



West Florida High School of Advanced Technology  
*Audit of School Internal Accounts  
For the Year Ended June 30, 2016*

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Office of Internal Auditing  
October 2016

**David J. Bryant, CPA, CIA, CFE, CGFM, CRMA**  
*Director – Internal Auditing*

Audit Team:  
**Brad Mostert, CFE**  
*Senior Auditor*

**Stewart Parnell**  
*Audit Intern*

## Preface

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The Office of Internal Auditing serves to improve the fiscal accountability and enhance the public's perception of the management and operations of the Escambia County School District. This engagement strives to meet those objectives.

Audits, reviews, and other engagements are determined through a District-wide risk assessment process, and are incorporated into the annual work plan of the Office of Internal Auditing, as approved by the Audit Committee. Other assignments are also undertaken at the request of District management.

This engagement was conducted with the full cooperation of the West Florida High School of Advanced Technology staff and other District personnel.

Any recommendations included in this engagement are designed to improve operations and serve as the basis for informed discussions related to policies and procedures.

This engagement was conducted in accordance with the International Standards for Professional Practice of Internal Auditing, as promulgated by the Institute of Internal Auditors.

We thank the principals, assistant principals, bookkeepers, secretaries, and various support personnel throughout the District for their cooperation and commitment.



Office of Internal Auditing  
Escambia County School District  
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Pensacola, Florida 32505

## Executive Summary

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**WFHS received a full audit for the 2015-2016 fiscal year.**

Our office audits the internal accounts of the District's schools annually. The authority to conduct these audits is granted in accordance with Florida State Board of Education Rule 6A-1.087 and the Charter for the Office of Internal Auditing.

These audits are conducted on a rotating basis with a sample of schools receiving "full" audits each year, and the other schools receiving "limited" audits. For each full audit, extensive testing procedures are applied to internal funds accounts. Limited audits include cash procedures and reconciliation to independent bank confirmations. For the 2015-2016 fiscal year, West Florida High School of Advanced Technology (WFHS) received a full audit. This report documents the results of the audit.

During the 2015-2016 fiscal year, the school's Bookkeeper took a position elsewhere in the District, and was replaced. It is because of this administration change that the school is receiving a full audit.

The purpose of our audit was to determine whether the financial information reported in the internal accounts reconciles with bank statements and corresponding independent bank confirmations, and to determine compliance of transactions included in those same internal accounts with the governing provisions of Florida Statutes, State Board of Education rules, and policies and procedures of the School Board. We also sought to determine whether any instances of non-compliance were severe enough to render the financial information reported by the school unreliable. We believe our audit provides a reasonable basis for our opinion, findings, and recommendations.

**Three adjusting journal entries were recommended.**

Our audit procedures indicated matters that required adjustment of the school's records. Three adjusting journal entries were necessary:

- To void an improper entry to record the school's CD.
- To correct the improper posting of the Compass rebate.
- To correct the improper handling of the graduating class balance.

These journal entries were processed by the bookkeeper in the following school year.

**Our testing resulted in one audit finding.**

Our testing resulted in one audit finding:

- Internal funds were utilized when budgeted funds were available.

**The school's overall fund balance as of June 30, 2016 was \$135,337.66.**

The overall fund balance reported by the school at June 30, 2016 was \$135,337.66. We have determined that the financial information

**The majority of transactions included in the school’s internal accounts were processed in accordance with applicable policies and procedures.**

reported by the school reconciles with bank statements and independent bank confirmations.

In our opinion, the majority of transactions included in the school’s internal accounts were processed in accordance with all applicable Florida Statutes, State Board of Education rules, and policies and procedures of the School Board.

We have also determined that the instances of non-compliance noted above and elsewhere in this report do not appear to have a material effect and are not severe enough to render the financial information unreliable.

This report contains a recommendation. We will follow up on this recommendation approximately 90 days after the school’s exit conference.

## Background

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Each year, our office audits the District’s schools’ internal accounts. The authority to conduct these audits is granted in accordance with Florida State Board of Education Rule 6A-1.087 and the Charter for the Office of Internal Auditing.

School internal funds are defined in the Internal Funds Policy Manual (the Manual) as “all monies collected and disbursed by school personnel within a school, for the benefit of the school, or a school sponsored activity.” As further explained in the Manual, “School internal funds shall be used to supplement activities approved by the school board when the District budgetary funds are not available or have been exhausted.” More plainly, internal funds include everything from money found on campus to collections from ticket sales for athletic events.

Each year, District schools receive either a “full” audit (including all procedures listed in the Methodology section below), or a “limited” audit, where only certain procedures are performed (such as obtaining third-party confirmation for all cash and investment accounts and reconciliation of bank statements and confirmations). For the 2015-2016 fiscal year, WFHS received a full audit.

**Outside support organizations are not included in this report and are not audited by our office.**

Outside support organizations (school booster clubs and parent teacher associations) affiliated with this school that operate independent of a school’s internal accounts **are not included** in this report and **are not audited** by the Office of Internal Auditing.

WFHS last received a full audit in the 2014-2015 fiscal year. That audit

**The bookkeeper was new to the school during the 2015-2016 fiscal year.**

indicated a matter that rose to the level of an audit finding. An audit finding was issued regarding following proper procedures related to petty cash funds, which was determined to be addressed adequately during a subsequent follow-up audit.

The bookkeeper was new to the school in the 2015-2016 fiscal year. She assumed the position in January 2016.

## Objective

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The purpose of our audit was to determine whether the financial information contained in the internal accounts reconciles with bank statements and corresponding independent bank confirmations, and to determine compliance of transactions included in those same internal accounts with the governing provisions of Florida Statutes, State Board of Education rules, and policies and procedures of the School Board. We also sought to determine whether any instances of non-compliance were severe enough to render the financial information unreliable.

We have conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing promulgated by the Institute of Internal Auditing, and have planned and performed our audit to obtain reasonable assurance that transactions were made in accordance with applicable policies and laws and that the financial information presented is reliable.

We believe our audit provides a reasonable basis for our opinion, findings, and recommendations.

## Scope

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State Board of Education Rule 6A-1.087 states that the School Board is responsible for the administration and control of school's internal accounts and in connection therewith shall provide for an audit of those accounts. Pursuant to this rule, we have audited the financial transactions of the internal accounts of the school as of and for the fiscal year ended June 30, 2016. These accounts are the responsibility of the principal of that school.

## Methodology

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**The audit consists of three phases: planning, fieldwork, and reporting.**

Each audit consists of three phases, containing specific steps to ensure it is done in accordance with professional standards and current accepted practice.

### The Planning Phase

The planning phase serves as the initial stage of an audit, where the auditor determines which schools are audited, ensures his or her independence, assesses the overall control environment and risk factors, and selects the samples of transactions to be tested.

### **School Sample**

Rather than auditing 100% of schools each year, a system of rotation is utilized that is based primarily on school classification (i.e., elementary, middle, high).

### **Ensuring Independence**

An independence statement is completed for each school. This statement contains the signature of each auditor certifying that there are no conflicts of interest and that they are free from bias. **No known conflicts were identified.**

### **Control Risk Assessment**

At the beginning of each audit, the two prior audits and work papers, as well as any follow-up audits, are reviewed. We also determine whether there have been any significant personnel changes (i.e., principal, secretary/bookkeeper).

Each school's secretary/bookkeeper and principal are given internal control questionnaires to complete prior to their audit beginning. We review the responses, and discuss any items of concern with the appropriate staff. These questionnaires represent only a portion of our assessment of the overall control environment.

**No known conflicts of interest were identified.**

**Control Risk for WFHS has been assessed at moderate.**

Based on our experience with the school, control risk is assessed at moderate. Therefore, our audit procedures are limited to those in the audit program. If control risk is assessed at a level higher than moderate, additional procedures may be performed.

### **Transactional Samples**

Statistical sampling for attributes has been chosen. This method allows conclusions to be drawn about the population based on statistical inference. If after testing we determine the sample does not provide adequate coverage of the total population, auditor judgment and

discussion with the Director of Internal Auditing are used to determine whether additional sampling methodologies are necessary (judgmental sampling, whole population, etc.).

#### The Fieldwork Phase

The fieldwork phase involves transactional testing of the school's internal accounts. The items in each of our samples are tested for compliance with applicable Florida Statutes, State Board of Education Rules, Board Policies, contract terms and conditions, and grantor restrictions.

**For our purposes, exceptions of greater than or equal to 20% of the total population may exist before an audit finding is issued.**

While performing our testing, a percentage of transactions is allowed to contain compliance violations before it is determined to be an audit finding. For our purposes, an audit finding is a recurring issue that is present in greater than or equal to 20% of the sample. In addition, due to seriousness or materiality, a single compliance violation could also result in an audit finding.

Upon the completion of fieldwork, exit conferences to discuss the results of the audit are conducted with principals and secretaries/bookkeepers, if necessary.

#### The Reporting Phase

Upon the completion of the planning and fieldwork phases of an audit, the results of those phases are compiled into an easily readable and understandable format (i.e., the audit report). The report is presented to, and approved by, the Audit Committee and the School Board at the end of each audit cycle.

Financial information from full audits is combined with information from limited audits and compiled into a District-Wide Report on Internal Accounts.

## Detailed Results

<b>Summary of Fund Activity</b>	
Beginning Cash Balance, 7/1/2015	\$ 92,446.57
Total Receipts	527,396.50
Total Disbursements	(357,154.35)
Total Net Journal Entries	(127,351.06)
Ending Cash Balance, 6/30/2016	\$ 135,337.66
Audit Adjustments	
Ending Fund Balance, 6/30/2016, Per Skyward	<u>\$ 135,337.66</u>
Cash Balance per Confirmation(s)	\$ 137,249.13
Outstanding Deposits	-
Outstanding Checks	(2,067.25)
Other Reconciling Items	155.78
Ending Fund Balance, 6/30/2016, Per Confirmation(s)	<u>\$ 135,337.66</u>

**Three adjusting journal entries were recommended.**

We noted three adjusting journal entries that were necessary.

During fieldwork, we recommended a journal entry be processed for \$10,005.00 to void the improper recording of a CD. The transaction was improperly recorded to the G7000.003 General account.

We also recommended a journal entry be processed for \$1,782.10 to correct the improper posting of the Compass credit card rebate. The transaction was recorded to the F6100.000 Faculty Fund account, and should be transferred to the F6080.000 Donations – Unrestricted account, per the District’s instructions.

We also recommended a journal entry be processed to correct the improper handling of the graduating class account’s balance. An improper transfer was made to the D4740.001 SGA account instead of the G7000.000 General account. During the beginning of the next school year, these funds were used for lanyards, bags, and school supplies for staff members. At a minimum, the \$1,612.08 balance remaining after 2016-2017 expenses should have been transferred to the G7000.000 General account.

While we understand the principal’s desire to recognize the efforts of, and reward, the school’s staff, purchases of these types of items should generally be avoided, and instead purchased out of each respective grade-level/club account. We have discussed District policies with the principal and the bookkeeper, and are confident the above transactions will be isolated occurrences. **As such, no audit finding will be issued.**

**All recommended journal entries**

were processed.

**One finding related to the utilization of budgeted funds before internal funds was identified.**

**After fieldwork, but prior to the issuance of this report, the school implemented our recommendations to process all journal entries mentioned above.**

Finding(s)

*Budgeted Funds vs. Internal Funds*

Our testing indicated \$1,108.35 in expenses that were made from internal funds when District budgeted funds were available to defray all, or a portion, of these costs. The Supplies - Basic and Software – Instructional line items had balances of \$647.55 and \$500.00, respectively, at year-end. The bookkeeper stated that this exception was an oversight. Purchases for such items from internal funds when budgeted funds are available reduces the amount of internal funds available for other intended purposes.

Chapter 8, Section III, 3.5(1) of the State Board of Education Rules states, “The following expenditures from internal funds are deemed inappropriate and shall not be made except from trust funds collected for a specifically identified purpose: Equipment, supplies, forms, and postage for curricular or classroom use for which school board funds are available.”

See our recommendation in the Recommendations section below.

## Opinion

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**Financial information reported reconciles with bank statements and independent confirmations.**

**The majority of transactions included in the school’s internal accounts were processed in**

Our opinion is divided into two major areas: whether or not the financial information reported by the school reconciles with corresponding bank statements and independent bank confirmations; and an assessment of the compliance of transactions included in the internal accounts with the governing provisions of Florida Statutes, State Board of Education rules, and policies and procedures of the School Board. An overall assessment is also made as to whether any instances of non-compliance were severe enough to render the financial information unreliable. We believe our audit provides a reasonable basis for our opinion, findings, and recommendations.

We have determined that the financial information reported reconciles with bank statements and independent bank confirmations.

In our opinion, the majority of transactions included in the school’s internal accounts were processed in accordance with all applicable Florida Statutes, State Board of Education rules, and policies and procedures of the School Board.

accordance with all applicable policies and procedures.

We have also determined that the instances of non-compliance noted above and elsewhere in this report do not have a material effect and are not severe enough to render the financial information unreliable.

## Recommendations

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**Review policies and procedures related to budgeted funds and instruct school staff on the proper procedures.**

### Budgeted Funds vs. Internal Funds

In an effort to address the proper utilization of budgeted funds prior to internal funds, **we recommend the principal review the State Board Rules pertaining to budgeted funds and instruct school staff on the proper procedures for utilizing budgeted District funds prior to the utilization of school internal funds.**

We will follow-up on this recommendation approximately 90 days after the school's exit conference.

# Management Response

## WEST FLORIDA HIGH SCHOOL OF ADVANCED TECHNOLOGY



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SHENNA PAYNE  
PRINCIPAL

CODY STROTHER  
ASSISTANT PRINCIPAL

ERIN CRAMER  
ASSISTANT PRINCIPAL

November 17, 2016

Mr. David Bryant  
Director of Internal Auditing  
75 N. Pace Blvd.  
Pensacola, FL 32505

*DM*

Dear Mr. Bryant:

The purpose of this letter is to address the audit findings for the 2015-2016 year at West Florida High School. Please note that our goal is to follow the guidelines set for us and remain in compliance. We appreciate the continued training and support. The finding was as follows:

- Internal funds were utilized when budgeted funds were available

At the time, I was not aware of the budgeted funds still available for use. Checking budgeted funds is now in my routine of things to do first. In addition, the bookkeeper also has access to run a budgeted report on a regular basis for additional checks and balances. We will continue to work to maintain compliance and appreciate the opportunity to communicate our response to you.

Sincerely,

Shenna Payne  
Principal

*OK DJB  
12/11/2016*

cc: Lesa Morgan, Director of High Schools



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