# INTERNAL AUDITING
Memorandum

*"Making a Positive Difference"*

TO: Jim Paul, Superintendent

FROM: David J. Bryant, Interim Director
Internal Auditing

SUBJECT: O.J. Semmes Montessori Academy
After School Child Care Review

DATE: June 30, 2006

During our Internal Funds Audit for the 2004-2005 school year, it appeared there was a discrepancy between money received by the After School Child Care Staff and money remitted to the bookkeeper. In this particular instance, where a check was substituted for cash, not all funds were accounted for in May. In order to determine if this was an isolated case, we expanded our testing to three additional months. This expanded review of the After School Child Care records was conducted by Diane Martinez, and was separate from the Internal Funds Audit. Our review objectives, findings, and recommendations are summarized below.

Purpose and Scope

Our purpose was to review the following:

- Verify that all pre-numbered receipts were accounted for.
- Verify attendance roster matched monies remitted to the bookkeeper.
- Trace monies received from receipt books into internal funds.
- Ascertain that all funds were deposited.
- Verify all monies were remitted to the District.

Summary of Review Results

For the month of December 2005, there was a discrepancy between the amount recorded in the After School Child Care receipt book and what was recorded on the monies collected form turned in to the bookkeeper. It appears this instance may have been a clerical error by the After School Child Care staff. It appears proper procedures were followed for the months of February 2006 and March 2006. Overall, it appears that proper procedures were followed by the After School Child Care Program at O.J. Semmes Montessori Academy.

Recommendations and Suggested Corrective Actions

We recommend the After School Child Care staff ensure all After School Child Care fees collected are recorded in both the receipt book and on the Monies Collected Forms. All receipts should be turned in to the bookkeeper accompanied by a Monies Collected Form. If any errors occur while completing a receipt for the parent/guardian, the staff member responsible for writing the receipt should initial the error and provide a brief explanation for the error.

DJB

Cc: Norm Ross, Deputy Superintendent
Larry Knight, Principal – O.J. Semmes Montessori Academy
Audit Committee