

**SCHOOL BOARD OF
INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

FINANCIAL STATEMENTS

June 30, 2022

**SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

FINANCIAL STATEMENTS

June 30, 2022

TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| Independent Auditors' Report | 1-3 |
| Financial Statements | |
| Statement of Fiduciary Net Position | 4 |
| Statement of Changes in Fiduciary Net Position | 5 |
| Notes to Financial Statements | 6-7 |
| Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit Of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i> | 8-9 |
| Supplemental Financial Schedules | |
| Schedule of Changes in Fiduciary Net Position: | |
| <u>Elementary Schools</u> | |
| Beachland Elementary School | 10 |
| Citrus Elementary School | 11 |
| Dodgertown Elementary School | 12 |
| Fellsmere Elementary School | 13 |
| Glendale Elementary School | 14 |
| Indian River Academy (previously Highlands Elementary) School | 15 |
| Liberty Magnet Elementary School | 16 |
| Osceola Magnet Elementary School | 17 |

**SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

FINANCIAL STATEMENTS

June 30, 2022

TABLE OF CONTENTS

Schedule of Changes in Fiduciary Net Position:

Elementary Schools (Continued)

| | |
|-----------------------------------|----|
| Pelican Island Elementary School | 18 |
| Rosewood Magnet Elementary School | 19 |
| Sebastian Elementary School | 20 |
| Treasure Coast Elementary School | 21 |
| Vero Beach Elementary School | 22 |

Middle Schools

| | |
|-------------------------------|----|
| Gifford Middle School | 23 |
| Oslo Middle School | 24 |
| Sebastian River Middle School | 25 |
| Storm Grove Middle School | 26 |

High Schools

| | |
|-----------------------------|----|
| Sebastian River High School | 27 |
| Vero Beach High School | 28 |

Other Centers

| | |
|----------------------------------|----|
| Alternative Center for Education | 29 |
| Treasure Coast Technical College | 30 |
| Wabasso School | 31 |
| County Office | 32 |

**SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

FINANCIAL STATEMENTS

June 30, 2022

TABLE OF CONTENTS

| | |
|--------------------------------|-------|
| Management Letter | 33-57 |
| Responses to Management Letter | 58-81 |



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

Report of Independent Auditors

School Board of Indian River County, Florida
Internal Accounts
Indian River County, Florida

Opinion

We have audited the accompanying statement of fiduciary net position of the School Board of Indian River County, Florida, Internal Accounts (the "Internal Accounts") as of June 30, 2022, and the statement of changes in fiduciary net position for the year then ended and the related notes to financial statements, which collectively comprise the Internal Accounts' financial statements as listed in the Table of Contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Internal Accounts of the School Board of Indian River County, Florida as of June 30, 2022, and the respective changes in net position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As described in Note 1 of the Notes to Financial Statements, the accompanying financial statement includes only the fiduciary net position of the Internal Accounts. The financial statements does not include other financial activities of the District School Board and, accordingly, does not purport to, and does not present the fiduciary net position of the District School Board in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standard applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of financial statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

School Board of Indian River County, Florida
Internal Accounts
Indian River County, Florida

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Internal Accounts of the School Board of Indian River County Florida's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstance, but not for the purpose of expressing an opinion on the effectiveness of School Board of Indian River County Florida's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about School Board of Indian River County Florida's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

School Board of Indian River County, Florida
Internal Accounts
Indian River County, Florida

Other Matters

Other information

Our audit was conducted for the purpose of forming an opinion on the statement of fiduciary net position and the changes in Fiduciary Net Position. The supplemental information listed in the table of contents is presented for the purpose of additional analysis and is not a required part of the financial statement of the Internal Accounts. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statement. The information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other record used to prepare the financial statement or the financial statements itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects in relation to the financial statement as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2022 on our consideration of the Internal Accounts' internal control over financial reporting and our tests of its' compliance with certain provisions of laws, regulations, contracts and grant agreements.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Internal Accounts' internal control over financial reporting and compliance.



Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

November 14, 2022

**SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Statement of Fiduciary Net Position

June 30, 2022

| | Custodial Funds |
|--|----------------------------|
| ASSETS | |
| Cash and equivalents | \$ 1,663,016 |
| Accounts receivable | 238,724 |
| Inventory | 44,473 |
| Total Assets | <u>1,946,213</u> |
| LIABILITIES | |
| Accounts payable | <u>35,349</u> |
| NET POSITION | |
| Fiduciary net position - held for others | <u><u>\$ 1,910,864</u></u> |

See accompanying independent auditor's report and notes to financial statements.

**SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Statement of Changes in Fiduciary Net Position

June 30, 2022

| | Custodial Funds |
|---|----------------------------|
| ADDITIONS | |
| Miscellaneous | |
| Athletics | \$ 750,986 |
| Music | 74,090 |
| Class | 518,448 |
| Club | 149,938 |
| Department | 335,572 |
| Trust | 762,003 |
| General | 364,386 |
| Total Additions | 2,955,423 |
| DEDUCTIONS | |
| Other | |
| Athletics | 709,793 |
| Music | 72,158 |
| Class | 490,426 |
| Club | 130,456 |
| Department | 286,590 |
| Trust | 663,875 |
| General | 350,793 |
| Total Deductions | 2,704,091 |
| Change in Net Position | 251,332 |
| Fiduciary net position - held for others, July 1, 2021 | 1,659,532 |
| Fiduciary net position - held for others, June 30, 2022 | \$ 1,910,864 |

See accompanying independent auditor's report and notes to financial statements.

SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statement includes the balances relating exclusively to the internal account activities of the public schools within the School Board of Indian River County, Florida school system. The financial statement does not include other fiduciary net position of the School Board of Indian River County, Florida (the "District"). Therefore, the accompanying financial statement does not purport to, and does not present the fiduciary net position of the District in conformity with accounting principles generally accepted in the United States of America. The financial activities of the Internal Accounts are included, as custodial funds, in the financial reporting entity of the District.

Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting.

Inventory

Inventory is reported at lower of cost or market under the first-in first-out method.

Cash and Investments

School Board of Indian River County, Florida is required to deposit monies with financial institutions classified as qualified public depositories by Section 136.01, Florida Statutes. Chapter 280 Florida Statutes establishes the criteria for qualified public depositories, which provides collateral for public deposits.

Section 218.415 (17), Florida Statutes, establishes the financial instruments, that allows local governments, without a written investment policy, to invest their surplus funds. The authorized investments are as follows:

1. Direct obligations of the United States Treasury.
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969.
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories.
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS
NOTES TO FINANCIAL STATEMENTS
June 30, 2022

NOTE 2 – CASH AND CASH EQUIVALENTS

All deposits are held in qualified public depositories and are included on the accompanying Statement of Fiduciary Net Position as cash and equivalents.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the deposits of the School Board of Indian River County, Florida may not be returned. Although there is not a formal deposit policy for custodial credit risk, the School Board of Indian River County, Florida is governed by Section 136.01, Florida Statutes and Chapter 280, Florida Statutes. All funds are deposited in qualified public depositories, which fully insure or collateralize all monies on deposit. As of June 30, 2022, the bank balance for all schools totaled \$1,225,489 and the carrying value was \$1,122,943.

Cash and Investments

| | |
|--------------------------------------|---------------------|
| Deposits with Financial institutions | \$ 1,122,943 |
| Cash on hand | 175 |
| Florida PRIME | <u>539,898</u> |
| Total | <u>\$ 1,662,841</u> |

Cash and investments as reported in the accompanying Statement of Fiduciary Net Position includes cash in demand deposit accounts and Florida PRIME Funds. The cash and investments balance of the School Board of Indian River County, Florida Internal Accounts includes \$539,898 at June 30, 2022 in Florida PRIME, an external investment pool. Florida PRIME is rated AAAM by Standard and Poor's and had a weighted average days to maturity of 28 days at June 30, 2022. At June 30, 2022, there were no redemption fees, maximum transaction amounts, or any other requirements that would limit daily access to 100 percent of the account value.

The School Board of Indian River County, Florida categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The School Board of Indian River County, Florida uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the School Board of Indian River County, Florida's own data in measuring unobservable inputs.

As of June 30, 2022, the School Board of Indian River County, Florida does not hold any investments subject to the fair value hierarchy.



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

School Board of Indian River County, Florida
Internal Accounts
Indian River County, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of fiduciary net position of the School Board of Indian River County, Florida Internal Accounts (the "Internal Accounts") as of June 30, 2022, and have issued our report thereon dated November 14, 2022. Our report on the financial statement included a paragraph explaining that the financial statement includes only the fiduciary net position of the Internal Accounts and does not include other fiduciary net position of the Indian River District School Board (the "District").

Internal Control over Financial Reporting

In planning and performing our audit, we considered School Board of Indian River County, Florida Internal Accounts' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of School Board of Indian River County, Florida Internal Accounts' internal control. Accordingly, we do not express an opinion on the effectiveness of the Internal Accounts' internal control.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

School Board of Indian River County, Florida
Internal Accounts

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's Internal Accounts Net Fiduciary positions are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. See pages 33-57 for additional findings.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants, PL
Fort Pierce, Florida

November 14, 2022

SUPPLEMENTAL FINANCIAL SCHEDULES

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Beachland Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 618 | \$ 150 | \$ 132 | \$ - | \$ 636 |
| Classes | 1,365 | 2,009 | 2,052 | - | 1,322 |
| Clubs | 200 | - | - | - | 200 |
| Departments | 10,015 | 10,390 | 6,954 | - | 13,451 |
| Trusts | 11,307 | 48,117 | 48,432 | (99) | 10,893 |
| General | <u>18,638</u> | <u>17,876</u> | <u>19,125</u> | <u>99</u> | <u>17,488</u> |
| Net Position | <u>\$ 42,143</u> | <u>\$ 78,542</u> | <u>\$ 76,695</u> | <u>\$ -</u> | <u>\$ 43,990</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Citrus Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Athletics | \$ 8 | \$ - | \$ - | \$ (8) | \$ - |
| Classes | 9,550 | 50,663 | 42,307 | (2,574) | 15,332 |
| Clubs | 1,512 | - | 64 | - | 1,448 |
| Departments | 4,634 | 1,529 | 1,558 | - | 4,605 |
| Trusts | 2,584 | 13,411 | 11,522 | 340 | 4,813 |
| General | 12,494 | 8,823 | 6,200 | 2,242 | 17,359 |
| Net Position | \$ 30,782 | \$ 74,426 | \$ 61,651 | \$ - | \$ 43,557 |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Dodgertown Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 188 | \$ 300 | \$ 61 | \$ - | \$ 427 |
| Classes | 1,260 | 880 | 1,748 | 31 | 423 |
| Clubs | 579 | - | 228 | (31) | 320 |
| Departments | 41 | 750 | - | (335) | 456 |
| Trusts | 27,475 | 7,067 | 16,337 | 2,311 | 20,516 |
| General | 6,702 | 6,632 | 5,170 | (1,976) | 6,188 |
| Net Position | <u>\$ 36,245</u> | <u>\$ 15,629</u> | <u>\$ 23,544</u> | <u>\$ -</u> | <u>\$ 28,330</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Fellsmere Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ - | \$ 735 | \$ 729 | \$ - | \$ 6 |
| Classes | 9,462 | 4,608 | 6,425 | (643) | 7,002 |
| Departments | 2,200 | 7,073 | 8,767 | - | 506 |
| Trusts | 21,384 | 26,220 | 19,375 | - | 28,229 |
| General | 8,081 | 3,767 | 5,723 | 643 | 6,768 |
| Net Position | <u>\$ 41,127</u> | <u>\$ 42,403</u> | <u>\$ 41,019</u> | <u>\$ -</u> | <u>\$ 42,511</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Glendale Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 19 | \$ 285 | \$ - | \$ - | \$ 304 |
| Classes | 955 | 4,485 | 3,477 | (821) | 1,142 |
| Clubs | 269 | - | - | - | 269 |
| Departments | 8,053 | 10,513 | 9,309 | - | 9,257 |
| Trusts | 2,623 | 1,591 | 1,985 | - | 2,229 |
| General | <u>8,253</u> | <u>3,506</u> | <u>2,885</u> | <u>821</u> | <u>9,695</u> |
| Net Position | <u>\$ 20,172</u> | <u>\$ 20,380</u> | <u>\$ 17,656</u> | <u>\$ -</u> | <u>\$ 22,896</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Indian River Academy Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 226 | \$ - | \$ - | \$ - | \$ 226 |
| Classes | 1,712 | 580 | 626 | (207) | 1,459 |
| Club | - | 2,415 | 1,003 | - | 1,412 |
| Departments | 564 | 403 | 40 | - | 927 |
| Trusts | 390 | 10,738 | 10,793 | - | 335 |
| General | <u>13,082</u> | <u>6,199</u> | <u>5,194</u> | <u>207</u> | <u>14,294</u> |
| Net Position | <u>\$ 15,974</u> | <u>\$ 20,335</u> | <u>\$ 17,656</u> | <u>\$ -</u> | <u>\$ 18,653</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Liberty Magnet Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 1,108 | \$ 2,398 | \$ 2,566 | \$ - | \$ 940 |
| Classes | 4,428 | 41,630 | 41,868 | (556) | 3,634 |
| Clubs | 1,233 | - | - | - | 1,233 |
| Departments | 8,010 | 10,940 | 9,449 | - | 9,501 |
| Trusts | 15,884 | 28,270 | 14,046 | (305) | 29,803 |
| General | <u>15,652</u> | <u>3,553</u> | <u>2,292</u> | <u>861</u> | <u>17,774</u> |
| Net Position | <u>\$ 46,315</u> | <u>\$ 86,791</u> | <u>\$ 70,221</u> | <u>\$ -</u> | <u>\$ 62,885</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Osceola Magnet Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 911 | \$ 999 | \$ 1,182 | \$ - | \$ 728 |
| Classes | 1,950 | 20,609 | 19,363 | (1,634) | 1,562 |
| Clubs | 1,115 | - | - | - | 1,115 |
| Departments | 11,527 | 15,429 | 18,047 | (78) | 8,831 |
| Trusts | 15,229 | 20,234 | 24,008 | 17 | 11,472 |
| General | <u>36,081</u> | <u>6,253</u> | <u>4,222</u> | <u>1,695</u> | <u>39,807</u> |
| Net Position | <u>\$ 66,813</u> | <u>\$ 63,524</u> | <u>\$ 66,822</u> | <u>\$ -</u> | <u>\$ 63,515</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Pelican Island Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 64 | \$ 728 | \$ 472 | \$ - | \$ 320 |
| Classes | 6,360 | 2,649 | 4,790 | (305) | 3,914 |
| Clubs | 2,135 | - | 1,441 | - | 694 |
| Departments | 927 | 1,187 | 913 | - | 1,201 |
| Trusts | 10,226 | 7,987 | 8,561 | 20 | 9,672 |
| General | <u>18,680</u> | <u>13,501</u> | <u>10,071</u> | <u>285</u> | <u>22,395</u> |
| Net Position | <u>\$ 38,392</u> | <u>\$ 26,052</u> | <u>\$ 26,248</u> | <u>\$ -</u> | <u>\$ 38,196</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Rosewood Magnet Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 9 | \$ - | \$ - | \$ - | \$ 9 |
| Classes | 8,768 | 64,561 | 66,565 | (2,178) | 4,586 |
| Clubs | 6,171 | 200 | 56 | - | 6,315 |
| Departments | 14,562 | 19,115 | 14,320 | - | 19,357 |
| Trusts | 6,982 | 10,248 | 10,237 | - | 6,993 |
| General | <u>25,738</u> | <u>4,008</u> | <u>4,503</u> | <u>2,178</u> | <u>27,421</u> |
| Net Position | <u>\$ 62,230</u> | <u>\$ 98,132</u> | <u>\$ 95,681</u> | <u>\$ -</u> | <u>\$ 64,681</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Sebastian Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 737 | \$ - | \$ - | \$ - | \$ 737 |
| Classes | 3,163 | 1,613 | 1,817 | 94 | 3,053 |
| Clubs | 5,540 | 4,479 | 4,714 | - | 5,305 |
| Departments | 834 | 284 | 10 | - | 1,108 |
| Trusts | 6,688 | 6,063 | 3,671 | (99) | 8,981 |
| General | <u>15,437</u> | <u>7,630</u> | <u>10,276</u> | <u>5</u> | <u>12,796</u> |
| Net Position | <u>\$ 32,399</u> | <u>\$ 20,069</u> | <u>\$ 20,488</u> | <u>\$ -</u> | <u>\$ 31,980</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Treasure Coast Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 1,340 | \$ - | \$ 87 | \$ - | \$ 1,253 |
| Classes | 4,604 | 40,035 | 36,973 | (588) | 7,078 |
| Clubs | 4,101 | 708 | 1,116 | - | 3,693 |
| Departments | 9,227 | 18,605 | 16,373 | - | 11,459 |
| Trusts | 7,318 | 11,390 | 9,536 | - | 9,172 |
| General | <u>11,847</u> | <u>4,449</u> | <u>6,725</u> | <u>588</u> | <u>10,159</u> |
| Net Position | <u>\$ 38,437</u> | <u>\$ 75,187</u> | <u>\$ 70,810</u> | <u>\$ -</u> | <u>\$ 42,814</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Vero Beach Elementary School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Music | \$ 261 | \$ - | \$ - | \$ - | \$ 261 |
| Classes | 436 | 30,400 | 28,645 | (193) | 1,998 |
| Clubs | 307 | 476 | 480 | - | 303 |
| Departments | 1,872 | 441 | 551 | 53 | 1,815 |
| Trusts | 3,134 | 8,832 | 8,144 | 41 | 3,863 |
| General | <u>8,676</u> | <u>14,210</u> | <u>12,635</u> | <u>99</u> | <u>10,350</u> |
| Net Position | <u>\$ 14,686</u> | <u>\$ 54,359</u> | <u>\$ 50,455</u> | <u>\$ -</u> | <u>\$ 18,590</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Gifford Middle School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Athletics | \$ 7,901 | \$ 21,796 | \$ 24,251 | \$ - | \$ 5,446 |
| Music | 5,177 | 2,070 | 1,574 | - | 5,673 |
| Classes | 15,186 | 11,624 | 9,653 | 51 | 17,208 |
| Clubs | 159 | 533 | 144 | - | 548 |
| Departments | 3,617 | 2,726 | 2,227 | (40) | 4,076 |
| Trusts | 4,443 | 26,342 | 24,561 | 517 | 6,741 |
| General | 9,809 | 7,477 | 7,865 | (528) | 8,893 |
| Net Position | <u>\$ 46,292</u> | <u>\$ 72,568</u> | <u>\$ 70,275</u> | <u>\$ -</u> | <u>\$ 48,585</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Oslo Middle School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Athletics | \$ 11,538 | \$ 18,669 | \$ 15,642 | \$ (461) | \$ 14,104 |
| Music | 2,916 | 6,548 | 8,556 | 250 | 1,158 |
| Classes | 2,756 | 21,337 | 19,933 | (2,640) | 1,520 |
| Clubs | 2,527 | 684 | 1,380 | (92) | 1,739 |
| Departments | 2,833 | 11,265 | 8,098 | 355 | 6,355 |
| Trusts | 2,677 | 2,465 | 1,912 | (2,121) | 1,109 |
| General | 5,858 | 8,971 | 7,685 | 4,709 | 11,853 |
| Net Position | <u>\$ 31,105</u> | <u>\$ 69,939</u> | <u>\$ 63,206</u> | <u>\$ -</u> | <u>\$ 37,838</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Sebastian River Middle School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Athletics | \$ 10,674 | \$ 18,000 | \$ 20,151 | \$ 3 | \$ 8,526 |
| Music | 11,303 | 1,655 | 6,956 | - | 6,002 |
| Classes | 8 | 11,916 | 9,659 | (1,676) | 589 |
| Clubs | 1,252 | 1,989 | 2,217 | (189) | 835 |
| Departments | 6,488 | 8,609 | 8,803 | - | 6,294 |
| Trusts | 17,793 | 23,823 | 25,028 | 3,558 | 20,146 |
| General | 26,991 | 12,844 | 20,293 | (1,696) | 17,846 |
| Net Position | <u>\$ 74,509</u> | <u>\$ 78,836</u> | <u>\$ 93,107</u> | <u>\$ -</u> | <u>\$ 60,238</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Storm Grove Middle School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|-------------------|-------------------|-----------------------|---------------------------------------|
| Athletics | \$ 34,875 | \$ 41,737 | \$ 30,798 | \$ - | \$ 45,814 |
| Music | 3,249 | 10,648 | 11,773 | - | 2,124 |
| Classes | 16,589 | 45,438 | 35,230 | (111) | 26,686 |
| Clubs | 17,213 | 14,755 | 12,188 | (2,166) | 17,614 |
| Departments | 10,581 | 4,321 | 7,908 | (2,987) | 4,007 |
| Trusts | 17,544 | 11,317 | 23,661 | 7,146 | 12,346 |
| General | 25,637 | 18,866 | 14,360 | (1,882) | 28,261 |
| Net Position | <u>\$ 125,688</u> | <u>\$ 147,082</u> | <u>\$ 135,918</u> | <u>\$ -</u> | <u>\$ 136,852</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Sebastian River High School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|-------------------|-------------------|-----------------------|---------------------------------------|
| Athletics | \$ 135,850 | \$ 312,865 | \$ 296,485 | \$ (13,833) | \$ 138,397 |
| Music | 12,479 | 24,404 | 16,124 | 66 | 20,825 |
| Classes | 38,689 | 72,985 | 73,057 | 10,244 | 48,861 |
| Clubs | 39,370 | 58,471 | 41,627 | (727) | 55,487 |
| Departments | 36,223 | 40,823 | 27,979 | (1,892) | 47,175 |
| Trusts | 27,361 | 17,986 | 18,236 | 4,309 | 31,420 |
| General | 22,447 | 15,538 | 19,692 | 1,833 | 20,126 |
| Net Position | <u>\$ 312,419</u> | <u>\$ 543,072</u> | <u>\$ 493,200</u> | <u>\$ -</u> | <u>\$ 362,291</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Vero Beach High School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|-------------------|-------------------|-----------------------|---------------------------------------|
| Athletics | \$ 73,249 | \$ 337,919 | \$ 322,466 | \$ (651) | \$ 88,051 |
| Music | 12,610 | 23,170 | 21,946 | (72) | 13,762 |
| Classes | 105,594 | 90,426 | 86,238 | (7,715) | 102,067 |
| Clubs | 44,385 | 65,228 | 63,798 | (211) | 45,604 |
| Departments | 51,586 | 170,556 | 144,667 | (195) | 77,280 |
| Trusts | 37,409 | 23,567 | 21,927 | (1,824) | 37,225 |
| General | 22,865 | 27,713 | 21,428 | 10,668 | 39,818 |
| Net Position | <u>\$ 347,698</u> | <u>\$ 738,579</u> | <u>\$ 682,470</u> | <u>\$ -</u> | <u>\$ 403,807</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Alternative Center for Education

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Trusts | \$ 1,796 | \$ - | \$ 1,006 | \$ - | \$ 790 |
| General | 762 | - | 94 | - | 668 |
| Net Position | <u>\$ 2,558</u> | <u>\$ -</u> | <u>\$ 1,100</u> | <u>\$ -</u> | <u>\$ 1,458</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Treasure Coast Technical College

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|-------------------|-------------------|-----------------------|---------------------------------------|
| Trusts | \$ 136,742 | \$ 442,144 | \$ 350,512 | \$ - | \$ 228,374 |
| General | 24,807 | 152,389 | 152,044 | - | 25,152 |
| Net Position | <u>\$ 161,549</u> | <u>\$ 594,533</u> | <u>\$ 502,556</u> | <u>\$ -</u> | <u>\$ 253,526</u> |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

Wabasso School

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Trusts | \$ 5,334 | \$ 4,729 | \$ 2,902 | \$ 2,748 | \$ 9,909 |
| General | 43,690 | 20,055 | 11,883 | (2,748) | 49,114 |
| Net Position | \$ 49,024 | \$ 24,784 | \$ 14,785 | \$ - | \$ 59,023 |

**THE SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA
INTERNAL ACCOUNTS**

Schedule of Changes in Fiduciary Net Position

June 30, 2022

County Office

| | Net Position July 1, 2021 | Additions | Deductions | Transfers, net | Net Position June 30, 2022 |
|--------------|--------------------------------------|------------------|-------------------|-----------------------|---------------------------------------|
| Departments | \$ 5,590 | \$ 613 | \$ 617 | \$ - | \$ 5,586 |
| Trusts | 16,081 | 9,462 | 7,483 | - | 18,060 |
| General | 1,304 | 126 | 428 | - | 1,002 |
| Net Position | <u>\$ 22,975</u> | <u>\$ 10,201</u> | <u>\$ 8,528</u> | <u>\$ -</u> | <u>\$ 24,648</u> |



**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

School Board of Indian River County, Florida
6500 57th Street
Vero Beach, FL 32967

RE: Audit of Internal Account Funds

Dear Board Members:

We have completed our audit of the internal accounts of the School Board of Indian River County, Florida, as of and for the year ended June 30, 2022 and have issued our report thereon dated November 14, 2022.

Attached to this letter is a summary of our observations and recommendations, by school, that we believe will enhance record keeping and improve the internal control structure.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various School Board personnel. We will be pleased to discuss any comment or suggestion in greater detail and at your convenience, to perform any additional study of these matters or to assist you in implementing the recommendations.

In conclusion, we would like to thank the District School Board employees who assisted us with our examination.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

November 14, 2022

General Comments – All Schools

1. The nature of internal accounts, at times, makes it impractical to adequately implement controls over cash collections from the moment of collection until the initial recording on the accounting records. This is especially true for cash collections for athletics, in which there may be numerous off-campus activities. To strengthen the control procedures over cash collections, we recommend that the following basic procedures be followed, when practical, between the time cash is collected and the time when cash is recorded in the accounts of the schools' accounting offices:
 - a. More than one individual, preferably faculty or staff members, should be involved in the accountability of cash as it is collected.
 - b. Some type of written documentation should be made at the time cash is counted.
 - c. Receipts should be issued as cash is collected.
 - d. Cash collections should be deposited as soon as possible (preferably the same day or the next business day).
 - e. Mechanical devices such as cash registers should be used when possible and internal tapes should be preserved.
2. The bookkeepers of the schools perform many incompatible functions for the Internal Accounts. The bookkeepers prepare deposits, prepare checks, post to the general ledger, and reconcile the bank statement. To strengthen internal controls, we again recommend that the bookkeepers be removed as check signers for the Internal Accounts bank account.
3. At the conclusion of a prior audit, management stated that in order to leave the bookkeepers as signers, additional control procedures would be implemented. We are not aware of any new procedures.
4. During our examination of bank reconciliations, we noted several schools with stale dated checks over 90 days old. We recommend that these checks be voided and reissued or otherwise handled to remove them from the bank reconciliation.

Beachland Elementary School

We noted the following during our test of receipts:

1. In one instance, the support documentation for book fair sales did not include a cash register tape or other support, nor were cash receipts issued. Chapter 5 A(3)(a) of the *Internal Accounts Procedures Manual* requires that a cash receipt be issued for all cash collected greater than \$20, except for items sold at book fairs, school store purchases, parking decals, et al, if a record is maintained showing the amount purchased, sold, and remaining on hand. A summary report or cash register tape should be included with the deposit.
2. In one instance, monies collected were not deposited within 5 business days as required by Chapter 8, Section 1.4c. of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*".
3. The Receipt Book Log was not properly maintained throughout the year, as the log indicated that all of the receipt books were returned the same day.
4. The advertisements for the sale of masks indicated that the proceeds would benefit the Principal's Discretionary Account. It also included a statement that the Principal's Discretionary Account could be used to benefit students and staff. Our review of the Principal's Discretionary Account activity noted several purchases for staff benefit. Chapter 29 of the *Internal Accounts Procedures Manual* states that the funds should be utilized to benefit the school community or students at the principal's discretion. It further lists examples of acceptable uses and staff benefit was not listed as an acceptable use.

During our test of disbursements, we noted the following:

1. Timely purchase orders were not issued for 40% of the items tested. In accordance with Chapter 8, Section 3.2(a) of "*Financial and Program Cost Accounting and Reporting for Florida Schools*", a signed commitment from the principal or designee must be on file before any purchase is made. Chapter 6 of the *Internal Accounts Procedures Manual* further states that purchase orders should be printed, posted, and approved prior to ordering items, estimated amounts should be used for fundraiser purchases.

Citrus Elementary School

1. In one instance, the purchase order was prepared after ordering the item. Chapter 8, Section 3.2(a) of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*" and Chapter 6 of the *Internal Accounts Procedures Manual* both require that a purchase order be issued before any purchase is made.

Dodgertown Elementary School

Except as noted below, the fiscal year June 30, 2021 findings were corrected.

1. In two instances, purchase orders for fundraisers were prepared after the event was held. The Internal Accounts Procedures Manual, Chapter 6 B.2.(b.) requires that a purchase order, with an estimated amount due to the vendor, be issued in advance of the fundraiser.

Fellsmere Elementary School

Except as noted below, the fiscal year June 30, 2021 findings were corrected.

We noted the following during our tests of disbursements:

1. In two instances, purchase orders were not created timely. The purchase order for a book fair was not prepared until after the event was held, and the purchase order for the 5th grade field trip was prepared after the reservations for the trip were made. Chapter 6 of the Internal Accounts Procedures Manual states that purchase orders should be prepared prior to ordering items.
2. The support documentation for the installation of a soccer field did not include the approval of the Superintendent or designee as required by Chapter 7 C.(a) of the Internal Accounts Procedures Manual.

Glendale Elementary School

Except as noted below, the fiscal year June 30, 2021 findings were corrected.

During our test of receipts, we noted the following:

1. In one instance, the documentation provided did not include an approved fundraising form as required by Chapter 12 E of the Internal Accounts Procedures Manual.
2. In two instances, the approved fundraising form provided was not completed in full and the profit and loss information was not included, as required by Chapter 12 of the Internal Accounts Procedures Manual.
3. We noted one instance where the cash verification form to support the amount deposited was for a different amount than the register tape.

We noted the following during our tests of disbursements:

1. In one instance, a purchase order was prepared after the purchase was made or fundraising event took place, in violation of Chapter 6, Section B(2)(b) of the *Internal Accounts Procedures Manual*.

School Board of Indian River County, Florida
June 30, 2022

Indian River Academy School

Except as noted below, the fiscal year June 30, 2021 findings were corrected.

1. During the course of our tests, no further observations were deemed necessary.

Liberty Magnet Elementary School

Except as noted below, the fiscal year June 30, 2021 findings were corrected.

During the test of transfers we noted the following:

1. Funds were transferred from the Principal Discretionary Account to the Grade 4 account to cover a negative balance. Chapter 8, Section I(10) of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*" requires that purchases from internal accounts shall not exceed the resources of the applicable student activity project account.

We noted the following during our test of receipts:

1. Fundraising permit logs were not provided. Chapter 12 E. of the *Internal Accounts Procedures Manual* states that the log should be utilized to monitor fund raising activities.
2. In three instances, we were unable to determine when the check was received from the documentation provided and therefore, we were unable to determine if the deposit was made timely.
3. In two instances, donation/grant acceptance letters were not sent to the Superintendent as required by Chapter 23 of the *Internal Accounts Procedures Manual*.
4. In one instance, a receipt was not issued for an electronic deposit made through online School Payable until two weeks after the monies were deposited in the bank.
5. In one instance, the check memo indicated multiple purposes for the donation. However, the amount was deposited in only one of the accounts noted. Chapter 3(g) of the *Internal Accounts procedures Manual* indicates all donations specifically identified shall be recorded in accordance with the identified amounts.

During our test of disbursements, we noted two instances where the purchase order was prepared after the purchase was made or the reservation was booked. Chapter 8, Section 3.2.a. of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*" states that a signed commitment from the principal or designee must be on file before any purchase is made.

School Board of Indian River County, Florida
June 30, 2022

Osceola Magnet Elementary School

Except as noted below, the June 30, 2021 findings were corrected.

During our test of receipts, we noted the following:

1. In one instance, we noted cash was collected in excess of \$20 and a prenumbered receipt was not issued. Chapter 5 A(1)(a) of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*" requires that cash collections greater than \$20 shall be substantiated by a District approved prenumbered receipt.

Pelican Island Elementary School

Except as noted below, the June 30, 2021 findings were corrected.

During our test of disbursements, we noted the following:

1. In one instance, the purchase order was prepared after the fundraising event and/or order was placed. In accordance with Chapter 6, Section B(2)(b) a purchase order for an estimated amount should be issued in advance of the date of the fundraiser, for example book fairs or candle sales.
2. In one instance, a p-card purchase, \$1,381, exceeded the daily spending limit allowed. In accordance with Chapter 6 C(2)(a), the maximum daily limit for the Type II card is \$100 for elementary schools, unless a higher amount is approved by the Purchasing Card Administrator.

School Board of Indian River County, Florida
June 30, 2022

Rosewood Magnet School

Except as noted below, the June 30, 2021 findings were corrected.

During the course of our tests, no further observations were deemed necessary.

Sebastian Elementary School

1. The receipt for the monies raised during Dominos Spirit Night was posted to the staff benefit account, however, the advertisement provided indicated it was for school benefit. In accordance with Chapter 29, Section B. of the *Internal Accounts Procedures Manual*, any advertisement or solicitation shall note that the proceeds or the appropriate percentage of the proceeds, will benefit staff.

Treasure Coast Elementary School

Except as noted below, the June 30, 2021 findings were corrected.

During our test of disbursements, we noted the following:

1. In one instance, a purchase order for payroll expenses was again prepared after the services were rendered. Chapter 6, Section A(2) of the *Internal Accounts Procedures Manual* states that purchase orders should be printed, posted, and approved prior to incurring the expense.

Vero Beach Elementary School

During our test of receipts, we noted two instances where the documentation provided did not agree to the amount recorded in the general ledger and deposited to the bank.

We noted three instances during our test of disbursements where the purchase order was created after the reservation was made or the fundraiser occurred. In accordance with Chapter 6 A.(2) and B.(2)(b) the purchase order should be posted, printed, and approved prior to ordering items. If the amount is not known, the purchase order should be issued for an estimated amount.

Gifford Middle School

Except as noted below, the June 30, 2021 findings were corrected.

During our test of receipts, we noted the following:

1. An adequate fundraiser permit was not provided in three instances. The *Internal Accounts Procedures Manual* Chapter 12 C requires that prior to the start of fundraising activities, a fund raiser permit and a profit and loss statement must be prepared by the teacher/sponsor requesting the fundraiser, and approved by the principal or designee.
2. Furthermore, in one of the instances noted above, a bucket collection fundraiser was held and the required cash verification form was not completed.

During our test of disbursements, we noted that a purchase order was created after the event took place. In accordance with Chapter 6 A(2) of the *Internal Accounts Procedures Manual*, purchase orders should be printed, posted, and approved prior to ordering items.

During our test of transfers, we noted a transfer from a class account to a trust account. If the class account was deemed inactive, the balance should have been transferred to a general activities account as required by Chapter 8, Section 2.3 f. I. of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*".

The change funds were not redeposited as required by the *Internal Accounts Procedures Manual* Chapter 16 B 4.

Oslo Middle School

Except as noted below, the June 30, 2021 findings were corrected.

During our test of transfers, we noted the transfer of the graduating class balance was made to the Principals Discretionary Account. Chapter 8, Section 2.3 f. I. of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*" requires that any remaining balance in a graduating class account shall be transferred to the general miscellaneous account.

During our test of receipts, we noted the following:

1. In four instances, the support documentation provided did not include support for the intended purpose and therefore, we were unable to determine that the receipts were posted to the proper account.
2. In one instance, a letter was not sent to the Superintendent for a donation received over \$1,000 as required by the Internal Accounts Procedure Manual Chapter 23 A.

During our test of disbursements, we noted the following:

1. In one instance, the purchase order was not created until after the order was placed. Chapter 6 A(2) of the *Internal Accounts Procedures Manual* requires that purchase orders should be printed, posted, and approved prior to ordering items.

Sebastian River Middle School

Except as noted below, the June 30, 2021 findings were corrected.

During our test of receipts, we noted that the fundraiser permit for the sale of spirit shirts was completed and approved after the collection of monies had started. In accordance with Chapter 12 C of the *Internal Accounts Procedures Manual*, a fundraiser permit and profit and loss statement must be prepared by the teacher/sponsor and approved by the principal or designee.

During our test of disbursements, we again noted two instances where purchase orders were not prepared. Chapter 6 A(2) of the *Internal Accounts Procedures Manual* requires that purchase orders be prepared and approved prior to ordering items.

In addition, we noted that the purchase order for referees was created at year-end. We informed the bookkeeper that Chapter 7 D(2) of the *Internal Accounts Procedures Manual* provides that game officials can be paid through a blanket purchase order. A form documenting the beginning and the end of the season, a schedule of games and the maximum amount authorized per game must be approved by the principal.

Storm Grove Middle School

Except as noted below, the June 30, 2021 findings were corrected.

During our test of receipts, we noted the following:

1. Again this year, in two instances, the amount receipted and deposited to the bank did not agree to the support documentation provided.
2. In three instances, the documentation provided was not adequate for us to determine that the proper amounts were posted to the proper accounts as required by Chapter 8, Section 1.4 d. of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*".

During our test of disbursements, we noted the following:

1. In two instances, the documentation provided did not include proof that School Board funds were not available as required by Chapter 7 C(1) of the *Internal Accounts Procedures Manual*.
2. In one instance, the documentation provided did not support the amount reimbursed to a teacher.
3. In one instance, the documentation provided indicated that it was a quote. An invoice or receipt was not provided to indicate that the goods or services were actually purchased.
4. In five instances, the purchase date was prior to the date of the purchase order. Chapter 6 A (2) of the *Internal Accounts Procedures Manual* requires that purchase orders be prepared, posted, and approved prior to ordering items.

Sebastian River High School

Except as noted below, the June 30, 2021 findings were corrected.

During our test of receipts, we noted the following:

1. The fundraiser permit log was not provided. In accordance with Chapter 12 E of the Internal Account Procedures Manual the fundraiser permit log should be utilized to monitor fundraising activities and will be helpful in monitoring the number of approved fundraisers and their status.
2. In one instance, a donation received was to be used for the baseball scoreboard replacement and in the donation acceptance letter. It was indicated that the funds were deposited into a Baseball Account. However, the donation was recorded in the Athletics General Account. In accordance with Chapter 23 A of the *Internal Accounts Procedures Manual*, all designated donations or grants shall be recorded in a separate trust account.

During our test of disbursements, we noted the following:

1. In one instance, prior approval was not obtained for a specific disbursement. In accordance with Chapter 8, Section 3.2 a. of the *Financial and Program Cost Accounting and Reporting for Florida Schools*, a signed commitment from the principal or designee must be on file before any purchase is made.
2. A fixed asset form was not provided for the baseball scoreboard. Chapter 8 B(2) requires that all fixed asset purchased from District Funds, Internal Funds, or donated to the District must be reported to the Property Records Department. A completed Fixed Assets Not Purchased With District Funds is required for fixed assets purchased by Internal Accounts Funds. Furthermore, the support documentation provided did not verify that the prior approval of the superintendent or designee as required by Chapter 7 c(9) of the *Internal Accounts Procedures Manual*.

Vero Beach High School

Except as noted below, the June 30, 2021 findings were corrected.

During the year, a transfer was made from one trust account directly to another trust account. In accordance with Chapter 9 of the *Internal Accounts Procedures Manual*, generally, transfers into and out of Trust accounts are not allowed. When the purpose of the trust has been accomplished, unused trust funds are to be transferred to the school's general account and used for the benefit of the entire student body. We believe that a trust account was not appropriate for the purpose of the funds. We recommend that those monies be established in a general or class account.

Alternative Center for Education

1. During our test of disbursements, we noted one instance where the purchase order was prepared after the items were ordered. Chapter 6 A(2) of the *Internal Accounts Procedures Manual* requires that a purchase order should be printed, posted, and approved prior to ordering items.

School Board of Indian River County, Florida
June 30, 2022

Treasure Coast Technical College

Except as noted below, the June 30, 2021 findings were corrected.

General

The reports originally provided again did not agree with the final trial balance amounts. After several inquiries, we obtained the appropriate reports to reconcile to the trial balance.

Disbursements

In one instance, the Principal's Discretionary Account was used for a staff event in violation of Chapter 29 of the *Internal Accounts Procedures Manual*.

Wabasso School

We again noted one disbursement from the General Activities account that appeared to benefit students, faculty and staff. Chapter 3 C(h) of the *Internal Accounts Procedures Manual* states that the General Accounts should be used for the benefit of the student body.

In one instance, a petty cash voucher was not provided and we could not determine that prior approval was obtained. The documentation provided indicated that the purchase was for students and staff, however, the account charged was a student incentive account. This type of disbursement is not in accordance with the above referenced *Internal Accounts Procedures Manual*.

Internal Account – District Office

Except as noted below, the June 30, 2021 findings were corrected.

During our test of receipts, we noted the following:

1. In one instance, the documentation provided did not include the intended use of the donated funds and therefore, we were unable to determine if the funds were deposited into the appropriate account.
2. In two instances, including the item noted above, the checks were not stamped when received and therefore, we could not determine if they were deposited within 5 business days as required by Chapter 8, Section 1.4(c) of the *“Financial and Program Cost Accounting and Reporting for Florida Schools”*.

Responses to Management Letter

Beachland Elementary School

3350 Indian River Drive East
Vero Beach, Florida 32963-1799

Telephone: (772) 564-3300

FAX: (772) 564-3350

Rachel Finnegan
Principal

Michelle Banack
Assistant Principal

Date: September 2, 2022

To: Ronald Fagan, Chief Financial Officer

Fr: Bethany Rice, Administrative Assistant, Beachland Elementary School

Re: Response to FY 2022 Internal Accounts Audit Findings for Beachland Elementary School.

Mr. Ronald Fagan,

Please accept the following responses to the 2021-2022 Internal Account Audit findings for the Beachland Elementary School.

Receipts:

In one instance, the deposit support was missing the cash register tape for book fair sales. Chapter 5 Section A(3)(a) of the Internal Accounts Procedures Manual states "A cash receipt will be issued for all cash collected greater than twenty dollars (\$20), except as noted below: ... (ii) Items sold (for example: Book fairs, school store purchases, parking decals, numbered and inventoried dance/prom tickets) – A separate receipt is not required for sales of items sold if an inventory record is kept of the items showing the amount purchased, sold and remaining. A summary report in spreadsheet format or cash register tapes should be included with the deposit."

*Bookkeeper will ensure a supporting cash register tape for the books sales is attached to documentation. In this instance, Cash Voucher CV6920 was included with the Audit request identifying the cash amount deposited. However, entry in SFO for Receipt #3452 did not reflect the separation of cash and checks that matched the deposit.

In one instance, monies collected was not deposited within 5 business days. In any event, funds collected must be deposited within 5 days after initial collection of funds. Chapter 5 E.

*Bookkeeper will ensure that deposits will be processed within 5 business days. In this instance, a Monies Remitted Late Form was included with the reply to the Audit Missing Items List Receipt #3527.

Receipt book log was not properly completed indicating a date returned. Upon inquiry, the form was again provided with all books indicating the same return date. It does not appear this form was properly maintained throughout the fiscal year.

School District of Indian River County

"It Takes A Community To Raise A Child"

PLTW|LAUNCH AMAZING DISCOVERIES START HERE

*Bookkeeper will follow procedures to ensure appropriate dates are entered on log(s) when Receipt book are returned.

Disbursements:

In four instances, purchases did not have timely PO's. Chapter 6, Section A(2), of the Internal Accounts Procedures Manual states "The bookkeeper shall create the purchase order in School Funds Online. Purchases orders should be printed, posted and approved prior to ordering items." Also, per SDIRC Internal Accounts Manual Chapter 6 Section B(2)(b), "For fundraisers that include the purchase of goods and services, require a purchase order with an estimated amount due to the vendor in advance of the date of the fundraiser. Examples would be bookfairs and candle sales.

*Bookkeeper will follow guidelines of the Internal Accounts Procedures Manual. Bookkeeper will remind faculty when purchases and/or fundraisers fall under such category to inform the Bookkeeper of event(s) planned so proper procedures are followed and written per the SDIRC Internal Accounts Manual.

Respectfully,

Bethany Rice, Administrative Assistant

This is the response to the one finding for Citrus Elementary School 2021 – 2022 Internal Accounts Audit dated August 29, 2022.

The finding states,

In one instance, the purchase order was prepared after ordering items. Chapter 6, Section A (2), of the Internal Accounts Procedure Manual states, "The bookkeeper shall create the purchase order in School Funds Online. Purchase orders should be printed, posted, and approved prior to ordering items."


This is in response to this finding for Citrus Elementary School.

At the beginning of every year, the schools arrange for fieldtrips for the grade levels at the school. Once arranged for said fieldtrips, we sometimes have to sign an "agreement/quote" with the company for this trip so that they know we are serious about attending on a future date. This is not an invoice.

For this finding and fieldtrip, we did get an Activity Permit signed and approved on August 30, 2021, for the St. Augustine fieldtrip by the 4th grade class. We have no idea at this time, how many students and chaperones will attend this fieldtrip, so a purchase order was not created yet. We did have the grade level leader sign the contract on October 25, 2021, to confirm the date with the company of said fieldtrip. Again, we did not know how many would attend and had not started to collect funds yet for this trip, so a purchase order was not created yet. We created the purchase order the day before the trip as we knew at that point how many would attend this fieldtrip. The purchase order was created on February 7, 2022, for the February 8, 2022, fieldtrip. The invoice from the Old Town Trolley Company should have been for February 8, 2022, the date of the fieldtrip. The company did not give our Grade Level Leader a copy of the invoice from this date.

If I create a purchase order for fieldtrips and bus requests for future fieldtrips, the class accounts will be in the negative for many months before we collect enough funds to cover the fieldtrips. If this is permitted, I will create a purchase order before a fieldtrip is arranged for/ordered so that this does not happen again in the future (as long as I am allowed to be in the negative for many months before the fieldtrip is taken)

Thank you very much,

Beth Ann Dunton 

Citrus Elementary School

Administrative Assistant/Bookkeeper

772-978-8361

Beth.dunton@indianriverschools.org



Aretha Vernette
Principal



Kristen Racine
Assistant Principal

4350 43rd Avenue + Vero Beach, FL 32967
Telephone: (772)564-4100 + Fax: (772)564-4093

September 14, 2022
Mr. Ronald Fagan
Chief Financial Officer
School District of Indian River County
6500 57th Street
Vero Beach, FL 32967

Dear Mr. Fagan,

Subject: 2021-22 Internal Audit Response Letter/ Dodgertown Elementary-0151

RECEIPTS:

N/A

DISBURSEMENTS:

1. The reason for the two Purchase orders being prepared after fundraiser events, was because of lack of training. I did not get any training until after 3 months of being on the job. I had a 2-hour virtual training after 3 months and this was never brought to my attention. I trained myself on as I went along. Now that I know the correct way to do a purchase order for a fundraiser, it will be done correctly.

Sincerely,

Tammie Holmes
Administrative Assistant- Dodgertown Elementary

Field of Dreams



Let's Make it Happen!

School District of Indian River County



Fellsmere Elementary School

50 North Cypress Street, Fellsmere, FL 32948 - Phone 772-564-5970 Fax 772-564-6020

Home of the Mustangs
Gallop for Success...Nothing Less!

Ramón J. Echeverría
Principal

Jennifer Alderton
Assistant Principal

To: Ron Fagan, Chief Financial Officer, School District of Indian River County
From: Ramon Echeverria, Principal, Fellsmere Elementary School
Judith Marsiglia, Administrative Assistant to the Principal, Fellsmere Elementary School
Date: October 13, 2022
Subject: Response to the Internal Account Audit on School Year 2021-2022

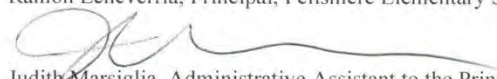
Please accept the following responses from Fellsmere Elementary School for the 2021-2022 Internal Audit Findings at Fellsmere Elementary School. Please let us know if you have any questions.

Disbursements:

- Purchase order was prepared after the event- Book Fair.**
We did not have a fill out the Request for Purchase form from the teacher. The SFO purchase order was done after the event on 11/3/2021. The activity form was done before the event on 8/17/2021. This will be done correctly in the future with the documentation being completed and turned in, in a timely manner.
- Purchase order was prepared after the event- 5th Grade Field Trip.**
The purchase order form and SFO purchase order were done after the reservations were made on 12/16/2021. We do have a fill out the Request for Purchase form from the teacher but dated 2/11/2022. The SFO purchase order was done after the event on 2/11/2022. This will be done correctly in the future with the documentation being completed and turned in, in a timely manner.
- Support documentation for the installation of a soccer field.**
We used open land of the southeast property of the school. Working with the school district building and maintenance departments, we had a fence installed as part of our needs assessment (PR#1009611) and trees removed to open area. We had a banner sponsorship fundraiser to improve the land so the students can play soccer on the field. Those improvements were redoing the sod and leveling the ground. We did not fill out a fixed asset form for these improvements to the land and will do so in the future.

Thank you,


Ramon Echeverria, Principal, Fellsmere Elementary School


Judith Marsiglia, Administrative Assistant to the Principal, Fellsmere Elementary School

WE EXIST TO ACHIEVE HIGH LEVELS OF LEARNING FOR ALL STUDENTS!

GLENDALE ELEMENTARY SCHOOL

4940 8th Street ♦ Vero Beach, Florida 32968

Telephone (772) 978-8050 ♦ Fax (772) 978-8098

08/29/2022

Ronald Fagan,

After reviewing your findings for the 2021-2022 school year and going back over our records, we do agree with the following findings

1. In one instance, the cash verification form noted a variance to the register tape which was not caught until the Bookkeeper was verifying receipt support.
2. In two instances, the approved fundraising form provided was not completed in full leaving out the profit and loss information as required by the *Internal Accounts Procedure Manual*.
3. In one instance, a purchase order was prepared after the purchase was made or fundraising event took place, in violation of Chapter 6, Section B(2)(b) of the *Internal Accounts Procedures Manual*.

In the future we will make sure we do this correctly.

We will make sure to have two people count the money for fundraisers before it reaches the Bookkeepers hands to be counted and verified for a third time.

We will complete a fundraiser permit log.

When completing the Fundraiser form, the Bookkeeper will be sure to fill out all profit and loss statements after the fundraiser takes place.

We will make sure that all purchase orders are signed and approved by the Principal before purchasing any items.

Thank you.



Casandra Flores

Principal

School District of Indian River County

LIBERTY MAGNET SCHOOL
"An IBO World School - Primary Years Program"

6850 81st Street • Vero Beach, FL 32967 • (772) 564-5300 • Fax: (772) 564-5303

Takeisha Harris
Principal

Kristen Racine
Assistant Principal

September 13, 2022

Mr. Fagan,

Please accept the following responses to the 2021-2022 Internal Accounts Audit Findings for Liberty Magnet School.

Journal Entries: Funds were transferred from Principal Discretionary to Class-Grade 4 to cover a negative balance. 3 of the 5 JEs tested related to the Principal's Discretionary loaning Class-Grades funds to cover field trip expenses before all funds had been collected and the subsequent reimbursement.

Journal Entries Response: In the future, we will ensure that purchase orders do not exceed the resources of the applicable activity project account.

Receipts: A Fundraiser Permit Log was not provided. Deposit support was lacking indication of when checks were received. Donation/grant acceptance letters were not sent to the Superintendent for Board approval. Deposits lacked support ensuring the school was sent the proper amount of profit in accordance with their fundraising agreements. An electronic deposit made through Online School Payments (OSP) was receipted in SFO two weeks after the deposit was made in the bank. Deposit was made in only one of three accounts noted on the memo line of a parent's check.

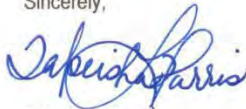
Receipts Response: In the future, in addition to having Fundraiser Permits and Activity Permits on file for each fundraiser, we will also complete a Fundraiser Permit Log to monitor fundraising activities. We will keep more specific deposit support to indicate when a check is received. We will send an acceptance letter to the Superintendent for Board approval when we receive a donation/grant. We will keep more detailed support to indicate fundraising profits. OSP deposits will be entered in SFO within 5 business days. Deposits will be made for each purpose listed on a check memo and the Holiday Dress Week fundraiser will more specifically advertise which group benefits from a given day's donations.

Disbursements: In two instances, a purchase order was prepared after the purchase was made or after the reservations were booked.

Disbursements Response: In the future, a purchase order will be initiated the same day a quote is accepted from a vendor.

Please note that our Administrative Assistant began her duties July 1, 2021.

Sincerely,



Takeisha Harris

School District of Indian River County

OSCEOLA MAGNET ELEMENTARY SCHOOL



School District of Indian River County
1110 18th Ave. SW • Vero Beach, Florida, 32962 • (772) 564-5821



Jennifer M. Norris, Ed. M.
Principal

Natalie Ern, Ed. S.
Assistant Principal

8/11/22

Osceola Magnet School
Sandy W, (772) 564-5825

Missing Items List from 21-22

Receipts Test:

Receipt # 1509 – support for amount of students signed up and how much the school was given per student to ensure the School was properly funded
[Please see attached Read-A-Thon Reports.](#)

Receipt # 1523 – prenumbered receipts for cash over \$20, or cash verification form if ads were sold as inventoried fundraiser
[As in the past, spreadsheet was used, and we didn't realize there were going to be a few cash transactions. This will be a priority next year that a receipt book will be available.](#)

Disbursements Test:

Check # 8781 – missing check requisition [Please see attached request.](#)

Check # 8688 – Support indicating school board funds were not available for purchase
[Please see attached Budget Report. District funds were not available. District funds were already encumbered and reserved. The money was taken from an available IA grant for curriculum and materials as it was written for.](#)

Please let me know how more I can help,

Sandy Waltrip
Administrative Asst.

EXPLORERS OF MATHEMATICS AND ENGINEERING



Pelican Island Elementary School

A School of Environmental Science

1355 Schumann Drive • Sebastian, Florida 32958 • Telephone: (772) 564-6500 • Fax: (772) 564-6493

Felice Bagley, Principal

Dr. Kelsey Whelan, Assistant Principal



November 8, 2022

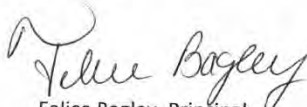
Mr. Fagan,

Please accept the following response to the 2021-2022 Internal Account Audit finding for Pelican Island Elementary School.

Disbursements:

1. In one instance, the purchase order was prepared after the event / order was placed.
 - We agree with this finding of the purchase order for the book fair being created after the sale as it is difficult to project total sales. In the future, we will be sure to create a purchase order to project sales based on prior years and make any adjustments to the purchase order before making payment to the vendor.

Sincerely,


Felice Bagley, Principal

School District of Indian River County

Sebastian Elementary School of the Arts

400 Sebastian Boulevard Sebastian, Florida 32958

Telephone: (772) 978-8200

Fax: (772) 978-8205

Letitia Whitfield-Hart
Principal

Ashley Kohlstedt
Assistant Principal

October 14, 2022

Memorandum for: Berger, Toombs, Elam, Gaines & Frank

RE: Sebastian Elementary School Internal Accounts Audit Findings FY 2022

This memorandum serves to provide response to the following item listed in the internal audit findings conducted by Internal Account Audit Firm Berger, Toombs, Elam, Gaines & Frank:

1. **Receipts:** In one instance, receipt for Dominos Spirit Night was posted to staff benefit; however, advertisement provided only indicated school benefit. Per SDIRC Internal Accounts Procedures Manual, B, the school may utilize Account 6400.XX for Staff Benefit and Recognition. Funds raised or donated for teacher/staff benefit and recognition will be accounted for in this trust account All donation or proceeds will be specifically identified as such by the donor or the fundraiser. Any advertising or solicitation shall also note that the proceeds or, what portion of the proceeds, will benefit staff.

Fundraiser permit indicated proceeds would benefit staff but as indicated above advertisement only displayed school benefit. All forthcoming donations/proceeds for staff benefit and recognition will specifically be advertised as such.
2. Disbursements: None

Sincerely,



Letitia Whitfield-Hart

Home of the Sebastian Sea Turtles
"Where Every Student and Teacher Experiences
Emotional, Social and Academic Success"
www.ses.indianriverschools.org

Treasure Coast Elementary

8955 85th Street • Sebastian, FL 32958 • (772) 978-8510 • Fax (772) 978-8503

Scott Simpson
Principal MEMO

Susan Del Tufo
Assistant Principal

OCTOBER 14, 2022

AUDIT FINDING FOR 2021/2022

TCE's 1 finding showed that the PO for Mardy Fish Garden Club payroll was placed after the event started .

PO was entered in November 2021 and check was issued in December 2021. Although the PO was entered 1 month before the check was written, employee timesheets revealed that the Garden Club began in October , therefore ; I should have entered it before the club even started.

Payroll period for the PO in question is for October — December.

For future reference, PO's will be issued immediately after activity form is turned in and approved.

Scott Simpson 10/14/2022

Susan Del Tufo 10-14-22

"Our Children, Our Treasures"

School District of Indian River County

Treasure Coast Elementary
Internal Accounts Audit Findings FY2022
6/30/2022

Receipts

None

Disbursements

In one instance, a purchase order for School District of Indian River County employee payroll was prepared after the services were rendered. Chapter 6 Section A(2) of the *Internal Accounts Procedures Manual* states "Purchases orders should be printed, posted and approved prior to ordering items."



Lyndsey Matheny
Principal

Sarah Van Brimmer
Assistant Principal

10/14/2022

In responses to Audit Finding: Receipts

In two instances, support provided for deposit such as prenumbered receipts, and register receipts, did not agree to what was receipted in SFO and deposited into the bank.

Vero Beach Elementary agrees with the finding and will ensure that a checklist system will be put in place to prevent future, similar instances from occurring.

Lyndsey Matheny, Principal

Vero Beach Elementary School
1770 12th Street • Vero Beach, FL 32960 • Telephone: (772) 564-4550 • Fax: (772) 564-4552
School District of Indian River County



Lyndsey Matheny
Principal

Sarah Van Brimmer
Assistant Principal

10/14/2022

In responses to Audit Finding: Disbursements

In three instances, a purchase order was created after the reservations were made of the fundraiser took place. Chapter 6, Section A(2), of the Internal Accounts Procedures Manual states "The bookkeeper shall create purchase order in School Funds Online. Purchase orders should be printed, posted, and approved prior to ordering items." Also, per SDIRC Internal Accounts Manual Chapter 6 Section B(2)(b), "For fundraisers that include the purchase of goods and services, require a purchase order with an estimated amount due to the vendor in advance of the date of the fundraiser. Example would be bookfairs and candle sales."

Vero Beach Elementary agrees with the finding and will ensure that a checklist system will be put in place to prevent future, similar instances from occurring. Fundraisers will not occur until purchase order is created prior to the event.

Lyndsey Matheny, Principal

Vero Beach Elementary School
1770 12th Street • Vero Beach, FL 32960 • Telephone: (772) 564-4550 • Fax: (772) 564-4552
School District of Indian River County

Gifford Middle School

Chadwick Bacon, Ed.D.
Principal

Mrs. Latonya Ross
Assistant Principal

Mrs. Tisa Blidgen
Assistant Principal

4530 28th Court • Vero Beach, Florida 32967
Office Telephone: (772) 564-3550
Attendance Telephone: (772) 564-3551 • FAX: 564-3561

Mrs. Constance Peterson
School Counselor

Mrs. Saphir Verne-Saint Louis
School Counselor

Kristina Browning
Resource Specialist

Mr. Ronald Fagan,

Please accept the following response to Fiscal Year 2021-2022 Internal accounts Audit findings for Gifford Middle School.

Journal entries:

1. In one instance, a transfer was made from the 8th grade trip class account to the Gradventure trust account.
 - A. I was unaware of the correct procedure and was advised to transfer the funds to the Gradventure trust account. The corrected transfer was made into the General Activities account after following the proper procedure advised by the Staff Accountant. See Journal Entry #11681.

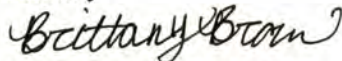
Receipts:

1. In three separate instances, a Fundraiser Profit/Loss permit was not submitted for P.E. Uniforms-receipt #3264, Art Class lab fees-receipt #3474, and a Cheer fundraiser bucket drop at Publix-receipt #3558.
 - A. For all three activities I was unaware of the need for a Fundraiser Profit/Loss form for these activities, and I thought the activities permit was sufficient for approved documentation. I am now aware of the proper procedure and have been following it.
 - B. In the instance of the Cheer Fundraiser bucket drop at Publix-receipt #3558, a Cash Verification form was not issued because the Cheer coach was issued a Receipt book and I thought the total earnings could be receipted into the book. I am now aware of the proper procedure and have been following it. See receipt #3558.

Disbursements:

1. A purchase order was created after the Gradventure trip was requested in Focus.
 - A. I agree that this was done incorrectly, and the correct procedure will be followed moving forward.

Sincerely



Brittany Brown, Bookkeeper



TOGETHER WE MAKE OUR SCHOOL A SUCCESS



Date: February 15, 2022

To: Dr. David K. Moore, Superintendent
School Board Members
Indian River County School District

From: Dr. Eddie Robinson, Principal
Oslo Middle School

Subject: Request for approval of donation

Oslo Middle School would like to request the approval of a \$2500.00 donation from Toyota of Vero Beach.

These funds will be used to benefit our baseball team for Oslo Middle School.

Sincerely

Dr. Eddie Robinson

Principal

You Can't Hide That Wildcat Pride

480 20th Avenue S.W. Vero Beach FL 32962 772-564-3980

SEBASTIAN RIVER MIDDLE SCHOOL

9400 County Road 512 ♦ Sebastian, Florida 32958
Telephone: 772.564.5111 ♦ Fax: 772.564.5225
www.indianriverschools.org/srms

Todd Racine, Principal

Assistant Principals
Jeremy Keen
Dr. Nichole Garrick

September 12, 2022

Mr. Ronald Fagan,

This memo is in response to the Internal Accounts audit for the fiscal year ended June 30, 2022.

Finding 1: Our tests of Receipts noted the following:

In one instance, a fundraiser permit for the sale of spirit shirts was completed and approved after the collection of monies began. According to the Internal Accounts Procedures Manual, Chapter 12, C. Pre-Approval, "Prior to the start of fund-raising activities, a Fund-Raiser Permit & Profit and Loss Statement form must be prepared by the teacher/sponsor requesting the fundraiser and approved by the Principal or the Principal's designee."

Corrective Action 1: In this instance, this was a pre-order of the staff spirit shirts. Fundraiser permits will be filled out before the collection of monies begin. Bookkeeper has put a training process in place to renew with staff prior to distributing collections of money forms.

Finding 2: Our tests of Disbursements noted the following:

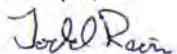
In two instances, purchase orders were prepared after the event took place. In accordance with the Internal Account Procedures Manual, Chapter 6, Section A(2), "The bookkeeper shall create the purchase order in School Funds Online. Purchase orders should be printed, posted and approved prior to ordering items."

Corrective Action 2: Purchase orders will be printed, posted, and approved prior to ordering items. Staff has been reminded of proper procedures to follow before any purchase is made (Faculty agenda 08/3/22).

Finding 3: In one instance, a PO was created after the events took place. Internal Account Procedure Manual Chapter 6 A (2) states "The bookkeeper shall create the purchase order in SFO. Purchases orders should be printed, posted and approved prior to ordering items". Auditor did note and informed the Bookkeeper Chapter 7 D. (2) (c) states "Game officials can be paid using a blanket purchase order for each sport. A form documenting the beginning and end of the sports season, a schedule of games and the maximum amount authorized per game must be approved by the principal".

Finding 3: A blanket PO will be created before each sport season starts.

Thank you,



Mr. Todd Racine, Principal
Sebastian River Middle School



world school

School District of Indian River County

STORM GROVE MIDDLE SCHOOL
6400 57th Street • Vero Beach, FL 32967
772-564-6400 • Fax: 772-564-6321
Chris Taylor, Principal

October 17, 2022

Mr. Fagan,

Please except the following response to the audit findings:

Receipts

In the two receipt and deposits the inventory was not update to the corrected amount on the receipts and deposits.

I did not receive supporting documentation on the online pasta fundraiser, and yearbook sales.

I will be requesting the break down on all fundraisers that we receive a percentage of sales. I will be monitoring all inventory to make sure it is kept up to date.

Disbursements

In the two instances that the auditors are referring to one PO order. Our PE Department placed an order for PE equipment. There were a few items that were on back order. I paid the invoices with 2 checks. I sent all the information to the auditors regarding the PO. I also, sent them a report of the PE Department account show thing the funds did not come from district.

I sent all the information on a coach that I was given for her certificates for Athletic Coaching Certification Application. The Certificate for CPR reimbursement was never provided to me.

In one instance our caterer for our sports banquet was last minute choice. I gave him a check when he delivered the food, but I did forget to get an invoice from him.

In the last instance the cheerleading trip packet was completed and submitted for Cabinet approval 6/8/22 the agreeing stipulation was that the Cheer team was required to purchase the insurance fee. The Cheerleading coach's corporation did not have insurance to cover the trip. The check was submitted to district on 6/22/22.



Aype Roth
ctx

School District of Indian River County

SEBASTIAN RIVER HIGH SCHOOL

9001 Shark Boulevard • Sebastian, Florida 32958

Telephone: (772) 564-4170 • Fax: (772) 564-4182

October 14, 2022

Ronald Fagan
Chief Financial Officer
School District of Indian River County

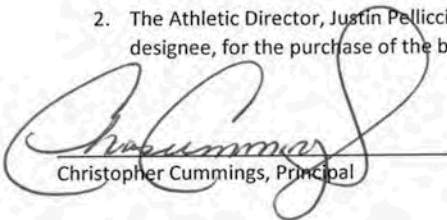
RE: SRHS Internal Accounts Audit Response

Receipts:

1. A Fundraiser Permit Log was utilized and completed; however, was misplaced.
2. Donations are deposited into the account specified by the donor. At the direction of Justin Pelliccia, the Athletic Director, the donation was received and deposited into the Athletics account for accountability purposes.

Disbursements:

1. Purchasing was reviewed with the staff member, to prevent purchases being made prior to the purchase order issuance.
2. The Athletic Director, Justin Pelliccia, was directed to get the approval of the Superintendent or designee, for the purchase of the baseball scoreboard.



Christopher Cummings, Principal

"You Can't Hide That Shark Pride"

Christopher Cummings • Jacqueline Contri • Robert Riskin • James Thimmer • Kevin Van Brimmer
Principal Assistant Principal Assistant Principal Assistant Principal Assistant Principal

Stephanie Walters Cleveland • Kelsey Favela • Aleida Gamez • Natasha Greene • Stephanie Miles • Kim O'Keefe
School Counselor School Counselor School Counselor School Counselor School Counselor PATH Advisor

School District of Indian River County



Audit Response 2021-2022

Vero Beach High School

Journal Entries

In one instance a transfer was made from one trust account into another trust account. This is not in compliance with Chapter 9 of the *Internal Accounts Procedures Manual*. The trust account in which the monies were transferred from was originally set up as a Trust as the funds are to be spent on graduating seniors; however, the purpose was not specifically restricted; therefore, it should have been a General or class account rather than a Trust account. Auditor suggests reclassifying the account type.

***RESPONSE:**

The correction on the account number has been adjusted to reflect a #7000 Account.

Disbursements


In one instance, activity permit was not prepared for the students to attend an event.

***RESPONSE:**

We take pride in always making sure all activity permits are prepared ahead of time and if I missed one, it would be appreciated to know which one. I will triple check in the future.



Bookkeeper's signature



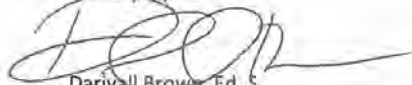
Principal's signature



IR PREP
1426 18th Street
Vero Beach, FL 3960
(772)564-6262

TO: Ronald Fagan, Chief Financial Officer
FROM: Dariyall Brown, Principal
DATE: September 19, 2022
RE: 2020-2021 FEFP FTE Audit

#3301- I agree with the finding.
#3302- I agree with the finding.

Thank you,

Dariyall Brown, Ed. S



We Accept Restore & Return with Care!

Dariyall D. Brown, IR Prep Principal Dawn Bennet-Campbell, Assistant Principal

"We Accept, Restore & Return with Care!"



11/04/2022

RE: Internal Audit Findings

GENERAL: The reports for Treasure Coast Technical College have been updated. I will be monitoring them monthly. This should no longer be an issue.

DISBURSEMENTS: There was one disbursement out of Principals Discretionary that was not permitted. This will not happen again.

Thank You,

A handwritten signature in blue ink that reads 'Kimber Civita'.

Kimber Civita

Bookkeeper

Treasure Coast Technical College

4680 28th Court • Vero Beach, Florida 32967
Phone: 772-564-4970 • Fax: 772-564-4994
Website: www.indianriverschools.org/tctc

Wabasso School
Internal Accounts Audit Findings FY2022
6/30/2022

Receipts

None

Disbursements

In one instance it appears a purchase was made out of the General Activities account which benefited student, faculty, and staff. According to the Internal Accounts Procedures Manual, Chapter 3 C. (h), "The General Accounts should benefit the student body".

In once instance, a petty cash voucher was not provided, and no prior approval was provided. In this same instance, the invoice from the vendor indicated for students and staff; however, the account in which the petty cash was replenished from was a student incentive account. This does not agree with the Internal Accounts Procedure Manual.

- petty cash voucher attached. Prior approval from principal was given but not in writing we do have an email that was sent from the PBIS sponsor per the principal if needed. I rechecked the invoice and it is incorrect, no staff participated in this event. I can have the business vendor reprint a new invoice if need be. This was a student event only.



School District of Indian River County

6500 57th Street • Vero Beach, Florida, 32967 • Telephone: 772-564-3000 • Fax: 772-564-3054

David K. Moore, Ed.D. - Superintendent

Date: November 8, 2022
To: Ronald Fagan, Chief Financial Officer
From: Karla Boles, Staff Accountant
Regarding: *Response to 2021-2022 Internal Accounts Audit Findings for District Administration Building*

Mr. Ronald Fagan,

Please accept the following responses to the 2021-2022 Internal Account Audit Findings for the District Administration Building.

Receipts:

1. In two instances, one being the instance noted previously, checks were not stamped when received; therefore, we were unable to determine if they were deposited within 5 business days as required by Chapter 8 of the Redbook. In a third instance, we noted a check that did indicate a receipt and it was deposited more than 5 days after receipt.
 - a. We agree with this finding as the checks were not date stamped indicating the date received in the finance office. In the future, we will ensure that each check received will be date stamped and signed on the date they are received to ensure checks are being deposited within the 5 days required by Chapter 8 of the Redbook.

Sincerely,

Karla Boles, Staff Accountant

Dr. Mara Schiff • Jacqueline Rosario • Dr. Peggy Jones • Teri L. Barenborg • Brian M. Barefoot
District 1 District 2 District 3 District 4 District 5

Transforming education to inspire & empower ALL students to maximize their full potential.
Equal Opportunity Educator and Employer