

Rideout Elementary School

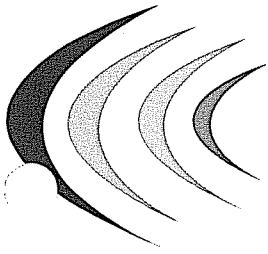
Statement of Cash Receipts and Disbursements of the Internal Funds

For the Year Ended June 30, 2009

Rideout Elementary School

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Coleman and Associates, CPA Firm

Independent Auditors' Report

Mr. Ben Wortham, Superintendent of Clay County Schools
Ms. Denise Adams, Deputy Superintendent of Clay County Schools
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Rideout Elementary School (the School) for the year ended June 30, 2009. This financial statement is the responsibility of the School's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the policy of the school is to prepare its financial statement on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the internal funds of Rideout Elementary School for the year ended June 30, 2009 on the basis of accounting described in Note 1.

Coleman & Associates Cpa firm

August 19, 2009

Rideout Elementary School
Statement of Cash Receipts and Disbursement of the Internal Funds
For the Year Ended June 30, 2009

<u>Accounts</u>	<u>Cash Balance July 1, 2008</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Transfers</u>	<u>Cash Balance June 30, 2009</u>
Music	\$ 156.34	\$ 198.00	\$ 353.63	\$ -	\$ 0.71
Classes, Clubs and Departments	6,562.02	58,285.16	58,880.94	5.71	5,971.95
Trust	4,354.76	12,991.40	14,753.46	(2,159.41)	433.29
General	10,855.32	11,072.66	14,978.77	4,205.70	11,154.91
<u>Outside Organizations</u>	<u>7,993.22</u>	<u>16,440.27</u>	<u>16,636.22</u>	<u>(2,052.00)</u>	<u>5,745.27</u>
Totals	<u>\$ 29,921.66</u>	<u>\$ 98,987.49</u>	<u>\$ 105,603.02</u>	<u>\$ -</u>	<u>\$ 23,306.13</u>

The accompanying Notes to the Statement of Cash Receipts and Disbursements
form an integral part of this statement

**Rideout Elementary School
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2009**

Note 1 – Summary of Significant Accounting Policies

Reporting entity

The accompanying statement of cash receipts and disbursements of the internal funds include the effects of transactions and balances relating to the internal accounts of Rideout Elementary School (the School) within the Clay County, Florida school system.

The accompanying statement of cash receipts and disbursements of the internal funds is not intended to be a complete presentation of all of the internal account activities of the school system because this financial statement only includes the accounts at Rideout Elementary School.

The Florida Department of Education and Clay County District Schools have established rules and regulations concerning the administration of the internal accounts. These rules and regulations state how the internal accounts will be organized, accounted for and reported.

The internal account balances and transactions are includable as an agency fund on the Clay County District School's Annual Financial Report. Transactions and balances relating to cafeteria food costs, supplies, staff salaries and benefits are not included in the accompanying financial statement because they are accounted for by the Clay County District School Board.

Basis of Accounting

The School's accounting policy is to prepare its financial statements using a comprehensive basis of accounting known as cash. This means that revenues are recognized in the financial statements when received instead of when earned and expenses are recognized when paid rather than when the liability was incurred. This basis of accounting is not in conformity with generally accepted accounting principles. Accordingly, the accompanying financial statements are not intended to present financial position and resulted of operations in conformity with generally accepted accounting principles.

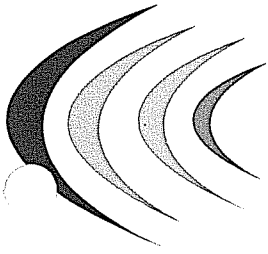
Note 2 – Cash and Cash Equivalents

As of June 30, 2009, the School's total cash balance of \$23,306.13 consists of \$22,589.74 held in a non-interest bearing checking account and \$716.39 in nonsufficient funds checks.

Note 3 – Investments

The School Board has authority, under Florida Statute, Section 230.23(10)(k), to adopt policies pertaining to investment of school funds not needed for immediate expenditures. The intent is to maximize the yield on investments, with a minimum amount of risk. The schools have invested excess funds in savings and deposit accounts with Qualified Public Depositories and also with the Florida State Board of Administration (SBA), Local Government Surplus Funds Trust Fund (LGSF). Rideout Elementary School has not invested any funds with the SBA, including the LGSF.

Supplemental Information



Coleman and Associates, CPA Firm

Schedule of Accounts Payable and Encumbrances

Mr. Ben Wortham, Superintendent
Ms. Denise Adams, Deputy Superintendent
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

The Clay County School Board has requested that we provide a schedule of accounts payable and encumbrances incurred as of June 30, 2009, for Rideout Elementary School's internal funds as reported to us by the School.

Certain auditing procedures were applied to the verification of these accounts payable and encumbrances that we considered necessary. The following accounts payable and encumbrances, if any, were not paid during the School's fiscal year ending June 30, 2009, and accordingly, were not included in the statement of cash receipts and disbursements of the internal funds for the year ended June 30, 2009.

Accounts Payable as of June 30, 2009

\$ --

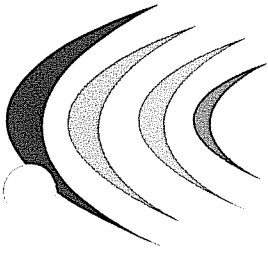
Encumbrances as of June 30, 2009

\$ --

The above accounts payable amount was reported on the June 30, 2009 Principal's Monthly Report. Encumbrances are not reported on the monthly principal's report.

Coleman & Associates Cpa firm

August 19, 2009



Coleman and Associates, CPA Firm

Mr. Ben Wortham, Superintendent
Ms. Denise Adams, Deputy Superintendent
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

We have audited the internal funds financial statement of Rideout Elementary School as of and for the fiscal year ended June 30, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Report on Internal Control over Financial Reporting And on Compliance and Other Matters

In planning and performing our audit of the internal funds of Rideout Elementary School for the year ended June 30, 2009; in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

- 1) The Fundraiser Application and Financial Recap forms prepared during the fiscal year were missing and were not available for audit. We recommend that such forms be kept in a secure location to prevent a reoccurrence.
- 2) We noted that a few purchases were made prior to the Principal signing the Request for Purchase Approval and Check Requisition form. All purchases are required to be approved by the Principal in writing prior to ordering goods and services.
- 3) In December 2008 the School collected approximately \$215 from various individuals and the monies were not deposited until after the Christmas holiday break. We also noted that some cash receipts were held over the weekend. District School Board policies prohibit holding cash receipts over a holiday or weekend. We recommend that the School deposit cash receipts more timely to reduce the risk of fraud or theft.
- 4) During our review of the Principals monthly reports, we noted that many of these reports were not prepared and filed by the 15th of the following month. The reports for the months of November and December 2008 were not filed until January 23, 2009. We recommend that the School prepare the monthly reports in time to meet the District filing requirement.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the School's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. We considered items 1, 2 and 3 that are described above to be material weaknesses.

This communication is intended solely for the information and use of management, Clay County District School Board, the Florida Office of the Auditor General and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties. This restriction is not, however, intended to limit the distribution of this report, which upon acceptance, is a matter of public record.

We would like to express that we observed the internal funds accounting records were neat and organized. We also noted that except for the comments noted above we found that the School substantially followed the procedures outlined in the Clay County School Board Internal Accounts Manual.

Communication with Those Charged with Governance

Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 15, 2009, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.

The firm of Coleman and Associates, CPA Firm has remained independent of Clay County District School Board, as defined by AU Section 220, U.S. Professional Auditing Standards and the AICPA's Interpretation 101-3, *Performance of Nonattest Services*.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the internal funds financial statements are free of material misstatement. As part of our audit, we considered the internal control of Clay County District School Board. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. Our audit of the internal funds financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing. There was a discussion of the planned scope and timing at a meeting conducted on June 9, 2009.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Clay County District Schools are described in Note 1 to the internal funds financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ending June 30, 2009. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no particularly sensitive estimates significantly affecting the internal funds financial statements.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no particularly sensitive disclosures significantly affecting the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no misstatements noted as a result of audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

It was a pleasure to work with the School's Principal, Bookkeeper and staff. We appreciate the opportunity to be of service to the Clay County District Schools and look forward to a continuing relationship. This report is intended solely for the information and use of the Clay County School Board management and others within the Organization.

Coleman & Associates Cpa firm

August 19, 2009

RideOut Elementary School
3065 Apalachicola Boulevard, Middleburg, FL 32068
(904) 291-5430
(904) 291-5434 Fax

Laura A. Johnson
Principal

Jennifer Roach
Assistant Principal

August 21, 2009

Coleman and Associates, CPA Firm
P.O. Box 8279
Fleming Island, FL 32006

Attn: Timothy Coleman

RE: RideOut Elementary 2009 Audit

Dear Mr. Coleman:

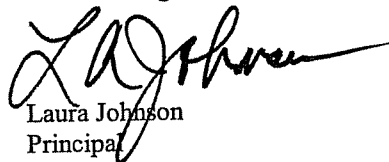
Thank you for the manner in which you conducted our annual 08-09 audit. Your insight and comments are important to us in making RideOut Elementary the best it can be. To that regard, we have implemented the changes necessary to correct the areas of concern found in the year end audit.

As discussed during our face to face meeting on August 20th, many of our bookkeeping errors were associated with the bookkeeper who was employed prior to January 2009. We feel quite confident that all areas of concern expressed during in the audit process are being properly addressed by our new bookkeeper. Specifically noted:

1. Fundraising procedures have been reviewed and already implemented for the 2009-2010 school year
2. Procedures for Request for Purchase and Approval of Check Requisitions have been reviewed and addressed to ensure that no purchases are made prior to the Principal's approval.
3. Late deposits that were associated specifically with the previous book keeper have already been addressed by the new book keeper to ensure timely deposits.
4. Principal's Reports and reconciliation deadlines have been reviewed and will be in compliance with the 15th due date.

Given our personnel change half-way through the year, we are pleased with the overall audit results and 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.

Warmest Regards,


Laura Johnson
Principal

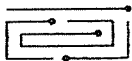
LAJ/elbw

CC: R Campbell
C Goodgame

Ridgeview Elementary School

Statement of Cash Receipts and Disbursements of the Internal Funds

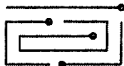
For the Year Ended June 30, 2009



Conner Hubbard & Company, LLC
Certified Public Accountants
Orange Park, Florida

**RIDGEVIEW ELEMENTARY SCHOOL
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CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

Taxation, Accounting, Pension Planning, and Business Counseling

INDEPENDENT AUDITORS' REPORT

Mr. Ben H. Wortham, Superintendent of Schools,
Clay County, Florida
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Ridgeview Elementary School for the year ended June 30, 2009. This financial statement is the responsibility of the School's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the internal funds of Ridgeview Elementary School for the year ended June 30, 2009 on the basis of accounting described in Note 1.

Conner, Hubbard & Company, LLC

CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

August 18, 2009

website: www.connerhubbard.com
Please respond to the office at:

e-mail: firm@connerhubbard.com

1106 Park Avenue
Orange Park, Florida 32073
(904) 278-1040; Fax (904) 278-9444

212 North Davis Street
Nashville, Georgia 31639
(229) 686-9419

RIDGEVIEW ELEMENTARY SCHOOL
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS
For the Year Ended June 30, 2009

	<u>Cash Balance</u> <u>July 1, 2008</u>	<u>Transactions</u>			<u>Cash Balance</u> <u>June 30, 2009</u>
		<u>Receipts</u>	<u>Disbursements</u>	<u>Transfers</u>	
Music	\$ 346.82	\$ 1,259.00	\$ 1,159.95	\$ 19.07	\$ 464.94
Classes, Clubs & Departments	8,526.14	40,754.47	38,177.83	798.87	11,901.65
Trust	7,995.29	25,632.59	24,713.16	18,073.40	26,988.12
General	10,832.60	12,695.57	15,272.15	(3,619.45)	4,636.57
Outside Organizations	17,955.51	36,887.13	24,890.42	(15,271.89)	14,680.33
	<u>\$ 45,656.36</u>	<u>\$ 117,228.76</u>	<u>\$ 104,213.51</u>	<u>\$ -</u>	<u>\$ 58,671.61</u>

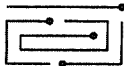
See Independent Auditors' Report and Notes to Statement of Cash Receipts and Disbursements.

RIDGEVIEW ELEMENTARY SCHOOL

Notes to Statement of Cash Receipts and Disbursements
For The Year Ended June 30, 2009

- NOTE 1 The School's policy is to prepare its financial statement on the basis of cash receipts and disbursements; consequently, revenues are recognized when received rather than when earned, and expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.
- NOTE 2 As of June 30, 2009, no interest was being earned on the checking account. Interest was earned on funds invested with the Clay County School Board in the amount of \$261.41 for the fiscal year ended June 30, 2009.
- NOTE 3 The cash balance of \$58,671.61 at June 30, 2009, shown on the statement of cash receipts and disbursements consists of \$39,829.74 being held in the checking account, \$18,841.87 invested with the Clay County School Board, and \$0.00 in checks were returned for insufficient funds.

SUPPLEMENTAL INFORMATION



CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

Taxation, Accounting, Pension Planning, and Business Counseling

Mr. Ben H. Wortham, Superintendent of Schools,
Clay County, Florida
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

In accordance with the instructions prepared by the Clay County School Board, listed below is a schedule of the accounts payable and encumbrances at June 30, 2009 of the Ridgeview Elementary School internal funds as reported to us by the School.

Such auditing procedures as we considered necessary in the circumstances were applied to the verification of these accounts payable and encumbrances. The following accounts payable and encumbrances were not paid during the 2008-2009 fiscal year and, accordingly, are not included in the statement of cash receipts and disbursements of the internal funds for the year ended June 30, 2009.

There were no encumbrances as of June 30, 2009.

The zero balance of encumbrances agrees with the June 30, 2009 Principal's Monthly Report.

The following is a list of accounts payable as of June 30, 2009:

Encumbrances

<u>VENDOR</u>	<u>Amount</u>
Sam's Club Discover	<u>\$ 148.50</u>

Conner, Hubbard & Company, LLC

CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

August 18, 2009

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CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

Taxation, Accounting, Pension Planning, and Business Counseling

Mr. Ben H. Wortham, Superintendent of Schools,
Clay County, Florida
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

In planning and performing our audit of the statement of cash receipts and disbursements of the internal funds of Ridgeview Elementary School for the year ended June 30, 2009, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control structure.

We would like to point out the following items noted during our audit:

The checking account balance per the bank reconciliation report was \$76.80 greater than the general ledger financial report due to an outstanding accounts payable item. This difference was corrected in July.

We noted that activity account 3417 (SAC/School Advisory) had an ending balance in excess of the maximum amount allowed as determined by the formula provided by the Internal Funds Manual. The School did not have written documentation as to the specific reason for the excess and how the excess will be applied to assure the funds are used for their intended purpose.

During our review of a sample of cash receipts, we noted two instances where the teacher receipt number was not listed on the "Monies Collected" form.

The internal funds accounting records were overall very neat and orderly. We also found that the procedures outlined in the Internal Funds Manual of the Clay County School Board were substantially followed by the School.

We commend the Principal and the bookkeeper for an excellent job. It has been a pleasure to have this opportunity to serve you.

This report is intended solely for the information and use of the Clay County School Board management, and others within the Organization.

Conner, Hubbard & Company, LLC

CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

August 18, 2009

website: www.connerhubbard.com

Please respond to the office at:

e-mail: firm@connerhubbard.com

1106 Park Avenue
Orange Park, Florida 32073
(904) 278-1040; Fax (904) 278-9444

212 North Davis Street
Nashville, Georgia 31639
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Ridgeview Elementary School

421 Jefferson Avenue

Orange Park, FL 32065-6791

Phone: (904) 213-2952 Fax: (904) 213-2960

Ruth Casias
Principal

"Committed to Excellence"

Renee' Pleasant
Assistant Principal

August 18, 2009

Conner, Hubbard & Company, LLC
1106 Park Avenue
Orange Park, FL 32073

RE: 2008-2009 Internal Accounts Audit

Thank you for your time and effort in conducting the audit of our 2008-2009 Internal accounts. It was a pleasure to meet with you and I appreciate your patience in sitting down with Marilyn Cram, our bookkeeper and myself and going over each item in detail. Your guidelines enable us to set policy in the school to assure a favorable report each year.

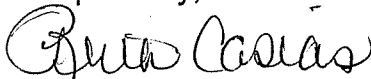
In response to each item of note on the audit:

1. The checking account balance per the bank reconciliation report was \$76.80 greater than the general ledger financial report due to an outstanding accounts payable item. This item should have been deleted in June 2009 and has since been deleted as of August 2009.
2. The activity account 3417 (SAC/School Advisory) had an ending balance in excess of the maximum amount allowed as determined by the formula provided by the Internal Funds Manual. The bookkeeper will take greater care to insure that all accounts are in compliance with the balance limits as set forth in the internal accounts manual.
3. During a review of sample cash receipts, it was noted two instances where teacher receipt numbers were not listed on the "Monies Collected" form. Mrs. Casias is reviewing the policy of receipts and "monies collected" forms with teachers in meetings held this week. The bookkeeper will also follow up to make sure teachers are following through on this policy.

I am pleased with Mrs. Cram's work as bookkeeper at Ridgeview Elementary School. Mrs. Cram trains teachers and staff on procedures and is firm on insisting guidelines are followed. She continues to be meticulous and conscientious in her role here at Ridgeview Elementary. I have every confidence that she will continue to do a great job.

Again, I appreciate your thorough report and hope to work with you again in the future.

Respectfully,


Ruth Casias, Principal

**S. Bryan Jennings Elementary School
Internal Funds**

**Statement of Cash Receipts
and Disbursements**

June 30, 2009

**S. Bryan Jennings Elementary School
Internal Funds
Statement of Cash Receipts
and Disbursements**

June 30, 2009

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Independent Auditors' Report

District School Board
Clay County, Florida

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of S. Bryan Jennings Elementary School Internal Funds for the year ended June 30, 2009. This financial statement is the responsibility of the School Board's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as, evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1 of the Notes to Financial Statement, the accompanying financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

As described in Note 1 of the Notes to Financial Statement, the accompanying financial statement includes only the financial activities of the S. Bryan Jennings Elementary School Internal Funds. The financial statement does not include other financial activities of the District School Board.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the S. Bryan Jennings Elementary School Internal Funds for the year ended June 30, 2009, on the basis of accounting described in Note 1.

DDF CPA Group

August 11, 2009

ddfcpa.com

- P.O. Box 996, Starke, Florida 32091
107 Edwards Road, Starke, Florida 32091 | tel 904.964.7404 toll 800.771.7404 fax 904.964.6583
- P.O. Box 9089, Orange Park, Florida 32006
4729 US Highway 17 S, Suite 204, Orange Park, Florida 32003 | tel 904.264.9768 toll 866.811.9701 fax 904.269.7091

**S. Bryan Jennings Elementary School
Internal Funds
Statement of Cash Receipts and Disbursements
For the Year Ended June 30, 2009**

	<u>Cash Balances July 1, 2008</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interfund Transfers</u>	<u>Cash Balances June 30, 2009</u>
Athletics	\$ 81.12	\$ --	\$ --	\$ (81.12)	\$ --
Music	182.97	156.00	178.00	--	160.97
Classes, Clubs and Departments	3,792.83	14,457.37	14,281.44	(615.69)	3,353.07
Trust	4,431.46	13,144.33	13,338.16	3,580.52	7,818.15
General	16,799.49	12,646.24	19,847.67	704.81	10,302.87
Outside Organizations	<u>4,462.98</u>	<u>13,589.46</u>	<u>10,560.36</u>	<u>(3,588.52)</u>	<u>3,903.56</u>
Total	<u>\$29,750.85</u>	<u>\$53,993.40</u>	<u>\$58,205.63</u>	<u>\$ --</u>	<u>\$25,538.62</u>

See accompanying Notes to Financial Statement

**S. Bryan Jennings Elementary School
Internal Funds
Notes to Financial Statement
For the Year Ended June 30, 2009**

Note 1 - Reporting entity

The accompanying financial statement includes the effects of transactions and balances relating to the internal fund activities of S. Bryan Jennings Elementary School.

The accompanying financial statement is not intended to be a complete presentation of all the internal account activities of the Clay County School Board, as this financial statement only includes the accounts at S. Bryan Jennings Elementary School.

Basis of accounting

The accompanying financial statement is prepared on the cash basis of accounting and, therefore, reflect only cash received and disbursed. Receivables and payables, accrued revenues and expenditures, and property and depreciation, if any, are not reflected. Consequently, these statements are not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

Note 2 - Cash and Cash Equivalents

The June 30, 2009 cash balance, totaling \$25,538.62, consists of \$4,423.33 in a non-interest bearing checking account and \$21,115.29 invested with the State Board of Administration. Interest earnings on the investment amounted to \$300.78.

Note 3 - Accounts Payable and Encumbrances

The School had no accounts payable or encumbrances at June 30, 2009.



Management Letter

District School Board
Clay County, Florida

Honorable Members:

In connection with our audit of S. Bryan Jennings Elementary School's (the "school") financial statements as of June 30, 2009 and for the year ended, and our audit of the school's internal control over financial reporting as of June 30, 2009 ("integrated audit"), the standards established by the American Institute of Certified Public Accountants require that we advise you of the following internal control matters identified during our integrated audit.

Our responsibility is to plan and perform our integrated audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud, and whether effective internal control over financial reporting was maintained in all material respects. The integrated audit is not designed to detect deficiencies that, individually or in combination, are less severe than a material weakness. However, we are responsible for communicating to management and those charged with governance significant deficiencies and material weaknesses identified during the integrated audit. We are also responsible for communicating to management deficiencies that are of a lesser magnitude than a significant deficiency, which we discussed at our exit conference held on August 13, 2009.

A deficiency in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the school's financial statements will not be prevented, or detected and corrected on a timely basis. We believe there are no deficiencies that constitute a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that, in the auditors' professional judgment, is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies to be significant deficiencies:

- The Internal Accounts Manual (Section I, page 10-12) highlights the requirements for fund-raising applications. It states that the inventory sections of the application must be filled out to include number of items purchased to be sold, actual count of remaining inventory after fund raiser is complete, number of items sold, and must include an explanation for any discrepancies and what happened with the remaining inventory. Furthermore, Section III of the manual states that fund raising application numbers must be included on the Report of Monies Collected Form. During our audit we determined that the School was not adequately completing the inventory section of the fundraiser application form and was not including the fundraiser application number on the Report of Monies Collected Form. We recommend that sponsors in charge of fund raising activities make every effort to provide some type of inventory count so that revenue collected can be reconciled to expected revenue, i.e., number of items sold multiplied by the price per item and that fund raising application numbers be included on all of the Report of Monies Collected Form.

- During our review of ticket sales, we found that the School was not keeping an accurate records of tickets sold for each event. The Ticket Disbursement Log did not have a listing of each event where tickets were issued and how many of those tickets were sold at that event. In essence, the log was being used as another master ticket log. The Internal Accounts Manual (Section IV, Page 50) outlines requirements regarding inventory of all tickets used for school activities. It states that each event where tickets are used should be noted on the Ticket Disbursement Log along with the beginning ticket number on the roll and ending ticket number once all tickets have been issued. We suggest that the bookkeeper ensure that the sponsor of each event is adequately keeping up with the Ticket Disbursement Log.

As part of our audit we consider the correction of prior year findings. There were no findings noted in the prior audit report. Although there are comments for improvement mentioned above, we feel the School is doing an excellent job of record keeping, especially when it comes to the handling of disbursements.

This communication is intended solely for the information and use of management and the Clay County District School Board, and is not intended to be and should not be used by anyone other than these specified parties.

DDF CPA Group

August 11, 2009

S. Bryan Jennings Elementary School

215 Corona Drive - Orange Park, FL 32073

Phone: (904) 213-3021

www.clay.k12.fl.us/sbj

Fax: (904) 213-3014

Mr. Dana L. Archibald
Principal

Mrs. Tiffany Outman
Assistant Principal

August 17, 2009

Mr. Justin Stankiewicz
DDF CPA Group
4729 U.S. Highway 17, South
Suite 204
Fleming Island, Florida 32003

Dear Mr. Stankiewicz:

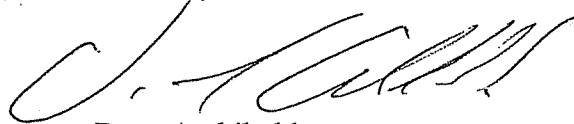
I am responding to your audit report dated August 13, 2009, for the internal funds of S. Bryan Jennings Elementary School for the 2008-09 school year that ended June 30, 2009. We are pleased to have received such positive comments regarding the exceptional condition of our internal accounts records, especially in the disbursement records.

As noted in your report, we will make every effort to monitor and guide our fund-raising sponsors to help them complete the fund-raising forms in a more complete manner and oversee the ticket sales with regards to the documentation of reporting sales for all events.

The bookkeeper, Sharon Morrow, and I are committed to following appropriate and responsible internal funds accounting procedures as outlined by the Clay County School Board.

Thank you for your thorough audit of our procedures.

Sincerely,



Dana Archibald
Principal

sam

cc: R. Campbell ✓

SHADOWLAWN ELEMENTARY SCHOOL

**STATEMENT OF CASH RECEIPTS AND
DISBURSEMENTS OF THE
INTERNAL FUNDS**

For the Year Ended June 30, 2009

CONTENTS

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**S
H**

SHIRLEY W. HATCHER, CPA, P.A.

P.O. Box 541
Middleburg, FL 32050-0541
E-Mail Hatcher CPA@comcast.net

(904) 282-7771
Fax (904) 282-6990

INDEPENDENT AUDITOR'S REPORT

Mr. Ben Wortham, Superintendent of Schools,
Clay County, Florida
Mr. Frank Farrell
Ms. Lisa Graham
Mr. Charles Van Zant, Jr.
Mrs. Carol Studdard
Mrs. Carol Vallencourt

Honorable Members:

I have audited the accompanying statement of cash receipts and disbursements of the internal funds of Shadowlawn Elementary School for the year ended June 30, 2009. This financial statement is the responsibility of the School's management. My responsibility is to express an opinion on this financial statement based on my audit.

I conducted my audit in accordance with U.S. generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

As described in Note 1, this financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

In my opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the internal funds of Shadowlawn Elementary School for the year ended June 30, 2009, on the basis of accounting described in Note 1.

Shirley W. Hatcher, CPA, P.A.

SHIRLEY W. HATCHER, CPA, P.A.
August 11, 2009

SHADOWLAWN ELEMENTARY SCHOOL
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
OF THE INTERNAL FUNDS
For the Year Ended June 30, 2009

	Cash Balance <u>July 1, 2008</u>	<u>Transactions</u>			Cash Balance <u>June 30, 2009</u>
		<u>Receipts</u>	<u>Disburse- ments</u>	<u>Interfund Transfers</u>	
Music	\$.00	\$ 3,851.00	\$ 3,338.18	\$ 274.24	\$ 787.06
Classes, Clubs & Departments	.00	49,996.70	45,092.06	803.85	5,708.49
Trust	.00	29,645.69	25,751.97	(401.93)	3,491.79
General	.00	28,898.68	21,827.49	1,444.25	8,515.44
Outside Organization	<u>.00</u>	<u>36,736.52</u>	<u>24,797.19</u>	<u>(2,120.41)</u>	<u>9,818.92</u>
Total	<u>\$.00</u>	<u>\$149,128.59</u>	<u>\$120,806.89</u>	<u>\$.00</u>	<u>\$ 28,321.70</u>

See accompanying notes to statement of cash receipts and disbursements.

SHADOWLAWN ELEMENTARY SCHOOL
NOTES TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
For the Year Ended June 30, 2009

NOTE 1 – Summary of Significant Accounting Policies

Reporting Entity

The accompanying statement of cash receipts and disbursements of the internal funds include the effects of transactions and balances relating to the internal accounts of Shadowlawn Elementary School within the Clay County, Florida school system.

The accompanying financial statement is not intended to be a complete presentation of all the internal account activities of the school system because this financial statement only includes the accounts at Shadowlawn Elementary School.

The Florida Department of Education and Clay County District Schools have established rules and regulations concerning the administration of internal accounts. These rules and regulations state how the internal accounts will be organized, accounted for, and reported.

The internal account balances and transactions are includable as an agency fund on the Clay County District School's Annual Financial Report. Transactions and balances relating to cafeteria food costs, supplies, staff salaries and benefits are not included in the accompanying financial statement because they are accounted for by the clay County District School Board.

Basis of Accounting

The School's policy is to prepare its financial statement on the basis of cash receipts and disbursements; consequently, revenues are recognized when received rather than when earned, and expenses are recognized when paid rather than when the obligation is incurred. Such basis is a generally accepted basis of accounting for Florida school internal accounts as defined by Chapter 7 of the Florida Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools. Receivables and payables, accrued revenues and expenditures, and property and depreciation, if any, are not reflected. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

Investments

The School Board has the authority, under Florida Statute, Section 230.23(10)(k), to adopt policies pertaining to investment of school funds not needed for immediate expenditures. The intent is to maximize the yield on investments, with a minimum amount of risk. The schools have invested excess funds in savings and deposit accounts with Qualified Public Depositories and the Florida State Board of Administration (SBA), Local Government Investment Pool.

**SHADOWLAWN ELEMENTARY SCHOOL
NOTES TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
(CONTINUED)**

For the Year Ended June 30, 2009

NOTE 2 – Cash and Cash Equivalents

Of the June 30, 2009 cash balance of \$28,321.70 as reported on the Statement of Cash Receipts and Disbursements, \$28,242.27 is being held in a non-interest bearing checking account insured by the FDIC and \$79.43 in uncollected checks which are expected to be collected.

**S
H**

SHIRLEY W. HATCHER, CPA, P.A.

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Middleburg, FL 32050-0541
E-Mail Hatcher CPA@comcast.net

(904) 282-7771
Fax (904) 282-6990

Mr. Ben Wortham, Superintendent of Schools,
Clay County, Florida
Mr. Frank Farrell
Ms. Lisa Graham
Mr. Charles Van Zant, Jr.
Mrs. Carol Studdard
Mrs. Carol Vallencourt

Honorable Members:

In accordance with the instructions prepared by the Clay County School Board, Shadowlawn Elementary School reported no accounts payable and one encumbrance at June 30, 2009 for the internal funds.

Accounts Payable

None

Encumbrances

Creative Communication \$ 26.40

The above amount agrees with the list provided by the school at June 30, 2009 and with the Principal's Report. Auditing procedures as I considered necessary under the circumstances were applied to the verification of these accounts payable.

Shirley W. Hatcher, CPA, P.A.

SHIRLEY W. HATCHER, CPA, P.A.
August 11, 2009

**S
H**

SHIRLEY W. HATCHER, CPA, P.A.

P.O. Box 541
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Mr. Ben Wortham, Superintendent of Schools,
Clay County, Florida
Mr. Frank Farrell
Ms. Lisa Graham
Mr. Charles Van Zant, Jr.
Mrs. Carol Studdard
Mrs. Carol Vallencourt

Honorable Members:

In planning and performing my audit of the statement of cash receipts and disbursements of the internal funds of Shadowlawn Elementary School for the year ended June 30, 2009, I considered its internal control structure in order to determine my auditing procedures for the purpose of expressing an opinion on the financial statement and not to provide assurance on the internal control structure.

I would like to point out the following items noted during my audit:

1. Reimbursement for travel expenses made to a teacher was not in compliance with the Internal Funds Manual. Restricted expenditures must be paid from a trust account collected for a specifically-identified purpose. The fundraising application for Technology did not state that a portion of the funds were to be used for teacher/sponsor travel.

The internal funds accounting records were overall very neat and orderly. I also found that the procedures outlined in the Internal Funds Manual of the Clay County School Board were followed by the School. I commend the principal and bookkeeper for an excellent job. It has been a pleasure to have had this opportunity to serve you.

This report is intended solely for the information and use of the Clay County School Board management and others within the organization.

Shirley W. Hatcher, CPA, P.A.

SHIRLEY W. HATCHER, CPA, P.A.
August 11, 2009



Shadowlawn Elementary School

2945 County Road 218
Green Cove Springs, FL 32043

Main Office: 529-1007 Guidance: 529-1014 Clinic: 529-1013 Cafeteria: 529-1012
Fax: 904-529-1011

Dale R. Eichhorn
PRINCIPAL

Laura A. Fogarty
ASSISTANT PRINCIPAL

August 17, 2009

Shirley W. Hatcher, CPA, P.A.
P.O. Box 541
Middleburg, FL 32050-0541

Dear Ms. Hatcher:

This letter is in response to the audit report of the internal funds of Shadowlawn Elementary School for the year ending June 30, 2009. Steps have been taken to correct the items noted in our audit draft for the 2009-2010 school year.

1. In regards to reimbursing for travel expenses to a teacher: In order to comply with the Internal Funds Manual, the bookkeeper will ensure that any teacher who intends on being reimbursed for travel expenses to attend an approved conference or any other school related activity, funds will be raised specifically for that purpose and will be indicated clearly on a Fundraiser Application.

Shadowlawn Elementary appreciates the patience, guidance, and encouraging words of our auditor, Shirley Hatcher. Opening a new school was a challenging and learning experience. We would like to thank Ms. Hatcher for her time and for her thorough examination of the 2008-2009 internal accounts. We found Ms. Hatcher to be extremely helpful, professional, and understanding.

Sincerely,

A handwritten signature in cursive script that reads "Dale R. Eichhorn".

Dale R. Eichhorn
Principal



"Home of the Falcons"

AN EQUAL OPPORTUNITY EMPLOYER

AUDIT REPORT

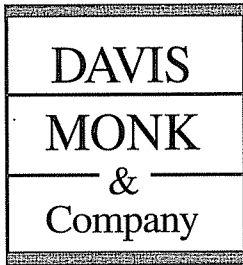
SWIMMING PEN CREEK
ELEMENTARY SCHOOL
INTERNAL ACCOUNTS

JUNE 30, 2009

**Swimming Pen Creek Elementary School
June 30, 2009**

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Certified Public Accountants
& Business Consultants

*A Partnership Consisting of
Professional Associations*

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Website:
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Members:

CPAmerica International

Florida Institute of
Certified Public Accountants

American Institute of
Certified Public Accountants

Horwath International

Independent Auditors' Report

District School Board
Clay County, Florida

We have audited the accompanying statement of cash receipts and disbursements of Swimming Pen Creek Elementary School Internal Accounts for the year ended June 30, 2009. This financial statement is the responsibility of the School Board's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1 of the Notes to Financial Statement, the accompanying financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

As described in Note 1 of the Notes to Financial Statement, the accompanying financial statement includes only the financial activities of the School internal accounts. The financial statement does not include other financial activities of the District School Board.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of Swimming Pen Creek Elementary School Internal Accounts for the year ended June 30, 2009, on the basis of accounting described in Note 1.

Davis, Monk & Company

August 24, 2009
Gainesville, Florida

**Statement of Cash Receipts and Disbursements
For the Year Ended June 30, 2009
Swimming Pen Creek Elementary School Internal Accounts**

	Cash Balances <u>July 1, 2008</u>	Cash <u>Receipts</u>	Cash <u>Disbursements</u>	Interfund <u>Transfers</u>	Cash Balances <u>June 30, 2009</u>
Music	\$ 531	\$ 2,708	\$ 2,481	\$ -	\$ 758
Classes, Clubs & Departments	8,417	34,956	35,639	(337)	7,397
Trust	1,090	10,976	11,099	(142)	825
General	1,539	11,833	12,024	479	1,827
Outside Organizations	6,657	16,306	19,739	-	3,224
	<u>6,657</u>	<u>16,306</u>	<u>19,739</u>	<u>-</u>	<u>3,224</u>
TOTAL	<u>\$ 18,234</u>	<u>\$ 76,779</u>	<u>\$ 80,982</u>	<u>\$ -</u>	<u>\$ 14,031</u>

**Notes to Financial Statement
For the Year Ended June 30, 2009
Swimming Pen Creek Elementary School Internal Accounts**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying financial statement includes the effects of transactions and balances relating exclusively to the internal account activities of Swimming Pen Creek Elementary School (the "School").

The financial statement does not include other financial activities of the Clay County District School Board.

Basis of Accounting

The accompanying financial statement is prepared on the cash basis of accounting and, therefore, reflects only cash received and disbursed. Receivables and payables, accrued revenues and expenditures, and property and depreciation, if any, are not reflected. Consequently, this statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

NOTE 2 – CASH BALANCES

The cash balance of \$14,031 at June 30, 2009, shown on the statement of cash receipts and disbursements consists of \$11,979 being held in the checking account, \$2,007 invested with the State Board of Administration, and \$45 in checks returned by the bank for insufficient funds and awaiting redeposit.

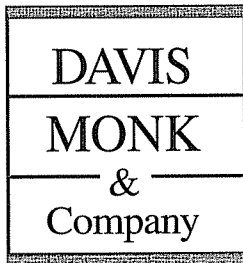
NOTE 3 – ACCOUNTS PAYABLE AND ENCUMBRANCES

The School had no accounts payable at June 30, 2009.

The following is a schedule of encumbrances at June 30, 2009.

<u>Vendor</u>	<u>Amount</u>
AAA Auto Club South	\$ 321
Lakeshore	513
	<u>\$ 834</u>

**REPORT ON INTERNAL CONTROL / COMMUNICATION
WITH THOSE CHARGED WITH GOVERNANCE**



Certified Public Accountants
& Business Consultants

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Gainesville

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1301 Plantation Island Dr.
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St. Augustine, Florida 32080
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Fax: (904) 471-3825

Website:

www.davismonk.com

District School Board
Clay County, Florida

We have audited the statement of cash receipts and disbursements of Swimming Pen Creek Elementary School Internal Accounts (the "School") for the year ended June 30, 2009, and have issued our report thereon dated August 24, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Report on Internal Control

In planning and performing our audit, we considered the School's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the School's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the School's financial statement that is more than inconsequential will not be prevented or detected by the School's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statement will not be prevented or detected by the School's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

Communication with Those Charged with Governance

Professional standards require that we provide you with the following information related to our audit.

Members:

CPAmerica International

Florida Institute of
Certified Public Accountants

American Institute of
Certified Public Accountants

Horwath International

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statement prepared by management with your oversight is fairly presented, in all material respects. Our audit of the financial statement does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing that were previously communicated.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statement prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statement and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates significantly affecting the financial statement.

The disclosures in the financial statement are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statement discloses that the financial statement is prepared using the cash basis of accounting.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statement taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statement or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statement or a determination of the type of auditor's opinion that may be expressed on the statement, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This report is intended solely for the information and use of the Clay County District School Board and its management and is not intended to be and should not be used by anyone other than these specified parties.

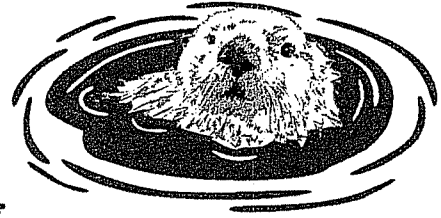
We wish to take this opportunity to thank the principal and her staff for the cooperation and courtesies extended during our audit. We have sincerely enjoyed our association with the Clay County District School Board and look forward to a continuing relationship.

Please feel free to contact us if you have any questions or comments concerning the audit or other matters.

Davis, Monk & Company

August 24, 2009
Gainesville, Florida

Swimming Pen Creek Elementary
1630 Woodpecker Lane
Middleburg, FL 32068
904-278-5707



Principal: Lenore Paulk

August 31, 2009

Tavara K. Johnson
Davis, Monk & Company
P.O. Box 13494
Gainesville, FL 32604

Dear Ms. Johnson;

Please accept this letter as my response to the Internal Account audit you conducted during the summer for the 2008-2009 school year. I was very pleased to find that the accounts were very neat and orderly. This is a reflection on the school and in particular Mrs. Beth Hamilton, the bookkeeper. She always strives for perfection.

We will continue to take extra measures to conduct our records the same in the upcoming year as in this past year to stay in compliance with the Internal Funds Manual.

Thank you again for your commendation on the bookkeeping procedures at Swimming Pen Creek Elementary and we look forward to working with you again next year.

Sincerely,

Lenore Paulk
Principal

cc: Roni Campbell
Beth Hamilton

Thunderbolt Elementary School

Statement of Cash Receipts and Disbursements of the Internal Funds

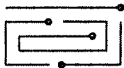
For the Year Ended June 30, 2009



Conner Hubbard & Company, LLC
Certified Public Accountants
Orange Park, Florida

**THUNDERBOLT ELEMENTARY SCHOOL
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CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

Taxation, Accounting, Pension Planning, and Business Counseling

INDEPENDENT AUDITORS' REPORT

Mr. Ben H. Wortham, Superintendent of Schools,
Clay County, Florida
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Thunderbolt Elementary School for the year ended June 30, 2009. This financial statement is the responsibility of the School's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the internal funds of Thunderbolt Elementary School for the year ended June 30, 2009 on the basis of accounting described in Note 1.

Conner, Hubbard & Company, LLC

CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

August 19, 2009

Website: www.connerhubbard.com
Please respond to the office at:

e-mail: firm@connerhubbard.com

✘ 1106 Park Avenue
Orange Park, Florida 32073
(904) 278-1040; Fax (904) 278-9444

☐ 212 North Davis Street
Nashville, Georgia 31639
(229) 686-9419

THUNDERBOLT ELEMENTARY SCHOOL
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS
For the Year Ended June 30, 2009

	<u>Cash Balance July 1, 2008</u>	<u>Transactions</u>		<u>Transfers</u>	<u>Cash Balance June 30, 2009</u>
		<u>Receipts</u>	<u>Disbursements</u>		
Music	\$ 2,875.81	\$ 6,518.01	\$ 4,978.50	\$ -	\$ 4,415.32
Classes, Clubs & Departments	26,100.90	88,112.05	87,673.52	(1,591.60)	24,947.83
Trust	10,325.90	23,147.39	23,361.16	(4,903.12)	5,209.01
General	16,717.90	25,281.81	28,307.54	6,644.72	20,336.89
Outside Organizations	<u>16,250.19</u>	<u>43,837.67</u>	<u>37,103.19</u>	<u>(150.00)</u>	<u>22,834.67</u>
	<u>\$ 72,270.70</u>	<u>\$ 186,896.93</u>	<u>\$ 181,423.91</u>	<u>\$ -</u>	<u>\$ 77,743.72</u>

See Independent Auditors' Report and Notes to Statement of Cash Receipts and Disbursements.

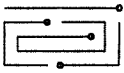
THUNDERBOLT ELEMENTARY SCHOOL
Notes to Statement of Cash Receipts and Disbursements
For The Year Ended June 30, 2009

NOTE 1 The School's policy is to prepare its financial statement on the basis of cash receipts and disbursements; consequently, revenues are recognized when received rather than when earned, and expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

NOTE 2 As of June 30, 2009, no interest was being earned on the checking account. Interest was earned on funds invested with the Clay County School Board in the amount of \$4.53 for the fiscal year ended June 30, 2009.

NOTE 3 The cash balance of \$77,743.72 at June 30, 2009, shown on the statement of cash receipts and disbursements consists of \$77,274.70 being held in the checking account and \$326.02 invested with the Clay County School Board. The remaining \$143.00 is NSF checks the bookkeeper intends to recover and has therefore not submitted for write-off as of June 30, 2009.

SUPPLEMENTAL INFORMATION



CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

Taxation, Accounting, Pension Planning, and Business Counseling

Mr. Ben H. Wortham, Superintendent of Schools,
Clay County, Florida
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

In accordance with the instructions prepared by the Clay County School Board, listed below is a schedule of the accounts payable and encumbrances at June 30, 2009 of the Thunderbolt Elementary School internal funds as reported to us by the School.

Such auditing procedures as we considered necessary in the circumstances were applied to the verification of these accounts payable and encumbrances. The following accounts payable and encumbrances were not paid during the 2008-2009 fiscal year and, accordingly, are not included in the statement of cash receipts and disbursements of the internal funds for the year ended June 30, 2009.

Encumbrances

None.

The following is a list of accounts payable as of June 30, 2009:

<u>VENDOR</u>	<u>Amount</u>
Mumford Library Books	\$ 2,255.48
Blue Ridge Water Rental	<u>7.95</u>
	<u>\$ 2,263.43</u>

The above accounts payable were reported on the June 30, 2009 Principal's Monthly Report.

Conner, Hubbard & Company, LLC

CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

August 19, 2009

Website: www.connerhubbard.com
Please respond to the office at:

e-mail: firm@connerhubbard.com

1106 Park Avenue
Orange Park, Florida 32073
(904) 278-1040; Fax (904) 278-9444

212 North Davis Street
Nashville, Georgia 31639
(229) 686-9419



CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

Taxation, Accounting, Pension Planning, and Business Counseling

Mr. Ben H. Wortham, Superintendent of Schools,
Clay County, Florida
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

In planning and performing our audit of the statement of cash receipts and disbursements of the internal funds of Thunderbolt Elementary School for the year ended June 30, 2009, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control structure.

We would like to point out the following items noted during our audit:

We noted that the following activity accounts had ending balances in excess of the maximum amount allowed as determined by the formula provided by the Internal Funds Manual:

3180	Food Production	\$ 942.25
5100	General Miscellaneous Trust	7,121.91

The School did not have written documentation as to the specific reason for the excess and how the excess will be applied to assure the funds are used for their intended purpose.

During our review of a sample of cash receipts, we noted the following:

Eight instances where the source name was not listed on the "Report of Monies Collected".

Six instances where the teacher receipt number was not listed on the "Report of Monies Collected".

Two instances where the fundraiser number was not listed on the receipt.

During our review of a sample of cash disbursements, we noted the following:

Sales tax was charged and paid on one invoice.

website: www.connerhubbard.com
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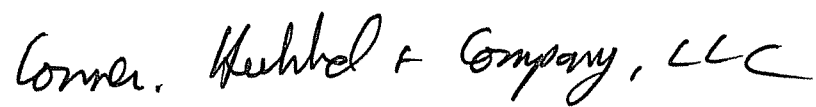
212 North Davis Street
Nashville, Georgia 31639
(229) 686-9419

Honorable Members
Clay County School Board
Page 2

The internal funds accounting records were overall very neat and orderly. We also found that the procedures outlined in the Internal Funds Manual of the Clay County School Board were substantially followed by the School.

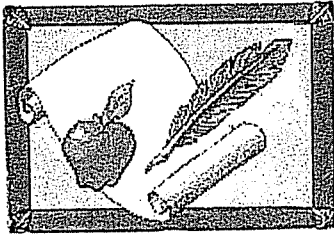
We commend the Principal and the bookkeeper for an excellent job. It has been a pleasure to have this opportunity to serve you.

This report is intended solely for the information and use of the Clay County School Board management, and others within the Organization.

A handwritten signature in black ink that reads "Conner, Hubbell & Company, LLC". The signature is written in a cursive, flowing style.

CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

August 19, 2009



Thunderbolt Elementary School

2020 Thunderbolt Road Orange Park, Florida 32003

August 20, 2009

Conner, Hubbard & Company, LLC
Certified Public Accountants
1106 Park Avenue
Orange Park, FL 32073

Dear Sirs:

Your informative review and audit of internal funds of Thunderbolt Elementary is appreciated. In response to items noted the following actions will be taken:

1. It was noted that the 5100 was in excess of the maximum amount allowed by the Internal Funds Manual. Internal Account 5100 was used to hold overages from all internal accounts. Policies for overages in other accounts will be reviewed.
2. Ongoing review of Clay School District policies and procedures for receiving and disbursing of funds with faculty and staff.
3. Review of procedures for the collecting of funds for fundraisers.
4. Bookkeeper review of Clay School District policy regarding sales tax.

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

Sincerely,

A handwritten signature in cursive that reads "Dee Dee Phillips".

Dee Dee Phillips
Principal

TYNES ELEMENTARY SCHOOL

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
OF THE INTERNAL FUNDS
For The Year Ended June 30, 2009**

**Joan O. Michael, CPA, PA
Certified Public Accountant**

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Accounts Payable and Encumbrance Letter	6
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Joan O. Michael, CPA, PA
Certified Public Accountant

JOAN O. MICHAEL, CPA, PA
Certified Public Accountant

669 Kingsley Avenue
Orange Park, FL 32073

Mansard Place

Telephone (904) 269-6748
Facsimile (904) 264-8057

INDEPENDENT AUDITOR'S REPORT

Mr. Ben Wortham, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Frank Farrell
Ms. Lisa Graham

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Tynes Elementary School for the year ended June 30, 2009. This financial statement is the responsibility of the School's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement of cash receipts and disbursements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the internal funds of Tynes Elementary School for the year ended June 30, 2009, on the basis of accounting described in Note 1.

Joan O. Michael, CPA, PA
Joan O. Michael, CPA, PA
August 11, 2009

TYNES ELEMENTARY SCHOOL

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS For the year Ended June 30, 2009

	Cash Balance July 1, 2008	Transactions			Cash Balance June 30, 2009
		Receipts	Disburse- ments	Transfers	
Music	\$ -	\$ 154.00	\$ 220.00	\$ 66.00	\$ -
Classes, Clubs, Departments	11,461.08	40,565.16	39,270.14	(335.97)	12,420.13
Trust	4,384.89	23,374.08	23,138.56	1,019.34	5,639.75
General	18,237.79	12,315.64	10,615.38	(695.75)	19,242.30
Outside Organizations	13,833.07	21,542.49	19,692.44	(53.62)	15,629.50
Total	\$ 47,916.83	\$ 97,951.37	\$ 92,936.52	\$ -	\$ 52,931.68

See accompanying notes and independent auditor's report.

TYNES ELEMENTARY SCHOOL

NOTES TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS

For The Year Ended June 30, 2009

NOTE 1 Summary of Significant Accounting Policies

Reporting entity

The accompanying statement of cash receipts and disbursements of the internal funds includes the effects of transactions and balances relating to the internal account of Tynes Elementary School within the Clay County, Florida school system.

The accompanying financial statement is not intended to be a complete presentation of all the internal account activities of the school system because this financial statement only includes the accounts at Tynes Elementary.

The Florida Department of Education and Clay County District Schools have established rules and regulations concerning the administration of internal accounts. These rules and regulations state how the internal accounts will be organized, accounted for, and reported.

The internal account balances and transactions are included as an agency fund on the Clay County District School's Annual Financial Report. Transactions and balances relating to cafeteria costs, supplies, staff salaries and benefits are not included in the accompanying financial statement because they are accounted for by the Clay County District School Board.

Basis of accounting

The accompanying financial statement is prepared on the cash basis of accounting and, therefore, reflects only cash received and disbursed. Such basis is a generally accepted method of accounting for Florida school internal accounts as defined by Chapter 7 of the Florida Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools. Receivables and payables, accrued revenues and expenditures, and property and depreciation, if any, are not reflected. Consequently, these statements are not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

NOTE 2 Cash

The June 30, 2009, total cash balance of \$52,931.68 as reported on the statement of cash receipts and disbursements consists of \$7,399.90 being held in a non interest bearing checking account insured by the FDIC, \$45,513.78 held in an investment account with the Clay County School and \$18.00 in uncollected NSF checks.

NOTE 3 Interest Income

Interest was earned on amounts invested through the Clay County School Board in the amount of \$631.46. This represents a yield of approximately 1.4 percent. Investment interest is maintained in a separate fund account.

JOAN O. MICHAEL, CPA, PA
Certified Public Accountant

669 Kingsley Avenue
Orange Park, FL 32073

Mansard Place

Telephone (904) 269-6748
Facsimile (904) 264-8057

Mr. Ben Wortham, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Frank Farrell
Ms. Lisa Graham

Honorable Members:

In accordance with the instructions prepared by the Clay County School Board, Tynes Elementary School reported the following accounts payable and encumbrances as of June 30, 2009:

Accounts Payable

Book Bonanza Inc.	\$84.00
-------------------	---------

Encumbrances

Book Bonanza, Inc.	\$259.68
--------------------	----------

The above accounts payable list agrees with the Principals Report as of June 30, 2009. Encumbrances are not included in the Principals Report.

Such auditing procedures as we considered necessary in the circumstances were applied to the verification of accounts payable and encumbrances. These accounts payable and encumbrances were not paid during the 2008-2009 fiscal year and accordingly, are not recorded on the statement of cash receipts and disbursements of the internal accounts of Tynes Elementary School for the year ended June 30, 2009.

Joan O. Michael, CPA, PA

Joan O. Michael, CPA, PA
August 11, 2009

JOAN O. MICHAEL, CPA, PA

Certified Public Accountant

669 Kingsley Avenue
Orange Park, FL 32073

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Telephone (904) 269-6748
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Mr. Ben Wortham, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Frank Farrell
Ms. Lisa Graham

Honorable Members:

In planning and performing our audit of the statement of cash receipts and disbursements of the internal funds of Tynes Elementary School for the year ended June 30, 2009, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control structure.

We would like to point out the following items noted during our audit:

1. During the testing of cash disbursements, six (6) Request for Purchase Approval forms were incomplete and/or were not signed by the sponsor, bookkeeper or principal in the payment authorization box as required on page 38 of the Internal Accounts Manual.
2. During the testing of cash receipts, receipt #10058 dated September 26, 2008 was not deposited until October 6, 2008, over the five day limit required on page 16 of the Internal Accounts Manual. There were four (4) instances of incomplete Reports of Monies Collected.
3. The School Inventory Logs were incomplete, with only the actual count entered. Page 63 of the Internal Accounts Manual requires all data to be entered onto the log.

This report is intended solely for the information and use of Clay County School Board, management, and others within the school system.

Tynes Elementary School
Page 2

We would like to thank the Principal, bookkeeper and staff for their expeditious cooperation and courtesy extended to us during the audit. The school records were neat and orderly and we found that, overall, procedures established by the Internal Accounts Manual were followed by the school. It has been a pleasure to serve the Clay County School Board during our audit. Please feel free to contact us with any questions or comments concerning the audit.

Joan O. Michael, CPA, PA

Joan O. Michael, CPA, PA
August 11, 2009

Tynes Elementary School

1550 Tynes Boulevard
Middleburg, Florida 32068
(904) 291-5400

Jean H. Newhall
Principal

Christopher A. Roberts
Assistant Principal

August 26, 2009

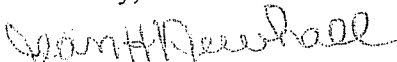
Joan A. Michael, CPA, P.A.
669 Kingsley Avenue
Orange Park, FL 32073

Dear Ms. Michael:

It was a pleasure to work with you and your staff during your audit of our internal funds this year. Our response to your observations is as follows:

1. The bookkeeper will be responsible for signing the payment authorization box on all future Internal Fund Purchase Requisition forms.
2. Training for future backup personnel will include an instruction to ask an administrator to check the safe for any monies placed in the safe between shifts. We will continue to write explanations of exceptions on documents at the time of occurrence. Procedures for completing the Report of Monies Collected and writing receipts will be reviewed with sponsors. Additionally, our procedure of issuing instructions with each receipt book will be continued.
3. School Store Inventory Logs completed at the beginning and end of each school year will include prices.

Sincerely,


Jean H. Newhall
Principal

JN/bh

pc: Clay County School Board

PERSISTENCE & RESPONSIBILITY



IN DAILY EFFORT

An Equal Opportunity Employer

W. E. CHERRY ELEMENTARY SCHOOL

**STATEMENT OF CASH RECEIPTS AND
DISBURSEMENTS OF THE
INTERNAL FUNDS**

**FOR THE YEAR ENDED
JUNE 30, 2009**

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DuVal & Company

CERTIFIED PUBLIC ACCOUNTANTS
A PROFESSIONAL ASSOCIATION

INDEPENDENT AUDITORS' REPORT

Mr. Ben Wortham, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Frank Farrell
Ms. Lisa Graham

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of W. E. Cherry Elementary School for the year ended June 30, 2009. This financial statement is the responsibility of the Clay County School Board. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement of cash receipts and disbursements is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statement of cash receipts and disbursements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the statement of cash receipts and disbursements. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement has been prepared on the cash receipts and disbursements basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the statement of cash receipts and disbursements referred to above presents fairly, in all material respects, the cash receipts and disbursements of the internal funds of W. E. Cherry Elementary School for the year ended June 30, 2009, on the basis of accounting described in Note 1.

DuVal & Company, CPAs, PA
DuVal & Company, CPA's, P.A.
August 12, 2009

W. E. Cherry Elementary School

Statement of Cash Receipts and Disbursements of the Internal Funds For the Year Ended June 30, 2009

	Balance July 1, 2008	Receipts	Disbursements	Interfund Transfers	Balance June 30, 2009
Music	\$ 0.03	\$ 438.00	\$ 423.07	\$ 0.00	\$ 14.96
Classes, Clubs and Departments	1,822.77	27,227.05	22,322.81	203.59	6,930.60
Trusts	9,315.28	21,744.00	26,770.56	(335.51)	3,953.21
General	157.42	370.84	1,275.43	459.08	(288.09)
Outside Organizations	1,117.42	23,101.92	23,104.28	(327.16)	787.90
TOTALS	\$ 12,412.92	\$ 72,881.81	\$ 73,896.15	\$ 0.00	\$ 11,398.58

See notes to the statement of cash receipts and disbursements of the Internal Funds.

W. E. CHERRY ELEMENTARY SCHOOL

Notes to Statement of Cash Receipts and Disbursements of the Internal Funds For the Year Ended June 30, 2009

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The accompanying statement of cash receipts and disbursements of the internal funds includes the effects of transactions and balances relating to the internal accounts of W. E. Cherry Elementary School within the Clay County, Florida school system.

The accompanying financial statement is not intended to be a complete presentation of all the internal account activities of the school system because this financial statement only includes the accounts at W. E. Cherry Elementary School.

The Florida Department of Education and Clay County District Schools have established rules and regulations concerning the administration of internal accounts. These rules and regulations state how the internal accounts will be organized, accounted for, and reported.

The internal account balances and transactions are includable as an agency fund on the Clay County District School's Annual Financial Report. Transactions and balances relating to cafeteria food costs, supplies, staff salaries and benefits are not included in the accompanying financial statement because they are accounted for by the Clay County District School Board.

Basis of Accounting

The accompanying financial statement is prepared on the cash basis of accounting and, therefore, reflects only cash received and disbursed. Such basis is a generally accepted basis of accounting for Florida school internal accounts as defined by Chapter 7 of the Florida Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools. Receivables and payables, accrued revenues and expenditures, and property and depreciation, if any, are not reflected. Consequently, these statements are not intended to present the financial position and results of operations in conformity with generally accepted accounting principles.

W. E. CHERRY ELEMENTARY SCHOOL

**Notes to Statement of Cash Receipts and Disbursements
of the Internal Funds
For the Year Ended June 30, 2009**

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

Investments

The School Board has the authority, under Florida Statute, Section 230.23(10)(k), to adopt policies pertaining to investment of school funds not needed for immediate expenditures. The intent is to maximize the yield on investments, with a minimum amount of risk. The schools have invested excess funds in savings and deposit accounts with Qualified Public Depositories and the Florida State Board of Administration (SBA), Local Government Investment Pool. W. E. Cherry Elementary School did not participate in the SBA during the year.

NOTE 2 - CASH AND CASH EQUIVALENTS

The June 30, 2008 cash balance totals \$11,398.58 in a noninterest bearing checking account with Wachovia Bank.

NOTE 3 - INTEREST INCOME

W. E. Cherry did not have an investment account with the Clay County School Board.



DuVal & Company

CERTIFIED PUBLIC ACCOUNTANTS
A PROFESSIONAL ASSOCIATION

Mr. Ben Wortham, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Frank Farrell
Ms. Lisa Graham

Honorable Members:

As requested by the Clay County School Board, listed below is a schedule of accounts payable and encumbrances for W. E. Cherry Elementary School at June 30, 2009.

<u>ACCOUNTS PAYABLE</u>	<u>\$ 0.00</u>
<u>ENCUMBRANCES</u>	<u>\$ 0.00</u>

The accounts payable and encumbrances above agrees with the Principal's Monthly Report for June 30, 2009.

Auditing procedures as we considered necessary were applied to the verification of these accounts payable and encumbrances.

DuVal & Company, CPA's, P.A.
DuVal & Company, CPA's, P.A.
August 12, 2009



DuVal & Company

CERTIFIED PUBLIC ACCOUNTANTS
A PROFESSIONAL ASSOCIATION

Mr. Ben Wortham, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Frank Farrell
Ms. Lisa Graham

Honorable Members:

In planning and performing our audit of the statement of receipts and disbursements of the internal funds of W. E. Cherry Elementary School for the year ended June 30, 2009, we considered its internal control structure in order to determine procedures for the purpose of expressing an opinion on the financial statement and not to provide assurance on the internal control structure. We did not note any matters that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statement.

The deficiencies reported in the prior year management letter appear to have improved.

We would like to point out the following items observed during our audit:

1. During our testing of receipts, it was noted that there were several problems with the preparation of the Report of Monies Collected forms.
 - a. The official receipt number was missing from all Report of Monies Collected
 - b. The teacher receipt numbers were not listed on the Report of Monies Collected on two (2) occasions.
 - c. On one (1) occasion, the official receipt and the Report of Monies collected were missing.

2. During our cash testing, we found that the check stock is not imprinted with "Void After Six Months." This was also noted in the prior-year audit.

3. During our disbursements testing, we found one (1) occasion where the disbursement exceeded the amount approved on the Request for purchase Approval form.

The school showed a marked improvement over the prior year. Overall, we found the internal accounting records neat and orderly. We found that the procedures outlined in the Internal Funds Manual of the Clay County School Board were generally followed by the school, except as noted above.

This report is intended solely for the information and use of the Clay County School Board management and others within the organization.

It has been a pleasure to have had the opportunity to serve the Clay County School Board during our audit. Should there be any questions concerning the above observations or any other matter, please contact us.

DuVal & Company, CPA's, P.A.

DuVal & Company, CPA's, P.A.

August 12, 2009

W. E. CHERRY ELEMENTARY SCHOOL

420 EDSON DRIVE
ORANGE PARK, FLORIDA 32073
(904) 278- 2050
FAX (904) 278-2056
<http://www.clay.k12.fl.us/wec>

ANGELA WHIDDON
PRINCIPAL

AMY VANN
ASSISTANT PRINCIPAL

August 31, 2009

DuVal & Company
428 Walnut Street
Green Cove Springs, FL 32043

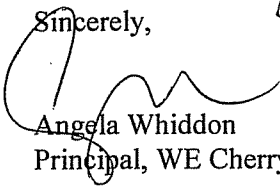
Dear Madam or Sir:

This letter is in response to the audit report of the internal funds of W.E. Cherry Elementary School for the year ending June 30, 2009. Steps have been taken to correct the items noted in our audit draft for the 2009-2010 school year.

1. In regards to the Report of Monies Collected forms:
 - a. The official receipt number will be written on all Report of Monies Collected.
 - b. The teachers will be made aware they need to write the receipt numbers on the Report of Monies Collected.
 - c. Receipts and Report of Monies collected will all be accounted for this school year.
2. In regards to the checks not being imprinted with "Void After Six Months". We purchased a stamp with Void After Six Months and it will be stamped on all remaining checks until purchase of new checks.
3. In regards to the one (1) disbursement exceeding the amount approved on the Request for purchase Approval form, we will make sure procedures are followed.

W.E. Cherry appreciates the patience of our auditors at DuVal & Company.

Sincerely,


Angela Whiddon
Principal, WE Cherry Elementary

WILKINSON ELEMENTARY SCHOOL

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
OF THE INTERNAL FUNDS**

For The Year Ended June 30, 2009

EMILY C. HELMS, CPA, PA
Certified Public Accountant

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Accounts Payable and Encumbrance Letter	7
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EMILY C. HELMS, CPA, PA
Certified Public Accountant

EMILY C. HELMS, CPA, PA
Certified Public Accountant

1279 Kingsley Avenue, Suite 103
Orange Park, FL 32073

Kingsley Center

Telephone (904) 269-4292
Facsimile (904) 269-0391

INDEPENDENT AUDITOR'S REPORT

Mr. Ben H. Wortham, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Frank Farrell
Ms. Lisa Graham

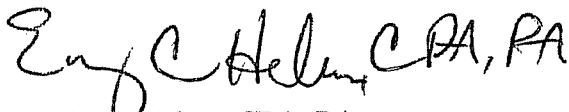
Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Wilkinson Elementary School for the year ended June 30, 2009. This financial statement is the responsibility of the School's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statement of cash receipts and disbursements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statement of cash receipts, and disbursements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the financial statement. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the internal funds of Wilkinson Elementary School for the year ended June 30, 2009, on the basis of accounting described in Note 1.



Emily C. Helms, CPA, PA
August 17, 2009

WILKINSON ELEMENTARY SCHOOL

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS For the year Ended June 30, 2009

	Cash	Transactions			Cash
	Balance July 1, 2008	Receipts	Disburse- ments	Interfund Transfers	Balance June 30, 2009
Music	\$ 130.04	598.00	650.60		77.44
Classes, Clubs, Departments	3,627.09	27,097.45	30,018.94	3,313.47	4,019.07
Trust	19,882.73	24,064.88	19,373.05	150.00	24,724.56
General	14,640.82	6,466.39	15,743.57	786.53	6,150.17
Outside Organizations	- 5,376.21	24,758.05	21,067.61	(4,250.00)	- 4,816.65
Total	\$ 43,656.89	\$ 82,984.77	\$ 86,853.77	\$ -	\$ 39,787.89

See accompanying notes and accountant's report.

WILKINSON ELEMENTARY SCHOOL

NOTES TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS For The Year Ended June 30, 2009

NOTE 1 Summary of Significant Accounting Policies

Reporting entity

The accompanying statement of cash receipts and disbursements of the internal funds includes the effects of transactions and balances relating to the internal accounts of Wilkinson Elementary School within the Clay County, Florida school system.

The accompanying financial statement is not intended to be a complete presentation of all the internal account activities of the school system because this financial statement only includes the accounts at Wilkinson Elementary School.

The Florida Department of Education and Clay County District Schools have established rules and regulations concerning the administration of internal accounts. These rules and regulations state how the internal accounts will be organized, accounted for, and reported.

The internal account balances and transactions are included as an agency fund on the Clay County District School's Annual Financial Report. Transactions and balances relating to cafeteria food costs, supplies, staff salaries and benefits are not included in the accompanying financial statement because they are accounted for by the Clay County District School Board.

Basis of accounting

The accompanying financial statement is prepared on the cash basis of accounting and, therefore, reflects only cash received and disbursed. Such basis is a generally accepted basis of accounting for Florida school internal accounts as defined by Chapter 7 of the Florida Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools. Receivables and payables, accrued revenues and expenditures, and property and depreciation, if any, are not reflected. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

Investments

The School Board has the authority, under Florida Statute, Section 230.23(10) (k), to adopt policies pertaining to investment of school funds not needed for immediate expenditures. The intent is to maximize the yield on investments, with a minimum amount of risk. The schools have invested excess funds in savings and deposit accounts with Qualified Public Depositories and the Florida State Board of Administration (SBA), Local Government Investment Pool.

WILKINSON ELEMENTARY SCHOOL

NOTES TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS For The Year Ended June 30, 2009

NOTE 2 Cash

The June 30, 2009, total cash balance of \$39,787.89 as reported on the statement of cash receipts and disbursements consists of \$26,286.08 being held in a interest bearing checking account insured by the FDIC; \$13,235.81 held in an investment account with the Clay County School; \$20.00 held in a Change Fund; and \$246.00 held as uncollected NSF Funds.

NOTE 3 Interest Income

Interest was earned on amounts invested through the Clay County School Board in the amount of \$183.63. Investment interest is maintained in a separate fund account.

EMILY C. HELMS, CPA, PA
Certified Public Accountant

1279 Kingsley Avenue, Suite 103
Orange Park, FL 32073

Kingsley Center

Telephone (904) 269-4292
Facsimile (904) 269-0391

Mr. Ben H. Wortham, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Frank Farrell
Ms. Lisa Graham

Honorable Members:

In accordance with the instructions prepared by the Clay County School Board, Wilkinson Elementary School reported the following accounts payable and encumbrances as of June 30, 2009:

Accounts Payable

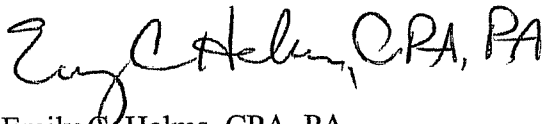
None

Encumbrances

None

The above accounts payable list agrees with the Principal's Monthly Report as of June 30, 2009.

Such auditing procedures as we considered necessary in the circumstances were applied to the verification of accounts payable and encumbrances. These accounts payable and encumbrances were not paid during the 2008-2009 fiscal year and accordingly, are not recorded on the statement of cash receipts and disbursements of the internal accounts of Wilkinson Elementary School for the year ended June 30, 2009.



Emily C. Helms, CPA, PA
August 17, 2009

EMILY C. HELMS, CPA, PA
Certified Public Accountant

1279 Kingsley Avenue, Suite 103
Orange Park, FL 32073

Kingsley Center

Telephone (904) 269-4292
Facsimile (904) 269-0391

Mr. Ben H. Wortham, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Frank Farrell
Ms. Lisa Graham

Honorable Members:

In planning and performing our audit of the statement of cash receipts and disbursements of the internal funds of Wilkinson Elementary School for the year ended June 30, 2009, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control structure.

We would like to point out the following item noted during our audit:

1. Disbursement procedures are not being followed. Several purchases were made prior to receiving purchase approval. We recommend you review the Disbursement Procedures in the Internal Accounts Manual pages 32-37 to ensure proper procedures are being followed.
2. Collection procedures for money collected are not being followed. Money is not always being timely deposited in the bank. The Internal Accounts Manual, page 16, states in part "...Funds collected must be deposited within (5) working days after receipt. No funds will be held in the school over a weekend or holiday period." Four receipts were held longer than 5 days or over a weekend. Routinely, teacher receipt numbers are missing on the Monies Collected Forms. We recommend a review of the Collection Procedures, Internal Accounts Manual, page 16-19, with the responsible personnel to ensure correct and timely procedures are followed.
3. Four bank statements were not reconciled by the 15th of the month as required by the Internal Accounts Manual, page 58.

Wilkinson Elementary School

Page 2

The internal funds accounting records were overall very neat and orderly. We found that the School substantially followed the procedures outlined in the Internal Accounts Manual of the Clay County School Board.

It has been a pleasure to have this opportunity to serve Wilkinson Elementary School and the Clay County District Schools.

This report is intended solely for the information and use of Clay County School Board, management, and others within the school system.



Emily C. Helms, CPA, PA
August 17, 2009



Home of the Wildcats!

Wilkinson Elementary School

4965 County Road 218 Middleburg, FL 32068
Phone 904-291-5420 Fax 904-291-5425

Jeff Umbaugh
Principal

Emily Weiskopf
Assistant Principal

Diana Rabidou
Assistant Principal

August 26, 2009

Emily C. Helms, CPA, PA
1279 Kingsley Avenue, Suite 103
Orange Park, Florida 32073


Ms. Helms,

This letter is to inform you Julie Herringdine and I met after our meeting on August 25, 2009 to discuss our audit for the 2008-2009 school year.

We addressed the three areas of concern. The first area we addressed was disbursement procedures. We have reviewed the procedures according to the internal accounts manual and have made the adjustments necessary to ensure procedures are being followed. Second, we have reviewed all money collection procedures with all of the teachers and re-emphasized turning in their Monies Collected forms daily and that no money will be left in the room overnight. We have also reviewed the importance of writing the receipt number on their Monies Collected forms. Third, Julie and I have discussed the importance of reconciling the bank statements prior to the 15th of each month, and we have put reminders in place to ensure this deadline is being met.

The auditor was very helpful explaining each area.

Sincerely,


Jeff Umbaugh
Principal

J.L. Wilkinson Junior High School

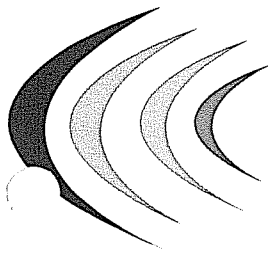
Statement of Cash Receipts and Disbursements of the Internal Funds

For the Year Ended June 30, 2009

J.L. Wilkinson Junior High School

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Coleman and Associates, CPA Firm

Independent Auditors' Report

Mr. Ben Wortham, Superintendent of Clay County Schools
Ms. Denise Adams, Deputy Superintendent of Clay County Schools
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of J.L. Wilkinson Junior High School (the School) for the year ended June 30, 2009. This financial statement is the responsibility of the School's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the policy of the school is to prepare its financial statement on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the internal funds of J.L. Wilkinson Junior High School for the year ended June 30, 2009 on the basis of accounting described in Note 1.

Coleman & Associates Cpa firm

August 19, 2009

**J.L. Wilkinson Junior High School
Statement of Cash Receipts and Disbursement of the Internal Funds
For the Year Ended June 30, 2009**

<u>Accounts</u>	<u>Cash Balance July 1, 2008</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Transfers</u>	<u>Cash Balance June 30, 2009</u>
Athletics	\$ 15,634.49	\$ 44,105.42	\$ 40,878.55	\$ (507.43)	\$ 18,353.93
Music	10,687.02	10,945.66	14,273.66	(178.37)	7,180.65
Classes, Clubs and Departments	18,352.14	57,106.13	50,415.98	1,129.77	26,172.06
Trust	5,730.38	21,712.96	19,663.37	(2.83)	7,777.14
General	19,571.98	43,106.13	37,678.74	(441.14)	24,558.23
Totals	<u>\$ 69,976.01</u>	<u>\$ 176,976.30</u>	<u>\$ 162,910.30</u>	<u>\$ -</u>	<u>\$ 84,042.01</u>

The accompanying Notes to the Statement of Cash Receipts and Disbursements
form an integral part of this statement

**J.L. Wilkinson Junior High School
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2009**

Note 1 – Summary of Significant Accounting Policies

Reporting entity

The accompanying statement of cash receipts and disbursements of the internal funds include the effects of transactions and balances relating to the internal accounts of J.L. Wilkinson Junior High School (the School) within the Clay County, Florida school system.

The accompanying statement of cash receipts and disbursements of the internal funds is not intended to be a complete presentation of all of the internal account activities of the school system because this financial statement only includes the accounts at J.L. Wilkinson Junior High School.

The Florida Department of Education and Clay County District Schools have established rules and regulations concerning the administration of the internal accounts. These rules and regulations state how the internal accounts will be organized, accounted for and reported.

The internal account balances and transactions are includable as an agency fund on the Clay County District School's Annual Financial Report. Transactions and balances relating to cafeteria food costs, supplies, staff salaries and benefits are not included in the accompanying financial statement because they are accounted for by the Clay County District School Board.

Basis of Accounting

The School's accounting policy is to prepare its financial statements using a comprehensive basis of accounting known as cash. This means that revenues are recognized in the financial statements when received instead of when earned and expenses are recognized when paid rather than when the liability was incurred. This basis of accounting is not in conformity with generally accepted accounting principles. Accordingly, the accompanying financial statements are not intended to present financial position and resulted of operations in conformity with generally accepted accounting principles.

Note 2 – Cash and Cash Equivalents

As of June 30, 2009, the School's total cash balance of \$84,042.01 consists of \$6,389.79 held in a non-interest bearing checking account and \$77,652.22 held in an investment account. The School earned \$1,016.14 during the fiscal year by investing excess funds into the Local Government Trust Fund.

Note 3 – Investments

The School Board has authority, under Florida Statute, Section 230.23(10)(k), to adopt policies pertaining to investment of school funds not needed for immediate expenditures. The intent is to maximize the yield on investments, with a minimum amount of risk. Many Clay County schools have invested excess funds in savings and deposit accounts with Qualified Public Depositories and also with the Florida State Board of Administration (SBA), Local Government Surplus Funds Trust Fund (LGSF).

**J.L. Wilkinson Junior High School
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2009
(Concluded)**

Note 3 – Investments (concluded)

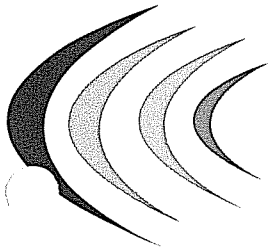
In accordance with GASB Statement No. 40, as of June 30, 2009, the School invested \$77,652 with the State Board of Administration (LGSF) with an average maturity of forty-six days.

Interest Rate Risk. The District School Board does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk. The District School Board policy limits investments to the Local Government Surplus Trust Fund or any intergovernmental investment pool, interest bearing time deposits or savings accounts held in qualified public depositories.

As of June 30, 2009, the Schools invested money in the Local Government Surplus Funds Trust Fund investment pool (LGIP). The LGIP is considered a SEC 2a-7 like fund and the account balance equals the fair value. The LGIP is rated by Standard and Poors and the current rating is AAAM. The Schools did not have any investments in the Fund B Surplus Funds Trust Fund. The Fund B investments are not rated by any nationally recognized statistical rating agency.

Supplemental Information



Coleman and Associates, CPA Firm

Schedule of Accounts Payable and Encumbrances

Mr. Ben Wortham, Superintendent
Ms. Denise Adams, Deputy Superintendent
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

The Clay County School Board has requested that we provide a schedule of accounts payable and encumbrances incurred as of June 30, 2009, for J.L. Wilkinson Junior High School's internal funds as reported to us by the School.

Certain auditing procedures were applied to the verification of these accounts payable and encumbrances that we considered necessary. The following accounts payable and encumbrances, if any, were not paid during the School's fiscal year ending June 30, 2009, and accordingly, were not included in the statement of cash receipts and disbursements of the internal funds for the year ended June 30, 2009.

Accounts Payable as of June 30, 2009

\$ --

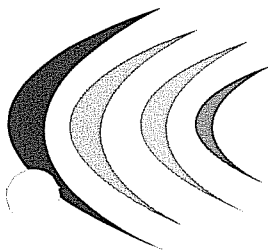
Encumbrances as of June 30, 2009

\$ --

The above accounts payable amount was reported on the June 30, 2009 Principal's Monthly Report. Encumbrances are not reported on the monthly principal's report.

Coleman & Associates Cpa firm

August 19, 2009



Mr. Ben Wortham, Superintendent
Ms. Denise Adams, Deputy Superintendent
Mr. Charles Van Zant, Jr., Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Carol Vallencourt, Member
Mr. Frank Farrell, Member
Ms. Carol Studdard, Member

Honorable Members:

We have audited the internal funds financial statement of J.L. Wilkinson Junior High School as of and for the fiscal year ended June 30, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Report on Internal Control over Financial Reporting And on Compliance and Other Matters

In planning and performing our audit of the internal funds of J.L. Wilkinson Junior High School for the year ended June 30, 2009; in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the School's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

We did note others matter involving the internal control and its operation that we have described below:

- We noted that the yearbook sponsor collected monies and did not turn them in to the bookkeeper for one week. Clay County School District policy requires teachers and sponsors to turn monies in to the bookkeeper by the next business day. We recommend that the School remind teachers and sponsors of this requirement.

- We noted that in some instances, teachers and sponsors ordered goods prior to obtaining a signed Request for Purchase Approval and Check Requisition Form. For instance, the yearbook initial invoice was dated 10/10/08 however; the purchase was submitted and approved for purchase on 10/15/08. The Band ordered cookie dough for a fundraiser on 11/4/08 however; the purchase was submitted and approved on 12/11/08. We recommend that the School remind teachers and sponsors that internal funds cannot be obligated prior to obtaining written approval by the Principal.

This communication is intended solely for the information and use of management, Clay County District School Board, the Florida Office of the Auditor General and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties. This restriction is not, however, intended to limit the distribution of this report, which upon acceptance, is a matter of public record.

We would like to express that we observed the internal funds accounting records were neat and organized. We also noted that except for the comments noted above we found that the School substantially followed the procedures outlined in the Clay County School Board Internal Accounts Manual.

Communication with Those Charged with Governance

Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 15, 2009, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles.

The firm of Coleman and Associates, CPA Firm has remained independent of Clay County District School Board, as defined by AU Section 220, U.S. Professional Auditing Standards and the AICPA's Interpretation 101-3, *Performance of Nonattest Services*.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the internal funds financial statements are free of material misstatement. As part of our audit, we considered the internal control of Clay County District School Board. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. Our audit of the internal funds financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing. There was a discussion of the planned scope and timing at a meeting conducted on June 9, 2009.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Clay County District Schools are described in Note 1 to the internal funds financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ending June 30, 2009. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no particularly sensitive estimates significantly affecting the internal funds financial statements.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There are no particularly sensitive disclosures significantly affecting the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no misstatements noted as a result of audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

It was a pleasure to work with the School's Principal, Bookkeeper and staff. We appreciate the opportunity to be of service to the Clay County District Schools and look forward to a continuing relationship. This report is intended solely for the information and use of the Clay County School Board management and others within the Organization.

Coleman & Associates Cpa Firm

August 19, 2009

ROLLEN, FRANCES S.

*To: Roni Campbell
Mailed to district
9/2/09 JDR*

From: CAMPBELL, RONI M.
Sent: Wednesday, September 02, 2009 3:27 PM
To: ROLLEN, FRANCES S.
Subject: RE: AUDIT RESPONSE LETTER

*9/2/09
4:20pm*

Yes please.

-----Original Message-----

From: ROLLEN, FRANCES S.
Sent: Wednesday, September 02, 2009 3:07 PM
To: CAMPBELL, RONI M.
Subject: FW: AUDIT RESPONSE LETTER

Roni,

I am mailing this September 3, 2009 in the morning. Do you want me to send you a photo copy inter county? Thank you for your assistance.

Thanks again,
Frances

This E-mail was sent from "RNPC3E0E4" (Aficio MP 7500).

Scan Date: 09.03.2011 14:52:44 (-0400)
Queries to: blewandowski@mail.clay.k12.fl.us



Wilkinson Junior High School

"Eagles"

David J. McDonald, Ed.D., Principal

Angela Johnson, Vice-Principal
Barry Underwood, Asst. Principal
Bob Cozort, Activities Director



Ray Bohannon, Counselor
Robert J. Hume, Counselor

September 2, 2009

Coleman and Associates, CPA Firm
P. O. Box 8279
Fleming Island, Florida 32006

Dear Sirs:

We have reviewed the management letter for the 2008-2009 audit.

Teachers have been in serviced on the policy and procedures set forth in the internal accounts manual for turning in money daily.

Teachers have been in serviced on making sure written approval has been received before obligating their school internal funds.

It was a pleasure meeting with you during our exit interview, and we look forward to working with you again in the future.

Sincerely,

A handwritten signature in black ink that reads "David J. McDonald".

Dr. David J. McDonald, Principal
Wilkinson Junior High School

cc: Roni Campbell, Coordinator of Accounting and Internal Accounts, CCSB

◆ "Striving For Excellence" ◆

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