



Escambia County
PUBLIC SCHOOLS

Bellview Middle School
Audit of School Internal Accounts
For the year ended June 30, 2025

Office of Internal Auditing
October 2025

McKenzie Lane, CFE
Director – Internal Auditing

Audit Team:
Aaron Hirst
Audit Intern
Mindy Waldie
Internal Auditor
Jeanne Pilgrim
Audit Administration Specialist

Preface

The Office of Internal Auditing serves to improve the fiscal accountability and enhance the public's perception of the management and operations of the Escambia County School District. This engagement strives to meet those objectives and align with the District's strategic goals by ensuring effective stewardship of internal funds.

Audits, reviews, and other engagements are determined through a District-wide risk assessment process and are incorporated into the annual work plan of the Office of Internal Auditing, as approved by the Audit Committee. Other assignments are also undertaken at the request of District management.

This engagement was conducted with the full cooperation of Bellview Middle School staff and other District personnel.

Any recommendations included in this engagement are designed to improve operations and serve as the basis for informed discussions related to policies and procedures.

This engagement was conducted in accordance with the 2024 Global Internal Audit Standards issued by the Institute of Internal Auditors, which establish the principles and expectations for the professional practice of internal auditing.

We thank the principals, assistant principals, bookkeepers, secretaries, and various support personnel throughout the District for their cooperation and commitment.

Executive Summary

Bellview Middle received a full audit for the 2024-2025 fiscal year.

Our office audits the internal accounts of the District's schools annually. The authority to conduct these audits is granted by the School Board of Escambia County in the Charter for the Office of Internal Auditing.

These audits are conducted on a rotating basis with a sample of schools receiving "full" audits each year, and the other schools receiving "limited" audits. For each full audit, extensive testing procedures are applied to internal funds accounts. Limited audits include cash procedures and reconciliation to independent bank confirmations. For the 2024-2025 fiscal year, Bellview Middle School (Bellview Middle) received a full audit. This report documents the results of the audit.

The purpose of our audit was to determine whether the financial information reported in the internal accounts reconciles with bank statements and corresponding independent bank confirmations, and to determine compliance of transactions included in those same internal accounts with the governing provisions of Florida Statutes, State Board of Education rules, and policies and procedures of the School Board. We also sought to determine whether any instances of non-compliance were severe enough to render the financial information reported by the school unreliable. We believe our audit provides a reasonable basis for our conclusion, findings, and recommendations. This engagement adds value by promoting sound financial management, supporting compliance with policies and laws, and strengthening accountability at the school level.

Minor instances of non-compliance are documented in the audit field notes.

We noted some minor instances of violation of Board Policies and Florida Statutes. These matters were documented and provided to the principal and bookkeeper.

Our testing resulted in six audit findings.

Our testing resulted in six audit findings:

- Purchases were made without prior written approval.
- There was no evidence of receipt of goods verification on items shipped to the school.
- Sales tax on purchases was not properly handled.
- Request for Purchase forms (RFPs) were not properly completed.
- Monies Collected Forms (MCFs) were not properly completed.
- Deposits were not properly handled.

The school's overall fund balance as of June 30, 2025 was \$5,364.86.

The overall fund balance reported by the school at June 30, 2025 was \$5,364.86. We have determined that the financial information

The majority of transactions included in the school’s internal accounts were processed in accordance with applicable policies and procedures.

reported by the school reconciles with bank statements and independent bank confirmations.

We concluded that the majority of transactions included in the school’s internal accounts were processed in accordance with all applicable Florida Statutes, State Board of Education rules, and policies and procedures of the School Board.

We have also determined that the instances of non-compliance noted above and elsewhere in this report do not have a material effect and are not severe enough to render the financial information unreliable.

This report contains recommendations. The Executive Summary is intended to highlight the various aspects of the report. The full report should be read to understand the basis of our recommendations. We will follow-up on these recommendations approximately 90 days after the school’s exit conference.

Background

Outside support organizations are not

Each year, our office audits the District’s schools’ internal accounts. The authority to conduct these audits is granted by the School Board of Escambia County in the Charter for the Office of Internal Auditing.

School internal funds are defined in the Internal Funds Policy Manual (the Manual) as “all monies collected and disbursed by school personnel within a school, for the benefit of the school, or a school sponsored activity.” As further explained in the Manual, “School internal funds shall be used to supplement activities approved by the school board when the District budgetary funds are not available or have been exhausted.” More plainly, internal funds include everything from money found on campus to collections from ticket sales for athletic events.

Each year, District schools receive either a “full” audit (including all procedures listed in the Methodology section below), or a “limited” audit, where only certain procedures are performed (such as obtaining third-party confirmation for all cash and investment accounts and reconciliation of bank statements and confirmations). For the 2024-2025 fiscal year, Bellview Middle received a full audit.

Outside support organizations (school booster clubs and parent teacher associations) affiliated with this school that operate independent of a

included in this report and are not audited by our office.

school's internal accounts are not included in this report and are not audited by the Office of Internal Auditing.

Bellview Middle last received a full audit in the 2023-2024 fiscal year. There were three matters that rose to the level of audit findings. There were findings related to the sales and use tax collection and remittance, proper completion of the Fundraising Request/Reconciliation form, and proper utilization of a fundraising log sheet, which were determined to be addressed adequately during a subsequent follow-up audit.

School Administration has been consistent for several years.

The school has had the same principal and bookkeeper in place since the previous audit.

Objective

The purpose of our audit was to evaluate the accuracy, reliability, and compliance of the internal funds maintained by the school for the fiscal year ended June 30, 2025. Specifically, our objectives were to determine whether the financial information reported in the school's internal accounts reconciled with corresponding bank statements and independent bank confirmations; whether transactions were processed in accordance with applicable Florida Statutes, State Board of Education Rules, and School Board policies and procedures; and whether any instances of non-compliance or internal control weaknesses were significant enough to impact the reliability of the reported financial information. We also sought to identify opportunities for operational improvements or enhancements to internal controls where appropriate. This engagement also supports the District's strategic objective of ensuring fiscal accountability at the school level.

We believe our audit provides a reasonable basis for our conclusion, findings, and recommendations.

Scope

The scope of this engagement included a full audit of the school's internal accounts as of and for the fiscal year ended June 30, 2025. This engagement focused solely on internal funds maintained at the school level and did not include an audit of external support organizations such as PTAs or booster clubs.

Audit procedures included the examination of financial records, transaction testing, evaluation of supporting documentation, and confirmation of cash and investment balances. These procedures were designed based on an engagement-level risk assessment conducted during the planning phase, which helped guide the nature, timing, and extent of testing.

The authority to perform this audit is established by Florida Statute 1011.07, which designates the School Board as responsible for the administration and control of internal accounts, and by the Redbook, which requires an annual audit of those accounts. While each school principal is responsible for maintaining their school's internal accounts, District management retains oversight of internal account policies and the preparation of year-end financial statements.

Methodology

The audit consists of three phases: planning, fieldwork, and reporting.

Based on a rotating audit schedule, each year District schools receive either a "full" audit (including extensive testing of transactions), or a "limited" audit, where only certain procedures are performed (such as obtaining third-party confirmation for all cash and investment accounts and reconciliation of bank statements and confirmations). For the year ended June 30, 2025, twenty schools were selected for "full" audits.

Each individual school audit consists of three phases: planning, fieldwork, and reporting.

No known conflicts of interest were identified.

The planning phase includes steps taken by the auditor to familiarize himself or herself with the school, and to determine their approach to the audit. An independence statement is completed for each school. This statement contains the signature of each auditor certifying that there are no conflicts of interest and that they are free from bias. The internal audit team affirms that this engagement was conducted independently and objectively. **No impairments to independence or objectivity were identified.** An engagement-level risk assessment was conducted to identify and evaluate potential risks relevant to the school's internal funds. This included consideration of the school's prior audit history, recent staffing changes, the overall complexity of financial operations, and known or suspected control weaknesses. Based on this assessment, control risk for the school was determined to be moderate, and standard audit procedures were applied accordingly. If control risk is assessed at a level higher than moderate, additional procedures may be performed. The engagement risk

Control risk for Bellview Middle has been assessed at moderate.

For our purposes, exceptions of greater than or equal to 20% of the total population may exist before an audit finding is issued.

assessment informed the development of our audit program, including the nature, timing, and extent of procedures necessary to provide reasonable assurance regarding the reliability of the school's financial information and compliance with applicable statutes, rules, and Board policies.

The fieldwork phase involves the application of testing procedures to the financial records of the school. While performing our testing, a percentage of transactions is allowed to contain compliance violations before it is determined to be an audit finding. For our purposes, an audit finding is a recurring issue that is present in greater than or equal to 20% of the sample. In addition, due to seriousness or materiality, a single compliance violation could also result in an audit finding. Upon the completion of fieldwork, exit conferences to discuss the results of the audit are conducted with principals and secretaries/bookkeepers, if necessary.

Finally, the reporting phase consists of communicating the results of the audit to the relevant parties in an easily readable and understandable format. Each phase consists of specific steps taken to ensure an audit is done in accordance with professional standards and currently accepted practices. Financial information from full audits is combined with information from limited audits and compiled into a District-Wide Report on Internal Accounts.

Detailed Results

Summary of Fund Activity		
07/01/24 Cash Balance	\$	30,205.56
Total Receipts		21,377.42
Total Disbursements		(7,953.60)
Total Net Journal Entries		(19,939.31)
06/30/25 Balance, per Skyward	\$	23,690.07
Audit Adjustments		-
06/30/25 Audited Balance	\$	23,690.07
06/30/25 Cash Balance, per Confirmation(s)	\$	23,684.29
Outstanding Deposits		-
Outstanding Checks		
Other Reconciling Items		5.78
06/30/25 Reconciled Balance	\$	23,690.07

	<p><u>General Ledger Review</u></p> <p>Throughout the year and prior to the school’s closing of their records at year end, we may review various reports, transactions, and supporting documentation of the school. The purpose of this review is to recommend adjusting journal entries, reclassifications, or other necessary actions which we feel will result in more accurate reporting and/or compliance with established rules, policies, and procedures. Any recommended entries or actions are traditionally completed prior to the close of the school’s records and are therefore included in the reported June 30 financial information, unless otherwise indicated.</p>
No adjusting journal entries were recommended.	<p>As a result of our fieldwork, no additional adjusting journal entries were recommended.</p>
One finding related to lack of prior written approval.	<p><u>Findings</u></p> <p><i>Prior Written Approval</i></p> <p>Our testing indicated purchases were made prior to the principal’s written approval date, as evidenced on the approval forms for both check requests and credit card purchase requests.</p> <p>The Internal Funds Policy Manual gives specific guidelines regarding the prior approval of purchases. Section VIII, A.1 of the Manual states, “All disbursements require prior written approval of the Principal or his/her designated representative. ‘Prior written approval’ may consist of a properly completed <u>Purchase Requisition/Request for Purchase Order</u>. This must be done BEFORE the item is ordered and funds are obligated.” In the case of credit card purchases, the <u>Request Purchase Utilizing Purchasing Card</u> approval form should be used.</p> <p>See our recommendation in the Recommendations section below.</p>
One finding related to lack of evidence of receipt of goods.	<p><i>Evidence of Receipt of Goods</i></p> <p>Our testing indicated invoices/packing slips used as supporting documentation for expenditures did not include evidence indicating receipt of goods. This evidence would include a signature and initials indicating verification of the quantity of the items ordered, and a date indicating when the goods were received.</p> <p>The Internal Funds Policy Manual gives specific guidelines regarding documentation for expenditures. Section VIII, D.4, (e) of the Manual states, “When the items purchased are received, the goods should be checked to ensure the items are correct and not damaged. The person receiving the items should initial and date the receiving slip or invoice to document their review and that all items ordered were received.”</p> <p>See our recommendation in the Recommendations section below.</p>

One finding related to proper handling of sales tax for purchases.

Sales Tax Payments

Our testing indicated that sales tax was not properly handled for purchases. Payment and/or reimbursement of sales tax was made when not required and/or permitted. Sales tax failed to be paid when required.

Section XII, A of the Manual states, "In general, all purchases made by a school which are deemed to be for educational purposes are tax exempt... The sales tax exemption cannot be used by any other organization or individual including District school board members, employees and students, except as directly related to a school purchase. The intent of this section is to identify when schools should be paying sales tax on purchases and/or on revenues collected. A general rule in determining whether sales tax should be paid on a school internal funds purchase is determined by "ownership" of the tangible personal property purchased. If the ownership passes from the school to an individual, then sales tax should be paid on the purchase unless the item is specifically tax exempt."

Section XII, C of the Manual states, "When required, the District prefers that taxes be paid directly to the vendor at the time of purchase to avoid having to file a tax return with the Florida Department of Revenue." Section IX, A(2) of the Manual states, "Sales tax cannot be reimbursed with the exception of purchases from the faculty account and items purchased for resale."

This is a repeat audit finding from 2023-2024.

See our recommendation in the Recommendations section below.

One finding related to the improper completion of RFPs

Request for Purchase forms

Our testing indicated Request for Purchase forms were not properly completed or present.

The Internal Funds Policy Manual, Section VIII, D.1, states, "No disbursement shall be made without the prior written approval of the Principal.... 'Prior approval' may consist of a **properly completed** Purchase Requisition/Request for Purchase Order form (RFP)." A properly completed RFP includes fields such as the account name and/or number to be charged and the teacher/sponsor signature.

See our recommendation in the Recommendations section below.

One finding related to improper completion of MCFs.

Monies Collected Forms – Proper Completion

Our testing indicated Monies Collected forms were not properly completed.

One finding related to improper handling of deposits.

The Internal Funds Policy Manual gives specific guidelines to be followed for the receipt of monies. These guidelines mention specific procedures to be followed concerning indication of whether the monies were remitted in cash or check, requirements of the teacher or sponsor to sign the monies collected form, and verification by the bookkeeper of the monies collected and the counter signature on the forms.

See our recommendation in the Recommendations section below.

Deposit Slips – All Funds Deposited

Our testing indicated deposit slips were not properly completed. The Internal Funds Policy Manual provides specific guidelines regarding deposits. Section VI, A.9 of the Internal Funds Policy Manual states, “Each day’s collections must be deposited intact in the bank.”

See our recommendation in the Recommendations section below.

Conclusion

The majority of the school’s transactions were processed in accordance with all applicable policies and procedures

The financial information reconciled with bank statements and independent confirmations.

As part of this engagement, our responsibility is to form a conclusion regarding whether transactions recorded in the school’s internal accounts complied with applicable Florida Statutes, State Board of Education rules, and School Board policies and procedures, and whether the school’s financial records reconciled with corresponding bank statements and independent bank confirmations. In conducting this evaluation, we also assessed the adequacy and effectiveness of internal controls relevant to the administration of internal funds.

Based on the procedures performed, we conclude that, for schools where a full audit was conducted, the majority of transactions were consistent with applicable Florida Statutes, State Board of Education rules, and policies and procedures of the School Board. Additionally, the financial records reconciled appropriately with independent bank confirmations and bank statements. In our evaluation, we determined the internal controls established by the District appear comprehensive, adequate, and effective in supporting the proper management of internal funds.

While we identified some areas that present opportunities for strengthening internal controls, increasing operating efficiencies, and/or assuring compliance with applicable laws, rules, regulations, policies and/or procedures, these matters were not significant enough

to affect the overall reliability of the school's reported financial information.

These observations, along with related recommendations for improvement, are detailed in the Detailed Results section of this report.

Recommendations

Review and instruct staff on policies and procedures related to prior written approval for expenditures.

Prior Written Approval

In an effort to address purchases made prior to receiving written approval from the principal/designee, **we recommend the principal and the bookkeeper review the Internal Funds Policy Manual and instruct staff on the proper procedures of obtaining prior written approval for expenditures.**

Risk Prioritization: 4 of 6
Risk Significance: Moderate

Review and instruct staff on policies and procedures related to evidence required to indicate receipt of goods.

Receipt of Goods

In an effort to address the lack of proper evidence for receipt of goods, **we recommend the principal and bookkeeper review the Internal Funds Policy Manual and instruct staff on the proper procedure of documenting receipt of goods.**

Risk Prioritization: 5 of 6
Risk Significance: Moderate

Review and instruct staff on policies and procedures related to sales tax.

Sales Tax on Purchases

In an effort to address the proper handling of sales tax for purchases, **we recommend the principal and bookkeeper review the Internal Funds Policy Manual and instruct staff on the proper procedures for payment and non-payment of sales tax.**

Risk Prioritization: 6 of 6
Risk Significance: Moderate

Review policies and procedures related to the proper completion of RFPs.

Request for Purchase Forms

In an effort to address the improper completion or lack of RFPs, **we recommend the principal and bookkeeper review the Internal Funds Policy Manual and instruct staff on the proper completion of the forms.**

Risk Prioritization: 2 of 6
Risk Significance: Moderate

Review and instruct staff on policies and procedures related to proper completion of MCFs.

Monies Collected Forms

In an effort to address the improper completion MCFs, **we recommend the principal and bookkeeper review the Internal Funds Policy Manual and instruct staff on the proper completion of MCFs.**

Risk Prioritization: 3 of 6

Risk Significance: Moderate

Review policies and procedures related to the handling of deposits.

Handling of Deposits

In an effort to address the improper handling of deposits, including depositing all funds, **we recommend the principal and bookkeeper review the Internal Funds Policy Manual on the proper procedures related to the proper handling of deposits.**

Risk Prioritization: 1 of 6

Risk Significance: Moderate

We will follow-up on these recommendations approximately 90 days after the school's exit conference.

Management Response



BELLVIEW MIDDLE SCHOOL

6201 Mobile Hwy
Pensacola, Florida 32526
Office: (850) 941-6080 Fax: (850) 941-6073



Mrs. Adrienne Green, Principal

Dr. Travis Griffin, Assistant Principal

To: Auditing Department
Escambia County Public Schools

From: Mrs. Adrienne Green, Principal
Bellview Middle School

Date: November 25, 2025

Subject: Audit Findings Corrective Action Plan

Please see the enclosed corrective action plan to the audit findings.

1. Prior Written Approval- Missing or Post-Dated Approval

We acknowledge that several purchases were made without proper documented prior approval and that one transaction exceeded the approved amount. Effective immediately:

- No purchase will be processed without a fully completed and signed FRP/PCARD form.
- The principal or designee will review for accuracy before items are ordered.
- Staff will receive mandatory refresher training on approval protocols and dollar-limit compliance.
- Updated procedure will include re-submission and re-authorization for any pricing changes prior to purchase.

2. Receipt of Goods Not Verified

Several purchases did not include documented confirmation of receipt of goods. To correct this:

- Staff who receive deliveries will initiate/date invoices or packing slips at the time items arrive.
- A verification checklist will be placed in the receiving office.
- Invoices lacking documented receipt will not be processed for payment.

3. Missing/Incomplete Supporting Documentation

One transaction lacked sufficient detail and documentation. Moving forward:

- The bookkeeper will verify completeness of receipts, invoices, and supporting details prior to payment.

A. Michael G. Jacobs
12/1/25



BELLVIEW MIDDLE SCHOOL

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Mrs. Adrienne Green, Principal

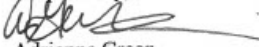
Dr. Travis Griffin, Assistant Principal

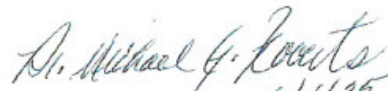
- A documentation control folder will be used for cross-checking before disbursement.
4. Sales Tax Errors
- Instances were identified where sales tax was either paid improperly or omitted where required. Our corrective plan:
- Staff responsible for accounts will receive training on appropriate sales-tax application rules.
 - All reimbursements will be screened for tax accuracy before processing.
 - Accounting Operations will be consulted to resolve previous discrepancies and remittance requirements.
5. RFP and PCARD Form Completion
- Multiple transactions lacked complete RFP documentation or approvals. To resolve:
- A revised RFP intake process will require full fields completed before acceptance.
 - A weekly administrative review will verify any incomplete forms are returned, corrected, and resubmitted.
6. Monies Collected Forms & Receipt Processing
- Findings indicated missing/incorrect MCFs, improper receipt dating, and one instance where funds were not deposited intact. Corrective measures:
- MCF completion training will be conducted for all staff handling money.
 - The bookkeeper will verify dates match remittance prior to posting in Skyward.
 - No reimbursement will be issued from incoming collections (all funds must be deposited intact daily).

Bellview Middle School remains committed to strengthening internal controls, increasing documentation accuracy, and ensuring that all practices align with board policy and state requirements. We appreciate your review and will implement all corrective actions immediately.

Please contact me if additional clarification, documentation, or follow-up is needed.

Respectfully,


Adrienne Green
Principal


12/1/25

Appendix

Risk Rating	Criteria
High	Significant internal control or risk management concern that if not corrected or mitigated could lead to serious consequences. Immediate attention from Escambia County School District personnel required.
Moderate	Minor procedural lapses, internal control gaps, and/or failure of defined controls which could lead adverse impacts. Timely attention from Escambia County School District personnel is warranted.
Low	Recommendation may lead to improvement in the quality and/or efficiency of the process or area audited, or conformance to best practices. Routine attention from Escambia County School District personnel is warranted.

The IIA's 2024 Global Internal Audit Standards requires internal auditors to "prioritize each engagement finding based on its significance, using methodologies established by the chief audit executive."

**Agenda Item Details**

Meeting	Dec 16, 2025 - REGULAR MEETING AGENDA (5:30 PM)
Category	45. Internal Auditing
Subject	A. 2024-2025 School Internal Accounts Audit Reports
Type	Action, Reports
Fiscal Impact	No
Budgeted	No
Recommended Action	Acceptance of the 2024-2025 school internal accounts audit reports.

Each year, we audit the internal accounts of the schools. As part of this process, a sample of schools receive audits with full procedures (financial and compliance), with the remaining schools receiving audits with limited procedures. Audits receiving full procedures are presented to the Board individually. These reports have been presented to and accepted by the Audit Committee, a standing committee of the Board. The reports are being presented to the Board for their review and entry into the minutes.

 [2024-2025 School Internal Accounts Audits - Elementary.pdf \(2,948 KB\)](#)

 [2024-2025 School Internal Accounts Audits - Secondary and Centers.pdf \(6,226 KB\)](#)

Motion & Voting

Acceptance of the 2024-2025 school internal accounts audit reports.

Motion by Paul Fetsko, second by David Williams.

Final Resolution: Motion Carries

Yes: Kevin Adams, Paul Fetsko, David Williams, Carissa Bergosh, Tom Harrell

Workflow

Workflow

Dec 3, 2025 11:52 AM :: Submitted by McKenzie Lane. Routed to McKenzie Lane for approval.

Dec 3, 2025 11:53 AM :: Final approval by McKenzie Lane

Last Modified by Holley DeWees on December 16, 2025