

**HENDRY COUNTY DISTRICT SCHOOL BOARD**

**SCHOOL INTERNAL ACCOUNTS FUND  
AUDITED FINANCIAL STATEMENTS**

**YEAR ENDED JUNE 30, 2025**



CPAs | CONSULTANTS | WEALTH ADVISORS

[CLAconnect.com](https://www.CLAconnect.com)

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
TABLE OF CONTENTS  
YEAR ENDED JUNE 30, 2025**

<b>INDEPENDENT AUDITORS' REPORT</b>	<b>1</b>
<b>FINANCIAL STATEMENTS</b>	
<b>BALANCE SHEET</b>	<b>4</b>
<b>STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND     BALANCE</b>	<b>5</b>
<b>NOTES TO FINANCIAL STATEMENTS</b>	<b>6</b>
<b>SUPPLEMENTARY STATEMENT</b>	
<b>COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND     CHANGES IN FUND BALANCE BY SCHOOL</b>	<b>8</b>
<b>SUPPLEMENTAL REPORTS</b>	
<b>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 <i>GOVERNMENT AUDITING STANDARDS</i></b>	<b>10</b>
<b>SCHEDULE OF FINDINGS AND RESPONSES</b>	<b>12</b>



## INDEPENDENT AUDITORS' REPORT

Board Members  
Hendry County District School Board  
LaBelle, Florida

### Report on the Audit of the Financial Statements

#### ***Opinion***

We have audited the accompanying financial statements of the School Internal Accounts Fund of the Hendry County District School Board, as of and for the year ended June 30, 2025, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School Internal Accounts Fund of the Hendry County District School Board, as of June 30, 2025, 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.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School Internal Accounts Fund, 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 School Internal Accounts Fund and do not purport to, and do not, present fairly the financial position of the Hendry County District School Board as of June 30, 2025, the changes in its financial position, or, where applicable, its cash flows 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.

***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 *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 School Internal Accounts Fund's 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.

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 management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic 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 as whole. The combining statement of revenues, expenditures, and changes in fund balance 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 GAAS. In our opinion, the combining statement of revenues, expenditures, and changes in fund balance 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 December 17, 2025, on our consideration of the School Internal Accounts Fund's 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 the School Internal Accounts Fund'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 the School Internal Accounts Fund's internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Lakeland, Florida  
December 17, 2025

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
BALANCE SHEET  
JUNE 30, 2025**

**ASSETS**

Cash	\$ 1,205,941
Investments	148,265
Total Assets	<u>\$ 1,354,206</u>

**LIABILITIES AND FUND BALANCE**

<b>LIABILITIES</b>	
Due To Other Funds	\$ 27,837
<b>FUND BALANCE</b>	
Restricted	<u>1,326,369</u>
Total Liabilities and Fund Balance	<u>\$ 1,354,206</u>

See accompanying Notes to Financial Statements.

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
YEAR ENDED JUNE 30, 2025**

**REVENUES**

Local Sources:

Other:

Athletics	\$ 480,099
Music	41,217
Classes, Clubs, and Departments	1,030,083
Trust Funds	18,666
General	290,076
Total Revenues	1,860,141

**EXPENDITURES**

Current:

Other:

Athletics	454,223
Music	45,247
Classes, Clubs, and Departments	844,412
Trust Funds	20,744
General	281,888
Total Expenditures	1,646,514

**EXCESS (DEFICIENCY) OF REVENUES  
OVER (UNDER) EXPENDITURES**

213,627

**OTHER FINANCING SOURCES (USES)**

Transfers Out - General Fund

(34,787)

**CHANGE IN FUND BALANCES (DEFICIT)**

178,840

Fund Balance – Beginning of Year

1,147,529

**FUND BALANCE – END OF YEAR**

\$ 1,326,369

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2025**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Presentation**

The School Internal Accounts Fund of the Hendry County District School Board (the District) is comprised of 13 individual accounts. There is an account for each of the 13 schools in the District. The financial statements present only the School Internal Accounts Fund 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. The School Internal Accounts Fund is included in the District's annual financial report as a special revenue fund.

**Measurement Focus and Basis of Accounting**

The financial statements are reported using the current financial resources measurement focus. Under this focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are generally included on the balance sheet. The reported fund balance is considered to be a measure of "available spendable resources." Governmental funds operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Basis of accounting refers to when transactions are recognized in the accounts and reported in the financial statements. It is the policy of the District to account for the School Internal Accounts Fund on the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District 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, as under accrual accounting.

**Cash and Cash Equivalents**

Cash and cash equivalents are defined to include cash on hand as well as demand deposits and investments with original maturities of three months or less from the date of acquisition.

**Investments**

School Internal Accounts are authorized to invest in certificates of deposit and time deposits of qualified public depositories, securities guaranteed by the U.S. Government, or other investments authorized by Florida Statutes.

**Fund Balance**

The School Internal Accounts Fund reports only restricted fund balance. Restricted fund balance can only be spent for specific purposes because of constraints imposed by external providers (such as higher levels of government) or imposed by constitutional provisions or enabling legislation.

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2025**

**NOTE 2 DEPOSITS AND INVESTMENTS**

Clewiston High School invests its excess cash resources in certificates of deposit. On June 30, 2025, investments consist of certificates of deposit maturing on September 30, 2025, November 3, 2025, October 24, 2026, and January 21, 2028.

**Custodial Credit Risk**

Custodial credit risk is defined as the risk that, in the event of failure of the counterparty, the District will not be able to recover the value of securities that are in the possession of an outside party. On June 30, 2025, the entire amount of demand deposits is deposited in state of Florida qualified public depositories and is fully insured.

**NOTE 3 INTERFUND TRANSFERS**

During the year the Internal Accounts Fund made transfers to the District's General Fund to assist with the purchase of capital items for school programs. For the fiscal year ended June 30, 2025, \$34,787 was transferred to the General Fund.

**NOTE 4 RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; third-party injuries and/or property damage; and natural disasters. The District is a member of the South Central Education Risk Management Program (SCERMP), a consortium under which seven district school boards have established a public entity risk sharing pool for property protection, general liability, automobile liability, workers' compensation, governmental crime, and other coverage deemed necessary by the members of the SCERMP. Section 1001.42(12)(k), Florida Statutes, provides the authority for the District to enter into such a risk management program. The interlocal agreement and bylaws of SCERMP provide that risk of loss is transferred to the consortium. SCERMP is self-sustaining through member contributions (premiums), and purchases coverage through commercial companies for claims in excess of specified amounts. Member school boards are also subject to supplemental contributions in the event of a deficiency, except to the extent that the deficiency results from a specific claim against a member school board in excess of the coverage available, then such deficiency is solely the responsibility of that member school board.

The Board of Directors for SCERMP is composed of superintendents, finance directors, or authorized representatives of all participating districts. Relation Insurance Services serves as the third-party administrator, insurance broker, and fiscal agent for SCERMP.

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
COMBINING STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE BY SCHOOL  
YEAR ENDED JUNE 30, 2025**

	LaBelle High	Clewiston High	LaBelle Middle	Clewiston Middle	Central Elementary	Eastside Elementary	Westside Elementary
<b>REVENUES</b>							
Local Sources:							
Other:							
Athletics	\$ 242,316	\$ 157,673	\$ 24,974	\$ 52,266	\$ -	\$ -	\$ -
Music	-	19,076	3,953	9,648	-	-	-
Classes, Clubs, and Departments	141,131	389,280	64,052	78,757	81,747	35,614	41,196
Trust Funds	5,775	2,639	827	-	2,000	-	-
General	50,749	34,422	7,930	32,086	26,777	41,944	51,444
Total Revenues	<u>439,971</u>	<u>603,090</u>	<u>101,736</u>	<u>172,757</u>	<u>110,524</u>	<u>77,558</u>	<u>92,640</u>
<b>EXPENDITURES</b>							
Current:							
Other:							
Athletics	220,949	163,497	19,095	50,682	-	-	-
Music	(311)	24,137	4,524	8,302	342	-	-
Classes, Clubs, and Departments	130,649	235,311	64,464	76,216	79,808	34,989	42,822
Trust Funds	2,500	10,000	819	-	-	-	-
General	39,406	28,928	21,665	25,523	33,901	33,484	57,002
Total Expenditures	<u>393,193</u>	<u>461,873</u>	<u>110,567</u>	<u>160,723</u>	<u>114,051</u>	<u>68,473</u>	<u>99,824</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	46,778	141,217	(8,831)	12,034	(3,527)	9,085	(7,184)
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers In (Out) - General Fund	-	(31,701)	(3,086)	-	-	-	-
<b>CHANGE IN FUND BALANCES</b>	46,778	109,516	(11,917)	12,034	(3,527)	9,085	(7,184)
Fund Balance - Beginning of Year	214,299	495,821	92,280	104,245	58,572	31,113	26,239
<b>FUND BALANCE - END OF YEAR</b>	<u>\$ 261,077</u>	<u>\$ 605,337</u>	<u>\$ 80,363</u>	<u>\$ 116,279</u>	<u>\$ 55,045</u>	<u>\$ 40,198</u>	<u>\$ 19,055</u>

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
COMBINING STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE BY SCHOOL (CONTINUED)  
YEAR ENDED JUNE 30, 2025**

	LaBelle Elementary	Country Oaks Elementary	Uphergrove Elementary	LaBelle Adult	Clewiston Adult	Clewiston Early Learning Center	Total
<b>REVENUES</b>							
Local Sources:							
Other:							
Athletics							
Music	5,451	3,089	2,870	-	-	-	\$ 480,099
Classes, Clubs, and Departments	32,563	64,908	85,625	6,277	6,818	2,115	41,217
Trust Funds	-	-	-	5,000	-	2,425	1,030,083
General	19,192	12,246	8,011	1,000	2,591	1,684	18,666
Total Revenues	57,206	80,243	96,506	12,277	9,409	6,224	290,076
							1,860,141
<b>EXPENDITURES</b>							
Current:							
Other:							
Athletics							
Music	3,780	4,473	-	-	-	-	454,223
Classes, Clubs, and Departments	33,266	61,497	83,688	1,254	-	448	45,247
Trust Funds	-	-	-	5,000	-	2,425	844,412
General	19,254	9,210	8,713	228	4,136	438	20,744
Total Expenditures	56,300	75,180	92,401	6,482	4,136	3,311	281,888
							1,646,514
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	906	5,063	4,105	5,795	5,273	2,913	213,627
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers In (Out) - General Fund	-	-	-	-	-	-	(34,787)
<b>CHANGE IN FUND BALANCES</b>							
Fund Balance - Beginning of Year	906	5,063	4,105	5,795	5,273	2,913	178,840
	28,904	25,797	35,914	11,165	23,180	-	1,147,529
<b>FUND BALANCE - END OF YEAR</b>	\$ 29,810	\$ 30,860	\$ 40,019	\$ 16,960	\$ 28,453	\$ 2,913	\$ 1,326,369



**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**

Board Members  
Hendry County District School Board  
LaBelle, 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, the financial statements of the School Internal Accounts Fund of the Hendry County District School Board (the Fund), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Fund's basic financial statements, and have issued our report thereon dated December 17, 2025.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statement, we considered the Fund's 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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control. Accordingly, we do not express an opinion on the effectiveness of the Fund'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 *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified.

We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2025-001, 2025-002, and 2025-003 that we consider to be material weaknesses.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Fund’s 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2025-001, 2025-002, and 2025-003.

***Hendry County District School Board’s Response to Findings***

*Government Auditing Standards* requires the auditor to perform limited procedures on the Hendry County District School Board’s response to the findings identified in our audit and described in the accompanying schedule of findings and responses. Hendry County District School Board’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.



**CliftonLarsonAllen LLP**

Lakeland, Florida  
December 17, 2025

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2025**

**PRIOR YEAR FINDINGS AND RECOMMENDATIONS**

Prior Year Findings		Current Year Status
<p>2024-001 <u>Cash Receipts</u> Cash receipts collected outside of the school office were not turned in to the school office within the one working day limit set forth by Red Book Chapter 8 and District policy. Additionally, receipts were not deposited in the bank within five business days as required by Red Book and District policy. We also noted some monies collected forms did not contain all required information to be able to determine that compliance requirements were met, others did not contain the dual signatures required by Redbook, and some did not agree to supporting documentation.</p>	Material Weakness	Not Cleared
<p>2024-002 <u>Disbursements</u> Several check requisition forms were not signed by the principal to document approval to make payment and on check requisition was completed after the check was written. Checks were not signed with two signatures. Invoices were not paid timely. Disbursements were not properly coded.</p>	Material Weakness	Not Cleared
<p>2024-003 <u>Fundraising Reports and Activities</u> Fundraising reports were not used as set forth by District internal fund policy and Redbook Chapter 8. In some cases, the fundraising reports were not completed accurately.</p>	Material Weakness	Cleared
<p>2024-004 <u>Ticket Inventory</u> A perpetual inventory of tickets was not maintained as required by District internal fund policy and Red Book Chapter 8.</p>	Material Weakness	Not Cleared

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)  
YEAR ENDED JUNE 30, 2025**

**CURRENT YEAR FINDINGS AND RECOMMENDATIONS**

**2025-001 – Cash Receipts**

**Type of Finding:**

Material Weakness in Internal Control Over Financial Reporting; Compliance with Florida DOE *Financial and Program Cost Accounting and Reporting for Florida Schools* (Red Book) Chapter 8.

**Schools:**

Central Elementary School, Clewiston High School, Clewiston Middle School, Clewiston Early Learning Center, Eastside Elementary School, Westside Elementary School, Labelle Adult School, Labelle High School, and Labelle Middle School

**Condition:**

Cash receipts collected outside of the school office were not turned in to the school office within the one working day limit set forth by Red Book Chapter 8 and District policy. Additionally, receipts were not deposited in the bank within five business days as required by Red Book and District policy. We also noted some monies collected forms did not contain all required information to be able to determine that compliance requirements were met, others did not contain the dual signatures required by Redbook, and some did not agree to supporting documentation. In addition, prenumbered receipts were not completed for all money collected by bookkeepers or teachers and staff. Out of 251 items tested, 66 receipts were not in compliance with Red Book and District policy.

**Criteria or Specific Requirement:**

Red Book Chapter 8 requires that funds collected outside the school office must be turned in to the front office no later than the next working day and deposited in the bank within five business days. Monies collected forms should contain the signature of both the teacher/sponsor who collected the money as well as the bookkeeper receipting the money in the office.

**Cause:**

Teachers and sponsors accumulate funds for several days before turning the money in to the front office and making a deposit. Bookkeepers do not make timely deposits. Forms were not completed with the appropriate signatures and dates.

**Effect:**

Misappropriation of funds may occur by error or fraud if receipts are not promptly turned in to the school office and secured until timely deposit.

**Recommendation:**

All funds collected outside of the school office should be turned in to the front office no later than the next working day and deposited to the bank within five business days, as outlined in District policy and Red Book Chapter 8. Prenumbered receipts should be completed for all monies collected. All forms should contain the appropriate signatures and dates to ensure the amount of funds turned in the office are appropriately receipted and recorded in the accounting records.

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)  
YEAR ENDED JUNE 30, 2025**

**CURRENT YEAR FINDINGS AND RECOMMENDATIONS (CONTINUED)**

**2025-001 – Cash Receipts (Continued)**

**Views of Responsible Officials and Planned Corrective Actions:**

Central Elementary School response: When collecting funds from students, teachers are required to submit all collected funds to the office on the same day. All deposits will be made within five (5) business days of receipt. In instances where there are discrepancies in deposit dates, the bookkeeper will document the reason for the delay by noting it on the deposit form.

Clewiston High School response: Clewiston High School concurs with the findings presented in the 2024-2025 Year-End Audit. We are committed to establishing and maintaining robust internal controls to prevent the recurrence of previous findings and ensure full compliance with the Florida School District Finance Manual (Red Book), specifically Chapter 8 requirements governing school financial activities. A significant factor contributing to the findings was the inappropriate use of financial forms, a matter that will be immediately addressed through focused corrective actions. Cash Receipts. The school will implement the following procedures to ensure the accurate and timely recording and deposit of all funds collected:

- Staff Training and Submission Timelines: The Bookkeeper and Principal will conduct mandatory refresher training for all staff on proper cash handling and submission procedures. Staff will be required to submit all collected funds and accompanying receipts to the office within one business day of collection.
- Proper Forms Usage (Forms Management Protocol: The Bookkeeper will conduct a systematic sweep of all collection points to collect and securely dispose of all legacy "Monies Collected Forms."

Clewiston Middle School response: In regards to the audit finding performed for Fiscal Year 2024-2025. Cash Receipts Not Turned in Within One Business Day, the bookkeeper will continue to reiterate to staff the importance of turning in all receipts and funds as soon as they are collected and issuing pre-numbered receipts at the time funds are received. This process will allow the bookkeeper to deposit all funds within the allotted five (5) business days. For the instance that occurred when the teacher/staff member came on board in August 2025, these findings should not occur after this year. The bookkeeper will ensure that all coaches are included in the next meeting and that all necessary information is provided so they fully understand the importance of using pre-numbered receipts and adhering to the required timelines for collection and remittance. The bookkeeper will ensure that all procedures are followed with the assistance of Ms. Kelley, Principal. Additionally, the bookkeeper will review and refresh knowledge of Red Book, Chapter 8 to ensure continued compliance.

Clewiston Early Learning Center response: The 2024–2025 school year was Clewiston Early Learning Center’s first year of operation. During this initial year, the Center experienced challenges related to establishing accounts and becoming familiar with required financial procedures. As a result, two fundraiser deposits were not made within the required five (5) business-day timeframe. These issues have since been addressed, and staff now fully understand the applicable requirements. The Center does not anticipate any future issues and is committed to ensuring all deposits are made in a timely manner moving forward.

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)  
YEAR ENDED JUNE 30, 2025**

**CURRENT YEAR FINDINGS AND RECOMMENDATIONS (CONTINUED)**

**2025-001 – Cash Receipts (Continued)**

Eastside Elementary School response: Eastside Elementary received the findings for FY 2024–2025 (Receipt #162000590)

- Receipts were not turned into the office within one (1) business day.
- Receipts were not deposited to the bank within five (5) business days.

According to Red Book, Chapter 8, funds collected outside the school office must be submitted to the front office no later than the next working day and deposited into the bank within five (5) business days. Monies Collected forms must include the signatures of both the teacher/sponsor who collected the funds and the bookkeeper receipting the money in the office. To address this finding, Anne Engel, Bookkeeper, and I met with the Media Specialist to review the requirements and school policy. We reinforced that all funds collected outside the office must be submitted within one working day and deposited within five business days. Moving forward, all book fair monies and funds from similar events will be turned in at the end of each working day to ensure timely processing and compliance. No findings were noted for the samples reviewed from Monies Collected forms or for pre-numbered receipts.

Westside Elementary School response: Pre-numbered receipts were not completed or were completed incorrectly for funds collected. In some instances, the bookkeeper used parent-submitted t-shirt order forms as documentation in lieu of official receipts. Going forward, WES will issue pre-numbered, handwritten receipts for every purchase to ensure proper documentation, accountability, and compliance with District and state requirements.

Labelle Adult School response: Upon review, the timeline for processing cash receipts was discussed. To address this issue, LAS and CAS has transitioned exclusively to online or in-office transactions. All financial transactions will now be handled strictly by designated office staff. By eliminating the logistical challenges associated with teacher collection, all funds and receipts will be processed immediately upon receipt. We are confident that this revised protocol eliminates the risk of delays and ensures full compliance with the one-business-day requirement moving forward. Overall, LAS and CAS are very proud of the team and the attention to detail demonstrated by the bookkeepers in managing financial processes. As a department, our goal is to meet and exceed all state and district regulations. We continually seek opportunities to improve our practices and remain open to any recommendations or suggestions the Auditors may provide.

Labelle High School response: All receipts will be turned in within one (1) business day. At the beginning of each school year, this process will be explained to all coaches and sponsors to ensure they are aware of and understand the procedure. LHS is in the process of partnering with KEV Group to transition to a cashless system for all Monies Collected at the school. Monies collected through grant reimbursements will be treated as donations, and a “Thank You” letter will be issued to acknowledge receipt of these funds.

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)  
YEAR ENDED JUNE 30, 2025**

**CURRENT YEAR FINDINGS AND RECOMMENDATIONS (CONTINUED)**

**2025-001 – Cash Receipts (Continued)**

Labelle Middle School response: Receipts related to FFA bake sale monies collected for 8th grade fundraisers were not submitted to the office within one business day of collection. Instead, the “Monies Collected” forms were turned in only after all lines on the form were completed, rather than in accordance with the one-business-day requirement as indicated by the dates on the pre-numbered receipts. This weakness originated with a single employee. The FFA employee sponsor was suspended pending investigation and did not submit the collected funds to the bookkeeper until after the suspension. To correct this material weakness, the employee will be re-educated on proper cash-handling procedures, and the corrective action will be documented. To strengthen internal controls, we will implement a signed acknowledgment or contract requiring employees to comply with Red Book, Chapter 8 procedures related to the collection of funds and fundraising activities prior to approval. Additionally, the bookkeeper will verify receipt books upon submission of funds to ensure compliance. The District will also explore the implementation of a digital payment platform to enhance recordkeeping, improve receipt documentation, and strengthen overall accounting controls.

Receipts were not deposited to the bank within 5 business days – Since the Monies Collected Forms for 8th grade fundraisers were turned in when all lines were filled on the form, rather than within 1 business day of the receipt of money, money was not deposited to the bank within 5 business days of the original receipt of money, indicated by the date on the pre-numbered receipts. Therefore, the previously noted material weakness in which the employee did not turn it in within one day of the receipt of money caused a weakness in the money being deposited within 5 business days. To correct this material weakness, we will re-educate the employee and document. To improve our systems, we will implement a signed contract, notifying and holding employees responsible for complying with Red Book Chapter 8 procedures for collection of money and fundraisers prior to approval and check receipts (within book) upon receipt of money by the bookkeeper. The district will also be exploring the use of a digital payment platform, which will aid in records for receipts and accounting.

Pre-numbered receipts were not completed or completed correctly for monies collected - For 20001394, the receipt book was misplaced and turned in for audit on 12/3/25 for. For 200001291, the bookkeeper was collecting money for the AVID field trip and issuing receipts, for which 3 are missing. For 200001224, the Band employee was educated on proper procedure after the 23-24 audit in December and corrected for the second semester of school year 2024-2025. Receipt 200001224 was deposited in the first semester of 2024-2025, before the audit, education and correction. To correct this material weakness, the sponsor will be responsible for collecting any money and issuing pre-numbered receipts. Each sponsor of an internal account will be the custodian of a pre-identified receipt book, rather than multiple internal accounts sharing receipt books. The district will also be exploring the use of a digital payment platform, which will aid in records for receipts and accounting.

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)  
YEAR ENDED JUNE 30, 2025**

**CURRENT YEAR FINDINGS AND RECOMMENDATIONS (CONTINUED)**

**2025-002 – Disbursements**

**Type of Finding:**

Material Weakness in Internal Control Over Financial Reporting; Compliance with Red Book Chapter 8.

**Schools:**

Clewiston Early Learning Center, Central Elementary School, Westside Elementary School

**Condition:**

Several check requisition forms were not completed and signed by the principal to document approval to make payment and one check requisition was completed after the check was written. Checks were not signed with two signatures. Invoices were not paid timely. Disbursements were not properly coded.

**Criteria or Specific Requirement:**

Check requisition forms should be signed by the principal to document their agreement that the expenditure is an allowable use of internal account money, account coding is accurate, and appropriate supporting documentation is provided to support the expenditure. Checks should be signed with two signatures.

**Cause:**

The principal may have been unavailable, or the document may have been overlooked.

**Effect:**

Funds could have been used for purposes not allowed by the Red Book or District policy.

**Recommendation:**

School personnel should ensure that all check requisition forms are authorized by the school principal before payment is made. All checks should be signed by the bookkeeper and Principal. Invoices should be paid timely and reviewed to ensure they are posted to the proper account in the general ledger.

**Views of Responsible Officials and Planned Corrective Actions:**

Clewiston Early Learning Center Response: During the first three checks issued, the Check Requisition forms were not signed by the committee sponsor. Staff now fully understand that obtaining the sponsor's signature is required for all check requests, and this issue will not occur in the future.

Central Elementary School Response: Disbursements, to strengthen internal controls, all checks will require two (2) authorized signatures prior to distribution. Additionally, all Check Requisition forms must be completed and signed by the requesting teacher before any purchase is made.

Westside Elementary School Response: Going forward, WES will check that all requisitions have the signature from the Teacher or Sponsor and will have the date of the verbal or written statement that a purchase needs to be made. Bookkeeper will continue to have the principal sign the requisition as normal.

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)  
YEAR ENDED JUNE 30, 2025**

**CURRENT YEAR FINDINGS AND RECOMMENDATIONS (CONTINUED)**

**2024-003 – Ticket Inventory**

**Type of Finding:**

Material Weakness in Internal Control Over Financial Reporting; Compliance with Red Book Chapter 8.

**Schools:**

Labelle High School and Clewiston High School

**Condition:**

A perpetual inventory of tickets was not maintained as required by District internal fund policy and Red Book Chapter 8.

**Criteria or Specific Requirement:**

Red Book Chapter 8 requires that tickets be pre-numbered and that the school maintain a perpetual inventory of tickets. The inventory should show the beginning and ending numbers of all documents acquired and used.

**Cause:**

The school was not able to provide records to reconcile the tickets in inventory at the beginning of the year, tickets used, and tickets remaining at the end of the year.

**Effect:**

Lack of control over tickets could lead to lost revenue or misappropriation of assets.

**Recommendation:**

Each school should maintain a perpetual inventory of tickets are required by Red Book and District policy.

**Views of Responsible Officials and Planned Corrective Actions:**

Labelle High School response: A ticket inventory spreadsheet will be maintained and kept up to date by the Athletic Director with assistance from the Bookkeeper. All ticket inventory information will be properly documented and retained on file in accordance with District record-keeping requirements. Additionally, LHS has transitioned to fully digital ticket sales for athletic events, eliminating the need to collect cash for ticket sales and strengthening internal controls over ticket revenue.

Clewiston High School response: The Bookkeeper will ensure that a perpetual inventory reconciliation of all tickets is maintained and regularly verified to accurately track the issuance, sale, and remaining stock of all tickets. Future Improvement: We are actively planning for a transition to a cashless operation, which is projected to resolve existing tracking inconsistencies and provide a robust, streamlined solution for inventory management.

**HENDRY COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL ACCOUNTS FUND  
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)  
YEAR ENDED JUNE 30, 2025**

**CURRENT YEAR FINDINGS AND RECOMMENDATIONS (CONTINUED)**

Overall District Management Response:

The Finance Department will continue its process improvement efforts, including enhanced process documentation and expanded training opportunities for bookkeepers and principals. The Department will also maintain open lines of communication to ensure ongoing support and guidance.

Additionally, the District is partnering with KEV Group Inc. and will begin implementation of the School Cash Management system in April 2026. This system will support bookkeepers by automating manual tasks, centralizing financial data, and improving accuracy. It will provide real-time visibility and stronger controls over funds ranging from student fees to district-level budgets. The implementation will also simplify compliance and reporting requirements and enhance daily financial operations, including accounts payable, receivables, and bank reconciliations.



CLA (CliftonLarsonAllen LLP) is a network member of CLA Global. See [CLAGlobal.com/disclaimer](http://CLAGlobal.com/disclaimer). Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.