

Paul R. Philip, Chief of Staff

**SUBJECT: INTERNAL AUDIT REPORT – AUDIT OF THE INTERNAL FUNDS OF  
SELECTED REGION II SCHOOLS, JANUARY 2003, 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 of the remaining 20 schools in Region II for the fiscal year ended June 30, 2002. 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 20 schools were in compliance with prescribed policies and procedures and their internal funds and payroll records were maintained in good order. The audit exceptions at four schools were in the areas of internal funds, payroll, and procurement credit card program purchases. The review of the Procurement Credit Card Program at two of three schools showed that they were in compliance with the prescribed policies and procedures. The physical inventory results at three schools showed some unlocated items at two schools. There was some property reported missing through the Plant Security Report process at two schools. The following audits are included in this report:

<b>Miami Norland Senior</b>	<b>Gratigny Elementary</b>
<b>Thomas Jefferson Middle</b>	<b>Hibiscus Elementary</b>
<b>Norland Elementary</b>	<b>Madie Ives Elementary</b>
<b>Scott Lake Elementary</b>	<b>Linda Lentin Elementary</b>
<b>Dr. Michael M. Krop Senior</b>	<b>Natural Bridge Elementary</b>
<b>North Miami Beach Senior</b>	<b>North Miami Elementary</b>
<b>Biscayne Gardens Elementary</b>	<b>Oak Grove Elementary</b>
<b>Virginia A. Boone/Highland Oaks Elem.</b>	<b>Ojus Elementary</b>
<b>Gertrude K. Edelman/Sabal Palm Elem.</b>	<b>Parkview Elementary</b>
<b>Fulford Elementary</b>	<b>Hubert O. Sibley Elementary</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 then to School Operations. If considered appropriate, the response is forwarded to the Office of Management and Compliance Audits, which also reviews it to assure corrective action, was or will be taken, and inclusion with the audit report.

In accordance with the procedures for the Office of Management and Compliance Audits, the Internal Audit Report – Audit of the Internal Funds of Selected Region II Schools, January 2003 is submitted to the School Board. The School Board Audit Committee reviewed the audit report at its January 28, 2003 meeting and will submit its recommendations to the School Board and the Superintendent of Schools by February 7, 2003.

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 Region II Schools, January 2003, presented by the Office of Management and Compliance Audits.