



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

MEMORANDUM

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

FROM: Karen W. Woodson, CIA, CFE ^{KW}
School Board Internal Auditor, Department of Internal Audit

SUBJECT: Expenditure Analysis – Office of Student Leadership

DATE: December 10, 2024

BACKGROUND

As part of Calendar Year 2024 Audit Work Plan, the Department of Internal Audit (IA) has performed an Expenditure Analysis for the Office of Student Leadership (OSL). This work does not constitute an audit conducted in accordance with generally accepted government auditing standards.

PROJECT OBJECTIVES

The primary objective of this project was to ensure expenditures were processed according to VBCPS requirements.

PROJECT SCOPE AND METHODOLOGY

IA reviewed non-salary/benefit-related operating expenditures recorded in Fund 115 for OSL Cost Center 8151 for the period October 1, 2023 – September 30, 2024. For this period, expenditures totaled approximately \$536,570.00. IA examined 100% of these expenditures, regrouped and summarized the expenditures based on expenditure type.

IA reviewed these expenditures to determine if:

- The signature authority approved the transaction;
- The items purchased were reasonable based on the function of the office;
- The transaction was coded to the correct ledger account;
- Final approval was received for payment within 45 days of the invoice date or the date the goods or services were received;
- The approved payment amount and vendor matched the invoice;
- The invoice amount matched any contracts referenced in Oracle, if applicable;
- The contract attached or referenced in Oracle was properly approved/signed, if applicable; and
- Procurement guidelines were followed for transactions over \$10,000.

RESULTS

Summary of Expenditures Analyzed

IA summarized the analyzed expenditures into the following categories. Note that these categories are grouped by type of expenditure, not by general ledger account code.

Category	
Computer equipment/technology related accessories	
Software (administrative)	\$ 2,378.00
Software (instructional)	1,500.00
Technology-related accessories	475.02
Office supplies	
Office Depot	6,683.39
Other (paper, folders, labels etc.)	1,537.57
Food and beverage, staff	4,448.47
Liskey Printing	
Student conduct pamphlet	6,715.00
Letterhead	3,583.20
Other categories	
Furniture	3,878.46
Postage	2,826.00
Staff apparel	1,937.50
Travel, mileage	946.84
Wall art	824.94
Title IX membership	629.00
Shredding	442.10
Convection oven/air fryer	149.98
Interpreter services	94.40
Student alternative education slots	497,520.00
Total expenditures analyzed	\$536,569.87

RESULTS, CONTINUED

Processing of Transactions

We found that the above expenditures appeared to be properly processed with the following exceptions:

Account Coding of Payments

Fourteen payments were coded to the incorrect account. *The Business Manual for Central Offices*, Section 5.1 Coding of Activities Overview states, “All transactions must be coded to the proper account, irrespective of any budgetary impact.”

Items/Service Purchased	Payment Amount	Object Code Used	Correct Object Code
Online class	\$ 1,000.00	Technology Contracting Services	Computer Software
Stamps	682.35	Office Supplies	Postal Services
Food	579.00	Professional Development Travel	Food Services
Online class	500.00	Technology Contracting Services	Computer Software
Stamps	478.35	Office Supplies	Postal Services
Stamps	458.35	Office Supplies	Postal Services
Stamps	410.35	Office Supplies	Postal Services
Stamps	398.30	Office Supplies	Postal Services
Stamps	398.30	Office Supplies	Postal Services
Online storage	199.00	Technology Contracting Services	Computer Software
Online storage	199.00	Technology Contracting Services	Computer Software
Sam's Club membership	110.00	Due & Association Membership	Office Supplies
Docking station	89.45	Office Supplies	Technology Supplies
Interpreter services	25.60	Technology Contracting Services	Other Purchased Services
	\$ 5,528.05		

Timeliness of Payments

The following payment was paid late. *The Business Manual for Central Offices*, Section 7.1 Prompt Payment Requirements states, “The required payment date shall be: ...not more than forty-five days after goods or services are received...”

- Invoice of \$248,760.00 for student alternative education slots dated 11/30/23 was paid 3/25/24.

Reasonableness of Purchase

IA noted one expenditure that did not appear reasonable. The Office of Risk Management, in coordination with Virginia Beach Fire Department, determined that certain non-commercial appliances are unsafe for use.

- OSL purchased an air fryer/convection oven for \$149.98.

We would like to thank the staff and management of the Office of Student Leadership for their cooperation throughout this project.

cc: Matthew D. Delaney, Chief Schools Officer
Leeane Turnbull, Director of Student Leadership