

TO: David L. Owens, Superintendent of Schools  
FROM: Dr. George F. Copeland, Assistant Superintendent for Business Affairs  
DATE: May, 2008  
SUBJECT: Internal Funds Auditors for FY 2008

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It is time to appoint the accounting firms to perform the annual audits of the internal funds. We contacted seven firms and asked that they provide us with their proposals for the 2007-2008 audits. All of the seven firms responded that they would be interested in performing the audits under the guidelines we have established.

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

Emily C. Helms, CPA

- Coppergate Elementary School
- Wilkinson Elementary School
- Clay Hill Elementary School
- Lakeside Junior High School
- RideOut Elementary School

Adams & Harper, PA

- Keystone Heights Elementary School
- Bannerman Learning Center
- Green Cove Springs Junior High School
- Adult Community Education
- Keystone Heights High School

Shirley W. Hatcher, CPA

- Orange Park Elementary School
- Ridgeview Elementary School

- Argyle Elementary School
- C. E. Bennett Elementary School

**DuVal & Company, CPA's, PA**

- W. E. Cherry Elementary School
- R. M. Paterson Elementary School
- Montclair Elementary School
- Orange Park High School
- Tynes Elementary School
- Clay High School

**Conner, Hubbard & Company, PA**

- Ridgeview High School
- Thunderbolt Elementary School
- Wilkinson Junior High School
- Grove Park Elementary School
- Lakeside Elementary School
- Fleming Island Elementary School

**Douglas, Douglas & Farnsworth**

- Doctors Inlet Elementary School
- Fleming Island High School
- S. Bryan Jennings Elementary School
- Orange Park Junior High School
- Oakleaf School
- McRae Elementary School

**Davis, Monk & Co.**

- Middleburg High School
- Middleburg Elementary School
- Swimming Pen Creek Elementary School
- Lake Asbury Elementary School
- Lake Asbury Junior High School

APPROVED: \_\_\_\_\_  
David L. Owens, Superintendent