

Management and Accountability
Carol Cortes, Deputy Superintendent

SUBJECT: INTERNAL AUDIT REPORT - REVIEW OF DISTRICT BUDGETARY PROCEDURES, APRIL 1999, PRESENTED BY THE OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS

STRATEGIC PLANNING GOAL: VIII - PROFESSIONAL STAFF AND PRACTICES

In accordance with the Audit Plan for the 1998-99 Fiscal Year, the Office of Management and Compliance Audits has performed a review of the of the District's budgetary management procedures executed by the Office of Budget Management of Financial Affairs. The primary objectives of this review were to ascertain that the District's budget is prepared, adopted and amended based on the District's authorized needs; revenues are correctly estimated and allocated to the appropriate accounts; appropriation procedures adequately limit expenditures and budgetary transfers to authorized purposes; and to be certain that an adequate control environment has been implemented.

Our report concludes that the Office of Budget Management has established an adequate control environment to ensure that the annual budget process is prepared, approved and amended, based on the approved needs of the District and in accordance with the applicable laws and School Board rules. We concluded that budgetary control procedures are adequate to ensure that revenues are allocated to the appropriate funds and accounts, and expenditures are limited to the budgeted authority. There are some important issues, however, that merit the administration's attention, such as keeping an updated procedures manual and automating more elements of the budget development process, particularly because of the planned retirement of key personnel.

In accordance with the procedures for the Office of Management and Compliance Audits, the Internal Audit Report - Review of District Budgetary Procedures, April 1999, is submitted to the School Board. The School Board Audit Committee reviewed the audit report at its June 29, 1999 meeting and will submit its recommendations to the School Board and the Superintendent of Schools by July 7, 1999.

Copies of this report will be distributed to Board Members, the Superintendent of Schools, and appropriate 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 - Review of District Budgetary Procedures, April 1999, presented by the Office of Management and Compliance Audits.