

**Volusia County Schools
Internal Funds**

FINANCIAL STATEMENTS

For the Year Ended June 30, 2014



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**Volusia County Schools
Internal Funds
Table of Contents
For the Year Ended June 30, 2014**

REPORT

Independent Auditor's Report 1

FINANCIAL STATEMENTS

Statement of Fiduciary Assets and Liabilities 3

Notes to Financial Statement 4

Supplemental Schedule of Revenues, Expenditures and Changes in
Internal Accounts Payable by School 6

Exhibit A – Listing of Schools 24

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* 25

Summary of Recommendations for Improvements in Internal Control Over Financial
Reporting and Compliance with Certain Laws and Regulations 27



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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 assets and liabilities of Volusia County Schools' Internal Funds, for those seventy-one schools listed in Exhibit A to the financial statement, as of June 30, 2014, 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, 2014, in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statement presents only the statement of fiduciary assets and liabilities of Volusia County Schools' Internal Funds, for those seventy-one schools listed in Exhibit A, and do not purport to, and do not, present fairly the financial position of the School District of Volusia County, Florida, as of June 30, 2014, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the basic financial statement of Volusia County Schools' Internal Funds taken as a whole. The accompanying supplemental schedule of revenues, expenditures and changes in internal accounts payable by school for the year ended June 30, 2014 is presented for purposes of additional analysis and is not a required part of the basic financial statement. The supplemental schedule of revenues, expenditures and changes in internal accounts payable by school for the year ended June 30, 2014 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 27, 2014, 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 & DeBorja LLC

Orlando, Florida
October 27, 2014

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

June 30, 2014

ASSETS

Cash and cash equivalents	\$ 5,563,125
Accounts receivable	13,898
Inventory	<u>13,543</u>
	<u>\$ 5,590,566</u>

LIABILITIES

Accounts payable	\$ 293,297
Internal accounts payable	<u>5,297,269</u>
	<u>\$ 5,590,566</u>

See accompanying notes to financial statement.

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

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. The accompanying financial statement presents only the Schools' Internal Funds and is not intended to present fairly the financial position and results of operations of the School Board, in conformity with accounting principles generally accepted in the United States of America.

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.

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

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

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 27, 2014, which represents the date the financial statements were issued.

SUPPLEMENTAL SCHEDULES

**Volusia County Schools
Internal Funds
Schedule of Revenues, Expenditures and Changes in
Internal Accounts Payable by School**

For the year ended June 30, 2014

	Atlantic High	Blue Lake Elementary	Campbell Middle	Champion Elementary
Revenue:				
Athletics	\$ 155,426	\$ -	\$ 8,194	\$ -
Music	25,049	-	3,216	-
Classes	77,980	13,507	25,787	14,571
Clubs	17,920	200	8,268	1,816
Departments	3,808	10,769	9,486	11,741
Trust	64,033	9,843	905	3,720
General	61,173	8,386	12,450	7,469
Total Revenue	405,389	42,705	68,306	39,317
Expenditures:				
Athletics	141,532	-	9,486	-
Music	23,440	-	3,512	-
Classes	73,597	13,656	25,725	17,014
Clubs	16,913	214	7,976	1,909
Departments	3,689	8,680	11,999	11,643
Trust	62,399	10,692	43,046	4,577
General	65,546	10,046	15,028	14,769
Total Expenditures	387,116	43,288	116,772	49,912
Excess of revenue over/ (under) expenditures before other financing sources (uses)	18,273	(583)	(48,466)	(10,595)
Other financing sources (uses):				
Intra-Fund Transfers In	7,665	209	965	570
Intra-Fund Transfers Out	(7,665)	(209)	(965)	(570)
	-	-	-	-
Excess of revenue over/ (under) expenditures	18,273	(583)	(48,466)	(10,595)
Internal accounts payable - beginning of year	62,864	20,955	82,095	41,730
Internal accounts payable - end of year	<u>\$ 81,137</u>	<u>\$ 20,372</u>	<u>\$ 33,629</u>	<u>\$ 31,135</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, 2014

	Chisholm Elementary	Citrus Grove Elementary	Coronado Beach Elementary	Creekside Middle
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 8,420
Music	-	-	-	40,435
Classes	4,343	14,780	5,035	168,489
Clubs	9,100	1,240	-	41,734
Departments	13,687	12,785	11,827	22,186
Trust	12,312	10,848	3,129	2,472
General	12,664	25,194	4,330	56,821
Total Revenue	<u>52,106</u>	<u>64,847</u>	<u>24,321</u>	<u>340,557</u>
Expenditures:				
Athletics	-	-	-	7,793
Music	-	-	-	31,927
Classes	7,027	14,927	5,342	173,953
Clubs	8,113	1,137	597	39,983
Departments	12,253	11,050	11,352	22,068
Trust	7,817	10,856	4,798	2,058
General	13,239	27,907	6,406	50,075
Total Expenditures	<u>48,449</u>	<u>65,877</u>	<u>28,495</u>	<u>327,857</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	3,657	(1,030)	(4,174)	12,700
Other financing sources (uses):				
Intra-Fund Transfers In	2,608	954	716	7,397
Intra-Fund Transfers Out	(2,608)	(954)	(716)	(7,397)
	-	-	-	-
Excess of revenue over/ (under) expenditures	3,657	(1,030)	(4,174)	12,700
Internal accounts payable - beginning of year	<u>22,706</u>	<u>17,125</u>	<u>20,698</u>	<u>55,261</u>
Internal accounts payable - end of year	<u>\$ 26,363</u>	<u>\$ 16,095</u>	<u>\$ 16,524</u>	<u>\$ 67,961</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, 2014

	Cypress Creek Elementary	David C. Hinson Middle	Debary Elementary	DeLand High
Revenue:				
Athletics	\$ -	\$ 4,195	\$ -	\$ 315,183
Music	-	12,831	-	119,658
Classes	36,577	76,368	29,767	85,828
Clubs	1,288	7,799	14,007	116,387
Departments	22,835	11,446	18,365	5,962
Trust	32,198	2,667	3,340	24,315
General	58,265	28,606	57,067	169,481
Total Revenue	<u>151,163</u>	<u>143,912</u>	<u>122,546</u>	<u>836,814</u>
Expenditures:				
Athletics	-	2,876	-	320,297
Music	-	12,063	-	108,525
Classes	37,954	76,953	29,290	83,261
Clubs	1,177	6,843	14,193	118,635
Departments	25,323	11,087	17,443	9,041
Trust	35,041	4,394	2,089	37,681
General	61,700	32,238	48,906	185,192
Total Expenditures	<u>161,195</u>	<u>146,454</u>	<u>111,921</u>	<u>862,632</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(10,032)	(2,542)	10,625	(25,818)
Other financing sources (uses):				
Intra-Fund Transfers In	982	1,832	1,575	8,891
Intra-Fund Transfers Out	(982)	(1,832)	(1,575)	(8,891)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(10,032)	(2,542)	10,625	(25,818)
Internal accounts payable - beginning of year	<u>59,524</u>	<u>60,980</u>	<u>35,645</u>	<u>505,211</u>
Internal accounts payable - end of year	<u>\$ 49,492</u>	<u>\$ 58,438</u>	<u>\$ 46,270</u>	<u>\$ 479,393</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, 2014

	DeLand Middle	Deltona High	Deltona Lakes Elementary	Deltona Middle
Revenue:				
Athletics	\$ 7,036	\$ 137,644	\$ -	\$ 7,897
Music	2,217	8,364	-	5,960
Classes	32,344	92,987	23,445	19,824
Clubs	40,734	81,404	2,383	4,767
Departments	13,479	2,796	7,340	21,379
Trust	4,601	26,990	1,706	41
General	40,967	75,816	15,837	23,472
Total Revenue	141,378	426,001	50,711	83,340
Expenditures:				
Athletics	5,402	153,528	-	6,597
Music	2,316	18,819	-	6,439
Classes	30,879	94,634	29,494	25,147
Clubs	35,592	78,769	2,037	6,010
Departments	13,889	6,564	7,028	22,057
Trust	4,113	44,338	2,418	705
General	41,726	92,670	13,920	29,571
Total Expenditures	133,917	489,322	54,897	96,526
Excess of revenue over/ (under) expenditures before other financing sources (uses)	7,461	(63,321)	(4,186)	(13,186)
Other financing sources (uses):				
Intra-Fund Transfers In	296	16,709	4,663	661
Intra-Fund Transfers Out	(296)	(16,709)	(4,663)	(661)
	-	-	-	-
Excess of revenue over/ (under) expenditures	7,461	(63,321)	(4,186)	(13,186)
Internal accounts payable - beginning of year	59,851	247,890	28,515	38,479
Internal accounts payable - end of year	\$ 67,312	\$ 184,569	\$ 24,329	\$ 25,293

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, 2014

	Discovery Elementary	Edgewater Public Elementary	Edith I. Starke Elementary	eLearning East
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-
Classes	21,911	10,655	728	-
Clubs	1,124	2,534	-	-
Departments	10,891	11,079	6,009	-
Trust	12,183	5,675	1,431	-
General	16,340	11,262	6,312	264
Total Revenue	<u>62,449</u>	<u>41,205</u>	<u>14,480</u>	<u>264</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	74	-	-
Classes	23,356	11,787	873	-
Clubs	1,158	3,091	261	-
Departments	11,816	11,791	6,885	-
Trust	7,508	13,557	1,486	-
General	15,825	15,695	7,060	386
Total Expenditures	<u>59,663</u>	<u>55,995</u>	<u>16,565</u>	<u>386</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	2,786	(14,790)	(2,085)	(122)
Other financing sources (uses):				
Intra-Fund Transfers In	2,264	18,484	644	-
Intra-Fund Transfers Out	(2,264)	(18,484)	(644)	-
	-	-	-	-
Excess of revenue over/ (under) expenditures	2,786	(14,790)	(2,085)	(122)
Internal accounts payable - beginning of year	<u>35,909</u>	<u>44,914</u>	<u>12,460</u>	<u>1,741</u>
Internal accounts payable - end of year	<u>\$ 38,695</u>	<u>\$ 30,124</u>	<u>\$ 10,375</u>	<u>\$ 1,619</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, 2014

	eLearning West	Enterprise Elementary	Forest Lake Elementary	Freedom Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	2,376
Classes	-	13,248	27,203	36,571
Clubs	-	1,110	3,223	2,612
Departments	-	7,740	9,637	17,367
Trust	-	1,693	4,294	8,506
General	2,002	25,497	8,513	27,186
Total Revenue	<u>2,002</u>	<u>49,288</u>	<u>52,870</u>	<u>94,618</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	-	-	3,066
Classes	-	13,887	27,029	34,996
Clubs	-	1,137	3,639	1,916
Departments	-	9,008	10,066	13,184
Trust	-	1,697	3,836	5,545
General	1,235	26,749	9,944	21,296
Total Expenditures	<u>1,235</u>	<u>52,478</u>	<u>54,514</u>	<u>80,003</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	767	(3,190)	(1,644)	14,615
Other financing sources (uses):				
Intra-Fund Transfers In	-	1,414	822	460
Intra-Fund Transfers Out	-	(1,414)	(822)	(460)
	-	-	-	-
Excess of revenue over/ (under) expenditures	767	(3,190)	(1,644)	14,615
Internal accounts payable - beginning of year	<u>948</u>	<u>37,318</u>	<u>35,179</u>	<u>21,940</u>
Internal accounts payable - end of year	<u>\$ 1,715</u>	<u>\$ 34,128</u>	<u>\$ 33,535</u>	<u>\$ 36,555</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, 2014

	Friendship Elementary	Galaxy Middle	George W. Marks Elementary	Heritage Middle
Revenue:				
Athletics	\$ -	\$ 5,148	\$ -	\$ 4,988
Music	-	16,850	-	13,927
Classes	6,725	43,667	18,030	99,349
Clubs	982	14,928	1,544	12,458
Departments	10,155	17,368	13,162	31,275
Trust	1,400	93	10,105	15,118
General	2,172	88,033	12,410	34,553
Total Revenue	<u>21,434</u>	<u>186,087</u>	<u>55,251</u>	<u>211,668</u>
Expenditures:				
Athletics	-	2,091	-	5,090
Music	-	18,363	-	15,044
Classes	6,595	42,900	16,520	108,796
Clubs	1,065	13,168	699	11,877
Departments	9,753	17,008	11,001	32,395
Trust	1,393	396	9,169	9,191
General	6,943	84,150	11,227	40,629
Total Expenditures	<u>25,749</u>	<u>178,076</u>	<u>48,616</u>	<u>223,022</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(4,315)	8,011	6,635	(11,354)
Other financing sources (uses):				
Intra-Fund Transfers In	222	3,727	1,356	12,598
Intra-Fund Transfers Out	(222)	(3,727)	(1,356)	(12,598)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(4,315)	8,011	6,635	(11,354)
Internal accounts payable - beginning of year	<u>11,697</u>	<u>38,038</u>	<u>22,733</u>	<u>98,515</u>
Internal accounts payable - end of year	<u>\$ 7,382</u>	<u>\$ 46,049</u>	<u>\$ 29,368</u>	<u>\$ 87,161</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, 2014

	Holly Hill K-8	Horizon Elementary	Indian River Elementary	Louise S. McInnis Elementary
Revenue:				
Athletics	\$ 7,500	\$ -	\$ -	\$ -
Music	1,370	-	844	-
Classes	36,840	17,133	24,567	4,435
Clubs	11,165	-	1,855	-
Departments	5,421	12,566	13,517	11,659
Trust	2,395	16,297	4,959	616
General	10,694	13,135	18,451	2,056
Total Revenue	75,385	59,131	64,193	18,766
Expenditures:				
Athletics	4,672	-	-	-
Music	2,694	-	1,070	-
Classes	39,267	16,642	26,114	4,756
Clubs	12,514	-	1,975	-
Departments	10,694	16,064	13,706	12,462
Trust	1,055	21,298	3,220	689
General	16,748	17,842	20,142	3,604
Total Expenditures	87,644	71,846	66,227	21,511
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(12,259)	(12,715)	(2,034)	(2,745)
Other financing sources (uses):				
Intra-Fund Transfers In	4,935	187	3,521	215
Intra-Fund Transfers Out	(4,935)	(187)	(3,521)	(215)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(12,259)	(12,715)	(2,034)	(2,745)
Internal accounts payable - beginning of year	64,151	61,920	49,396	17,845
Internal accounts payable - end of year	\$ 51,892	\$ 49,205	\$ 47,362	\$ 15,100

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, 2014

	Mainland High	Manatee Cove Elementary	New Smyrna Beach High	New Smyrna Beach Middle
Revenue:				
Athletics	\$ 248,886	\$ -	\$ 173,483	\$ 8,311
Music	137,462	-	26,171	9,364
Classes	99,450	28,188	102,066	142,183
Clubs	48,847	4,054	145,677	35,484
Departments	845	23,339	12,266	25,100
Trust	61,260	1,713	157,550	6,315
General	116,066	18,192	173,335	57,907
Total Revenue	<u>712,816</u>	<u>75,486</u>	<u>790,548</u>	<u>284,664</u>
Expenditures:				
Athletics	308,117	-	223,220	12,572
Music	154,319	-	28,678	11,636
Classes	95,414	29,326	112,330	141,722
Clubs	61,208	5,160	152,745	39,231
Departments	1,071	21,153	13,334	27,778
Trust	50,012	1,811	138,115	6,056
General	117,277	11,903	182,213	72,171
Total Expenditures	<u>787,418</u>	<u>69,353</u>	<u>850,635</u>	<u>311,166</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(74,602)	6,133	(60,087)	(26,502)
Other financing sources (uses):				
Intra-Fund Transfers In	39,139	2,336	24,573	5,683
Intra-Fund Transfers Out	<u>(39,139)</u>	<u>(2,336)</u>	<u>(24,573)</u>	<u>(5,683)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(74,602)	6,133	(60,087)	(26,502)
Internal accounts payable - beginning of year	<u>236,291</u>	<u>18,483</u>	<u>658,558</u>	<u>112,402</u>
Internal accounts payable - end of year	<u>\$ 161,689</u>	<u>\$ 24,616</u>	<u>\$ 598,471</u>	<u>\$ 85,900</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, 2014

	Orange City Elementary	Ormond Beach Elementary	Ormond Beach Middle	Ortona Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ 8,272	\$ -
Music	-	-	21,835	-
Classes	24,867	17,622	87,192	8,096
Clubs	4,076	1,483	3,640	-
Departments	8,456	2,580	28,658	1,661
Trust	6,168	3,712	3,314	3,403
General	13,536	6,005	34,366	9,623
Total Revenue	<u>57,103</u>	<u>31,402</u>	<u>187,277</u>	<u>22,783</u>
Expenditures:				
Athletics	-	-	11,171	-
Music	-	-	18,747	-
Classes	25,909	18,159	86,990	8,255
Clubs	3,643	1,304	3,357	-
Departments	7,435	2,944	25,929	1,978
Trust	4,899	3,965	3,625	3,213
General	11,221	8,591	33,268	8,331
Total Expenditures	<u>53,107</u>	<u>34,963</u>	<u>183,087</u>	<u>21,777</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	3,996	(3,561)	4,190	1,006
Other financing sources (uses):				
Intra-Fund Transfers In	1,685	58	2,326	606
Intra-Fund Transfers Out	<u>(1,685)</u>	<u>(58)</u>	<u>(2,326)</u>	<u>(606)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	3,996	(3,561)	4,190	1,006
Internal accounts payable - beginning of year	<u>11,994</u>	<u>50,816</u>	<u>18,337</u>	<u>21,240</u>
Internal accounts payable - end of year	<u>\$ 15,990</u>	<u>\$ 47,255</u>	<u>\$ 22,527</u>	<u>\$ 22,246</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, 2014

	Osceola Elementary	Osteen Elementary	Palm Terrace Elementary	Pathways Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-
Classes	10,688	21,199	17,622	37,445
Clubs	2,189	284	1,500	4,011
Departments	8,038	12,386	5,387	16,552
Trust	533	7,095	1,754	20,163
General	21,035	10,207	8,945	14,342
Total Revenue	<u>42,483</u>	<u>51,171</u>	<u>35,208</u>	<u>92,513</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	-	-	-
Classes	10,297	20,859	19,276	38,125
Clubs	3,460	294	739	5,273
Departments	4,482	12,932	4,748	17,043
Trust	1,552	4,930	2,876	20,971
General	25,185	11,276	17,139	19,774
Total Expenditures	<u>44,976</u>	<u>50,291</u>	<u>44,778</u>	<u>101,186</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(2,493)	880	(9,570)	(8,673)
Other financing sources (uses):				
Intra-Fund Transfers In	350	1,250	-	1,271
Intra-Fund Transfers Out	(350)	(1,250)	-	(1,271)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(2,493)	880	(9,570)	(8,673)
Internal accounts payable - beginning of year	<u>50,031</u>	<u>9,738</u>	<u>46,997</u>	<u>38,888</u>
Internal accounts payable - end of year	<u>\$ 47,538</u>	<u>\$ 10,618</u>	<u>\$ 37,427</u>	<u>\$ 30,215</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, 2014

	Pierson Elementary	Pine Ridge High	Pine Trail Elementary	Port Orange Elementary
Revenue:				
Athletics	\$ -	\$ 101,369	\$ -	\$ -
Music	-	67,977	-	-
Classes	23,875	42,622	37,708	22,993
Clubs	335	90,552	619	1,204
Departments	8,115	7,070	15,893	10,644
Trust	1,568	26,199	16,011	7,554
General	24,494	60,008	35,177	16,000
Total Revenue	<u>58,387</u>	<u>395,797</u>	<u>105,408</u>	<u>58,395</u>
Expenditures:				
Athletics	-	112,552	-	-
Music	-	71,188	85	-
Classes	22,532	45,077	34,266	23,479
Clubs	572	89,631	1,273	1,004
Departments	9,001	7,180	17,151	12,394
Trust	1,961	27,529	17,052	7,102
General	29,642	54,980	42,237	13,368
Total Expenditures	<u>63,708</u>	<u>408,137</u>	<u>112,064</u>	<u>57,347</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(5,321)	(12,340)	(6,656)	1,048
Other financing sources (uses):				
Intra-Fund Transfers In	1,526	15,973	3,317	752
Intra-Fund Transfers Out	<u>(1,526)</u>	<u>(15,973)</u>	<u>(3,317)</u>	<u>(752)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(5,321)	(12,340)	(6,656)	1,048
Internal accounts payable - beginning of year	<u>44,725</u>	<u>115,243</u>	<u>50,165</u>	<u>21,716</u>
Internal accounts payable - end of year	<u>\$ 39,404</u>	<u>\$ 102,903</u>	<u>\$ 43,509</u>	<u>\$ 22,764</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, 2014

	Pride Elementary	R.J. Longstreet Elementary	Read- Pattillo Elementary	River Springs Middle
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 6,633
Music	-	-	-	14,301
Classes	17,121	24,649	7,040	57,986
Clubs	2,123	1,212	-	10,321
Departments	9,885	17,159	9,017	21,736
Trust	1,300	14,092	2,593	3,151
General	36,921	14,926	20,085	89,861
Total Revenue	<u>67,350</u>	<u>72,038</u>	<u>38,735</u>	<u>203,989</u>
Expenditures:				
Athletics	-	-	-	7,244
Music	-	-	-	10,101
Classes	16,545	20,504	10,347	57,832
Clubs	1,637	1,266	-	8,668
Departments	11,309	16,496	10,459	24,050
Trust	1,698	16,095	3,118	3,134
General	40,882	14,777	12,164	88,310
Total Expenditures	<u>72,071</u>	<u>69,138</u>	<u>36,088</u>	<u>199,339</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(4,721)	2,900	2,647	4,650
Other financing sources (uses):				
Intra-Fund Transfers In	1,981	610	264	423
Intra-Fund Transfers Out	(1,981)	(610)	(264)	(423)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(4,721)	2,900	2,647	4,650
Internal accounts payable - beginning of year	<u>22,447</u>	<u>60,983</u>	<u>29,219</u>	<u>61,175</u>
Internal accounts payable - end of year	<u>\$ 17,726</u>	<u>\$ 63,883</u>	<u>\$ 31,866</u>	<u>\$ 65,825</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, 2014

	Riverview Learning Center	Seabreeze High	Silver Sands Middle	South Daytona Elementary
Revenue:				
Athletics	\$ -	\$ 267,018	\$ 7,863	\$ -
Music	-	16,215	25,400	-
Classes	-	67,053	104,616	13,276
Clubs	-	43,870	6,325	680
Departments	-	2,776	43,455	4,643
Trust	1,475	68,847	3,417	6,829
General	728	126,153	34,336	14,343
Total Revenue	<u>2,203</u>	<u>591,932</u>	<u>225,412</u>	<u>39,771</u>
Expenditures:				
Athletics	-	279,598	7,648	-
Music	-	16,915	27,147	-
Classes	79	72,714	116,696	14,906
Clubs	-	41,828	7,581	2,216
Departments	-	1,956	32,820	43,267
Trust	1,510	73,050	3,889	1,499
General	3,570	104,919	55,872	23,524
Total Expenditures	<u>5,159</u>	<u>590,980</u>	<u>251,653</u>	<u>85,412</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(2,956)	952	(26,241)	(45,641)
Other financing sources (uses):				
Intra-Fund Transfers In	-	3,331	9,292	3,977
Intra-Fund Transfers Out	-	(3,331)	(9,292)	(3,977)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(2,956)	952	(26,241)	(45,641)
Internal accounts payable - beginning of year	<u>74,326</u>	<u>445,143</u>	<u>94,351</u>	<u>85,687</u>
Internal accounts payable - end of year	<u>\$ 71,370</u>	<u>\$ 446,095</u>	<u>\$ 68,110</u>	<u>\$ 40,046</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, 2014

	Southwestern Middle	Spirit Elementary	Spruce Creek Elementary	Spruce Creek High
Revenue:				
Athletics	\$ 3,559	\$ -	\$ -	\$ 414,950
Music	5,755	-	-	12,201
Classes	48,915	33,651	10,107	325,819
Clubs	5,292	3,580	1,080	77,127
Departments	8,497	10,350	10,174	19,929
Trust	3,484	2,430	6,693	86,350
General	27,836	12,291	35,050	246,208
Total Revenue	103,338	62,302	63,104	1,182,584
Expenditures:				
Athletics	4,285	-	-	416,262
Music	6,314	-	-	14,712
Classes	49,876	33,348	12,832	310,828
Clubs	5,925	4,054	1,719	73,370
Departments	9,572	8,874	9,360	24,982
Trust	2,906	2,387	6,174	92,463
General	32,901	41,532	39,960	227,449
Total Expenditures	111,779	90,195	70,045	1,160,066
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(8,441)	(27,893)	(6,941)	22,518
Other financing sources (uses):				
Intra-Fund Transfers In	470	7,428	469	12,051
Intra-Fund Transfers Out	(470)	(7,428)	(469)	(12,051)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(8,441)	(27,893)	(6,941)	22,518
Internal accounts payable - beginning of year	37,930	74,995	36,057	337,727
Internal accounts payable - end of year	\$ 29,489	\$ 47,102	\$ 29,116	\$ 360,245

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, 2014

	Sugar Mill Elementary	Sunrise Elementary	Sweetwater Elementary	T. Dewitt Taylor Middle-High
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 116,469
Music	-	-	-	610
Classes	11,887	16,145	29,316	12,098
Clubs	2,465	3,011	2,535	34,357
Departments	13,869	8,464	27,404	15,636
Trust	3,285	5,475	66,968	38,619
General	17,499	25,370	39,988	56,736
Total Revenue	<u>49,005</u>	<u>58,465</u>	<u>166,211</u>	<u>274,525</u>
Expenditures:				
Athletics	-	-	-	105,008
Music	-	-	-	509
Classes	12,184	15,245	32,162	13,046
Clubs	2,628	3,153	2,599	34,834
Departments	11,638	9,125	26,880	15,687
Trust	4,023	6,286	65,094	29,419
General	18,714	25,112	54,792	56,230
Total Expenditures	<u>49,187</u>	<u>58,921</u>	<u>181,527</u>	<u>254,733</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(182)	(456)	(15,316)	19,792
Other financing sources (uses):				
Intra-Fund Transfers In	448	1,800	3,249	1,721
Intra-Fund Transfers Out	(448)	(1,800)	(3,249)	(1,721)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(182)	(456)	(15,316)	19,792
Internal accounts payable - beginning of year	<u>12,686</u>	<u>96,355</u>	<u>64,699</u>	<u>154,023</u>
Internal accounts payable - end of year	<u>\$ 12,504</u>	<u>\$ 95,899</u>	<u>\$ 49,383</u>	<u>\$ 173,815</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, 2014

	Timbercrest Elementary	Tomoka Elementary	Turie T. Small Elementary	University High
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 168,716
Music	-	-	-	16,771
Classes	28,825	20,268	4,235	126,103
Clubs	3,866	1,275	-	101,189
Departments	14,474	14,128	7,092	29,437
Trust	17,180	54,124	12,679	64,594
General	37,461	21,491	10,994	149,453
Total Revenue	<u>101,806</u>	<u>111,286</u>	<u>35,000</u>	<u>656,263</u>
Expenditures:				
Athletics	-	-	-	182,889
Music	-	-	-	14,145
Classes	33,133	21,303	4,510	119,013
Clubs	3,633	832	-	98,964
Departments	14,388	10,127	5,310	34,817
Trust	18,084	38,725	12,325	60,129
General	34,465	31,263	19,713	117,822
Total Expenditures	<u>103,703</u>	<u>102,250</u>	<u>41,858</u>	<u>627,779</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(1,897)	9,036	(6,858)	28,484
Other financing sources (uses):				
Intra-Fund Transfers In	149	796	805	14,177
Intra-Fund Transfers Out	(149)	(796)	(805)	(14,177)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(1,897)	9,036	(6,858)	28,484
Internal accounts payable - beginning of year	<u>34,780</u>	<u>82,683</u>	<u>32,793</u>	<u>209,105</u>
Internal accounts payable - end of year	<u>\$ 32,883</u>	<u>\$ 91,719</u>	<u>\$ 25,935</u>	<u>\$ 237,589</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, 2014

	Volusia Pines Elementary	Westside Elementary	Woodward Avenue Elementary	Totals
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 2,187,160
Music	-	-	-	607,159
Classes	10,547	3,005	19,827	2,798,999
Clubs	6,387	150	3,768	1,057,150
Departments	12,305	2,804	15,219	883,180
Trust	1,727	3,394	4,265	1,085,168
General	11,603	137,272	7,529	2,730,250
Total Revenue	<u>42,569</u>	<u>146,625</u>	<u>50,608</u>	<u>11,349,066</u>
Expenditures:				
Athletics	-	-	-	2,329,930
Music	-	-	-	621,848
Classes	7,481	3,232	18,506	2,840,709
Clubs	6,579	264	3,632	1,066,874
Departments	11,917	2,639	18,177	931,402
Trust	3,166	3,930	6,922	1,108,757
General	11,115	97,499	12,445	2,832,020
Total Expenditures	<u>40,258</u>	<u>107,564</u>	<u>59,682</u>	<u>11,731,540</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	2,311	39,061	(9,074)	(382,474)
Other financing sources (uses):				
Intra-Fund Transfers In	1,211	-	-	273,039
Intra-Fund Transfers Out	(1,211)	-	-	(273,039)
	-	-	-	-
Excess of revenue over/ (under) expenditures	2,311	39,061	(9,074)	(382,474)
Internal accounts payable - beginning of year	<u>37,931</u>	<u>140,244</u>	<u>34,547</u>	<u>5,679,743</u>
Internal accounts payable - end of year	<u>\$ 40,242</u>	<u>\$ 179,305</u>	<u>\$ 25,473</u>	<u>\$ 5,297,269</u>

See independent auditor's report.

Volusia County Schools
Internal Funds
Schedule of Revenues, Expenditures and Changes in
Internal Accounts Payable by School

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

**INDEPENDENT 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, 2014, and have issued our report thereon dated October 27, 2014.

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 27, 2014.

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 & D'Neeney LLC

Orlando, Florida
October 27, 2014

Volusia County Schools
Internal Funds

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

Atlantic High

Comments repeated from prior report

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

Current year comment

- The fund raising activities report for the candy sale was not signed by the sponsor. All fund raising activities reports should be signed by the bookkeeper and the sponsor to verify the information in the report.

Volusia County Schools
Internal Funds

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

Blue Lake Elementary

Comments repeated from prior report

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 fund raising activities report was not completed for 1 out of the 2 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- Proceeds from the candy sale were posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.
- The journal entry proof sheet could not be located for transfer number 8088 for a NSF check for \$22.31. All journal entry proof sheets should be retained in the accounting records.

Volusia County Schools
Internal Funds

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

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 5 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The bank deposit was not deposited timely for 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.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Champion Elementary

Comments repeated from prior report

None noted.

Current year comments

- 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 monies collected form was not completed for 2 out of the 10 receipts tested. Supporting documentation such as a monies collected form should accompany all receipts. Without a monies collected form, we were unable to verify monies collected from outside the main office were turned in to the school bookkeeper by the following day.

Volusia County Schools
Internal Funds

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

Chisholm Elementary

Comments repeated from prior report

None noted.

Current year comments

- The 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 Control Over
Financial Reporting and Compliance with Certain Laws and Regulations**

Citrus Grove 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.
- 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.
- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 2 out of the 10 receipts tested.
- The book fair contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.

Volusia County Schools
Internal Funds

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

Coronado Beach Elementary

Comments repeated from prior report

- The book fair contract, which was completed electronically, was not accompanied by documentation of pre-approval by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- There was no donor letter for 1 out of the 1 donations tested. Supporting documentation, such as a donation letter, should accompany all donations.

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 purchase requests were not signed or dated by the principal for 2 out of the 10 disbursements tested. In addition, the purchase request was not dated by the principal for 8 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Volusia County Schools
Internal Funds

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

Creekside Middle

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Cypress Creek Elementary

Comments repeated from prior report

None noted.

Current year comments

- The purchase requests were not signed by the principal for 4 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Volusia County Schools
Internal Funds

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

David C. Hinson Middle

Comments repeated from prior report

None noted.

Current year comments

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 1 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The purchase requests were signed by the principal 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 Control Over
Financial Reporting and Compliance with Certain Laws and Regulations**

DeBary Elementary

Comments repeated from prior report

None noted.

Current year comments

- 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.

Volusia County Schools
Internal Funds

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

DeLand High

Comments repeated from prior report

- The School Board Procurement Services Policy was not followed for the Prom venue. 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.

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 25 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The purchase request forms were not signed by the principal for 4 out of the 6 purchasing card disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Volusia County Schools
Internal Funds

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

DeLand Middle

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Deltona High

Comments repeated from prior report

None noted.

Current year comments

- The purchase request was 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.
- There was no donor letter or subsidiary receipt for monies received for 1 out of the 3 donations tested. Supporting documentation, such as a remittance advice, a subsidiary receipt or a donation letter, should accompany all donations.
- The ticket inventory report for athletic tickets was not completed properly and not reconciled by the bookkeeper at year-end. In addition, unused tickets were not returned to the bookkeeper at year-end and are being utilized for events in the subsequent year. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year. The bookkeeper should retain possession of all unsold tickets, logs, and applicable reports for the annual audit.

Volusia County Schools
Internal Funds

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

Deltona Lakes Elementary

Comments repeated from prior report

- The purchase requests were completed after the goods or services were purchased for 4 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 3 out of the 10 receipts tested.
- The subsidiary receipt log was not completed properly and did not include the date issued, the sponsor's name, the first and last receipt numbers used, the sponsor's signature or a statement from the sponsor that the receipt book should be returned at the end of the year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- There was no inventory report for the pre-numbered tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.

Volusia County Schools
Internal Funds

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

Deltona Middle

Comments repeated from prior report

- The fund raising activities report for the Winter Dance and Hispanic Happenings fundraisers were not signed by the sponsor. All fund raising activities reports should be signed by the bookkeeper and the sponsor to verify the information in the report.
- A report of tickets sold for the Winter Dance and Hispanic Happenings events were not signed by the sponsor. 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

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

Volusia County Schools
Internal Funds

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

Discovery Elementary

Comments repeated from prior report

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

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 2 out of the 10 receipts tested.

Volusia County Schools
Internal Funds

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

Edgewater Public Elementary

Comments repeated from prior report

- 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 book fair contract was signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.

Current year comments

- Official receipts did not include proper supporting documentation for 3 out of the 10 receipts tested. Supporting documentation such as a detailed monies collected form, should accompany all official receipts.
- There was no donor letter for 1 out of the 3 donations tested. Supporting documentation, such as a donation letter, should accompany all donations.
- Section D of the fund raising activities report was not completed for the 4th grade bus fundraiser. In addition, the fund raising activities report was not signed by the bookkeeper. A fund raising activities report should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report. All fundraising activities reports should be signed by the bookkeeper or the sponsor to verify the information in the report.

Volusia County Schools
Internal Funds

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

Edith I. Starke Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

eLearning East

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

eLearning West

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Enterprise Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Forest Lake Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Freedom Elementary

Comments repeated from prior report

None noted.

Current year comments

- The journal entry proof sheet for journal entry number 26633 was not signed by the principal. All journal entry proof sheets should be signed by the principal to evidence the principal's approval of the transfer.

Volusia County Schools
Internal Funds

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

Friendship Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Galaxy Middle

Comments repeated from prior report

None noted.

Current year comments

- 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 Control Over
Financial Reporting and Compliance with Certain Laws and Regulations**

George W. Marks Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Heritage Middle

Comments repeated from prior report

- The fund raising activities report was not completed for 3 out of the 3 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school in 3 out of the 15 receipts tested.
- There was no inventory report for the pre-numbered tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.
- 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.

Volusia County Schools
Internal Funds

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

Holly Hill K-8

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 5 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- 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.
- Section B of the fund raising activities report was not completed for 1 out of the 3 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- The report of tickets sold did not include a signature by the sponsor for 1 out of the 3 admission events tested. A report of tickets sold must be completed for each admission event and be signed by the sponsor and the bookkeeper.

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 3 out of the 15 receipts tested.
- There was no inventory report for the pre-numbered tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.
- 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.
- Official receipts did not include proper supporting documentation 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 official receipts.

Volusia County Schools
Internal Funds

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

Holly Hill K-8 (Continued)

Current year comments (Continued)

- Purchase requests were not completed for individual transactions for 3 out of the 3 purchasing card disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- A report of tickets sold was not completed for the 8th grade dinner/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 Control Over
Financial Reporting and Compliance with Certain Laws and Regulations**

Horizon 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 from the principal. In addition, 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 Control Over
Financial Reporting and Compliance with Certain Laws and Regulations**

Indian River 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.
- We could not confirm that the book fair 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 fund raising activities report for the school-wide coupon book fundraiser was not signed by the bookkeeper. All fund raising activities reports should be signed by the bookkeeper and the sponsor to verify the information in the report.
- A check was signed by only the principal for 1 out of the 10 disbursements tested. The principal or an authorized administrator and the bookkeeper are permitted to be authorized check signers. Two persons authorized to sign must manually sign every check.

Volusia County Schools
Internal Funds

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

Louise S. McInnis Elementary

Comments repeated from prior report

None noted.

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 3 out of the 10 receipts tested.
- 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 monies collected form was not dated by the bookkeeper for 6 out of the 10 receipts tested. The monies collected form should be signed and dated by the bookkeeper to provide an accurate audit trail.
- There was no 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.
- There was no donor letter for 1 out of the 2 donations tested. Supporting documentation, such as a donation letter, should accompany all donations.

Volusia County Schools
Internal Funds

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

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 5 out of the 20 receipts tested. All external collections should be turned into the bookkeeper by the following day, regardless of amount.
- A report of tickets sold was not completed for the Winter concert or the Homecoming 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.

Current year comments

- Section B of the fund raising activities report was not completed for the girls' soccer candy fundraiser. A fund raising activities report should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- The fund raising activities report and report of tickets sold were not completed for the race parking fundraiser. The Internal Accounts Procedures Manual, states that a fund raising form and report of tickets sold should be completed when charging to park for events.

Volusia County Schools
Internal Funds

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

Manatee Cove Elementary

Comments repeated from prior report

None noted.

Current year comments

- There was no supporting documentation for monies received for 2 out of the 3 donations tested. Supporting documentation, such as a donation letter, should accompany all donations.

Volusia County Schools
Internal Funds

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

New Smyrna Beach High

Comments repeated from prior report

- The fund raising activities report was not adequately completed for 4 out of the 5 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, all fund raising activities reports should be signed by the bookkeeper and the sponsor to verify the information in the report.
- Reports of tickets sold were not prepared for admission events that sold tickets using the Tracks Point of Sale system. 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 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.

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.
- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 2 out of the 20 receipts tested.
- There was no donor letter for 2 out of the 3 donations tested. Supporting documentation, such as a donation letter, should accompany all donations.
- A report of tickets sold was completed, but not signed for 1 out of the 2 admission events tested. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.

Volusia County Schools
Internal Funds

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

New Smyrna Beach High (Continued)

Current year comments (Continued)

- The purchase requests were completed after the goods or services were purchased for 2 out of the 20 disbursements tested. In addition, the purchase requests were not signed by the principal for 3 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- The disbursement amount approved on the purchase request form for 2 out of the 20 disbursements tested did not agree with the amount of the disbursement. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase. The purchase request form should be updated for any large price changes and must be reapproved by the principal.

Volusia County Schools
Internal Funds

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

New Smyrna Beach Middle

Comments repeated from prior report

- Monies collected from outside 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.
- Official receipts did not include proper supporting documentation, such as details related to cash collected, for 1 out of the 15 receipts tested. Supporting documentation, such as a detailed invoice or commission calculation, should be maintained by the bookkeeper in order to accompany all official receipts.
- There was no 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.
- The purchase request was completed after the goods or services were purchased for 3 out of the 15 disbursements tested. A purchase request should be approved by the principal prior to the purchase.

Current year comments

- The subsidiary receipt log was not completed properly and did not include the date issued, the sponsor's signature or a statement from the sponsor that the receipt book should be returned at the end of the year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.
- The receipts and disbursements report for September 2013 and January 2014 did not include the principal's signature. We were unable to determine if the report was reviewed and approved by the principal.
- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. However, this was identified during the review of purchases using a purchase card and the school has been working with the District Office to resolve the issue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

Volusia County Schools
Internal Funds

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

New Smyrna Beach Middle (Continued)

Current year comments (Continued)

- There was no donor letter for 3 out of the 3 donations tested. Supporting documentation, such as a donation letter, should accompany all donations.
- The book fair contract, which was completed electronically, was not accompanied by documentation of pre-approval from the principal. All contracts are required to be completed and approved by the principal prior to inception.
- The fund raising activities report was not completed for 1 out of the 3 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- The report of tickets sold did not indicate the official receipt numbers for 1 out of the 3 admission events tested. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.

Volusia County Schools
Internal Funds

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

Orange City Elementary

Comments repeated from prior report

- Disbursements were not supported by a purchase request form for 4 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

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 Control Over
Financial Reporting and Compliance with Certain Laws and Regulations**

Ormond Beach Middle

Comments repeated from prior report

- The book fair contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.

Current year comments

- Official receipts did not include proper supporting documentation for 1 out of the 20 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.
- Subsidiary receipt numbers 198715 through 198725 could not be located. All subsidiary receipts, including voided subsidiary receipts, should be retained in the internal account records for auditing purposes.
- The fund raising activities report section B was not completed for 2 out of the 4 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- A report of tickets sold was not signed by the sponsor for 1 out of the 3 admission events tested. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.
- Funds were collected for a basketball game admission event that was held during school hours. Fund raising activities for which students are charged an admission during school hours is prohibited by the rules of the Florida Department of Education.
- The journal entry proof sheets could not be located for transfer number 26469 and transfer number 28991. All journal entry proof sheets should be retained in the accounting records.
- The fund raising activities report was not completed for 1 out of the 4 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

Volusia County Schools
Internal Funds

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

Ortona Elementary

Comments repeated from prior report

None noted.

Current year comment

- 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 journal entry proof sheet could not be located for transfer number 25465. All journal entry proof sheets should be retained in the accounting records.

Volusia County Schools
Internal Funds

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

Osceola Elementary

Comments repeated from prior report

- The fund raising activities report for the safety patrol fundraiser was not signed by the bookkeeper. All fund raising activities reports should be signed by the bookkeeper and the sponsor to verify the information in the report.
- Disbursements were not supported by a purchase request form for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- 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 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.

Volusia County Schools
Internal Funds

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

Osteen Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Palm Terrace Elementary

Comments repeated from prior report

- Purchasing card expenditures were not supported by a purchase request form for 1 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- A report of tickets sold was not completed for the race parking event. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.
- 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.

Current year comments

- Receipt number 351 could not be located. All receipts and supporting documentation should be retained in the internal account records for auditing purposes.
- 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.
- Check number 4237 could not be located. All checks and supporting documentation should be retained in the internal account records for auditing purposes.

Volusia County Schools
Internal Funds

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

Pathways Elementary

Comments repeated from prior report

None noted.

Current year comments

- The fund raising activities report was not completed for the Mother's Day Cake fund raising activity tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

Volusia County Schools
Internal Funds

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

Pierson Elementary

Comments repeated from prior report

None noted.

Current year comments

- The fund raising activities report was not completed for 1 out of the 3 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- 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.
- The purchase requests were not signed by the principal for 3 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Volusia County Schools
Internal Funds

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

Pine Ridge High

Comments repeated from prior report

- Transfer numbers 34977 through 34982, 34985, and 34986 totaling \$12,850.45 were improper transfers made to cover a deficit balance in the Athletics – Pay to Play account from several accounts including the General, Picture Commissions, Interest/Service Fees, Coca Cola Commission, Vending – Student, Student Parking, Facility Usage, and Student Locker fees accounts. All expenditures from the General accounts should be for the benefit of the entire student body. Florida Department of Education Rules and School Board policy DIB prohibit deficit spending except for items for resale.

Current year comments

- The report of tickets sold did not indicate the numerical sequence of tickets sold for 1 out of the 4 admission events tested. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper. In addition, there was no inventory report for the Dance tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.
- A signature stamp is being used to document the principal's approval on purchase requests, check requisitions and fund raising activities reports. Original signatures should be present to indicate approval by the principal.

Volusia County Schools
Internal Funds

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

Pine Trail Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Port Orange Elementary

Comments 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

- 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.

Volusia County Schools
Internal Funds

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

Pride Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

R.J. Longstreet Elementary

Comments repeated from prior report

- The fall 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.

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 5 out of the 10 receipts tested.
- There was no donor letter for 1 out of the 2 donations tested. Supporting documentation, such as a donation letter, should accompany all donations.
- Official receipts did not include proper supporting documentation for 2 out of the 10 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.

Volusia County Schools
Internal Funds

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

Read-Pattillo Elementary

Comments repeated from prior report

None noted.

Current year comments

- Official receipts did not include proper supporting documentation for 1 out of the 10 receipts tested. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.
- 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 contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- A check was only signed by the bookkeeper for 2 out of the 10 disbursements tested. The principal or an authorized administrator and the bookkeeper are permitted to be authorized check signers. Two persons authorized to sign must manually sign every check.
- The journal entry proof sheets could not be located for transfer numbers 33528, 33529, and 33533. All journal entry proof sheets should be retained in the accounting records.

Volusia County Schools
Internal Funds

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

River Springs Middle

Comments repeated from prior report

None noted.

Current year comments

- The purchase request was not dated by the principal for 1 out of the 15 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.
- Pre-numbered tickets were not issued for admission charges for the 8th grade dance or the basketball games. The Internal Accounts Procedures Manual states that pre-numbered tickets must be sold at school sponsored events if admission is charged.

Volusia County Schools
Internal Funds

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

Riverview Learning Center

Comments repeated from prior report

None noted.

Current year comments

- The bank deposit was not deposited timely for 1 out of the 6 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 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.
- Cancelled checks or images of cancelled checks were not provided for 7 of the 10 checks selected for testing. Accordingly, authorized signatories could not be verified for these disbursements.

Volusia County Schools
Internal Funds

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

Seabreeze High

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 2 out of the 20 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The fund raising activities report was not completed for 1 out of the 3 fund raising activities tested. Additionally, section D of the fund raising activities report was not completed for 1 out of the 3 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.

Current year comments

- A check was only signed by one authorized signer for 1 out of the 20 disbursements tested. The principal or an authorized administrator and the bookkeeper are permitted to be authorized check signers. Two persons authorized to sign must manually sign every check.
- There was no inventory log for the pre-numbered tickets for 3 out of the 4 admission events tested. All tickets must be accounted for on a ticket inventory log and inventoried by the bookkeeper at the end of the year.

Volusia County Schools
Internal Funds

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

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 2 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- The report of tickets sold did not indicate the official receipt numbers for 2 out of the 3 receipts tested. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

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 Control Over
Financial Reporting and Compliance with Certain Laws and Regulations**

Southwestern Middle

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 4 out of the 15 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- There was no 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.

Current year comments

- There was no donor letter or subsidiary receipt for monies received for 2 out of the 3 donations tested. Supporting documentation, such as a remittance advice, a subsidiary receipt or a donation letter, should accompany all donations.
- 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.

Volusia County Schools
Internal Funds

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

Spirit Elementary

Comments repeated from prior report

- 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.

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 fund raising activities report was not completed for 1 out of the 2 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- The bookkeeper did not have a written and signed statement for a lost receipt book. In the event that a receipt book is lost, the faculty, staff or sponsor must write, sign and date a statement indicating that the book has been lost, and that all monies collected have been turned in to the bookkeeper. This statement must include the beginning and ending receipt numbers from the lost book. The statement should be filed with the bookkeeper.

Volusia County Schools
Internal Funds

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

Spruce Creek 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 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.
- Receipts received for a restricted purpose were not deposited into a trust account for 1 out of the 10 receipts tested. All funds collected for a specific, restricted purpose should be reported in a trust fund account and shall be expended only for the purpose for which the funds were collected.

Volusia County Schools
Internal Funds

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

Spruce Creek High

Comments repeated from prior report

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for 3 out of the 20 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 prepared for admission events that used the Tracks Point of Sale system to track sales and issue individual receipts. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.
- A request for School Board acceptance of donations form was not completed for 1 out of the 3 donations over \$500 tested. An individual gift or donation of \$500 or more requires School Board approval.
- The fund raising activities report was not completed in its entirety for 2 out of the 3 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, sales information should be listed on this report.

Current year comments

- The District was not notified about the purchase of a Yamaha keyboard or a gel drying system with a cost of \$1,190 and \$1,358, respectively. The District Office must be notified about all capital expenditures of \$750 or more.

Volusia County Schools
Internal Funds

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

Sugar Mill Elementary

Comments repeated from prior report

None noted.

Current year comment

- Disbursements were not supported by a purchase request form for 4 out of the 10 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Volusia County Schools
Internal Funds

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

Sunrise Elementary

Comments repeated from prior report

None noted.

Current year comments

- There was no inventory report for the pre-numbered tickets. All tickets must be accounted for on a ticket inventory report and inventoried by the bookkeeper at the end of the year.

Volusia County Schools
Internal Funds

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

Sweetwater 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.

Volusia County Schools
Internal Funds

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

T. Dewitt Taylor Middle-High

Comments repeated from prior report

- The bookkeeper collects monies, issues receipts, prepares the bank deposit and enters transactions into the general ledger for nearly all cash receipts 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 fund raising activities report was not completed for 1 out of the 3 fund raising activities tested. A fund raising activities form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, the sales information should be listed on this report.
- 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.
- Disbursements were not supported by a purchase request form for 6 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

- Improper expenditures were made from the General account for select students. All expenditures from the General account should be for the benefit of the entire student body.
- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school in for 1 out of the 20 receipts tested.
- The purchase requests were completed after the goods or services were purchased for 3 out of the 20 disbursements tested. In addition, the purchase requests were not signed by the principal for 2 out of the 20 disbursements tested. A purchase request form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

**Volusia County Schools
Internal Funds**

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

T. Dewitt Taylor Middle-High (Continued)

Current year comments (Continued)

- The disbursement amount approved on the purchase request form for 5 out of the 20 disbursements tested did not agree with the amount of the disbursement. The purchase request form should be updated for any large price changes and must be reapproved by the principal.
- One official receipt was issued from the accounting system for collections from multiple sources for 7 out of the 20 receipts tested. A separate official receipt should be issued for each monies collected form according to its origin identified on source documents.
- An official receipt was issued more than one month after the funds were placed in the safe. Collections should be recorded in the accounting system in a timely manner.
- The amount on the monies collected form did not agree with the respective subsidiary receipts for 5 out of the 20 receipts tested. Amounts reported on the subsidiary receipt should agree to or be reconciled with the supporting documentation to provide an accurate audit trail.
- A report of tickets sold was not completed for Prom. A report of tickets sold indicating the numerical sequence of tickets sold and the official receipt number must be completed for each admission event and be signed by the sponsor and the bookkeeper.

Volusia County Schools
Internal Funds

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

Timbercrest Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Tomoka 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 from the principal. All contracts are required to be completed and approved by the principal prior to inception.

Volusia County Schools
Internal Funds

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

Turie T. Small 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 2 out of the 10 receipts tested. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

University High

Comments repeated from prior report

None noted.

Current year comments

None noted.

Volusia County Schools
Internal Funds

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

Volusia Pines Elementary

Comments repeated from prior report

None noted.

Current year comments

- 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.

Volusia County Schools
Internal Funds

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

Westside Elementary

Comments repeated from prior report

- The monies collected form was not signed or dated by the bookkeeper for 1 out of the 10 receipts tested. The monies collected form should be filled out completely and be signed and dated by the bookkeeper to provide an accurate audit trail.
- 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.
- Disbursements were not supported by a purchase request form 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.

Current year comments

- 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, or a subsidiary receipt, should accompany all receipts.
- The book fair contracts were not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- There was no subsidiary receipt log prepared during the year. Subsidiary receipt logs should include complete information in order to properly account for each subsidiary receipt.

Volusia County Schools
Internal Funds

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

Woodward Avenue Elementary

Comments repeated from prior report

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

Current year comments

- A check log is not utilized by the school for recording checks received in the mail. In order to maintain an adequate segregation of duties, someone other than the bookkeeper should open the mail and record any checks received in a check log. Without the check log, we were unable to confirm the actual date monies were received by the school for 2 out of the 20 receipts tested.