



Charlie Van Zant, Jr.
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

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TO: Charlie Van Zant, Jr., Superintendent of Schools
FROM: Dr. George F. Copeland, Assistant Superintendent for Business Affairs
DATE: May, 2013
SUBJECT: Internal Funds Auditors for FY 2013

It is time to appoint the accounting firms to perform the annual audits of the internal funds. We contacted ten firms and asked that they provide us with their proposals for the 2012-2013 audits. All of the ten firms responded that they would be interested in performing the audits under the guidelines we have established.

We are recommending that these ten firms be contracted to perform the following internal funds audits:

Emily C. Helms, CPA, PA

- Adult Community Education
- Clay Virtual Academy
- Orange Park Junior High
- Orange Park High

Adams & Harper, PA

- Bannerman Learning Center
- Clay High School
- C. E. Bennett Elementary School
- Green Cove Springs Junior

Shirley W. Hatcher, CPA, PA

- Orange Park Elementary
- S. Bryan Jennings Elementary
- Grove Park Elementary
- W. E. Cherry Elementary

DuVal & Company, CPA's, PA

- Clay Hill Elementary
- Middleburg High School

- Wilkinson Elementary
- Wilkinson Junior High

Conner Hubbard & Company, LLC

- Keystone Heights Elementary
- Keystone Heights High School
- McRae Elementary
- Middleburg Elementary

DDF CPA Group

- Lake Asbury Elementary
- Lake Asbury Junior
- Ridgeview High School
- Ridgeview Elementary
- Shadowlawn Elementary

Magars & Associates

- Fleming Island Elementary
- Thunderbolt Elementary
- Paterson Elementary
- Fleming Island High School

Joan O. Michael, CPA, PA

- Lakeside Elementary
- Lakeside Junior High
- Montclair Elementary
- Tynes Elementary

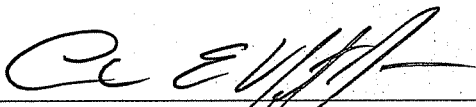
Coleman and Associates, CPA firm

- Argyle Elementary
- Oakleaf High
- Oakleaf Junior High
- Oakleaf Village Elementary
- Plantation Oaks Elementary

Steven W. Keenan, CPA

- Coppergate Elementary
- Drs. Inlet Elementary
- Rideout Elementary
- Swimming Pen Creek Elementary

APPROVED: _____


Charlie Van Zant, Jr., Superintendent