

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS
Financial Statements
For the Year Ended June 30, 2013

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

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INDEPENDENT AUDITOR'S REPORT

Volusia County Schools
DeLand, Florida

Report on the Financial Statements

We have audited the accompanying statement of fiduciary net position of Volusia County Schools' Internal Funds, for those seventy-one schools listed in Exhibit A to the financial statement, as of June 30, 2013, and the related notes to the financial statement, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with 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 statements that are 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, 2013, 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 net position 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, 2013, 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 revenue, expenditures and changes in internal accounts payable by school for the year ended June 30, 2013 is presented for purposes of additional analysis and is not a required part of the basic financial statement. The supplemental schedule of revenue, expenditures and changes in internal accounts payable by school for the year ended June 30, 2013 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 25, 2013, 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.

Carole Riggs & DeNoma LLC

Orlando, Florida
October 25, 2013

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS (See List of Schools at Exhibit A)

Statement of Fiduciary Net Position
For the Year Ended June 30, 2013

ASSETS

Cash and cash equivalents	\$ 5,676,568
Accounts receivable	11,000
Inventory	<u>14,800</u>
	<u>\$ 5,702,368</u>

LIABILITIES

Accounts payable	\$ 22,625
Internal accounts payable	<u>5,679,743</u>
	<u>\$ 5,702,368</u>

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS (See List of Schools at Exhibit A)

Notes to Financial Statement
For the Year Ended June 30, 2013

NOTE 1 - NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES:

NATURE OF THE OPERATIONS - Volusia County Schools (the "School Board") 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 "Schools" or the "District"). This financial statement includes the internal funds of the seventy-one schools listed in Exhibit A.

The School District of Volusia County, Florida is the governing body of the Schools, and its Board is composed of eight elected members. The Superintendent of Schools is the executive officer of the 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 School Board's comprehensive annual financial report.

BASIS OF ACCOUNTING - In accordance with Florida Statutes, the School Board 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 statements of the Schools' internal funds have 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.

INVENTORY - Inventory consists of school store items and locks for sale or rent, 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 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 financial statements 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.

SUBSEQUENT EVENTS - The School Board has evaluated subsequent events through October 25, 2013, which represents the date the financial statements were issued.

SUPPLEMENTAL SCHEDULE

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Atlantic High	Blue Lake Elementary	Campbell Middle	Champion Elementary
Revenue:				
Athletics	\$ 136,565	\$ -	\$ 10,439	\$ -
Music	12,781	-	2,592	-
Classes	80,267	856	-	1,452
Clubs	16,891	805	9,963	1,005
Departments	2,672	4,871	10,011	7,382
Trust	88,315	34,149	194,657	31,827
General	31,826	4,895	12,560	3,104
Total Revenue	<u>369,317</u>	<u>45,576</u>	<u>240,222</u>	<u>44,770</u>
Expenditures:				
Athletics	128,818	-	12,090	-
Music	12,687	-	2,713	-
Classes	81,878	414	103	706
Clubs	16,445	1,011	11,199	757
Departments	2,599	5,490	13,036	6,810
Trust	123,339	44,463	146,094	31,935
General	38,400	3,677	11,880	523
Total Expenditures	<u>404,166</u>	<u>55,055</u>	<u>197,115</u>	<u>40,731</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(34,849)	(9,479)	43,107	4,039
Other financing sources (uses):				
Intra-Fund Transfers In	19,375	4,267	2,105	1,727
Intra-Fund Transfers Out	<u>(19,375)</u>	<u>(4,267)</u>	<u>(2,105)</u>	<u>(1,727)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(34,849)	(9,479)	43,107	4,039
Internal accounts payable - beginning of year	<u>97,713</u>	<u>30,434</u>	<u>38,988</u>	<u>37,691</u>
Internal accounts payable - end of year	<u>\$ 62,864</u>	<u>\$ 20,955</u>	<u>\$ 82,095</u>	<u>\$ 41,730</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Chisholm Elementary	Citrus Grove Elementary	Coronado Beach Elementary	Creekside Middle
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 5,107
Music	-	-	-	26,023
Classes	1,032	2,358	-	25,630
Clubs	8,349	1,510	1,900	12,290
Departments	6,539	11,760	11,162	2,110
Trust	21,063	43,757	11,479	187,308
General	3,048	8,156	1,714	22,721
Total Revenue	<u>40,031</u>	<u>67,541</u>	<u>26,255</u>	<u>281,189</u>
Expenditures:				
Athletics	-	-	-	4,713
Music	-	-	-	34,588
Classes	1,952	850	109	30,602
Clubs	9,923	1,295	2,260	10,711
Departments	5,345	12,492	9,110	2,089
Trust	23,041	33,270	12,311	181,055
General	706	8,379	2,171	26,134
Total Expenditures	<u>40,967</u>	<u>56,286</u>	<u>25,961</u>	<u>289,892</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(936)	11,255	294	(8,703)
Other financing sources (uses):				
Intra-Fund Transfers In	4,158	3,016	734	8,866
Intra-Fund Transfers Out	<u>(4,158)</u>	<u>(3,016)</u>	<u>(734)</u>	<u>(8,866)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(936)	11,255	294	(8,703)
Internal accounts payable - beginning of year	<u>23,642</u>	<u>5,870</u>	<u>20,404</u>	<u>63,964</u>
Internal accounts payable - end of year	<u>\$ 22,706</u>	<u>\$ 17,125</u>	<u>\$ 20,698</u>	<u>\$ 55,261</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Cypress Creek Elementary	David C. Hinson Middle	Debary Elementary	DeLand High
Revenue:				
Athletics	\$ -	\$ 4,289	\$ -	\$ 312,357
Music	-	13,210	-	111,180
Classes	10,240	6,412	5,927	61,815
Clubs	1,164	3,986	26,484	109,346
Departments	14,654	14,654	11,182	21,845
Trust	84,724	100,150	74,906	108,262
General	21,567	15,925	13,176	110,788
Total Revenue	<u>132,349</u>	<u>158,626</u>	<u>131,675</u>	<u>835,593</u>
Expenditures:				
Athletics	-	4,152	-	291,894
Music	-	12,379	-	86,717
Classes	9,933	7,592	5,926	71,543
Clubs	1,477	3,484	24,802	115,618
Departments	14,486	12,482	11,417	23,345
Trust	79,220	104,255	60,376	93,411
General	17,450	15,918	14,607	118,106
Total Expenditures	<u>122,566</u>	<u>160,262</u>	<u>117,128</u>	<u>800,634</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	9,783	(1,636)	14,547	34,959
Other financing sources (uses):				
Intra-Fund Transfers In	9,716	13,015	8,017	109,793
Intra-Fund Transfers Out	(9,716)	(13,015)	(8,017)	(109,793)
	-	-	-	-
Excess of revenue over/ (under) expenditures	9,783	(1,636)	14,547	34,959
Internal accounts payable - beginning of year	<u>49,741</u>	<u>62,616</u>	<u>21,098</u>	<u>470,252</u>
Internal accounts payable - end of year	<u>\$ 59,524</u>	<u>\$ 60,980</u>	<u>\$ 35,645</u>	<u>\$ 505,211</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	DeLand Middle	Deltona High	Deltona Lakes Elementary	Deltona Middle
Revenue:				
Athletics	\$ 6,331	\$ 141,520	\$ -	\$ 7,794
Music	200	26,233	-	16,443
Classes	20,421	76,487	6,243	22,895
Clubs	37,622	63,279	132	12,556
Departments	17,867	2,878	7,421	617
Trust	74,210	114,861	32,034	50,963
General	24,570	38,182	4,631	11,599
Total Revenue	<u>181,221</u>	<u>463,440</u>	<u>50,461</u>	<u>122,867</u>
Expenditures:				
Athletics	6,354	143,769	-	7,189
Music	1,177	28,988	-	19,230
Classes	20,555	73,164	10,442	23,784
Clubs	37,885	62,193	137	13,424
Departments	6,929	6,337	7,871	1,215
Trust	67,557	111,437	29,982	47,946
General	22,592	30,202	5,569	6,843
Total Expenditures	<u>163,049</u>	<u>456,090</u>	<u>54,001</u>	<u>119,631</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	18,172	7,350	(3,540)	3,236
Other financing sources (uses):				
Intra-Fund Transfers In	5,515	41,934	8,806	14,569
Intra-Fund Transfers Out	<u>(5,515)</u>	<u>(41,934)</u>	<u>(8,806)</u>	<u>(14,569)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	18,172	7,350	(3,540)	3,236
Internal accounts payable - beginning of year	<u>41,679</u>	<u>240,540</u>	<u>32,055</u>	<u>35,243</u>
Internal accounts payable - end of year	<u>\$ 59,851</u>	<u>\$ 247,890</u>	<u>\$ 28,515</u>	<u>\$ 38,479</u>

See independent auditor's report.

**VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
For the Year Ended June 30, 2013

	Discovery Elementary	Edgewater Public Elementary	Edith I. Starke Elementary	eLearning East
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-
Classes	-	196	982	-
Clubs	1,429	3,970	1,328	-
Departments	11,610	9,870	2,791	-
Trust	35,136	27,518	15,488	-
General	4,612	2,530	213	-
Total Revenue	<u>52,787</u>	<u>44,084</u>	<u>20,802</u>	<u>-</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	-	-	-
Classes	-	1,556	380	-
Clubs	1,274	3,187	946	-
Departments	11,304	9,593	1,413	-
Trust	37,650	26,317	17,256	379
General	6,458	9,326	372	53
Total Expenditures	<u>56,686</u>	<u>49,979</u>	<u>20,367</u>	<u>432</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(3,899)	(5,895)	435	(432)
Other financing sources (uses):				
Intra-Fund Transfers In	11,410	8,815	43	-
Intra-Fund Transfers Out	(11,410)	(8,815)	(43)	-
	-	-	-	-
Excess of revenue over/ (under) expenditures	(3,899)	(5,895)	435	(432)
Internal accounts payable - beginning of year	<u>39,808</u>	<u>50,809</u>	<u>12,025</u>	<u>2,173</u>
Internal accounts payable - end of year	<u>\$ 35,909</u>	<u>\$ 44,914</u>	<u>\$ 12,460</u>	<u>\$ 1,741</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	eLearning West	Enterprise Elementary	Forest Lake Elementary	Freedom Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	3,299
Classes	-	78	1,432	2,262
Clubs	-	1,187	1,238	7,533
Departments	-	7,663	107	11,697
Trust	1,102	35,254	40,521	44,136
General	363	3,782	8,355	6,021
Total Revenue	<u>1,465</u>	<u>47,964</u>	<u>51,653</u>	<u>74,948</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	-	-	5,427
Classes	-	930	967	3,551
Clubs	-	1,068	1,152	9,106
Departments	-	7,543	1,658	17,891
Trust	1,699	33,257	39,482	51,593
General	272	1,671	5,267	7,560
Total Expenditures	<u>1,971</u>	<u>44,469</u>	<u>48,526</u>	<u>95,128</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(506)	3,495	3,127	(20,180)
Other financing sources (uses):				
Intra-Fund Transfers In	-	1,749	5,182	4,390
Intra-Fund Transfers Out	-	(1,749)	(5,182)	(4,390)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(506)	3,495	3,127	(20,180)
Internal accounts payable - beginning of year	<u>1,454</u>	<u>33,823</u>	<u>32,052</u>	<u>42,120</u>
Internal accounts payable - end of year	<u>\$ 948</u>	<u>\$ 37,318</u>	<u>\$ 35,179</u>	<u>\$ 21,940</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Friendship Elementary	Galaxy Middle	George W. Marks Elementary	Heritage Middle
Revenue:				
Athletics	\$ -	\$ 6,465	\$ -	\$ 5,310
Music	-	13,351	11,583	7,939
Classes	-	16,555	-	16,841
Clubs	278	13,678	2,035	5,986
Departments	262	5,006	8,270	18,473
Trust	19,751	120,351	29,847	127,486
General	4,248	10,560	6,196	15,747
Total Revenue	<u>24,539</u>	<u>185,966</u>	<u>57,931</u>	<u>197,782</u>
Expenditures:				
Athletics	-	5,111	-	6,448
Music	-	10,666	11,735	5,542
Classes	-	15,175	-	20,994
Clubs	634	13,273	1,359	7,316
Departments	136	4,732	9,868	14,082
Trust	18,700	119,002	27,579	116,986
General	3,884	13,028	6,657	19,688
Total Expenditures	<u>23,354</u>	<u>180,987</u>	<u>57,198</u>	<u>191,056</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	1,185	4,979	733	6,726
Other financing sources (uses):				
Intra-Fund Transfers In	1,761	16,708	582	8,383
Intra-Fund Transfers Out	(1,761)	(16,708)	(582)	(8,383)
	-	-	-	-
Excess of revenue over/ (under) expenditures	1,185	4,979	733	6,726
Internal accounts payable - beginning of year	<u>10,512</u>	<u>33,059</u>	<u>22,000</u>	<u>91,789</u>
Internal accounts payable - end of year	<u>\$ 11,697</u>	<u>\$ 38,038</u>	<u>\$ 22,733</u>	<u>\$ 98,515</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Holly Hill K-8	Horizon Elementary	Indian River Elementary	Louise S. McInnis Elementary
Revenue:				
Athletics	\$ 6,147	\$ -	\$ -	\$ -
Music	4,887	-	430	-
Classes	3,929	140	1,491	2,080
Clubs	8,079	991	1,891	-
Departments	2,270	10,786	9,870	3,605
Trust	43,528	24,623	38,997	10,387
General	7,911	3,935	5,651	7,293
Total Revenue	<u>76,751</u>	<u>40,475</u>	<u>58,330</u>	<u>23,365</u>
Expenditures:				
Athletics	6,108	-	-	-
Music	3,810	-	427	-
Classes	3,308	93	2,474	3,260
Clubs	8,065	1,244	2,781	230
Departments	1,355	9,825	10,980	3,195
Trust	43,074	18,487	38,136	12,419
General	16,789	3,939	7,943	7,496
Total Expenditures	<u>82,509</u>	<u>33,588</u>	<u>62,741</u>	<u>26,600</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(5,758)	6,887	(4,411)	(3,235)
Other financing sources (uses):				
Intra-Fund Transfers In	5,555	211	7,822	2,113
Intra-Fund Transfers Out	<u>(5,555)</u>	<u>(211)</u>	<u>(7,822)</u>	<u>(2,113)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(5,758)	6,887	(4,411)	(3,235)
Internal accounts payable - beginning of year	<u>69,909</u>	<u>55,033</u>	<u>53,807</u>	<u>21,080</u>
Internal accounts payable - end of year	<u>\$ 64,151</u>	<u>\$ 61,920</u>	<u>\$ 49,396</u>	<u>\$ 17,845</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Mainland High	Manatee Cove Elementary	New Smyrna Beach High	New Smyrna Beach Middle
Revenue:				
Athletics	\$ 222,920	\$ -	\$ 212,409	\$ 13,152
Music	119,855	-	45,314	8,450
Classes	86,412	1,378	97,443	17,017
Clubs	28,364	5,953	118,321	44,136
Departments	2,853	13,978	4,296	16,578
Trust	110,782	38,652	210,683	165,891
General	40,251	6,008	145,820	16,410
Total Revenue	<u>611,437</u>	<u>65,969</u>	<u>834,286</u>	<u>281,634</u>
Expenditures:				
Athletics	222,268	-	201,627	13,580
Music	98,138	-	55,217	8,510
Classes	78,551	1,098	97,282	22,324
Clubs	47,333	5,710	118,049	43,575
Departments	3,370	13,398	5,503	13,771
Trust	123,796	35,396	245,456	170,978
General	47,741	6,253	118,758	33,332
Total Expenditures	<u>621,197</u>	<u>61,855</u>	<u>841,892</u>	<u>306,070</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(9,760)	4,114	(7,606)	(24,436)
Other financing sources (uses):				
Intra-Fund Transfers In	70,902	56	89,648	23,471
Intra-Fund Transfers Out	<u>(70,902)</u>	<u>(56)</u>	<u>(89,648)</u>	<u>(23,471)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(9,760)	4,114	(7,606)	(24,436)
Internal accounts payable - beginning of year	<u>246,051</u>	<u>14,369</u>	<u>666,164</u>	<u>136,838</u>
Internal accounts payable - end of year	<u>\$ 236,291</u>	<u>\$ 18,483</u>	<u>\$ 658,558</u>	<u>\$ 112,402</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
For the Year Ended June 30, 2013

	Orange City Elementary	Ormond Beach Elementary	Ormond Beach Middle	Ortona Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ 10,212	\$ -
Music	-	300	16,238	-
Classes	3,120	672	21,720	711
Clubs	4,767	1,332	3,897	615
Departments	7,547	2,532	5,436	1,605
Trust	38,878	18,934	131,876	6,131
General	1,834	5,842	15,640	9,862
Total Revenue	<u>56,146</u>	<u>29,612</u>	<u>205,019</u>	<u>18,924</u>
Expenditures:				
Athletics	-	-	16,890	-
Music	-	141	14,804	-
Classes	4,528	2,524	21,585	918
Clubs	5,842	890	5,765	327
Departments	9,379	3,112	5,167	1,631
Trust	38,880	20,544	134,051	6,227
General	4,150	3,871	34,086	6,942
Total Expenditures	<u>62,779</u>	<u>31,082</u>	<u>232,348</u>	<u>16,045</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(6,633)	(1,470)	(27,329)	2,879
Other financing sources (uses):				
Intra-Fund Transfers In	12,424	3,092	14,539	564
Intra-Fund Transfers Out	<u>(12,424)</u>	<u>(3,092)</u>	<u>(14,539)</u>	<u>(564)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(6,633)	(1,470)	(27,329)	2,879
Internal accounts payable - beginning of year	<u>18,627</u>	<u>52,286</u>	<u>45,666</u>	<u>18,361</u>
Internal accounts payable - end of year	<u>\$ 11,994</u>	<u>\$ 50,816</u>	<u>\$ 18,337</u>	<u>\$ 21,240</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Osceola Elementary	Osteen Elementary	Palm Terrace Elementary	Pathways Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-
Classes	776	129	710	1,252
Clubs	1,718	490	2,678	3,689
Departments	4,557	8,211	3,520	15,476
Trust	29,234	40,189	32,837	58,572
General	3,294	5,791	422	7,868
Total Revenue	<u>39,579</u>	<u>54,810</u>	<u>40,167</u>	<u>86,857</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	-	-	-
Classes	1,907	682	1,626	342
Clubs	2,354	564	2,163	3,339
Departments	5,291	9,587	3,445	17,428
Trust	34,073	46,443	42,332	66,941
General	2,019	5,763	-	14,829
Total Expenditures	<u>45,644</u>	<u>63,039</u>	<u>49,566</u>	<u>102,879</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(6,065)	(8,229)	(9,399)	(16,022)
Other financing sources (uses):				
Intra-Fund Transfers In	2,485	655	-	880
Intra-Fund Transfers Out	<u>(2,485)</u>	<u>(655)</u>	<u>-</u>	<u>(880)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(6,065)	(8,229)	(9,399)	(16,022)
Internal accounts payable - beginning of year	<u>56,096</u>	<u>17,967</u>	<u>56,396</u>	<u>54,910</u>
Internal accounts payable - end of year	<u>\$ 50,031</u>	<u>\$ 9,738</u>	<u>\$ 46,997</u>	<u>\$ 38,888</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
For the Year Ended June 30, 2013

	Pierson Elementary	Pine Ridge High	Pine Trail Elementary	Port Orange Elementary
Revenue:				
Athletics	\$ -	\$ 160,387	\$ -	\$ -
Music	-	52,122	1,775	-
Classes	5,524	51,726	-	2,199
Clubs	741	104,477	2,666	654
Departments	12,452	11,362	13,224	10,207
Trust	30,783	62,598	101,065	36,635
General	8,153	60,495	2,729	3,345
Total Revenue	<u>57,653</u>	<u>503,167</u>	<u>121,459</u>	<u>53,040</u>
Expenditures:				
Athletics	-	167,302	-	-
Music	-	45,260	1,741	-
Classes	4,089	43,856	-	2,857
Clubs	1,027	105,696	2,360	650
Departments	12,321	11,089	12,036	12,399
Trust	41,886	50,803	99,695	36,085
General	5,401	52,652	1,133	6,203
Total Expenditures	<u>64,724</u>	<u>476,658</u>	<u>116,965</u>	<u>58,194</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(7,071)	26,509	4,494	(5,154)
Other financing sources (uses):				
Intra-Fund Transfers In	6,186	24,834	396	4,033
Intra-Fund Transfers Out	(6,186)	(24,834)	(396)	(4,033)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(7,071)	26,509	4,494	(5,154)
Internal accounts payable - beginning of year	<u>51,796</u>	<u>88,734</u>	<u>45,671</u>	<u>26,870</u>
Internal accounts payable - end of year	<u>\$ 44,725</u>	<u>\$ 115,243</u>	<u>\$ 50,165</u>	<u>\$ 21,716</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Pride Elementary	R.J. Longstreet Elementary	Read- Pattillo Elementary	River Springs Middle
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 5,456
Music	-	-	-	15,847
Classes	2,373	1,522	1,536	7,322
Clubs	1,197	2,111	2	17,058
Departments	9,800	4,390	6,635	22,398
Trust	18,753	61,230	6,791	125,956
General	23,376	3,381	1,351	18,210
Total Revenue	<u>55,499</u>	<u>72,634</u>	<u>16,315</u>	<u>212,247</u>
Expenditures:				
Athletics	-	-	-	4,994
Music	-	-	-	12,855
Classes	1,427	5,896	2,328	7,391
Clubs	3,131	2,214	569	14,931
Departments	9,770	4,532	5,011	23,061
Trust	17,303	50,976	3,272	122,303
General	22,345	3,892	743	17,178
Total Expenditures	<u>53,976</u>	<u>67,510</u>	<u>11,923</u>	<u>202,713</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	1,523	5,124	4,392	9,534
Other financing sources (uses):				
Intra-Fund Transfers In	-	3,904	667	1,882
Intra-Fund Transfers Out	-	(3,904)	(667)	(1,882)
	-	-	-	-
Excess of revenue over/ (under) expenditures	1,523	5,124	4,392	9,534
Internal accounts payable - beginning of year	<u>20,924</u>	<u>55,859</u>	<u>24,827</u>	<u>51,641</u>
Internal accounts payable - end of year	<u>\$ 22,447</u>	<u>\$ 60,983</u>	<u>\$ 29,219</u>	<u>\$ 61,175</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Riverview Learning Center	Seabreeze High	Silver Sands Middle	South Daytona Elementary
Revenue:				
Athletics	\$ -	\$ 253,594	\$ 10,741	\$ -
Music	-	16,991	29,443	-
Classes	-	29,222	27,023	2,099
Clubs	-	47,265	8,906	935
Departments	-	935	20,533	5,183
Trust	842	173,349	129,849	34,179
General	2,059	81,720	28,865	5,132
Total Revenue	<u>2,901</u>	<u>603,076</u>	<u>255,360</u>	<u>47,528</u>
Expenditures:				
Athletics	-	242,848	10,960	-
Music	-	15,275	26,176	-
Classes	-	22,895	23,078	3,379
Clubs	-	50,572	7,740	901
Departments	-	1,758	16,634	6,404
Trust	1,789	170,813	134,752	35,190
General	2,524	138,253	17,580	6,074
Total Expenditures	<u>4,313</u>	<u>642,414</u>	<u>236,920</u>	<u>51,948</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(1,412)	(39,338)	18,440	(4,420)
Other financing sources (uses):				
Intra-Fund Transfers In	7,790	78,398	23,045	7,779
Intra-Fund Transfers Out	<u>(7,790)</u>	<u>(78,398)</u>	<u>(23,045)</u>	<u>(7,779)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(1,412)	(39,338)	18,440	(4,420)
Internal accounts payable - beginning of year	<u>75,738</u>	<u>484,481</u>	<u>75,911</u>	<u>90,107</u>
Internal accounts payable - end of year	<u>\$ 74,326</u>	<u>\$ 445,143</u>	<u>\$ 94,351</u>	<u>\$ 85,687</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Southwestern Middle	Spirit Elementary	Spruce Creek Elementary	Spruce Creek High
Revenue:				
Athletics	\$ 4,123	\$ -	\$ -	\$ 480,785
Music	8,627	-	-	34,943
Classes	9,009	5,418	3,183	266,649
Clubs	4,149	3,151	480	87,205
Departments	3,080	9,722	9,859	23,015
Trust	68,698	45,169	24,253	204,048
General	9,608	9,061	4,035	157,765
Total Revenue	<u>107,294</u>	<u>72,521</u>	<u>41,810</u>	<u>1,254,410</u>
Expenditures:				
Athletics	5,016	-	-	467,393
Music	10,897	-	-	35,929
Classes	10,810	6,571	3,422	251,618
Clubs	3,520	2,426	1,143	88,064
Departments	2,250	9,592	11,668	23,097
Trust	70,040	52,678	36,180	204,130
General	9,183	13,273	5,764	199,469
Total Expenditures	<u>111,716</u>	<u>84,540</u>	<u>58,177</u>	<u>1,269,700</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(4,422)	(12,019)	(16,367)	(15,290)
Other financing sources (uses):				
Intra-Fund Transfers In	3,193	9,468	5,040	60,678
Intra-Fund Transfers Out	<u>(3,193)</u>	<u>(9,468)</u>	<u>(5,040)</u>	<u>(60,678)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(4,422)	(12,019)	(16,367)	(15,290)
Internal accounts payable - beginning of year	<u>42,352</u>	<u>87,014</u>	<u>52,424</u>	<u>353,017</u>
Internal accounts payable - end of year	<u>\$ 37,930</u>	<u>\$ 74,995</u>	<u>\$ 36,057</u>	<u>\$ 337,727</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Sugar Mill Elementary	Sunrise Elementary	Sweetwater Elementary	T. Dewitt Taylor Middle/High
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 126,060
Music	-	-	-	500
Classes	1,037	-	2,210	14,541
Clubs	2,223	3,240	60	31,305
Departments	13,577	8,482	25,784	7,711
Trust	25,505	31,552	92,813	43,494
General	7,532	23,520	15,037	36,216
Total Revenue	<u>49,874</u>	<u>66,794</u>	<u>135,904</u>	<u>259,827</u>
Expenditures:				
Athletics	-	-	-	139,147
Music	-	-	-	138
Classes	438	562	15,807	13,495
Clubs	2,127	2,979	26	35,884
Departments	13,916	8,600	24,717	7,911
Trust	32,792	25,593	81,064	55,173
General	9,072	23,035	7,207	43,993
Total Expenditures	<u>58,345</u>	<u>60,769</u>	<u>128,821</u>	<u>295,741</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(8,471)	6,025	7,083	(35,914)
Other financing sources (uses):				
Intra-Fund Transfers In	3,510	221	16,558	7,238
Intra-Fund Transfers Out	(3,510)	(221)	(16,558)	(7,238)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(8,471)	6,025	7,083	(35,914)
Internal accounts payable - beginning of year	<u>21,157</u>	<u>90,330</u>	<u>57,616</u>	<u>189,937</u>
Internal accounts payable - end of year	<u>\$ 12,686</u>	<u>\$ 96,355</u>	<u>\$ 64,699</u>	<u>\$ 154,023</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Timbercrest Elementary	Tomoka Elementary	Turie T. Small Elementary	University High
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 167,589
Music	-	-	-	75,709
Classes	3,572	1,844	58	84,895
Clubs	2,313	1,195	380	102,813
Departments	8,615	16,883	607	19,727
Trust	55,845	78,549	31,101	123,951
General	32,098	435	1,446	86,378
Total Revenue	<u>102,443</u>	<u>98,906</u>	<u>33,592</u>	<u>661,062</u>
Expenditures:				
Athletics	-	-	-	170,478
Music	-	-	-	95,280
Classes	5,003	6,444	59	79,532
Clubs	2,215	1,240	220	102,954
Departments	7,795	10,510	734	19,689
Trust	56,241	100,132	39,747	102,758
General	33,729	634	1,258	71,655
Total Expenditures	<u>104,983</u>	<u>118,960</u>	<u>42,018</u>	<u>642,346</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(2,540)	(20,054)	(8,426)	18,716
Other financing sources (uses):				
Intra-Fund Transfers In	4,095	30	1,171	23,529
Intra-Fund Transfers Out	<u>(4,095)</u>	<u>(30)</u>	<u>(1,171)</u>	<u>(23,529)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(2,540)	(20,054)	(8,426)	18,716
Internal accounts payable - beginning of year	<u>37,320</u>	<u>102,737</u>	<u>41,219</u>	<u>190,389</u>
Internal accounts payable - end of year	<u>\$ 34,780</u>	<u>\$ 82,683</u>	<u>\$ 32,793</u>	<u>\$ 209,105</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Internal Accounts Payable By School
 For the Year Ended June 30, 2013

	Volusia Pines Elementary	Westside Elementary	Woodward Avenue Elementary	Totals
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 2,309,752
Music	-	-	-	676,265
Classes	1,286	-	1,829	1,125,438
Clubs	7,779	113	2,901	1,008,184
Departments	8,906	1,754	15,788	627,123
Trust	14,536	127,274	18,585	4,516,852
General	4,194	630	1,505	1,303,197
Total Revenue	<u>36,701</u>	<u>129,771</u>	<u>40,608</u>	<u>11,566,811</u>
Expenditures:				
Athletics	-	10	-	2,279,159
Music	-	-	-	656,447
Classes	1,256	-	1,664	1,139,485
Clubs	7,430	328	3,939	1,044,453
Departments	6,115	1,670	14,365	613,354
Trust	17,581	71,973	23,025	4,490,799
General	3,806	803	892	1,409,055
Total Expenditures	<u>36,188</u>	<u>74,784</u>	<u>43,885</u>	<u>11,632,752</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	513	54,987	(3,277)	(65,941)
Other financing sources (uses):				
Intra-Fund Transfers In	350	4,764	1,452	849,264
Intra-Fund Transfers Out	(350)	(4,764)	(1,452)	(849,264)
	-	-	-	-
Excess of revenue over/ (under) expenditures	513	54,987	(3,277)	(65,941)
Internal accounts payable - beginning of year	<u>37,418</u>	<u>85,257</u>	<u>37,824</u>	<u>5,745,684</u>
Internal accounts payable - end of year	<u>\$ 37,931</u>	<u>\$ 140,244</u>	<u>\$ 34,547</u>	<u>\$ 5,679,743</u>

See independent auditor's report.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Exhibit A

Listing of Schools

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

INDEPENDENT AUDITOR'S 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

Volusia County Schools
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' (the "School Board") Internal Funds, for those seventy-one schools listed in Exhibit A to the financial statement, as of June 30, 2013, and have issued our report thereon dated October 25, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the Internal Funds financial statement, we considered the School Board's 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 the School Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the School Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. 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 School's 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 management of the Volusia County Schools, in a separate letter dated October 25, 2013.

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.

Carole Riggs & Ingram LLC

Orlando, Florida
October 25, 2013

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Atlantic 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 1 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

- A fundraising activities report was not approved for the softball ESPN magazine, media coffee, varsity baseball dominos, and cheerleading beef jerky fundraisers. 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.
- The yearbook contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- There was not an 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.
- There was no supporting documentation for monies received for 1 out of the 20 receipts tested. Supporting documentation such as a remittance advice, a detailed monies collection form, a subsidiary receipt, a deposit slip, or a donation letter should accompany all receipts.
- A 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Blue Lake Elementary

Comments repeated from prior report

None noted.

Current year comments

- A donation with no specific purpose designated by the donor was 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 Controls 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 2 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- Disbursements were not supported by a purchase request form 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

- Official receipts did not include proper supporting documentation, such as a subsidiary receipt, for 3 out of the 15 receipts tested. A memorandum was provided showing that the individual lost the subsidiary receipts during the year. Supporting documentation, such as a remittance advice, detailed monies collected form or a subsidiary receipt, should accompany all official receipts.
- 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 deposit was not deposited timely for 2 out of the 15 receipts tested. The School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- Section B of the fundraiser activity report was not 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, sales information should be listed on this report.
- The book fair contract, which was completed electronically, was not accompanied by documentation of pre-approval from the principal. In addition, it could not be confirmed that the yearbook contract was signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- A report of tickets sold was not submitted and approved until after it was requested for the audit for the 8th grade dance. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event, signed by the sponsor, and submitted to the bookkeeper by the next business day after the event.
- 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 not signed by the principal for 4 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 was incomplete for 6 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and should include the check number, date, and check amount.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Campbell Middle – continued:

- The School Board Procurement Services Policy was not followed for the purchase of sound and lighting equipment. Three quotes were obtained for the total expenditure over \$10,000 but the quotes did not include a breakdown of cost for each item. Therefore, the District was not notified about the purchase of the sound and lighting equipment that exceeded \$750. 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Champion 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 fundraising activities report was not signed by the sponsor for 1 out of the 2 fundraising activities tested. 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 the report.
- A request for School Board acceptance of donations form was not completed for 1 out of the 3 donations tested. An individual gift or donation of \$500 or more requires School Board approval.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Chisholm Elementary

Comments repeated from prior report

None noted.

Current year comments

- Disbursements were not supported by a purchase request form for 1 out of the 10 disbursements tested. Additionally, 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 fundraising activities report was not completed timely for 1 out of the 3 fundraising activities tested. 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.
- It could not be confirmed that the book fair contract was 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Citrus Grove 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Coronado Beach Elementary

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 by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- Monies collected forms did not contain detailed information related to the form of monies received for 2 out of the 10 receipts tested. Additionally, 1 out of the 2 forms was not signed by the sponsor. Supporting documentation, such as a detailed monies collected form signed by the sponsor and the bookkeeper, should accompany all receipts to provide an accurate audit trail.
- There was no donor letter or subsidiary receipt 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.
- The fundraising activities report was not completed in its entirety for 2 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Cypress Creek 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

David C. Hinson Middle

Comments repeated from prior report

None noted.

Current year comments

- The bookkeeper collects monies, issues receipts, prepares the bank deposit and enters transactions into the general ledger for uniforms, locker rentals and other registration-related items. In order to maintain adequate segregation of duties, someone other than the bookkeeper should be responsible for the collection of funds and writing individual receipts.
- 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.
- There was not adequate supporting documentation for monies received for 2 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 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.
- The fundraising activities report was not adequately completed for 3 out of the 3 fundraising activities 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, sales information should be listed on this report.
- It could not be confirmed that the book fair contract was signed by the principal. 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 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 Controls 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

DeLand High

Comments repeated from prior report

None noted.

Current year comments

- 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.
- 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.
- The School Board Procurement Services Policy was not followed for the purchase of football uniforms and for the prom location. 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.
- There was no inventory report for the pre-numbered athletic 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

DeLand Middle

Comments repeated from prior report

None noted.

Current year comments

- The contract for Southeast Paper Recycling Company on file is effective as of November 30, 1998. The commission rate in this contract does not appear to agree with the commission amounts earned. An updated contract should be maintained in the accounting records any time the terms change.
- The fundraising activities report for the Ecochallenge club candy sales fundraiser was not dated by the principal. 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 profit and sales amounts on Schedule D of the fundraising activities report for the Ecochallenge club candy sales fundraiser was recorded incorrectly. The amounts listed on Schedule D of the form as profit and sales was \$20; however, the amount of receipts collected was \$220. Per review of amounts received the amounts should have been recorded as \$220.
- For 6 out of the 15 disbursements tested, the date was not included with the principal's signature. 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 date should be included with the principal's signature to determine that the purchase request was approved prior to making the purchase.
- The disbursement amount approved on the purchase request form for 1 out of the 15 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Deltona High

Comments repeated from prior report

- A report of tickets sold was not completed for prom or graduation. 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 fundraising activities report was not completed 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 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 School Board Procurement Services Policy was not followed for the purchase of cheerleading uniforms and yearbook publishing. 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Deltona Lakes Elementary

Comments repeated from prior report

None noted.

Current year comments

- Official receipts were issued days after the funds were placed in the safe for 2 out of the 10 receipts tested. Collections should be recorded in the accounting system in a timely manner.
- Section B of the fundraising activities report was not completed for the winter dance fundraiser. 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.
- A report of tickets sold was not completed for the Multicultural Festival 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. Additionally, 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 3 out of the 6 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Deltona Middle

Comments repeated from prior report

None noted.

Current year comments

- The fundraising activities report was not properly completed for 3 out of the 3 fundraising activities tested. The second page of the report was not completed. 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.
- A report of tickets sold was not properly completed for 2 basketball games. The second page of the report was not completed. 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Discovery Elementary

Comments repeated from prior report

None noted.

Current year comments

- A fundraising activities report was not properly completed for the Krispy Kreme fundraiser. Section B and section D were not completed. Additionally, the sponsor's signature and the bookkeeper's signature were not included on section D. 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.
- The bank deposit was not deposited timely for 1 out of the 10 receipts tested. The School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- The purchase request was not signed or dated by the principal for 1 out of the 7 disbursements tested. In addition, the approval date on the purchase request was subsequent to the invoice date for 1 out of the 7 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Edgewater Public Elementary

Comments repeated from prior report

None noted.

Current year comments

- The fundraising activities report was not completed for 1 out of the 2 fundraising activities tested. 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.
- 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 bank deposit was not deposited timely for 1 out of the 10 receipts tested. The 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 Controls 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

eLearning East

Comments repeated from prior report

None noted.

Current year comments

- There is not an appropriate level of segregation of duties between the authorization, approval, and recording of transactions in the school's general ledger. The bookkeeper has been authorized by the District to initiate and approve purchase requests. While a mitigating control could include the coordinator's review of the monthly financial reports, the monthly financial reports are signed using a signature stamp, so there is no documentation these reports are reviewed by someone other than the person that prepared them. Further, the coordinator's signature stamp is used on the monthly bank reconciliations.

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

eLearning West

Comments repeated from prior report

None noted.

Current year comments

- There is not an appropriate level of segregation of duties between the authorization, approval, and recording of transactions in the school's general ledger. The bookkeeper has been authorized by the District to initiate and approve purchase requests. While a mitigating control would include the coordinator's review of the monthly financial reports, the monthly financial reports are signed using a signature stamp, so there is no documentation these reports are reviewed by someone other than the person that prepared them. Further, the coordinator's signature stamp is used on the monthly bank reconciliations.
- Transfer documents or receipts were not issued immediately upon transfer of collections from the teacher/sponsor to the bookkeeper for 5 out of the 7 receipts tested. All money collected should be counted in the presence of the teacher/sponsor and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.
- The bank deposit was not deposited timely for 5 out of the 7 receipts tested. Cash deposits are being made when cash receipts reach approximately \$200. The reason for this procedure is that in the past eLearning West was located at a separate location and it would have been impractical to have frequent armored car pickups for the small cash amounts received. eLearning West is now located at University High School. Per discussion with the District, eLearning West should be able to include their deposits with University High School's deposit pickups which would incur no additional cost to the District. The 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Enterprise Elementary

Comments repeated from prior report

None noted.

Current year comments

- The purchase requests were completed after the goods or services were purchased for 5 out of the 7 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 Controls 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Freedom 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

- The bank deposit was not deposited timely for 2 out of the 10 receipts tested. The School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- A donation with no specific purpose designated by the donor was posted to an account other than the General account for 1 out of the 4 donations tested. 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 Controls 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Galaxy Middle

Comments repeated from prior report

None noted.

Current year comments

- 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

George W. Marks Elementary

Comments repeated from prior report

None noted.

Current year comments

- There was no inventory report prepared for admission tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.
- The ticket sales report was not signed for the admission event tested. A ticket sales report, indicating the color, numerical sequence of tickets sold, and the official receipt number must be completed for each admission event and signed by the ticket manager and bookkeeper.

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Heritage Middle

Comments repeated from prior report

None noted.

Current year comments

- Monies collected forms were not dated by the sponsor for 5 out of the 14 forms 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 fundraising activities report was not completed for 1 out of the 5 fundraising activities tested. In addition, fundraising activities reports were not completed in their entirety 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, the sales information should be listed on this report.
- The report of tickets sold was not signed by the sponsor or bookkeeper for the talent show, the 8th grade dance or 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.
- Tickets were not issued for admission charges for the chorus dance. Internal Funds procedures require that pre-numbered tickets must be sold at school sponsored events if admission is charged. In addition, a report of tickets sold was not completed for the dance. 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 book fair contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- Disbursements were not supported by purchase request forms for 4 out of the 15 disbursements tested. In addition, the purchase request was completed after the goods or services were purchased for 3 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Holly Hill K-8

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 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Current year comments

- The bank deposit was not deposited timely for 1 out of the 15 receipts tested. The School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- It could not be confirmed that the book fair, yearbook and school picture contracts were signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- The fundraising activities report was not adequately completed for 3 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.
- Tickets were not issued for admission charges for the talent show. Internal Funds procedures require that pre-numbered tickets must be sold at school sponsored events if admission is charged.
- The report of tickets sold for the spring dance did not include a signature by the sponsor. A report of tickets sold must be completed for each admission event and be signed by the sponsor and the bookkeeper.
- The purchase requests were completed 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Horizon 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Indian River 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 fundraising activities report was not completed 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 fundraising activities report for the Florida Future Educators of America (FFEA) fundraiser was approved by someone other than the principal. 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.
- The bank deposit was not deposited timely for 1 out of the 10 receipts tested. The School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- 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.
- Documentation of the principal's approval for 1 out of the 3 transfers tested was not available. Documentation of approval by the principal or appropriate designee should be retained for all transfers.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Louise S. McInnis Elementary

Comments repeated from prior report

None noted.

Current year comments

- Sections B and D of the fundraising activities report were not completed for the PE t-shirt fundraiser and the school wide doughnut 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.

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls 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 4 out of the 20 receipts tested. All external collections should be turned into the bookkeeper by the following day, regardless of amount.
- Section D of 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 bank deposit was not deposited timely for 1 out of the 20 receipts tested. The School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- The subsidiary receipt that corresponds with official receipt number 27366 was not properly completed. Subsidiary receipts should include date, payee's name, amount, reason for collection, method of payment, and signature of person issuing the receipt.
- Reports of tickets sold were not prepared for an admission event that sold tickets using the Tracks Point of Sale system. This report includes a reconciliation of tickets sold which is required when selling tickets for admission events.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Manatee Cove 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 yearbook contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- 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.
- One disbursement was 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.

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

New Smyrna Beach 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 1 out of the 20 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 supported by the respective subsidiary receipt numbers for 3 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.

Current year comments

- The fundraising activities report was not completed 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 fundraising activities report was not adequately completed 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 bookkeeper collects monies, issues receipts, prepares the bank deposit and enters transactions into the general ledger for prom ticket sales and other events. In order to maintain adequate segregation of duties, someone other than the bookkeeper should be responsible for the collection of funds and writing individual receipts.
- Reports of tickets sold were not prepared for admission events that sold tickets using the Tracks Point of Sale system. This report includes a reconciliation of tickets sold is required when selling tickets for admission events.
- 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.
- A request for School Board acceptance of donations form was not completed for 1 out of the 3 donations tested. An individual gift or donation of \$500 or more requires School Board approval.
- A disbursement was not supported by a vendor invoice or receipt for 1 out of the 20 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

New Smyrna Beach 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.

Current year comments

- Official receipts did not include proper supporting documentation, such as details related to cash collected, for 2 out of the 15 receipts tested. Supporting documentation, such as a detailed monies collected form, should be maintained by the bookkeeper in order to accompany all official receipts.
- The subsidiary receipts referenced on the monies collected forms for 2 out of the 15 receipts tested could not be located. All subsidiary receipt books, including voided subsidiary receipts, should be retained in the internal account records for auditing purposes.
- Section B of the fundraiser activity report was not complete for 3 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 yearbook contract was not signed by the principal and the school picture contract could not be located. 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.
- The report of tickets sold form used for 3 out of the 3 admission events tested did not include the sponsor checklist, the bookkeeper check list, or the reference to the official receipt number or fund account number. 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. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.
- The check related to 1 out of the 15 disbursements tested included only the principal's signature. All checks must be signed by two individuals, the principal or assistant principal, as well as a counter signee.
- A purchase request was missing for 2 out of the 15 disbursements tested. Additionally, the purchase request was not signed by the principal for 6 out of the 15 disbursements. 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 completed after the goods or services were purchased for 4 out of the 15 disbursements tested. A purchase order should be approved by the principal prior to the purchase.

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Orange City Elementary

Comments repeated from prior report

None noted.

Current year comments

- There was no annual inventory taken at the end of the school year for the school store. An annual inventory should be taken at year end and retained on file for the annual audit.
- The bank deposit was not deposited timely for 1 out of the 11 receipts tested. The School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- There was no contract on file for the book fair. In addition, the school picture and yearbook contracts were not signed by the principal. 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.
- Disbursements were not supported by a purchase request form for 3 out of the 10 disbursements tested. In addition, the purchase requests were completed after the goods or services were purchased for 5 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Ormond Beach 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Ormond Beach 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.

Current year comments

- The monies collected for fieldtrips were in excess of the actual costs of the field trips. District policy states that if the remaining funds are \$3 or more per student at the end of the year, refunds to the parents are required. There was no evidence an analysis was prepared to ascertain whether excess funds existed that would require refunds to be issued to the students. CRI observed one transfer of excess funds out of a field trip account to the General account without analysis of possible refund. Such analysis should be prepared and retained to ensure compliance with the District policy.
- There was no yearbook or 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.
- A fundraising activities report was not approved timely for the ESE Doughnut sale 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.
- 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.
- A report of tickets sold was not completed 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Ortona Elementary

Comments repeated from prior report

None noted.

Current year comments

- The monies collected form did not indicate the respective subsidiary receipt numbers for 1 out of the 10 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 book fair and school pictures 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Osceola Elementary

Comments repeated from prior report

None noted.

Current year comments

- Transfer number TR03-001 for \$1,000 made from the Donations Undesignated account to the Facility Usage account had a description of “returned to wrong account” on the transfer history report. Auditor reviewed the transfer, but could not determine if it was a proper transfer based on the description.
- A monies collected form did not indicate the receipt number, account number, category and was not signed by the sponsor. Official receipt numbers, subsidiary receipt numbers, account numbers and categories should be listed on the monies collected form and signed by the bookkeeper and sponsor to provide an accurate audit trail.
- There was no supporting documentation for monies received for 7 out of the 10 receipts tested. Supporting documentation such as a remittance advice, a detailed monies collected form, a subsidiary receipt, a deposit slip or a donation letter should accompany all receipts.
- The fundraising activities report for the safety patrol candy fundraiser was not signed by the bookkeeper and the sponsor. All fundraising activities reports should be signed by the bookkeeper or the sponsor to verify the information in the 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.
- Disbursements were not supported by a purchase order form for 3 out of the 10 disbursements tested. A purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- Disbursements were 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 accounts records for auditing purposes.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Osteen Elementary

Comments repeated from prior report

None noted.

Current year comments

- The yearbook, vending machine 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 Controls 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 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

- The bank deposit was not deposited timely for 1 out of the 10 receipts tested. School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- A report of tickets sold was not completed for the Winter Wonderland dance. 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 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 and monies should be utilized in the year of 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Pathways 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Pierson Elementary

Comments repeated from prior report

None noted.

Current year comments

- 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 purchase request form did not indicate the quantity/description/reason for purchase and did not indicate an amount 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.
- 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.
- Transfer documents or receipts were not issued immediately upon transfer of collections from the teacher to the office for 1 out of the 11 receipts tested. All money collected should be counted in the presence of the student/teacher 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.

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Pine Ridge 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

- 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.
- Transfer documents or receipts were not issued immediately upon transfer of collections from the teacher to the bookkeeper for 1 out of the 20 receipts tested. All money collected should be counted in the presence of the teacher 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.
- Transfer number TR-679 for \$200.00 was an improper transfer made from the General account to the Food Production account. All expenditures from the General account should be for the benefit of the entire student body.
- The fundraising activities report was not completed for 1 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Pine Trail Elementary

Comments repeated from prior report

None noted.

Current year comments

- The school used collection jars for a fundraiser during the school year. The Volusia County Schools' Internal Accounts Manual specifically prohibits the use of donation jars for fundraiser collections unless specifically approved by the District.
- Purchasing card expenditures 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Port Orange Elementary

Comments repeated from prior report

None noted.

Current year comments

- A request for School Board acceptance of donations form was not completed for 1 out of the 2 donations tested. An individual gift or donation of \$500 or more requires School Board approval.
- A disbursement was 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Pride 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 2 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- 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.
- A fundraising activities report was not approved prior to the fundraiser taking place for the safety patrol valentine 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.

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

R.J. Longstreet 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 book fair 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.
- Tickets were not issued for admission charges for the winter formal dance. Internal Accounts procedures require that pre-numbered tickets must be sold at school sponsored events if admission is charged.
- A report of tickets sold was not completed for the winter formal dance. 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Read-Pattillo Elementary

Comment repeated from prior report

- 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.

Current year comments

- There was no 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.
- The purchase request form 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

River Springs Middle

Comments repeated from prior report

- The purchase request was 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.

Current year comments

- The fundraising activities report was not completed 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.
- 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.
- 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.
- 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 School Board Procurement Services Policy was not followed for the purchase of physical education uniforms, transportation services or the yearbook. 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Riverview Learning Center

Comments repeated from prior report

None noted.

Current year comments

None noted.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls 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 report of tickets sold was not adequately completed for the 1 out of the 5 admission events tested. A report of tickets sold indicating the anticipated collections must be completed for each admission event.
- The fundraising activities report was not completed for 2 out of the 3 fundraising activities tested. Additionally, the sales information was not complete for the fundraising activity that included a fundraising form. 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 completed after the goods or services were purchased 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 tennis court resurfacing. 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 District was not notified about the tennis court resurfacing with a cost of \$14,970. 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Silver Sands 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.

Current year comments

- The book fair 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.
- The report of tickets sold did not indicate the official receipt numbers. 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. 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

South Daytona 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 Controls 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 2 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Current year comments

- 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 fundraising activities report was not completed 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 fundraising activities report was not signed by the sponsor for 2 out of the 3 fundraising activities tested. All fundraising activities reports need to be signed by the bookkeeper and the sponsor to verify the information in the report.
- Ticket sales reports were not signed by the sponsor for 2 out of the 3 admission events tested. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.
- Disbursements were not supported by a vendor invoice or receipt for 1 out of the 12 disbursements tested. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.
- The purchase request was completed after the goods or services were purchased for 1 out of the 12 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 school picture or yearbook 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Spirit Elementary

Comments repeated from prior report

- The fundraising activities report was not adequately completed or was unable to be located for 2 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.

Current year comments

- The bank reconciliations for November 2012, February 2013 and June 2013 did not include the principal's signature. We were unable to determine if the report was reviewed 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.
- 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Spruce Creek 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 Controls 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 2 out of the 20 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The purchase requests were completed after the goods or services were purchased for 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.
- A Report of Tickets Sold was not prepared for admission events that used the Tracks Point of Sale system to track sales and issue individual receipts. A report of tickets sold, which includes a reconciliation of tickets sold to cash collected, is required when selling tickets for admission events.
- A request for School Board acceptance of donations form was not completed for 1 out of the 2 donations tested. An individual gift or donation of \$500 or more requires School Board approval.

Current year comments

- 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 yearbook, school pictures, and graduation pictures contracts were not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- Subsidiary receipts did not include proper supporting documentation for 1 out of the 20 receipts tested. Supporting documentation, such as dollar amounts of cash received, should accompany all official receipts.
- The fundraising activities report was not adequately completed 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.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Sugar Mill 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Sunrise Elementary

Comments repeated from prior report

None noted.

Current year comments

- The purchase request was completed after the goods or services were purchased 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Sweetwater Elementary

Comments repeated from prior report

None noted.

Current year comments

- The fundraising activities report for the Go Take a Hike fundraiser was not approved by the principal. 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.

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

T. Dewitt Taylor Middle-High

Comments repeated from prior report

None noted.

Current year comments

- The bookkeeper collects monies, issues receipts, prepares the bank deposit and enters transactions into the general ledger for nearly all cash receipts and disbursements. Furthermore, only one person is collecting the money, handing out the ticket and collecting tickets for major ticket events. In order to maintain adequate segregation of duties, two individuals should be responsible for the collection of funds and writing individual receipts or collecting tickets.
- The fundraising activities report was not completed for 3 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.
- There was no supporting documentation for monies received for 9 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 receipts.
- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 20 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- Donation money was collected by a donation jar for 2 out of the 7 donations tested. The Volusia County Schools' Internal Accounts Manual specifically prohibits the use of donation jars for fundraiser collections unless specifically approved by the District.
- There was no donor letter for 6 out of the 7 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.
- The prom contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- The bank deposit was not deposited timely for 2 out of the 20 receipts tested. The School Board policy requires that all collections be deposited in the bank within 5 business days after collection.
- 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.
- Purchasing card expenditures were not supported by a purchase request form for 12 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Timbercrest 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Tomoka Elementary

Comments repeated from prior report

None noted.

Current year comments

- Donations with no specific purpose designated by the donor were posted to an account other than the General account for 2 out of the 5 donations tested. Donations with no specific purpose designated by the donor should be deposited into the General account for the benefit of the entire student body. 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 purchase requests were completed after the goods or services were purchased for 2 out of the 10 disbursements tested. The purchase request was not signed by the principal for 1 out of the 10 disbursements tested. In addition, 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 School Board Procurement Services Policy was not followed for the purchase of 31 Epson Brightlink Solo Interactive Modules. 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. In addition, the District was not notified about the purchase of the modules with a cost of \$24,728.12 each. 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 Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Turie T. Small Elementary

Comments repeated from prior report

None noted.

Current year comments

- There was missing supporting documentation for monies received 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 receipts.
- 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 fundraising activities report was not adequately completed for 2 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 fundraising activities report was not signed by the bookkeeper or sponsor. All fundraising activities reports should be signed by the bookkeeper and the sponsor to verify the information in the report.
- The District was not notified about the purchase of the student progress board with a cost of \$1,317.94. 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

University High

Comments repeated from prior report

- 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.

Current year comments

- The ending inventory report for the school store was not prepared properly. The ending inventory report should indicate acquisition data and the number of items on hand as of the end of the fiscal year.

VOLUSIA COUNTY SCHOOLS INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Volusia Pines 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.
- 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.
- A purchasing card expenditure was not supported by a purchase request form for 1 out of the 10 disbursements tested. In addition, a purchase order 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.

VOLUSIA COUNTY SCHOOLS

INTERNAL FUNDS

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Westside Elementary

Comments repeated from prior report

None noted.

Current year comments

- The bank reconciliation and account analysis reports for July 2012 and December 2012 did not include the principal's signature. We were unable to determine if the report was reviewed and approved by the principal.
- The monies collected form was not signed or dated by the bookkeeper for 1 out of the 10 receipts tested. In addition, the monies collected form did not include cash and check amounts for 2 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.
- 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 fundraising activities report was not completed for the school fundraiser. 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 contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- The purchase requests were completed after the goods or services were purchased for 2 out of the 7 disbursements tested. In addition, disbursements were not supported by a purchase request form for 2 out of the 7 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 Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Woodward Avenue 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.