

Management and Accountability  
Carol Cortes, Deputy Superintendent

**SUBJECT: INTERNAL AUDIT REPORT - AUDIT OF THE INTERNAL FUNDS OF  
REGION II SECONDARY SCHOOLS, NOVEMBER 2001, PRESENTED  
BY THE OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS**

In accordance with the Audit Plan for the 2001-02 Fiscal Year, the Office of Management and Compliance Audits has completed the audits of the internal funds of 11 of the 12 secondary schools in Region II. The audit for the remaining school, which disclosed no significant audit exceptions, was completed earlier this fiscal year and presented to the School Board at its October 2001 meeting. The audit period for the schools presented in this report was the fiscal year ended June 30, 2001. The audits included a review of the internal funds, property, and payroll records. Community Schools Program records were reviewed at schools having the program, which is accounted through the internal funds. The audits indicated that 7 of the 11 schools were in compliance with prescribed policies and procedures and their internal funds and payroll records were maintained in good order. The review of the Procurement Credit Card Program at eight schools showed that they were all in compliance with the prescribed policies and procedures. The physical inventory results showed that eight of the 12 schools were in compliance with the prescribed procedures related to property. Two of the schools had significant losses reported, which are currently being followed-up by the Division of Compliance and Investigative Audits. Property reported missing through the Plant Security Report process was, for the most part, due to the theft of computers. The following audits are included in this report:

<b>John F. Kennedy Middle</b>	<b>North Miami Beach Senior</b>
<b>Nautilus Middle</b>	<b>Highland Oaks Middle</b>
<b>Miami Norland Senior</b>	<b>Thomas Jefferson Middle</b>
<b>North Miami Senior</b>	<b>Norland Middle</b>
<b>Dr. Michael M. Krop Senior</b>	<b>North Miami Middle</b>
<b>Miami Beach Senior</b>	

When applicable, a conference is held with the principal and the appropriate region director to discuss each audit exception and recommendation noted in the draft of the audit report. The principal is required to write a response to each exception, specifying what corrective action(s) will be implemented to prevent its recurrence. The response from the principal is submitted for review to the region office and subsequently to School Operations. If appropriate, the response is then forwarded to the Office of Management and Compliance Audits, which also reviews it to assure corrective action was or will be taken.

In accordance with the procedures for the Office of Management and Compliance Audits, the Internal Audit Report - Audit of the Internal Funds of Region II Secondary Schools, November 2001, is submitted to the School Board. The School Board Audit Committee reviewed the audit report at its November 27, 2001 meeting and will submit its recommendations to the School Board and the Superintendent of Schools by December 5, 2001.

Copies of this report will be distributed to Board Members, the Superintendent of Schools, and region and 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 – Audit of the Internal Funds of Region II Secondary Schools, November 2001, presented by the Office of Management and Compliance Audits.