

# Volusia County Schools Internal Funds

## FINANCIAL STATEMENT

For the Year Ended June 30, 2015



**CRI** CARR  
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Internal Funds  
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## **INDEPENDENT AUDITORS' REPORT**

The School Board of Volusia County, Florida  
DeLand, Florida

### **Report on the Financial Statement**

We have audited the accompanying statement of fiduciary assets and liabilities of Volusia County Schools' Internal Funds, for those seventy-one schools listed in Exhibit A to the financial statement, as of June 30, 2015, and the related notes to the financial statement.

#### ***Management's Responsibility for the Financial Statement***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statement that is free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

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

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

## **Opinion**

In our opinion, the financial statement referred to above presents fairly, in all material respects, the financial position of Volusia County Schools' Internal Funds, for those seventy-one schools listed in Exhibit A to the financial statement, as of June 30, 2015, in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As discussed in Note 1, the financial statement presents only the statement of fiduciary assets and liabilities of Volusia County Schools' Internal Funds, for those seventy-one schools listed in Exhibit A, and do not purport to, and do not, present fairly the financial position of the School District of Volusia County, Florida, as of June 30, 2015, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

## **Other Matters**

### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the basic financial statement of Volusia County Schools' Internal Funds taken as a whole. The accompanying supplemental schedule of revenues, expenditures and changes in internal accounts payable by school for the year ended June 30, 2015 is presented for purposes of additional analysis and is not a required part of the basic financial statement. The supplemental schedule of revenues, expenditures and changes in internal accounts payable by school for the year ended June 30, 2015 is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statement. Such information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statement as a whole.

## **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2015, on our consideration of the Volusia County Schools' Internal Funds' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Volusia County Schools' Internal Funds' internal control over financial reporting and compliance.

*Caru, Riggs & Ingram, L.L.C.*

Orlando, Florida  
October 26, 2015

**Volusia County Schools**  
**Internal Funds (See List of Schools at Exhibit A)**  
**Statement of Fiduciary Assets and Liabilities**

***June 30, 2015***

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**ASSETS**

Cash and cash equivalents	\$ 5,375,875
Accounts receivable	11,000
Inventory	<u>579</u>
	<u><u>\$ 5,387,454</u></u>

**LIABILITIES**

Accounts payable	\$ 193,567
Internal accounts payable	<u>5,193,887</u>
	<u><u>\$ 5,387,454</u></u>

*See accompanying notes to financial statement.*

**Volusia County Schools  
Internal Funds (See List of Schools at Exhibit A)  
Notes to Financial Statement**

**NOTE 1: NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES**

***NATURE OF THE OPERATIONS***

Volusia County Schools (the “Schools”) Internal Funds are comprised of individual student activity account balances of the public schools located within the geographical boundaries of the School District of Volusia County, Florida (the “District”). This financial statement includes the internal funds of the seventy-one schools listed in Exhibit A.

The Volusia County District School Board (the “School Board”) is the governing body of the Schools, and is composed of eight elected members. The Superintendent of Schools is the executive officer of the School Board. The Volusia County District School Board is part of the State of Florida system of public education under the general direction and control of the State Board of Education.

The Schools’ internal funds are included as agency funds in the Volusia County Schools’ comprehensive annual financial report. The accompanying financial statement presents only the Schools’ Internal Funds and is not intended to present fairly the financial position and results of operations of Volusia County Schools, in conformity with accounting principles generally accepted in the United States of America.

***BASIS OF ACCOUNTING***

In accordance with Florida Statutes, Volusia County Schools accounts for its student activity accounts (Internal Funds) as an agency fund. This fund is organized into sub-funds to account for each school in the District. The operations of each sub-fund are accounted for with a separate set of self-balancing accounts that comprise each school’s assets, liabilities, revenues and expenditures. Each sub-fund is divided into seven student activity/project classifications. These classifications are athletics, music, classes, clubs, departments, trusts and general.

The financial statement of the Schools’ internal funds has been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units.

***CASH AND CASH EQUIVALENTS***

Cash and cash equivalents consist of deposits and other highly liquid cash equivalents held by qualified public depositories under the laws of the State of Florida. All deposits are collateralized by securities held in Florida’s multiple financial institution collateral pool required by Sections 280.07 and 280.08, Florida Statutes. Certain deposits are also insured by the Federal Deposit Insurance Corporation.

**Volusia County Schools**  
**Internal Funds (See List of Schools at Exhibit A)**  
**Notes to Financial Statement**

**NOTE 1: NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***INVENTORY***

Inventory consists of school store items and is valued at the lower of cost (determined on first-in, first-out method), or market.

***CAPITAL ASSETS***

All capital assets acquired with the proceeds of internal funds are reported as cash disbursements in the accompanying supplemental schedule of revenues, expenditures and changes in internal accounts payable. All personal property acquired with internal funds becomes the property of the School District of Volusia County, Florida.

***USE OF ESTIMATES***

The preparation of the financial statement in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

SUPPLEMENTAL SCHEDULES



**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Atlantic High	Blue Lake Elementary	Campbell Middle	Champion Elementary
<b>Revenue:</b>				
Athletics	\$ 178,616	\$ -	\$ 11,012	\$ -
Music	20,765	-	2,244	-
Classes	90,379	20,145	22,445	20,412
Clubs	18,315	220	13,932	1,948
Departments	5,127	8,923	7,115	8,819
Trust	52,073	12,670	2,115	9,291
General	72,845	7,516	17,063	14,099
Total Revenue	<u>438,120</u>	<u>49,474</u>	<u>75,926</u>	<u>54,569</u>
<b>Expenditures:</b>				
Athletics	167,131	-	11,905	-
Music	18,082	-	3,345	-
Classes	82,041	19,116	24,866	19,679
Clubs	16,258	241	15,852	1,597
Departments	4,931	8,576	9,710	8,066
Trust	49,241	11,388	3,880	7,199
General	58,590	12,194	17,695	8,792
Total Expenditures	<u>396,274</u>	<u>51,515</u>	<u>87,253</u>	<u>45,333</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	41,846	(2,041)	(11,327)	9,236
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	3,671	1,570	2,207	778
Intra-Fund Transfers Out	<u>(3,671)</u>	<u>(1,570)</u>	<u>(2,207)</u>	<u>(778)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	41,846	(2,041)	(11,327)	9,236
Internal accounts payable - beginning of year	<u>81,137</u>	<u>20,372</u>	<u>33,629</u>	<u>31,135</u>
Internal accounts payable - end of year	<u>\$ 122,983</u>	<u>\$ 18,331</u>	<u>\$ 22,302</u>	<u>\$ 40,371</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Chisholm Elementary	Citrus Grove Elementary	Coronado Beach Elementary	Creekside Middle
<b>Revenue:</b>				
Athletics	\$ -	\$ -	\$ -	\$ 10,583
Music	-	-	-	37,215
Classes	5,295	19,678	3,388	198,440
Clubs	8,936	3,705	200	9,316
Departments	11,826	12,348	18,099	25,112
Trust	11,173	17,822	6,671	2,264
General	14,587	28,520	14,285	65,078
<b>Total Revenue</b>	<b>51,817</b>	<b>82,073</b>	<b>42,643</b>	<b>348,008</b>
<b>Expenditures:</b>				
Athletics	-	-	-	8,760
Music	-	-	-	45,992
Classes	7,135	19,292	3,156	211,082
Clubs	8,581	814	220	9,554
Departments	14,843	12,573	18,977	26,811
Trust	11,172	7,357	6,734	1,453
General	11,498	23,780	15,047	62,507
<b>Total Expenditures</b>	<b>53,229</b>	<b>63,816</b>	<b>44,134</b>	<b>366,159</b>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(1,412)	18,257	(1,491)	(18,151)
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	1,609	520	365	5,575
Intra-Fund Transfers Out	(1,609)	(520)	(365)	(5,575)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(1,412)	18,257	(1,491)	(18,151)
Internal accounts payable - beginning of year	26,363	16,095	16,524	67,961
Internal accounts payable - end of year	\$ 24,951	\$ 34,352	\$ 15,033	\$ 49,810

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Cypress Creek Elementary	David C. Hinson Middle	Debary Elementary	DeLand High
Revenue:				
Athletics	\$ -	\$ 4,224	\$ -	\$ 277,783
Music	-	12,127	-	211,105
Classes	26,492	85,241	27,494	98,418
Clubs	1,682	7,851	26,336	122,043
Departments	40,977	26,399	17,161	7,736
Trust	28,683	6,212	20,433	27,447
General	72,404	48,208	65,387	171,702
Total Revenue	<u>170,238</u>	<u>190,262</u>	<u>156,811</u>	<u>916,234</u>
Expenditures:				
Athletics	-	3,756	-	288,328
Music	-	13,019	-	233,876
Classes	26,954	85,804	26,755	81,274
Clubs	1,593	7,175	27,947	100,011
Departments	33,409	24,994	15,317	3,018
Trust	28,123	4,458	13,456	25,916
General	67,745	48,262	67,984	228,525
Total Expenditures	<u>157,824</u>	<u>187,468</u>	<u>151,459</u>	<u>960,948</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	12,414	2,794	5,352	(44,714)
Other financing sources (uses):				
Intra-Fund Transfers In	3,203	1,090	2,654	30,378
Intra-Fund Transfers Out	<u>(3,203)</u>	<u>(1,090)</u>	<u>(2,654)</u>	<u>(30,378)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	12,414	2,794	5,352	(44,714)
Internal accounts payable - beginning of year	<u>49,492</u>	<u>58,438</u>	<u>46,270</u>	<u>479,393</u>
Internal accounts payable - end of year	<u>\$ 61,906</u>	<u>\$ 61,232</u>	<u>\$ 51,622</u>	<u>\$ 434,679</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	DeLand Middle	Deltona High	Deltona Lakes Elementary	Deltona Middle
<b>Revenue:</b>				
Athletics	\$ 6,074	\$ 159,561	\$ -	\$ 9,476
Music	566	24,841	-	20,920
Classes	75,994	100,966	38,326	34,564
Clubs	49,221	70,987	1,375	2,639
Departments	17,887	2,701	8,291	13,102
Trust	572	31,469	9,831	135
General	25,662	90,761	22,122	19,788
Total Revenue	<u>175,976</u>	<u>481,286</u>	<u>79,945</u>	<u>100,624</u>
<b>Expenditures:</b>				
Athletics	4,858	150,760	-	5,774
Music	496	16,174	-	21,581
Classes	76,592	97,943	41,378	34,879
Clubs	44,924	67,121	1,121	1,861
Departments	15,973	5,221	8,563	15,238
Trust	1,085	43,156	8,030	298
General	24,861	94,730	15,987	17,348
Total Expenditures	<u>168,789</u>	<u>475,105</u>	<u>75,079</u>	<u>96,979</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	7,187	6,181	4,866	3,645
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	480	16,627	4,897	1,597
Intra-Fund Transfers Out	<u>(480)</u>	<u>(16,627)</u>	<u>(4,897)</u>	<u>(1,597)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	7,187	6,181	4,866	3,645
Internal accounts payable - beginning of year	<u>67,312</u>	<u>184,569</u>	<u>24,329</u>	<u>25,293</u>
Internal accounts payable - end of year	<u>\$ 74,499</u>	<u>\$ 190,750</u>	<u>\$ 29,195</u>	<u>\$ 28,938</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Discovery Elementary	Edgewater Public Elementary	Edith I. Starke Elementary	eLearning East
<b>Revenue:</b>				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	77	-
Classes	19,926	18,858	12,796	-
Clubs	1,659	3,642	1,460	-
Departments	10,347	8,939	5,323	-
Trust	8,489	5,971	7,828	475
General	13,809	13,592	8,662	-
<b>Total Revenue</b>	<u>54,230</u>	<u>51,002</u>	<u>36,146</u>	<u>475</u>
<b>Expenditures:</b>				
Athletics	-	-	-	-
Music	-	21	-	-
Classes	22,228	19,901	11,345	-
Clubs	1,613	3,246	899	-
Departments	11,177	9,125	5,173	-
Trust	6,436	5,877	7,062	-
General	17,908	17,174	9,513	1,430
<b>Total Expenditures</b>	<u>59,362</u>	<u>55,344</u>	<u>33,992</u>	<u>1,430</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(5,132)	(4,342)	2,154	(955)
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	947	2,391	322	-
Intra-Fund Transfers Out	(947)	(2,391)	(322)	-
	-	-	-	-
Excess of revenue over/ (under) expenditures	(5,132)	(4,342)	2,154	(955)
Internal accounts payable - beginning of year	<u>38,695</u>	<u>30,124</u>	<u>10,375</u>	<u>1,619</u>
Internal accounts payable - end of year	<u>\$ 33,563</u>	<u>\$ 25,782</u>	<u>\$ 12,529</u>	<u>\$ 664</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	eLearning West	Enterprise Elementary	Forest Lake Elementary	Freedom Elementary
<b>Revenue:</b>				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	1,005
Classes	-	12,342	23,417	36,356
Clubs	-	240	2,259	1,118
Departments	-	9,990	11,989	16,813
Trust	-	70	3,654	7,265
General	-	23,943	10,936	22,518
<b>Total Revenue</b>	<b>-</b>	<b>46,585</b>	<b>52,255</b>	<b>85,075</b>
<b>Expenditures:</b>				
Athletics	-	-	-	-
Music	-	-	-	1,655
Classes	-	12,354	23,173	35,427
Clubs	-	536	2,802	996
Departments	-	9,432	12,004	16,585
Trust	25	180	3,684	8,128
General	316	24,258	14,069	28,925
<b>Total Expenditures</b>	<b>341</b>	<b>46,760</b>	<b>55,732</b>	<b>91,716</b>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(341)	(175)	(3,477)	(6,641)
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	25	396	1,027	402
Intra-Fund Transfers Out	(25)	(396)	(1,027)	(402)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(341)	(175)	(3,477)	(6,641)
Internal accounts payable - beginning of year	1,715	34,128	33,535	36,555
Internal accounts payable - end of year	\$ 1,374	\$ 33,953	\$ 30,058	\$ 29,914

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Friendship Elementary	Galaxy Middle	George W. Marks Elementary	Heritage Middle
<b>Revenue:</b>				
Athletics	\$ -	\$ 4,654	\$ -	\$ 5,350
Music	-	28,459	-	10,768
Classes	5,777	84,992	12,191	89,346
Clubs	-	14,561	1,547	13,207
Departments	4,456	20,707	8,891	25,073
Trust	2,212	8,546	5,911	(3,814)
General	3,124	37,637	12,520	31,656
Total Revenue	<u>15,569</u>	<u>199,556</u>	<u>41,060</u>	<u>171,586</u>
<b>Expenditures:</b>				
Athletics	-	4,142	-	3,534
Music	-	28,032	-	8,973
Classes	5,433	83,709	11,484	89,690
Clubs	-	13,035	995	13,831
Departments	3,664	15,668	7,852	22,596
Trust	2,230	6,031	5,465	4,967
General	1,882	29,895	10,362	30,377
Total Expenditures	<u>13,209</u>	<u>180,512</u>	<u>36,158</u>	<u>173,968</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	2,360	19,044	4,902	(2,382)
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	113	1,699	388	4,231
Intra-Fund Transfers Out	<u>(113)</u>	<u>(1,699)</u>	<u>(388)</u>	<u>(4,231)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	2,360	19,044	4,902	(2,382)
Internal accounts payable - beginning of year	<u>7,382</u>	<u>46,049</u>	<u>29,368</u>	<u>87,161</u>
Internal accounts payable - end of year	<u>\$ 9,742</u>	<u>\$ 65,093</u>	<u>\$ 34,270</u>	<u>\$ 84,779</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Holly Hill K-8	Horizon Elementary	Indian River Elementary	Louise S. McInnis Elementary
<b>Revenue:</b>				
Athletics	\$ 3,998	\$ -	\$ -	\$ -
Music	2,529	-	-	-
Classes	34,100	17,576	21,472	5,311
Clubs	11,433	-	1,021	-
Departments	9,049	14,179	10,743	5,865
Trust	7,256	27,906	4,051	1,097
General	17,831	15,896	13,225	5,762
Total Revenue	<u>86,196</u>	<u>75,557</u>	<u>50,512</u>	<u>18,035</u>
<b>Expenditures:</b>				
Athletics	2,520	-	-	-
Music	1,912	-	-	-
Classes	35,116	17,549	23,899	5,539
Clubs	9,049	-	1,178	-
Departments	9,035	12,671	11,071	5,415
Trust	722	29,429	5,028	97
General	25,884	14,073	23,730	5,827
Total Expenditures	<u>84,238</u>	<u>73,722</u>	<u>64,906</u>	<u>16,878</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	1,958	1,835	(14,394)	1,157
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	2,057	75	2,181	117
Intra-Fund Transfers Out	<u>(2,057)</u>	<u>(75)</u>	<u>(2,181)</u>	<u>(117)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	1,958	1,835	(14,394)	1,157
Internal accounts payable - beginning of year	<u>51,892</u>	<u>49,205</u>	<u>47,362</u>	<u>15,100</u>
Internal accounts payable - end of year	<u>\$ 53,850</u>	<u>\$ 51,040</u>	<u>\$ 32,968</u>	<u>\$ 16,257</u>

*See independent auditors' report.*



**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Mainland High	Manatee Cove Elementary	New Smyrna Beach High	New Smyrna Beach Middle
<b>Revenue:</b>				
Athletics	\$ 276,767	\$ -	\$ 210,623	\$ 7,717
Music	134,825	-	28,584	11,241
Classes	103,180	31,888	107,474	159,501
Clubs	47,417	6,265	140,477	46,597
Departments	808	18,744	10,475	31,739
Trust	31,132	2,072	188,616	6,927
General	181,086	14,699	167,728	55,594
Total Revenue	<u>775,215</u>	<u>73,668</u>	<u>853,977</u>	<u>319,316</u>
<b>Expenditures:</b>				
Athletics	337,113	-	224,156	4,135
Music	132,198	-	32,501	10,982
Classes	95,394	32,464	108,424	155,132
Clubs	49,674	6,163	135,159	41,653
Departments	730	18,089	9,939	30,189
Trust	56,231	775	142,194	14,006
General	105,957	12,217	180,219	33,754
Total Expenditures	<u>777,297</u>	<u>69,708</u>	<u>832,592</u>	<u>289,851</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(2,082)	3,960	21,385	29,465
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	67,196	746	52,620	7,017
Intra-Fund Transfers Out	<u>(67,196)</u>	<u>(746)</u>	<u>(52,620)</u>	<u>(7,017)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(2,082)	3,960	21,385	29,465
Internal accounts payable - beginning of year	<u>161,689</u>	<u>24,616</u>	<u>598,471</u>	<u>85,900</u>
Internal accounts payable - end of year	<u>\$ 159,607</u>	<u>\$ 28,576</u>	<u>\$ 619,856</u>	<u>\$ 115,365</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Orange City Elementary	Ormond Beach Elementary	Ormond Beach Middle	Ortona Elementary
<b>Revenue:</b>				
Athletics	\$ -	\$ -	\$ 9,606	\$ -
Music	-	-	11,317	-
Classes	33,121	15,408	154,765	8,179
Clubs	2,457	1,147	3,251	-
Departments	11,126	3,645	24,037	1,881
Trust	7,207	6,527	4,674	2,084
General	11,588	7,623	27,703	10,394
Total Revenue	<u>65,499</u>	<u>34,350</u>	<u>235,353</u>	<u>22,538</u>
<b>Expenditures:</b>				
Athletics	-	-	8,376	-
Music	-	-	13,073	-
Classes	36,202	15,637	154,171	7,771
Clubs	2,794	1,143	2,629	-
Departments	11,392	4,312	30,991	2,170
Trust	3,481	5,997	4,019	2,487
General	12,519	8,865	25,579	6,412
Total Expenditures	<u>66,388</u>	<u>35,954</u>	<u>238,838</u>	<u>18,840</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(889)	(1,604)	(3,485)	3,698
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	3,170	638	899	223
Intra-Fund Transfers Out	<u>(3,170)</u>	<u>(638)</u>	<u>(899)</u>	<u>(223)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(889)	(1,604)	(3,485)	3,698
Internal accounts payable - beginning of year	<u>15,990</u>	<u>47,255</u>	<u>22,527</u>	<u>22,246</u>
Internal accounts payable - end of year	<u>\$ 15,101</u>	<u>\$ 45,651</u>	<u>\$ 19,042</u>	<u>\$ 25,944</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Osceola Elementary	Osteen Elementary	Palm Terrace Elementary	Pathways Elementary
<b>Revenue:</b>				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-
Classes	9,756	18,551	16,452	32,613
Clubs	7,529	4,021	1,500	3,773
Departments	4,705	10,687	5,151	15,707
Trust	575	1,525	4,730	15,945
General	13,873	8,629	6,129	19,482
Total Revenue	<u>36,438</u>	<u>43,413</u>	<u>33,962</u>	<u>87,520</u>
<b>Expenditures:</b>				
Athletics	-	-	-	-
Music	-	-	-	-
Classes	10,309	18,101	11,517	32,806
Clubs	7,683	2,311	106	3,009
Departments	7,909	9,992	3,804	18,785
Trust	96	2,537	4,298	15,453
General	20,966	8,266	9,725	20,098
Total Expenditures	<u>46,963</u>	<u>41,207</u>	<u>29,450</u>	<u>90,151</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(10,525)	2,206	4,512	(2,631)
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	170	459	5,032	412
Intra-Fund Transfers Out	(170)	(459)	(5,032)	(412)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(10,525)	2,206	4,512	(2,631)
Internal accounts payable - beginning of year	<u>47,538</u>	<u>10,618</u>	<u>37,427</u>	<u>30,215</u>
Internal accounts payable - end of year	<u>\$ 37,013</u>	<u>\$ 12,824</u>	<u>\$ 41,939</u>	<u>\$ 27,584</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Pierson Elementary	Pine Ridge High	Pine Trail Elementary	Port Orange Elementary
<b>Revenue:</b>				
Athletics	\$ -	\$ 117,518	\$ -	\$ -
Music	-	76,293	-	-
Classes	24,125	50,573	27,311	20,574
Clubs	1,214	80,962	355	158
Departments	8,895	11,910	16,105	8,103
Trust	3,071	25,369	33,941	5,848
General	22,517	68,764	12,181	14,478
Total Revenue	<u>59,822</u>	<u>431,389</u>	<u>89,893</u>	<u>49,161</u>
<b>Expenditures:</b>				
Athletics	-	116,071	-	-
Music	-	73,361	-	-
Classes	27,085	51,752	27,178	19,738
Clubs	1,298	73,581	353	546
Departments	8,949	11,364	15,939	7,746
Trust	3,473	24,580	26,382	5,841
General	32,126	51,715	7,801	12,622
Total Expenditures	<u>72,931</u>	<u>402,424</u>	<u>77,653</u>	<u>46,493</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(13,109)	28,965	12,240	2,668
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	2,381	5,095	849	860
Intra-Fund Transfers Out	<u>(2,381)</u>	<u>(5,095)</u>	<u>(849)</u>	<u>(860)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(13,109)	28,965	12,240	2,668
Internal accounts payable - beginning of year	<u>39,404</u>	<u>102,903</u>	<u>43,509</u>	<u>22,764</u>
Internal accounts payable - end of year	<u>\$ 26,295</u>	<u>\$ 131,868</u>	<u>\$ 55,749</u>	<u>\$ 25,432</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Pride Elementary	R.J. Longstreet Elementary	Read- Pattillo Elementary	River Springs Middle
<b>Revenue:</b>				
Athletics	\$ -	\$ -	\$ -	\$ 8,627
Music	-	-	-	13,227
Classes	20,862	18,969	12,562	66,929
Clubs	2,331	314	-	9,363
Departments	10,122	16,955	11,441	24,049
Trust	718	23,286	1,356	3,047
General	33,370	24,085	38,949	69,124
<b>Total Revenue</b>	<b>67,403</b>	<b>83,609</b>	<b>64,308</b>	<b>194,366</b>
<b>Expenditures:</b>				
Athletics	-	-	-	7,553
Music	-	-	-	9,545
Classes	20,198	20,459	13,290	70,252
Clubs	1,966	358	-	11,693
Departments	11,188	15,998	11,883	19,698
Trust	634	23,210	1,576	1,875
General	29,442	39,790	32,269	54,996
<b>Total Expenditures</b>	<b>63,428</b>	<b>99,815</b>	<b>59,018</b>	<b>175,612</b>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	3,975	(16,206)	5,290	18,754
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	597	28	329	1,391
Intra-Fund Transfers Out	(597)	(28)	(329)	(1,391)
	-	-	-	-
Excess of revenue over/ (under) expenditures	3,975	(16,206)	5,290	18,754
Internal accounts payable - beginning of year	17,726	63,883	31,866	65,825
Internal accounts payable - end of year	\$ 21,701	\$ 47,677	\$ 37,156	\$ 84,579

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Riverview Learning Center	Seabreeze High	Silver Sands Middle	South Daytona Elementary
<b>Revenue:</b>				
Athletics	\$ -	\$ 233,419	\$ 11,248	\$ -
Music	-	6,289	31,985	-
Classes	-	97,135	96,835	16,968
Clubs	-	39,919	8,017	398
Departments	-	2,575	44,758	12,348
Trust	-	56,159	2,704	5,808
General	527	130,368	62,090	14,651
Total Revenue	<u>527</u>	<u>565,864</u>	<u>257,637</u>	<u>50,173</u>
<b>Expenditures:</b>				
Athletics	-	254,254	14,130	-
Music	-	5,021	32,944	-
Classes	-	103,876	102,965	20,072
Clubs	-	35,503	7,414	482
Departments	-	1,368	30,425	14,072
Trust	-	61,284	8,129	1,795
General	3,255	124,957	51,118	17,569
Total Expenditures	<u>3,255</u>	<u>586,263</u>	<u>247,125</u>	<u>53,990</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(2,728)	(20,399)	10,512	(3,817)
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	11	5,491	9,201	5,578
Intra-Fund Transfers Out	(11)	(5,491)	(9,201)	(5,578)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(2,728)	(20,399)	10,512	(3,817)
Internal accounts payable - beginning of year	<u>71,370</u>	<u>446,095</u>	<u>68,110</u>	<u>40,046</u>
Internal accounts payable - end of year	<u>\$ 68,642</u>	<u>\$ 425,696</u>	<u>\$ 78,622</u>	<u>\$ 36,229</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Southwestern Middle	Spirit Elementary	Spruce Creek Elementary	Spruce Creek High
<b>Revenue:</b>				
Athletics	\$ 4,247	\$ -	\$ -	\$ 422,329
Music	10,271	-	-	11,139
Classes	72,296	26,193	11,219	328,718
Clubs	5,708	2,042	1,425	85,495
Departments	8,482	13,835	13,186	20,483
Trust	3,008	4,587	7,424	105,977
General	20,820	13,646	24,246	253,177
Total Revenue	<u>124,832</u>	<u>60,303</u>	<u>57,500</u>	<u>1,227,318</u>
<b>Expenditures:</b>				
Athletics	3,745	-	-	439,718
Music	8,214	-	-	15,064
Classes	70,728	26,114	14,179	318,853
Clubs	5,780	1,269	1,013	65,069
Departments	7,442	14,135	15,167	17,782
Trust	3,049	2,329	5,356	114,086
General	23,830	30,541	26,669	255,929
Total Expenditures	<u>122,788</u>	<u>74,388</u>	<u>62,384</u>	<u>1,226,501</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	2,044	(14,085)	(4,884)	817
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	1,132	1,200	8,386	16,414
Intra-Fund Transfers Out	<u>(1,132)</u>	<u>(1,200)</u>	<u>(8,386)</u>	<u>(16,414)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	2,044	(14,085)	(4,884)	817
Internal accounts payable - beginning of year	<u>29,489</u>	<u>47,102</u>	<u>29,116</u>	<u>360,245</u>
Internal accounts payable - end of year	<u>\$ 31,533</u>	<u>\$ 33,017</u>	<u>\$ 24,232</u>	<u>\$ 361,062</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Sugar Mill Elementary	Sunrise Elementary	Sweetwater Elementary	T. Dewitt Taylor Middle-High
<b>Revenue:</b>				
Athletics	\$ -	\$ -	\$ -	\$ 136,102
Music	-	-	-	2,290
Classes	15,970	15,116	21,975	23,085
Clubs	1,310	2,814	680	28,507
Departments	16,306	8,103	30,170	14,965
Trust	3,021	5,791	53,532	25,259
General	16,435	20,985	39,775	61,744
Total Revenue	<u>53,042</u>	<u>52,809</u>	<u>146,132</u>	<u>291,952</u>
<b>Expenditures:</b>				
Athletics	-	-	-	128,281
Music	-	-	-	3,633
Classes	16,148	14,655	28,928	23,811
Clubs	1,221	2,824	988	25,514
Departments	15,702	7,641	28,016	12,989
Trust	2,025	7,780	44,507	20,814
General	17,191	26,309	42,735	75,714
Total Expenditures	<u>52,287</u>	<u>59,209</u>	<u>145,174</u>	<u>290,756</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	755	(6,400)	958	1,196
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	375	2,771	8,569	992
Intra-Fund Transfers Out	<u>(375)</u>	<u>(2,771)</u>	<u>(8,569)</u>	<u>(992)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	755	(6,400)	958	1,196
Internal accounts payable - beginning of year	<u>12,504</u>	<u>95,899</u>	<u>49,383</u>	<u>173,815</u>
Internal accounts payable - end of year	<u>\$ 13,259</u>	<u>\$ 89,499</u>	<u>\$ 50,341</u>	<u>\$ 175,011</u>

*See independent auditors' report.*



**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Timbercrest Elementary	Tomoka Elementary	Turie T. Small Elementary	University High
<b>Revenue:</b>				
Athletics	\$ -	\$ -	\$ -	\$ 171,660
Music	-	-	-	9,739
Classes	30,499	24,420	5,931	127,131
Clubs	1,256	1,425	80	89,513
Departments	13,288	13,143	2,439	21,045
Trust	21,199	18,803	6,913	57,623
General	29,796	25,831	12,726	145,610
Total Revenue	<u>96,038</u>	<u>83,622</u>	<u>28,089</u>	<u>622,321</u>
<b>Expenditures:</b>				
Athletics	-	-	-	171,481
Music	-	-	-	8,417
Classes	31,214	24,374	5,159	135,052
Clubs	1,614	1,326	76	89,100
Departments	14,076	15,762	3,098	19,548
Trust	20,420	29,934	7,006	54,284
General	28,193	38,311	15,180	165,826
Total Expenditures	<u>95,517</u>	<u>109,707</u>	<u>30,519</u>	<u>643,708</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	521	(26,085)	(2,430)	(21,387)
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	605	1,023	795	16,903
Intra-Fund Transfers Out	<u>(605)</u>	<u>(1,023)</u>	<u>(795)</u>	<u>(16,903)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	521	(26,085)	(2,430)	(21,387)
Internal accounts payable - beginning of year	<u>32,883</u>	<u>91,719</u>	<u>25,935</u>	<u>237,589</u>
Internal accounts payable - end of year	<u>\$ 33,404</u>	<u>\$ 65,634</u>	<u>\$ 23,505</u>	<u>\$ 216,202</u>

*See independent auditors' report.*

**Volusia County Schools**  
**Internal Funds**

**Supplemental Schedule of Revenues, Expenditures and Changes in  
Internal Accounts Payable by School**

*For the year ended June 30, 2015*

	Volusia Pines Elementary	Westside Elementary	Woodward Avenue Elementary	Totals
<b>Revenue:</b>				
Athletics	\$ -	\$ -	\$ -	\$ 2,281,194
Music	-	-	-	719,821
Classes	8,834	3,220	26,821	3,147,296
Clubs	5,820	-	2,170	1,026,563
Departments	9,168	5,232	11,056	900,854
Trust	2,644	31,067	10,222	1,116,169
General	12,927	78,671	9,633	2,762,792
Total Revenue	<u>39,393</u>	<u>118,190</u>	<u>59,902</u>	<u>11,954,689</u>
<b>Expenditures:</b>				
Athletics	-	-	-	2,360,481
Music	-	-	-	738,111
Classes	8,444	2,547	29,829	3,159,621
Clubs	6,813	-	1,555	942,730
Departments	10,169	5,102	13,092	874,341
Trust	2,352	15,703	4,562	1,052,867
General	14,829	223,708	11,550	2,929,920
Total Expenditures	<u>42,607</u>	<u>247,060</u>	<u>60,588</u>	<u>12,058,071</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(3,214)	(128,870)	(686)	(103,382)
<b>Other financing sources (uses):</b>				
Intra-Fund Transfers In	2,510	-	312	325,972
Intra-Fund Transfers Out	<u>(2,510)</u>	<u>-</u>	<u>(312)</u>	<u>(325,972)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(3,214)	(128,870)	(686)	(103,382)
Internal accounts payable - beginning of year	<u>40,242</u>	<u>179,305</u>	<u>25,473</u>	<u>5,297,269</u>
Internal accounts payable - end of year	<u>\$ 37,028</u>	<u>\$ 50,435</u>	<u>\$ 24,787</u>	<u>\$ 5,193,887</u>

*See independent auditors' report.*

**Volusia County Schools  
Internal Funds  
Exhibit A – Listing of Schools**

Atlantic High	Orange City Elementary
Blue Lake Elementary	Ormond Beach Elementary
Campbell Middle	Ormond Beach Middle
Champion Elementary	Ortona Elementary
Chisholm Elementary	Osceola Elementary
Citrus Grove Elementary	Osteen Elementary
Coronado Beach Elementary	Palm Terrace Elementary
Creekside Middle	Pathways Elementary
Cypress Creek Elementary	Pierson Elementary
David C. Hinson Middle	Pine Ridge High
DeBary Elementary	Pine Trail Elementary
DeLand High	Port Orange Elementary
DeLand Middle	Pride Elementary
Deltona High	R.J. Longstreet Elementary
Deltona Lakes Elementary	Read-Pattillo Elementary
Deltona Middle	River Springs Middle
Discovery Elementary	Riverview Learning Center
Edgewater Public Elementary	Seabreeze High
Edith I. Starke Elementary	Silver Sands Middle
eLearning East	South Daytona Elementary
eLearning West	Southwestern Middle
Enterprise Elementary	Spirit Elementary
Forest Lake Elementary	Spruce Creek Elementary
Freedom Elementary	Spruce Creek High
Friendship Elementary	Sugar Mill Elementary
Galaxy Middle	Sunrise Elementary
George W. Marks Elementary	Sweetwater Elementary
Heritage Middle	T. Dewitt Taylor Middle-High
Holly Hill K-8	Timbercrest Elementary
Horizon Elementary	Tomoka Elementary
Indian River Elementary	Turie T. Small Elementary
Louise S. McInnis Elementary	University High
Mainland High	Volusia Pines Elementary
Manatee Cove Elementary	Westside Elementary
New Smyrna Beach High	Woodward Avenue Elementary
New Smyrna Beach Middle	

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The School Board of Volusia County, Florida  
DeLand, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of American and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statement of the Volusia County Schools' Internal Funds, for those seventy-one schools listed in Exhibit A to the financial statement, as of June 30, 2015, and have issued our report thereon dated October 26, 2015.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the Internal Funds financial statement, we considered Volusia County Schools' internal control over financial reporting ("internal control") for Internal Funds to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Internal Funds financial statement, but not for the purpose of expressing an opinion on the effectiveness of Volusia County Schools' internal control. Accordingly, we do not express an opinion on the effectiveness of the Volusia County Schools' internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Volusia County Schools' Internal Funds financial statement is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to the School Board and management of Volusia County Schools, in a separate letter dated October 26, 2015.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Carr, Riggs & Ingram, L.L.C.*

Orlando, Florida  
October 26, 2015

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Atlantic High**

Comments repeated from prior report

- We could not confirm that the picture contract was signed by the principal because a copy of the contract could not be located. All contracts are required to be completed and approved by the principal prior to inception.
- Disbursements were not supported by a purchase request form for 7 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- The monies collected form did not indicate the respective subsidiary receipt numbers for 2 out of the 20 receipts tested. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.
- Official receipts did not include proper supporting documentation for 1 out of the 20 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.
- The fundraising activities report was not adequately completed for 2 out of the 5 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- There was no donor letter for 2 out of the 3 donations tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, a subsidiary receipt or a donation letter, should accompany all receipts.
- A report of tickets sold was not completed in its entirety for a basketball game. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.
- The bank deposit was not deposited timely for 1 out of the 20 receipts tested. School Board policy requires that all collections be deposited in the bank within 5 business days after collection.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Atlantic High (Continued)**

Current year comments (Continued)

- The purchase requests were completed after the goods or services were purchased for 3 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The purchase request was not signed by the principal for 1 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The disbursement amount exceeded the approved purchase request in 4 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase. The purchase request form should be updated for any large price change and must be reapproved by the principal.
- Sales tax was paid in 1 out of the 20 disbursements tested. Sales tax should not be paid on items not held for resale.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Blue Lake Elementary**

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 3 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Current year comments

- The monthly bank reconciliation and receipts and disbursements report for June 2015 was not retained in the accounting records. In addition, the receipts and disbursements reports for September 2014 and December 2014 did not include the principal's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- The purchase requests were approved after the goods or services were purchased for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Campbell Middle**

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The bank deposit was not deposited timely for 3 out of the 15 receipts tested. School Board policy requires that all collections be deposited in the bank within 5 business days after collection.

Current year comments

- The subsidiary receipt log was not completed properly and did not include the last receipt number used. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- A report of tickets sold was not signed by the sponsor for the Basketball Ticket Sales Lunch fundraiser. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.
- Section B of the fundraising activities report was not completed for the NJHS Candy fundraiser. A fundraising activities report should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for 3 out of the 15 receipts tested. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. A receipt needs to be generated from the accounting system for each event and for each person who remits money to the bookkeeper.
- The receipts and disbursements reports for October 2014, January 2015, and June 2015 did not include the principal's or the bookkeeper's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- Unused check stock is held outside of the school's safe. All unused check stock should be secured in a fire retardant safe or in a fireproof file cabinet.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Campbell Middle (Continued)**

Current year comments (Continued)

- The amount on the monies collected form did not agree with the respective subsidiary receipts for 1 out of the 15 receipts tested. Amounts reported on the subsidiary receipt should agree to or be reconciled with the monies collected form to provide an accurate audit trail.
- Check number 1128 was signed by one individual. All checks must be signed by two authorized individuals.
- The purchase request forms were completed after the goods or services were purchased for 8 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The purchase request form did not have the amount written on the form for 2 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase. The purchase request form should be updated for any large price change and must be reapproved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Champion Elementary**

Comments repeated from prior report

- The bank deposit was not deposited timely for 2 out of the 10 receipts tested. School Board policy requires that all collections be deposited in the bank within 5 business days after collection.

Current year comments

- The receipts and disbursements reports for October 2014 and June 2015 did not include the bookkeeper's signature. The receipts and disbursements report for February 2015 did not include both the principal and bookkeeper's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- Official receipts did not include proper supporting documentation for 2 out of the 10 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Chisholm Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The receipts and disbursements reports for December 2014, February 2015, and June 2015 did not include the bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Citrus Grove Elementary**

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Coronado Beach Elementary**

Comments repeated from prior report

- The book fair contract, which was completed electronically, was not accompanied by documentation of pre-approval by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- There was no donor letter for 2 out of the 2 donations tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, a subsidiary receipt or a donation letter, should accompany all receipts.

Current year comments

- The receipts and disbursements report for November 2014 did not include the principal's signature and the reports for November 2014, March 2015 and June 2015 did not include the bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- The bank deposit slip for 10 out of the 10 receipts tested could not be located. We were unable to determine if the bank deposit was made timely. All deposit slips should be retained in the internal accounts records for auditing purposes.
- Subsidiary receipt numbers 3661 through 3675, 3725 through 3733 and 852819 could not be located. Subsidiary receipt numbers 3725 through 3733 did not match the subsidiary receipt log. All subsidiary receipts, including voided subsidiary receipts should be retained in the internal accounts records for auditing purposes.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Creekside Middle**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Cypress Creek Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The subsidiary receipt log was not completed properly and did not include the date issued, the sponsor's name, the first and last receipt number used, the sponsor's signature or a statement from the sponsor that the receipt book should be returned at the end of the year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- The receipts and disbursements reports for September 2014 and January 2015 did not include the bookkeeper's signature. The receipts and disbursements report for June 2015 did not include the bookkeeper or principal's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- For 3 out of the 10 disbursements tested we were unable to verify if the principal and the bookkeeper signed the check because the May 2015 bank statement could not be located. The principal or an authorized administrator and the bookkeeper are permitted to be authorized check signers. Two persons authorized to sign must manually sign every check.
- The bank deposit was not deposited timely for 2 out of the 10 receipts tested. School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- Sales tax was paid in 1 out of the 10 disbursements tested. Sales tax should not be paid on items not held for resale.
- There was no donor letter for the 1 donation tested. Supporting documentation, such as a donation letter or a subsidiary receipt, should accompany all donations.
- The fundraising activities report was not adequately completed for the 1 fundraising activity tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**David C. Hinson Middle**

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 4 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- Purchase requests were signed by the principal after the goods or services were purchased for 2 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- Unused check stock is held outside of the school's safe. All unused check stock should be secured in a fire retardant safe or in a fireproof file cabinet.
- The fundraising activities report was not approved by the principal prior to the beginning of the fundraiser for 2 out of the 2 fundraisers tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments.
- A disbursement was not supported by a purchase request form for 1 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**DeBary Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools  
Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**DeLand High**

Comments repeated from prior report

- The purchase requests were not signed and/or dated by the principal for 11 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- Transfer number 37907 for \$4,000.00 was an improper transfer made from the Picture Commission account to the Chorus account. All expenditures from the Picture Commission account should be for the benefit of the entire student body.
- The subsidiary receipt log was not completed properly and did not include the date issued or the sponsor's signature or a statement from the sponsor that the receipt book should be returned at the end of the year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- There was no school picture contract on file. All contracts are required to be completed and approved by the principal prior to inception. Copies of all executed contracts should be retained in the accounting records.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**DeLand Middle**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools  
Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Deltona High**

Comments repeated from prior report

- The purchase requests were completed after the goods or services were purchase for 3 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- The purchase requests were not signed by the principal for 6 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- Disbursement was not supported by a purchase request form for 1 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The School Board Procurement Services Policy was not followed for the purchase of student polo shirts or for the purchase of a sound system for the gym. Three quotes must be obtained for all expenditures over \$10,000 and three bids must be obtained for all expenditures over \$25,000. Expenditures over \$50,000 require School Board approval.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Deltona Lakes Elementary**

Comments repeated from prior report

None noted.

Current year comments

- Transfer numbers 43043 through 43048 and 58252 through 58257 totaling \$430.75 and \$443.58, respectively, were improper transfers made from the General account to the various classroom and departmental accounts. All expenditures from the General account should be for the benefit of the entire student body.
- The fundraising activities reports were not dated by the principal when approved. A fundraising activities report should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments.
- The yearbook and school picture contracts were not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Deltona Middle**

Comments repeated from prior report

None noted.

Current year comments

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The monies collected form was not signed or dated by the sponsor for 1 out of the 15 receipts tested. The monies collected form should be signed and dated by the bookkeeper to provide an accurate audit trail.
- The fundraising activities report could not be located for 1 out of the 3 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- The school picture commissions were posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Discovery Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Edgewater Public Elementary**

Comments repeated from prior report

- Official receipts did not include proper supporting documentation for 2 out of the 10 receipts tested. Supporting documentation, such as a remittance advice, detailed monies collected form, or subsidiary receipt, should accompany all official receipts.

Current year comments

- The purchase requests were completed after the goods or services were purchased for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received on a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 2 out of the 10 receipts tested.
- Section B of the fund raising activities report was not completed accurately for 1 out of the 4 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The fund raising activities report was not completed for 1 out of the 4 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- The receipts and disbursements reports for August 2014, May 2015, and June 2015 did not include the bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Edith I. Starke Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**eLearning East**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**eLearning West**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Enterprise Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Forest Lake Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Freedom Elementary**

Comments repeated from prior report

None noted.

Current year comments

- There was no donor letter for 1 out of the 2 donations tested. Supporting documentation, such as a donation letter or a subsidiary receipt, should accompany all donations.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Friendship Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Galaxy Middle**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**George W. Marks Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Heritage Middle**

Comments repeated from prior report

None noted.

Current year comments

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 2 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for 1 out of the 15 receipts tested. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. A receipt needs to be generated from the accounting system for each event and for each person who remits money to the bookkeeper.
- Solicitation materials for fundraisers used for staff recognition items could not be located so we were unable to determine if it was publicized that the fundraiser was for staff recognition items. Each fundraising activity shall be planned and advertised to finance a specific objective. A copy of the solicitation materials should be retained for fundraisers advertised to benefit a purpose other than the group conducting the fundraiser.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Holly Hill K-8**

Comments repeated from prior report

- The book fair contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- A check log was not utilized by the school for recording any checks received in the mail. In order to maintain adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received on a check log. Without the check log, we were unable to confirm the actual date monies were received by the school in 4 out of the 15 receipts tested.
- There was no inventory report for the pre-numbered tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.
- Official receipts did not include proper supporting documentation for 4 out of the 15 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.
- Purchase requests were not completed for individual transactions for 5 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- The receipts and disbursements reports for September 2014, February 2015 and June 2015 did not include the bookkeeper or principal's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- The journal entry proof sheet was not signed by the principal for 2 out of the 3 journal entries tested. The journal entry proof sheet was not signed by the bookkeeper for 1 out of 3 journal entries tested. We were unable to determine if the journal entry was reviewed by the bookkeeper or approved by the principal.
- The subsidiary receipt log was not completed properly and did not include the first and last receipt number used. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Holly Hill K-8 (Continued)**

Current year comments (Continued)

- The purchase requests were completed after the goods or services were purchased for 2 out of the 15 disbursements tested. In addition, the purchase requests were not signed by the principal for 1 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The purchase request and respective vendor invoice or receipt for check number 10189 could not be located. All purchase requests and supporting documentation should be retained in the internal account records for auditing purposes.
- The amount on the monies collected form did not agree with the respective subsidiary receipt for 1 out of the 15 receipts tested. Amounts reported on the subsidiary receipt should agree to or be reconciled with the monies collected form to provide an accurate audit trail.
- The bank reconciliation for June 2015 did not include the principal's signature. The principal should sign the bank reconciliation to provide evidence that it was reviewed and approved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Horizon Elementary**

Comments repeated from prior report

None noted.

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received on a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 2 out of the 10 receipts tested.
- The journal entry proof sheet for transfer number 69335 did not have supporting documentation. Supporting documentation should be attached to the journal entry proof sheet and retained in the accounting records.
- Disbursements were not supported by a purchase request form for 3 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Indian River Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The subsidiary receipt log was not completed properly and did not include the last receipt number used. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- The purchase request form did not include the amount requested for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- Official receipts did not include proper supporting documentation for 1 out of the 10 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.
- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received on a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 2 out of the 10 receipts tested.
- The receipts and disbursements report for June 2015 did not include the bookkeeper's signature. The receipts and disbursements reports for October 2014 and March 2015 did not include the bookkeeper's and principal's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Louise S. McInnis Elementary**

Comments repeated from prior report

- A check log is not being properly utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received on a check log.

Current year comments

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Mainland High**

Comments repeated from prior report

- Monies collected from outside the main office were not turned into the school bookkeeper by the following day for 6 out of the 20 receipts tested. All external collections should be turned into the bookkeeper by the following day, regardless of amount.

Current year comments

- The receipts and disbursements reports for September 2014, March 2015 and June 2015 did not include the bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- Official receipts did not include proper supporting documentation for 8 out of the 20 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.
- Disbursements were not supported by a purchase request form for 1 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The purchase request form was not verified by the bookkeeper for 10 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be verified by the bookkeeper to ensure there are sufficient funds in the account to pay for the purchase prior to being remitted to the principal for approval.
- The purchase request was completed after the goods or services were purchased for 6 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The bank deposit was not deposited timely for 1 out of the 20 receipts tested. School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- A vending contract signed by the principal was not able to be located. All contracts are required to be completed and approved by the principal prior to inception.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Manatee Cove Elementary**

Comments repeated from prior report

None noted.

Current year comments

- Subsidiary receipt numbers 093134 and 789897 were not dated properly. All subsidiary receipts that support official receipts are to be completed in their entirety.
- A donation with no specific purpose designated by the donor was posted to an account other than the General account. Donations with no specific purpose designated by the donor should be deposited into the General account for the benefit of the entire student body.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**New Smyrna Beach High**

Comments repeated from prior report

- The fundraising activities report was not adequately completed for 3 out of the 4 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, all fundraising activities reports should be signed by the bookkeeper and the sponsor to verify the information in the report.
- There was no inventory report for the pre-numbered tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.
- The purchase requests were completed after the goods or services were purchased for 2 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The disbursement amount approved on the purchase request form for 1 out of the 20 disbursements tested did not agree with the amount of the disbursement. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase. The purchase request form should be updated for any large price changes and must be reapproved by the principal.

Current year comments

- The receipts and disbursements report for June 2015 did not include the principal and the bookkeeper's signatures. Additionally, the receipts and disbursements reports for November 2014 and February 2015 did not include the bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- The fundraising activities report was not completed for 1 out of the 4 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, all fundraising activities reports should be signed by the bookkeeper and the sponsor to verify the information in the report.
- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 4 out of the 20 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**New Smyrna Beach High** (Continued)

Current year comments (Continued)

- A report of tickets sold was not completed for 1 out of the 4 admission events tested. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**New Smyrna Beach Middle**

Comments repeated from prior report

- The fundraising activities report was not completed for 1 out of the 4 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

Current year comments

- The receipts and disbursements report for September 2014 did not include the bookkeeper's signature and the receipts and disbursements reports for January 2015 and June 2015 did not include the principal or the bookkeeper's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- The subsidiary receipt log was not completed properly as it had the last receipt number of the book as opposed to the last receipt used. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- There was no supporting documentation for monies received for 5 out of the 15 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt should accompany all receipts.
- The monies collected form did not indicate the respective subsidiary receipt numbers for 5 out of the 15 receipts tested. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.
- The purchase request forms were completed after the goods or services were purchased for 1 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Orange City Elementary**

Comments repeated from prior report

None noted.

Current year comments

- Transfer numbers 47343, 55566, 63638 totaling \$588.69 were improper transfers made from the General account to the 4<sup>th</sup> Grade Field Trip, Air and 3<sup>rd</sup> Grade accounts, respectively. All expenditures from the General account should be for the benefit of the entire student body.
- The cash receipts and disbursement reports for October 2014, March 2015 and June 2015 did not include the principal's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that they were reviewed by the bookkeeper and approved by the principal.
- The school picture contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.
- The fundraising activities report was not completed for 1 out of the 2 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- The purchase request was not signed by the principal for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Ormond Beach Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The book fair contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- The purchase request was not signed or dated by the principal for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Ormond Beach Middle**

Comments repeated from prior report

- Section B of the fund raising activities report was not completed for 1 out of the 5 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

Current year comments

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 2 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The bank deposit was not deposited timely for 1 out of the 15 receipts tested. School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- Disbursements were not supported by a purchase request form for 1 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- A check was signed by only the principal for 1 out of the 15 disbursements tested. The principal or an authorized administrator and the bookkeeper are permitted to be authorized check signers. Two persons authorized to sign must manually sign every check.
- There was no inventory report for the pre-numbered tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Ortona Elementary**

Comments repeated from prior report

None noted.

Current year comment

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Osceola Elementary**

Comments repeated from prior report

None noted.

Current year comments

- A disbursement was not supported by a vendor invoice or receipt for 1 out of the 10 disbursements tested. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Osteen Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Palm Terrace Elementary**

**Comments repeated from prior report**

- Purchasing card expenditures were not supported by a purchase request form for 6 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- A report of tickets sold was not completed for the race parking event. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.
- Check number 10065 could not be located. All checks and supporting documentation should be retained in the internal account records for auditing purposes.

**Current year comments**

- Official receipts did not include proper supporting documentation for 5 out of the 10 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.
- A fund raising activities report was not completed for 3 out of 4 fundraisers tested. A fund raising activities report should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- Sales tax was paid in 4 out of the 10 disbursements tested. Sales tax should not be paid on items not held for resale.
- The subsidiary receipt log was not completed properly and did not include the date issued, the sponsor's signature or a statement from the sponsor that the receipt book should be returned at the end of the year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- A disbursement was not supported by a vendor invoice or receipt for 2 out of the 10 disbursements tested. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.
- A check was signed only by the bookkeeper for 2 out of the 10 disbursements tested. The principal or an authorized administrator and the bookkeeper are permitted to be authorized check signers. Two persons authorized to sign must manually sign every check.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Palm Terrace Elementary (Continued)**

Current year comments (Continued)

- The receipts and disbursements report for January 2015 did not include the bookkeeper's signature. The receipts and disbursements report for June 2015 did not include the principal or bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- A detailed inventory list for the school store was not completed. A detailed inventory must be maintained by the supervising sponsor/staff member and on file throughout the school year for review and for annual audit. A final inventory count should be conducted by the bookkeeper along with another employee at the end of the school year.
- The journal entry support could not be located for journal entry numbers 69320 and 69328. All journal entry proof sheets should be retained in the accounting records.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Pathways Elementary**

Comments repeated from prior report

None noted.

Current year comments

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The amount on the monies collected form did not agree with the respective subsidiary receipts for 1 out of the 10 receipts tested. Amounts reported on the subsidiary receipt should agree to or be reconciled with the monies collected form to provide an accurate audit trail.
- The purchase request was completed after the goods or services were purchased for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The purchase request was not dated for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- A disbursement was not supported by a vendor invoice or receipt for 1 out of the 10 disbursements tested. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.
- Disbursements were not supported by a purchase request form for 3 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase or refund.
- The receipts and disbursements reports for April 2015, May 2015 and June 2015 did not include the bookkeeper's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Pierson Elementary**

Comments repeated from prior report

- A fund raising activities report was not completed for the cookie dough fundraiser. In addition, the fund raising activities report for the donut sale was not approved in advance of the fundraiser. A fund raising activities report should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

Current year comments

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.
- Disbursements by school check were not supported by a purchase request form. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Pine Ridge High**

Comments repeated from prior report

- Transfer numbers 66263 through 66269 and 68766, totaling \$3,640.52 were improper transfers made to cover deficit balances in the Athletics – Pay to Play, Football – Boys – Varsity, Flag Football, and Wrestling accounts from several accounts including the General, Picture Commissions, Coca Cola Commission. All expenditures from the General accounts should be for the benefit of the entire student body.
- A signature stamp is being used to document the principal's approval on fund raising activities reports. Original signatures should be present to indicate approval by the principal.

Current year comments

- A report of tickets sold was not completed for the Prom. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.
- There was no inventory report for the pre-numbered tickets sold for the Prom. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Pine Trail Elementary**

Comments repeated from prior report

None noted.

Current year comments

- Unused check stock is held outside of the school's safe. All unused check stock should be secured in a fire retardant safe or in a fireproof file cabinet.
- The receipts and disbursements reports for February 2015, March 2015, and June 2015 did not include the bookkeeper's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- The fundraising activities report was not adequately completed for the 1 fundraising activity tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Port Orange Elementary**

Comments repeated from prior report

- Disbursements were not supported by a purchase request form for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- The subsidiary receipt log was not completed properly and did not include the date issued, sponsor's name, first and last receipt number used, sponsor's signature, and statement from the sponsor that the receipt books should be returned at the end of year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- The fundraising activities report for the fifth grade trip to Epcot was not signed by the sponsor. All fundraising activities reports should be signed by the bookkeeper and the sponsor to verify the information in the report.
- The purchase request was not signed by the principal for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- A portion of the unused check stock is held outside of the school's safe. All unused check stock should be secured in a fire retardant safe or in a fireproof file cabinet.
- The receipts and disbursements report for June 2015 did not include the bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Pride Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**R.J. Longstreet Elementary**

Comments repeated from prior report

- Official receipts did not include proper supporting documentation for 2 out of the 10 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.

Current year comments

- The subsidiary receipt log was not completed properly and did not include the date issued, the first and last receipt number used, the sponsor's signature or a statement from the sponsor that the receipt book should be returned at the end of the year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- There was no inventory report for the pre-numbered tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.
- The receipts and disbursements reports for September 2014 and June 2015 did not include the principal's or bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- The bank reconciliation for September 2014 did not include the principal's signature. We were unable to determine if the report was reviewed and approved by the principal.
- A journal entry proof sheet with supporting documentation could not be located for transfer number 62930 for \$1,511.77. All transfers should be documented with a journal entry proof sheet signed by the bookkeeper and approved by the principal.
- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of the amount.
- The monies collected form did not indicate the subsidiary receipt numbers for 2 out of the 10 receipts tested. Official receipt number, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies form and signed by the bookkeeper to provide an accurate audit trail.
- The bank deposit was not deposited timely for 2 out of the 10 receipts tested. School Board policy requires that all collections be deposited in the bank within 5 business days after collection.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**R.J. Longstreet Elementary (Continued)**

Current year comments (Continued)

- The fundraising activities report was not completed for 4 out of the 4 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- Subsidiary receipt numbers 746333 and 746334 were not signed by the teacher or sponsor issuing the receipts. All subsidiary receipts should include the signature of the teacher or sponsor issuing the receipt.
- Disbursements were not supported by a purchase request form for 2 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The District office was not notified about the purchase of 6 EPSON Brightlink 585WI with wall mount with a cost of \$8,754. The District Office must be notified about all capital expenditures of \$750 or more.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Read-Pattillo Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The receipts and disbursements report for June 2015 did not include the principal's signature and the receipts and disbursements reports for September 2014, February 2015 and June 2015 did not include the bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- There was no supporting documentation for 3 out of the 3 journal entries tested. Supporting documentation should accompany all journal entries.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**River Springs Middle**

Comments repeated from prior report

- Pre-numbered tickets were not issued for admission charges for the talent show. The Internal Accounts Procedures Manual states that pre-numbered tickets must be sold at school sponsored events if admission is charged.

Current year comments

- There was no donor letter for 1 out of the 3 donations tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, a subsidiary receipt or a donation letter, should accompany all receipts.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Riverview Learning Center**

Comments repeated from prior report

- The purchase request was not signed by the principal for 2 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received on a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 2 out of the 2 receipts tested.
- Disbursements were not supported by a purchase request form for 4 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- Sales tax was paid in 1 out of the 10 disbursements tested. Sales tax should not be paid on items not held for resale.
- The bank reconciliation for February 2015 did not include the principal's signature. We were unable to determine if the report was reviewed and approved by the principal.
- A check was signed by only the principal for 1 out of the 10 disbursements tested. The principal or an authorized administrator and the bookkeeper are permitted to be authorized check signers. Two persons authorized to sign must manually sign every check.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Seabreeze High**

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 2 out of the 20 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Current year comments

- The receipts and disbursements reports for July 2014, January 2015 and June 2015 did not include the bookkeeper's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- One of the facility usage requests tested was not signed by the principal. All contracts are required to be completed and approved by the principal prior to date of use of the facility.
- A report of tickets sold did not include the official receipt number and was not signed by the bookkeeper for 1 out of the 3 admission events tested. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.
- A request for School Board acceptance of donations form was not completed for 1 out of the 5 donations tested. An individual gift or donation of \$500 or more requires School Board approval.
- The fundraising activities reports were not approved by the principal for 2 out of the 3 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- The purchase requests were not dated by the principal for 7 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The purchase requests were not signed by the principal for 2 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Silver Sands Middle**

Comments repeated from prior report

None noted.

Current year comments

- The book fair contract, which was completed electronically, was not accompanied by documentation of pre-approval from the principal. All contracts are required to be completed and approved by the principal prior to inception.
- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for 4 out of the 15 receipts tested. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. A receipt needs to be generated from the accounting system for each event and for each person who remits money to the bookkeeper.
- The fundraising activities report was not adequately completed for 3 out of the 15 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**South Daytona Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The receipts and disbursements report for March 2015 was not retained with the monthly report packet. We were unable to determine if the report was reviewed and approved by the principal and the bookkeeper.
- Disbursements were not supported by a purchase request form for 3 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Southwestern Middle**

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 3 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- There was no donor letter or subsidiary receipt for monies received for 2 of the 3 donations tested. Supporting documentation, such as a donation letter or a subsidiary receipt, should accompany all donations.

Current year comments

- The purchase requests were completed after the goods or services were purchased for 5 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Spirit Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Spruce Creek Elementary**

Comments repeated from prior report

- The book fair contract, which was completed electronically, was not accompanied by documentation of pre-approval from the principal. All contracts are required to be completed and approved by the principal prior to inception.

Current year comments

- A monies collected form was not completed for 3 out of the 10 receipts tested. Supporting documentation such as a monies collected form should accompany all receipts. Without a monies collected form, we were unable to verify monies collected from outside the main office were turned in to the school bookkeeper by the following day.
- A subsidiary receipt book could not be located for 1 out of the 10 receipts tested. All subsidiary receipts, including voided subsidiary receipts, should be retained in the internal account records for auditing purposes.
- Official receipts did not include proper supporting documentation for 1 out of the 10 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.
- The fundraising activities report was not adequately completed for the 1 fundraising activity tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- The subsidiary receipt log was not completed properly and did not include the last receipt number used before being returned at the end of the year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- The receipts and disbursements report for June 2015 did not include the principal or the bookkeeper's signatures. Additionally, the receipts and disbursements reports for November 2014 and February 2015 did not include the bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Spruce Creek High**

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 4 out of the 20 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The fundraising activities report was not completed for 1 of the 3 fundraising activities tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, this form should include sales information.

Current year comments

- The bank deposit was not deposited timely for 1 out of the 20 receipts tested. School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- The receipts and disbursements reports for September 2014, April 2015 and June 2015 did not include the principal and the bookkeeper's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Sugar Mill Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The subsidiary receipt log was not completed properly and did not include the date issued. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- The purchase requests were completed after the goods or services were purchased for 2 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- Unused check stock is held outside of the school's safe. All unused check stock should be secured in a fire retardant safe or in a fireproof file cabinet.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Sunrise Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Sweetwater Elementary**

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received on a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 2 out of the 10 receipts tested.
- Unused check stock is held outside of the school's safe. All unused check stock should be secured in a fire retardant safe or in a fireproof file cabinet.
- The receipts and disbursements reports for November 2014, February 2015 and June 2015 did not include the bookkeeper's signature. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- The purchase requests were not signed by the principal for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**T. Dewitt Taylor Middle-High**

Comments repeated from prior report

- The bookkeeper collects monies, issues receipts, prepares the bank deposit and enters transactions into the general ledger for nearly all cash receipts. In order to maintain adequate segregation of duties, two individuals should be responsible for the collection and receipting of funds and inputting into the accounting system.
- Disbursements were not supported by a purchase request form for 15 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- A report of tickets sold was not completed for Prom. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.

Current year comments

- The official receipt and bank deposit were not completed timely for 6 out of the 20 receipts tested. For these 6 receipts, the official receipt and bank deposit were completed 5 or more days after the collections. Collections should be recorded in the accounting system and bank deposits completed in a timely manner.
- The Prom venue contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- The fund raising activities report was not approved by the principal for 3 out of the 3 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Timbercrest Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The dates on subsidiary receipt numbers 306403 through 306411 and 306413 through 306432 were altered subsequent to the transaction in order to agree with the date of the monies collected form. Accounting records should not be subsequently altered and should be retained intact for auditing purposes.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Tomoka Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Turie T. Small Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The receipts and disbursements report for June 2015 did not include the bookkeeper's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**University High**

Comments repeated from prior report

None noted.

Current year comments

None noted.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Volusia Pines Elementary**

Comments repeated from prior report

None noted.

Current year comments

None noted.



**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Westside Elementary**

Comments repeated from prior report

- The monies collected form was not signed or dated by the bookkeeper for 1 out of the 10 receipts tested. The monies collected form should be filled out completely and be signed and dated by the bookkeeper to provide an accurate audit trail.
- Disbursements were not supported by a purchase request form for 10 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- There was no supporting documentation for monies received for 9 out of the 10 receipts tested. Therefore, we were unable to determine whether the funds were turned into the school bookkeeper by the following day. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt should accompany all receipts.
- There was no subsidiary receipt log in place that included the date issued, the sponsor's name, first and last receipt number used, sponsor signature and a statement from the sponsor that the receipt book should be returned at the end of year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.

Current year comments

- The receipts and disbursements reports for September 2014, February 2015, and June 2015 did not include the principal's and the bookkeeper's signatures. The principal and the bookkeeper should both sign the receipts and disbursements report to provide evidence that it was reviewed by the bookkeeper and approved by the principal.
- The School Board Procurement Services Policy was not followed for the purchase of the Dugout Pavilion for \$150,000. Three quotes must be obtained for all expenditures over \$10,000 and three bids must be obtained for all expenditures over \$25,000. Expenditures over \$50,000 require School Board approval.
- The fundraising activities report was not completed for the 1 fundraising activity tested. A fundraising activities form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Westside Elementary (Continued)**

**Current year comments (Continued)**

- There was no book fair contract on file. All contracts are required to be completed and approved by the principal prior to inception. Copies of all executed contracts should be retained in the accounting records.
- There was no donor letter for 2 out of the 4 donations tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, a subsidiary receipt or a donation letter, should accompany all receipts.
- A request for School Board acceptance of donations form was not completed for 1 out of the 4 donations tested. An individual gift or donation of \$500 or more requires School Board approval.
- Disbursements were not supported by a vendor invoice or receipt for 8 out of the 10 disbursements tested. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

**Volusia County Schools**  
**Internal Funds**

**Summary of Recommendations for Improvements in Internal Control Over  
Financial Reporting and Compliance with Certain Laws and Regulations**

**Woodward Avenue Elementary**

Comments repeated from prior report

None noted.

Current year comments

- The purchase requests were not dated when approved by the principal for 3 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.