



**MEMORANDUM**

**DATE:** February 26, 2020

**TO:** Audit Committee of the School Board of the City of Virginia Beach

**FROM:** Terrie L. Pyeatt, CPA *TL*  
Director, Office of Internal Audit

**SUBJECT:** **Change in Bookkeeper School Activity Funds Audit  
Bayside Elementary School**

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We have audited the accompanying statement of cash receipts and disbursements of the school activity funds for Bayside Elementary School for the six-month period from July 1, 2019 to December 31, 2019. This financial statement is the responsibility of management. Our responsibility is to express an opinion on this 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 statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

*Government Auditing Standards* also require that we consider internal controls over financial reporting and compliance with requirements of laws, regulations, contracts, and grants. Management is responsible for establishing and maintaining effective internal controls. In planning and performing our audit, we considered internal control over compliance with requirements that could have a direct and material effect on the financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement. Accordingly, we do not express an opinion on the effectiveness of internal control over financial reporting.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving control over financial reporting and its operation that we consider to be material weaknesses.

As described in Note 1, Bayside Elementary School prepares the school activity funds financial statement on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles. The principal is responsible for the financial records, maintained on a cash basis, which reflect the receipt and disbursement transactions of the school activity funds.

In our opinion, the financial statement included in this report presents fairly, in all material respects, the school activity funds cash balance for Bayside Elementary School as of December 31, 2019, and the recorded cash transactions for the six-month period then ended using the cash basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

cc: Ms. Catherine M. Brumm, Principal  
Mrs. Shirann C. Lewis, Senior Executive Director of Elementary Schools  
Dr. Donald E. Robertson, Jr., Chief Schools Officer

Ms. Crystal M. Pate, Director, Office of Business Services  
Mr. Farrell E. Hanzaker, Chief Financial Officer

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**For the Six-Month Period Ended December 31, 2019**

Account Group	Balance 7/1/2019	Cash Receipts	Cash Disbursements	Net Transfers	Balance 12/31/2019
Administrative Accounts	\$ 8,892	12,022	5,023	(6,443)	9,448
Virginia High School League Accounts	2,539	-	1,814	-	725
Club and Student Activity Accounts	884	1,632	1,163	2,110	3,463
Departmental Accounts	4,340	1,141	1,192	4,333	8,622
VBCPS Accounts	100	108	-	-	208
School Board Allocation Accounts	-	1,487	1,487	-	-
Class/Scholarship/Grant Accounts	283	1,075	1,520	-	(162)
Clearing Accounts	-	215	215	-	-
<b>Total</b>	<b>\$ 17,038</b>	<b>17,680</b>	<b>12,414</b>	<b>-</b>	<b>22,304</b>
Bank Interest	\$ 1	3	-	-	4
Pictures	5,471	3,462	-	(2,111)	6,822
Office	8	-	69	61	-
School Spirit Wear	-	2,769	1,902	(867)	-
Donations/Contributions	324	720	-	(459)	585
Office Depot Rebate	61	-	-	(61)	-
Staff Recognition	-	-	1,413	2,201	788
School-Wide Fundraisers	632	393	-	-	1,025
Procurement Card Rebate	-	224	-	-	224
Vending Operations	514	820	-	(1,334)	-
Book Fairs	1,881	3,631	1,639	(3,873)	-
<b>Administrative Accounts</b>	<b>8,892</b>	<b>12,022</b>	<b>5,023</b>	<b>(6,443)</b>	<b>9,448</b>
Yearbook	2,539	-	1,814	-	725
<b>Virginia High School League Accounts</b>	<b>2,539</b>	<b>-</b>	<b>1,814</b>	<b>-</b>	<b>725</b>
Student Activities	134	1,305	812	745	1,372
Student Council Association	232	327	327	-	232
Student Recognition	-	-	24	1,365	1,341
Garden Club	18	-	-	-	18
Watershed Sustainability Club	500	-	-	-	500
<b>Club and Student Activity Accounts</b>	<b>884</b>	<b>1,632</b>	<b>1,163</b>	<b>2,110</b>	<b>3,463</b>
Instructional Materials	221	-	122	-	99
Instructional Equipment	577	-	-	-	577
Library	3,428	103	-	3,873	7,404
Art	-	-	-	359	359
Music	78	168	203	100	143
Special Education	-	-	1	1	-
Field Trips	36	870	866	-	40
<b>Departmental Accounts</b>	<b>4,340</b>	<b>1,141</b>	<b>1,192</b>	<b>4,333</b>	<b>8,622</b>
Technology	-	108	-	-	108
Textbooks-Lost	100	-	-	-	100
<b>VBCPS Accounts</b>	<b>100</b>	<b>108</b>	<b>-</b>	<b>-</b>	<b>208</b>
Summer Slide	-	1,090	1,090	-	-
Summer School	-	397	397	-	-
<b>School Board Allocation Accounts</b>	<b>-</b>	<b>1,487</b>	<b>1,487</b>	<b>-</b>	<b>-</b>
Title I Reimbursement	-	1,075	1,237	-	(162)
Girls With Gadgets	283	-	283	-	-
<b>Class/Scholarship/Grant Accounts</b>	<b>283</b>	<b>1,075</b>	<b>1,520</b>	<b>-</b>	<b>(162)</b>
Change	-	100	100	-	-
United Way	-	115	115	-	-
<b>Clearing Accounts</b>	<b>-</b>	<b>215</b>	<b>215</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>\$ 17,038</b>	<b>17,680</b>	<b>12,414</b>	<b>-</b>	<b>22,304</b>

## NOTE TO THE FINANCIAL STATEMENT

### NOTE 1 – Reporting Entity

#### *Nature of Activities*

The Commonwealth of Virginia requires that school activity funds be audited at least once a year by a duly qualified accountant or accounting firm approved by the local school board. School Board Policy 3-46 Audits requires that a special audit of individual school accounts be conducted whenever there is a change in principal or bookkeeper or at the request of the Audit Committee. School activity funds are comprised of numerous extracurricular school activities, groups, and clubs existing in the schools for the benefit of the students. The principal at each school is responsible for the records that are maintained for each fund.

#### *Significant Accounting Policy*

The financial statement has been prepared on the cash receipts and disbursements basis of accounting. Under that basis, the only asset recognized is cash, and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements, and noncash transactions are not recognized. The cash basis differs from accounting principles generally accepted in the United States of America primarily because the effects of outstanding receivables and payables at the date of the financial statement are not included in the financial statement.

#### *Cash*

The principal and bookkeeper must establish a bank account in the name of the School Board of the City of Virginia Beach and the school name using the School Board's Federal Identification Number. This shall be the account for all school activities and all school activity funds. The account should be an interest-bearing checking account. The principal is also authorized to open a savings account or a certificate of deposit in the name of the school. During the audit period, there were no significant violations of those provisions.

The bank balances were collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act"). Under the Act, banks holding public deposits in excess of the amounts insured by the Federal Deposit Insurance Corporation must pledge collateral in the amount of 50% of excess deposits to a collateral pool in the name of the State Treasury Board. The State Treasury Board is responsible for monitoring compliance with the collateralization and reporting requirements of the Act and for notifying local governments of compliance by banks.