

**OKEECHOBEE COUNTY  
DISTRICT SCHOOL BOARD**

**INTERNAL FUNDS FINANCIAL STATEMENT**

**FOR THE YEAR ENDED JUNE 30, 2022**

**OKEECHOBEE COUNTY DISTRICT SCHOOL BOARD**  
**TABLE OF CONTENTS**  
**JUNE 30, 2022**

	<u>Page</u>
<b>Independent Auditors' Report</b> .....	1
<b>Financial Statement:</b>	
Combined Statement of Cash Receipts, Disbursements, Transfers, and Balances – Internal Funds .....	4
Notes to the Financial Statement .....	5
<b>Supplemental Schedules:</b>	
Combining Statement of Cash Receipts, Disbursements, Transfers, and Balances – Internal Funds – All Schools .....	6
Combining Statement of Cash Receipts, Disbursements, Transfers, and Balances – Internal Funds – Elementary Schools .....	7
Combining Statement of Cash Receipts, Disbursements, Transfers, and Balances – Internal Funds – Middle Schools .....	8
Combining Statement of Cash Receipts, Disbursements, Transfers, and Balances – Internal Funds – High Schools .....	9
<b>Other Reporting:</b>	
Communication of No Material Weaknesses .....	10
Management Letter .....	11

# Wicks, Brown, Williams & Co., CPA's LLP

504 Northwest Fifth Avenue, Okeechobee, Florida 34972-2570  
(863) 763-2354 • Fax: (863) 467-4519

Charles F. Wicks, C.P.A. (1911 - 1996)  
J. Richard Brown, C.P.A. (1940 - 1997)  
W. Bruce Stratton, C.P.A., Retired  
Cheryl M. Williams, C.P.A., P.A.  
C. Mark Cox, C.P.A., P.A.  
John W. Davis, C.P.A., P.A.  
Charles P. Cox, C.P.A., P.A.

April D. Harris, C.P.A.

Lake Placid  
(863) 699-5544

Sebring  
(863) 382-1157

## INDEPENDENT AUDITORS' REPORT

Okeechobee County District School Board  
Okeechobee, Florida

### Report on the Financial Statement

#### *Opinion*

We have audited the accompanying combined statement of cash receipts, disbursements, transfers, and balances - internal funds of the Okeechobee County District School Board (the "District") for the year ended June 30, 2022, and the related notes to the financial statement, which collectively comprise the District's internal funds basic financial statement as listed in the table of contents.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts, disbursements, transfers and balances - internal funds of the District for the year ended June 30, 2022, in accordance with the cash basis of accounting described in Note 1.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Okeechobee County District School Board, and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Emphasis of Matters

#### *Basis of Accounting*

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

## **Okeechobee County District School Board (continued)**

### *Internal Funds*

As discussed in Note 1, the financial statement presents only the internal funds and is not intended to present fairly the financial position and results of operations of the Okeechobee County District School Board in conformity with accounting principles generally accepted in the United States of America.

### *Responsibilities of Management for the Financial Statement*

Management is responsible for the preparation and fair presentation of the financial statement in accordance with the cash basis of accounting described in Note 1; and for determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

### *Auditors' 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 auditors' report that includes our opinion. 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 generally accepted 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 generally accepted 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 circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Okeechobee County District School Board – Internal Funds' 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 statement.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Okeechobee County District School Board – Internal Funds' 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.

**Okeechobee County District School Board (continued)**

***Other Matters***

*Other Information*

Management is responsible for the other information included in the annual report. The other information comprises the combining statements of cash receipts, disbursements, transfers and balances - internal funds, as listed in the table of contents under supplemental schedules but does not include the basic financial statement and our auditors' report thereon. Our opinion on the basic financial statement does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statement, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statement, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

*Wicks, Brown, Williams Co.*

---

Wicks, Brown, Williams & Co., CPA's LLP  
Certified Public Accountants  
Okeechobee, Florida

December 5, 2022

**OKEECHOBEE COUNTY DISTRICT SCHOOL BOARD**  
**COMBINED STATEMENT OF CASH RECEIPTS, DISBURSEMENTS,**  
**TRANSFERS, AND BALANCES – INTERNAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

CASH - JULY 1, 2021	<u>\$ 629,655</u>
RECEIPTS:	
Athletics	344,966
Music	115,159
Class, club, departments	613,142
Trust funds	61,285
General	<u>179,493</u>
Total receipts	<u>1,314,045</u>
DISBURSEMENTS:	
Athletics	305,411
Music	103,558
Class, club, departments	546,403
Trust funds	59,101
General	<u>164,147</u>
Total disbursements	<u>1,178,620</u>
TRANSFERS IN (OUT):	
Athletics	6
Music	-
Class, club, departments	(135)
Trust funds	641
General	<u>(512)</u>
Total transfers	<u>-</u>
CASH - JUNE 30, 2022	<u><u>\$ 765,080</u></u>
CASH CONSISTING OF:	
Checking accounts	\$ 479,857
Savings accounts	<u>285,223</u>
Total	<u><u>\$ 765,080</u></u>

The notes to the financial statements are an integral part of this statement.

**OKEECHOBEE COUNTY DISTRICT SCHOOL BOARD**  
NOTES TO THE FINANCIAL STATEMENT  
JUNE 30, 2022

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

***Basis of Presentation:***

The internal funds of the Okeechobee County District School Board (“District”) are comprised of nine individual funds. There is one fund for each of the five elementary schools, two middle schools, and two high schools. For reporting purposes Okeechobee Achievement Academy is considered to be a high school. This financial statement presents only the internal funds and is not intended to present fairly the financial position and results of operations of Okeechobee County District School Board in conformity with accounting principles generally accepted in the United States of America. The internal funds are included in the District’s annual financial report as fiduciary funds.

***Basis of Accounting:***

It is the policy of the District to account for the internal funds of the schools on a cash basis of accounting. Accordingly, the internal funds increase when cash receipts are recorded, and decrease when cash disbursements are recorded. Noncash transactions are not recognized.

***Cash:***

Cash is defined to include cash funds on hand and demand deposits.

***Inventories:***

Inventories of school stores and FFA livestock are recognized as expenditures when initially purchased by the schools; therefore, cash disbursements include amounts expended for inventories.

***Fixed Assets:***

Any fixed assets purchased from the internal accounts are recorded as expenditures and capitalized as additions in the District’s government-wide Statement of Net Position.

**NOTE 2 – DEPOSITS AND INVESTMENTS:**

District policies require that all internal funds be deposited into qualified public depositories approved by the District. Custodial Credit Risk is the risk that in the event of a bank failure, the District’s deposits may not be returned to it. At year end, all deposits were entirely insured by federal depository insurance or guaranteed by qualified public depositories in Florida pursuant to chapter 280.07, Florida Statutes.

**OKEECHOBEE COUNTY DISTRICT SCHOOL BOARD**  
**COMBINING STATEMENT OF CASH RECEIPTS, DISBURSEMENTS,**  
**TRANSFERS, AND BALANCES – INTERNAL FUNDS**  
**ALL SCHOOLS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	Elementary Schools	Middle Schools	High Schools	Total
CASH - JULY 1, 2021	\$ 111,850	\$ 119,972	\$ 397,833	\$ 629,655
RECEIPTS:				
Athletics	-	48,942	296,024	344,966
Music	-	41,039	74,120	115,159
Class, club, departments	121,903	215,445	275,794	613,142
Trust funds	27,789	27,874	5,622	61,285
General	97,028	19,022	63,443	179,493
Total receipts	<u>246,720</u>	<u>352,322</u>	<u>715,003</u>	<u>1,314,045</u>
DISBURSEMENTS:				
Athletics	-	46,845	258,566	305,411
Music	-	34,074	69,484	103,558
Class, club, departments	113,517	195,311	237,575	546,403
Trust funds	28,554	26,301	4,246	59,101
General	90,691	20,827	52,629	164,147
Total disbursements	<u>232,762</u>	<u>323,358</u>	<u>622,500</u>	<u>1,178,620</u>
TRANSFERS IN (OUT):				
Athletics	-	6	-	6
Music	-	-	-	-
Class, club, departments	537	(672)	-	(135)
Trust funds	266	375	-	641
General	(803)	291	-	(512)
Total transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
CASH - JUNE 30, 2022	<u>\$ 125,808</u>	<u>\$ 148,936</u>	<u>\$ 490,336</u>	<u>\$ 765,080</u>
CASH CONSISTING OF:				
Checking accounts	\$ 125,808	\$ 133,837	\$ 220,212	\$ 479,857
Savings accounts	-	15,099	270,124	285,223
Total	<u>\$ 125,808</u>	<u>\$ 148,936</u>	<u>\$ 490,336</u>	<u>\$ 765,080</u>

See independent auditors' report.



**OKEECHOBEE COUNTY DISTRICT SCHOOL BOARD**  
**COMBINING STATEMENT OF CASH RECEIPTS, DISBURSEMENTS,**  
**TRANSFERS, AND BALANCES – INTERNAL FUNDS**  
**ELEMENTARY SCHOOLS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	Central	Everglades	North	Seminole	South	Total
CASH - JULY 1, 2021	\$ 34,185	\$ 10,132	\$ 37,010	\$ 19,999	\$ 10,524	\$ 111,850
RECEIPTS:						
Athletics	-	-	-	-	-	-
Music	-	-	-	-	-	-
Class, club, departments	17,568	30,075	23,872	10,014	40,374	121,903
Trust funds	4,140	6,087	982	4,770	11,810	27,789
General	27,601	29,707	17,185	5,658	16,877	97,028
Total receipts	49,309	65,869	42,039	20,442	69,061	246,720
DISBURSEMENTS:						
Athletics	-	-	-	-	-	-
Music	-	-	-	-	-	-
Class, club, departments	21,052	26,869	21,130	8,478	35,988	113,517
Trust funds	5,309	6,113	492	5,173	11,467	28,554
General	31,842	25,832	14,991	5,242	12,784	90,691
Total disbursements	58,203	58,814	36,613	18,893	60,239	232,762
TRANSFERS IN (OUT):						
Athletics	-	-	-	-	-	-
Music	-	-	-	-	-	-
Class, club, departments	-	-	-	-	537	537
Trust funds	-	-	-	-	266	266
General	-	-	-	-	(803)	(803)
Total transfers	-	-	-	-	-	-
CASH - JUNE 30, 2022	\$ 25,291	\$ 17,187	\$ 42,436	\$ 21,548	\$ 19,346	\$ 125,808
CASH CONSISTING OF:						
Checking accounts	\$ 25,291	\$ 17,187	\$ 42,436	\$ 21,548	\$ 19,346	\$ 125,808
Total	\$ 25,291	\$ 17,187	\$ 42,436	\$ 21,548	\$ 19,346	\$ 125,808

See independent auditors' report.

**OKEECHOBEE COUNTY DISTRICT SCHOOL BOARD**  
**COMBINING STATEMENT OF CASH RECEIPTS, DISBURSEMENTS,**  
**TRANSFERS, AND BALANCES – INTERNAL FUNDS**  
**MIDDLE SCHOOLS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	Osceola	Yearling	Total
CASH - JULY 1, 2021	\$ 61,008	\$ 58,964	\$ 119,972
RECEIPTS:			
Athletics	8,227	40,715	48,942
Music	34,703	6,336	41,039
Class, club, departments	96,975	118,470	215,445
Trust funds	17,594	10,280	27,874
General	473	18,549	19,022
Total receipts	<u>157,972</u>	<u>194,350</u>	<u>352,322</u>
DISBURSEMENTS:			
Athletics	10,230	36,615	46,845
Music	29,934	4,140	34,074
Class, club, departments	90,171	105,140	195,311
Trust funds	16,199	10,102	26,301
General	183	20,644	20,827
Total disbursements	<u>146,717</u>	<u>176,641</u>	<u>323,358</u>
TRANSFERS IN (OUT):			
Athletics	-	6	6
Music	-	-	-
Class, club, departments	-	(672)	(672)
Trust funds	-	375	375
General	-	291	291
Total transfers	<u>-</u>	<u>-</u>	<u>-</u>
CASH - JUNE 30, 2022	<u>\$ 72,263</u>	<u>\$ 76,673</u>	<u>\$ 148,936</u>
CASH CONSISTING OF:			
Checking accounts	\$ 72,263	\$ 61,574	\$ 133,837
Savings accounts	-	15,099	15,099
Total	<u>\$ 72,263</u>	<u>\$ 76,673</u>	<u>\$ 148,936</u>

See independent auditors' report.

**OKEECHOBEE COUNTY DISTRICT SCHOOL BOARD**  
**COMBINING STATEMENT OF CASH RECEIPTS, DISBURSEMENTS,**  
**TRANSFERS, AND BALANCES – INTERNAL FUNDS**  
**HIGH SCHOOLS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	Okeechobee Achievement Academy	Okeechobee High School	Total
CASH - JULY 1, 2021	\$ 2,849	\$ 394,984	\$ 397,833
RECEIPTS:			
Athletics	-	296,024	296,024
Music	-	74,120	74,120
Class, club, departments	1,468	274,326	275,794
Trust funds	2,395	3,227	5,622
General	68	63,375	63,443
Total receipts	<u>3,931</u>	<u>711,072</u>	<u>715,003</u>
DISBURSEMENTS:			
Athletics	-	258,566	258,566
Music	-	69,484	69,484
Class, club, departments	1,490	236,085	237,575
Trust funds	2,415	1,831	4,246
General	501	52,128	52,629
Total disbursements	<u>4,406</u>	<u>618,094</u>	<u>622,500</u>
TRANSFERS IN (OUT):			
Athletics	-	-	-
Music	-	-	-
Class, club, departments	-	-	-
Trust funds	-	-	-
General	-	-	-
Total transfers	<u>-</u>	<u>-</u>	<u>-</u>
CASH - JUNE 30, 2022	<u>\$ 2,374</u>	<u>\$ 487,962</u>	<u>\$ 490,336</u>
CASH CONSISTING OF:			
Checking accounts	\$ 2,374	\$ 217,838	\$ 220,212
Savings accounts	-	270,124	270,124
Total	<u>\$ 2,374</u>	<u>\$ 487,962</u>	<u>\$ 490,336</u>

See independent auditors' report.

# Wicks, Brown, Williams & Co., CPA's LLP

504 Northwest Fifth Avenue, Okeechobee, Florida 34972-2570  
(863) 763-2354 • Fax: (863) 467-4519

Charles F. Wicks, C.P.A. (1911 - 1996)  
J. Richard Brown, C.P.A. (1940 - 1997)  
W. Bruce Stratton, C.P.A., Retired  
Cheryl M. Williams, C.P.A., P.A.  
C. Mark Cox, C.P.A., P.A.  
John W. Davis, C.P.A., P.A.  
Charles P. Cox, C.P.A., P.A.

April D. Harris, C.P.A.

Lake Placid  
(863) 699-5544

Sebring  
(863) 382-1157

## COMMUNICATION OF NO MATERIAL WEAKNESSES

Okeechobee County District School Board  
Okeechobee, Florida

In planning and performing our audit of the combined statement of cash receipts, disbursements, transfers, and balances – internal funds of the Okeechobee County District School Board for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered each school's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the combined financial statement, but not for the purpose of expressing an opinion on the effectiveness of each school's internal control. Accordingly, we do not express an opinion on the effectiveness of each school'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 a 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.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. 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 may exist that have not been identified.

This communication is intended solely for the information and use of the School Board, management, others within the organization, and the Auditor General of the State of Florida and is not intended to be and should not be used by anyone other than these specified parties.

*Wicks, Brown, Williams Co.*

Wicks, Brown, Williams & Co., CPA'S LLP  
Certified Public Accountants  
Okeechobee, Florida

December 5, 2022

# Wicks, Brown, Williams & Co., CPA's LLP

504 Northwest Fifth Avenue, Okeechobee, Florida 34972-2570  
(863) 763-2354 • Fax: (863) 467-4519

Charles F. Wicks, C.P.A. (1911 - 1996)  
J. Richard Brown, C.P.A. (1940 - 1997)  
W. Bruce Stratton, C.P.A., Retired  
Cheryl M. Williams, C.P.A., P.A.  
C. Mark Cox, C.P.A., P.A.  
John W. Davis, C.P.A., P.A.  
Charles P. Cox, C.P.A., P.A.

April D. Harris, C.P.A.

Lake Placid  
(863) 699-5544

Sebring  
(863) 382-1157

## MANAGEMENT LETTER

Okeechobee County District School Board  
Okeechobee, Florida

In planning and performing our audit of the combined statement of cash receipts, disbursements, transfers, and balances – internal funds of the Okeechobee County District School Board for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered each school's internal control over internal funds (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the internal funds' internal control. Accordingly, we do not express an opinion on the effectiveness of the internal funds' internal control.

However, during our audit we became aware of deficiencies in internal control other than significant deficiencies and material weaknesses and matters that are opportunities for strengthening internal controls and operating efficiency. The following paragraphs summarize our comments and suggestions regarding those matters. This letter does not affect our report dated December 5, 2022, on the combined statement of cash receipts, disbursements, transfers, and balances-internal funds of the Okeechobee County District School Board.

### OKEECHOBEE HIGH SCHOOL

#### **2022-001, Sales Tax**

**Condition:** During our audit procedures, we noted two instances where sales tax was paid on items purchased for students and two instances where sales tax was not paid on items purchased for fundraisers.

**Criteria or specific requirement:** Per Florida sales tax laws, "schools may pay tax to their suppliers on the cost price of items sold for fundraising purposes, such as candy, photographs, greeting cards, wrapping paper, and similar fundraising items. The school is exempt from paying sales tax on items purchased for students.

**Effect:** Sales tax is not always being paid when required or collected and remitted, and sales tax is paid on non-taxable items.

OKEECHOBEE HIGH SCHOOL (continued)

**2022-001, Sales Tax (continued)**

**Cause:** Lack of knowledge of sales tax rules and regulations applicable to internal funds activities.

**Recommendation:** We recommend that sales tax rules and regulations relevant to the internal funds be communicated to all principals and bookkeepers to ensure compliance with state law.

**Views of Responsible Officials:** The School will review its procedures to ensure that sales tax is paid or collected and remitted when required and not paid on items exempt from sales tax.

OKEECHOBEE ACHIEVEMENT ACADEMY

**2022-002, Sales Tax**

**Condition:** During our audit procedures, we noted three instances where sales tax was paid on items purchased for students and one instances were sales tax was not paid on items purchased for teachers.

**Criteria or specific requirement:** Florida law requires sales tax to be paid on items purchased for teachers, and the school is exempt from paying sales tax on items purchased for students.

**Effect:** Sales tax is not always being paid when required or collected and remitted, and sales tax is paid on non-taxable items.

**Cause:** Lack of knowledge of sales tax rules and regulations applicable to internal funds activities.

**Recommendation:** We recommend that sales tax rules and regulations relevant to the internal funds be communicated to all principals and bookkeepers to ensure compliance with state law.

**Views of Responsible Officials:** The School will review its procedures to ensure that sales tax is paid or collected and remitted when required and not paid on items exempt from sales tax.

CENTRAL ELEMENTARY SCHOOL

**2022-003, Payments Made in Excess of Available Funds**

**Condition:** We noted that eight accounts had negative account balances that ranged from \$2 to \$438 at the end of the year.

**Criteria or specific requirement:** Chapter 8, Section I, 12 of the Red Book, states, "Purchases from internal accounts shall not exceed the resources of the applicable student activity/project account, except for items acquired for resale or items authorized by district school board rules."

**Effect:** Purchases are being made when there are not enough available resources to pay for the purchase, resulting in certain internal fund accounts having negative balances and, therefore, borrowing from accounts with positive balances.

CENTRAL ELEMENTARY SCHOOL (continued)

**2022-003, Payments Made in Excess of Available Funds (continued)**

**Cause:** These accounts were not balanced because the individual responsible for balancing the accounts failed to transfer the funds prior to her leaving her position.

**Recommendation:** We recommend the teacher/sponsor review the account balance to confirm sufficient funds are available prior to making any purchases.

**Views of Responsible Officials:** Central Elementary School agrees with the finding. Procedures will be in place for the principal to be notified of the balance in the account prior to approving any purchases. There will be no accounts in the negative at the end of the school year.

**2022-004, Collection of Money**

**Condition:** During our audit procedures, we noted (13) instances throughout the year in which the bookkeeper collected money and completed the report of monies collected form.

**Criteria or specific requirement:** Good segregation of duties requires that someone other than the person responsible for all record keeping, depositing of funds and reconciling of the bank account first collect the money and prepare the report of monies collected form before submitting it to the bookkeeper for verification.

**Effect:** Cash collected without proper segregation of duties is more at risk for theft that may not be detected.

**Cause:** A third person was not always available inside the school office to receipt money.

**Recommendation:** We recommend that someone other than the bookkeeper first collect cash and complete a report of monies collected form prior to submitting it to the bookkeeper. The District should train all bookkeepers and monitor their activities regularly to ensure that any noncompliance is detected and corrected in a timely manner.

**Views of Responsible Officials:** Central Elementary School agrees with the finding and the bookkeeper will no longer directly receipt money.

**District Response:** District Finance Personnel spoke with the bookkeeper and reminded her to have another person receipt cash/checks, complete a report of monies collected form, and record it in the monies collected log.

NORTH ELEMENTARY SCHOOL

**2022-005, Timeliness of Deposits**

**Condition:** Of the individual receipts tested, we noted (6) deposits from July through October 2021 that included (41) receipts that were not deposited within five business days of the day collected by the teacher or sponsor. These receipts were deposited between one and twenty-four days late. Additionally, we noted numerous instances prior to October 2021 where the deposit date indicated on the monies collected log did not match the deposit date shown on the bank statement.

NORTH ELEMENTARY SCHOOL (continued)

**2022-005, Timeliness of Deposits to Bank (continued)**

**Criteria or specific requirement:** Section III 1 (c) of the Red Book requires that all money collected must be deposited as frequently as feasible, and no later than five working days after receipt. School Board policy requires that deposits be made sooner than five working days after receipt when collections on hand exceed \$200 or more for elementary schools, \$500 or more for middle schools and \$1,000 or more for the high school.

**Effect:** When receipts are not deposited timely and the log is not completed properly, money collected is not adequately safeguarded.

**Cause:** Due to the bookkeeper's oversight, deposits were not made in a timely manner and the person completing the form failed to complete the monies collected log properly.

**Recommendation:** We recommend that deposits be made within five business days of the day collected or more frequently depending on the amount of receipts that have been collected and is on hand in accordance with School Board policy, and the log should be completed properly.

**Views of Responsible Officials:** We agree with the finding. The bookkeeper no longer works at North Elementary School and has not responded to the Principal's attempts to contact her. A new bookkeeper has been hired since, and is trained on appropriate bookkeeping procedures to include ensuring that each Monies Collected log is examined for full completion.

**District Response:** The bookkeeper employed during the period that the late deposits occurred is no longer employed by the District. District Finance Personnel has trained the new bookkeeper on proper procedures for depositing funds.

**2022-006, Depositing of Receipts**

**Condition:** The Principal discovered and documented in October 2021 that two receipts totaling \$161 were never deposited in the bank account. They were recorded in the account activity report, but later reversed with a journal entry.

**Criteria or specific requirement:** Section III 1.4 of the Red Book requires that all money collected must be deposited intact to a depository and that all deposits must equal the total amount of money taken in and recorded on receipts for the period covered by the deposit.

**Effect:** Cash collected was not safeguarded and deposited into the school's bank account.

**Cause:** The bookkeeper at NES at the time of the missing deposit believes that she made the deposit, yet there is no record of it at the bank. The requests from the principal to look further into the situation to find out how the money did not make it to the bank did not result in finding the money not deposited. Upon resignation of the bookkeeper and in an effort to balance the monthly statement, our temporary bookkeeping assistant from the county office reversed the deposit of \$161 with a journal entry.

**Recommendation:** All money collected by the school must be deposited into the school's internal accounts. We recommend comparing the money recorded on the monies collected log to the bank deposits on a weekly basis to ensure that all money is deposited.

**Views of Responsible Officials:** We agree with the finding. The bookkeeper has since resigned. A new bookkeeper has been hired, and is trained on appropriate bookkeeping procedures.



NORTH ELEMENTARY SCHOOL (continued)

**2022-006, Depositing of Receipts (continued)**

**District Response:** The bookkeeper employed at the time of the missing deposit is no longer employed by the District. District Finance Personnel has trained the new bookkeeper to ensure she is aware of proper procedures for reviewing the accuracy of the monies collected forms and log and depositing funds to the bank.

**STATUS OF PRIOR YEAR MANAGEMENT LETTER COMMENTS:**

**CENTRAL ELEMENTARY SCHOOL**

The prior year comments related to payments made in excess of available funds was repeated again this year. The prior year comments related to activity reports, timeliness of bank reconciliations and improper completion of monies collected log appear to have been corrected.

**NORTH ELEMENTARY SCHOOL**

The prior year comments related to timeliness of deposits to the bank and depositing of receipts were repeated again this year. The prior year comments related to proper completion report of monies collected forms and timeliness of bank reconciliations appear to have been corrected.


**SOUTH ELEMENTARY SCHOOL**

The prior year comments related to completion of report of monies collected forms appears to have been corrected.

This report is intended solely for the information and use of the School Board, management, others within the entity, and the Auditor General of the State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

The District's response to the findings identified in our audit is described above. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on it.

We will review the status of these comments during our next audit engagement. We have already discussed the comments and suggestions with various School Board personnel. We will be pleased to discuss them in further detail at your convenience, or to assist you in implementing the recommendations.

  
Wicks, Brown, Williams & Co., CPA's LLP  
Certified Public Accountants  
Okeechobee, Florida

December 5, 2022