

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

JUNE 30, 2023

**FLAGLER COUNTY DISTRICT SCHOOL BOARD INTERNAL ACCOUNTS
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JUNE 30, 2023**

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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 District), as of and for the year ended June 30, 2023, 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, 2023, 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 District 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 District'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 District, as of June 30, 2023, 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.

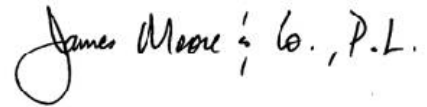
Supplementary Information

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 is 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 18, 2023, 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 cursive script that reads "James Moore & Co., P.L." The signature is written in dark ink and is positioned to the right of the main body of text.

Daytona Beach, Florida
September 18, 2023

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
BALANCE SHEET
JUNE 30, 2023**

	<u>District Total</u>
ASSETS	
Cash and cash equivalents	\$ 2,846,388
Certificate of deposit	143,696
Total Assets	<u>\$ 2,990,084</u>
FUND BALANCE	
Restricted for internal accounts	<u>\$ 2,990,084</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, 2023**

	District Total
Revenues	
Athletics	\$ 834,514
Music	210,348
Classes	390,545
Clubs	652,419
Departments	421,733
Trusts	508,630
General	458,792
Total revenues	3,476,981
Expenditures	
Athletics	851,740
Music	194,208
Classes	350,288
Clubs	612,709
Departments	395,165
Trusts	407,998
General	423,461
Total expenses	3,235,569
Change in fund balance	241,412
Fund balance , beginning of year, as restated	2,748,672
Fund balance , end of year	\$ 2,990,084

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, 2023

(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 District School Board (the District), which is composed of five elected members. The Superintendent of Schools is the executive officer of the District. The District 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 of the various schools, 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 account(s), 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, 2023

(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 District 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 District through ordinance.

Assigned – amounts the District intends to use for a specific purpose. Intent can be expressed by the District or by an official or body which the District 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 District considers restricted funds to have been spent first. When expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District 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 District'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.

(3) **Fund Balance Restatement:**

Beginning fund balance at June 30, 2022, has been increased by \$142,889 related to prior year misclassified investment activity in the Adult Education program.

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, 2023**

	<u>Administrative Office</u>	<u>Adult Education</u>	<u>Community Education</u>	<u>Early Childhood Education</u>	<u>Student Services</u>	<u>Flagler Youth Orchestra</u>	<u>Total Administrative</u>	<u>Belle Terre Elementary</u>	<u>Bunnell Elementary</u>	<u>Old Kings Elementary</u>
Revenues										
Athletics	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-	-	-	-	3,540	-	1,541
Classes	-	12,050	-	-	-	-	12,050	107,901	28,159	33,913
Clubs	-	-	-	-	-	43,766	43,766	8,232	2,423	5,838
Departments	-	-	-	-	-	-	-	73,299	29,092	66,743
Trusts	44,292	140,320	18,115	-	3,810	-	206,537	31,695	22,840	24,787
General	59,633	212,073	-	358	116	-	272,180	22,265	4,787	37,373
Total revenues	<u>103,925</u>	<u>364,443</u>	<u>18,115</u>	<u>358</u>	<u>3,926</u>	<u>43,766</u>	<u>534,533</u>	<u>246,932</u>	<u>87,301</u>	<u>170,195</u>
Expenditures										
Athletics	-	-	-	-	-	-	-	-	-	-
Music	-	-	-	-	-	-	-	3,556	174	897
Classes	-	7,117	-	-	-	-	7,117	91,302	28,540	31,236
Clubs	-	-	-	-	-	48,828	48,828	7,119	2,483	4,146
Departments	-	-	-	-	-	-	-	61,259	34,652	61,788
Trusts	36,204	117,128	9,244	-	3,755	-	166,331	18,687	8,956	9,042
General	69,168	158,853	-	-	-	-	228,021	9,955	2,699	41,857
Total expenses	<u>105,372</u>	<u>283,098</u>	<u>9,244</u>	<u>-</u>	<u>3,755</u>	<u>48,828</u>	<u>450,297</u>	<u>191,878</u>	<u>77,504</u>	<u>148,966</u>
Change in fund balance	<u>(1,447)</u>	<u>81,345</u>	<u>8,871</u>	<u>358</u>	<u>171</u>	<u>(5,062)</u>	<u>84,236</u>	<u>55,054</u>	<u>9,797</u>	<u>21,229</u>
Fund balance, beginning of year, as restated	241,798	602,730	29,631	674	15,456	12,818	903,107	143,817	43,868	131,300
Fund balance, end of year	<u>\$ 240,351</u>	<u>\$ 684,075</u>	<u>\$ 38,502</u>	<u>\$ 1,032</u>	<u>\$ 15,627</u>	<u>\$ 7,756</u>	<u>\$ 987,343</u>	<u>\$ 198,871</u>	<u>\$ 53,665</u>	<u>\$ 152,529</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, 2023
(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	\$ 180	\$ -	\$ 180	\$ 246	\$ 150	\$ 396	\$ 519,880	\$ 314,058	\$ 833,938	\$ 834,514
Music	800	925	6,806	11,959	41,763	53,722	74,423	75,397	149,820	210,348
Classes	37,377	34,274	241,624	10,138	39,839	49,977	17,852	69,042	86,894	390,545
Clubs	15,449	4,788	36,730	20,950	85,713	106,663	262,090	203,170	465,260	652,419
Departments	36,799	44,957	250,890	15,652	17,076	32,728	78,948	59,167	138,115	421,733
Trusts	26,980	13,189	119,491	52,204	16,892	69,096	57,076	56,430	113,506	508,630
General	10,535	5,350	80,310	43,440	26,746	70,186	11,946	24,170	36,116	458,792
Total revenues	<u>128,120</u>	<u>103,483</u>	<u>736,031</u>	<u>154,589</u>	<u>228,179</u>	<u>382,768</u>	<u>1,022,215</u>	<u>801,434</u>	<u>1,823,649</u>	<u>3,476,981</u>
Expenditures										
Athletics	180	-	180	-	3,610	3,610	519,516	328,434	847,950	851,740
Music	82	-	4,709	13,812	41,368	55,180	65,097	69,222	134,319	194,208
Classes	25,558	30,394	207,030	8,813	39,387	48,200	21,185	66,756	87,941	350,288
Clubs	19,804	3,439	36,991	31,231	82,942	114,173	240,348	172,369	412,717	612,709
Departments	34,062	42,437	234,198	37,905	11,841	49,746	54,229	56,992	111,221	395,165
Trusts	20,671	24,985	82,341	63,049	10,440	73,489	52,607	33,230	85,837	407,998
General	10,535	5,243	70,289	39,911	27,769	67,680	14,026	43,445	57,471	423,461
Total expenses	<u>110,892</u>	<u>106,498</u>	<u>635,738</u>	<u>194,721</u>	<u>217,357</u>	<u>412,078</u>	<u>967,008</u>	<u>770,448</u>	<u>1,737,456</u>	<u>3,235,569</u>
Change in fund balance	<u>17,228</u>	<u>(3,015)</u>	<u>100,293</u>	<u>(40,132)</u>	<u>10,822</u>	<u>(29,310)</u>	<u>55,207</u>	<u>30,986</u>	<u>86,193</u>	<u>241,412</u>
Fund balance, beginning of year, as restated	65,243	104,402	488,630	253,964	162,200	416,164	513,981	426,790	940,771	2,748,672
Fund balance, end of year	<u>\$ 82,471</u>	<u>\$ 101,387</u>	<u>\$ 588,923</u>	<u>\$ 213,832</u>	<u>\$ 173,022</u>	<u>\$ 386,854</u>	<u>\$ 569,188</u>	<u>\$ 457,776</u>	<u>\$ 1,026,964</u>	<u>\$ 2,990,084</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, 2023, and the statement of revenues, expenditures 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 the Flagler County District School Board (the Board) financial statements, and have issued our report thereon dated September 18, 2023.

Report on 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 was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control 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 that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and recommendations as items 2023-001 through 2023-003, that we consider to be significant deficiencies.

Report on Compliance and Other Matters

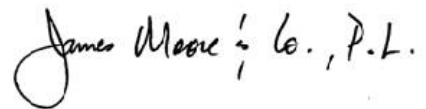
As part of obtaining reasonable assurance about whether the Internal Accounts' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and 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

Government Auditing Standards requires the auditor to perform limited procedures on management's response to the findings identified in our audit and described in the accompanying management's response to findings, as listed in the table of contents. Management's response was not subjected to the other auditing procedures applied in the audit of the financial statements, and, accordingly, we express no opinion on the response.

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.

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 18, 2023

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2023**

The following is a summary of all findings and recommendations related to the audit of the Internal Accounts for the year ended June 30, 2023.

2023-001 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.

2023-002 Restatement of Fund Balance

We noted the Internal Accounts beginning fund balance was restated as of the beginning of the fiscal year to account for miscoded activity for a prior year investment in a certificate of deposit in the Adult Education program. We recommend all similar future balance sheet-only activity only be recorded in balance sheet accounts and not as revenue/expenditure transactions.

2023-003 Compliance with Policies and Procedures (School-Specific)

We noted various instances of District policies not being followed with regard to certain cash receipt and/or disbursement activity at various schools. We recommend the District 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

No current year findings noted.

ADULT EDUCATION

Check Signatures

In accordance with Florida Department of Education *Financial and Program Cost Accounting and Reporting for Florida Schools*, Chapter 8, Section III, 1.3(a), all checks must be signed with two signatures as prescribed by the principal, if not prescribed by district policy. During our test of 25 disbursements, we noted one instance where the check was not endorsed by two individuals.

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.

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2023**

BUNNELL ELEMENTARY 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 cash receipts, we noted one instance 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.

BELLE TERRE ELEMENTARY SCHOOL

No current year findings noted.

BUDDY TAYLOR MIDDLE 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.

COMMUNITY EDUCATION

Check Signatures

In accordance with Florida Department of Education *Financial and Program Cost Accounting and Reporting for Florida Schools*, Chapter 8, Section III, 1.3(a), all checks must be signed with two signatures as prescribed by the principal, if not prescribed by district policy. During our test of two disbursements, we noted one instance where the check was not endorsed by two individuals.

EARLY CHILDHOOD EDUCATION

No current year findings noted.

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2023**

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 cash receipts, we noted one instance 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 six instances where money was not turned into the bookkeeper within one business day after receipt.

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 25 cash receipts, we noted one instance where funds were not deposited within five days after receipt.

FLAGLER YOUTH ORCHESTRA

Check Signatures

In accordance with Florida Department of Education *Financial and Program Cost Accounting and Reporting for Florida Schools*, Chapter 8, Section III, 1.3(a), all checks must be signed with two signatures as prescribed by the principal, if not prescribed by district policy. During our test of 13 disbursements, we noted 13 instances where the check was not endorsed by two individuals.

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 13 disbursements, we noted 13 instances where the purchase request was missing or incomplete.

Support for Disbursements

In accordance with Florida Department of Education *Financial and Program Cost Accounting and Reporting for Florida Schools*, Chapter 8, Section III, 3, all disbursements must include supporting documentation that agrees to the check issued, such as invoice, payee, description, amounts, etc. During our test of 13 disbursements, we noted one instance where the supporting documentation was not provided or did not agree to the check issued.

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2023**

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 cash receipts, we noted 18 instances where there was missing or incomplete supporting documentation.

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 25 cash receipts, we noted 15 instances where funds were not deposited within five days after receipt. Of the 15 instances, there were three instances in which we could not trace the deposit to the bank statement.

INDIAN TRAILS MIDDLE SCHOOL

No current year findings noted.

MATANZAS HIGH SCHOOL

Support for Disbursements

In accordance with Florida Department of Education *Financial and Program Cost Accounting and Reporting for Florida Schools*, Chapter 8, Section III, 3, all disbursements must include supporting documentation that agrees to the check issued, such as invoice, payee, description, amounts, etc. During our test of 25 disbursements, we noted one instance where the supporting documentation was not provided or did not agree to the check issued.

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 25 disbursements, we noted seven instances where the purchase request was missing or incomplete.

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.

**FLAGLER COUNTY DISTRICT SCHOOL BOARD
INTERNAL ACCOUNTS
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
JUNE 30, 2023**

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 cash receipts, we noted two instances where there was missing or incomplete supporting documentation.

OLD KINGS ELEMENTARY SCHOOL

No current year findings noted.

RYMFIRE ELEMENTARY 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 14 cash receipts, we noted one instance 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 14 cash receipts, we noted three instances where money was not turned into the bookkeeper within one business day after receipt.

STUDENT SERVICES

No current year findings noted.

WADSWORTH ELEMENTARY SCHOOL

No current year findings noted.

MANAGEMENT'S RESPONSE TO FINDINGS

2023-001 Segregation of Duties (All Schools)

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

2023-002 Restatement of Fund Balance

The District and all individual schools will continue to work toward ensuring that all transactions are properly coded.

2023-003 Compliance with Policies and Procedures (School-Specific)

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