

Paul R. Philip, Chief of Staff

**SUBJECT: INTERNAL AUDIT REPORT – AUDIT OF THE INTERNAL FUNDS OF
SELECTED SCHOOLS AND CENTERS, JUNE 2002, 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 for the 1999-2000 and/or 2001-01 fiscal years, depending on the school/center being audited, of two schools from Regions I and IV, six alternative education centers, thirteen adult/technical education centers, and the hospitality services cafeteria. The audits included a review of the internal funds, property, and payroll records. Community School Program records were reviewed at schools having the program, which is accounted through the internal funds. The audits indicated that 14 of the 22 schools/centers were in compliance with prescribed policies and procedures and their internal funds and payroll records were maintained in good order. The audit exceptions at eight schools/centers were in the areas of internal funds, payroll, and in the verification of classes offered by adult education centers. The review of the Procurement Credit Card Program at ten schools/centers showed that they were all in compliance with the prescribed policies and procedures. Food service records and procedures were followed at the two schools/centers reviewed. The physical inventory at the schools/centers where an inventory was conducted, and the Plant Security Report process disclosed that most losses were related to theft of computer equipment. The following audits are included in this report:

**American Senior
Ponce de Leon Middle
Jan Mann Opportunity Education Center
C.O.P.E. Center North
Miami-MacArthur North Senior
Miami-MacArthur South Senior
School for Applied Technology
Dorothy M. Wallace C.O.P.E. Center South
Fienberg/Fisher Adult Education Center
American Adult Education Center
Miami Beach Adult Education Center**

**Miami Jackson Adult Education Center
Miami Lakes Technical Education Center
South Dade Adult Education Center
George T. Baker Aviation School
Miami Coral Park Adult Education Center
Miami Northwestern Adult Education Center
Miami Springs Adult Education Center
North Miami Adult Education Center
South Dade Skills Center
Southwest Miami Adult Education Center
Hospitality Services**

When applicable, a conference is held with the principal and the appropriate region director or the responsible administrator to discuss each audit exception and recommendation noted in the draft of the audit report. The principal/administrator 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/administrator is submitted for review to the region office or the appropriate district office overseeing the schools/centers. 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 Selected Schools and Centers, June 2002 is submitted to the School Board. The School Board Audit Committee reviewed the audit report at its June 25, 2002 meeting and will submit its recommendations to the School Board and the Superintendent of Schools by July 3, 2002.

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 Selected Schools and Centers, June 2002, presented by the Office of Management and Compliance Audits.