Sold for the Spring Fest was completed incorrectly. 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 (12/36), 4 initial copies were not received in the county office. Of the 12 recapped copies received 4 were not supported by entries in accounting system and 1 of 3 did not include inventory even though required.
7. 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." At least 7 Teacher Receipt Books were not signed for by receiving teacher/coach/sponsor.

Rideout Elementary School Audit
Page 3

Generally, the records were in good order and the management of internal funds by the former Principal of RideOut 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

RideOut Elementary School
Innovate, Engage, Empower
3065 Apalachicola Boulevard, Middleburg, FL 32068
Tel: (904) 291-5430 Fax: (904) 291-5434

Joyce Orsi
Principal

Connie Archibald
Assistant Principal

April 15, 2016

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

Attn: Roni Campbell

RE: 2014-2015 Internal Audit

Dear Mrs. Campbell,

Thank you for the manner in which you conducted our annual 14-15 audit. Your insight and comments continue to be important to us in making RideOut Elementary the best it can be. To that regard, we have implemented the changes necessary to correct the areas of concern found in the year end audit.

1. Bookkeeper has reviewed accounting procedures to better maintain review and handling of disbursement procedures. Additionally, RideOut no longer reimburses employees directly for their purchases which has already eliminated the majority of this problem.
2. Admin/Bookkeeper will discuss tax exempt issues with all employees. Again, with the implementation of no longer directly reimbursing employees, this problem should eliminate itself as all purchase will only be made with a school check.
3. Bookkeeper has already reviewed the Internal Audit manual and discussed this issue with you as a 'mini training' session. Bookkeeper will properly void checks by destroying signature lines.
4. Bookkeeper has in place the necessary forms for after hour deposit drops that can be made either in her absence or during situations that require an after-hours deposit. Bookkeeper has trained (on 2/14) two back up personnel to handle this function in the Bookkeepers absence.
5. Bookkeeper has already reviewed the Internal Audit manual and discussed this issue with you as a 'mini training' session. Bookkeeper will exercise due diligence in reviewing all Money Collected forms, Official Receipts and Reports of Tickets Sold for completion of appropriate dates and signatures.

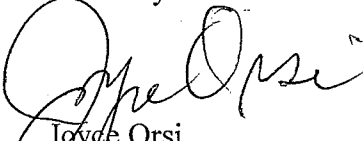
Mrs. Roni Campbell
April 15, 2016

Page 2

6. Bookkeeper has already reviewed the Internal Audit manual and discussed this issue with you as a 'mini training' session. Bookkeeper will exercise due diligence in reviewing all Fundraising procedures.
7. Bookkeeper has already reviewed the Internal Audit manual and discussed this issue with you as a 'mini training' session. Bookkeeper will exercise due diligence distributing all receipt books to ensure all proper signatures are obtained.

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

Sincerely



Joyce Orsi
Principal

JO/elbw

RIDGEVIEW 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 Ridgeview Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$17,785.59 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 8,706.13
Investments	9,079.46
Total funds	\$ 17,785.59

During the financial review period, the total receipts equaled \$65,818.97 and the total expenditures equaled \$59,866.26 for a total of \$125,685.23.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 66,263.32	65,818.97	- 444.35
Disbursements	72,007.30	59,866.26	-12,141.04
Cash/Bank Balance	2,769.32	8,706.13	5,936.81
Investments	9,063.56	9,079.46	15.90

Ridgeview Elementary School Audit
Page 2

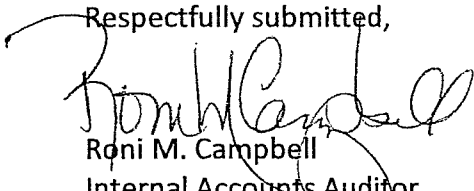
The financial records present fairly in all material respects the financial position of Ridgeview Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida 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. 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 revenue issues were noted; 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 Official Receipts should be dated the day funds received by Bookkeeper. Collection procedures on pages 17-19 of the Internal Accounts Manual.
4. In reviewing fundraiser applications it was noted that of the sample (6/30) that 3 were not supported by entries in accounting system. On multiple occasions the inventory section included notes stating that large amounts of inventory were "given away". An insufficient audit trail exists when receipt of these items is not acknowledged. 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) 213-5800

www.clay.k12.fl.us/rve

Fax: (904) 213-2960

Ms. Tracy L. McLaughlin
Principal

Ms. Judith McHugh-Clark
Assistant Principal

April 19, 2016

To: Roni Campbell, Internal Accounts Auditor

RE: 2014-2015 Internal Accounts Audit Response

Thank you for your time and effort in conducting the audit of our 2014-2015 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:

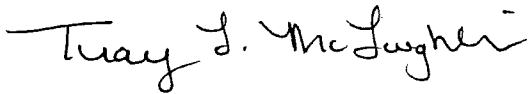
1. Multiple checks were issued without being identified correctly for 1099 purposes. The bookkeeper will review and follow through that each vendor that is providing an outside service has the W-9 on file with the school and the county office. The bookkeeper will make sure that either a Tax ID Number or Social Security Number and correct address is entered into the accounting system and that checks are identified as a 1099 payment to comply with IRS regulations.
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." The bookkeeper will reiterate to teachers that they may not use the Sales Tax Exemption Certificate to avoid paying tax to vendors unless the items will be purchased with a school check.
3. Several revenue issues were noted; 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 the Official Receipts should be dated the day funds are received by the Bookkeeper. The Bookkeeper has reminded teachers that funds must be

turned into the Bookkeeper each day in a timely manner. Once received, the Bookkeeper will verify dates and date the Official Receipt correctly.

4. In reviewing fundraiser applications, it was noted that of the sample (6/30), that 3 were not supported by entries in the accounting system. On multiple occasions the inventory section included notes stating that large amount of inventory were "given away". An insufficient audit trail exists when receipt of these items in not acknowledged. The Bookkeeper will reiterate with the Sponsor of the Fundraiser that if inventory is "given away" that they will secure a list and have the person/s receiving the item to sign the list as such. This should account for an audit trail for these items.

Again, I appreciate your thoroughness of our 2014-2015 Internal Accounts Audit. I look forward to working with you again.

Respectfully,

A handwritten signature in cursive script that reads "Tracy L. McLaughlin".

Tracy L. McLaughlin, Principal

RIDGEVIEW HIGH 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 Ridgeview High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$158,577.19 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 88,790.67
Investments	69,786.52
Total funds	\$158,577.19

During the financial review period, the total receipts equaled \$693,456.67 and the total expenditures equaled \$680,291.44 for a total of \$1,373,748.11.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 563,521.99	693,456.67	129,934.68
Disbursements	575,350.96	680,291.44	104,940.48
Cash/Bank Balance	75,747.65	88,790.67	13,043.02
Investments	69,664.31	69,786.52	122.21

The financial records present fairly in all material respects the financial position of Ridgeview High School as of June 30, 2015, 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:

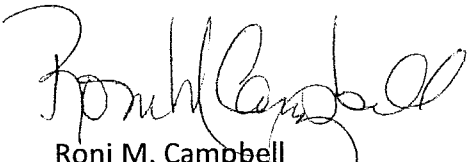
1. Multiple checks were issued identified incorrectly for 1099 purposes as required on page 71 of the Internal Accounts Manual.
2. On multiple (3) occasions the Bookkeeper was the initial receiver of funds which is very poor segregation of duties as stated on page 5 of the Internal Accounts Manual.
3. Page 32 of the Clay County School District Internal Accounts Manual states "All checks must be signed with two signatures", three (3) checks out of 1,383 were found to 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. A restricted expenditure (donation) 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 being issued to someone other than person who signs Monies Collected Forms, dated incorrectly and entered out of order. Multiple Teacher Receipts were edited rather than voided and another issued and 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, in one case funds were held for three weeks and in another almost \$5,000 cash was held for 3 days. Multiple Monies Collected Forms (MCF) were edited without being initialed by teacher/coach/sponsor, Official Receipt numbers not shown or incomplete and fundraiser application numbers were not shown. 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 proof of attendance on multiple occasions. Sales tax was reimbursed when it should not have been and on one occasion same person was reimbursed twice for same purchase. Checks were issued based on a copy of receipt, non-itemized receipts, statement rather than invoice, and in some cases no backup at all. 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 or incomplete on many checks. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
8. Internal Accounts Manual page 35 states that when gift cards are purchased the signature of the receiver of the gift card is required. Eleven checks issued for gift cards were sampled and in five cases no acknowledgments of receipt were obtained.
9. 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 13 fundraisers did not appear on the fundraiser log; same fundraiser number assigned to two different fund raisers, and on multiple occasions duplicate applications completed for the same fundraiser. In some cases, sale of items,

- fairshare, dues and picture and vending commissions were all called donations. One fundraiser in the sample was numbered in a way that was outside the system and not shown on the fundraiser log.
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 (93/153), 13 initial copies and 28 recapped copies and 5 both initial and recapped copies were not received in the county office. Of the 60 recapped copies received 45 were not supported by entries in accounting system and 32 of 34 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.
 11. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers a number of items were noted; teacher/coach/sponsor responsible for tickets did not sign Ticket Disbursement Sheets, one (1) roll listed incorrectly on Master Ticket Inventory and Ticket Disbursement Sheets were prepared based on ticket color rather than for each roll of tickets. One roll of tickets which appeared on Master Ticket Inventory could not be located and two rolls of tickets, (1500 tickets) appeared on Ticket Disbursement Sheets as having been sold, did not appear on the Master Ticket inventory. The procedures for Master Ticket Inventory and Ticket Disbursement Sheets provides for an effective internal control when followed. Internal Accounts Manual pages 52-55.

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



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

*Deborah Segreto, Principal
Kevin Staefe, Assistant Principal*

*Mark McKinney, Vice Principal
Chris Daly, Assistant Principal*

April, 28, 2016

Ms. Campbell, Internal Accounts Auditor:

This letter addresses the Ridgeview High School Internal Accounts Audit dated March, 2016 for fiscal year ending June 30, 2105.

Ridgeview High School has retained a new bookkeeper who has a BA in Accounting and an extensive background in government business. She has studied the Clay County Internal Accounts Manual and all other pertinent statutes and legislation and strives to be in compliance with training provided by Clay County District Employees.

Thank you for the opportunity to sit down and review the 2014-15 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 ensuring understanding through one on one training session with my new bookkeeper, 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,

Deborah Segreto
Deborah Segreto
Principal
Ridgeview High School

SHADOWLAWN 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 Shadowlawn Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$40,522.24 as of June 30, 2015, was reconciled as follows:

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

During the financial review period, the total receipts equaled \$125,382.19 and the total expenditures equaled \$138,817.14 for a total of \$264,199.33.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$130,649.32	125,382.19	- 5,267.13
Disbursements	135,738.61	138,817.14	3,078.53
Cash/Bank Balance	53,957.19	40,522.24	- 13,434.95

Shadowlawn Elementary School Audit
Page 2

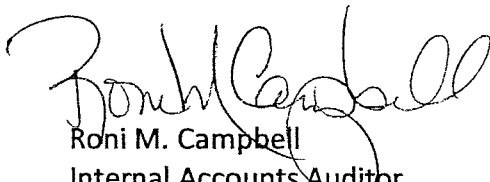
The financial records present fairly in all material respects the financial position of Shadowlawn Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State Board of Education regulations and Clay County School Board policies, with the following exceptions:

1. In reviewing disbursements it was noted that checks were issued for reimbursements without proof of payment. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
2. Multiple revenue issues were noted during the sampling including list of checks not attached to deposit slip 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. Collection procedures on pages 17-19 of the 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. In reviewing fundraiser applications it was noted that of the sample (15/38) that 1 was not supported by entries in accounting system and on 7 out of 7 which required the inventory section to be completed it was not. Page 11, Internal Accounts Manual.

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



SHADOWLAWN ELEMENTARY SCHOOL



School District of Clay County

2945 County Road 218 Green Cove Springs, Florida 32043

(904)529-1007

Nancy Crowder, PRINCIPAL

Chastity Lee, ASST. PRINCIPAL

May 4, 2016

AUDIT RESPONSE – FY 2015-2016

Dear Mr. Campbell:

The following steps/procedures are now in place at Shadowlawn Elementary as a result of the 2015-2016 Internal Funds Audit:

1. No proof of purchase on a reimbursement check. We are now cash only for reimbursements (with prior approval).
2. We print out a receipts report listing all cash/checks. As an added step, we now attach an adding machine tape of receipts to the deposit check.
3. Teacher receipts' date must match the official receipts' date. Money must be handed in the same day it is collected. This is not always indicative of money being held. Teachers occasionally write in an incorrect date. Staff has been reminded – again – to be very careful when completing this documentation. Bookkeeping procedures will be provided and reviewed in detail during preplanning.
4. We were unaware individuals could not use the State of Florida Consumer's Certificate of Tax Exemption for purchases. This has been explained to staff and we will no longer be using tax exempt unless paying with a school check or school credit card.
5. Teachers must fill out inventory part of fundraisers. SLE had one fundraiser that proper paper work was not completed on bottled water. The other fundraisers mentioned were pre-pay tee shirts and no inventory was required. We note all fundraisers in the accounting system to indicate all receipts and payments on the fundraiser form.

We appreciate the dedication and hard work of Pam Salyer, our bookkeeper, in keeping staff informed of required procedures and mandates.

Thanks for your input and assistance.

Sincerely,

Nancy A. Crowder
Principal

SWIMMING PEN CREEK 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 Swimming Pen Creek Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$15,777.74 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 13,741.71
Investments	2,036.03
Total funds	\$ 15,777.74

During the financial review period, the total receipts equaled \$57,851.35 and the total expenditures equaled \$63,307.73 for a total of \$121,159.08.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 58,061.17	57,851.35	- 209.82
Disbursements	58,056.99	63,307.73	5,250.74
Cash/Bank Balance	19,201.65	13,741.71	- 5,459.94
Investments	2,032.47	2,036.03	3.56

Swimming Pen Creek Elementary School Audit
Page 2

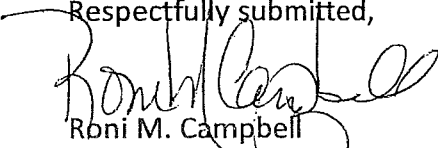
The financial records present fairly in all material respects the financial position of Swimming Pen Creek Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, 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. 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." The Bookkeeper held funds (\$196.00) over the 11/11/14 holiday.
3. Several issues were noted in regards to disbursements including prior written approval not being obtained prior to purchase and reimbursement issued without proof of payment. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
4. Several issues were noted in reviewing revenue including teacher receipts not written when required and teacher receipts edited rather than voided and another issued. Segregation of duties was not followed in regards to Yankee Candle fundraiser. 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 (8/35), 3 initial copies and 1 recapped copy were not received in the county office. Of the 7 recapped copies received 4 of 5 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: 904-273-5707

Fax Number: 904-273-5720

Linda Pratt
Principal

Trisha Stewart
Assistant Principal

April 11, 2016

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 2014-2015 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 5 items in our audit comments; (1) We had gone back and changed many of these but after the month end and will continue to double check these prior to the end of each month in order that we do not mark any that shouldn't be marked. (2) All deposits will be made within the 5 day limit and prior to all holidays. (3) Teachers have been made aware that a verbal approval does not take the place of the written and that when being reimbursed they are aware they must have a copy of their statement if made with a credit/debit card. (4) The receipts in question on this were during the summer and the bookkeepers have been told that they could not receipt and there was no one else to do so, therefore, she thought it could go without being receipted. We now know that we can receipt anything if there is no one else to do so. (5) We have a system for making sure that all Fundraiser Forms are sent at the beginning to you and also at the end. If you did not receive, it is believed that they are lost in the mail system as all have been sent. Also 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,

Linda Pratt
Principal

THUNDERBOLT 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 Thunderbolt Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$80,623.58 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 80,292.83
Investments	330.75
Total funds	\$ 80,623.58

During the financial review period, the total receipts equaled \$174,979.88 and the total expenditures equaled \$171,483.42 for a total of \$346,463.30.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 174,669.88	174,979.88	310.00
Disbursements	168,368.05	171,483.42	3,115.37
Cash/Bank Balance	77,018.40	80,292.83	3,274.43
Investments	330.17	330.75	.58

The financial records present fairly in all material respects the financial position of Thunderbolt Elementary School as of June 30, 2015, 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 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."
2. Multiple revenue issues were noted during the audit including teacher receipts not written when required, tickets not used for fall festival and fundraiser numbers not shown on Monies Collected Forms and Official Receipts. 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.
3. Several disbursement issues were noted during the audit; incomplete backup and lack of prior written approval before purchase. On multiple occasions reimbursements were issued without proof of payment and on two occasions reimbursement was issued to same individual based on invoice showing sold to another organization. Disbursement procedures on pages 32-35 Internal Accounts Manual.
4. 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 a CCSB employee rather than paid thru the payroll department.
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 (23/45), 14 initial copies were not received in the county office. Of the 23 recapped copies received 5 were not supported by entries in accounting system and 9 of 14 did not include inventory though required.
6. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers two items were noted; one Ticket Disbursements Sheet was used for all the tickets and the "Ending Number" and "Number Used" was blank each time tickets checked out. The procedures for Master Ticket Inventory and Ticket Disbursement Sheets provides for an effective internal control when followed. Internal Accounts Manual, page 17, 52-55.

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

Winitra Dixon, Assistant Principal Lara Libretto, Assistant Principal

April 15, 2016

Members of the School Board of Clay County, Florida

2014-2015 Audit Exception Reply:

- 1) Teachers and sponsors were granted tax exempt status without paying with a school check. Employees will now be required to pay with a school check in order to receive tax exempt status.
- 2) Issues regarding tickets not used for fall festival, fundraiser numbers not shown on monies collected forms and teacher receipts not written and turned in when required have been addressed and corrected this school year.
- 3) Reimbursement for purchases will only occur with proper proof of payment.
- 4) Compensation to Employees for Services Rendered will be paid through the payroll department. This practice has been implemented this school year.
- 5) Fundraiser applications will be filled out completely and sent to the county after being approved and again after the recap has been completed. This procedure has been followed this school year.
- 6) Master Ticket Inventory and Ticket Disbursement Sheets will be filled out correctly including ending ticket number and number of tickets used. These procedures have been followed correctly this school year.

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

Sincerely,

Dee Dee Phillips
Principal

TYNES 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 Tynes Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$48,709.89 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 17,721.36
Investments	30,988.53
Total funds	\$ 48,709.89

During the financial review period, the total receipts equaled \$144,083.61 and the total expenditures equaled \$141,760.61 for a total of \$285,844.22.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 127,949.41	144,083.61	16,134.20
Disbursements	126,441.89	141,760.61	15,318.72
Cash/Bank Balance	15,452.61	17,721.36	2,268.75
Investments	30,934.28	30,988.53	54.25

Tynes Elementary School Audit
Page 2

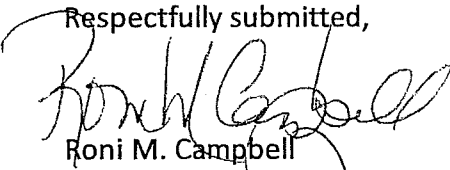
The financial records present fairly in all material respects the financial position of Tynes Elementary School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida State 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. Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 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", 2 of 363 checks issued contained only 1 signature.
4. Multiple restricted expenditures (donation and personal membership) 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 Official Receipt numbers and Fundraiser numbers not shown on Monies Collected Forms, Teacher Receipts not being written when required and teacher receipts being edited rather than being voided and another issued. 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 (22/39), 12 initial copies and 1 recapped copy were not received in the county office and 14 of 16 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.

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) 291-5400

Bree E. Hellwig
Assistant Principal

Laura M. Fogarty
Principal

Pamela L. White
Assistant Principal

April 26, 2016

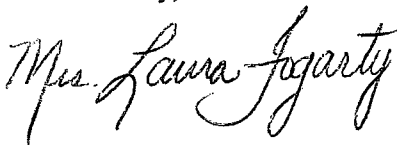
Dear Mrs. Campbell,

This letter is in response to the audit report of the internal funds of Tynes Elementary School for the year ending June 30, 2015. Steps have been taken to correct the items noted in our audit draft for the 2015-2016 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 in effort to ensure they are submitted in a timely manner.
2. In regards to checks being issued without being identified for 1099 purposes, bookkeeper has reviewed the internal accounts manual and will make every effort to correctly identify checks in the future.
3. In regards to multiple checks being dispensed without 2 signatures, the bookkeeper will take extra precautions in preparing checks to assure all signatures are obtained.
4. In regards to restricted expenditures they will be noted on the appropriate fund raiser form and paid out of a trust account.
5. 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 N:/ drive for reference at any time needed. Also, the bookkeeper has encouraged personnel to ask for retraining at any time it is needed.
6. In regards to using fundraiser protocol as noted by auditor, the bookkeeper has reviewed the Internal Accounts Manual and will train the staff on proper fundraiser procedures and post the training materials on the N drive.

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 2014-2015 internal accounts. We found Mrs. Campbell to be extremely helpful, professional, and understanding.

Sincerely,



Laura Fogarty
Principal

PERSISTENCE & RESPONSIBILITY



IN DAILY EFFORT

An Equal Opportunity Employer

WILKINSON 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 Wilkinson Elementary School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$49,527.25 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 48,759.28
Investments	767.97
Total funds	\$ 49,527.25

During the financial review period, the total receipts equaled \$125,914.34 and the total expenditures equaled \$97,469.52 for a total of \$223,383.86.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 111,597.79	125,914.34	14,316.55
Disbursements	92,242.85	97,469.52	5,226.67
Cash/Bank Balance	20,315.80	48,759.28	28,443.48
Investments	766.63	767.97	1.34

The financial records present fairly in all material respects the financial position of Wilkinson Elementary School as of June 30, 2015, 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. On 1 out of 12 occasions the Principal's initials were missing from the bank statement. Page 5 of the Internal Accounts Manual states "The Principal should receive the bank statement unopened. After reviewing and initialing, the statement will be given to the bookkeeper for reconciling." This is an integral component of internal control.
3. 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 July 30, 2015.
4. Multiple revenue issues were noted during the audit including teacher receipts not being written when required 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. It was noted in the sample that on multiple occasions the Bookkeeper held funds over the weekend. Collection procedures on pages 17-19 of the Internal Accounts Manual.
5. Several disbursement issues were noted during the audit including reimbursement without proof of payment and multiple instances of lack of prior written approval. The "Note" section on multiple checks was blank or incomplete. Disbursement procedures, pages 32-35 Internal Accounts Manual.
6. 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."
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. This policy was not adhered to for the year ending June 30, 2015.
8. In reviewing the Master Ticket Inventory, Ticket Disbursement Sheets and confirming actual ending ticket numbers it was noted that Ticket Disbursements Sheet were not used as required and tickets nor wristbands were accounted for on Report of Tickets Sold forms. The procedures for Master Ticket Inventory and Ticket Disbursement Sheets provides for an effective internal control when followed. Internal Accounts Manual, page 17, 52-55.

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

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



Home of the Wildcats!

Wilkinson Elementary School

4965 County Road 218 Middleburg, FL 32068

Phone 904-291-5420 Fax 904-291-5425

Heather Teto
Principal

Angela Johnson
Assistant Principal

April 18, 2016

To: Roni M. Campbell
Internal Accounts Auditor

Re: Wilkinson Elementary School Audit FY2015

To Mrs. Campbell,

I would like to take this opportunity to thank you for your time and attention on April 14, 2015 to share and discuss the Internal Accounts audit for the year ending June 30, 2015.

Based on the information that you provided, I would like to share the corrective actions that we will employ to make sure that any exceptions identified in the audit are corrected and do not occur again.

1. All faculty and staff will be provided a thorough training on the collection of money, use of tax exemption forms, and prior written approval for purchases to ensure all members are aware of the procedures and guidelines. This information will also be updated in the Faculty Handbook; individuals will be responsible for reading and signing that they understand and are aware of the procedures.
2. In the future, all fundraiser applications will be submitted to the county office when the fundraiser has been concluded.
3. Procedures from the Internal Accounts Manual, page 17, 52-55 will be followed to provide accountability of all tickets sold.
4. The bookkeeper and Principal will ensure that the Principal initials all bank statements and thoroughly examines all the transactions before providing it to the bookkeeper.

Respectfully Submitted,

Heather Teto
Principal
Wilkinson Elementary

WILKINSON JUNIOR HIGH 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 Wilkinson Junior High School's Internal Accounts for the fiscal year ending June 30, 2015.

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 \$98,973.00 as of June 30, 2015, was reconciled as follows:

Cash/Bank	\$ 35,372.03
Investments	63,600.97
Total funds	\$ 98,973.00

During the financial review period, the total receipts equaled \$184,669.43 and the total expenditures equaled \$175,727.47 for a total of \$360,396.90.

Change in Fund Balance

	<u>June 2014</u>	<u>June 2015</u>	<u>Difference</u>
Receipts	\$ 174,756.69	184,669.43	9,912.74
Disbursements	165,339.30	175,727.47	10,388.17
Cash/Bank Balance	26,541.44	35,372.03	8,830.59
Investments	63,489.60	63,600.97	111.37

Wilkinson Junior High School Audit

Page 2

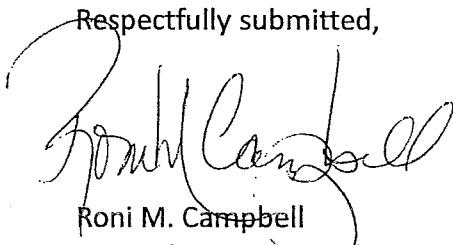
The financial records present fairly in all material respects the financial position of Wilkinson Junior High School as of June 30, 2015, and the results of its operations and cash flow for the year then ended. The financial tests revealed that the school was in compliance with Florida Statutes, Florida 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 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. Multiple Official Receipts not issued to person who signed Monies Collected Forms. 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 disbursements it was noted that multiple reimbursements issued without proof of payment. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.
4. In reviewing fundraiser applications it was noted that of the sample (25/54) that 11 were not supported by entries in accounting system and 10 of 12 did not include inventory 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. Page 11, Internal Accounts Manual.

Generally, the records were in good order and the management of internal funds by the former Principal of Wilkinson 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

Wilkinson Junior High School

"Eagles"

Christina Cornwell, Principal

Mary Mimbs, Vice-Principal
Chris Carella, Asst. Principal
Miranda Knox, Activities Director



Melanie Bartholomew, Counselor
Sheree Krause, Counselor

5-5-20106

Ms. Campbell

In response to the recent audit of the Internal Accounts for the 2015-16 school year at Wilkinson Junior High. The following concerns were noted along with our plan for addressing each.

Multiple checks were issued without being correctly identified for 1099 purposes as required on page 71 of the Internal Accounts Manual.

Response: We will correctly identify the checks for 1099 purposes as required by the Internal Accounts Manual.

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. Multiple Official Receipts not issued to person who signed Monies Collected Forms. 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.

Response: Official receipts will be issued to the person who signed the monies collected form and we will ensure that teacher receipts are written for monies received under the policy guidelines. During Pre-planning our Bookkeeper will address turning in money on the same day as receipts are written and that fundraiser numbers be written on the monies collected form.

In reviewing disbursements it was noted that multiple reimbursements issued without proof of payment. Disbursement procedures on pages 32-35 of the Internal Accounts Manual.

Response: We will limit the number of reimbursements done using credit cards and instead use school charge accounts. Anyone who purchases items using their personal credit card will be required to show the purchase on their credit card statement prior to reimbursement.

In reviewing fundraiser applications it was noted that of the sample (25/54) that 11 were not supported by entries in accounting system and 10 of 12 did not include inventory 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. Page 11, Internal Accounts Manual.

Response: During Pre-planning we will train teachers on how to complete the Fundraiser Application and Financial Recap form and 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

A handwritten signature in black ink that reads "Chornwell".

"Striving For Excellence"

5025 County Road 218 West
Middleburg, Florida 32068
Phone: 904-291-5500 Fax: 904-336-6177
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