

Plantation Oaks Elementary

Statement of Cash Receipts and Disbursements of the Internal Funds

For the Year Ended June 30, 2013

Plantation Oaks Elementary

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COLEMAN & ASSOCIATES
Certified Public Accounting Firm

Independent Auditors' Report

Mr. Charlie Van Zant Jr., Superintendent
Ms. Carol Studdard, Chairman
Ms. Lisa Graham, Vice-Chairman
Mr. Johnna McKinnon
Ms. Tina Bullock
Ms. Janice Kerekes

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Plantation Oaks Elementary (the School) as of and for the year ended June 30, 2013, and the related notes to the financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

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 Plantation Oaks Elementary as of and for the year ended June 30, 2013 in accordance with the basis of accounting as described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

Coleman & Associates Cpa Firm

August 17, 2013

**Plantation Oaks Elementary
Statement of Cash Receipts and Disbursement of the Internal Funds
For the Year Ended June 30, 2013**

<u>Accounts</u>	<u>Cash Balance July 1, 2012</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Transfers</u>	<u>Cash Balance June 30, 2013</u>
Music	\$ -	\$ 917.00	\$ 1,217.56	\$ 476.49	\$ 175.93
Classes, Clubs and Departments	3,919.61	50,747.55	48,052.51	4,518.35	11,133.00
Trust	2,705.51	20,392.53	19,148.22	3,554.48	7,504.30
General	42,747.71	51,607.22	35,006.03	(8,549.32)	50,799.58
Outside Organizations	-	-	-	-	-
Totals	<u>\$ 49,372.83</u>	<u>\$ 123,664.30</u>	<u>\$ 103,424.32</u>	<u>\$ --</u>	<u>\$ 69,612.81</u>

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

**Plantation Oaks Elementary
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2013**

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 Plantation Oaks Elementary (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 Plantation Oaks Elementary.

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 results of operations in conformity with generally accepted accounting principles.

Note 2 – Cash and Cash Equivalents

As of June 30, 2013, the School's total cash balance of \$69,612.81 was held in a non-interest bearing checking account and \$0 held in an investment account at year end.

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 (Florida PRIME). Florida PRIME was created in 1977.

**Plantation Oaks Elementary
Notes to the Financial Statements
For the Fiscal Year Ended June 30, 2013
(Concluded)**

Note 3 – Investments (concluded)

The schools invested funds with Florida PRIME during the fiscal year and these investments had a dollar weighted average days to maturity of forty days. In accordance with GASB Statement No. 40, investment information is as follows:

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.

Florida PRIME is considered a SEC 2a-7 like fund and the account balance equals the fair value. Florida PRIME is rated by Standard and Poors and the current rating is AAAM, which demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. Florida Prime was not exposed to any foreign currency risk during the fiscal year ending June 30, 2013.

The School 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.

Note 4 - Subsequent Events

Generally accepted accounting principles require the disclosure of significant events or transactions that occur after the balance sheet date but before the financial statements are issued. The School has evaluated subsequent events through August 17, 2013 and found no significant events or transactions that should be recorded. The evaluation date is considered to be the date the financial statements are available to be issued.

Supplemental Information



COLEMAN & ASSOCIATES
Certified Public Accounting Firm

Schedule of Accounts Payable and Encumbrances

Mr. Charles Van Zant, Jr., Superintendent
Ms. Denise Adams, Deputy Superintendent
Ms. Carol Studdard, Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Johnna McKinnon, Member
Ms. Janice Kerekes, Member
Ms. Tina Bullock, 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, 2013, for Plantation Oaks 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, 2013, and accordingly, were not included in the statement of cash receipts and disbursements of the internal funds for the year ended June 30, 2013. Accounts payable and encumbrances are as follows:

Accounts Payable as of June 30, 2013

\$ 79.56 Amazon.com
570.90 4imprint

\$ 650.46 Total

Encumbrances as of June 30, 2013

\$ 4,442.24 Sigma Marketing
800.00 Chili's Restaurant

\$ 5,242.24

The above accounts payable amount was reported on the June 30, 2013 Principal's Monthly Report. Encumbrances are not reported on the monthly principal's report.

Coleman & Associates Cpa Firm

August 17, 2013



COLEMAN & ASSOCIATES
Certified Public Accounting Firm

Mr. Charles Van Zant, Jr., Superintendent of Schools
Ms. Denise Adams, Deputy Superintendent
Ms. Carol Studdard, Chairman
Ms. Lisa Graham, Vice-Chairman
Ms. Johnna McKinnon, Member
Ms. Janice Kerekes, Member
Ms. Tina Bullock, Member

Honorable Members:

We have audited the internal funds financial statement of Plantation Oaks Elementary as of and for the fiscal year ended June 30, 2013. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the internal fund's financial statements of Plantation Oaks Elementary for the year ended June 30, 2013; 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 over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over financial reporting.

A deficiency in internal control 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, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described above and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies in internal control that we consider to be material weaknesses or significant deficiencies. However, we noted the following matter that should be addressed by management:

- As reported in the prior year auditor's report, the School issued checks with only one signature. We noted four cancelled checks that had one signature. School Board policies require that all checks be signed by two individuals, preferably that of the Principal and the bookkeeper.

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 very well organized. We also noted that 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, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than 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. We performed the audit according to the planned scope and timing. Our audit of the internal funds financial statements does not relieve you or management of your responsibilities.

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, 2013. We noted no transactions entered into by the School during the year for which there was a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period

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. The disclosures in the financial statements are neutral, consistent, and clear. There were no particularly sensitive estimates significantly affecting the internal funds 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. 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 statements 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 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 17, 2013

Plantation Oaks Elementary

4150 Plantation Oaks Blvd.
Orange Park, FL 32065

Phone: 904-214-7474
Fax: 904-214-7477
www.clay.k12.fl.us

Mrs. Lee Oliver
Principal

Mrs. Kim Marks
Assistant Principal



August 23, 2013

Tim Coleman
P.O. Box 8279
Fleming Island, FL 32006

Re: Plantation Oaks Elementary School Audit for Year Ending June 30, 2013

To Tim Coleman:

We are so thankful to you for taking the time to review our school's internal accounts. I'm pleased to hear Chris' paperwork was well organized and easy to follow. We truly value you, your knowledge and input on our accounting. It is always a relief to hear there were no material weaknesses or significant deficiencies.

I would like to address the one item noted:

- 1) In regards to the four checks that cleared the bank with only one signature:
 - a) We acknowledge this mistake and have decided to put a new procedure in place to ensure this doesn't happen in the future. It is our belief that if the "general rule" is that the bookkeeper always presents the checks with an initial signature to Administration, the Administrator will recognize when a check hasn't been signed. Then, upon final processing, the bookkeeper too will check for the second signature prior to forwarding to the intended recipient.

It is always insightful to hear a new and seasoned perspective on ways to improve the handling of our accounts. We look forward to working with you in the upcoming years.

Sincerely,

A handwritten signature in cursive script that reads "Lee Oliver".

Lee Oliver
Principal

c.c. Roni Campbell

The hawk beckons us to hone our focus . . .

RIDEOUT ELEMENTARY SCHOOL
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
OF THE INTERNAL FUNDS
For The Year Ended June 30, 2013

Steven W. Keenan, CPA
Certified Public Accountant

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Steven W. Keenan, CPA
Certified Public Accountant

Steven W. Keenan, CPA
Certified Public Accountant

673 Kingsley Avenue, Ste. D
Orange Park, FL 32073

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Facsimile (904) 579-4294

INDEPENDENT AUDITOR'S REPORT

Mr. Charles E. Van Zant, Jr., Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard, Chairman
Ms. Lisa Graham, Vice Chairman
Ms. Johnna McKinnon
Ms. Janice Kerekes
Ms. Tina Bullock

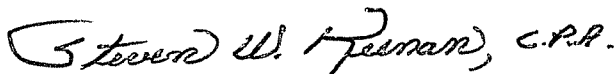
Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Rideout Elementary School for the year ended June 30, 2013. 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 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 basis of cash receipts and disbursements which is a comprehensive basis of accounting other than US 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, 2013, on the basis of accounting described in Note 1.



Steven W. Keenan, CPA

August 19, 2013

RIDEOUT ELEMENTARY SCHOOL
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
OF THE INTERNAL FUNDS
For the year Ended June 30, 2013

	Cash Balance July 1, 2012	Transactions			Cash Balance June 30, 2013
		Receipts	Disburse- ments	Transfers	
Music	\$ 129.75	\$ 1,652.78	\$ 1,368.66	\$ (47.83)	\$ 366.04
Classes, Clubs, Departments	12,660.49	56,926.77	58,122.34	237.04	11,701.96
Trust	1,157.02	14,796.26	13,509.11	(591.49)	1,852.68
General	2,974.64	11,776.88	13,435.75	807.57	2,123.34
Outside Organizations	2,931.57	6,939.23	6,139.73	(405.29)	3,325.78
Total	\$ 19,853.47	\$ 92,091.92	\$ 92,575.59	\$ -	\$ 19,369.80

RIDEOUT ELEMENTARY SCHOOL
NOTES TO STATEMENT OF CASH RECEIPTS
AND DISBURSEMENTS OF THE INTERNAL FUNDS
For The Year Ended June 30, 2013

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 Rideout 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 Rideout 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 8 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.

Investments

The School Board has the authority, and is required under Rule 6A-1.085 of the Florida Administrative Code, 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.

NOTE 2 Cash

The June 30, 2013, total cash balance of \$19,369.80 as reported on the statement of cash receipts and disbursements is held in a non-interest bearing checking account insured by the FDIC.

NOTE 3 Interest Income

There was no interest earned during the year ended June 30, 2013.

NOTE 4 Subsequent Events

The School has evaluated subsequent events through August 19, 2013, the date of the independent auditor's report. There were no material subsequent events to report.

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Mr. Charles E. Van Zant, Jr., Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard, Chairman
Ms. Lisa Graham, Vice Chairman
Ms. Johnna McKinnon
Ms. Janice Kerekes
Ms. Tina Bullock

Honorable Members:

In accordance with the instructions prepared by the Clay County School Board, Rideout Elementary School reported the following accounts payable and encumbrances as of June 30, 2013:

Accounts Payable

None

\$0

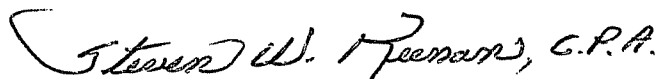
Encumbrances

None

\$0

The above accounts payable list agrees with the Principals Report as of June 30, 2013. 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 2012-2013 fiscal year and accordingly, are not recorded on the statement of cash receipts and disbursements of the internal accounts of Rideout Elementary School for the year ended June 30, 2013.


Steven W. Keenan, CPA
August 19, 2013

Steven W. Keenan, CPA

Certified Public Accountant

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Mr. Charles E. Van Zant, Jr., Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard, Chairman
Ms. Lisa Graham, Vice Chairman
Ms. Johnna McKinnon
Ms. Janice Kerekes
Ms. Tina Bullock

Honorable Members:

We have audited the internal funds financial statement of Rideout Elementary School for the year ended June 30, 2013 and have issued our report thereon dated August 19, 2013. 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 *deficiency in internal control* 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 the internal control structure such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in the internal control over financial reporting 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.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

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 outlined in the Clay County District letter dated May 17, 2013.

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, 2013. We noted no transactions entered into by the School during the year for which there was 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 statements 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 statements are neutral, consistent, and clear. 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 identified during the audit.

Disagreements with Management

We encountered no disagreement during the course of our audit.

Management Representations

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

Other Audit Findings or Issues

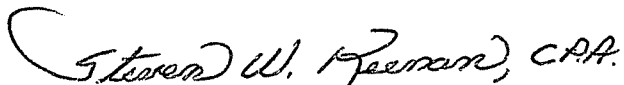
We would like to point out the following items noted that were not in accordance with the rules and regulations directed in the Internal Accounts Manual:

1. Review of cash receipts revealed fourteen (14) instances of incomplete Report of Monies Collected forms. Pages 19-20 of the Internal Accounts Manual provides guidance for the proper completion of the forms.
2. Six (6) deposits reviewed contained funds collected over five (5) days before depositing. Page 17 of the Internal Accounts Manual required deposits to be made within five (5) working days and not to be held over a weekend or holiday.

As part of our audit, we also considered the correction of prior year findings. The prior year discrepancies reported were corrected.

This report is intended solely for the information and use of Clay County School Board, management, and others within the school system. This restriction is not intended to limit the distribution of this report, which upon acceptance, is a matter of public record.

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.


Steven W. Keenan, CPA
August 19, 2013

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

Laura A. Johnson
Principal

Adele Reed
Assistant Principal

August 23, 2013

Steven W. Keenan, CPA
Certified Public Accountant
673 Kinsley Avenue
Suite D
Orange Park, FL 32076

RE: RideOut Elementary 2012-2013 Audit

Dear Mr. Keenan:


Thank you for the manner in which you conducted our annual 12-13 audit. Your insight and comments continue to be important to us in making RideOut Elementary the best it can be. To that regard, we have implemented the changes necessary to correct the areas of concern found in the year end audit.

As discussed during our face to face meeting on August 22nd, we are quite pleased with the overall improved bookkeeping standards from our previous year as we continue to shorten the list of concerns with internal financial reporting. The two area of concern to be addressed this year are:

1. Incomplete Report of Monies Collected; as noted in every case is associated with teachers not recording receipt numbers on the monies collected form. After a review of bookkeeping procedures we have, in addition to reviewing this procedure with teachers, placed a check list on the front of our receipt books as a quick reference to remind teachers of these procedures. Additionally, our bookkeeper has submitted a suggestion to county regarding the addition of a receipt number column on the monies collected form.
2. Late deposits, as noted in the past are typically associated with teachers holding the money over the weekend. Again, our bookkeeper reviewed basic bookkeeping procedures with the teachers in order to continue to minimize this error.

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

Warmest Regards,


Laura Johnson
Principal

LAJ/elbw

CC: R Campbell

**Ridgeview Elementary School
Internal Funds**

**Statement of Cash Receipts
and Disbursements**

June 30, 2013

**Ridgeview Elementary School
Internal Funds
Statement of Cash Receipts and Disbursements**

June 30, 2013

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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 Ridgeview Elementary School Internal Funds for the year ended June 30, 2013.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements 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 involves performing procedures to obtain audit evidence about the amount and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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- 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

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

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of Ridgeview Elementary School Internal Funds for the year ended June 30, 2013, on the basis of accounting described in Note 1.

DDF CPA Group

August 21, 2013

**Ridgeview Elementary School
Internal Funds
Statement of Cash Receipts and Disbursements
For the Year Ended June 30, 2013**

	<u>Cash Balances July 1, 2012</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interfund Transfers</u>	<u>Cash Balances June 30, 2013</u>
Music	\$ -	\$ 1,519.55	\$ 1,389.84	\$ 378.76	\$ 508.47
Classes, Clubs and Departments	7,828.28	35,838.07	35,864.54	(683.90)	7,117.91
Trusts	2,372.09	11,663.67	12,085.10	(309.43)	1,641.23
General	8,912.36	16,327.56	24,510.55	1,970.17	2,699.54
Outside Organizations	<u>6,306.00</u>	<u>16,156.40</u>	<u>15,497.09</u>	<u>(1,355.60)</u>	<u>5,609.71</u>
	<u>\$ 25,418.73</u>	<u>\$ 81,505.25</u>	<u>\$ 89,347.12</u>	<u>\$ -</u>	<u>\$ 17,576.86</u>

See accompanying Notes to Financial Statement

**Ridgeview Elementary School
Internal Funds
Notes to Financial Statement
For the Year Ended June 30, 2013**

Note 1 - Summary of Significant Accounting Policies

Reporting Entity

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

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, 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, 2013 cash balance, totaling \$17,576.86 consists of \$3,515.91 in a non-interest bearing checking account, \$14,040.95 invested with the State Board of Administration and \$20.00 in checks returned to the school for insufficient funds. The School will either collect and re-deposit the NSF checks or seek approval from the District School Board to write them off as uncollectible after collection efforts have been exhausted. Interest earnings for the year ended June 30, 2013 amounted to \$2.10.

Note 3 - Accounts Payable and Encumbrances

Ridgeview Elementary School reported the following accounts payable at June 30, 2013:

<u>Vendor</u>	<u>Amount</u>
Hagan Ace Management Corp	\$ 152.63
Publix Supermarkets, Inc.	281.20
Logo X-Press	77.92
Staples Credit Plan	49.98
	561.73
	\$ 561.73

There were no encumbrances at June 30, 2013.



Management Letter

District School Board
Clay County, Florida

In planning and performing our audit of the financial statements of Ridgeview Elementary School as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, 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 Ridgeview Elementary School's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a deficiency in internal control that we consider to be material weaknesses and other deficiencies we consider to be significant deficiencies.

A deficiency in internal control 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 combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiency in the Ridgeview Elementary School's internal control to be a material weakness:

- During our testing of cash receipts, we noticed that when totaling amounts received by teachers, the total did not always agree with the amounts reported on the Report of Monies Collected form.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in Ridgeview Elementary School's internal control to be significant deficiencies:

- We found one instance of a teacher holding receipts over the weekend.
- In several instances, we noted that purchases were made prior to the approval date.

As part of our audit, we considered the correction of prior year findings. With regard to the findings from the June 30, 2012 audit report, the finding that noted teachers holding cash

receipts over the weekend was repeated from the 2012 audit. The finding regarding writing checks prior to the approval date, we found no evidence of this practice during the current fiscal year.

Communication With Those Charged With Governance

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

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies 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 during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the Statement of Cash Receipts and Disbursements in the proper period.

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 sensitive estimates significantly affecting the financial statement.

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 identified during the audit.

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 dated August 21, 2013.

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 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.

We wish to take this opportunity to thank Ridgeview Elementary School 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.

DDF CPA Group

August 21, 2013

Ridgeview Elementary School

421 Jefferson Avenue • Orange Park, Florida 32065-6791

Phone: (904) 213-5800

www.clay.k12.fl.us/rve

Fax: (904) 213-2960

Mr. Dana L. Archibald
Principal

Ms. Judith McHugh-Clark
Assistant Principal

August 29, 2013

DDF CPA Group
Lora Douglas
PO Box 9089
Orange Park, FL 32006

RE: 2012-2013 Internal Accounts Audit

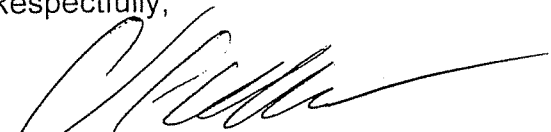
Thank you for your time and effort in conducting the audit of our 2012-2013 Internal accounts. It has been a pleasure to work with your firm this year. Your guidelines enable us to set policy in the school to assure a favorable report each year.

In response to each item of note on the audit:

1. During the testing of cash receipts, it was noticed that when totaling amounts receipted by teachers, the total on the actual receipt written by teachers did not always agree with the amounts reported on the Report of Monies Collected form. The bookkeeper will reiterate to the teachers the importance of the cash receipted must agree with the amount reported on the Report of Monies Collected Form. The bookkeeper will also follow up by checking receipts against the Report of Monies Collected form to make sure teachers are receipting correctly.
2. One instance of a teacher holding receipts over a weekend. The bookkeeper will reiterate to teachers the importance of turning receipts in on the same day as money is collected to the bookkeeper and not held in their classroom overnight or over a weekend.
3. There were several instances where purchases were made prior to the approval date. The bookkeeper will follow up to make sure that all paperwork regarding purchase requisitions are dated and completed correctly before the actual purchases are made..

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

Respectfully,



Dana L. Archibald, Principal

**Ridgeview High School
Internal Funds**

**Statement of Cash Receipts
and Disbursements**

June 30, 2013

**Ridgeview High School
Internal Funds
Statement of Cash Receipts and Disbursements**

June 30, 2013

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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 Ridgeview High School Internal Funds for the year ended June 30, 2013.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements 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 involves performing procedures to obtain audit evidence about the amount and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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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. Additionally, also described in Note 1 of the Notes to Financial Statement, the accompanying financial statement includes only the financial activities of Ridgeview High School Internal Funds. The financial statement does not include other financial activities of the District School Board.

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of Ridgeview High School Internal Funds for the year ended June 30, 2013, on the basis of accounting described in Note 1.

DDF CPA Group

August 19, 2013

**Ridgeview High School
Internal Funds
Statement of Cash Receipts and Disbursements
For the Year Ended June 30, 2013**

	<u>Cash Balances July 1, 2012</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interfund Transfers</u>	<u>Cash Balances June 30, 2013</u>
Athletics	\$ 33,547.51	\$ 210,986.22	\$ 206,466.37	\$ 9,338.42	\$ 47,405.78
Music	10,521.03	55,056.97	60,450.84	(485.00)	4,642.16
Classes, Clubs and Departments	78,632.34	213,691.40	228,352.65	(5,730.89)	58,240.20
Trusts	21,629.21	51,113.41	45,460.51	(1,998.14)	25,283.97
General	39,795.40	30,237.42	54,194.89	5,830.89	21,668.82
Outside Organizations	<u>3,571.23</u>	<u>11,312.09</u>	<u>7,928.04</u>	<u>(6,955.28)</u>	<u>-</u>
	<u>\$ 187,696.72</u>	<u>\$ 572,397.51</u>	<u>\$ 602,853.30</u>	<u>\$ -</u>	<u>\$ 157,240.93</u>

See accompanying Notes to Financial Statement

**Ridgeview High School
Internal Funds
Notes to Financial Statement
For the Year Ended June 30, 2013**

Note 1 - Summary of Significant Accounting Policies

Reporting Entity

The accompanying financial statement includes the effects of transactions and balances relating to the internal fund activities of Ridgeview High 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 Ridgeview High School.

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, these statements are not intended to present financial position and results of operations in conformity with accounting principles generally accepted in the United States of America.

Note 2 - Cash and Cash Equivalents

The June 30, 2013 cash balance, totaling \$157,240.93 consists of \$47,673.26 in a non-interest bearing checking account, \$109,542.67 invested with the State Board of Administration and \$25.00 in checks returned to the school for insufficient funds. The School will either collect and re-deposit the NSF checks or seek approval from the District School Board to write them off as uncollectible after collection efforts have been exhausted. Interest earnings for the year ended June 30, 2013 amounted to \$295.79.

Note 3 - Accounts Payable and Encumbrances

There was no accounts payable at June 30, 2013.

There were no encumbrances at June 30, 2013.



Management Letter

District School Board
Clay County, Florida

In planning and performing our audit of the financial statements of Ridgeview High School as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, 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 Ridgeview High School's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a deficiency in internal control that we consider to be material weaknesses and other deficiencies we consider to be significant deficiencies.

A deficiency in internal control 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 combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies in the Ridgeview High School's internal control to be material weaknesses:

- During our review of cash disbursements, we noted that purchase transactions were sometimes made prior to obtaining the necessary approvals. In other words, the authorization documents were dated after the date the purchase had taken place.
- In our sample of cash disbursements, we found one instance where the payee on the check image (bank statement) did not agree with the "make check payable to" on the check requisition form. The check was made out to the teacher/sponsor, rather than to the vendor. There was no explanation noted on the documentation.
- In our sample of cash receipts, we noted one instance where the individual teacher receipts did not agree with the total on the Report of Monies Collected form or the amount deposited. The individual teacher's receipts listed on the Report of Monies Collected form were 8 receipts at \$100 each and the total amount on the Report of Monies Collected form was \$700. Subsequently, \$700 was deposited. An examination

of the individual teacher's receipts did not indicate any voided receipts. An explanation of the difference was not notated.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in Ridgeview High School's internal control to be significant deficiencies:

- We noted numerous instances where cash receipts were not turned into the bookkeeper by the same day as collected and where cash receipts were held over the weekend.

As part of our audit, we considered the correction of prior year findings. With regard to the findings from the June 30, 2012 audit report, the findings regarding cross referencing of the Official (pre-numbered) Receipt with the Report of Monies collected form, we found the same situation in the current year and will be discussing at the exit conference.

Communication With Those Charged With Governance

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

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies 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 during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the Statement of Cash Receipts and Disbursements in the proper period.

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 sensitive estimates significantly affecting the financial statement.

Financial statement disclosures are neutral, consistent and clear.

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 identified during the audit.

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 dated August 19, 2013.

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 statements or a determination of the type of auditor's opinion that may be expressed on those statements, 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

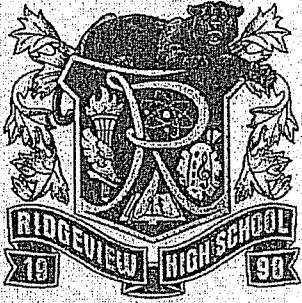
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition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

This 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.

We wish to take this opportunity to thank Ridgeview High School 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.

DDF CPA Group

August 19, 2013



Ridgeview High School
466 Madison Avenue
Orange Park, Florida 32065
904-213-5203

Deborah Segreto, Principal
Mark McKinney, Assistant Principal

Robert Feltner, Vice Principal
Lori Ricks, Assistant Principal

Lora L. Douglas, CPA

8/29/13

P O Box 9089

4729 US Highway 17 S Suite 201

Fleming Island FL 32003

Ms Douglas,

In response to the audit findings I will follow up with all teachers, sponsors and coaches as to the following:

Discuss getting prior approval in writing before making any purchases.

Make certain the person being reimbursed for purchases is listed on the check requisition and that the sponsor not reimburse that person personally.

I will cross check the addition of money collected forms by detail line to verify the balance matches.

Money has never been held at the school over a weekend. However, I will no longer use the night drop on Fridays so the date of deposit is for Friday and not Monday. I will be certain to be at the bank by 1:00 p.m. on Friday to alleviate this problem with dates.

I will discuss the importance of the teacher writing receipts after hours and turning money in the next day. All dates must match.

It was a pleasure working with you.

Deborah Segreto, Principal

Annie Taylor, Bookkeeper

**Shadowlawn Elementary School
Internal Funds**

**Statement of Cash Receipts
and Disbursements**

June 30, 2013

**Shadowlawn Elementary School
Internal Funds
Statement of Cash Receipts and Disbursements**

June 30, 2013

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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 Shadowlawn Elementary School Internal Funds for the year ended June 30, 2013.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements 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 involves performing procedures to obtain audit evidence about the amount and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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- 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

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

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of Shadowlawn Elementary School Internal Funds for the year ended June 30, 2013, on the basis of accounting described in Note 1.

DDF CPA Group

August 21, 2013

**Shadowlawn Elementary School
Internal Funds
Statement of Cash Receipts and Disbursements
For the Year Ended June 30, 2013**

	<u>Cash Balances July 1, 2012</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interfund Transfers</u>	<u>Cash Balances June 30, 2013</u>
Music	\$ 2,002.72	\$ 1,857.00	\$ 2,912.76	\$ -	\$ 946.96
Classes, Clubs and Departments	14,250.16	56,470.11	55,711.52	1,621.47	16,630.22
Trusts	5,994.43	15,832.02	13,347.01	(2,658.54)	5,820.90
General	15,705.46	41,754.95	41,212.34	1,091.89	17,339.96
Outside Organizations	<u>11,861.99</u>	<u>30,947.64</u>	<u>24,446.37</u>	<u>(54.82)</u>	<u>18,308.44</u>
	<u>\$ 49,814.76</u>	<u>\$ 146,861.72</u>	<u>\$ 137,630.00</u>	<u>\$ 0.00</u>	<u>\$ 59,046.48</u>

See accompanying Notes to Financial Statement

**Shadowlawn Elementary School
Internal Funds
Notes to Financial Statement
For the Year Ended June 30, 2013**

Note 1 - Summary of Significant Accounting Policies

Reporting Entity

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

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, 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, 2013 cash balance, totaling \$59,046.48 consists of \$59,046.48 in a non-interest bearing checking account. Interest earnings for the year ended June 30, 2013 amounted to \$0.

Note 3 - Accounts Payable and Encumbrances

There was no accounts payable at June 30, 2013.

There were no encumbrances at June 30, 2013.



Management Letter

District School Board
Clay County, Florida

In planning and performing our audit of the financial statements of Shadowlawn Elementary School as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, 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 Shadowlawn Elementary School's internal control.

A deficiency in internal control 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 combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

As part of our audit, we considered the correction of prior year findings. With regard to the findings from the June 30, 2012 audit report, the findings have been corrected.

Communication With Those Charged With Governance

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

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies 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 during the year for which there is a lack

of authoritative guidance or consensus. All significant transactions have been recognized in the Statement of Cash Receipts and Disbursements in the proper period.

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 sensitive estimates significantly affecting the financial statement.

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 identified during the audit.

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 dated August 21, 2013.

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 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.

We wish to take this opportunity to thank Shadowlawn Elementary School 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.

DDF CPA Group

August 21, 2013



Shadowlawn Elementary School

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"Home of the
Falcons"

Nancy Crowder
PRINCIPAL

Sharon Joca
ASSISTANT PRINCIPAL

September 4, 2013

Lora L. Douglas, CPA
ddf CPA Group
P.O. Box 9089
Fleming Island, Florida 32006

Dear Ms. Douglas:

It was a pleasure to meet with you regarding the annual audit of internal funds for Shadowlawn Elementary. We appreciate your time and assistance with this process.

We are very pleased with the outcome of the report that your firm prepared. We are also grateful for your insight and guidance as we prepare for the coming school year. As you know, our bookkeeper, Pam Salyer, was new to this position and we are so proud of her dedication to detail as confirmed by your audit.

Sincerely,

Nancy A. Crowder

Nancy A. Crowder
Principal

