



*"Making a Positive Difference"*

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## Memorandum

TO: Dan Busse, Principal  
George Stone Technical Center

FROM: David J. Bryant, Director  
Office of Internal Auditing

DATE: April 7, 2010

SUBJECT: George Stone Technical Center (GSTC)  
Welding Technology Program Review Follow-Up

The purpose of this memo is to document the results of our recent follow-up of our comments noted in the 2008-2009 review of the GSTC Welding Technology Program.

**Overall, it appears your school has implemented all of our recommendations and has corrected the items noted.**

The specific items previously noted, along with our follow-up results are listed below:

- A. A complete understanding of the policies and procedures surrounding the GSTC Welding Technology Program does not exist.

*It appears the appropriate staff has an understanding of the District's policies and procedures applicable to George Stone Welding Technology Program.*

- B. Funds are collected by the instructor.

*The Escambia County Road Prison (Road Prison) personnel collect payment instead of the instructor.*

- C. There is no evidence of student assigned to job.

*The student assigned to a job was listed on the Training Job Order.*

- D. There is no evidence of service performed by students.

*The work performed by the student was listed on the Training Job Order.*

- E. Established price list for services does not exist.

*A price list for welding services was not available for examination. However, there was evidence a minimum fee was established.*

F. Donations are tied to Training Job Orders.

*Donations for services are no longer accepted.*

G. Oversight over selling of scrap metal does not exist.

*Two persons are present when scrap metal is taken to the scrap yard. The Road Prison personnel assist in this process.*

H. Scrap metal sales belonging to George Stone are commingled with instructor's personal account.

*The scrap metal vendor established a separate account for George Stone Welding/George Stone Technical Center.*

I. Equipment checked out was not returned timely.

*The welding instructor at the Road Prison site stated equipment is no longer allowed to be checked out.*

J. An inventory system or log does not exist.

*An inventory logbook was created. This logbook lists inventory items as they are made, the sales price, and the date the item is sold.*

Some of the items listed above are no longer relevant. At the beginning of January 2010, there was a change in welding instructors at the Road Prison site. The welding program was changed to include only instructional activity at that site. Training Job Orders are not necessary as welding services are no longer performed.

During our follow-up, we had the opportunity to speak with Road Prison personnel. They expressed their willingness to assist George Stone in any way possible. They felt the recommendations were useful and have implemented many of them in their own areas at the Road Prison Camp.

Thank you for your and your staff's cooperation. If you have any questions or need further assistance, please feel free to contact me.

DJB/mak

c:     Audit Committee  
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       Norm Ross, Deputy Superintendent  
       Paul Fetsko, Assistant Superintendent of Curriculum & Instruction  
       Carl Leiterman, Director – Workforce Education