

Fleming Island High School

**Statement of Cash Receipts
and
Disbursements of the
Internal Funds**

June 30, 2008

**Fleming Island High School
Statement of Cash Receipts
and
Disbursements of the
Internal Funds**

June 30, 2008

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Independent Auditors' Report

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard, Chairman
Mr. Charles Van Zant, Jr.
Mr. Wayne Bolla
Ms. Lisa Graham

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Fleming Island High School for the year ended June 30, 2008. 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 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, 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 Fleming Island High School for the year ended June 30, 2008, on the basis of accounting described in Note 1.

DDF CPA Group

August 20, 2008

ddfcpa.com

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Fleming Island High School
Statement of Cash Receipts and Disbursements of the Internal Funds
As of and for the Fiscal Year Ended June 30, 2008

	<u>Balances</u> <u>July 1, 2007</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Interfund</u> <u>Transfers</u>	<u>Balances</u> <u>June 30, 2008</u>
Athletics	\$ 35,667.81	\$ 250,966.07	\$ 241,681.11	\$ 3,922.50	\$ 48,875.27
Music	18,645.91	197,068.50	227,892.50	30,544.68	18,366.59
Classes, clubs and departments	49,245.12	356,595.44	347,296.18	(5,096.08)	53,448.30
Trust	8,402.41	69,045.72	62,745.10	335.69	15,038.72
General	23,716.62	97,378.14	91,131.13	(15,999.81)	13,963.82
Outside organizations	<u>69,230.32</u>	<u>212,594.47</u>	<u>209,436.41</u>	<u>(13,706.98)</u>	<u>58,681.40</u>
Total	<u>\$ 204,908.19</u>	<u>\$ 1,183,648.34</u>	<u>\$ 1,180,182.43</u>	<u>\$ --</u>	<u>\$ 208,374.10</u>

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

Fleming Island High School
Notes to Statement of Cash Receipts and Disbursements
As of and for the Fiscal Year Ended June 30, 2008

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 Fleming Island High School (the 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 Fleming Island High 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 statements are prepared on the cash basis of accounting and, therefore, reflect 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 financial position and results of operations in conformity with generally accepted accounting principles.

Note 2 - Cash and Cash Equivalents

The June 30, 2008 cash balance, totaling \$208,374.10, consists of \$31,447.94 in a non-interest bearing checking account with Wachovia Bank and \$175,994.33 in an investment account with the Clay County School Board. The school board invests its funds with the SBA. The School has \$931.83 in an insufficient fund account for checks returned to the school. The School expects to collect these funds in the near future.

Note 3 - Interest Income

The School earned \$7,814.96 in interest in the investment account with the Clay County School Board. This represents a yield of approximately 3.71 percent during the fiscal year for monies invested with the SBA.

Note 4 - 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 also with the Florida State Board of Administration (SBA), Local Government Surplus Funds Trust Fund (LGSF).

Fleming Island High School
Notes to Statement of Cash Receipts and Disbursements
As of and for the Fiscal Year Ended June 30, 2008
(Concluded)

Note 4 – Investments (concluded)

In accordance with GASB Statements No. 40, as of June 30, 2008, the School had the following investment:

<u>Investment</u>	<u>Maturities</u>	<u>Fair Value</u>
State Board of Administration - LGSF	20 Day Average	\$175,994

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 Funds Trust Fund or any intergovernmental investment pool, interest-bearing time deposits or savings accounts held in qualified public depositories.

As of June 30, 2008, the Schools invested money in the Local Government Surplus Funds Trust Fund investment pool (LGIP). The LGIP is considered a SEC 2a7-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.



Schedule of Accounts Payable and Encumbrances

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard, Chairman
Mr. Charles Van Zant, Jr.
Mr. Wayne Bolla
Ms. Lisa Graham

Honorable Members:

As requested by the Clay County School Board, we reviewed and tested for accounts payable and encumbrances for Fleming Island High School at June 30, 2008.

Vendor	Amounts
Accounts Payable	
Park Avenue Florist	\$ 1,323.30
Chevron	34.06
Walmart	142.00
Enterprise	1,435.92
Varsity	1,007.65
Home Depot Credit Services	390.52
Music & Arts Center	2,234.00
MF Athletic Company	178.95
Sam's Club Direct	129.12
Staples Credit Plan	128.64
Baudville	131.62
Total	<u>\$ 7,135.78</u>
Encumbrances	
Varsity	<u>22,206.65</u>
Total	<u>\$ 22,206.65</u>

The accounts payable does agree with the Principal's Report for June 30, 2008. The Principal's Report does not require the reporting of encumbrances, however the list of accounts payable and encumbrances provided by the school does agree to the audit procedures performed.

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

DDF CPA Group

August 20, 2008



Independent Auditors' Report on Internal Control over Financial Reporting

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard, Chairman
Mr. Charles Van Zant, Jr.
Mr. Wayne Bolla
Ms. Lisa Graham

Honorable Members:

In planning and performing our audit of the statement of cash receipts and disbursements of the internal funds of Fleming Island High School (the School) as of and for the year ended June 30, 2008, we considered its 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 and other deficiencies that we consider to be 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 entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiencies to be significant deficiencies in internal control.

- The School held a number of fundraisers throughout the school year. When reviewing the fundraising forms we noted that a majority of the forms did not adequately account for the unsold inventory. Any left over items should be turned into the bookkeeper. The class or club must seek the Principal's approval to donate the unsold items.
- The Band held a golf tournament during the year to raise funds. An individual was paid fees out of the tournament proceeds. Chapter Seven of the Department of Education's Red Book prohibits the payment of costs out of the proceeds of receipts. All costs are required to be submitted to the School and approved by the Principal. We recommend that the School remind teachers and sponsors of this procedure.

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 believe that the following deficiencies constitute material weaknesses.

- We noted that the Touchdown Club sold approximately 200 stadium seat passes. The School did not have control over the sale of the stadium seats and these passes were not included in an auditable inventory log. We were not provided documentation as to how many seats were sold. We recommend that all stadium seat passes to athletic events be monitored by School personnel.

- The School entered into an agreement with a yearbook publisher at a base cost of \$56,080. However, by the time the yearbook was printed, the total cost increased to \$105,051. We recommend that the yearbook sponsor provide a budget to the Principal and bookkeeper as to the expected cost of the publication. A purchase order should be issued for the total estimated cost. The vendor should be notified that any charges in excess of the approved purchase order will not be paid without a revised purchase order being approved by the Principal in compliance with Internal Accounts procedures.

This communication is intended solely for the information and use of management of the Clay County District Schools, 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 wish to take this opportunity to thank the Principal, bookkeeper and staff for their cooperation and courtesies extended to us during our examination. We appreciate the opportunity to be of service to the Clay County District Schools 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.

DDF CPA Group

August 20, 2008



Fleming Island High School

2233 Village Square Parkway
Orange Park, FL 32003
Phone: (904) 541-2100
Fax: (904) 541-2110

William S. "Sam" Ward
Principal

Dan Finley
Vice Principal

Teresa Hankel
Assistant Principal

Greg Henderson
Assistant Principal

Thomas Pittman
Assistant Principal

Tara Richardson
Assistant Principal

September 2, 2008

ddf CPA Group
P.O. Box 9089
Orange Park, FL 32006

Re: Response to Management letter

Dear Mr. Coleman:

Item #1 –Teachers or sponsors will be reminded to accurately and completely fill out fundraiser forms including the inventory recap.

Item #2 –Teachers and sponsors will be reminded that payment of cost out of the proceeds of receipts is prohibited. All receipts and payments should be done through the bookkeeper. The band will also be reminded how serious this incident was and that the individual involved will not be used for services in the future.

Item #3 –The sale of stadium seat passes will be more closely monitored.

Item #4 –The yearbook sponsor will prepare a budget for the yearbook. A purchase order will be issued for the total estimated cost. Any revisions will be approved by the principal. This year, FIHS will be using a new yearbook company named Walsworth.

Sincerely,

William S. Ward
Principal

WSW:sle

cc: Susan Edmonds, FIHS Bookkeeper
Sonja Findley, Director of Finance, CCSD
Roni Campbell, Acct/Internal Accounts Coordinator, CCSD

"Preparing tomorrow's leaders, today."

Green Cove Springs Junior High School

**Statement of Cash Receipts and Disbursements
of the Internal Funds**

For the Year Ended June 30, 2008

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ADAMS & HARPER, PA

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Members:
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of Certified Public Accountants

Independent Auditor's Report

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Ms. Carol Vallencourt
Ms. Lisa Graham
Mr. Wayne Bolla

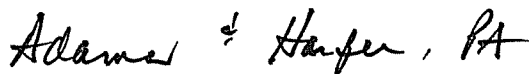
Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Green Cove Springs Junior High School for the year ended June 30, 2008. 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 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, 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 accounting principles generally accepted in the United States of America.

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 Green Cove Springs Junior High School for the year ended June 30, 2008, on the basis of accounting described in Note 1.



Adams & Harper, PA
Certified Public Accountant
August 15, 2008

**Green Cove Springs Junior High
Statement of Cash Receipts and Disbursements
of the Internal Funds
For the Year Ended June 30, 2008**

	Cash Balance July 1, 2007	Transactions			Cash Balance June 30, 2008
		Receipts	Disburse- ments	Transfers	
Athletics	\$ 21,294.98	\$ 96,938.87	\$ (97,304.68)	\$ 946.34	\$ 21,875.51
Music					\$ -
Classes, Clubs,	15,383.40	25,895.59	(34,889.40)	(619.22)	\$ 5,770.37
Departments	14,946.45	68,621.37	(53,064.22)	(5,986.82)	\$ 24,516.78
Trust	14,665.43	31,544.74	(21,510.48)	(9,833.11)	\$ 14,866.58
General	14,987.22	15,835.35	(28,778.82)	15,492.81	\$ 17,536.56
Total	\$ 81,277.48	\$ 238,835.92	\$ (235,547.60)	\$ -	\$ 84,565.80

See accompanying notes and independent auditor's report

**Green Cove Springs Junior High School
Notes to Statement of Cash Receipts
and Disbursements of the Internal Funds
For the Year Ended June 30, 2008**

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 Green Cove Springs Junior High 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 Green Cove Springs Junior High 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 statements are prepared on the cash basis of accounting and, therefore, reflect 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 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.

Note 2 - Cash

The June 30, 2008, ending cash balance of \$ 84,565.80 consists of \$ 59,425.13 held in the School's interest bearing checking account (insured by the FDIC) and \$ 24,782.67 held in an investment account with the Clay County School Board and \$ 358.00 in non-sufficient fund checks.

Note 3 - Interest Income

Investment interest was earned on amounts invested through the Clay County School Board in the amount of \$ 937.07, representing an annual yield of approximately 3.85%. No interest was earned on the School's checking account.

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Schedule of Accounts Payable and Encumbrances

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Ms. Carol Vallencourt
Ms. Lisa Graham
Mr. Wayne Bolla

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, 2008 of the Green Cove Springs Junior High 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 accounts payable and encumbrances. The accounts payable and encumbrances were not paid during the 2007-2008 fiscal year, and accordingly, are not recorded on the statement of receipts and disbursements of the internal funds of Green Cove Springs Junior High School for the year ended June 30, 2008.

<u>Accounts Payable</u>	<u>Vendor</u>	<u>Amount</u>
	Herff Jones	\$ 14,349.63
	Varsity Spirit Fashions	4,897.43
	TOTAL	<u>\$ 19,247.06</u>
<u>Encumbrances</u>	<u>Vendor</u>	<u>Amount</u>
	TOTAL	<u>\$ -</u>

The above accounts payable and encumbrances amounts agree with the Principal's Monthly Report as of June 30, 2008.

Adams & Harper, PA
Adams & Harper, PA
Certified Public Accountants
August 15, 2008

ADAMS & HARPER, PA

Certified Public Accountants

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Independent Auditor's Report on the Internal Control Structure and Other Matters

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Ms. Carol Vallencourt
Ms. Lisa Graham
Mr. Wayne Bolla

Honorable Members:

In planning and performing our audit of the financial statement of Green Cove Springs Junior High School (the "School") as of and for the year ended June 30, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered Green Cove Springs Junior High 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.

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. However, as discussed below, we identified a deficiency in internal control that we consider to be a significant deficiency.

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 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 statements that is more than inconsequential will not be prevented or detected by the School's internal control. We consider the following to be a significant deficiency in internal control.

- Our audit revealed that incompatible employee responsibilities were not always segregated. For example, an employee who maintains the accounting records also handles cash, prepares receipts and the bank deposit, and reconciles the bank statement.

While we acknowledge that personnel may not always be available to permit an acceptable separation of duties and responsibilities, we think it is important to make you aware of this condition. We also wish to inform you that we discovered many compliance violations (listed below) and accordingly, we recommend you note these violations and take mitigating actions to improve the general environment and climate of your operations. Without more attention by your staff and your accountant (bookkeeper) to the compliance requirements as described in the Internal Accounts Manual, you are increasing your risk that errors or other more serious actions may occur and not be detected in the normal course of your business. We encourage you to reinforce the importance of each staff person or teacher to follow the guidelines described in the Internal Accounts Manual and for you to train each person in the required steps of performance.

Listed below are the items we discovered which were not in accordance with the rules and regulations presented in the Internal Accounts Manual and the reason accompanying each violation.

- Three instances of "Reports of Monies Collected" reports being altered.
- Thirteen instances of "Reports of Monies Collected" reports were completed without receipt numbers.
- Two instances of receipts being incomplete or incorrect as issued by teacher.
- One instance of inadequate documentation for fundraising.
- One instance of general ledger and fundraiser recap forms not matching.
- Four instances of incorrect or missing fundraiser application data.
- One missing report of tickets sold.
- Two instances of reports of tickets incorrectly completed.
- Two instances of no dates on master tickets log.
- One instance of general ledger issues regarding ticket sales, with an incorrect allocation of expenses between sports splits.
- Four disbursements have inadequate documentation.

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 an 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 your school 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.

Adams & Harper, PA

Adams and Harper, PA
Orange Park, FL
August 15, 2008

GREEN COVE SPRINGS JUNIOR HIGH

DR. SARYN L. HATCHER
PRINCIPAL



MRS. JANICE TUCKER
VICE PRINCIPAL

MR. PAUL GOODIER
ASST. PRINCIPAL

Adams & Harper
1665 Kingsley Avenue Ste 100
Orange Park, Florida 32073

Dear Sir,

This letter is in response to the deficiencies found in your audit for Green Cove Springs Jr. High that ended June 30, 2008.

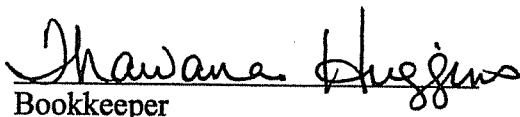
In regards to the alteration of monies collection forms. There were no actual alterations of any monetary transactions. However, we will make sure in the future that no corrections will be made to a monies collected form.

We will make every effort necessary to insure that all collection procedures and forms (fundraiser applications, reports of tickets, teacher receipt book and master ticket logs) are properly completed with all the necessary information as instructed in the internal accounts manual.

When more than one group is sponsoring an event monies will be distributed equally and a transfer of funds will be completed if necessary.

We will make sure that adequate documentation from vendors is presented when issuing disbursements.

Although our records were rated satisfactory, it is still our goal to strive for a higher rating in the years to come and be in compliance with the Internal Funds Manual of the Clay County School District.

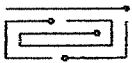

Bookkeeper


Principal

Grove Park Elementary School

Statement of Cash Receipts and Disbursements of the Internal Funds

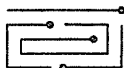
For the Year Ended June 30, 2008



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

**GROVE PARK ELEMENTARY SCHOOL
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CONNER, HUBBARD & COMPANY, LLC

Certified Public Accountants

Taxation, Accounting, Pension Planning, and Business Counseling

INDEPENDENT AUDITORS' REPORT

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard, Clay County School Board Chairman
Mr. Charles Van Zant, Jr., Vice-Chairman
Ms. Carol Vallencourt, Member
Ms. Lisa Graham, Member
Mr. Wayne Bolla, Member

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Grove Park Elementary School for the year ended June 30, 2008. 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 Grove Park Elementary School for the year ended June 30, 2008 on the basis of accounting described in Note 1.

Conner, Hubbard & Company, LLC

CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

August 20, 2008

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Please respond to the office at:

e-mail: firm@connerhubbard.com

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(904) 278-1040; Fax (904) 278-9444

☐ 212 North Davis Street
Nashville, Georgia 31639
(229) 686-3377; Fax (229) 686-3566

GROVE PARK ELEMENTARY SCHOOL
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS
For the Year Ended June 30, 2008

	<u>Cash Balance July 1, 2007</u>	<u>Transactions</u>		<u>Transfers</u>	<u>Cash Balance June 30, 2008</u>
		<u>Receipts</u>	<u>Disbursements</u>		
Music	\$ 48.67	\$ 357.00	\$ 315.29	\$ (40.56)	\$ 49.82
Classes, Clubs & Departments	5,780.67	20,070.49	19,075.51	(586.96)	6,188.69
Trust	3,231.54	29,761.24	24,670.22	(750.00)	7,572.56
General	6,423.16	11,723.38	16,007.78	1,627.52	3,766.28
Outside Organizations	<u>12,039.24</u>	<u>15,237.68</u>	<u>18,760.65</u>	<u>(250.00)</u>	<u>8,266.27</u>
	<u>\$ 27,523.28</u>	<u>\$ 77,149.79</u>	<u>\$ 78,829.45</u>	<u>\$ -</u>	<u>\$ 25,843.62</u>

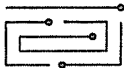
See Independent Auditors' Report and Notes to Statement of Cash Receipts and Disbursements.

GROVE PARK ELEMENTARY SCHOOL

Notes to Statement of Cash Receipts and Disbursements For The Year Ended June 30, 2008

- 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, 2008, 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 \$592.61 for the fiscal year ended June 30, 2008.
- NOTE 3 The cash balance of \$25,843.62 at June 30, 2008, shown on the statement of cash receipts and disbursements consists of \$10,095.02 being held in the checking account and \$15,673.05 invested with the Clay County School Board. The remaining \$75.55 is NSF checks the bookkeeper intends to recover and has therefore not submitted for write-off as of June 30, 2008.

SUPPLEMENTAL INFORMATION



CONNER, HUBBARD & COMPANY, LLC

Certified Public Accountants

Taxation, Accounting, Pension Planning, and Business Counseling

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard, Clay County School Board Chairman
Mr. Charles Van Zant, Jr., Vice-Chairman
Ms. Carol Vallencourt, Member
Ms. Lisa Graham, Member
Mr. Wayne Bolla, 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, 2008 of the Grove Park 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 2007-2008 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, 2008.

Accounts Payable

None.

Encumbrances

None.

The above accounts payable were reported on the June 30, 2008 Principal's Monthly Report.

Conner, Hubbard & Company, LLC

CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

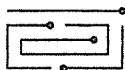
August 20, 2008

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CONNER, HUBBARD & COMPANY, LLC
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Taxation, Accounting, Pension Planning, and Business Counseling

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard, Clay County School Board Chairman
Mr. Charles Van Zant, Jr., Vice-Chairman
Ms. Carol Vallencourt, Member
Ms. Lisa Graham, Member
Mr. Wayne Bolla, Member

Honorable Members:

In planning and performing our audit of the statement of cash receipts and disbursements of the internal funds of Grove Park Elementary School for the year ended June 30, 2008, 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 five activity accounts had an ending balance in excess of the maximum amounts 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.

The March 2008 bank statement was not signed or initialed by the Principal as evidence that it had been opened and reviewed.

We noted the following during our review of a sample of cash receipts:

One instance where the source name was not listed on the "Report of Monies Collected".

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

Three instances where deposits were held over a weekend.

One instance where the teacher did not return assigned receipt book.

Seven instances where teachers who were not assigned receipt books turned in money collected to the bookkeeper.

Two instances where receipts listed on the "Report of Monies Collected" could not be located.

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Honorable Members
Clay County School Board
Page 2

During our review of a sample of cash disbursements, we noted one instance where a check requisition form was not completed.

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.

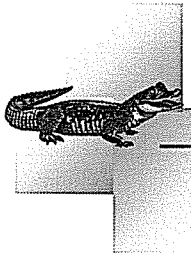
We commend the Principal and the bookkeeper for an excellent job. It has been a pleasure to have this opportunity to serve you.

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 20, 2008



GROVE PARK ELEMENTARY SCHOOL
LYNDA C. BRAXTON, PRINCIPAL

1643 Miller Street
Orange Park, FL 32073

Phone: 904-278-2010
Fax: 904-278-2015

September 2, 2008

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

Dear Mr. Hubbard,

Thank you for your thorough audit of the internal funds of Grove Park Elementary School. We are pleased that your findings showed that our accounting records were overall neat and orderly and followed procedures outlined by the Clay County School Board.

In response to the following items which were noted the following action will be taken:

Proper attention will be placed to insure that funds are utilized for the current school year. If funds are to be carried over, written documentation will be provided as to the specific reason to assure the funds are used for their intended purpose.

Although the March 2008 bank statement itself was not signed or initialed, the envelope was signed and dated by the principal. A copy of the envelope along with the March statement has been attached.

The utmost attention will be placed to insure all information including source name, receipt numbers and signatures are listed on the "Report of Monies Collected" forms.

All monies will be deposited prior to the weekend.

To maintain proper control over receipt books issued during the school year a new teacher receipt log has been created in order to assure that all teachers use the new receipt book.

No funds will be collected or issued without a "Report of Monies Collected" requisition form.

A bookkeeping guideline will be given to the teachers to be followed according to the Clay County School Board Instructions.

Sincerely,

Lynda C. Braxton
Principal

Anthony Bradley
Asst. Principal

Hi Roni,
Hopefully this
will not happen
this year!
Thanks,
Shireene

Synda/Bradley
4/8/08



Government Advantage Interest Checking

01 2000025395992 034 140 16 36 19,749

WACHOVIA



GROVE PARK ELEMENTARY SCHOOL
INTERNAL ACCOUNT
THE SCHOOL BOARD OF CLAY COUNTY
1643 MILLER STREET
ORANGE PARK FL 32073

CB

Government Advantage Interest Checking

3/01/2008 thru 3/31/2008

Account number: 2000025395992
Account owner(s): GROVE PARK ELEMENTARY SCHOOL
INTERNAL ACCOUNT
THE SCHOOL BOARD OF CLAY COUNTY

Account Summary

Opening balance 3/01	\$19,029.68
Deposits and other credits	3,051.08 +
Checks	6,030.86 -
Closing balance 3/31	\$16,049.90

Deposits and Other Credits

	Amount	Description
3/10	167.40	DEPOSIT ✓
3/10	221.00	DEPOSIT ✓
3/17	7.75	DEPOSIT
3/17	20.00	DEPOSIT
3/17	29.25	DEPOSIT
3/17	1,440.03	DEPOSIT ✓
3/21	74.15	DEPOSIT ✓
3/21	845.00	DEPOSIT
3/31	246.50	DEPOSIT ✓
Total	\$3,051.08	

Checks

Number	Amount	Date posted	Number	Amount	Date posted	Number	Amount	Date posted
3829	125.00	3/04	3850	133.70	3/10	3865*	67.15	3/27
3842*	52.50	3/05	3851	38.00	3/07	3869*	100.00	3/31
3845*	3,296.45	3/04	3852	254.07	3/10	3870	331.06	3/31
3847*	154.41	3/05	3853	65.07	3/13	3872*	76.50	3/31
3848	713.00	3/03	3854	69.21	3/19	Total	\$6,030.86	
3849	422.64	3/06	3859*	132.10	3/31			

* Indicates a break in check number sequence

3/18 \$ 69.24

Keystone Heights Elementary School

**Statement of Cash Receipts and Disbursements
of the Internal Funds**

For the Year Ended June 30, 2008

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Independent Auditor's Report on the Internal Control Structure and Other Matters	7

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John A. Adams, CPA
Beth A. Linder, CPA
Kathlyn C. Jordan, CPA

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Independent Auditor's Report

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Ms. Carol Vallencourt
Ms. Lisa Graham
Mr. Wayne Bolla

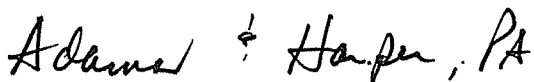
Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Keystone Heights Elementary School for the year ended June 30, 2008. 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 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, 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 accounting principles generally accepted in the United States of America.

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 Keystone Heights Elementary School for the year ended June 30, 2008, on the basis of accounting described in Note 1.



Adams & Harper, PA
Certified Public Accountants
August 15, 2008

**Keystone Heights Elementary
Statement of Cash Receipts and Disbursements
of the Internal Funds
For the Year Ended June 30, 2008**

	Cash Balance July 1, 2007	Transactions			Cash Balance June 30, 2008
		Receipts	Disburse- ments	Transfers	
Music Classes, Clubs,	\$ 370.41	\$ 155.00	\$ (203.30)	\$ -	\$ 322.11
Departments	13,725.79	80,926.64	(68,605.38)	6,225.19	\$ 32,272.24
Trust	4,363.21	36,896.46	(37,891.29)	968.80	\$ 4,337.18
General	25,049.94	25,255.21	(26,745.84)	135.05	\$ 23,694.36
Outside Organizations	1,705.14	14,490.61	(6,949.57)	(7,329.04)	\$ 1,917.14
Total	\$ 45,214.49	\$ 157,723.92	\$ (140,395.38)	\$ -	\$ 62,543.03

See accompanying notes and independent auditor's report

**Keystone Heights Elementary School
Notes to Statement of Cash Receipts
and Disbursements of the Internal Funds
For the Year Ended June 30, 2008**

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 Keystone Heights 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 Keystone Heights 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 statements are prepared on the cash basis of accounting and, therefore, reflect 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 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.

Note 2 - Cash

The June 30, 2008, ending cash balance of \$ 62,543.03 consists of \$ 35,029.88 held in the School's non-interest bearing checking account (insured by the FDIC), \$ 27,298.08 held in an investment account with the Clay County School Board, and \$ 215.27 held in NSF checks.

Note 3 - Interest Income

Investment interest was earned on amounts invested through the Clay County School Board in the amount of \$ 1,087.98, representing an annual yield of approximately 3.9%. No interest was earned on the School's checking account.

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Schedule of Accounts Payable and Encumbrances

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Ms. Carol Vallencourt
Ms. Lisa Graham
Mr. Wayne Bolla

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, 2008 of the Keystone Heights 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 accounts payable and encumbrances. The accounts payable and encumbrances were not paid during the 2007-2008 fiscal year, and accordingly, are not recorded on the statement of receipts and disbursements of the internal funds of Keystone Heights Elementary School for the year ended June 30, 2008.

<u>Accounts Payable</u>	<u>Vendor</u>	<u>Amount</u>
	TOTAL	\$ -
<u>Encumbrances</u>	<u>Vendor</u>	<u>Amount</u>
	AVI	\$ 9,757.00
	TOTAL	\$ 9,757.00

The above accounts payable and encumbrances amounts agree with the Principal's Monthly Report as of June 30, 2008.

Adams & Harper, PA

Adams & Harper, PA
Certified Public Accountants
August 15, 2008

ADAMS & HARPER, PA

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Independent Auditor's Report on the Internal Control Structure and Other Matters

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Ms. Carol Vallencourt
Ms. Lisa Graham
Mr. Wayne Bolla

Honorable Members:

In planning and performing our audit of the financial statement of Keystone Heights Elementary School (the "School") as of and for the year ended June 30, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered Keystone Heights Elementary 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.

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. However, as discussed below, we identified a deficiency in internal control that we consider to be a significant deficiency.

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 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 statements that is more than inconsequential will not be prevented or detected by the School's internal control. We consider the following to be a significant deficiency in internal control.

- Our audit revealed that incompatible employee responsibilities were not always segregated. For example, an employee who maintains the accounting records also handles cash, prepares receipts and the bank deposit, and reconciles the bank statement.

While we acknowledge that personnel may not always be available to permit an acceptable separation of duties and responsibilities, we think it is important to make you aware of this condition. We also wish to inform you that we discovered many compliance violations (listed below) and accordingly, we recommend you note these violations and take mitigating actions to improve the general environment and climate of your operations. Without more attention by your staff and your accountant (bookkeeper) to the compliance requirements as described in the Internal Accounts Manual, you are increasing your risk that errors or other more serious actions may occur and not be detected in the normal course of your business. We encourage you to reinforce the importance of each staff person or teacher to follow the guidelines described in the Internal Accounts Manual and for you to train each person in the required steps of performance.

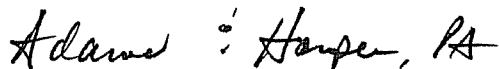
Listed below are the items we discovered which were not in accordance with the rules and regulations presented in the Internal Accounts Manual and the reason accompanying each violation.

- Two instances where Reports of Monies Collected forms indicate funds were held too long before deposit.
- Four instances of Monies Collected forms were altered.
- Four instances of Reports of Monies Collected were completed but did not match to actual receipts.
- Four fundraiser forms were not properly completed.

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 an 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 your school 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.



Adams and Harper, PA
Orange Park, FL
August 15, 2008

KEYSTONE HEIGHTS ELEMENTARY SCHOOL
"Where Every Kid Is A Winner"

MARY S. MIMBS
Principal

ANGELA M. GENTRY
Assistant Principal



MELBA B. JOHNSON
Guidance Counselor

CODY M. CLARK
Guidance Counselor

September 3, 2008

Mr. Joey Bryan, CPA
Adams & Harper, PA
1665 Kingsley Avenue
Suite 100
Orange Park, FL 32073

Dear Mr. Bryan:

This letter is being written in response to the Independent Auditor's Report received during our school's exit interview on Tuesday, August 26, 2008. We have reviewed all comments very carefully and listed below are our responses:

Independent Auditor's Report on the Internal Control and Other Matters:

Segregation of responsibilities has been thoroughly discussed at our District Bookkeepers' Meetings. It is virtually impossible to implement this "perfect system". However, we would like for it to be noted that KHES has followed suggested CCSB Business Affairs Guidelines to have additional personnel to verify all monies collected forms with the sequential list of receipts. In addition, the calculator tape and deposit ticket are attached to these documents for review by the Principal, Assistant Principal, School Secretary, or the School Records Secretary. Their initials appear on bank deposit slips. Keystone Heights Elementary School will continue to follow this procedure for all monies collected and deposited.

Independent Auditor's Report on the Internal Control and Other Matters:

1. Two instances where Reports of Monies Collected forms indicate funds were held too long. **It should be noted in the report that this occurred on the teacher side of responsibility.** It should also be noted that the bookkeeper deposits money in a timely manner and on a regular daily basis even though District guidelines allow for the bookkeeper to deposit monies collected within 5 business days. In rare instances, if the money has not been turned into the bookkeeper by the teacher by the daily deadline time, the money is dropped in the bank's night depository for pick-up the following day.

2. Four instances of Monies Collected forms being altered. Our teachers have been instructed to initial any changes made on the Monies Collected forms. They have also been instructed that when errors are made on the receipt they issue from their receipt book that the incorrect one should be voided, retained in the receipt book, and new receipt issue.

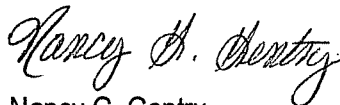
Fundraiser forms were not completed properly. KHES will make sure that all the lines are completed even if there is no information available with "N/A".

Every year at Keystone Heights Elementary School, the Principal and Bookkeeper review all money issues with our faculty and staff at the beginning of each school year. Included in each employee's handbook are the guidelines covering monies collected, disbursements, and samples of forms with examples written on each of the forms for clarification purposes. We will continue to work our teachers and staff in following internal accounts guidelines throughout the year.

During the exit interview, it was noted that an error was recorded in the Auditor's Final Report. (Please refer to Page 5 – Note 2: Cash and Note 3: Interest Income.) Keystone Heights Elementary School does have an interest bearing account with our bank (M & S Bank) and is documented in the monthly bank account as the "NOW" account which is the interest bearing account. This was discussed with you and it was stated that a notation would be made for your records.

In closing, Keystone Heights Elementary School would like to thank you for the time and effort completing our audit. We look forward to working with you in the future.

Sincerely,



Nancy G. Gentry
Principal's Secretary and Bookkeeper

ngg

cc: Roni Campbell
Accounting and Internal Accounts Coordinator
Clay County School Board

Mary S. Mimbs
Principal
Keystone Heights Elementary School

Keystone Heights High School

**Statement of Cash Receipts and Disbursements
of the Internal Funds**

For The Year Ended June 30, 2008

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Independent Auditor's Report

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Ms. Carol Vallencourt
Ms. Lisa Graham
Mr. Wayne Bolla

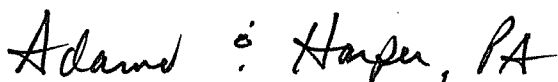
Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Keystone Heights High School for the year ended June 30, 2008. 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 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, 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 accounting principles generally accepted in the United States of America.

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 Keystone Heights High School for the year ended June 30, 2008, on the basis of accounting described in Note 1.



Adams & Harper, PA
Certified Public Accountants
August 15, 2008

Keystone Heights High School
Statement of Cash Receipts and Disbursements
of the Internal Funds
For the Year Ended June 30, 2008

	Cash Balance July 1, 2007	Transactions			Cash Balance June 30, 2008
		Receipts	Disburse- ments	Transfers	
Athletics	\$ 40,347.84	\$ 218,030.08	\$ (216,052.05)	\$ 7,942.70	\$ 50,268.57
Music Classes, Clubs,	539.46	319.80	(330.72)	(171.00)	357.54
Departments	87,742.48	152,172.06	(150,951.13)	(6,904.49)	82,058.92
Trust	15,536.33	59,200.56	(58,902.23)	(3,945.77)	11,888.89
General	12,192.95	49,307.93	(43,848.09)	3,078.56	20,731.35
Outside Organizations	9,170.81	37,936.93	(32,865.28)	-	14,242.46
Total	\$ 165,529.87	\$ 516,967.36	\$ (502,949.50)	\$ -	\$ 179,547.73

See accompanying notes and independent auditor's report

Keystone Heights High School
Notes to Statement of Cash Receipts and Disbursements
of the Internal Funds
For the Year Ended June 30, 2008

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 Keystone Heights High 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 Keystone Heights High 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 statements are prepared on the cash basis of accounting and, therefore, reflect 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 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.

Note 2 - Cash

The June 30, 2008, ending cash balance of \$ 179,547.73 consists of \$ 30,756.19 held in the School's non-interest bearing checking account (insured by the FDIC), \$ 147,509.79 held in an investment account with the Clay County School Board, and \$ 1,281.75 representing uncollected NSF checks.

Note 3 - Interest Income

Investment interest was earned on amounts invested through the Clay County School Board in the amount of \$ 5,577.99, representing an annual return of approximately 3.3 %. No interest was earned on the School's checking account.

ADAMS & HARPER, PA

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Orange Park, Florida 32073

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Gary O. Harper, CPA
John A. Adams, CPA
Beth A. Linder, CPA
Kathlyn C. Jordan, CPA

Members:
American and Florida Institutes
of Certified Public Accountants

Schedule of Accounts Payable and Encumbrances

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Ms. Carol Vallencourt
Ms. Lisa Graham
Mr. Wayne Bolla

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, 2008 of the Keystone Heights High 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 accounts payable and encumbrances. These accounts payable and encumbrances were not paid during the 2007 - 2008 fiscal year, and accordingly, are not recorded on the statement of receipts and disbursements of the internal funds of Keystone Heights High School for the year ended June 30, 2008.

<u>Accounts Payable</u>	<u>Vendor</u>	<u>Amount</u>
	GTM	\$ 2,324.98
	SUN STATE SANITATION	55.00
	BAND SHOPPE	800.00
	BRYANS ACE HARDWARE	574.36
	UF GATOR BAND CAMP	292.00
	BAKERS SPORTING GOODS	210.00
	LOCKERROOM	248.00
	MALLARDS	17.99
	SPRINT	67.49
	MUSIC AND ARTS CENTER	1,919.27
	HITCHCOCKS	544.01
	RIDDELL	4,728.55
	TOTAL	\$ 11,781.65
<u>Encumbrances</u>	<u>Vendor</u>	<u>Amount</u>
	TOTAL	\$ -

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Page 2

The above accounts payable and encumbrances amounts agree with the Principal's Monthly Report as of June 30, 2008.

Adams & Harper, PA

Adams & Harper, PA
Certified Public Accountants
August 15, 2008

ADAMS & HARPER, PA

Certified Public Accountants

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Independent Auditor's Report on the Internal Control Structure and Other Matters

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Ms. Carol Vallencourt
Ms. Lisa Graham
Mr. Wayne Bolla

Honorable Members:

In planning and performing our audit of the financial statement of Keystone Heights High School (the "School") as of and for the year ended June 30, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered Keystone Heights High 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.

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. However, as discussed below, we identified a deficiency in internal control that we consider to be a significant deficiency.

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 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 statements that is more than inconsequential will not be prevented or detected by the School's internal control. We consider the following to be a significant deficiency in internal control.

- Our audit revealed that incompatible employee responsibilities were not always segregated. For example, an employee who maintains the accounting records also handles cash, prepares receipts and the bank deposit, and reconciles the bank statement.

While we acknowledge that personnel may not always be available to permit an acceptable separation of duties and responsibilities, we think it is important to make you aware of this condition. We also wish to inform you that we discovered many compliance violations (listed below) and accordingly, we recommend you note these violations and take mitigating actions to improve the general environment and climate of your operations. Without more attention by your staff and your accountant (bookkeeper) to the compliance requirements as described in the Internal Accounts Manual, you are increasing your risk that errors or other more serious actions may occur and not be detected in the normal course of your business. We encourage you to reinforce the importance of each staff person or teacher to follow the guidelines described in the Internal Accounts Manual and for you to train each person in the required steps of performance.

Listed below are the items we discovered which were not in accordance with the rules and regulations presented in the Internal Accounts Manual and the reason accompanying each violation.

- Two instances of the Principal's Monthly Report not being completed by the 15th of the month.
- One instance of a bank statement not being signed as opened by the principal.
- Two Reports of Monies Collected forms have totals in the wrong place.
- Eight Reports of Monies Collected forms were held too long before deposit.
- Twenty Reports of Monies Collected forms were altered.
- Eight Reports of Monies Collected forms had no names on the funds.
- Four Reports of Monies Collected forms were not received by the bookkeeper in a timely manner, one of which is missing.
- Twenty-Two Reports of Monies Collected were completed without receipt numbers.
- Two signatures of teachers on the receipts do not match the Reports of Monies Collected.
- Six fundraiser forms were not properly completed.
- Five fundraiser form recaps do not tie to General Ledger totals.
- Fifteen transfers of internal funds are not properly numbered.
- Two Internal Fund Transfer forms were not fully completed.
- End of year transfer forms were not authorized or completed for the Tests of Balances compliance review completed by the bookkeeper.
- Twenty-four purchase approval forms included no vendor information.
- Two purchase approvals did not include addresses for vendors.
- One check written differs in amount from the check request on the purchase approval.

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 an should not be used by anyone other than these specified parties.

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Page 3

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 your school 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.

Adams & Harper, PA

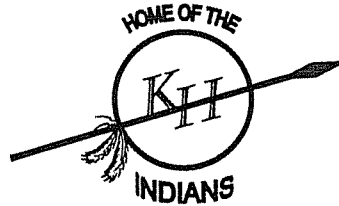
Adams and Harper, PA
Orange Park, FL
August 15, 2008

KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

"An Equal Opportunity Employer"

DR. SUSAN H. SAILOR
PRINCIPAL

ROY S. SHEWCHUK
ASST. PRINCIPAL



JANIE K. PHILLIPS
VICE-PRINCIPAL

JUSTIN L. WILLIAMS
ASST. PRINCIPAL

September 3, 2008

Adams & Harper, P.A.
1665 Kingsley Avenue
Suite 100
Orange Park, Florida 32073

Mr. Joseph Bryan, MAcc,

We have received the audit completed by your firm for the school year 2007-08. In response to items of great concern for us a letter was sent to your firm on August 20, 2008 before the final audit was completed. We appreciate your review and explanation of items for this audit on August 26, 2008. While reviewing items noted on the audit, the general consensus was that some items, such as #14 concerning transfer forms while doing end of the year clean up need to be addressed with county office personnel and possibly wording in our manual would need to be changed to accommodate certain circumstances. We feel that a thorough audit was completed by your company and gave a good experience for the intern, Jordan Williams, who conducted this audit, although we feel that to complete the experience for Mr. Williams would have been to have him present at the exit conference.

We will continue to take steps to communicate with our faculty and staff to follow the guidelines in our Internal Accounts Manual and any communications/reminders throughout the year will be placed in the monthly internal funds paperwork. We will also try to be more diligent about filling in all of the spaces available on our internal accounts MIS forms.

We also appreciate your invitation to assist us with any questions or concerns we may have throughout this school year and look forward to working with your firm again next year.

Sincerely,

Dr. Susan Sailor, Principal

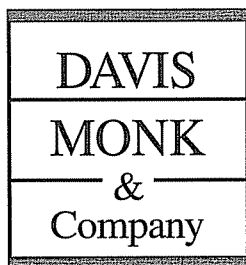
AUDIT REPORT
LAKE ASBURY ELEMENTARY
SCHOOL
INTERNAL ACCOUNTS

JUNE 30, 2008

**Lake Asbury Elementary School
June 30, 2008**

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Report on Internal Control/Communication with Those Charged with Governance	4



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Independent Auditors' Report

District School Board
Clay County, Florida

We have audited the accompanying statement of cash receipts and disbursements of Lake Asbury Elementary School Internal Accounts for the year ended June 30, 2008. 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 Lake Asbury Elementary School Internal Accounts for the year ended June 30, 2008, on the basis of accounting described in Note 1.

Davis, Monk & Company

August 4, 2008
Gainesville, Florida

Members:

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**Statement of Cash Receipts and Disbursements
For the Year Ended June 30, 2008
Lake Asbury Elementary School Internal Accounts**

	Cash Balances <u>July 1, 2007</u>	Cash <u>Receipts</u>	Cash <u>Disbursements</u>	Interfund <u>Transfers</u>	Cash Balances <u>June 30, 2008</u>
Athletics	\$ -	\$ 300	\$ 280	\$ -	\$ 20
Music	3,574	17,173	15,242	775	6,280
Classes, Clubs & Departments	22,884	115,605	103,549	(983)	33,957
Trust	5,190	39,779	42,367	(368)	2,234
General	33,824	13,091	22,525	1,422	25,812
Outside Organizations	28,651	59,048	54,884	(846)	31,969
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL	\$ 94,123	\$ 244,996	\$ 238,847	\$ -	\$ 100,272
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

**Notes to Financial Statement
For the Year Ended June 30, 2008
Lake Asbury 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 Lake Asbury Elementary 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 \$100,272 at June 30, 2008, consists of \$43,358 being held in the checking account, \$56,657 invested with the State Board of Administration, and \$257 in checks returned by the bank for insufficient funds and awaiting redeposit.

NOTE 3 – ACCOUNTS PAYABLE AND ENCUMBRANCES

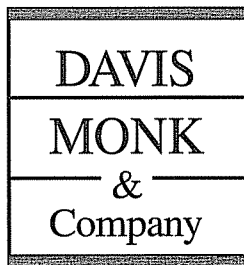
The following is a schedule of accounts payable at June 30, 2008.

<u>Vendor</u>	<u>Amount</u>
Book Bonanza, Inc.	\$ 817
World Almanac Education	3,060
The Reading Warehouse	443
TOTAL	<u>\$ 4,320</u>

The following is a schedule of encumbrances at June 30, 2008.

<u>Vendor</u>	<u>Amount</u>
Hertz Furniture	\$ 807
Betty Mills Company	1,491
Banners and Signs	756
National Geographic Explorer	767
Time for Kids	663
TOTAL	<u>\$ 4,484</u>

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



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District School Board
Clay County, Florida

We have audited the statement of cash receipts and disbursements of Lake Asbury Elementary School Internal Accounts (the "School") for the year ended June 30, 2008, and have issued our report thereon dated August 4, 2008. 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.

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 a deficiency in internal control that we consider to be a significant deficiency.

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. We consider the following deficiency to be a significant deficiency in internal control.

Our audit revealed that incompatible employee responsibilities were not always segregated. For example, an employee who maintains the accounting records also handles cash, prepares receipts and the bank deposit, and reconciles the bank statement.

While we acknowledge that personnel may not always be available to permit a separation of employee duties and responsibilities, we think it is important that we make you aware of this condition.

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In addition to the significant deficiency described above, we also noted the following matters which we feel should be brought to your attention.

- We noted that funds collected during School hours were not always turned in to the bookkeeper on the same day the funds were collected. In some instances, funds were collected for two to four days before being remitted to the bookkeeper. Greater care should be taken to ensure that teachers/sponsors adhere to collection procedures established by the District School Board.
- We noted that prior approval for purchases was not always obtained. In some instances where reimbursements were processed, the original receipt date was prior to the purchase approval date. Greater care should be exercised to ensure that all purchasing requirements of the District School Board have been met prior to making a purchase.

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 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 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 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.

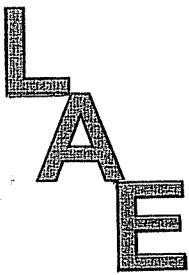
This report is intended solely for the information and use of the Clay County District School Board and its management and is not intended to be and should not be used by anyone other than these specified parties.

We wish to take this opportunity to thank the principal and his 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 4, 2008
Gainesville, Florida



Lake Asbury Elementary School

2901 Sandridge Road
Green Cove Springs, Florida 32043

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Fax Number: 291-5444



Jackie Cory
PRINCIPAL

Carole McCullough
ASSISTANT PRINCIPAL

August 5, 2008

Tavara Johnson
Davis, Monk & Company
4010 N.W. 25th Place
P.O. Box 13494
Gainesville, FL 32606

Dear Ms. Johnson,

In response to the Lake Asbury Elementary School's Internal Accounts audit for the 2007-08 school year, I have noted the suggestions made for improvement and will take the necessary steps by implementing the following:

1. I acknowledge the need for separation of the bookkeepers' duties and responsibilities. If and when appropriate personnel become available we will look at ways to separate these duties.
2. I will address with teachers the need to turn in daily all monies collected to the bookkeeper as outlined in the Clay County School Board Internal Accounts Manual.
3. I will stress with all faculty and staff the proper procedures for prior approval for any and all purchases.

I trust that the above will improve our internal controls and meet all requirements.

We would like to take this opportunity to thank you for the professionalism in which this audit was conducted. We appreciate your remarks and suggestions for improvement.

Again, thank you for your time.

Sincerely,

Jackie Cory
Principal

CC: Roni Campbell



AN EQUAL
OPPORTUNITY EMPLOYER

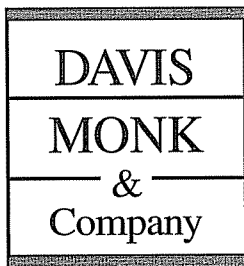
AUDIT REPORT
LAKE ASBURY JUNIOR
HIGH SCHOOL
INTERNAL ACCOUNTS

JUNE 30, 2008

**Lake Asbury Junior High School
June 30, 2008**

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Members:

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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 Lake Asbury Junior High School Internal Accounts for the year ended June 30, 2008. 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 Lake Asbury Junior High School Internal Accounts for the year ended June 30, 2008, on the basis of accounting described in Note 1.

August 7, 2008
Gainesville, Florida

**Statement of Cash Receipts and Disbursements
For the Year Ended June 30, 2008
Lake Asbury Junior High School Internal Accounts**

	Cash Balances <u>July 1, 2007</u>	Cash <u>Receipts</u>	Cash <u>Disbursements</u>	Interfund <u>Transfers</u>	Cash Balances <u>June 30, 2008</u>
Athletics	\$ 22,499	\$ 73,306	\$ 68,012	\$ 203	\$ 27,996
Music	10,061	23,539	22,501	(216)	10,883
Classes, Clubs & Departments	33,545	113,451	122,716	(640)	23,640
Trust	4,454	30,762	28,278	(82)	6,856
General	13,753	35,634	34,682	735	15,440
Outside Organizations	<u>3,015</u>	<u>6,055</u>	<u>6,837</u>	<u>-</u>	<u>2,233</u>
TOTAL	<u>\$ 87,327</u>	<u>\$ 282,747</u>	<u>\$ 283,026</u>	<u>\$ -</u>	<u>\$ 87,048</u>

**Notes to Financial Statement
For the Year Ended June 30, 2008
Lake Asbury Junior High 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 Lake Asbury Junior High 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.

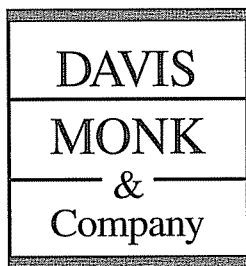
NOTE 2 – CASH BALANCES

The cash balance of \$87,048 at June 30, 2008, consists of \$44,667 being held in the checking account and \$42,381 invested with the State Board of Administration.

NOTE 3 – ACCOUNTS PAYABLE AND ENCUMBRANCES

The School had no accounts payable or encumbrances at June 30, 2008.

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



Certified Public Accountants
& Business Consultants

*A Partnership Consisting of
Professional Associations*

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Website:

www.davismonk.com

District School Board
Clay County, Florida

We have audited the statement of cash receipts and disbursements of Lake Asbury Junior High School Internal Accounts (the "School") for the year ended June 30, 2008, and have issued our report thereon dated August 7, 2008. 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.

However, we noted the following matters which we feel should be brought to your attention.

- We noted certain instances in which the School did not adhere to collection procedures provided in the Internal Accounts Manual.
 - Funds collected during School hours were not always turned in to the bookkeeper on the same day the funds were collected. In some instances, funds were held for two to three days before being remitted to the bookkeeper.

Members:

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Horwath International

- EPES official receipt dates do not accurately report the dates that the bookkeeper receipts monies. In many cases, the receipt date appears to be adjusted to agree to the report of monies collected date.

Greater care should be taken to ensure compliance with collection procedures established by the District School Board.

- We noted that the School does not adequately account for athletic tickets used during the school year. We recommend that the School use the Ticket Disbursement Sheets as prescribed by District policy. These forms should then be reconciled to the Master Ticket Inventory Log Sheet at regular intervals.
- We noted certain instances in which the School did not adhere to disbursement procedures provided in the Internal Accounts Manual.
 - Checks did not always include two signatures.
 - Internal Funds Purchase Orders were not always properly completed.
 - Supporting documentation was not always available for disbursements.

Greater care should be exercised to ensure that disbursement procedures adequately reflect those established by the District School Board.

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 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 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 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.

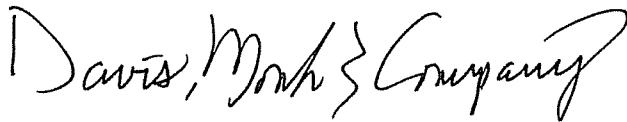
Other Audit Findings or Issues

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.



August 7, 2008
Gainesville, Florida



Lake Asbury Junior High School
Home of the Tigers

2851 Sandridge Road, Green Cove Springs, FL 32043
Telephone 904-291-5582 Fax – 904-291-5593 <http://www.clay.k12.fl.us/LAJH>



Catherine Richardson, Principal

Christina Cornwell
Vice Principal

David Burke
Asst Principal

August 18, 2008

Ms. Tavera Johnson
In Charge Auditor
Davis, Monk and Company, CPA's
P. O. Box 13494
Gainesville, Florida 32606

Dear Ms. Johnson:

This letter is in response to the comments made on your audit report for Lake Asbury Junior High School for the fiscal year ended June 30, 2008.

Comment # 1:

Regarding tickets issued. These issues have been discussed with the Athletic Director, and the bookkeeper will audit tickets issued more frequently in an attempt to keep numbers consecutive. Beginning Master ticket inventory sheet will start with the beginning number on the roll as instructed by the auditor.

Comment # 2:

- In the future more care will be given to insure that all checks have two signatures.
- Sponsors will be asked to sign their purchase orders when they are issued, and they have also been advised that Invoices can not be paid until they have signed the PO advising all items have been received and in good order.
- Regarding the instance noted regarding check documentation, the check documentation exists, but no purchase requisition is in the file. More care will be taken to make sure that ALL of the required paperwork is obtained.

It has been a pleasure working with you, and we look forward to working with you again in the future.

Sincerely,

Catherine Richardson

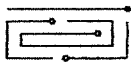
Catherine Richardson
Principal

cc: Roni Campbell, Accounting Coordinator, CCSB
Bonnie Newman, Bookkeeper, LAJH

Lakeside Elementary School

Statement of Cash Receipts and Disbursements of the Internal Funds

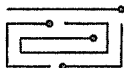
For the Year Ended June 30, 2008



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

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

Taxation, Accounting, Pension Planning, and Business Counseling

INDEPENDENT AUDITORS' REPORT

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard, Clay County School Board Chairman
Mr. Charles Van Zant, Jr., Vice-Chairman
Ms. Carol Vallencourt, Member
Ms. Lisa Graham, Member
Mr. Wayne Bolla, Member

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Lakeside Elementary School for the year ended June 30, 2008. 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 Lakeside Elementary School for the year ended June 30, 2008 on the basis of accounting described in Note 1.

Conner, Hubbard & Company, LLC

CONNER, HUBBARD & COMPANY, LLC
Certified Public Accountants

August 20, 2008

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☐ 212 North Davis Street
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LAKESIDE ELEMENTARY SCHOOL
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS
For the Year Ended June 30, 2008

	Cash Balance		Transactions		Cash Balance
	July 1, 2007	Receipts	Disbursements	Transfers	June 30, 2008
Music	\$ 75.47	\$ 652.00	\$ 674.96	\$ -	\$ 52.51
Classes, Clubs & Departments	16,169.82	35,115.53	42,620.63	(13.91)	8,650.81
Trust	904.66	21,577.86	21,260.90	163.46	1,385.08
General	5,785.85	8,746.52	9,208.74	125.45	5,449.08
Outside Organizations	<u>6,223.01</u>	<u>60,933.34</u>	<u>49,649.33</u>	<u>(275.00)</u>	<u>17,232.02</u>
	<u>\$ 29,158.81</u>	<u>\$ 127,025.25</u>	<u>\$ 123,414.56</u>	<u>\$ -</u>	<u>\$ 32,769.50</u>

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

LAKESIDE ELEMENTARY SCHOOL

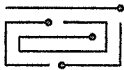
Notes to Statement of Cash Receipts and Disbursements For The Year Ended June 30, 2008

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, 2008, 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 \$218.29 for the fiscal year ended June 30, 2008.

NOTE 3 The cash balance of \$32,769.50 at June 30, 2008, shown on the statement of cash receipts and disbursements consists of \$26,996.44 being held in the checking account, \$5,773.06 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. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard, Clay County School Board Chairman
Mr. Charles Van Zant, Jr., Vice-Chairman
Ms. Carol Vallencourt, Member
Ms. Lisa Graham, Member
Mr. Wayne Bolla, 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, 2008 of the Lakeside 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 2007-2008 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, 2008.

There were no accounts payable as of June 30, 2008.

The zero balance of accounts payable agrees with the June 30, 2008, Principal's Monthly Report.

The following is a list of encumbrances as of June 30, 2008:

Encumbrances

<u>VENDOR</u>	<u>Amount</u>
Premier	\$ 2,356.00
Pro Imprint	118.01
Weekly Reader Corporation	<u>1,913.28</u>
Total	<u>\$ 4,387.29</u>

Conner, Hubbard & Company, LLC

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Certified Public Accountants

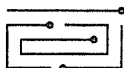
August 20, 2008

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CONNER, HUBBARD & COMPANY, LLC
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Taxation, Accounting, Pension Planning, and Business Counseling

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Studdard, Clay County School Board Chairman
Mr. Charles Van Zant, Jr., Vice-Chairman
Ms. Carol Vallencourt, Member
Ms. Lisa Graham, Member
Mr. Wayne Bolla, Member

Honorable Members:

In planning and performing our audit of the statement of cash receipts and disbursements of the internal funds of Lakeside Elementary School for the year ended June 30, 2008, 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 two activity accounts had an ending balance in excess of the maximum amounts allowed as determined by the formula provided by the Internal Funds Manual. These accounts were numbers 3165 (Physical Education) and 3417 (SAC/School Advisory). 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 one instance where the student did not receive a copy of the receipt.

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 20, 2008

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Lakeside Elementary



John L. Schlichtman
Principal

Katina Allen
Assistant Principal

2752 Moody Avenue
Orange Park, FL 32073
(904) 213-2966

August 29, 2008

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

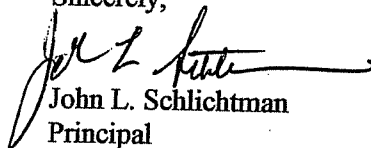
Dear Sirs:

This letter is in response to the recent audit of the Internal Accounts for the 2007-2008 school year at Lakeside Elementary. Again, it was a pleasure to meet with you, and we appreciate your constructive comments about our system.

Per our exit interview, the two activity accounts referred to did, in fact, have documentation attached. It was confirmed with Mr. Hubbard that it was overlooked by their firm. Regarding the receipt that was not given to the student, we will reiterate to the teacher the importance of proper procedure.

I have total confidence in our Bookkeeper and Principal's Secretary, Judy Crook. Each and every one of the 17 years that we have worked together, I have been extremely pleased with her organizational skills, efficiency, and ability to effectively manage multiple tasks. We are fortunate to have her handling our financial records, and will strive to maintain a high level of performance.

Sincerely,


John L. Schlichtman
Principal

LAKESIDE JUNIOR HIGH SCHOOL

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
OF THE INTERNAL FUNDS
For The Year Ended June 30, 2008**

**EMILY C. HELMS, CPA, PA
Certified Public Accountant**

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Management Letter	8

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. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Wayne Bolla
Ms. Lisa Graham

Honorable Members:

We have audited the accompanying statement of cash receipts and disbursements of the internal funds of Lakeside Junior High School for the year ended June 30, 2008. 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 Lakeside Junior High School for the year ended June 30, 2008, on the basis of accounting described in Note 1.



Emily C. Helms, CPA, PA
August 19, 2008

LAKESIDE JUNIOR HIGH SCHOOL

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS For the year Ended June 30, 2008

	Cash	Transactions			Cash
	Balance		Disburse-	Interfund	Balance
	July 1, 2007	Receipts	ments	Transfers	June 30, 2008
Athletics	\$ 76,170.23	\$ 77,797.26	\$ 76,589.60	\$ (5,200.00)	\$ 72,177.89
Music	20,868.02	60,745.09	56,406.27		25,206.84
Classes, Clubs, Departments	61,763.85	79,787.21	90,239.06	3,811.67	55,123.67
Trust	16,945.17	37,205.07	29,488.96	(3,500.00)	21,161.28
General	21,137.59	12,466.46	22,743.19	4,888.33	15,749.19
Outside Organizations	5,211.50	16,359.66	17,831.77		3,739.39
Total	\$ 202,096.36	\$ 284,360.75	\$ 293,298.85	\$ -	\$193,158.26

See accompanying notes and independent auditor's report.

LAKESIDE JUNIOR HIGH SCHOOL

NOTES TO STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS OF THE INTERNAL FUNDS For The Year Ended June 30, 2008

NOTE 1 Summary of Significant Accounting Policies

Cash receipts and disbursements method of accounting

The school's policy is to prepare its financial statement on the basis of cash receipts and disbursements; consequently, certain revenues are recognized when received rather than when earned and certain 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 Cash

The June 30, 2008, total cash balance of \$ 193,158.26 as reported on the statement of cash receipts and disbursements consists of \$1,678.39 being held in a interest bearing checking account insured by the FDIC, \$191,314.87 held in an investment account with the Clay County School, \$25.00 being held change account and \$140.00 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 \$7,233.94. This represents an annual yield of approximately 3.8 percent. 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

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Facsimile (904) 269-0391

Mr. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Wayne Bolla
Ms. Lisa Graham

Honorable Members:

In accordance with the instructions prepared by the Clay County School Board, Lakeside Junior High School reported the following accounts payable and encumbrances as of June 30, 2008:

Accounts Payable

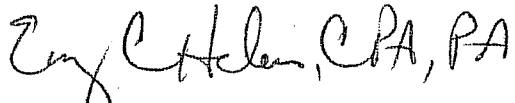
Publix	\$ 52.75
Wal-Mart	12.97
	<u>\$ 65.72</u>

Encumbrances

BSN Sports	\$ 2,453.67
Riddell	6,600.00
Sales Processing Center	993.50
Donna King	300.00
Orlando Team Sports	2,826.00
Orlando Team Sports	646.87
Orlando Team Sports	405.00
Orlando Team Sports	185.50
Wolverine Sports	165.65
Gideon International	50.00
Lucy Pellegrini	30.00
	<u>\$ 14,656.19</u>

The above accounts payable list agrees with the Principal's Monthly Report as of June 30, 2008.
Lakeside Junior High School

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 2007-2008 fiscal year and accordingly, are not recorded on the statement of cash receipts and disbursements of the internal accounts of Lakeside Junior High School for the year ended June 30, 2008.

A handwritten signature in black ink, reading "Emily C. Helms, CPA, PA". The signature is written in a cursive style with a large initial "E".

Emily C. Helms, CPA, PA

August 19, 2008

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. David L. Owens, Superintendent of Schools,
Clay County, Florida
Ms. Carol Vallencourt
Ms. Carol Studdard
Mr. Charles Van Zant, Jr.
Mr. Wayne Bolla
Ms. Lisa Graham

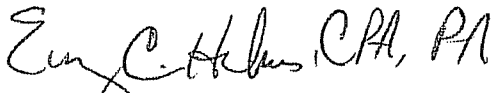
Honorable Members:

In planning and performing our audit of the statement of cash receipts and disbursements of the internal funds of Lakeside Junior High School for the year ended June 30, 2008, 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.

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

It has been a pleasure to have this opportunity to serve Lakeside Junior High 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 19, 2008

LAKESIDE JUNIOR HIGH SCHOOL

Accredited

Southern Association of Colleges and Schools

2750 Moody Avenue * Orange Park, Florida 32073 * (904) 213-2980 * Fax (904) 213-2987

Randall G. Oliver
Principal

John W. Green, Jr.
Vice-Principal 213-2982

Linda Pratt
Assistant Principal 213-2980

Lloyd Patterson
Activities Director 213-2980

September 3, 2008

Emily C. Helms
Certified Public Accountant
1279 Kingsley Ave.
Suite #103
Orange Park, Florida 32073

Dear Ms. Helms:

I would like to thank you for your time and effort in auditing of our Internal Accounts. We strive to do our best in adhering to the Clay County School Board Internal Accounts Manual.

Thank you again.

Sincerely,



Randall G. Oliver
Principal

RGO/ltk