

Office of Superintendent of Schools
Board Meeting of May 17, 2000

May 2, 2000

Management and Accountability
Carol Cortes, Deputy Superintendent

SUBJECT: INTERNAL AUDIT REPORT - REVIEW OF THE PROCUREMENT CREDIT CARD PROGRAM, APRIL 2000, PRESENTED BY THE OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS

In accordance with the Audit Plan for the 1999-2000 Fiscal Year, the Office of Management and Compliance Audits has performed a review of the Procurement Credit Card Program administered by the Office of the Controller.

The report concludes that the control environment over the Procurement Credit Card Program, while acceptable, needs additional strengthening. With our detailed observations, we include several recommendations designed to further improve the internal controls. The credit card program has proven successful and is being administered in accordance with appropriate regulations and good business practices. Because it is a convenient method to make authorized purchases, its use should be expanded.

In accordance with the procedures for the Office of Management and Compliance Audits, the Internal Audit Report - Review of the Procurement Credit Card Program, April 2000, presented by the Office of Management and Compliance Audits, is submitted to the School Board. The School Board Audit Committee will review the audit report at its May 9, 2000 meeting and will submit its recommendations to the School Board and the Superintendent of Schools by May 15, 2000.

Copies of this report will be distributed to Board Members, the Superintendent of Schools, and appropriate district staff and will be placed on file in the Office of the Recording Secretary to the School Board and in the Citizen Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, receive and file the Internal Audit Report - Review of the Procurement Credit Card Program, April 2000, presented by the Office of Management and Compliance Audits.

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