

ESCAMBIA COUNTY DISTRICT SCHOOL BOARD
 MOLINO PARK ELEMENTARY SCHOOL
 AUDIT OF INTERNAL FUNDS
 FISCAL YEAR ENDED 06/30/09

Audit Number: _____
 Board Meeting Date: _____

Field Work Completed: 07/29/09

AUDITED THROUGH: 06/30/09

SUMMARY OF FUND ACTIVITY

BEGINNING CASH BALANCE, 07/01/08		\$25,059.42
TOTAL RECEIPTS:	\$46,130.25	
TOTAL DISBURSEMENTS:	(49,172.66)	(3,042.41)
ENDING CASH BALANCE, 06/30/09		\$22,017.01
AUDIT ADJUSTMENTS:		0.00
ENDING FUND BALANCE, 06/30/09 - PER SCHOOL		\$22,017.01
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CASH BALANCES PER BANK CONFIRMATION(S)		\$22,170.77
OUTSTANDING DEPOSITS	\$0.00	
OUTSTANDING CHECKS	(153.76)	
OTHER RECONCILING ITEMS	0.00	(153.76)
ENDING FUND BALANCE, 06/30/09 - PER INDEPENDENT BANK CONFIRMATION		\$22,017.01

SUMMARY OF AUDIT FINDINGS

FINDINGS RELATING TO EFFICIENCY AND EFFECTIVENESS OF OPERATIONS

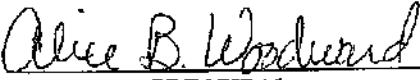
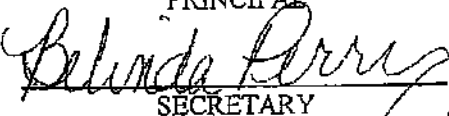
- Proper procedures were not followed regarding utilization of budgeted funds.



FINDINGS RELATING TO RELIABILITY OF FINANCIAL STATEMENT REPORTING

None

FINDINGS RELATING TO COMPLIANCE WITH APPLICABLE LAWS AND RULES

None


 PRINCIPAL

 SECRETARY


 AUDITOR

 DIRECTOR, INTERNAL AUDITING

Presented to the Board in session and made a part of the School Board of Escambia County public records in compliance with Ch. 6A-1.87(2) Administrative Rules of the State Board of Education.

**ESCAMBA COUNTY DISTRICT SCHOOL BOARD
MOLINO PARK ELEMENTARY SCHOOL
INTERNAL ACCOUNTS
FISCAL YEAR ENDED 06/30/09**

Scope

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 Molino Park Elementary as of and for the fiscal year ended June 30, 2009. These accounts are the responsibility of the principal of that school. Our responsibility is to express an opinion on the compliance of the transactions included in the accounts with the governing provisions of Florida Statutes, State Board of Education rules, and policies and procedures of the School Board and to determine if the schools' financial records reconcile with corresponding bank statements and independent bank confirmations.

We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing promulgated by the Institute of Internal Auditing.

The purpose of our audit was to conduct a comprehensive evaluation of the schools' management of their internal accounts. We planned and performed our audit to obtain reasonable assurance that transactions were made in accordance with applicable policies and laws. Our audit included examining, on a test basis transactions of schools' internal accounts. Our audit also included independent confirmation of financial information and interviews with District personnel. During our evaluation, we assessed the adequacy and effectiveness of the school's system of internal controls and the quality of performance in carrying out assigned responsibilities. We believe our audit provides a reasonable basis for our opinion.

Opinion

In our opinion, the majority of transactions included in the schools' internal accounts were processed in accordance with all applicable Florida Statutes, State Board of Education rules, and policies and procedures of the School Board. In addition, we determined the schools' financial records reconcile with bank statements and independent bank confirmations.

Department Head

David J. Brent

Date

9/9/09

Jc 9/10/09

SCHOOL DISTRICT OF ESCAMBIA COUNTY
MOLINO PARK ELEMENTARY SCHOOL
AUDIT FINDINGS
FISCAL YEAR ENDED 06/30/09

EFFICIENCY AND EFFECTIVENESS OF OPERATIONS:

Budgeted Funds vs Internal Accounts

Criteria: (what should exist/what policies or procedures should be followed)

Chapter 7, Section III, 3.5(a) (1.) of the State Board of Education Rules states "The following expenditures from internal funds are deemed inappropriate and are not to 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."

Condition: (what does exist)

It appears approximately \$2,987.19 in expenses were made out of the general account (G-7000.000) when budgeted District funds were available.

Cause: (why the difference exists)

Proper procedures were not followed to ensure utilization of budgeted District funds prior to use of school internal accounts.

Effect: (what is wrong or could go wrong as a result of this difference)

Purchases for items such as equipment, supplies, forms, postage, repairs and maintenance are made from internal accounts when budgeted District funds are available reduces the amount of internal accounts available for other intended purposes.

Recommendations: (what should be done about this)

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 utilization of school internal accounts.

Molino Park Elementary

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Molino, FL 32577

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Alice Woodward
Principal

Karen Hall
Curriculum Coordinator

To: David J. Bryant, Director
Internal Auditing

From: Alice Woodward
Principal, Molino Park

Date: October 16, 2009

Subject: Audit Findings
Molino Park Elementary School

First, I would like to thank you for completing such a thorough audit of our Internal Records at Molino Park. I would also like to express my sincere appreciation for the professional manner in which Ms. Michele Kiker conducted our exit interview. Mrs. Kiker was helpful in explaining audit comments and findings and in clarifying financial rules for our general budget account. It is our goal to receive and distribute funds in the proper manner directed by the Internal Funds and Procedures Manual.

To correct this finding I will consult with the budgeting department to see if I may request reimbursement of budgeted funds to our general internal account fund. This will make available funds from our internal account for other intended purposes.

To prevent future occurrence of the finding "Spending internal funds before use of budgeted funds", I have reviewed the State Board Rules pertaining to budgeted funds and will scrutinize the dispersal of funds from the General Budget account more closely to comply with State Board of Education Rules Chapter 7, Section III, 3.5(a) (1). If in the future we have questions whether to use internal or budgeted funds I will collaborate with personnel in the budgeting department.

With my secretary being relatively new in her position, I will work with her in identifying use of equipment, supplies, forms, and postage for curricular or classroom use for which school board funds are available. She has done a commendable job since taking this position in January and is a most efficient and dedicated employee. I feel quite confident that we will be able to entertain an exceptional audit in the future.

c: Superintendent Malcolm Thomas