

Paul R. Philip, Chief of Staff

**SUBJECT: INTERNAL AUDIT REPORT - REVIEW OF THE CHECK  
PREPARATION AND DISTRIBUTION FUNCTION, APRIL 2002**

In accordance with the Audit Plan for the 2001-02 Fiscal Year, the Office of Management and Compliance Audits has performed a review of the District's check preparation and distribution function, administered by the Office of Treasury Management, under Financial Affairs. In addition, certain activities of the Office of the Controller, also under Financial Affairs, in the area responsible for reconciling monthly bank statements were reviewed. The objective of the review was to ascertain that proper controls were in place concerning custody and use of check stock as well as check preparation and distribution.

The review indicated that the control environment related to the check preparation and distribution function is adequate and that regular and manual check stocks were properly secured.

In accordance with the procedures for the Office of Management and Compliance Audits, the Internal Audit Report - Review of the Check Preparation and Distribution Function, April 2002, is submitted to the School Board. The School Board Audit Committee reviewed the audit report at its May 7, 2002 meeting and will submit its recommendations to the School Board and the Superintendent of Schools by June 12, 2002.

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 the Check Preparation and Distribution Function, April 2002, presented by the Office of Management and Compliance Audits.