




**MEMORANDUM**

**DATE:** March 6, 2021

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

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

**SUBJECT: Change in Principal School Activity Funds Audit  
Bayside Middle School**

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We have audited the accompanying statement of cash receipts and disbursements of the school activity funds for Bayside Middle School for the seven-month period from July 1, 2020 to January 31, 2021. 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 Middle 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 Middle School as of January 31, 2021, and the recorded cash transactions for the seven-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. Camille A. Harmon, Principal  
Dr. James J. Smith, Senior Executive Director of Middle 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 Seven-Month Period Ended January 31, 2021

Account Group	Balance 7/1/2020	Cash Receipts	Cash Disbursements	Net Transfers	Balance 1/31/2021
Administrative Accounts	\$ 2,184	2,272	1,849	(237)	2,370
Virginia High School League Accounts	105	112	453	-	(236)
Club and Student Activity Accounts	1,277	-	302	195	1,170
Departmental Accounts	2,094	206	184	42	2,158
VBCPS Accounts	659	909	848	-	720
Class/Scholarship/Grant Accounts	(1,297)	14,142	18,698	-	(5,853)
Clearing Accounts	-	91	91	-	-
<b>Total</b>	<b>\$ 5,022</b>	<b>17,732</b>	<b>22,425</b>	<b>-</b>	<b>329</b>
Staff Concession	\$ -	20	-	-	20
Bank Interest	3	-	-	-	3
Pictures	217	-	-	-	217
Holiday Drive Fundraiser	-	1,297	1,155	(142)	-
Professional Development	-	-	150	150	-
Office	-	-	316	316	-
Donations/Contributions	649	116	-	(111)	654
Office Depot Rebate	65	-	-	(65)	-
Staff Recognition	4	-	117	-	(113)
Indigent/Needy Students	-	-	111	253	142
Procurement Card Rebate	981	839	-	(443)	1,377
Vending Operations-Students	265	-	-	(195)	70
<b>Administrative Accounts</b>	<b>2,184</b>	<b>2,272</b>	<b>1,849</b>	<b>(237)</b>	<b>2,370</b>
Yearbook	105	112	453	-	(236)
<b>Virginia High School League Accounts</b>	<b>105</b>	<b>112</b>	<b>453</b>	<b>-</b>	<b>(236)</b>
Student Activities	23	-	-	-	23
Student Council Association	681	-	85	-	596
Student Recognition	22	-	217	195	-
Craft Club	148	-	-	-	148
Green Teens	201	-	-	-	201
Lady'z Club	132	-	-	-	132
Multicultural Club	15	-	-	-	15
Yoga Club	55	-	-	-	55
<b>Club and Student Activity Accounts</b>	<b>1,277</b>	<b>-</b>	<b>302</b>	<b>195</b>	<b>1,170</b>
Instructional Materials	58	-	100	42	-
Library	529	195	-	-	724
Physical Education	(259)	11	-	-	(248)
Technology Education	1,107	-	-	-	1,107
Advancement Via Individual Determination	659	-	84	-	575
<b>Departmental Accounts</b>	<b>2,094</b>	<b>206</b>	<b>184</b>	<b>42</b>	<b>2,158</b>
Calculator/Heart Monitor-Lost/Damaged	170	-	-	-	170
Technology	189	841	780	-	250
Textbooks-Lost	300	68	68	-	300
<b>VBCPS Accounts</b>	<b>659</b>	<b>909</b>	<b>848</b>	<b>-</b>	<b>720</b>
Algebra Readiness	-	-	450	-	(450)
Title I Reimbursement	(1,297)	12,142	16,717	-	(5,872)
Sakura Grant Multi Year	-	2,000	1,531	-	469
<b>Class/Scholarship/Grant Accounts</b>	<b>(1,297)</b>	<b>14,142</b>	<b>18,698</b>	<b>-</b>	<b>(5,853)</b>
Clearing	-	91	91	-	-
<b>Clearing Accounts</b>	<b>-</b>	<b>91</b>	<b>91</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>\$ 5,022</b>	<b>17,732</b>	<b>22,425</b>	<b>-</b>	<b>329</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.