

TO: Ben Wortham, Superintendent of Schools  
FROM: Dr. George F. Copeland, Assistant Superintendent for Business Affairs  
DATE: May, 2010  
SUBJECT: Internal Funds Auditors for FY 2010

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It is time to appoint the accounting firms to perform the annual audits of the internal funds. We contacted ten firms and asked that they provide us with their proposals for the 2009-2010 audits. All of the ten firms responded that they would be interested in performing the audits under the guidelines we have established.

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

**Emily C. Helms, CPA, PA**

- Clay High School
- Coppergate Elementary School
- Lake Asbury Elementary School
- Doctor's Inlet Elementary School

**Adams & Harper, PA**

- Green Cove Springs Junior High School
- Keystone Heights Elementary School
- Keystone Heights High School
- McRae Elementary School

**Shirley W. Hatcher, CPA, PA**

- Plantation Oaks Elementary School
- C. E. Bennett Elementary School
- Orange Park Elementary School
- Shadowlawn Elementary School

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

- Lake Asbury Junior High School
- Montclair Elementary School
- Fleming Island High School
- Orange Park Junior High School

**Conner Hubbard & Company, LLC**

- Grove Park Elementary School
- Ridgeview High School
- Ridgeview Elementary School
- Thunderbolt Elementary School

**DDF CPA Group**

- Argyle Elementary School
- Lakeside Elementary School
- Orange Park High School
- W. E. Cherry Elementary School

**Carr, Riggs & Ingram, LLC**

- Lakeside Junior High School
- Middleburg Elementary School
- Middleburg High School
- Swimming Pen Creek Elementary School

**Joan O. Michael, CPA, PA**

- Fleming Island Elementary School
- Oakleaf Junior High School
- Oakleaf Village Elementary School
- Tynes Elementary School

**Coleman and Associates, CPA firm**

- Adult Community Education
- Bannerman Learning Center
- Rideout Elementary School
- Wilkinson Junior High School

**Steven W. Keenan, CPA**

- Wilkinson Elementary School
- S. Bryan Jennings Elementary School
- R. M. Paterson Elementary School
- Clay Hill Elementary School

APPROVED: \_\_\_\_\_  
Ben H. Wortham, Superintendent