

**FLAGLER COUNTY DISTRICT SCHOOL BOARD  
INTERNAL ACCOUNTS**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**JUNE 30, 2024**

**FLAGLER COUNTY DISTRICT SCHOOL BOARD INTERNAL ACCOUNTS  
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JUNE 30, 2024**

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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, 2024, 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 financial position of the Internal Accounts as of June 30, 2024, 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* (GAS), 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 and GAS 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 and GAS, 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, 2024, 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.

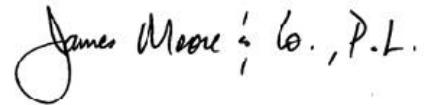
### ***Supplementary Information***

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 19, 2024, 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 19, 2024

**FLAGLER COUNTY DISTRICT SCHOOL BOARD  
INTERNAL ACCOUNTS  
BALANCE SHEET  
JUNE 30, 2024**

	<u>District Total</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 3,053,518
Certificate of deposit	143,696
Total Assets	<u>\$ 3,197,214</u>
<b>FUND BALANCE</b>	
Restricted for student groups	<u>\$ 3,197,214</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, 2024**

	<b>District Total</b>
<b>Revenues</b>	
Athletics	\$ 906,186
Music	224,471
Classes	395,809
Clubs	729,526
Departments	514,828
Trusts	485,317
General	391,418
Total revenues	3,647,555
<b>Expenditures</b>	
Athletics	932,368
Music	236,184
Classes	373,528
Clubs	590,805
Departments	482,594
Trusts	449,541
General	375,405
Total expenses	3,440,425
<b>Change in fund balance</b>	207,130
<b>Fund balance, beginning of year</b>	2,990,084
<b>Fund balance, end of year</b>	\$ 3,197,214

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

**FLAGLER COUNTY DISTRICT SCHOOL BOARD INTERNAL ACCOUNTS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

(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) **Investments**—The Internal Accounts’ investments consist of one certificate of deposit with a maturity of greater than 3 months from the date of acquisition.

(e) **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 THE FINANCIAL STATEMENTS**  
**JUNE 30, 2024**

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

(f) **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.

(g) **Fund balance**—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.

The Internal Accounts' had one certificate of deposit as of June 30, 2024, consisting of \$143,696 held by Adult Education, which matures in April 2025.

**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, 2024**

	<u>Administrative Office</u>	<u>Adult Education</u>	<u>Community Education</u>	<u>Early Childhood Education</u>	<u>Flagler Youth Orchestra</u>	<u>Total Administrative</u>	<u>Belle Terre Elementary</u>	<u>Bunnell Elementary</u>	<u>Old Kings Elementary</u>
<b>Revenues</b>									
Athletics	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-	-	-	1,069	-	585
Classes	-	22,036	-	-	-	22,036	37,143	23,691	59,732
Clubs	-	-	-	-	15,579	15,579	1,743	1,831	7,649
Departments	-	-	-	-	-	-	71,779	51,113	82,005
Trusts	50,599	148,828	26,346	-	-	225,773	6,515	21,677	23,969
General	89,185	152,510	-	1,798	-	243,493	17,109	6,720	31,314
Total revenues	<u>139,784</u>	<u>323,374</u>	<u>26,346</u>	<u>1,798</u>	<u>15,579</u>	<u>506,881</u>	<u>135,358</u>	<u>105,032</u>	<u>205,254</u>
<b>Expenditures</b>									
Athletics	-	-	-	-	-	-	-	-	-
Music	-	-	-	-	-	-	1,833	61	1,291
Classes	-	4,744	-	-	-	4,744	51,228	23,289	57,260
Clubs	-	-	-	-	5,739	5,739	1,944	2,388	8,632
Departments	-	-	-	-	-	-	76,567	48,941	87,609
Trusts	33,886	151,904	16,636	-	-	202,426	17,765	21,032	15,769
General	68,286	140,981	-	1,885	-	211,152	8,201	8,765	31,593
Total expenses	<u>102,172</u>	<u>297,629</u>	<u>16,636</u>	<u>1,885</u>	<u>5,739</u>	<u>424,061</u>	<u>157,538</u>	<u>104,476</u>	<u>202,154</u>
<b>Change in fund balance</b>	<u>37,612</u>	<u>25,745</u>	<u>9,710</u>	<u>(87)</u>	<u>9,840</u>	<u>82,820</u>	<u>(22,180)</u>	<u>556</u>	<u>3,100</u>
<b>Fund balance, beginning of year</b>	255,978	684,075	38,502	1,032	7,756	987,343	198,871	53,665	152,529
<b>Fund balance, end of year</b>	<u>\$ 293,590</u>	<u>\$ 709,820</u>	<u>\$ 48,212</u>	<u>\$ 945</u>	<u>\$ 17,596</u>	<u>\$ 1,070,163</u>	<u>\$ 176,691</u>	<u>\$ 54,221</u>	<u>\$ 155,629</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, 2024**  
**(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>
<b>Revenues</b>										
Athletics	\$ -	\$ -	\$ -	\$ 122	\$ 1,040	\$ 1,162	\$ 581,941	\$ 323,083	\$ 905,024	\$ 906,186
Music	-	251	1,905	17,371	50,509	67,880	61,643	93,043	154,686	224,471
Classes	35,664	34,448	190,678	36,175	39,570	75,745	24,101	83,249	107,350	395,809
Clubs	17,346	285	28,854	20,703	70,093	90,796	277,431	316,866	594,297	729,526
Departments	23,425	50,258	278,580	30,040	42,279	72,319	93,846	70,083	163,929	514,828
Trusts	21,199	17,883	91,243	55,336	15,750	71,086	7,807	89,408	97,215	485,317
General	3,543	9,824	68,510	18,682	14,641	33,323	9,404	36,688	46,092	391,418
Total revenues	<u>101,177</u>	<u>112,949</u>	<u>659,770</u>	<u>178,429</u>	<u>233,882</u>	<u>412,311</u>	<u>1,056,173</u>	<u>1,012,420</u>	<u>2,068,593</u>	<u>3,647,555</u>
<b>Expenditures</b>										
Athletics	-	-	-	122	800	922	630,991	300,455	931,446	932,368
Music	462	-	3,647	15,423	49,439	64,862	72,031	95,644	167,675	236,184
Classes	37,338	27,636	196,751	36,361	43,323	79,684	17,767	74,582	92,349	373,528
Clubs	19,696	3,420	36,080	18,568	66,304	84,872	213,716	250,398	464,114	590,805
Departments	21,583	42,924	277,624	35,243	36,966	72,209	47,604	85,157	132,761	482,594
Trusts	13,572	13,991	82,129	47,502	7,669	55,171	26,678	83,137	109,815	449,541
General	3,202	9,255	61,016	14,795	22,020	36,815	10,522	55,900	66,422	375,405
Total expenses	<u>95,853</u>	<u>97,226</u>	<u>657,247</u>	<u>168,014</u>	<u>226,521</u>	<u>394,535</u>	<u>1,019,309</u>	<u>945,273</u>	<u>1,964,582</u>	<u>3,440,425</u>
<b>Change in fund balance</b>	<u>5,324</u>	<u>15,723</u>	<u>2,523</u>	<u>10,415</u>	<u>7,361</u>	<u>17,776</u>	<u>36,864</u>	<u>67,147</u>	<u>104,011</u>	<u>207,130</u>
<b>Fund balance, beginning of year</b>	82,471	101,387	588,923	213,832	173,022	386,854	569,188	457,776	1,026,964	2,990,084
<b>Fund balance, end of year</b>	<u>\$ 87,795</u>	<u>\$ 117,110</u>	<u>\$ 591,446</u>	<u>\$ 224,247</u>	<u>\$ 180,383</u>	<u>\$ 404,630</u>	<u>\$ 606,052</u>	<u>\$ 524,923</u>	<u>\$ 1,130,975</u>	<u>\$ 3,197,214</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, 2024, 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 District) financial statements, and have issued our report thereon dated September 19, 2024.

***Report on Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, 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 Internal Accounts' 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 2024-001 and 2024-002, that we consider to be significant deficiencies.

### ***Report on Compliance and Other Matters***

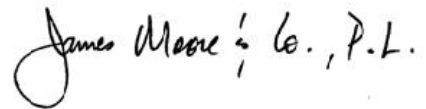
As part of obtaining reasonable assurance about whether the Internal Accounts' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and 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 19, 2024

**FLAGLER COUNTY DISTRICT SCHOOL BOARD  
INTERNAL ACCOUNTS  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
JUNE 30, 2024**

The following is a summary of all findings and recommendations related to the audit of the Internal Accounts for the year ended June 30, 2024.

**2024-001 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.

**2024-002 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***

**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 5 disbursements, we noted 1 instance where the purchase request was missing or incomplete.

***ADULT EDUCATION***

**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 2 instances where money was not turned into the bookkeeper within one business day after receipt.

***BUNNELL ELEMENTARY SCHOOL***

**Expenditures Exceeding Available Resources**

In accordance with Florida Department of Education *Financial and Program Cost Accounting and Reporting for Florida Schools*, Chapter 8, Section I, 10, purchases from internal accounts shall not exceed the resources of the applicable student activity/project account. We noted one account with an overdrawn balance at year end.

**FLAGLER COUNTY DISTRICT SCHOOL BOARD  
INTERNAL ACCOUNTS  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
JUNE 30, 2024**

**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.

***BELLE TERRE SWIM & RACQUET CLUB***

**Expenditures Exceeding Available Resources**

In accordance with Florida Department of Education *Financial and Program Cost Accounting and Reporting for Florida Schools*, Chapter 8, Section I, 10, purchases from internal accounts shall not exceed the resources of the applicable student activity/project account. We noted 1 account with an overdrawn balance at year end.

**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 2 disbursements, we noted 2 instances where the supporting documentation was not provided or did not agree to the check issued.

***BUDDY TAYLOR MIDDLE SCHOOL***

No current year findings noted.

***COMMUNITY EDUCATION***

**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 1 disbursement, we noted 1 instance where the supporting documentation was not provided or did not agree to the check issued.

***EARLY CHILDHOOD EDUCATION***

No current year findings noted.



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***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 1 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 3 instances where money was not turned into the bookkeeper within one business day after receipt.

***FLAGLER YOUTH ORCHESTRA***

No current year findings noted.

***INDIAN TRAILS MIDDLE 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 1 instance where money was not turned into the bookkeeper within one business day after receipt.

***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 7 instances where money was not turned into the bookkeeper within one business day after receipt.

**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 1 instance where there was missing or incomplete supporting documentation.

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**Support for Inventory**

In accordance with the District policy, a sales item inventory report is required to be completed when items are obtained for resale, which documents the beginning and ending inventory of items sold, original cost per item, sales price of an item, and the total collections from sales. We noted that the school did not maintain such records.

***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 21 cash receipts, we noted 1 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 21 cash receipts, we noted 2 instances where money was not turned into the bookkeeper within one business day after receipt.

***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 3 disbursements, we noted 1 instance where the purchase request was missing or incomplete.

***WADSWORTH 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 2 instances where there was missing or incomplete supporting documentation.

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**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 3 instances where money was not turned into the bookkeeper within one business day after receipt.

## MANAGEMENT'S RESPONSE TO FINDINGS

### **2024-001 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.

### **2024-002 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.