

PROJECT # 2002-10

**SCHOOL DISTRICT OF ESCAMBIA COUNTY
INTERNAL AUDITING DEPARTMENT**



REVIEW OF

**PINE FOREST HIGH SCHOOL
QUARTERBACK CLUB**

DATED: NOVEMBER 7, 2001

**SCHOOL DISTRICT OF ESCAMBIA COUNTY
INTERNAL AUDITING DEPARTMENT**

**AUDIT OF
PINE FOREST HIGH SCHOOL
QUARTERBACK CLUB**

PROJECT # 2002-10


Accepted By Audit Planning and Review Committee:

November 6, 2001

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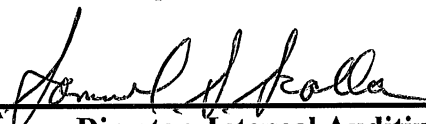
November 7, 2001

Field Work Conducted By :



Auditor

Report Issued By:



Director, Internal Auditing

**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
PINE FOREST HIGH SCHOOL QUARTERBACK CLUB**

AUDIT REPORT

Background

Booster clubs are not part of the School District of Escambia County, but are separate and distinct entities. As such, the District exercises no direct authority over them. However, these organizations operate in the name of our schools, use school facilities and resources, operate for the benefit of our students, and solicit contributions from the general public in the name of our schools. For these reasons, the District has a fiduciary responsibility to the public and the students we serve to ensure sound financial management of these organizations through monitoring and periodic examinations of financial activities.

Scope and Objectives

We have conducted an audit of the Pine Forest High School Quarterback Club for the fiscal year ended April 30, 2001. This audit was conducted at the request of the school principal. We performed our audit for the purpose of issuing an opinion on the financial statements of the Pine Forest High School Quarterback Club. In addition, our audit was designed to assess internal controls governing the financial operations of the quarterback club.

Conclusions

The club did not maintain adequate accounting records. In addition, many of the expenditures were unsubstantiated and there was no documentation to support the nature and source of funds deposited into the club's checking account. Dual controls over collections were not evident and bank reconciliations were not performed. In addition, the president and treasurer of the club, both authorized to sign on the account of the club, were related.

The lack of appropriate accounting records and supporting documentation precludes our evaluation of the propriety of expenditures or accountability for the funds of this organization. In addition, we are unable to issue an opinion on the financial statements of the Pine Forest Quarterback Club. The lack of procedural controls and documentation related to these funds and our observations are cause for concern. We have met with the principal of Pine Forest High School and the officers and directors of the quarterback club to discuss the specific findings and observations made during the course of our work.