

Paul R. Philip, Chief of Staff

**SUBJECT: INTERNAL AUDIT REPORT – AUDIT OF THE INTERNAL FUNDS OF
SELECTED ACCESS CENTER 3 SCHOOLS, JUNE 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 20 of the 47 schools in ACCESS Center 3 for the fiscal year ended June 30, 2002, except for one school, whose audit period was a two fiscal year ended June 30, 2002 because of an investigation. The audits of the remaining schools under this Center will be published at the next Audit Committee meeting. 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 for through the internal funds. A review of the Procurement Credit Card Program was performed at three schools and a review of food service records and procedures was performed at two schools. The audits indicated that 19 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 the school that was under investigation disclosed serious deficiencies in the area of internal funds. Procurement credit card procedures were followed at the three schools reviewed, while food service procedures were followed at the two schools reviewed. The physical inventory at 46 of the 47 schools in this center showed that they were in compliance with the prescribed procedures related to property. There was some property reported missing through the Plant Security Report process, mostly due to theft and loss of equipment. However, there were significant losses reported at one school. The following audits are included in this report:

**Charles R. Drew Middle
Miami Central Senior
Madison Middle
Westview Middle
Banyan Elementary
Van E. Blanton Elementary
Broadmoor Elementary**

**Earlington Heights Elem.
Lillie C. Evans Elementary
Hialeah Elementary
Lakeview Elementary
Melrose Elementary
Miami Park Elementary
Miami Springs Elementary**

**Olinda Elementary
Poinciana Park Elementary
Seminole Elementary
John I. Smith Elementary
Springview Elementary
Sweetwater Elementary**

When applicable, a conference is held with the principal and the appropriate ACCESS Center 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 through the ACCESS Center and then to the Deputy Superintendent of Schools. 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 ACCESS Center 3 Schools, June 2003 is submitted to the School Board. The School Board Audit Committee reviewed the audit report at its June 24, 2003 meeting and will submit its recommendations to the School Board and the Superintendent of Schools by July 2, 2003.

Copies of this report will be distributed to Board Members, the Superintendent of Schools, the Deputy Superintendent of Schools, ACCESS Center and district staffs, 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 ACCESS Center 3 Schools, June 2003, presented by the Office of Management and Compliance Audits.