

# **District School Board of Collier County, Florida**

Report to the School Board Members  
and Superintendent  
November 14, 2022



**RSM US LLP**

5551 Ridgewood Dr.  
Suite 401  
Naples, FL 34108

**T** +1 239 596 0105  
**F** +1 239 596 0487

[www.rsmus.com](http://www.rsmus.com)

November 14, 2022

School Board Members and Superintendent  
District School Board of Collier County, Florida  
Naples, Florida

Attention: School Board Members and Superintendent

We are pleased to present this report related to our audit of the internal accounts special revenue fund of the District School Board of Collier County, Florida (the District), as of and for the year ended June 30, 2022. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the District's financial reporting process.

This report is intended solely for the information and use of the School Board Members, Superintendent and management, and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the District.

*RSM US LLP*

**THE POWER OF BEING UNDERSTOOD**  
AUDIT | TAX | CONSULTING

## TABLE OF CONTENTS

### Required Communications

1-3

#### Exhibit A—Significant Written Communications Between Management and Our Firm

- Representation Letter

#### Exhibit B—Financial Statements and Other Reports

- Internal Accounts Special Revenue Fund Financial Statements
- Independent Auditor's 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*
- Internal Accounts Special Revenue Fund Letter on Identified Internal Control Matters

## REQUIRED COMMUNICATIONS

Auditing standards generally accepted in the United States of America (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial and related compliance reporting process.

### **Our Responsibilities With Regard to the Financial Statement and Compliance Audit**

Our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States have been described to you in our arrangement letter dated July 5, 2022. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

### **Overview of the Planned Scope and Timing of the Financial Statement Audit**

We have issued a separate communication dated August 2, 2022, regarding the planned scope and timing of our audit and identified significant risks.

### **Accounting Policies and Practices**

#### **Preferability of Accounting Policies and Practices**

Under accounting principles generally accepted in the United States of America, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

#### **Adoption of, or Change in, Accounting Policies**

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the District. The District did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.

#### **Significant Accounting Policies**

We did not identify any significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### **Significant Unusual Transactions**

We did not identify any significant unusual transactions.

#### **Management's Judgments and Accounting Estimates**

We are not aware of any particularly sensitive accounting estimates related to the preparation of the financial statement that are required to be discussed with you.

## Audit Adjustments and Uncorrected Misstatements

There were no audit adjustments made to the original trial balance presented to us to begin our audit.

Uncorrected misstatements are included with the representation letter attached as Exhibit A. Uncorrected misstatements or matters underlying these uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even if we have concluded that the uncorrected misstatements are immaterial to the financial statements under audit.

## Departure From the Auditor's Standard Report

### Expected Other-Matter Paragraph

Management omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the internal accounts financial statements. In light of this matter, we have included an other-matter paragraph in the auditor's report as follows:

#### ***Required Supplementary Information***

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the internal accounts financial statements. Such missing information, although not a part of the internal accounts financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the internal accounts financial statements in an appropriate operational, economic or historical context. Our opinion on the internal accounts financial statements is not affected by this missing information.

## Other Information in Documents Containing Audited Financial Statements

Our responsibility for other information in documents containing the District's financial statements is to read the information and consider whether its content or manner of its presentation is materially inconsistent with the financial information covered by our auditor's report or whether it contains a material misstatement of fact. We read the supplementary information presented in the financial statements as the *Schedule of Changes in Cash and Cash Equivalents by School* and did not identify any material inconsistencies with the audited financial statements.

## Observations About the Audit Process

### Disagreements With Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit or significant disclosures to be included in the financial statements.

### Consultations With Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

### Significant Issues Discussed With Management

We discussed an alleged instance of misappropriation of cash that occurred at a District school site that was identified by management and communicated to us during the audit. The incident involves a former District employee and is currently under investigation. No other significant issues arising from the audit were discussed or were the subject of correspondence with management.

### Significant Difficulties Encountered in Performing the Audit

We did not encounter any significant difficulties in dealing with management during the audit.

**Difficult or Contentious Matters That Required Consultation**

We did not encounter any significant and difficult or contentious matters that required consultation outside the engagement team.

**Internal Control and Compliance Matters**

We have issued the following reports attached as Exhibit B, in connection with our audit:

- Independent Auditor's 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*
- Internal Accounts Special Revenue Fund Letter on Identified Internal Control Matters

**Significant Written Communications Between Management and Our Firm**

The representation letter provided to us by management is attached as Exhibit A.

## **EXHIBIT A**

### **Significant Written Communications Between Management and Our Firm**



Collier County  
Public Schools

**Assistant Superintendent of Financial Services**

November 14, 2022

RSM US LLP  
5551 Ridgewood Drive  
Suite 401  
Naples, FL 34108

This representation letter is provided in connection with your audit of the financial statements of the internal accounts special revenue fund (internal accounts) of the District School Board of Collier County, Florida (the District), as of and for the year ended June 30, 2022, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, that as of the date of this letter:

### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated July 5, 2022, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. We acknowledge our responsibility 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.
3. We acknowledge our responsibility for the design, implementation, and maintenance of controls to prevent and detect fraud.
4. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP, and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.
5. Related-party transactions have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Types of related party transactions engaged in by the district related to the internal accounts include inter-fund transactions, including interfund accounts and advances receivable and payable, sale and purchase transactions, and inter-fund transfers, where applicable.

***Today's Learners • Tomorrow's Leaders***

5775 Osceola Trail | Naples, Florida 34109 | p: 239.377.0310  
e: AntonaJo@collierschools.com | www.collierschools.com



# CCPS

Collier County  
Public Schools

**Assistant Superintendent of Financial Services**

6. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as amended.
7. The district is following either its established accounting policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available or is following paragraph 18 of GASB Statement No. 54 to determine the fund balance classifications for financial reporting purposes.
8. There are no fiduciary activities required by GASB Statement No. 84, *Fiduciary Activities* (as amended) that are required to be reported.
9. All events subsequent to the date of the financial statements, and for which U.S. GAAP requires adjustment or disclosure, have been adjusted or disclosed.
10. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP, when applicable.
11. Management has followed applicable laws and regulations in adopting, approving, and amending budgets.
12. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.
13. Components of fund balance (non-spendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
14. Revenues are appropriately classified in the statement of revenues, expenditures, and changes in fund balance.
15. Expenditures have been appropriately classified in the statement of revenues, expenditures, and changes in fund balance.
16. We have no direct or indirect legal or moral obligation for any debt of any organization, public or private, or to special assessment bondholders, that is not disclosed in the financial statements.
17. We have complied with all aspects of laws, regulations, and provisions of contracts and agreements that would have a material effect on the financial statements in the event of non-compliance.
18. We have reviewed the GASB Statements effective for the fiscal year ending June 30, 2022, and concluded the implementation of GASB Statement 87, *Leases* did not have a material

***Today's Learners • Tomorrow's Leaders***

---

5775 Osceola Trail | Naples, Florida 34109 | p: 239.377.0310  
e: [AntonaJo@collierschools.com](mailto:AntonaJo@collierschools.com) | [www.collierschools.com](http://www.collierschools.com)



impact on basic financial statements.

19. As of and for the year ended June 30, 2022, we believe that the effects of the uncorrected misstatements aggregated by you and summarized below are immaterial, both individually and in the aggregate, to the financial statements. For purposes of this representation, we consider items to be material, regardless of their size, if they involve the misstatement or omission of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

	Debit (Credit)				
	Assets	Liabilities	Fund Balance	Revenues	Expenditures
<b>Unrecorded - factual</b>					
To record expenditures incurred in the proper year	\$ -	\$ -	\$ 864	\$ -	\$ (864)
<b>Unrecorded - projected</b>					
To record expenditures incurred in the proper year	-	-	20,618	-	(20,618)
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,482</b>	<b>\$ -</b>	<b>\$ (21,482)</b>

#### Information Provided

20. We have provided you with:
- a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the district from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the governing board and committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
21. All transactions have been recorded in the accounting records and are reflected in financial statements.
22. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
23. It is our responsibility to establish and maintain internal control over financial reporting. One of the components of an entity's system of internal control is risk assessment. We hereby



# CCPS

Collier County  
Public Schools

**Assistant Superintendent of Financial Services**

represent that our risk assessment process includes the identification and assessment of risks of material misstatement due to fraud. We have shared with you our fraud risk assessment, including a description of the risks, our assessment of the magnitude and likelihood of misstatements arising from those risks, and the controls that we have designed and implemented in response to those risks.

24. We have no knowledge of fraud or suspected fraud affecting the district's financial statements involving:
  - a. Management.
  - b. Employees who have significant roles in internal control.
  - c. Others where the fraud could have a material effect on the financial statements.
25. We have disclosed to you all information that we are aware of regarding allegations of fraud or suspected fraud affecting the district's financial statements received in communications from employees, former employees, analysts, regulators, or others. The matter disclosed involves the misappropriation of cash by a former district employee and is currently under investigation.
26. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.
27. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements. We have not consulted legal counsel concerning litigation or claims.
28. We have disclosed to you the identity of all of the district's related parties and all the related-party relationships and transactions of which we are aware, when applicable.
29. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the district's ability to record, process, summarize and report financial data.
30. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
31. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

### **Supplementary Information**

32. With respect to supplementary information presented in relation to the financial statements as a whole:
  - a. We acknowledge our responsibility for the presentation of such information.

***Today's Learners • Tomorrow's Leaders***

5775 Osceola Trail | Naples, Florida 34109 | p: 239.377.0310  
e: AntonaJo@collierschools.com | www.collierschools.com



CCPS

Collier County  
Public Schools

Assistant Superintendent of Financial Services

- b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.
- c. The methods of measurement or presentation have not changed from those used in the prior period.
- d. When supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

### Compliance Considerations

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

- 33. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
- 34. Is responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to the auditee.
- 35. Has identified and disclosed to the auditor all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.
- 36. Is responsible 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.
- 37. Acknowledges its responsibility for the design, implementation, and maintenance of controls to prevent and detect fraud.
- 38. Has taken timely and appropriate steps to remedy identified or suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that the auditor reports.
- 39. Has a process to track the status of audit findings and recommendations.
- 40. Has identified for the auditor previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 41. Is not aware of any investigations or legal proceedings that have been initiated with respect to the period under audit.

*Today's Learners • Tomorrow's Leaders*

5775 Osceola Trail | Naples, Florida 34109 | p: 239.377.0310  
e: AntonaJo@collierschools.com | www.collierschools.com



Collier County  
Public Schools

**Assistant Superintendent of Financial Services**

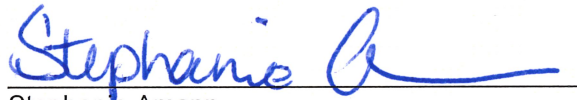
42. Has provided views on the auditor's reported findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report.
  
43. Acknowledges its responsibilities as it relates to non-audit services performed by the auditor, including that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

**District School Board of Collier County, Florida**



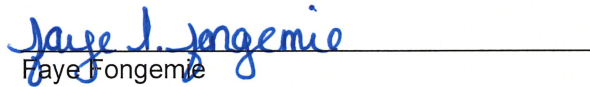
---

John Antonacci  
Assistant Superintendent, Financial Services



---

Stephanie Amann  
Assistant Director, Financial Services



---

Faye Fongemie  
Internal Fund Accountant II

## **EXHIBIT B**

### **Financial Statements and Other Reports**

# **District School Board of Collier County, Florida**

Internal Accounts Special Revenue Fund  
Financial Statements  
June 30, 2022

## Contents

---

Independent auditor's report	1-3
<hr/>	
Financial statements	
Balance sheet	4
Statement of revenues, expenditures and changes in fund balance	5
Notes to financial statements	6-7
<hr/>	
Supplementary information	
Schedule of changes in cash and cash equivalents by school Internal accounts special revenue fund	8-9
<hr/>	
Independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with <i>Government Auditing Standards</i>	10-11
<hr/>	



RSM US LLP

## Independent Auditor's Report

School Board Members and Superintendent  
District School Board of Collier County, Florida

### 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 the District School Board of Collier County, Florida (the District) 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 referred to above present fairly, in all material respects, the financial position of the District's internal accounts, as of June 30, 2022, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District's internal accounts 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.

#### Emphasis of Matter

As discussed in Note 1, the financial statements present only the internal accounts special revenue fund and do not purport to, and do not, present fairly the financial position of the District School Board of Collier County, Florida 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.

#### Responsibilities of Management for the Financial Statements

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 District's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's 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 auditor's 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 *Government Auditing Standards* 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 *Government Auditing Standards*, 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 District's internal control over its internal accounts. 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 District's 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.

### ***Required Supplementary Information***

Management has omitted the *management's discussion and analysis* that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. Our opinion on the financial statements is not affected by this missing information.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements of the internal accounts special revenue fund of the District. The *schedule of changes in cash and cash equivalents by school* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information 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 *schedule of changes in cash and cash equivalents by school* 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 November 14, 2022, on our consideration of District's internal control over financial reporting for its internal accounts 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 the District's 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 District's internal control over financial reporting and compliance for its internal accounts.

*RSM US LLP*

Naples, Florida  
November 14, 2022

**District School Board of Collier County, Florida  
Internal Accounts Special Revenue Fund**

**Balance Sheet  
June 30, 2022**

---

**Assets**

Cash and cash equivalents \$ 7,155,852

**Fund Balance**

Restricted for student organizations \$ 7,155,852

See notes to financial statements.

**District School Board of Collier County, Florida  
Internal Accounts Special Revenue Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balance  
Fiscal Year Ended June 30, 2022**

---

Revenues:	
Student organization activities	\$ 8,121,927
Expenditures:	
Student support services	<u>7,343,661</u>
<b>Excess of revenue over expenditures</b>	778,266
Fund balance:	
Beginning of year	<u>6,377,586</u>
End of year	<u><u>\$ 7,155,852</u></u>

See notes to financial statements.

**District School Board of Collier County, Florida  
Internal Accounts Special Revenue Fund**

**Notes to Financial Statements**

---

**Note 1. Summary of Significant Accounting Policies and Basis of Accounting**

**General description:** The governing body of the District School Board of Collier County, Florida (the District) is composed of five members (the Board). The Superintendent is the executive officer. Although the District is considered a separate entity for financial reporting purposes, it is part of the state system of public education under the general direction and control of the State Board of Education as prescribed by Article IX of the State Constitution. State Statutes and State Board of Education Regulations also govern the District. Pursuant to state law, the Superintendent is responsible for keeping records and accounts of all financial transactions in the manner prescribed by the State Board of Education.

**Reporting entity:** The internal accounts special revenue fund financial statements present the activity of the District's internal accounts. The financial statements are not intended to be a complete presentation under Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*. Therefore, the financial statements do not purport to, and do not, present fairly the financial position of the District 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.

The Board is responsible for the administration of certain monies collected at various sites in connection with school and student organization activities. These monies are commonly described as internal funds or internal accounts and are subject to State Board of Education Rules as set forth in Section 6A-1.001, Florida Administrative Code and Chapter 8, *School Internal Funds, Financial and Program Cost Accounting and Reporting for Florida Schools*. The internal accounts special revenue fund is reported as a governmental fund in the District's consolidated annual financial statements.

**Basis of presentation:** These are fund financial statements that have been prepared in conformity with accounting principles generally accepted in the United States (GAAP) as applied to governmental funds. The GASB is the accepted standard-setting body for establishing governmental and financial reporting principles. The internal accounts special revenue fund financial statements significant accounting policies are described below. The financial statements were prepared in accordance with applicable GASB pronouncements.

**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 resource 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 reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The internal accounts special revenue fund considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred.

**Cash and cash equivalents:** Cash and cash equivalents include cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

**District School Board of Collier County, Florida  
Internal Accounts Special Revenue Fund**

**Notes to Financial Statements**

---

**Note 1. Summary of Significant Accounting Policies and Basis of Accounting (Continued)**

**Custodial credit risk:** Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, an entity will not be able to recover its deposits that are in the possession of an outside party. The District's deposits with financial institutions are held in public depositories pursuant to Florida Statutes Chapter 280, Florida Security for Public Deposits Act. Under the Act, all qualified public depositories are required to pledge eligible collateral having a market value equal to or greater than the average daily or monthly balance of all public deposits, multiplied by the depository's collateral pledging level. Any losses to public deposits are covered by applicable deposit insurance, sale of securities pledged as collateral and, if necessary, assessments against other qualified public depositories of the same type as the depository in default.

**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, which is usually when cash is collected.

**Fund balance:** The internal accounts special revenue fund reports fund balance in classifications based on the extent to which it is bound to honor constraints on the specific purposes for which amounts in the fund can be spent. The internal accounts fund balance is restricted to support student organizations of the District as required by the State Board of Education Rules as set forth in *Section 6A-1.001, Florida Administrative Code* and *Chapter 8, School Internal Funds, Financial and Program Cost Accounting and Reporting for Florida Schools*.

**District School Board of Collier County, Florida  
Internal Accounts Special Revenue Fund**

**Schedule of Changes in Cash and Cash Equivalents by School  
Fiscal Year Ended June 30, 2022**

School/Location	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022
Administrative Center	\$ 7,159	\$ 4,151	\$ 1,498	\$ 9,812
Adult Education	30,078	89,043	35,665	83,456
Alternative Schools	50,339	36,614	33,849	53,104
Avalon Elementary	82,012	57,208	22,148	117,072
Barron Collier High	382,975	699,014	698,625	383,364
Big Cypress Elementary	157,582	176,972	72,650	261,904
Calusa Park Elementary	107,267	133,707	70,781	170,193
Corkscrew Elementary	123,026	162,481	89,714	195,793
Corkscrew Middle	103,880	92,256	76,303	119,833
Cypress Palm Middle	114,496	90,799	62,344	142,951
e-Collier Academy	1,170	84,771	82,776	3,165
East Naples Middle	41,804	1,583	2,611	40,776
Eden Park Elementary	31,246	47,524	47,994	30,776
Estates Elementary	67,368	28,276	14,642	81,002
Everglades City School	59,589	87,431	80,856	66,164
Glades Technical College	-	20,140	3,005	17,135
Golden Gate Elementary	43,251	31,728	29,699	45,280
Golden Gate High	243,855	368,887	335,036	277,706
Golden Gate Middle	56,878	53,055	69,819	40,114
Golden Terrace Elementary	15,573	26,145	28,391	13,327
Gulf Coast High	280,862	716,341	627,825	369,378
Gulfview Middle	50,590	41,025	37,345	54,270
Herbert Cambridge Elementary	17,034	30,398	29,205	18,227
Highlands Elementary	48,979	49,333	44,998	53,314
Immokalee High	155,782	330,792	317,215	169,359
Immokalee Middle	29,646	93,176	91,448	31,374
Immokalee Technical College	153,507	463,893	459,406	157,994
Lake Park Elementary	36,939	50,984	47,770	40,153
Lake Trafford Elementary	16,828	32,623	33,822	15,629
Laurel Oak Elementary	280,426	112,411	101,654	291,183

(Continued)

**District School Board of Collier County, Florida  
Internal Accounts Special Revenue Fund**

**Schedule of Changes in Cash and Cash Equivalents by School (Continued)  
Fiscal Year Ended June 30, 2022**

School/Location	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022
Lavern Gaynor Elementary	\$ 9,324	\$ 19,216	\$ 18,998	\$ 9,542
Lely Elementary	130,798	122,063	74,391	178,470
Lely High	248,695	312,130	327,935	232,890
Lorenzo Walker Technical College	390,310	484,934	507,415	367,829
Lorenzo Walker Technical High	55,628	73,068	65,541	63,155
Manatee Elementary	70,721	31,070	25,329	76,462
Manatee Middle	68,519	85,828	85,468	68,879
Mike Davis Elementary	26,007	29,179	29,557	25,629
Naples High	335,399	707,241	647,915	394,725
Naples Park Elementary	124,960	108,128	90,841	142,247
North Naples Middle	111,178	114,784	81,149	144,813
Oakridge Middle	86,790	138,563	116,037	109,316
Osceola Elementary	44,832	77,638	63,932	58,538
Palmetto Elementary	27,713	43,180	54,633	16,260
Palmetto Ridge High	204,428	771,707	767,960	208,175
Parkside Elementary	40,409	29,494	29,306	40,597
Pelican Marsh Elementary	93,172	57,987	86,138	65,021
Pine Ridge Middle	56,441	51,954	49,851	58,544
Pinecrest Elementary	23,043	45,186	31,936	36,293
Poinciana Elementary	31,257	68,074	70,038	29,293
Sabal Palm Elementary	28,038	45,107	42,888	30,257
Sea Gate Elementary	322,705	51,001	67,376	306,330
Shadowlawn Elementary	41,396	28,021	31,421	37,996
Summer SACC	387,958	113,694	19,573	482,079
Tommie Barfield Elementary	253,389	97,742	129,612	221,519
Transportation	1,361	6,586	5,690	2,257
Veterans Memorial Elementary	103,720	115,527	87,689	131,558
Village Oaks Elementary	15,870	24,076	25,080	14,866
Vineyards Elementary	253,384	55,986	60,866	248,504
<b>Total</b>	<b>\$ 6,377,586</b>	<b>\$ 8,121,925</b>	<b>\$ 7,343,659</b>	<b>\$ 7,155,852</b>

**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**

**Independent Auditor's Report**

School Board Members and Superintendent  
District School Board of Collier County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the internal accounts special revenue fund (internal accounts) of the District School Board of Collier County, Florida (the District), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's internal accounts financial statements, and have issued our report thereon dated November 14, 2022.

**Report on Internal Control Over Financial Reporting**

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

*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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's 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 internal accounts 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*.

**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 over the internal accounts. 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.

*RSM US LLP*

Naples, Florida  
November 14, 2022

# **District School Board of Collier County, Florida**

Internal Accounts Special Revenue Fund  
Letter on Identified Internal Control Matters  
As of June 30, 2022

## Table of Contents

---

Letter on identified internal control matters	1
Executive summary	2-8
Appendix A	
Individual site findings	9-17

---



RSM US LLP

To the School Board Members and Superintendent  
District School Board of Collier County, Florida

In planning and performing our audit of the financial statements of the internal accounts special revenue fund (internal accounts) of the District School Board of Collier County, Florida (the District) as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States, we considered the District's internal control over financial reporting for its internal accounts as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over its internal accounts. Accordingly, we do not express an opinion on the effectiveness of the District's 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 deficiency in design exists when: (a) a control necessary to meet the control objective is missing, or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

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.

Certain deficiencies in internal control that have been previously communicated to you, in writing, by us or by others within your organization are not repeated herein.

Included in Appendix A are descriptions of other identified deficiencies in internal control that we determined did not constitute significant deficiencies or material weaknesses.

Management's responses to the internal control deficiencies identified in our audit were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of the School Board Members, the Superintendent and management of the District, and is not intended to be, and should not be used by anyone other than these specified parties.

*RSM US LLP*

Naples, Florida  
November 14, 2022

**THE POWER OF BEING UNDERSTOOD**  
AUDIT | TAX | CONSULTING

# **Executive Summary**

## Executive Summary – Continued

---

This document outlines the results related to our audit of the financial statements of the internal accounts special revenue fund (internal accounts) of the District School Board of Collier County, Florida (the District) as of June 30, 2022.

This document presents the *Individual School Comments*, which are control deficiencies that affect the safeguarding of assets and/or financial reporting of the Internal Accounts for the individual schools and departments identified. Our audit engagement included site visits of selected District schools and departments. We performed testing over the following areas, as more fully described below:

- Internal Account Balances
- Timely Remittance of Monies Collected
- Timely Deposits
- Authorization of Expenditures
- Segregation of Duties
- Cash Disbursements
- Cash Receipts
- Modified Transactions and Transfers
- Bank Reconciliations
- Petty Cash and Change Funds
- Returned Checks
- Fundraising Activities
- Yearbook Sales
- Ticket Sales
- Sales Tax
- Gift Card Procedures
- Skipped or Voided Checks
- Completion of Purchase Order Form
- Timely Recording of Monies Collected
- Basis of Accounting

We have made specific recommendations to improve individual school/department controls and management has agreed to a corrective action plan as detailed in the responses to the control deficiencies included herein. The most common findings are depicted in a graph on page 5 and a summary status of prior year findings is included in a table starting on page 6.

### **Summary of the Criteria or Specific Requirements as Prescribed in the District's Internal Accounts Manual**

#### Internal Account Balances

Internal accounts should not have a deficit balance, as purchases from these funds may not exceed the resources of the related student activity/project account, as stated in the *Internal Funds Policies and Procedures Manual*, Section 7.B. This is in accordance with Chapter 8, Section I (10) of the Financial and Program Cost Accounting and Reporting for Florida Schools publication.

The internal accounts financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The internal accounts special revenue fund considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred.

# Executive Summary – Continued

---

## Summary of the Criteria or Specific Requirements as Prescribed in the District's Internal Accounts Manual (Continued)

### Timely Remittance of Monies Collected

As stated in the District's *Internal Funds Policies and Procedures Manual*, Section 6.B, all monies collected must be turned in to the school office no later than the next business day following initial collection. The District allows an extension of five (5) business days to this timeframe for the Adult Education and Summer SACC monies collected, as additional time is needed to safely transport monies from multiple sites.

### Timely Deposits

All funds collected must be deposited within five (5) working days after receipt, as stated in the District's *Internal Funds Policies and Procedures Manual*, Section 6.D. The District's guideline is in accordance with Chapter 8, Section III (1.4) of the Financial and Program Cost Accounting and Reporting for Florida Schools publication.

### Authorization of Expenditures

All expenditures must have documented approval by the individual school Principals in the form of a signed *Checks Issued Statement* or other authorization form. If the Principal/Director is unavailable to sign a check due to illness or being out-of-town, any two of the authorized individuals on the official check-signing authorization card may sign the check, except two clerical levels. The authorization card should have the Principal, Assistant Principal(s), office manager and/or bookkeeper. No two clerical functions are to sign a check. The authorization cards are to be updated when there is a change in staffing. The authorization card is to be kept in a safe location and available for audit review at any time. The existing authority for Principal/Director to delegate the initial signature requirement for the check requisition and the "Checks Issued Statement" remains intact.

### Segregation of Duties

As stated in the District's *Internal Funds Policies and Procedures Manual*, Section 6.B, all Monies Collected Forms must be completed by the initial collector of funds and then remitted to the bookkeeper for proper receipting and depositing. The Monies Collected Form is not intended to be completed by the bookkeeper, and the bookkeeper should not be the initial collector of funds.

### Cash Disbursements

The District's *Internal Funds Policies and Procedures Manual*, Section 8.A, states that all expenditures from internal accounts should be made by check and signed by the Principal/administrator and another District employee authorized by the Principal. In addition, the manual states that checks may not be signed by the payee, and that checks should not be signed by only two clerical function employees. Disbursements must be supported by appropriate documentation of the purchase, such as the receipt or invoice, as stated in section 8.B of the Manual.

### Cash Receipts

All monies collected must be submitted to the bookkeeper using the District's authorized Monies Collected Form, in accordance with Section 6.B of the *Internal Funds Policies and Procedures Manual*. The form should be fully completed and include a listing of who the monies were collected from, and the amount collected from each, except for the District's authorized exceptions where maintaining such detail is impractical.

### Modified Transactions and Transfers

Modifications and transfers must be used in accordance with the District's guidelines in the *Internal Funds Policies and Procedures Manual*, Section 19. The Principal's approval of all such entries must be recorded by signature on the monthly Modification and Transfer reports.

# Executive Summary – Continued

---

## Summary of the Criteria or Specific Requirements as Prescribed in the District's Internal Accounts Manual (Continued)

### Bank Reconciliations

The monthly financial reports must be completed by the 15<sup>th</sup> day of the subsequent month, as stated in the District's *Internal Funds Policies and Procedures Manual*, Section 20. The reports are submitted to the District, where they are logged and reviewed for timely completion. The required monthly report must include a bank reconciliation with the Principal's signature evidencing review.

### Petty Cash and Change Funds

In accordance with the year-end procedures listed in the District's *Internal Funds Policies and Procedures Manual*, Section 26.A, all petty cash and change funds should be redeposited prior to year-end.

### Returned Checks

The District's *Internal Funds Policies and Procedures Manual*, Section 6.E, states that returned checks will only be declared uncollectible after every legal and reasonable collection effort has been made. Insufficient fund checks must be recorded in the *School Cash* accounting program using the NSF *Tracker* module. Proper documentation of returned checks must be kept on file, including copies of correspondence to the maker of the check.

### Fundraising Activities

The District's *Internal Funds Policies and Procedures Manual*, Section 13, includes requirements for conducting fundraising activities and maintaining fiscal accountability for funds collected and items sold. All fundraising activities must be pre-approved by the Principal using a standard fundraising approval form. An additional approval by the Superintendent or designee is required if the fundraising activity occurs off-District premises and the funds are deposited directly into internal accounts. A final fundraising financial report is to be submitted to the Principal within 30 days of completing the fundraising activity for signature.

### Yearbook Sales

The District requires yearbook sales to be recorded on fundraising approval and financial forms to document fiscal accountability for monies collected and yearbooks sold. Yearbooks are exempt from sales tax, as stated in the District's *Internal Funds Policies and Procedures Manual*, Section 17.

### Ticket Sales

All events for which admission tickets are sold must be properly documented on the District authorized Ticket Sales report, and monies collected should be reconciled with the number of tickets sold. Admission tickets must be pre-numbered, and a record of complimentary tickets should be maintained. These policies are in accordance with the District's *Internal Funds Policies and Procedures Manual*, Section 16.

### Sales Tax

All items purchased for resale are subject to Florida Sales Tax unless specifically exempted. Items that are resold, regardless of profit, are subject to sales tax. If sales tax is paid at time of purchase, the District does not have to charge sales tax when resold. If sales tax is not paid at time of purchase, it must be collected and paid directly to the Florida Department of Revenue.

### Gift Card Procedures

As stated in the District's *Internal Funds Policies and Procedures Manual*, Section 29, store receipts related to the purchase of gift cards should be attached to the check disbursement. Additionally, the name of recipients, dates, amounts and reason should be attached. Finally, the signatures of two adults/staff witnessing the dispensing of the gift cards or the signature of the recipient should be present.

# Executive Summary – Continued

---

## Summary of the Criteria or Specific Requirements as Prescribed in the District's Internal Accounts Manual (Continued)

### Skipped or Voided Checks

As stated in the District's *Internal Funds Policies and Procedures Manual*, Section 8, skipped checks are to be marked "VOID," with the signature block removed, and the Principal should sign to provide evidence of the awareness of skipped checks. Voided checks must be marked "VOID" and the signature block removed. Voided checks should have stop payments issued at the bank if they have been released.

### Completion of Purchase Order Forms

The District's *Internal Funds Policies and Procedures Manual*, Section 7.C states that purchases of \$3,000 or more require prior written approval using the standard Internal Funds Purchase Order Form.

### Timely Recording of Monies Collected

As stated in the District's *Internal Funds Policies and Procedures Manual*, Section 6.B, the bookkeeper will verify the amount of money reported on the Monies Collected Form when the funds exchange hands. The computer will generate an official receipt which automatically assigns a receipt number. The receipt is given to whom the funds were handed in by. The bookkeeper must print and sign all receipts as they are created. The receipt number must be written in the left-hand corner of the Monies Collected Form. Per Section 6.C, the receipt date is the date the Bookkeeper actually receives the money, not the date that the money was collected. The District allows the official receipt to be generated within one (1) business day from the date the bookkeeper receives the monies.

### Fundraising Activities

The District's *Internal Funds Policies and Procedures Manual*, Section 13, includes requirements for conducting fundraising activities and maintaining fiscal accountability for funds collected and items sold. All fundraising activities must be pre-approved by the Principal using a standard fundraising approval form. An additional approval by the Superintendent or designee is required if the fundraising activity occurs off-District premises and the funds are deposited directly into internal accounts. A final fundraising financial report is to be submitted to the Principal within 30 days of completing the fundraising activity.

### Yearbook Sales

The District requires yearbook sales to be recorded on fundraising approval and financial forms to document fiscal accountability for monies collected and yearbooks sold. Yearbooks are exempt from sales tax, as stated in the District's *Internal Funds Policies and Procedures Manual*, Section 17.

### Ticket Sales

All events for which admission tickets are sold must be properly documented on the District authorized Ticket Sales report, and monies collected should be reconciled with the number of tickets sold. Admission tickets must be pre-numbered, and a record of complimentary tickets should be maintained. These policies are in accordance with the District's *Internal Funds Policies and Procedures Manual*, Section 16.

### Sales Tax

All items purchased for resale are subject to Florida Sales Tax unless specifically exempted. Items that are resold, regardless of profit, are subject to sales tax. If sales tax is paid at time of purchase, the District does not have to charge sales tax when resold. If sales tax is not paid at time of purchase, it must be collected and paid directly to the Florida Department of Revenue.

### Gift Card Procedures

As stated in the District's *Internal Funds Policies and Procedures Manual*, Section 29, store receipts related to the purchase of gift cards should be attached to the check disbursement. Additionally, the name of recipients, dates, amounts and reason should be attached. Finally, the signatures of two adults/staff witnessing the dispensing of the gift cards or the signature of the recipient should be present.

## **Executive Summary – Continued**

---

### **Summary of the Criteria or Specific Requirements as Prescribed in the District's Internal Accounts Manual (Continued)**

#### Skipped or Voided Checks

As stated in the District's *Internal Funds Policies and Procedures Manual*, Section 8, skipped checks are to be marked "VOID," with the signature block removed, and the Principal should sign to provide evidence of the awareness of skipped checks. Voided checks must be marked "VOID" and the signature block removed. Voided checks should have stop payments issued at the bank if they have been released.

#### Completion of Purchase Order Forms

The District's *Internal Funds Policies and Procedures Manual*, Section 7.C states that purchases of \$3,000 or more require prior written approval using the standard Internal Funds Purchase Order Form.

#### Timely Recording of Monies Collected

As stated in the District's *Internal Funds Policies and Procedures Manual*, Section 6.B, the bookkeeper will verify the amount of money reported on the Monies Collected Form when the funds exchange hands. The computer will generate an official receipt which automatically assigns a receipt number. The receipt is given to whom the funds were handed in by. The bookkeeper must print and sign all receipts as they are created. The receipt number must be written in the left-hand corner of the Monies Collected Form. Per Section 6.C, the receipt date is the date the Bookkeeper actually receives the money, not the date that the money was collected. The District allows the official receipt to be generated within one (1) business day from the date the bookkeeper receives the monies.

#### Safekeeping of Internal Funds

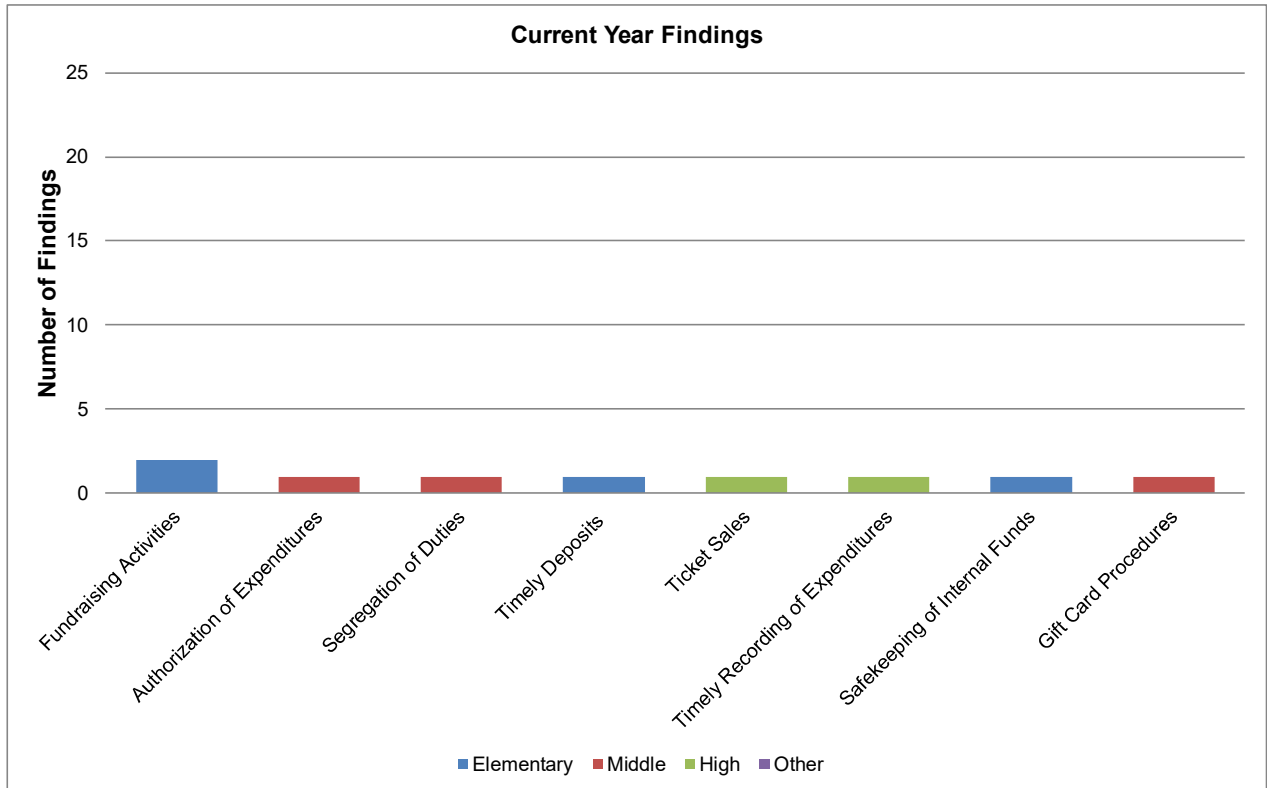
Adequate security must be provided for blank checks, cash and change funds at all times. It is recommended that blank checks, cash and change funds be kept in a locked safe and verified at least quarterly.

# Executive Summary – Continued

---

## Summary of Current Year Results

Current year findings are summarized in the graph below. There were 9 site-based comments in the current year.



# Executive Summary – Continued

## Summary – Status of Prior Year Findings

The following table provides a summary of the status of prior year individual site findings.

No.	Site / Finding	Still Relevant	Corrected or No Longer Relevant	Explanations
<b>1</b>	<b>Barron Collier High</b>			
	Skipped or Voided Checks		X	
	Fundraising Activities		X	
	Gift Card Procedures		X	
<b>2</b>	<b>Corkscrew Middle</b>			
	Skipped or Voided Checks		X	
	Timely Recording of Monies Collected		X	
	Gift Card Procedures		X	
<b>3</b>	<b>East Naples Middle</b>			
	Completion of Purchase Order Form		X	
	Authorization of Expenditures		X	
<b>4</b>	<b>Everglades City School</b>			
	Timely Remittance of Monies Collected		X	
<b>5</b>	<b>Golden Gate High</b>			
	Fundraising Activities		X	
<b>6</b>	<b>Golden Gate Middle</b>			
	Gift Card Procedures		X	
<b>7</b>	<b>Gulf Coast High</b>			
	Skipped or Voided Checks		X	
	Completion of Purchase Order Form		X	
	Timely Recording of Monies Collected		X	
<b>8</b>	<b>Gulfview Middle</b>			
	Gift Card Procedures		X	
<b>9</b>	<b>Immokalee High</b>			
	Gift Card Procedures		X	
<b>10</b>	<b>Immokalee Middle</b>			
	Gift Card Procedures	X		
<b>11</b>	<b>Immokalee Technical College</b>			
	Completion of Purchase Order Form		X	
<b>12</b>	<b>Lely Elementary</b>			
	Skipped or Voided Checks		X	
	Completion of Purchase Order Form		X	
	Fundraising Activities		X	
<b>13</b>	<b>Lely High</b>			
	Fundraising Activities		X	
<b>14</b>	<b>Manatee Middle</b>			
	Skipped or Voided Checks		X	
	Completion of Purchase Order Form		X	
	Timely Deposit of Monies Collected		X	
	Gift Card Procedures		X	
<b>15</b>	<b>Naples High</b>			
	Completion of Purchase Order Form		X	
	Timely Recording of Monies Collected		X	
	Fundraising Activities		X	
	Gift Card Procedures		X	
<b>16</b>	<b>Parkside Elementary</b>			
	Gift Card Procedures		X	
<b>17</b>	<b>Pelican Marsh Elementary</b>			
	Fundraising Activities	X		

**Appendix A**  
**Individual Site Findings**

**THE SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**  
**INTERNAL ACCOUNTS**

---

There were no control deficiencies reported for the following District sites listed below for the year ended June 30, 2022:

<b>No.</b>	<b>School Site</b>	<b>Date Tested</b>
1	Avalon Elementary	8/16/2022
2	Big Cypress Elementary	8/29/2022
3	Calusa Park Elementary	8/29/2022
4	Corkscrew Elementary	7/28/2022
5	Eden Park Elementary	8/9/2022
6	Estates Elementary	8/22/2022
7	Golden Gate Elementary	8/22/2022
8	Golden Terrace Elementary	8/22/2022
9	Herbert Cambridge Elementary	8/23/2022
10	Highlands Elementary	8/9/2022
11	Lake Park Elementary	8/25/2022
12	Lake Trafford Elementary	7/28/2022
13	Laurel Oak Elementary	7/27/2022
14	Lavern Gaynor Elementary	8/24/2022
15	Manatee Elementary	8/17/2022
16	Mike Davis Elementary	7/24/2022
17	Osceola Elementary	7/25/2022
18	Palmetto Elementary	8/31/2022
19	Parkside Elementary	8/31/2022
20	Pinecrest Elementary	8/26/2022
21	Poinciana Elementary	8/25/2022
22	Sabal Palm Elementary	7/26/2022
23	Sea Gate Elementary	7/21/2022
24	Shadowlawn Elementary	8/17/2022
25	Tommie Barfield Elementary	8/17/2022
26	Veterans Memorial Elementary	7/26/2022
27	Village Oaks Elementary	8/26/2022
28	Vineyards Elementary	8/26/2022
29	Corkscrew Middle	8/29/2022
30	Cypress Palm Middle	8/15/2022
31	East Naples Middle	8/16/2022
32	Gulfview Middle	8/25/2022
33	Manatee Middle	8/30/2022
34	North Naples Middle	8/26/2022
35	Oakridge Middle	8/23/2022
36	Pine Ridge Middle	8/25/2022
37	Barron Collier High	7/25/2022
38	Golden Gate High	7/26/2022
39	Gulf Coast High	7/27/2022
40	Immokalee High	7/28/2022
41	Lorenzo Walker Technical High	7/20/2022
42	Palmetto Ridge High	8/31/2022

**THE SCHOOL BOARD OF COLLIER COUNTY, FLORIDA**  
**INTERNAL ACCOUNTS**

---

There were no control deficiencies reported for the following District sites listed below for the year ended June 30, 2022 (continued):

<b>No.</b>	<b>School Site</b>	<b>Date Tested</b>
43	Administration	7/25/2022
44	Adult Education	7/19/2022
45	Alternative Schools	7/19/2022
46	e-Collier Academy	8/16/2022
47	Everglades City School	8/17/2022
48	Immokalee Technical Center	8/30/2022
49	Lorenzo Walker Technical College	7/20/2022
50	Summer School SACC	7/25/2022
51	Transportation	7/18/2022
52	Glades Technical College	7/18/2022

**THE SCHOOL BOARD OF COLLIER COUNTY, FLORIDA  
INTERNAL ACCOUNTS**

---

SCHOOL: GOLDEN GATE MIDDLE SCHOOL

DATE OF TESTING: 08/23/2022

Finding		Recommendation	Management's Response
1	Segregation of Duties		
	<p>Monies collected form for receipt number 22-0321-0294 in the amount of \$540 was signed by the bookkeeper as the initial collector of funds.</p> <p>District policy states that the monies collected form must be completed by the initial collector of funds and then remitted to the bookkeeper for proper receipting and depositing. The monies collected form is not intended to be completed by the bookkeeper, and the bookkeeper should not be the initial collector of funds.</p>	<p>We recommend that staff adhere to the District's <i>Internal Funds Policies and Procedures Manual</i> for recording Collections.</p>	<p><b>Response:</b> There are now procedures in place to ensure the bookkeeper is not the initial collector of funds.</p> <p><b>Personnel Responsible:</b> Principal</p>

**THE SCHOOL BOARD OF COLLIER COUNTY, FLORIDA  
INTERNAL ACCOUNTS**

SCHOOL: IMMOKALEE MIDDLE

DATE OF TESTING: 08/09/2022

Finding		Recommendation	Management's Response
1	Gift Card Procedures		
	<p>We noted the District's gift card procedures were not followed for the dispensing of gift cards purchased. The supporting documents did not contain signatures of two adult/staff witnessing the dispensing of the gift card or the signature of the recipients.</p> <p>District policy requires detailed documentation of the purchase of gift cards be kept on file. The name of recipient, date, amount and the reason should be attached and included with the records. Two signatures of adult/staff witnessing the dispensing of the gift card, or the signature of the recipient is also required. This is required to prevent the risk of loss and misappropriation of assets.</p>	<p>We recommend that the handling of gift cards be performed in accordance with the requirements of the District's step-by-step guide to Disbursing Cash or Gift Cards for Awards, Scholarships, or Goodwill, an Addendum to the District's <i>Internal Funds Policies and Procedures Manual</i>.</p>	<p><b>Response:</b> Neither the current Principal nor the bookkeeper was at the school at the time this event took place. Steps have now been taken to ensure the process and documentation is followed. The current bookkeeper is extremely thorough, organized, and consistently communicate with the Principal regarding these matters.</p> <p><b>Personnel Responsible:</b> Principal</p>

Finding		Recommendation	Management's Response
2	Authorization of Expenditures		
	<p>We noted that the school's bank account signature card listed a terminated employee, whose employment with the District ceased in November 2021.</p> <p>District policy requires that the bank signature card have the principal, assistant principal(s), office manager and/or bookkeeper as authorized signors. The authorization card is required to be updated timely when there is a change in staffing.</p>	<p>We recommend that staff adhere to the District's <i>Internal Funds Policies and Procedures Manual</i>, which requires that the bank account signature card be updated timely when there is a change in staffing.</p>	<p><b>Response:</b> This issue has been corrected as of September 15, 2022. The Principal and bookkeeper work closely together to ensure financial matters are addressed in a timely fashion and in accordance with the District's Internal Funds Policies and Procedures Manual.</p> <p><b>Personnel Responsible:</b> Principal</p>

**THE SCHOOL BOARD OF COLLIER COUNTY, FLORIDA  
INTERNAL ACCOUNTS**

---

SCHOOL: LELY ELEMENTARY

DATE OF TESTING: 07/21/2021

Finding		Recommendation	Management's Response
1	<b>Timely Deposits</b>		
	<p>Monies collected on 10/20/2021 was deposited in the bank on 10/28/2021 for deposit No. 1139.</p> <p>District policy states that monies collected should be turned in no later than the following business day, in so far as this is practical, and funds collected must be deposited within five working days after receipt.</p>	<p>We recommend that staff adhere to the District's <i>Internal Funds Policies and Procedures</i> Manual for depositing collections.</p>	<p><b>Response:</b> The policy and procedure were reviewed with the Office Manager. She will add a reminder to make the weekly deposit. This will also be added to the agenda for our weekly call.</p> <p><b>Personnel Responsible:</b> Principal</p>

**THE SCHOOL BOARD OF COLLIER COUNTY, FLORIDA  
INTERNAL ACCOUNTS**

---

SCHOOL: LELY HIGH

DATE OF TESTING: 7/28/2022

Finding		Recommendation	Management's Response
1	Timely Recording of Expenditures		
	<p>We noted expenditures incurred in fiscal year 2021 were recorded as fiscal year 2022 expenditures at time of payment on 8/6/2021 for check No. 34052 in the amount of \$864.55.</p> <p>The financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Expenditures are required to be recorded when a liability is incurred.</p>	<p>We recommend that staff adhere to the requirements of generally accepted accounting principles (GAAP) when preparing the financial statements and record expenditures when a liability is incurred.</p>	<p><b>Response:</b> We will ensure that the District's policies and procedures and proper accounting practices are followed.</p> <p><b>Personnel Responsible:</b> Principal</p>

**THE SCHOOL BOARD OF COLLIER COUNTY, FLORIDA  
INTERNAL ACCOUNTS**

SCHOOL: NAPLES PARK ELEMENTARY SCHOOL

DATE OF TESTING: 07/23/2022

Finding		Recommendation	Management's Response
1	<b>Fundraising Activities</b>		
	<p>A final Fundraising or Event Financial Report (Form 5820 F2) was on file for the "Spring Fundraiser" event held during the period of 2/22/22 – 3/4/2022. However, Form 5830 F2 was not signed by the Principal.</p> <p>District policy requires that the Final Fundraiser Financial Report (Form 5830 F2) be turned in to the Principal for signature within 30 days after completion of the fundraising event.</p>	<p>We recommend that staff adhere to the District's <i>Internal Funds Policies and Procedures</i> Manual and follow the procedures therein for timely completion and submission of all required forms for fundraising events.</p>	<p><b>Response:</b> We will follow the District's <i>Internal Funds Policies and Procedures</i> Manual in regard to fundraising activities.</p> <p><b>Personnel Responsible:</b> Principal</p>

Finding		Recommendation	Management's Response
2	<b>Safekeeping of Internal Funds</b>		
	<p>We noted that there is no safe at the school and therefore blank checks and petty cash are being kept in an unlocked desk.</p> <p>District policy requires that blank checks, cash and change funds be kept in a locked safe and verified at least quarterly.</p>	<p>We recommend that staff adhere to the District's <i>Internal Funds Policies and Procedures</i> Manual, which requires that blank checks, cash, and change funds be kept in a locked safe and verified at least quarterly.</p>	<p><b>Response:</b> We will store blank checks in a locked room. We will also no longer use petty cash.</p> <p><b>Personnel Responsible:</b> Principal</p>

**THE SCHOOL BOARD OF COLLIER COUNTY, FLORIDA  
INTERNAL ACCOUNTS**

---

SCHOOL: NAPLES HIGH SCHOOL

DATE OF TESTING: 8/3/2022

Finding		Recommendation	Management's Response
1	<b>Ticket Sales</b>		
	<p>A ticket sales report is not being used to ensure that all tickets sold are properly being accounted for on an ongoing basis.</p> <p>District policy requires that all events for which admission tickets are sold be properly documented on the District authorized ticket sales report, and monies collected should be reconciled with the number of tickets sold. Admission tickets must be pre-numbered, and a record of complimentary tickets should be maintained.</p>	<p>We recommend that staff adhere to the District's <i>Internal Funds Policy and Procedures</i> Manual and follow the procedures therein to ensure that all events for which admission tickets are sold are properly documented on the District authorized ticket sales report.</p>	<p><b>Response:</b> The bookkeeper is now aware of the process and procedure for ticket sales (specifically with regards to pre-numbered tickets) and proper documentation to ensure the reconciliation of records occurs; we will adhere to those procedures as such.</p> <p><b>Personnel Responsible:</b> Principal</p>

**THE SCHOOL BOARD OF COLLIER COUNTY, FLORIDA  
INTERNAL ACCOUNTS**

---

SCHOOL: PELICAN MARSH ELEMENTARY SCHOOL

DATE OF TESTING: 07/21/2022

Finding		Recommendation	Management's Response
1	Fundraising Activities		
	<p>A final Fundraising or Event Financial Report (Form 5830 F2) was on file for the "Holiday House" event held during the period of 12/4/2021 – 12/6/2021. However, Form 5830 F2 was not signed by the Principal.</p> <p>District policy requires that the Final Fundraiser Financial Report (Form 5830 F2) be turned in to the Principal for signature within 30 days after completion of the fundraising event.</p>	<p>We recommend that staff adhere to the District's <i>Internal Funds Policies and Procedures</i> Manual and follow the procedures therein for timely completion and submission of all required forms for fundraising events.</p>	<p><b>Response:</b> We will continue to follow the District's <i>Internal Funds Policies and Procedures</i> Manual. In addition, every completed fundraiser form will be placed in a folder marked "to be signed" for the Principal to sign each week.</p> <p><b>Personnel Responsible:</b> Principal</p>