

Paul R. Philip, Chief of Staff

**SUBJECT: INTERNAL AUDIT REPORT – AUDIT OF THE INTERNAL FUNDS OF
SELECTED SCHOOLS AND CENTERS, SEPTEMBER 2002,
PRESENTED BY THE OFFICE OF MANAGEMENT AND COMPLIANCE
AUDITS**

In accordance with the Audit Plan for the 2002-03 Fiscal Year, the Office of Management and Compliance Audits has completed the audits of the internal funds for the 2000-01 and/or 2001-02 fiscal years, depending on the school/center being audited, of three alternative education centers, fourteen adult/technical education centers, the Greater Miami Athletic Conference (GMAC), and the Systemwide Business Industry Services Center. 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 16 of the 19 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 three schools/centers were in the areas of the bookstore operation, disbursements, and payroll. 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. The physical inventory results at the schools/centers where an inventory was conducted showed that there were only a few items unlocated at one center. The Plant Security Report process disclosed that there was no property reported missing. The following audits are included in this report:

Alternative Education Centers

Miami-MacArthur North Senior High School
Miami-MacArthur South Senior High School
Dorothy M. Wallace C.O.P.E. Center South

Adult /Technical Education Centers

D.A. Dorsey Educational Center
Miami Southridge Adult Education Center
Coral Gables Adult Education Center
Hialeah Adult Education Center
Hialeah-Miami Lakes Adult Education Center
Miami Northwestern Adult Education Center
Miami Palmetto Adult Education Center

Adult /Technical Education Centers (Cont.)

Miami Senior Adult Education Center
Miami Skill Center
Miami Sunset Adult Education Center
North Miami Adult Education Center
South Dade Skills Center
William H. Turner Technical Arts High School
Virtual Adult Registration Center

Other Centers

Greater Miami Athletic Conference
Systemwide Business Industry 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, September 2002 is submitted to the School Board. The School Board Audit Committee reviewed the audit report at its September 17, 2002 meeting and will submit its recommendations to the School Board and the Superintendent of Schools by October 16, 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, September 2002, presented by the Office of Management and Compliance Audits.