

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

FINANCIAL STATEMENTS

June 30, 2023

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

FINANCIAL STATEMENTS

June 30, 2023

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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, 2023, 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, 2023, 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 do not include other financial activities of the District School Board and, accordingly, do not purport to, and do 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 records 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 17, 2023 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 17, 2023

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

Statement of Fiduciary Net Position

June 30, 2023

	Custodial Funds
ASSETS	
Cash and investments	\$ 1,856,299
Accounts receivable	144,414
Inventory	40,504
Total Assets	<u>2,041,217</u>
LIABILITIES	
Accounts payable	<u>75,543</u>
NET POSITION	
Fiduciary net position - held for others	<u><u>\$ 1,965,674</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

For the Fiscal Year ended June 30, 2023

	Custodial Funds
ADDITIONS	
Miscellaneous	
Athletics	\$ 770,963
Music	98,833
Classes	695,741
Club	203,798
Department	308,276
Trust	845,329
General	257,059
Total Additions	3,179,999
 DEDUCTIONS	
Other	
Athletics	774,614
Music	116,239
Classes	691,339
Club	173,634
Department	300,336
Trust	822,457
General	246,570
Total Deductions	3,125,189
Change in Net Position	54,810
Fiduciary net position - held for others, July 1, 2022	1,910,864
Fiduciary net position - held for others, June 30, 2023	\$ 1,965,674

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, 2023

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, 2023

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, 2023, the bank balance for all schools totaled \$1,383,708 and the carrying value was \$1,294,510.

Cash and Investments

Deposits with Financial institutions	\$ 1,294,510
Florida PRIME	561,764
Total	<u>\$ 1,856,274</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 \$561,764 at June 30, 2023 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 37 days at June 30, 2023. At June 30, 2023, 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, 2023, the School Board of Indian River County, Florida does not hold any investments subject to the fair value hierarchy.



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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 the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, as listed in the table of contents, of School Board of Indian River County, Florida, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the basic financial statements and have issued our report thereon dated November 17, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit, we considered School Board of Indian River County, Florida's 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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of School Board of Indian River County, Florida's internal control. Accordingly, we do not express an opinion on the effectiveness of School Board of Indian River County, Florida's 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 material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

To the Board of Supervisors
School Board of Indian River County, Florida

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether School Board of Indian River County, Florida's financial statements 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*.

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
Certified Public Accountants PL
Fort Pierce, Florida

November 17, 2023

SUPPLEMENTAL FINANCIAL SCHEDULES

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Beachland Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 636	\$ 2,137	\$ 2,540	\$ 150	\$ 383
Classes	1,322	42,557	42,442	(288)	1,149
Clubs	200	-	-	-	200
Departments	13,451	9,123	6,894	-	15,680
Trusts	10,893	72,740	68,865	44	14,812
General	17,488	11,947	14,434	94	15,095
Net Position	<u>\$ 43,990</u>	<u>\$ 138,504</u>	<u>\$ 135,175</u>	<u>\$ -</u>	<u>\$ 47,319</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Citrus Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Classes	\$ 15,332	\$ 41,270	\$ 38,455	\$ (1,342)	\$ 16,805
Clubs	1,448	-	169	-	1,279
Departments	4,605	2,185	530	-	6,260
Trusts	4,813	8,397	6,937	-	6,273
General	17,359	12,568	10,240	1,342	21,029
Net Position	<u>\$ 43,557</u>	<u>\$ 64,420</u>	<u>\$ 56,331</u>	<u>\$ -</u>	<u>\$ 51,646</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Dodgertown Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 427	\$ -	\$ 402	\$ -	\$ 25
Classes	423	3,066	2,031	(87)	1,371
Clubs	320	1,653	1,797	44	220
Departments	456	275	716	15	30
Trusts	20,516	10,759	13,284	2,068	20,059
General	6,188	690	2,279	(2,040)	2,559
Net Position	<u>\$ 28,330</u>	<u>\$ 16,443</u>	<u>\$ 20,509</u>	<u>\$ -</u>	<u>\$ 24,264</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Fellsmere Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 6	\$ 560	\$ 560	\$ -	\$ 6
Classes	7,002	38,750	35,814	(125)	9,813
Club	-	550	-	-	550
Departments	506	80	375	-	211
Trusts	28,229	15,726	17,862	-	26,093
General	6,768	13,480	14,836	125	5,537
Net Position	<u>\$ 42,511</u>	<u>\$ 69,146</u>	<u>\$ 69,447</u>	<u>\$ -</u>	<u>\$ 42,210</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Glendale Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 304	\$ 541	\$ 802	\$ -	\$ 43
Classes	1,142	890	1,436	(326)	270
Clubs	269	-	-	-	269
Departments	9,257	9,120	7,821	-	10,556
Trusts	2,229	2,644	2,343	(130)	2,400
General	9,695	9,299	9,487	456	9,963
Net Position	<u>\$ 22,896</u>	<u>\$ 22,494</u>	<u>\$ 21,889</u>	<u>\$ -</u>	<u>\$ 23,501</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Indian River Academy Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 226	\$ -	\$ 226	\$ 190	\$ 190
Classes	1,459	-	-	(1,052)	407
Club	1,412	1,235	-	-	2,647
Departments	927	4,973	4,529	-	1,371
Trusts	335	8,182	7,900	(238)	379
General	<u>14,294</u>	<u>4,257</u>	<u>4,124</u>	<u>1,100</u>	<u>15,527</u>
Net Position	<u>\$ 18,653</u>	<u>\$ 18,647</u>	<u>\$ 16,779</u>	<u>\$ -</u>	<u>\$ 20,521</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Liberty Magnet Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 940	\$ 2,973	\$ 2,212	\$ -	\$ 1,701
Classes	3,634	38,453	33,652	(3,861)	4,574
Clubs	1,233	-	-	-	1,233
Departments	9,501	4,546	3,216	-	10,831
Trusts	29,803	15,127	15,353	-	29,577
General	17,774	5,433	4,584	3,861	22,484
Net Position	<u>\$ 62,885</u>	<u>\$ 66,532</u>	<u>\$ 59,017</u>	<u>\$ -</u>	<u>\$ 70,400</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Osceola Magnet Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 728	\$ 1,721	\$ 1,984	\$ -	\$ 465
Classes	1,562	31,592	31,853	(21)	1,280
Clubs	1,115	22,890	22,968	-	1,037
Departments	8,831	19,387	12,386	-	15,832
Trusts	11,472	3,665	7,500	(4)	7,633
General	39,807	8,660	8,772	25	39,720
Net Position	<u>\$ 63,515</u>	<u>\$ 87,915</u>	<u>\$ 85,463</u>	<u>\$ -</u>	<u>\$ 65,967</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Pelican Island Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 320	\$ 859	\$ 658	\$ -	\$ 521
Classes	3,914	7,294	8,383	(604)	2,221
Clubs	694	501	188	-	1,007
Departments	1,201	916	904	-	1,213
Trusts	9,672	6,392	4,287	-	11,777
General	<u>22,395</u>	<u>11,043</u>	<u>10,369</u>	<u>604</u>	<u>23,673</u>
Net Position	<u>\$ 38,196</u>	<u>\$ 27,005</u>	<u>\$ 24,789</u>	<u>\$ -</u>	<u>\$ 40,412</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Rosewood Magnet Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 9	\$ -	\$ -	\$ -	\$ 9
Classes	4,586	110,609	114,645	208	758
Clubs	6,315	150	13	(1,741)	4,711
Departments	19,357	15,135	15,107	-	19,385
Trusts	6,993	7,586	7,403	-	7,176
General	27,421	5,805	7,992	1,533	26,767
Net Position	<u>\$ 64,681</u>	<u>\$ 139,285</u>	<u>\$ 145,160</u>	<u>\$ -</u>	<u>\$ 58,806</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Sebastian Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 737	\$ 4,000	\$ 4,000	\$ -	\$ 737
Classes	3,053	1,996	1,349	(45)	3,655
Clubs	5,305	11,707	5,618	-	11,394
Departments	1,108	-	-	-	1,108
Trusts	8,981	5,986	4,875	-	10,092
General	12,796	13,291	10,361	45	15,771
Net Position	<u>\$ 31,980</u>	<u>\$ 36,980</u>	<u>\$ 26,203</u>	<u>\$ -</u>	<u>\$ 42,757</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Treasure Coast Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 1,253	\$ 3,502	\$ 4,702	\$ -	\$ 53
Classes	7,078	72,839	74,721	418	5,614
Clubs	3,693	11,514	8,811	4	6,400
Departments	11,459	16,137	15,419	-	12,177
Trusts	9,172	13,144	12,314	(180)	9,822
General	10,159	4,406	5,251	(242)	9,072
Net Position	<u>\$ 42,814</u>	<u>\$ 121,542</u>	<u>\$ 121,218</u>	<u>\$ -</u>	<u>\$ 43,138</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Vero Beach Elementary School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Music	\$ 261	\$ -	\$ -	\$ -	\$ 261
Classes	1,998	20,502	20,510	(223)	1,767
Clubs	303	350	251	-	402
Departments	1,815	618	1,908	-	525
Trusts	3,863	13,624	11,317	(7)	6,163
General	10,350	16,267	12,379	230	14,468
Net Position	<u>\$ 18,590</u>	<u>\$ 51,361</u>	<u>\$ 46,365</u>	<u>\$ -</u>	<u>\$ 23,586</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Gifford Middle School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Athletics	\$ 5,446	\$ 28,365	\$ 18,183	\$ -	\$ 15,628
Music	5,673	1,169	1,504	-	5,338
Classes	17,208	14,368	12,281	(971)	18,324
Clubs	548	480	480	(29)	519
Departments	4,076	2,528	2,193	773	5,184
Trusts	6,741	114,310	83,775	(3,339)	33,937
General	8,893	4,076	5,563	3,566	10,972
Net Position	<u>\$ 48,585</u>	<u>\$ 165,296</u>	<u>\$ 123,979</u>	<u>\$ -</u>	<u>\$ 89,902</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Oslo Middle School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Athletics	\$ 14,104	\$ 18,429	\$ 18,165	\$ -	\$ 14,368
Music	1,158	11,937	11,105	-	1,990
Classes	1,520	30,853	30,175	(28)	2,170
Clubs	1,739	1,769	1,929	(453)	1,126
Departments	6,355	11,858	9,316	31	8,928
Trusts	1,109	2,928	2,718	(80)	1,239
General	11,853	7,739	10,114	530	10,008
Net Position	<u>\$ 37,838</u>	<u>\$ 85,513</u>	<u>\$ 83,522</u>	<u>\$ -</u>	<u>\$ 39,829</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Sebastian River Middle School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Athletics	\$ 8,526	\$ 19,564	\$ 19,000	\$ 27	\$ 9,117
Music	6,002	4,230	6,122	-	4,110
Classes	589	3,320	3,462	44	491
Clubs	835	2,505	1,471	-	1,869
Departments	6,294	6,552	8,975	-	3,871
Trusts	20,146	26,939	19,593	(324)	27,168
General	17,846	14,694	13,245	253	19,548
Net Position	<u>\$ 60,238</u>	<u>\$ 77,804</u>	<u>\$ 71,868</u>	<u>\$ -</u>	<u>\$ 66,174</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Storm Grove Middle School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Athletics	\$ 45,814	\$ 49,633	\$ 56,912	\$ (140)	\$ 38,395
Music	2,124	14,308	12,525	-	3,907
Classes	26,686	72,733	60,787	(9,393)	29,239
Clubs	17,614	12,706	10,847	(4,526)	14,947
Departments	4,007	5,840	9,040	4,553	5,360
Trusts	12,346	12,361	16,300	4,781	13,188
General	28,261	18,838	19,793	4,725	32,031
Net Position	<u>\$ 136,852</u>	<u>\$ 186,419</u>	<u>\$ 186,204</u>	<u>\$ -</u>	<u>\$ 137,067</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Sebastian River High School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Athletics	\$ 138,397	\$ 290,519	\$ 307,966	\$ (10,295)	\$ 110,655
Music	20,825	32,843	45,213	(13)	8,442
Classes	48,861	82,859	105,199	2,505	29,026
Clubs	55,487	72,012	67,622	2,267	62,144
Departments	47,175	34,311	37,920	(942)	42,624
Trusts	31,420	51,435	22,588	(746)	59,521
General	20,126	17,549	22,199	7,224	22,700
Net Position	<u>\$ 362,291</u>	<u>\$ 581,528</u>	<u>\$ 608,707</u>	<u>\$ -</u>	<u>\$ 335,112</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Vero Beach High School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Athletics	\$ 88,051	\$ 364,453	\$ 354,388	\$ 336	\$ 98,452
Music	13,762	18,053	21,684	(336)	9,795
Classes	102,067	81,790	74,144	(492)	109,221
Clubs	45,604	63,776	51,470	(2,035)	55,875
Departments	77,280	164,132	162,393	(326)	78,693
Trusts	37,225	36,324	20,775	(7,383)	45,391
General	39,818	32,561	19,348	10,236	63,267
Net Position	<u>\$ 403,807</u>	<u>\$ 761,089</u>	<u>\$ 704,202</u>	<u>\$ -</u>	<u>\$ 460,694</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Alternative Center for Education

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Trusts	\$ 790	\$ 1,000	\$ 455	\$ -	\$ 1,335
General	668	-	-	-	668
Net Position	<u>\$ 1,458</u>	<u>\$ 1,000</u>	<u>\$ 455</u>	<u>\$ -</u>	<u>\$ 2,003</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Treasure Coast Technical College

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Trusts	\$ 228,374	\$ 348,991	\$ 440,167	\$ -	\$ 137,198
General	25,152	26,391	30,775	-	20,768
Net Position	<u>\$ 253,526</u>	<u>\$ 375,382</u>	<u>\$ 470,942</u>	<u>\$ -</u>	<u>\$ 157,966</u>

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

Wabasso School

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Trusts	\$ 9,909	\$ 4,269	\$ 4,893	\$ 1,057	\$ 10,342
General	49,114	17,936	10,339	(1,057)	55,654
Net Position	\$ 59,023	\$ 22,205	\$ 15,232	\$ -	\$ 65,996

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

Schedule of Changes in Fiduciary Net Position

For the Fiscal Year Ended June 30, 2023

County Office

	Net Position July 1, 2022	Additions	Deductions	Transfers, net	Net Position June 30, 2023
Departments	\$ 5,586	\$ 560	\$ 694	\$ -	\$ 5,452
Trusts	18,060	62,800	30,953	-	49,907
General	1,002	129	86	-	1,045
Net Position	<u>\$ 24,648</u>	<u>\$ 63,489</u>	<u>\$ 31,733</u>	<u>\$ -</u>	<u>\$ 56,404</u>



**Berger, Toombs, Elam,
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Certified Public Accountants PL

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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, 2023 and have issued our report thereon dated November 17, 2023.

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 17, 2023

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 continue to 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. During our examination of bank reconciliations, we again 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

Except as noted below, the fiscal year June 30, 2022 findings were corrected.

During our test of disbursements, we noted the following:

1. Timely purchase orders were not issued for 20% 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.

School Board of Indian River County, Florida
June 30, 2023

Citrus Elementary School

The fiscal year June 30, 2022 findings were corrected.

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

Dodgertown Elementary School

Except as noted below, the fiscal year June 30, 2022 findings were corrected.

During our test of Journal Entries, we noted the following:

1. In two instances, funds were transferred from a class account to a club or department account. From the documentation provided, we could not determine if the class benefitted from the transfer. Furthermore, from the documentation provided, we could not determine the approval by the class sponsor and class officer as required by Chapter 8, Section 2.3 d. of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*".
2. In two instances, transfers were made from a general account to an account for staff benefits. In accordance with Chapter 8, Section 2.5 a. of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*" general accounts are to be used for the general welfare of the student body.

We also noted that the Principal's Discretionary Account was 6000.04 and in accordance with Chapter 29 of the *Internal Accounts Procedures Manual*, the account number should be 7026.XX. The staff benefit account number was 7040.00 and per the above referenced chapter, the proper account number was 6400.XX.

3. Proceeds from school pictures in a prior year were transferred to the Principal's Discretionary Account in current year. In accordance with Chapter 3 C. (h.) of the *Internal Accounts Procedures Manual*, proceeds from school pictures must always benefit students and cannot be redirected to any other account.

During our test of Cash, we noted the following:

1. We noted a variance between the trial balance and the Excel spreadsheet provided for the SBA account. We determined that the variance was the result of not posting three months of interest income to the internal accounts ledger. A journal entry was prepared and the cash and equivalents balance was adjusted to the current balance.

During our test of Receipts, we noted the following:

1. The deposit slips in three instances did not include the last name indicated on the check as required by Chapter 5 E.(4) of the *Internal Accounts Procedures Manual*.
2. In one instance, a Monies Collected Form was utilized for cash collected over \$20. The deposit did not meet one of the exceptions allowed by Chapter 5 of the *Internal Accounts Procedures Manual*.

When presented with the finding above, the bookkeeper apparently modified the Monies Collected Form that was originally presented with a new form that split certain collections to make it appear that all monies collected were under \$20. The new form was signed by a different staff than the staff member that signed the form originally presented.

Dodgertown Elementary School (Continued)

Furthermore, the monies collected form was not completed in accordance with Chapter 5. B. of the *Internal Accounts Procedures Manual* in that:

- a. There was no indication of whether the monies collected was cash or a check.
 - b. The form did not include the School Funds Online (SFO) receipt number, a collection date or the subtotal for the deposit.
 - c. The individual collection noted and the total reported on the monies collected form did not agree to the amount receipted into School Funds Online.
3. The documentation provided in one instance did not include the amount collected by the third party vendor to ensure the School was given the appropriate commission.

The amount deposited for school pictures commission was recorded in the Principal's Discretionary Account. In accordance with Chapter 3 C.(b) of the *Internal Accounts Procedures Manual*, proceeds from school pictures must always benefit students and cannot be redirected to any other account.

During our test of disbursements, we noted the following:

1. In three instances, the documentation provided did not indicate that the goods or services were received. In accordance with Chapter 6 A. (2) of the *Internal Accounts Procedures Manual*, the purchase order shall be signed by the receiver/sponsor that goods or services were received and satisfactory.
2. We noted that the purchase of staff shirts was made from the Principal's Discretionary Account. In accordance with Chapter 29 A. of the *Internal Accounts Procedures Manual*, the Principal's Discretionary Account should be used to benefit the school community or students.
3. In one instance, the purchase order for the reimbursement of a field trip was created after the reimbursement was made. In accordance with Chapter 7 A (7) of the *Internal Accounts Procedures Manual*, reimbursements in excess of \$250 must have the prior approval of the Principal.

Fellsmere Elementary School

Except as noted below, the fiscal year June 30, 2022 findings were corrected.

We noted the following during our tests of disbursements:

1. In 20% of the items tested, a purchase order was not created timely. The purchase order for a book fair was not prepared until after the event was held. Chapter 6 of the *Internal Accounts Procedures Manual* states that purchase orders should be prepared prior to ordering items.

Glendale Elementary School

Except as noted below, the fiscal year June 30, 2022 findings were corrected.

During our review of the June 30, 2023 bank reconciliation, we noted a \$20 item for Online School Payables. We were not provided support documentation to explain the amount included on the reconciliation.

During our test of receipts, we noted the following:

1. In one instance, school pictures commissions was posted to an account titled Pictures/Yearbook. In accordance with Chapter 25 A (3) of the *Internal Accounts Procedures Manual*, yearbook transactions are to be accounted for in a separate yearbook account.
2. In 20% of the items tested, the documentation provided did not include information for us to verify that the school pictures commission was correct.
3. In one instance, a check was dated more than 10 days prior to the date of receipt. The documentation provided did not include the date the check was received by the school; therefore, we were unable to verify that the check was deposited timely.

We noted the following during our tests of disbursements:

1. In 20% of the items tested, a purchase order was again 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*. Furthermore, sales tax was not paid for the purchase of sponsor shirts. In accordance with Chapter 11 A. of the *Internal Accounts Procedures Manual*, all items purchased for resale are subject to sales tax unless specifically exempted.

School Board of Indian River County, Florida
June 30, 2023

Indian River Academy School

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

School Board of Indian River County, Florida
June 30, 2023

Liberty Magnet Elementary School

Except as noted below, the fiscal year June 30, 2022 findings were corrected.

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

School Board of Indian River County, Florida
June 30, 2023

Osceola Magnet Elementary School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of disbursements, we noted the following:

1. In several instances, the purchase order was completed after the purchase was made or the field trip was booked. In accordance with Chapter 6 of the Internal Accounts Procedures Manual, a purchase order must be approved in writing and entered into School Funds Online before a contract is signed or a field trip is requested. Furthermore, purchase orders should be printed, posted and approved prior to ordering items.

Pelican Island Elementary School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of disbursements, we noted the following:

1. Again this year, in 20% of the items tested, the purchase order was prepared after the 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. Again this year, in one instance, a p-card purchase exceeded the daily spending limit allowed. In accordance with Chapter 6 C(2)(a), the maximum daily limit for the Type II card is \$1,000 for elementary schools, unless a higher amount is approved by the Purchasing Card Administrator. The limit was raised on a prior approved purchase. The second purchase was for approximately \$1,400, and \$400 over the limit. It was an approved purchase.

Rosewood Magnet School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of disbursements, we noted the following:

1. In several instances, the purchase order was prepared after the event occurred or order was placed. In accordance with Chapter 6 of the *Internal Accounts Procedures Manual*, a purchase order must be approved in writing and entered into School Funds Online before a contract is signed or a field trip is requested. An estimate of the cost is to be used for fundraising or field trip events.
2. In one instance, the Parent Teachers Association was reimbursed for class field trip costs it had advanced because the class sponsor had not followed proper procedures, jeopardizing the trip. Several procedures outlined in the *Internal Accounts Procedures Manual* were not followed as a result of this process.

Sebastian Elementary School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of receipts, we noted the following:

1. In one instance, the support documentation provided was not adequate for us to verify the amount deposited.
2. In 20% of the items tested, a fundraiser permit was not completed.
3. In several instances, deposit slips were not completed in accordance with Chapter 5 E(H) of the Internal Accounts Procedures Manual in that the last name of the person was not included. After we presented the findings to the school, we were provided with deposit slips that had been altered in an attempt to clear the finding.

During our test of disbursements, we noted that in 20% of the items tested a purchase order was prepared after a field trip was booked. In accordance with Chapter 6 D(I) of *the Internal Accounts Procedures Manual*, a purchase order must be approved in writing and entered into School Funds Online before a field trip is requested. If necessary, an estimate of the field trip cost is to be used.

School Board of Indian River County, Florida
June 30, 2023

Treasure Coast Elementary School

Except as noted below, the June 30, 2022 findings were corrected.

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

Vero Beach Elementary School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of receipts, we noted the following:

1. In several instances, support documentation was not provided for the receipt tested.
2. In two instances, the deposit slips did not list the last name for checks included in the deposit as required by Chapter 5 E(4) of the *Internal Accounts Procedures Manual*.
3. In one instance, a grant award letter was not included in the support documentation provided as required by Chapter 23 of the *Internal Accounts Procedures Manual*. Furthermore, the support documentation did not include the letter to the School Board requesting approval of the donation as required by Chapter 23 A of the *Internal Accounts Procedures Manual*.
4. In two instances, an activity/fundraiser permit was not provided as required by Chapter 12 C of the *Internal Accounts Procedures Manual*.

During our test of disbursements, we noted the following:

1. In two instances, a purchase order was created after the reservation was made or the fundraiser took place, in violation of Chapter 6 A(2) of the *Internal Accounts Procedures Manual*, which states that a purchase order should be created, printed, posted and approved prior to ordering items.
2. In three instances, the documentation provided did not include a fundraising permit as required by Chapter 12 C of the *Internal Accounts Procedures Manual*.
3. The support documentation in three instances did not indicate that goods or services were received as required by Chapter 6 A(2) of the *Internal Accounts Procedures Manual*.

Gifford Middle School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of journal entries, we noted the following:

1. A journal entry transferred funds from the School Pictures Account to the Principal's Discretionary Account. In accordance with Chapter 3 C(h) of the *Internal Accounts Procedures Manual*, proceeds from school pictures must always benefit students and cannot be redirected to any other account.
2. A transfer made to correct where funds were deposited was posted to a department account, however, the actual receipt of funds should have been posted to a designated trust account.
3. During year-end procedures, a substantial transfer was made to transfer remaining eight grade funds to general activities. During our analysis, we noted that students paid for three buses and only two buses were used. In the future, we recommend that the school attempt to reimburse the students for the unused amounts paid.

During our test of cash, we noted the following:

Again this year, the change funds were not redeposited at year-end as required by Chapter 16 B(4) of the *Internal Accounts Procedures Manual*. Also, one of the change fund balances per the trial balance had a negative balance as of June 30, 2023.

During our test of receipts, we noted the following:

1. In three instances, we noted that receipts were not timely receipted into School Funds Online as required by Chapter 8 Section 1.4b of "*Financial and Program Cost Accounting and Reporting for Florida Schools*". Furthermore, in one instance, monies were not deposited within five business days as required by Chapter 8, Section 1.4.C of the "*Financial and Program Cost Accounting and Reporting for Florida Schools*".
2. In one instance, a cash verification form was the only support documentation provided for game ticket sales. In accordance with Chapter 19 D of the *Internal Accounts Procedures Manual*, a ticket control sheet should have been utilized to support the number of tickets sold.

During our test of disbursements, we noted the following:

1. In numerous instances, the purchase order was prepared after the event/transportation was booked. In accordance with Chapter 6 of the *Internal Accounts Procedures Manual*, purchase orders must be approved in writing and created, printed, and posted prior to a contract being signed or a field trip being requested.
2. In one instance, a check requisition was utilized for a payment related to a field trip. We believe that a purchase order was required in this instance.

Gifford Middle School (Continued)

3. We noted that STEAM and MERS accounts were used to collect and disburse funds. However, since one account is a department account and one account is a trust account, we recommend that a separate MERS account be established to account for MERS activities.

We noted two accounts with deficit balances as of June 30, 2023. In accordance with Chapter 16 of the *Internal Accounts Procedures Manual*, as a part of the year-end procedures, bookkeepers were to ensure there are no deficit account balances and are to make any necessary transfers to cover the deficit balances.

Oslo Middle School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of disbursements, we noted the following:

1. In 20% of the items tested, 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, 2022 findings were corrected.

During our test of journal entries, we noted the following:

1. In one instance, we noted that a transfer was made from the yearbooks account to general activities. In accordance with Chapter 25 E of the *Internal Accounts Procedures Manual*, the yearbook account is intended to be self-supporting and not incur a loss or make an excessive profit. Furthermore, any excess funds shall remain in the yearbook account and be available for future yearbook transactions. The school is prohibited from transferring any portion of this balance to other accounts.

During our test of disbursements, we noted the following:

1. In several instances, the purchase order was completed after the fundraising event was held or the field trip was booked. In accordance with Chapter 6 B (2)(b) of the *Internal Accounts Procedures Manual*, a purchase order with an estimated amount is required in advance of the date of the fundraiser. Furthermore, in accordance with Chapter 6 D (1) of the *Internal Accounts Procedures Manual*, a purchase order must be approved in writing and entered into School Funds Online before a contract is signed or a field trip is requested.

Storm Grove Middle School

Except as noted below, the June 30, 2022 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. We were not provided adequate support documentation for the sale of water bottles. The only documentation provided was the pre-numbered receipt for the total amount collected.
3. In one instance, the support documentation provided for an overnight trip did not indicate the required principal approval.
4. In several instances, the pre-numbered receipts indicated on the School Funds Online receipt issued did not agree to the pre-numbered receipt included in the support documentation for the deposit. Certain pre-numbered receipts were missing and there was no information provided that the receipt had been voided. In accordance with Chapter 5 A(3)(b) and 5 A(3)(c) of the *Internal Accounts Procedures Manual*, receipts are to be used in numerical order, completed in ink, signed and issued as cash collected. Any voided receipts must have void written across the top and all copies must be retained for audit purposes.
5. In numerous instances, the process for utilizing pre-numbered receipts was not completed in accordance with Chapter 5 A(3)(f)(iii) of the *Internal Accounts Procedures Manual*. The monies collected will be issued a School Funds Online receipt by the bookkeeper indicating the pre-numbered receipts submitted. The teacher/sponsor will be provided an official copy of the receipt and initial and date the last issued receipt to provide a visual cue of the beginning receipt number to be included in the next deposit.
6. In one instance, a grant awarded to the school was recorded in a class account. In accordance with Chapter 23 A of the *Internal Accounts Procedures Manual*, all donations or grants shall be recorded in a separate trust account.

During our test of disbursements, we noted the following:

1. Again this year, in two 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.
2. In 25% of the items tested, a check requisition was completed when a purchase order would have been more appropriate.
3. Sales tax was not paid for the purchase of P.E. uniforms that were for resale. In accordance with Chapter 11 of the *Internal Accounts Procedures Manual*, all items purchased for resale are subject to Florida Sales Tax.
4. A purchase was made out of the pictures account for a specific grade and subject. In accordance with Chapter 3 C(h) of the *Internal Accounts Procedures Manual*, the pictures account is a general account for the benefit of the entire student body and should not be used for a specific class, grade, club or other group of students.

Sebastian River High School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of journal entries, we noted the following:

1. In four instances, transfers to staff benefit and/or student vending accounts were made after fundraisers were completed from athletic and fundraiser accounts. The allocation was not clearly stated on the fundraiser permit nor was the advertisement for the fundraisers provided. Therefore, we could not confirm that the transfers were made properly.

During our test of disbursements, we noted the following:

1. Again this year, 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. In one instance, a check requisition was completed when a purchase order would have been more appropriate.

Vero Beach High School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of receipts, we noted the following:

1. In one instance, we noted that multiple ticket control sheets indicated cash shortages.
2. The receipt noted above was for monies collected at the start of and during a holiday break. The collections were not receipted into School Funds Online until the first day back from the break. We recommend that procedures be adopted so that significant cash receipts are not left on campus during holiday breaks.

During our test of disbursements, we noted the following:

1. In two instances, purchase orders were created after a purchase or reservation was made. 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.
2. In two instances, a purchase order to pay referees at sporting events was prepared after the event took place. In accordance with Chapter 7 D(2)(c) of the *Internal Accounts Procedures Manual*, a blanket purchase order may be used for each sport documenting the beginning and end of the season, a schedule of games, and the maximum amount authorized per game. This blanket purchase order must be approved by the principal before the start of the season.
3. In one instance, an activity permit was not prepared for students to attend an event. The travel documents for staff members to attend the event was all that was provided. We were, therefore, unable to determine if the travel was related to an official school function.

Alternative Center for Education

Except as noted below, the June 30, 2022 findings were corrected.

During our test of receipts, we noted the following:

1. In 20% of the items tested, a check dated more than 10 days prior to the date of receipt was not stamped when received, therefore, we were unable to determine if the check was deposited within five business days as required by Chapter 8, Section 1.4.c. of the *“Financial and Program Cost Accounting and Reporting for Florida Schools”*.

School Board of Indian River County, Florida
June 30, 2023

Treasure Coast Technical College

Except as noted below, the June 30, 2022 findings were corrected.

During our test of receipts, we noted the following:

1. In 20% of the items tested, a deposit was not made within five business days as required by Chapter 8, Section 1.4.c. of "*Financial and Program Cost Accounting and Reporting for Florida Schools*". We were informed the bookkeeper was on an approved vacation, however, the school should adopt procedures to ensure timely deposits.

Wabasso School

Except as noted below, the June 30, 2022 findings were corrected.

During our test of receipts, we noted the following:

1. In one instance, the support documentation provided did not include a donor letter. In accordance with Chapter 23A of the *Internal Accounts Procedures Manual*, when a donation is receipted into the Internal Accounts, all correspondence related to the donation should be kept on file.
2. In several instances, the deposit slip prepared was not completed in accordance with Chapter 5E(4) of the *Internal Accounts Procedures Manual*, in that the last name on the check was not included on the deposit slip.

During our test of disbursements, we noted the following:

1. In 20% of the items tested, the purchase order was created after items were purchased/ordered. Chapter 6 A(2) of the *Internal Accounts Procedures Manual* requires that the purchase order be printed, posted and approved prior to ordering items.

Internal Account – District Office

Except as noted below, the June 30, 2022 findings were corrected.

During our test of receipts, we noted the following:

1. Again this year, in two instances, 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*".

During our test of disbursements, we noted the following:

1. In two instances, a purchase order was prepared before the item was ordered or the event reserved. As required by Chapter 6, Section A(2) of the *Internal Accounts Procedures Manual*. In one of the instances, it appeared that the Internal Accounts had reimbursed an operating account. In accordance with Chapter 8, Section 3.2 of "*Financial and Program Cost Accounting and Reporting for Florida Schools*", no purchase shall be made unless sufficient resources are available.
2. In 60% of the items tested, the support documentation provided did not include an activity permit.

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

Dr. Jessica Keaton
Assistant Principal

October 6, 2023

To: Mr. Ronald Fagan, Chief Financial Officer, School District of Indian River County

Fr: Mrs. Rachel Finnegan, Principal, Beachland Elementary School District of Indian River County

Re: Beachland 2022-2023 Audit Finding Responses

Receipts

None

Disbursements

In one instance, a purchase did not have a timely PO. 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.

Beachland Responses for Audit:

The disbursement with the late PO was check # 11419.

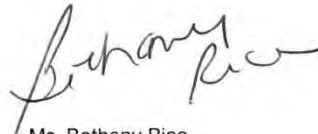
Page two of the attachment reflects a blanket order PO 0061-844 was entered 04/24/2023 for Lifetouch yearbook payment to be processed. Invoice received after yearbook delivery so we would not know of the payment required. I had not received any prior communication to advise yearbook payment projected for 2022-20230. In the future, I will remind the yearbook coordinator to forward me any invoices/documentation for internal entry.

Please see attachment for audit verification.

Respectfully,



Mrs. Rachel Finnegan
Principal



Ms. Bethany Rice
Administrative Assistant

School District of Indian River County

"Transforming education to inspire & empower ALL students to maximize their full potential."

Citrus Elementary School

2771 Citrus Road * Vero Beach, Florida 32968
Telephone: (772) 978-8350 * Fax: (772) 978-8351

Ms. Tosha Jones
Principal

Miss Chelsea Castillo
Assistant Principal

October 13, 2023

To: Mr. Ron Fagan, Chief Financial Officer, School District of Indian River County

From: Ms. Tosha Jones, Principal, Citrus Elementary School

Mrs. Beth Ann Dunton, Administrative Assistant/Bookkeeper, Citrus Elementary School

Please accept the following response from Citrus Elementary School for the 2022– 2023 Internal Audit findings at Citrus Elementary School. Please let us know if you have any questions.

*There were no findings in the Internal Audit 2022-2023 for Citrus Elementary School.

Thank you,

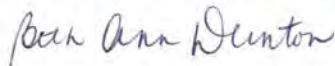


Ms. Tosha Jones, Citrus Elementary School, Principal

tosha.jones@indianriverschools.org/772-978-8360

Mrs. Beth Ann Dunton, Citrus Elementary School, Administrative Assistant/Bookkeeper

beth.dunton@indianriverschools.org/772-978-8361



Guiding Today's Children to Become Tomorrow's Leaders

School District of Indian River County



Dodgertown Elementary School

School District of Indian River County
4350 43rd Ave. • Vero Beach, Florida 32967 • (772) 564-4100



Ms. Felice Bagley, Principal

Dr. Kelsey Whelan, Assistant Principal

October 03, 2023
Mr. Ronald Fagan
Chief Financial Officer
School District of Indian River County
6500 57th Street
Vero Beach, FL 32967

Dear Mr. Fagan,

Subject 2022-2023 Internal Audit Response Letter/ Dodgertown Elementary- 0151

For audits findings, I have tried to correct all incomplete findings. The discretionary accounts were created by the previous person of my position. I had no knowledge that I could make any changes to the internal accounts. I have now gone in the internal accounts and corrected what was wrong.

I also, corrected JE's by sending in missing documents and what was needed. The receipts have all been corrected and resent in. As for the disbursements, they have also been corrected and supportive documentation have been provided.

I am aware more of what needs to be done and have taking the time out to read over the internal manual more and make calls to the appropriate person for information on what I don't understand or before assuming.

I am also sending a copy of what was corrected and how I did it.

Sincerely,

Tammie Holmes
Administrative Assistant/ Dodgertown Elementary
772564-4103



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

Natalie Corsanico
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, Fellsmere Elementary School
Date: August 24, 2023
Subject: Response to the Internal Account Audit on School Year 2022-2023

Please accept the following responses from Fellsmere Elementary School for the 2022-2023 Internal Audit Findings at Fellsmere Elementary School. Please let us know if you have any questions.

Receipts:

No Findings

Disbursements:

Purchase order was prepared on the last day of the event- Book Fair.

The purchase order was created in SFO on the last day of the book fair – 10/17/2022.

There was a Purchase Order Request Form done before the event on 10/3/2022, but when scanning the file, it did not show. We were not aware that the one page did not go through until the findings. This was not listed in the missing items list. The activity form was done before the event on 8/15/2022. This will be done correctly in the future with the documentation being completed and turned in, in a timely manner.

Thank you,

Ramon Echeverria, Principal, Fellsmere Elementary School

Judith Marsiglia, Administrative Assistant, 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

09/06/2023

Ronald Fagan,

After reviewing your findings for the 2022-2023 school year and going back over our records, we do agree with the following findings

1. In one instance school picture commission was posted to an account titled pictures/yearbook. According to Internal Account Procedures Manual, Chapter 25, A (3) "Yearbook transactions are to be accounted for within a separate Yearbook Account."
2. In one instance, support lacked information from photographers to ensure the school was given the proper commissions.
3. In one instance, a check dated more than 10 days prior to receipt was not stamped when received; therefore, we were unable to confirm timely deposit.
4. In one instance, a purchase order was prepared after the purchase was made. Per SDIRC Internal Accounts Procedure 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."
5. In the same instance, taxes were not paid on the purchase of spirit shirts. According to the Internal Account Procedures Manual, Chapter 11 A. "All items purchased for resale are subject to sales tax unless specifically exempted. Items that are resold, regardless of profit, are subject to sales tax."
6. \$20 related to Online School Payables from a prior year as an unidentified item on the bank reconciliation.

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

We will make sure to have separate picture and yearbook accounts

We will make sure to get proper information from yearbook photographers regarding sales.

We will ensure that all checks are dated once received.

We will make sure all purchase orders are created and approved by the Principal before purchasing.

We will make sure the Online School Payables cash account is fixed.



Casandra Flores

Principal

School District of Indian River County



Indian River Academy of Aerospace and Robotics



Kim Rahal, Principal Jayde Norwood, Assistant Principal

October 13, 2023

Dear Mr. Fagan

Indian River Academy had no findings for the 2022-2023 audit.

Kim Rahal, Principal

500 20th Street SW, Vero Beach, FL 32962

Phone: 772-564-3390

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

To: Ronald Fagan, Chief Financial Officer, SDIRC
From: Takeisha Harris, Principal, Liberty Magnet School *tharris*
Date: October 4, 2023
Subject: Response to the Fiscal Year 2023 Internal Account Audit Findings

The following was shared by Maritza Stonebraker, CPA of Berger, Toombs, Elam, Gaines & Frank:

Liberty Magnet School
Internal Accounts Audit Findings
6/30/2023

Receipts

No findings noted.

Disbursements

No findings noted.

I am very pleased with the findings and agree with Ms. Stonebraker's audit results.

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

To: Ronald Fagan, Chief Financial Officer

Osceola Magnet School
Internal Accounts Audit Findings
6/30/2023

Journal Entries

In one instance, interest income was recorded in Principal Discretionary. According to the Internal Accounts Procedure Manual, Chapter 4, Section D (3) Investment income earned on the overall investment of excess funds shall be credited to the General Account (7000.00 Account).

Response: Osceola has been recording into Principal Discretionary (7020.00) since 2018.

Will record to 7000.00 beginning with 8/31/23 interest.

Receipts

In one instance, a cash verification form was utilized for collection of funds where a monies collected form would have been more appropriate.

Response: Thank you for the recommendation. A Monies Collected form will be used instead of a Cash Verification Form.

Disbursements

In six instances, the purchase order was completed after the purchase was made or field trip was booked. According to the Internal Accounts Procedure Manual chapter 6 D. (1) "A PO must be approved in writing and entered into SFO before a contract is signed or a field trip is requested". Also, Chapter 6, Section A(2) states "The bookkeeper shall create the purchase order in SFO. Purchases orders should be printed, posted and approved prior to ordering items."

Response: Will review again with all staff and teachers to be prompt in turning in their forms the date they create them.

Sandy Waltrip
Administrative Assistant

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

Jennifer Justice, Principal

Ataaba Patterson, Assistant Principal



October 6, 2023

Mr. Fagan,

Please accept the following response to the 2022-23 Internal Accounts Audit finding for Pelican Island Elementary School.

Disbursements:

1. In one instance, the purchase order was prepared after the event / order was placed.
2. In another instance, purchase with p-card exceeded the daily spending limit.

We agree with the findings and will be more diligent in making sure PO's are created prior to any purchases. The other instance in which we purchased over our daily limit is not something we did intentionally and will make sure we have approval if we find it necessary to exceed our daily limit in the future.

Sincerely,

Jennifer Justice, Principal

School District of Indian River County

Rosewood Magnet School

3850 16th Street ✦ Vero Beach, FL 32960

(772) 564-3840 ✦ Fax (772) 564-3888

"A Rich Tradition, A Bright Future"

An Honor Roll School

October 3, 2023

Dear Mr. Fagan.

After reviewing the findings for the 2022-2023 school year and going back over our records, we show:

Finding: "In three instances, the purchase order was prepared after the event/order was placed."


In each case, the Internal Accounts Purchase Order Request was prepared prior to the event/order being placed. In each instance the order/contract was then received and the SFO Purchase Order was then prepared. In one instance, the SFO purchase order was prepared within hours of receipt of the contract.

In the future, we will ensure the SFO purchase orders are prepared timely.

Finding: "In one instance, the PTA covered field trip costs for fifth grade as proper procedures were not followed by the class sponsor jeopardizing the class trip.

The 5th grade had a new grade chair teacher. By the time she informed us that the field trip payment was due, the time had passed for payment by check. It was the last day/afternoon for use of the internal p-card and the amount exceeded the daily limit. To ensure timely payment we asked the PTA for assistance. PTA was timely reimbursed using the proper reimbursement procedure in the SFO Manual.

In the future, we will ensure all parties are familiar with field trip procedures and timing requirements.

Sincerely,

Adam Faust, Principal
Rosewood Magnet School

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

Memorandum for Berger, Toombs, Elam, Gaines & Frank

Subject: Internal Accounts Audit for fiscal year ending June 30, 2023.

This memo is in response to the Internal Accounts audit findings for the fiscal year that ended June 30, 2023.

Receipts

1. In one instance, inadequate source documentation was provided for a deposit.

Response: Monies collected form was submitted instead of cash register receipts. There was no list of merchandise on hand available for the Book Fair.

2. In one instance, a fundraiser permit was not completed.

Response: Kids Tag Art \$75 check was a donation given to the Art class for markers not a fundraiser. (Letter was provided with donation)

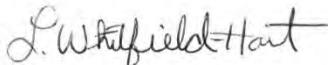
3. In four instances, deposit slips were not completed in accordance with the Internal Accounts procedure Manual Chapter 5 E. (4).

Response: Check listings in spreadsheet format were provided along with annotation on deposit slips that read "See attached list" with the total amount of the checks.

Disbursements

1. In one instance, the purchase order was prepared after the trip was booked. Per SDIRC Internal Accounts Manual Chapter 6, Section D (1), "A purchase order must be approved in writing and entered into SFO before a contract is signed or a field trip is requested. An estimate of the field trip cost is to be used".

Response: This was an oversight. The document was dated one day prior to the submission on the purchase order.

Sincerely, 

Letitia Whitfield-Hart

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

Treasure Coast Elementary

8955 85th Street • Sebastian, FL 32958 • (772) 978-8500 • Fax (772) 978-8503

Jeremy Keen
Principal

Joanna Roux
Assistant Principal

October 13, 2023

Dear Mr. Ronald Fagan- Chief Financial Officer,

Re: Internal Funds Audit 2022/2023

Below please find Treasure Coast Elementary's statement about the 2022/2023 annual audit.

Receipts – NO FINDINGS FOUND

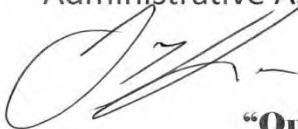
Disbursements – NO FINDINGS FOUND

Sincerely,



Barbara Negreira-Harrell

Administrative Assistant to Principal



"Our Children, Our Treasures"
School District of Indian River County



Lyndsey Samberg
Principal

Sarah Van Brimmer
Assistant Principal

10/4/2023

In responses to Audit Finding: Receipts

I can neither confirm nor deny the findings as the Administrative Assistant began at the end of May. The trainers have gone over in detail how to receipt within District Guidelines.

- 2 instances. not support was provided for the receipts requested.
- 2 instances. deposit slips not completed in accordance with the Internal Accounts Procedure Manual Chapter 5 F: (4).
- 1 instance, support was missing a grant award letter. Per the Internal Accounts Procedure Manual, Chapter 23 A "If the donation or grant is more than \$1000, a letter to the School Board shall be drafted and forwarded to the Assistant Superintendent of Finance for review, routing, and approvals.
- 1 instance. source documentation was missing for a receipt. Unable to determine if the proper procedures were followed or determined if funds were recorded in the proper account.
- 2 instances. an activity/fundraiser permit was not provided.
- 1 instance. breakdown of sales was not provided to ensure the School was given the proper commissions.

Vero Beach Elementary agrees to ensure that a checklist system is in place to prevent future, similar instances from occurring.


Lyndsey Samberg, 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 Samberg
Principal

Sarah Van Brimmer
Assistant Principal

10/4/2023

In responses to Audit Finding: Disbursements.

I can neither confirm nor deny the findings as the Administrative Assistant began at the end of May. The trainers have gone over in detail how to receipt within District Guidelines.

2 instances purchases, purchase order being created after the reservations were made of the fundraiser took place.

3 instance3. a fundraiser permit was missing.

2 instances, there was no indication of the purchase being received.

1 stance, support lacked any indication of receipt of the items purchased.

Vero Beach Elementary agrees to ensure that a checklist system is in place to prevent future, similar instances from occurring.

Lyndsey Samberg, 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 Samberg
Principal

Sarah Van Brimmer
Assistant Principal

10/4/2023

In responses to Audit Finding: General.

I can neither confirm nor deny the findings as the Administrative Assistant began at the end of May. The trainers have gone over in detail how to receipt within District Guidelines.

“The receipt book, NSF log, and fundraiser control sheet were not provided as requested.” At the time of the audit, the Administrative Assistant submitted the documentation that she could locate.

Vero Beach Elementary agrees to ensure that a checklist system is in place to prevent future, similar instances from occurring.

A handwritten signature in black ink, appearing to be 'L. Samberg', written in a cursive style.

Lyndsey Samberg, 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 2022-2023 Internal Accounts audit finding for Gifford Middle School.

General:

1. Two accounts held a negative balance as of 6/30/2023.
 - A.) The 6th grade trip account negative balance has been corrected. The negative occurred because an incorrect End of Year transfer was done. The correct transfer has been made. The Band account negative error has been identified. The account history pulled to determine the account balance included reconciled years which made the current balance show more that was available.
2. A change fund was not redeposited, and another showed a negative balance.
 - A.) I was unaware of the proper procedure for redepositing change funds as this Asset account is setup differently than the Net accounts. If a redeposit is made over the change fund, it will show as a negative amount. This is the case for this finding(s). The change funds accounts were corrected and now do not show an overage (negative) amount.

Journal Entries:

1. An improper transfer was made from the School Pictures account to the Principal Discretionary account. A transfer to correct the where the funds were deposited was posted to a department account incorrectly.
 - A.) The proper procedure should have been to void the original receipt and reissue it to the correct account.
2. A substantial transfer was made from the 8th grade trip account to the General Activities account at the end of the year.
 - A.) The amount was so sizable due to overpayment. The trip cost was raised due to inflated costs relating to SDIRC buses. The amount was set to accommodate 3 buses; only 2 were used. A new procedure has been added to the Internal Manual for overpayment for Field Trips.



TOGETHER WE MAKE OUR SCHOOL A SUCCESS

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

Receipts:

1. In 3 instances, collection of funds was not receipted into SFO in a timely manner due to not receiving the outside funds by the next business day.
 - A.) The proper procedures for turning in outside funds will be reviewed with Teacher/Sponsors and followed going forward.
2. In 1 instance, monies were not deposited within 5 business days from the date received. Also, a ticket control sheet for a game was not utilized to confirm number of tickets sold for this deposit.
 - A.) A Ticket Control Sheet will be used for all games and the proper procedure for timely deposits will be followed moving forward.

Disbursements:

1. In 7 instances, a PO was created after the event/transportation took place or field trip was booked.
 - A.) A Blanket PO should have been created for these events/ field trips.



Bookkeeper



TOGETHER WE MAKE OUR SCHOOL A SUCCESS



OMS

Oslo Middle School



August 21, 2023

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

Dear Mr. Fagan:

Subject: 2022-2023 Audit Response-Oslo Middle School

Receipts-Supporting documentation (ticket sale form) for cash collections did not agree with the amount deposited because when we are selling tickets to our athletic games parents will often tell you to keep the change as a donation to the athletic club. We count and log the money exactly as it is and then list it as an overage. It has been done this with every athletic director I have worked with and has never been a problem.

Disbursements-Two purchase orders filled out after the events took place. We have addressed it with the staff and will work diligently on making sure this does not happen in the future.

Respectfully,

Craig Kinsley
Principal

Mr. Kinsley
Principal

Mr. Szaichler
Assistant Principal

Mr. Brown
Assistant Principal

Mrs. Cummings
Assistant Principal



Home of the Wildcats. Be The Blue!

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

Lisa Bailey
Nichole Garrick
Dustin Wood

October 6, 2023

Mr. Ronald Fagan,

This memo is in response to the Internal Accounts audit for the fiscal year ended June 30, 2023.

Finding 1: Our tests of Journal Entries noted the following:

In one instance, a transfer was made from the Yearbook account to General Activities. According to the Internal Accounts Procedure Manual, Chapter 25, E "The Yearbook account is intended to be self-supporting and not incur a loss or make an excessive profit. Any excess fund balance created by yearbook transactions shall remain in the Yearbook account and be available for future yearbook transactions. The school is prohibited from transferring any portion of this balance to other accounts".

Corrective Action 1: Transfer was reversed from the General account to the Yearbook account. All profits will stay in the Yearbook account.

Finding 2: Our tests of Disbursements noted the following:

In four instances, the purchase order was completed after the fundraising event was held or field trip was booked. According to the Internal Accounts Procedure Manual Chapter 6 B. (2)(b), "For fundraisers that include the purchase of goods or 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" and chapter 6 D. (1) "A PO must be approved in writing and entered into SFO before a contract is signed or a field trip is requested."

Corrective Action 2: Purchase orders will be printed, posted, and approved prior to ordering goods or services and before a contract is signed or a field trip is requested.

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 16, 2023

Mr. Ronald Fagan, Chief Financial Officer

Please except the following response to the audit findings:

Receipts

In the first instance the sale of water bottle sales for the baseball fundraiser was not properly documented. I have talked with the P.E. department, and they are doing the proper documentation for this school year forward.

In the second instance the Cheerleading had an overnight trip and not all the paperwork was filled out and approved. We have had a meeting with the cheer coach regarding this issue.

In the third instance the auditors were unable to read the handwriting on the receipts and determined that each deposit did not balance. I replied to the auditors what the numbers were on the receipts and that they did balance. I expressed to the staff to make sure that this will not happen in the future.

In the fourth instance there were sixteen receipts when receipted I did not write on the receipts the date, initialed, and deposit receipt was not put on the last receipt. I am placing the information on the last receipt this year forward.

In the last instance a grant account was created in the wrong internal account number. Forward all new grants will be created in the 6000's.

Disbursements

In the first instance five check requestions were requested and they should have been used for creating purchase orders instead of check requests. I have informed the staff to request a purchase order in advance.

In the second Instance there were two purchase orders created after the purchases, after events. We had a meeting with the cheer coach regarding this and it has been corrected.

In the third instance P.E. Uniforms are purchased without tax so the uniforms are sold to the parents without tax.

In the third instance the pictures account was used for certain grades. This has been corrected and will only be used for all students forward.



School District of Indian River County

SEBASTIAN RIVER HIGH SCHOOL

9001 Shark Boulevard • Sebastian, Florida 32958

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

August 23, 2023

Ronald Fagan
Chief Financial Officer
School District of Indian River County

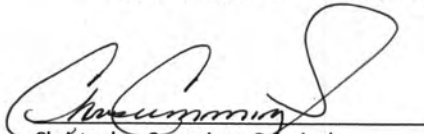
RE: SRHS Internal Accounts Audit Response

Journal Entries:

1. The fundraiser permit stated that 95% of the proceeds were to benefit the team/club account and 5% to be split and benefit the staff recognition and student vending accounts.

Disbursements:

1. Purchase orders will be used if applicable.
2. Purchasing procedures will be reviewed with all new and returning coaching staff to prevent orders being placed before a purchase order is issued.



Christopher Cummings, Principal

"You Can't Hide That Shark Pride"

Christopher Cummings • Robert Riskin • James Thimmer • Kevin Van Brimmer • Josephine Willems
Principal • Assistant Principal • Assistant Principal • Assistant Principal • Assistant Principal

Aleida Gamez • Natasha Greene • Stephanie Miles • Kim O'Keefe • Jaime Sturgeon • Kelsey Weeks
School Counselor • School Counselor • School Counselor • PATH Advisor • AP/IB Coordinator • School Counselor

School District of Indian River County



VERO BEACH HIGH SCHOOL

1707 16th Street, Vero Beach, Florida 32960

Mr. Shawn O'Keefe, Principal
Vero Beach High School
Internal Accounts Audit Findings
6/30/2023

Receipts

In one instance, we noted monies collected at the start of and during a holiday break. No indication was made regarding the money being locked in a safe. Collection was not receipted into SFO until the first day back from break. We recommend that the school and/or District office adopt procedures so that significant monies are not left on campus during holiday breaks.

"In any event, funds collected must be deposited within five (5) working days". The Internal manual has also been updated to include this information based on the 250-day work calendar. We will no longer have internal cash sales during the Holidays.

In the instance noted above, multiple ticket control sheets indicated cash shortages. The Principal was made aware of the shortages. One control sheet was \$8.00 short and the other one was \$28.00 short. Principal was made aware, signed and explanation was sent. I also require each Ticket Seller to take a Financial Test prior to working to try to cover the expected procedures.

On the last home site visit from you as the Auditor, there was a different ticket seller who was short. The A.D. was made aware and signed the form; you also informed me to have the Principal sign as well. I had our Principal sign the form per your request, which resulted in no finding that year.

This time I was proactive and had the Principal sign immediately, as well as informed the AD. as you requested during the prior year audit.

Disbursements

In one instance, activity permit was not prepared for the students to attend an event, just the staff members travel documents were provided.

I provided a copy of the School Board Approval letter AND the minutes of the School Board Meeting showing prior approval for the "Field Trip." Board approval supersedes the manual's procedure for the use of a Field Trip/Other Activity permit.

In two instances, the PO was created after the sporting events began to take place. Chapter 7 D. (2) (c) "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".

The proper procedure for Blanket POs will be followed going forward. I was unaware of the procedure prior to this year's audit.

In two other instances, purchase orders were created in SFO after a purchase was made or a reservation was made. Internal Account Procedure Manual Chapter 6 A (2) "The bookkeeper shall create the purchase order in SFO. Purchases orders should be printed, posted, and approved prior to ordering items".

Several vendors create a date on their quote the same day you ask for a quote. This does not express that any reservation or commitment was made. Their invoice indicates our PO number on them to show prior approval. Purchases and reservations are not made prior to approval. If the invoices were not prior approved, we do not pay. A new quote/invoice with an updated date requested from the vendor in these instances; will be the procedure moving forward. **" It's Great To Be A Fighting Indian! "** *Joni Kouns* Bookkeeper

School District of Indian River County



IR PREP
1426 18th Street
Vero Beach, Florida 32960
Office: (772) 564-6262

October 13, 2023

Dear Mr. Ronald Fagan, Chief Financial Officer,

We have reviewed the findings of our audit, and we agree with it.

Kind Regards,


Dariyall Brown
Principal


Kristi Bradley
Administrative Asst.

Dariyall Brown
Principal
Dawn Bennett- Campbell
Assistant Principal
School District of Indian River County



August 21, 2023

RE: Internal audit findings

SDIRC

Mr. Ronald Fagan,

I Kimber Civita bookkeeper for Treasure Coast Technical College Took a deposit to the bank past the 5 days allowed. I was on approved vacation at the time it should have gone to the bank. I am in the process of training one of our cashiers. To make bank deposits in my absence. This will not happen again.

A handwritten signature in black ink that reads 'Christi Shields'. The signature is written in a cursive, flowing style.

Christi A. Shields, M.Ed.

Director

Treasure Coast Technical College, SDIRC

772-564-5006

christi.shields@indianriverschools.org

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

WABASSO SCHOOL



Christopher Kohlstedt, Principal

8895 U.S. Hwy 1, Sebastian, Florida 32958

(772) 978-8000

10/2/2023

Re: Internal Account Audit Response

Please note the following responses and action plan to the audit findings for Wabasso School Internal Account audit for the fiscal year ending June 30, 2023.

We noticed the following during our test of receipts:

1. In one instance, support was missing a donor letter. Per the Internal Accounts Procedure Manual, Chapter 23 A. "When a donation, award or grant is received to be deposited in the internal funds of a school, the bookkeeper shall keep all correspondence related to the donation or grant as follows: ... donations - A letter from the benefactor expressing the intent of the donation should be kept on file".

Response: We agree with this finding and all donations in the future will include either a letter from the donor or a form letter on Wabasso School letterhead with the donation's intentions.

2. In four instances, deposit slips were not completed in accordance with the Internal Accounts procedure Manual Chapter 5 E. (4).

Response: The deposit slips that were received from the bank once the deposit was made were included in the response to the audit sample requests. Deposit tickets were completed with individual check numbers and the amounts listed, we did not include a copy of the deposit ticket that was given to the bank teller with the funds that the response to the audit samples requested and they will be in the future.

We noticed the following during our test of disbursements:

1. In two instances, a purchase order was created after the reservations were made or the fundraiser took place. 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."

Response: We agree with this finding having identified the two instances where purchase orders were not generated prior to the purchase of said items due to not knowing the total items needed in advance. In the future, we will change our process to enter a purchase order with an estimated amount of goods and a total prior to the actual fundraiser or event.

Thank you,



Christopher Kohlstedt, Principal

Dr. David K. Moore, Superintendent

School District of Indian River County



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: October 20, 2023
To: Ronald Fagan, Chief Financial Officer
From: Karla Swain, Payroll Manager
Regarding: Response to 2022-2023 Internal Audit Findings for District Administration Building

Mr. Ronald Fagan,

Please accept the following responses to the 2022-2023 Internal Account Audit Findings for the District Administration Building.

Receipts:

- In two instances, we were unable to determine when checks were received; therefore, we were unable to determine if they were receipted in SFO timely and deposited within 5 business days as required by Chapter 8 of the Redbook.
 - We disagree with this finding. Documentation was provided showing that each check stub was stamped with the date that the check was received.

Disbursements:

- In three instances, an activity permit was not provided for two separate events.
 - We agree with the findings for Check #1843 and #1860. Check #1847 was a refund back to a Donor as they made the decision to direct pay recipients of the awards they received.
- In two instances, a purchase order was not completed in SFO timely. 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."
 - We disagree with this finding as the date of the event was after the date of the disbursement. The abnormality of the payment made was from a specific donor towards the event that was taking place prior to the District office signing an official contract with the venue. The payment that was made to the venue was not a direct payment from the District Office.

Gene A. Posca, M.D. • Jacqueline Rosario • Dr. Peggy Jones • Teri L. Barenborg • Brian M. Barefoot
District 1 District 2 District 3 District 4 District 5

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Equal Opportunity Educator and Employer

- In one of the instances noted above, it was determined that a reimbursement was made to the Superintendent office for P-Card use indicating funds were spent before available which is a violation of the Redbook Chapter 8, section 3.2 which reads "...No purchase shall be made unless sufficient resources are available, except for inventory items that will be held for resale".
 - We agree with this finding as the venue for the event needed to be secured prior to the donated funds being obtained from the donors.

Sincerely,



Karla Swain, Payroll Manager