

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

JUNE 30, 2022

**FLAGLER COUNTY DISTRICT SCHOOL BOARD INTERNAL ACCOUNTS
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JUNE 30, 2022**

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INDEPENDENT AUDITORS' REPORT

To the Flagler County District School Board:

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of the internal accounts special revenue fund (Internal Accounts) of Flagler County District School Board (the Board), as of and for the year ended June 30, 2022, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the Internal Accounts as of June 30, 2022, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Board and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

The Board's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Internal Accounts' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Internal Accounts' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Internal Accounts' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Emphasis of Matter

As discussed in Note (1)(a), the financial statements present only the Internal Accounts and do not purport to, and do not, present fairly the financial position of the Board, as of June 30, 2022, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

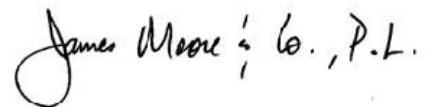
Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Internal Accounts' financial statements. The combining schedule of revenues, expenditures, and changes in fund balance is presented for purposes of additional analysis and are not a required part of the financial statements.

The combining schedule of revenues, expenditures, and changes in fund balance is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining schedule of revenues, expenditures, and changes in fund balance is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 22, 2022, on our consideration of the Internal Accounts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Internal Accounts' internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive style with a large initial 'J'.

Daytona Beach, Florida
September 22, 2022

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
BALANCE SHEET
JUNE 30, 2022**

	<u>Total Schools</u>
ASSETS	
Cash and cash equivalents	\$ 2,578,165
Accounts receivable	14,800
Total Assets	<u><u>\$ 2,592,965</u></u>
FUND BALANCE	
Restricted for internal accounts	<u><u>\$ 2,592,965</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2022**

	Total Schools
Revenues	
Athletics	\$ 716,261
Music	141,668
Classes	269,454
Clubs	519,115
Departments	305,687
Trusts	441,375
General	258,914
Total revenues	2,652,474
Expenditures	
Athletics	677,403
Music	138,444
Classes	281,418
Clubs	453,419
Departments	312,987
Trusts	364,122
General	212,139
Total expenses	2,439,932
Change in fund balance	212,542
Fund balance, beginning of year	2,380,423
Fund balance, end of year	\$ 2,592,965

The accompanying notes to financial statements are an integral part of this statement.

FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

(1) **Summary of Significant Accounting Policies:**

The following is a summary of the more significant accounting policies and practices of the Flagler County District School Board Internal Accounts (the Internal Accounts), which affect significant elements of the accompanying financial statements.

(a) **Organization**—The Internal Accounts represent assets collected and expended for providing necessary and proper services and materials for school activities as established and approved by the Flagler County School Board (the School Board), which is composed of five elected members. The Superintendent of Schools is the executive officer of the Board. The School Board is part of the State of Florida system of public education under the general direction and control of the State Board of Education. Support comes primarily from activity revenue. The cash funds included in the internal activity funds are the property of the various departments, clubs, and projects, and not that of the District. However, once these funds are collected by District personnel and subsequently deposited into the respective internal activity fund bank accounts, the cash receipts and subsequent disposition of all funds must comply with the guidelines and requirements of the Florida Department of Education and the District. The Internal Accounts are included as special revenue funds in the District’s financial statements. The accompanying financial statements present only the Internal Accounts and are not intended to present fairly the financial position and results of operations of the District, in conformity with accounting principles generally accepted in the United States of America.

(b) **Measurement focus and basis of accounting**—The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

Governmental fund financial statements are prepared utilizing the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become susceptible to accrual, that is, both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The District considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Under the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except for principal and interest on long-term debt, claims and judgments, and compensated absences, which are recognized when due. Allocations of cost, such as depreciation, are not recognized in governmental funds.

(c) **Cash and cash equivalents**—The Internal Accounts’ cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

(d) **Revenues**—Revenues consist of amounts raised by student organizations through various fundraising activities (yearbook sales, charity events, sporting events, etc.). Revenue is recognized when it is both measurable and available.

FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

(1) **Summary of Significant Accounting Policies:** (Continued)

(e) **Use of estimates**—The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

(f) **Fund equity**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the Board is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

Nonspendable – amounts not available to be spent or not in spendable form, such as inventory and prepaid items.

Restricted – amounts constrained to specific purposes by their providers (such as grantors and higher levels of government), through constitutional provisions or by enabling legislation.

Committed – amounts constrained to specific purposes based on actions taken by the Board through ordinance.

Assigned – amounts the Board intends to use for a specific purpose. Intent can be expressed by the Board or by an official or body which the Board delegates authority.

Unassigned – amounts that are available for any purpose. Positive amounts are reported only in the General Fund.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available; the Board considers restricted funds to have been spent first. When expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Board considers amounts to have been spent first out of committed funds, then assigned funds and finally, unassigned funds, as needed.

(2) **Concentrations of Credit Risk:**

All Internal Accounts cash balances were covered by Federal depository insurance or by collateral held by the Board's custodial bank which is pledged to a state trust fund that provides security for amounts held in excess of FDIC coverage in accordance with the Florida Security for Deposits Act Chapter 280, Florida Statutes.

The Florida Security for Public Deposits Act established guidelines for qualification and participation by banks and savings associations, procedures for the administration of the collateral requirements and characteristics of eligible collateral.

SUPPLEMENTARY INFORMATION

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - ALL SCHOOLS
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Administrative Office</u>	<u>Adult Education</u>	<u>Community Education</u>	<u>Early Childhood Education</u>	<u>Student Services</u>	<u>Total Administrative</u>	<u>Belle Terre Elementary</u>	<u>Bunnell Elementary</u>	<u>Old Kings Elementary</u>
Revenues									
Athletics	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-	-	-	1,964	-	1,721
Classes	-	12,358	-	-	-	12,358	75,859	5,835	46,205
Clubs	-	-	-	-	-	-	1,280	1,195	6,222
Departments	-	-	-	-	-	-	51,002	44,472	71,241
Trusts	112,574	80,157	27,725	-	2,723	223,179	56,043	4,360	10,716
General	1,465	110,825	-	205	2,618	115,113	12,450	2,577	32,657
Total revenues	<u>114,039</u>	<u>203,340</u>	<u>27,725</u>	<u>205</u>	<u>5,341</u>	<u>350,650</u>	<u>198,598</u>	<u>58,439</u>	<u>168,762</u>
Expenditures									
Athletics	-	-	-	-	-	-	-	-	-
Music	-	-	-	-	-	-	1,757	180	1,913
Classes	-	3,423	-	-	-	3,423	81,227	7,573	59,165
Clubs	-	-	-	-	-	-	4,862	1,268	7,955
Departments	-	-	-	-	-	-	29,085	35,778	70,327
Trusts	79,182	64,618	12,000	-	6,658	162,458	60,231	2,297	12,733
General	25,755	69,571	-	-	1,223	96,549	3,568	2,332	7,921
Total expenses	<u>104,937</u>	<u>137,612</u>	<u>12,000</u>	<u>-</u>	<u>7,881</u>	<u>262,430</u>	<u>180,730</u>	<u>49,428</u>	<u>160,014</u>
Change in fund balance	<u>9,102</u>	<u>65,728</u>	<u>15,725</u>	<u>205</u>	<u>(2,540)</u>	<u>88,220</u>	<u>17,868</u>	<u>9,011</u>	<u>8,748</u>
Fund balance, beginning of year	232,696	394,113	13,906	469	17,996	659,180	125,949	34,857	122,552
Fund balance, end of year	<u>\$ 241,798</u>	<u>\$ 459,841</u>	<u>\$ 29,631</u>	<u>\$ 674</u>	<u>\$ 15,456</u>	<u>\$ 747,400</u>	<u>\$ 143,817</u>	<u>\$ 43,868</u>	<u>\$ 131,300</u>

FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - ALL SCHOOLS
FOR THE YEAR ENDED JUNE 30, 2022
(CONTINUED)

	<u>Rymfire Elementary</u>	<u>Wadsworth Elementary</u>	<u>Total Elementary</u>	<u>Buddy Taylor Middle</u>	<u>Indian Trials Middle</u>	<u>Total Middle</u>	<u>Flagler Palm Coast High</u>	<u>Matanzas High</u>	<u>Total High</u>	<u>District Total</u>
Revenues										
Athletics	\$ -	\$ -	\$ -	\$ 44	\$ 4,225	\$ 4,269	\$ 472,407	\$ 239,585	\$ 711,992	\$ 716,261
Music	-	-	3,685	6,136	25,143	31,279	60,556	46,148	106,704	141,668
Classes	1,365	28,534	157,798	13,435	18,860	32,295	14,639	52,364	67,003	269,454
Clubs	49,495	12,997	71,189	17,778	28,811	46,589	253,089	148,248	401,337	519,115
Departments	25,771	28,211	220,697	12,237	10,941	23,178	43,036	18,776	61,812	305,687
Trusts	7,656	12,617	91,392	63,968	6,097	70,065	47,061	9,678	56,739	441,375
General	3,338	8,958	59,980	14,049	25,246	39,295	26,913	17,613	44,526	258,914
Total revenues	<u>87,625</u>	<u>91,317</u>	<u>604,741</u>	<u>127,647</u>	<u>119,323</u>	<u>246,970</u>	<u>917,701</u>	<u>532,412</u>	<u>1,450,113</u>	<u>2,652,474</u>
Expenditures										
Athletics	-	-	-	289	2,270	2,559	420,771	254,073	674,844	677,403
Music	-	-	3,850	9,352	23,058	32,410	48,512	53,672	102,184	138,444
Classes	7,248	41,350	196,563	4,520	15,330	19,850	10,364	51,218	61,582	281,418
Clubs	43,217	15,515	72,817	15,636	17,202	32,838	216,390	131,374	347,764	453,419
Departments	23,771	26,777	185,738	24,936	13,176	38,112	50,441	38,696	89,137	312,987
Trusts	7,071	3,257	85,589	40,981	6,591	47,572	33,557	34,946	68,503	364,122
General	2,937	3,686	20,444	14,681	23,008	37,689	23,887	33,570	57,457	212,139
Total expenses	<u>84,244</u>	<u>90,585</u>	<u>565,001</u>	<u>110,395</u>	<u>100,635</u>	<u>211,030</u>	<u>803,922</u>	<u>597,549</u>	<u>1,401,471</u>	<u>2,439,932</u>
Change in fund balance	<u>3,381</u>	<u>732</u>	<u>39,740</u>	<u>17,252</u>	<u>18,688</u>	<u>35,940</u>	<u>113,779</u>	<u>(65,137)</u>	<u>48,642</u>	<u>212,542</u>
Fund balance, beginning of year	61,862	103,670	448,890	236,712	143,512	380,224	400,202	491,927	892,129	2,380,423
Fund balance, end of year	<u>\$ 65,243</u>	<u>\$ 104,402</u>	<u>\$ 488,630</u>	<u>\$ 253,964</u>	<u>\$ 162,200</u>	<u>\$ 416,164</u>	<u>\$ 513,981</u>	<u>\$ 426,790</u>	<u>\$ 940,771</u>	<u>\$ 2,592,965</u>



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Flagler County District School Board:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the balance sheet as of June 30, 2022, and changes in fund balance for the year then ended, and the related notes to the financial statement, which collectively comprise the internal accounts special revenue fund (Internal Accounts) of Flagler County District School Board (the Board) financial statements, and have issued our report thereon dated September 22, 2022.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Internal Accounts' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal accounts' internal control. Accordingly, we do not express an opinion on the effectiveness of the Internal Accounts' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and recommendations as items 2020-001 and 2020-002, which we consider to be significant deficiencies.

Compliance and Other Matters

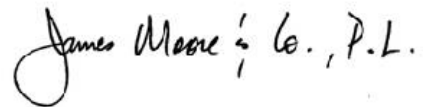
As part of obtaining reasonable assurance about whether the Internal Accounts' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Management's Response to Findings

Management's responses to the findings identified in our audit are described starting on page 17. The response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Daytona Beach, Florida
September 22, 2022

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2022**

The following is a summary of all findings and recommendations related to the audit of the Internal Accounts for the year ended June 30, 2022.

2022-001 Segregation of Duties (All Schools)

Internal account funds are generally administered by a small number of personnel. It is not uncommon to find weaknesses in internal controls due to the small number of personnel performing multiple tasks. For example, school bookkeepers generally handle cash collections, co-sign checks, reconcile bank statements and post the accounting records. Vending machines, school store and concession receipts are usually handled by one individual. An ideal system of internal controls would segregate cash collections from posting of accounting records. The individual responsible for performing reconciliations should not have access to cash collections.

2022-002 Compliance with Policies and Procedures (School-Specific)

We noted various instances of School Board policies not being followed with regard to certain cash receipt and/or disbursement activity at various schools. We recommend the School Board and all individual schools continue to work toward ensuring that all policies and procedures are consistently followed. The items identified in our testing are summarized by school as follows:

ADMINISTRATIVE OFFICES

Support for Receipts

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(a), all money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records. During our test of four receipts, we noted one instance where there was missing or incomplete supporting documentation.

ADULT EDUCATION

No current year findings noted.

BUNNELL ELEMENTARY SCHOOL

Timeliness of Deposits

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(c), all money collected by the school must be deposited within five working days after receipt. During our test of 21 cash receipts, we noted one instance where funds were not deposited within five days after receipt.

BELLE TERRE ELEMENTARY SCHOOL

Approval of Purchases

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 3.2(a), a signed commitment from the principal or designee(s) must be on file before any purchase is made. During our test of 22 disbursements, we noted one instance where the purchase request was missing or incomplete.

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2022**

Support for Receipts

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(a), all money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records. During our test of 25 receipts, we noted two instances where there was missing or incomplete supporting documentation.

BUDDY TAYLOR MIDDLE SCHOOL

Completeness and Accuracy of Ticket Inventory

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(a), all money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records. During our test of two events for which tickets were sold, we noted two instances where the Report of Tickets Issued and Sold form was incomplete or inaccurate.

COMMUNITY EDUCATION

No current year findings noted.

EARLY CHILDHOOD EDUCATION

No current year findings noted.

FLAGLER PALM COAST HIGH SCHOOL

Support for Receipts

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(a), all money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records. During our test of 25 receipts, we noted five instances where there was missing or incomplete supporting documentation.

Timeliness of Collections Submitted to School Office

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(b), collections made outside of the school office must be turned in to the school office no later than the next business day. During our test of 25 cash receipts, we noted two instances where money was not turned into the bookkeeper within one business day after receipt.

Completeness and Accuracy of Ticket Inventory

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(a), all money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records. During our test of two events for which tickets were sold, we noted one instance where the Report of Tickets Issued and Sold form was incomplete or inaccurate.

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2022**

INDIAN TRAILS MIDDLE SCHOOL

Completeness and Accuracy of Ticket Inventory

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(a), all money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records. During our test of three events for which tickets were sold, we noted two instances where the Report of Tickets Issued and Sold form was incomplete or inaccurate.

MATANZAS HIGH SCHOOL

Timeliness of Collections Submitted to School Office

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(b), collections made outside of the school office must be turned in to the school office no later than the next business day. During our test of 25 cash receipts, we noted three instances where money was not turned into the bookkeeper within one business day after receipt.

OLD KINGS ELEMENTARY SCHOOL

No current year findings noted.

RYMFIRE ELEMENTARY SCHOOL

Approval of Purchases

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 3.2(a), a signed commitment from the principal or designee(s) must be on file before any purchase is made. During our test of 12 disbursements, we noted three instances where the purchase request was missing or incomplete.

Approval of Fundraising Activity

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 4.4(b), each fundraising activity shall have the approval of the organization sponsor and the principal. During our test of four fundraising activities, we noted one was not approved by the principal prior to commencement of activity.

STUDENT SERVICES

Approval of Purchases

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 3.2(a), a signed commitment from the principal or designee(s) must be on file before any purchase is made. During our test of four disbursements, we noted four instances where the purchase request was missing or incomplete.

WADSWORTH ELEMENTARY SCHOOL

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2022**

Approval of Purchases

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 3.2(a), a signed commitment from the principal or designee(s) must be on file before any purchase is made. During our test of ten disbursements, we noted one instance where the purchase request was missing or incomplete.

Support for Receipts

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(a), all money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records. During our test of 25 receipts, we noted seven instances where there was missing or incomplete supporting documentation.

Timeliness of Collections Submitted to School Office

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(b), collections made outside of the school office must be turned in to the school office no later than the next business day. During our test of 25 cash receipts, we noted one instance where money was not turned into the bookkeeper within one business day after receipt.

Completeness and Accuracy of Ticket Inventory

In accordance with Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools, Chapter 8, Section III, 1.4(a), all money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records. During our test of one event for which tickets were sold, we noted the Report of Tickets Issued and Sold form was incomplete or inaccurate.

MANAGEMENT'S RESPONSE TO FINDINGS

2022-001 Segregation of Duties (All Schools)

The School Board will continue to review and monitor internal control procedures currently in place to mitigate any potential issues that may arise.

2022-002 Compliance with Policies and Procedures (School-Specific)

The School Board and all individual schools will continue to work toward ensuring that all policies and procedures are consistently followed.