

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS
Financial Statements
For the Year Ended June 30, 2013

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

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INDEPENDENT AUDITOR'S REPORT

Orange County Public Schools
Orlando, Florida

Report on the Financial Statements

We have audited the accompanying statement of fiduciary net position of Orange County Public Schools' Internal Funds, for those one hundred ninety-five schools listed in Exhibit A to the financial statement, as of and for the year ended June 30, 2013, and the related notes to the financial statement, as listed in the table of contents.

Management's Responsibility 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.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial statement based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statement referred to above presents fairly, in all material respects, the respective financial position of Orange County Public Schools' Internal Funds, for those one hundred ninety-five schools listed in Exhibit A to the financial statement, as of June 30, 2013, in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statement presents only the statement of fiduciary net position of Orange County Public Schools' Internal Funds, for those one hundred ninety-five schools listed in Exhibit A, and do not purport to, and do not, present fairly the financial position of the Orange County School District, as of June 30, 2013, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the basic financial statement of Orange County Public Schools' Internal Funds taken as a whole. The accompanying supplemental schedule of revenue, expenditures and changes in fund balance by school for the year ended June 30, 2013 is presented for purposes of additional analysis and is not a required part of the basic financial statement. The supplemental schedule of revenue, expenditures and changes in fund balance by school for the year ended June 30, 2013 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. Such 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 to the financial statement 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 December 6, 2013, on our consideration of the Orange County Public Schools' Internal Funds' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. 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 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 Orange County Public Schools' Internal Funds' internal control over financial reporting and compliance.

Carole Riggs & DeBorja LLC

Orlando, Florida
December 6, 2013

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS (See List of Schools at Exhibit A)
Statement of Fiduciary Net Position
For the Year Ended June 30, 2013

ASSETS

Cash and cash equivalents	\$ 15,004,238
Accounts receivable	107,935
Inventory	<u>546,108</u>
	<u>\$ 15,658,281</u>

LIABILITIES

Accounts payable	\$ 1,100,877
Internal accounts payable	<u>14,557,404</u>
	<u>\$ 15,658,281</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS (See List of Schools at Exhibit A)**

Notes to Financial Statement
For the Year Ended June 30, 2013

NOTE 1 - NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES:

NATURE OF THE OPERATIONS - Orange County Public Schools (the "School Board") Internal Funds are comprised of individual student activity account balances of the public schools located within the geographical boundaries of the Orange County School District (the "Schools" or the "District"). This financial statement includes the internal funds of the one hundred ninety-five schools listed in Exhibit A.

The Orange County District School Board is the governing body of the Schools, and is composed of eight elected members. The Superintendent of Schools is the executive officer of the Board. The Orange County District School Board is part of the State of Florida system of public education under the general direction and control of the State Board of Education.

The Schools' internal funds are included as agency funds in the School Board's comprehensive annual financial report.

BASIS OF ACCOUNTING - In accordance with Florida Statutes, the School Board accounts for its student activity accounts as an agency fund. This fund is organized into sub-funds to account for each school in the District. The operations of each sub-fund are accounted for with a separate set of self-balancing accounts that comprise each school's assets, liabilities, fund balance, revenues and expenditures. Each sub-fund is divided into seven student activity/project classifications. These classifications are athletics, music, classes, clubs, departments, trusts and general.

The financial statements of the Schools' internal funds have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units.

CASH AND CASH EQUIVALENTS - Cash and cash equivalents consist of deposits and other highly liquid cash equivalents held by qualified public depositories under the laws of the State of Florida. All deposits are collateralized by securities held in Florida's multiple financial institution collateral pool required by Sections 280.07 and 280.08, Florida Statutes. Certain deposits are also insured by the Federal Deposit Insurance Corporation.

INVENTORY - Inventory consists of book store items, school store items, locks for sale or rent, and uniforms, and is valued at the lower of cost (determined on first-in, first-out method), or market.

USE OF ESTIMATES - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

SUBSEQUENT EVENTS - The School Board has evaluated subsequent events through December 6, 2013, which represents the date the financial statements were issued.

SUPPLEMENTAL SCHEDULE

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Aloma Elementary	Andover Elementary	Apopka Elementary	Arbor Ridge K-8
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ 435
Music	60	100	-	14,060
Classes	3,260	2,644	-	1,141
Clubs	247	6,580	405	629
Departments	1,543	168	7,028	933
Trust	19,538	231,436	124,984	33,208
General	16,760	18,503	12,215	20,170
Total revenue	<u>41,408</u>	<u>259,431</u>	<u>144,632</u>	<u>70,576</u>
Expenditures:				
Athletics	-	-	-	500
Music	60	-	-	14,402
Classes	3,521	3,090	-	1,085
Clubs	-	6,128	510	75
Departments	1,642	-	5,837	2,024
Trust	20,429	231,090	127,444	30,190
General	16,723	28,286	11,887	20,925
Total expenditures	<u>42,375</u>	<u>268,594</u>	<u>145,678</u>	<u>69,201</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(967)	(9,163)	(1,046)	1,375
Other financing sources (uses):				
Intra-fund transfers in	275	1,641	742	136
Intra-fund transfers out	(275)	(1,641)	(742)	(136)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(967)	(9,163)	(1,046)	1,375
Fund balance - beginning of year	<u>12,864</u>	<u>23,243</u>	<u>14,085</u>	<u>20,249</u>
Fund balance - end of year	<u>\$ 11,897</u>	<u>\$ 14,080</u>	<u>\$ 13,039</u>	<u>\$ 21,624</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Audubon Park Elementary	Avalon Elementary	Azalea Park Elementary	Bay Meadows Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	667	-	-	465
Classes	1,394	10,575	87	7,827
Clubs	-	3,609	430	-
Departments	2,653	120	224	36
Trust	397,441	365,685	91,335	181,981
General	5,371	19,320	8,378	21,432
Total revenue	<u>407,526</u>	<u>399,309</u>	<u>100,454</u>	<u>211,741</u>
Expenditures:				
Athletics	-	-	-	-
Music	526	-	-	345
Classes	-	10,823	49	7,789
Clubs	-	3,394	389	-
Departments	1,160	978	289	300
Trust	404,732	365,400	92,198	176,442
General	13,805	16,772	8,171	29,239
Total expenditures	<u>420,223</u>	<u>397,367</u>	<u>101,096</u>	<u>214,115</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(12,697)	1,942	(642)	(2,374)
Other financing sources (uses):				
Intra-fund transfers in	192	750	70	1,315
Intra-fund transfers out	<u>(192)</u>	<u>(750)</u>	<u>(70)</u>	<u>(1,315)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(12,697)	1,942	(642)	(2,374)
Fund balance - beginning of year	<u>19,789</u>	<u>38,349</u>	<u>8,571</u>	<u>83,060</u>
Fund balance - end of year	<u>\$ 7,092</u>	<u>\$ 40,291</u>	<u>\$ 7,929</u>	<u>\$ 80,686</u>

See independent auditor's report.

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Blankner K-8	Bonneville Elementary	Brookshire Elementary	Camelot Elementary
Revenue:				
Athletics	\$ 7,272	\$ -	\$ -	\$ -
Music	23,591	1,848	300	-
Classes	7,640	2,184	1,008	4,284
Clubs	25,503	220	-	-
Departments	-	2,948	250	389
Trust	29,222	121,153	121,973	27,099
General	24,135	13,271	4,207	9,043
Total revenue	<u>117,363</u>	<u>141,624</u>	<u>127,738</u>	<u>40,815</u>
Expenditures:				
Athletics	6,905	-	101	-
Music	22,155	2,094	161	-
Classes	5,911	544	2,135	4,733
Clubs	25,368	-	-	-
Departments	310	2,869	330	895
Trust	27,654	120,306	123,244	27,829
General	24,838	17,171	1,842	8,331
Total expenditures	<u>113,141</u>	<u>142,984</u>	<u>127,813</u>	<u>41,788</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	4,222	(1,360)	(75)	(973)
Other financing sources (uses):				
Intra-fund transfers in	483	495	166	222
Intra-fund transfers out	(483)	(495)	(166)	(222)
	-	-	-	-
Excess of revenue over/ (under) expenditures	4,222	(1,360)	(75)	(973)
Fund balance - beginning of year	<u>30,387</u>	<u>10,351</u>	<u>19,189</u>	<u>20,242</u>
Fund balance - end of year	<u>\$ 34,609</u>	<u>\$ 8,991</u>	<u>\$ 19,114</u>	<u>\$ 19,269</u>

See independent auditor's report.

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	<u>Castle Creek Elementary</u>	<u>Catalina Elementary</u>	<u>Cheney Elementary</u>	<u>Chickasaw Elementary</u>
Revenue:				
Athletics	\$ 1	\$ -	\$ -	\$ -
Music	774	-	608	444
Classes	2,168	-	-	-
Clubs	240	-	-	30
Departments	4,368	-	-	-
Trust	125,715	9,437	77,336	142,387
General	11,975	4,490	9,359	7,210
Total revenue	<u>145,241</u>	<u>13,927</u>	<u>87,303</u>	<u>150,071</u>
Expenditures:				
Athletics	96	-	-	-
Music	804	-	576	400
Classes	2,312	-	-	-
Clubs	289	-	-	-
Departments	3,206	-	-	-
Trust	126,093	10,738	76,455	142,950
General	14,466	3,447	31,494	6,875
Total expenditures	<u>147,266</u>	<u>14,185</u>	<u>108,525</u>	<u>150,225</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(2,025)	(258)	(21,222)	(154)
Other financing sources (uses):				
Intra-fund transfers in	216	306	172	30
Intra-fund transfers out	<u>(216)</u>	<u>(306)</u>	<u>(172)</u>	<u>(30)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(2,025)	(258)	(21,222)	(154)
Fund balance - beginning of year	<u>17,180</u>	<u>9,301</u>	<u>30,845</u>	<u>12,288</u>
Fund balance - end of year	<u>\$ 15,155</u>	<u>\$ 9,043</u>	<u>\$ 9,623</u>	<u>\$ 12,134</u>

See independent auditor's report.

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Citrus Elementary	Clarcona Elementary	Clay Springs Elementary	Columbia Elementary
Revenue:				
Athletics	\$ 61	\$ -	\$ -	\$ -
Music	-	95	486	4,707
Classes	5,253	-	2,204	5,002
Clubs	2,314	623	-	-
Departments	-	-	691	-
Trust	23,863	284	176,146	238,589
General	23,353	8,585	18,279	37,861
Total revenue	<u>54,844</u>	<u>9,587</u>	<u>197,806</u>	<u>286,159</u>
Expenditures:				
Athletics	-	-	-	-
Music	100	95	75	5,014
Classes	5,081	-	883	7,207
Clubs	2,165	500	-	-
Departments	-	-	1,479	39
Trust	24,420	1,130	176,875	234,855
General	32,284	6,683	20,413	24,776
Total expenditures	<u>64,050</u>	<u>8,408</u>	<u>199,725</u>	<u>271,891</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(9,206)	1,179	(1,919)	14,268
Other financing sources (uses):				
Intra-fund transfers in	308	157	1,602	-
Intra-fund transfers out	(308)	(157)	(1,602)	-
	-	-	-	-
Excess of revenue over/ (under) expenditures	(9,206)	1,179	(1,919)	14,268
Fund balance - beginning of year	<u>27,131</u>	<u>27,096</u>	<u>24,095</u>	<u>17,433</u>
Fund balance - end of year	<u>\$ 17,925</u>	<u>\$ 28,275</u>	<u>\$ 22,176</u>	<u>\$ 31,701</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Conway Elementary	Cypress Park Elementary	Cypress Springs Elementary	Deerwood Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	2,289	1,287	-
Classes	325	696	4,674	749
Clubs	-	150	-	-
Departments	-	-	640	-
Trust	10,229	5,586	38,929	137,334
General	11,822	4,535	17,811	13,554
Total revenue	<u>22,376</u>	<u>13,256</u>	<u>63,341</u>	<u>151,637</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	2,754	1,170	736
Classes	-	637	4,058	693
Clubs	-	171	-	-
Departments	357	92	426	94
Trust	7,876	5,580	41,812	137,063
General	23,381	1,606	12,379	18,837
Total expenditures	<u>31,614</u>	<u>10,840</u>	<u>59,845</u>	<u>157,423</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(9,238)	2,416	3,496	(5,786)
Other financing sources (uses):				
Intra-fund transfers in	-	-	3,000	1,069
Intra-fund transfers out	-	-	(3,000)	(1,069)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenue over/ (under) expenditures	(9,238)	2,416	3,496	(5,786)
Fund balance - beginning of year	<u>31,567</u>	<u>8,578</u>	<u>11,135</u>	<u>24,026</u>
Fund balance - end of year	<u>\$ 22,329</u>	<u>\$ 10,994</u>	<u>\$ 14,631</u>	<u>\$ 18,240</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	<u>Dillard Street Elementary</u>	<u>Dommerich Elementary</u>	<u>Dover Shores Elementary</u>	<u>Dr. Phillips Elementary</u>
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	1,074	639	-	60
Classes	166	-	359	2,227
Clubs	-	410	-	-
Departments	2,601	209	500	-
Trust	39,480	55,136	25,493	174,739
General	19,337	3,369	12,974	19,502
Total revenue	<u>62,658</u>	<u>59,763</u>	<u>39,326</u>	<u>196,528</u>
Expenditures:				
Athletics	-	-	-	-
Music	616	841	-	98
Classes	940	-	292	2,109
Clubs	-	1,473	-	-
Departments	2,366	11,314	2,159	-
Trust	38,017	47,076	21,280	170,618
General	14,652	31,301	9,462	22,977
Total expenditures	<u>56,591</u>	<u>92,005</u>	<u>33,193</u>	<u>195,802</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	6,067	(32,242)	6,133	726
Other financing sources (uses):				
Intra-fund transfers in	-	1	5	1,000
Intra-fund transfers out	-	(1)	(5)	(1,000)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenue over/ (under) expenditures	6,067	(32,242)	6,133	726
Fund balance - beginning of year	<u>18,890</u>	<u>102,998</u>	<u>17,592</u>	<u>29,358</u>
Fund balance - end of year	<u>\$ 24,957</u>	<u>\$ 70,756</u>	<u>\$ 23,725</u>	<u>\$ 30,084</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	<u>Dream Lake Elementary</u>	<u>Durrance Elementary</u>	<u>Eagles Nest Elementary</u>	<u>East Lake Elementary</u>
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	1,504	-	-	90
Classes	-	1,589	-	8,325
Clubs	285	-	-	4,745
Departments	3,064	1,504	-	243
Trust	170,242	100,546	16,430	232,820
General	19,450	9,354	5,785	23,520
Total revenue	<u>194,545</u>	<u>112,993</u>	<u>22,215</u>	<u>269,743</u>
Expenditures:				
Athletics	-	-	-	-
Music	753	-	-	90
Classes	-	1,382	-	6,902
Clubs	-	208	-	4,382
Departments	2,066	1,209	-	312
Trust	173,290	101,736	15,148	231,655
General	11,590	10,247	6,686	25,138
Total expenditures	<u>187,699</u>	<u>114,782</u>	<u>21,834</u>	<u>268,479</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	6,846	(1,789)	381	1,264
Other financing sources (uses):				
Intra-fund transfers in	10	347	259	62
Intra-fund transfers out	<u>(10)</u>	<u>(347)</u>	<u>(259)</u>	<u>(62)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	6,846	(1,789)	381	1,264
Fund balance - beginning of year	<u>17,010</u>	<u>31,122</u>	<u>3,299</u>	<u>14,172</u>
Fund balance - end of year	<u>\$ 23,856</u>	<u>\$ 29,333</u>	<u>\$ 3,680</u>	<u>\$ 15,436</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	<u>Eccleston Elementary</u>	<u>Endeavor Elementary</u>	<u>Engelwood Elementary</u>	<u>Fern Creek Elementary</u>
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	346	-	875	372
Classes	12,377	-	-	1,000
Clubs	-	3,686	34	-
Departments	186	285	-	1,623
Trust	9,964	31,449	31,541	17,202
General	5,280	10,833	6,669	27,162
Total revenue	<u>28,153</u>	<u>46,253</u>	<u>39,119</u>	<u>47,359</u>
Expenditures:				
Athletics	-	-	-	-
Music	345	-	469	362
Classes	11,975	-	-	981
Clubs	-	3,982	277	-
Departments	272	728	-	1,489
Trust	8,580	23,928	31,046	22,610
General	5,742	9,240	7,208	22,797
Total expenditures	<u>26,914</u>	<u>37,878</u>	<u>39,000</u>	<u>48,239</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	1,239	8,375	119	(880)
Other financing sources (uses):				
Intra-fund transfers in	247	1,000	50	178
Intra-fund transfers out	<u>(247)</u>	<u>(1,000)</u>	<u>(50)</u>	<u>(178)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	1,239	8,375	119	(880)
Fund balance - beginning of year	<u>6,439</u>	<u>26,185</u>	<u>6,034</u>	<u>15,203</u>
Fund balance - end of year	<u>\$ 7,678</u>	<u>\$ 34,560</u>	<u>\$ 6,153</u>	<u>\$ 14,323</u>

See independent auditor's report.

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Forsyth Woods Elementary	Frangus Elementary	Grand Avenue Primary Learning Center	Hiawassee Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	2,400	-	-
Classes	131	-	-	-
Clubs	-	-	-	650
Departments	-	-	500	192
Trust	69,464	14,497	11,258	9,139
General	1,154	19,604	2,694	5,932
Total revenue	<u>70,749</u>	<u>36,501</u>	<u>14,452</u>	<u>15,913</u>
Expenditures:				
Athletics	-	-	-	92
Music	-	2,390	-	-
Classes	120	-	-	-
Clubs	-	-	-	550
Departments	-	-	500	99
Trust	69,366	12,859	12,083	10,355
General	349	16,774	3,235	8,460
Total expenditures	<u>69,835</u>	<u>32,023</u>	<u>15,818</u>	<u>19,556</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	914	4,478	(1,366)	(3,643)
Other financing sources (uses):				
Intra-fund transfers in	108	341	-	1,423
Intra-fund transfers out	<u>(108)</u>	<u>(341)</u>	<u>-</u>	<u>(1,423)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	914	4,478	(1,366)	(3,643)
Fund balance - beginning of year	<u>2,679</u>	<u>17,353</u>	<u>11,319</u>	<u>11,474</u>
Fund balance - end of year	<u>\$ 3,593</u>	<u>\$ 21,831</u>	<u>\$ 9,953</u>	<u>\$ 7,831</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Hidden Oaks Elementary	Hillcrest Elementary	Hungerford Elementary	Hunter's Creek Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	494	3,268	-	1,215
Classes	125	3,144	1,025	1,040
Clubs	-	228	-	236
Departments	3,693	4,617	-	-
Trust	6,883	32,124	5,992	212,103
General	2,353	13,274	7,753	45,446
Total revenue	<u>13,548</u>	<u>56,655</u>	<u>14,770</u>	<u>260,040</u>
Expenditures:				
Athletics	-	44	-	-
Music	574	1,929	-	725
Classes	130	3,157	1,050	206
Clubs	-	1,398	-	1,829
Departments	3,684	2,195	-	-
Trust	6,993	27,072	7,601	211,275
General	4,541	8,602	11,063	69,249
Total expenditures	<u>15,922</u>	<u>44,397</u>	<u>19,714</u>	<u>283,284</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(2,374)	12,258	(4,944)	(23,244)
Other financing sources (uses):				
Intra-fund transfers in	-	192	5,435	181
Intra-fund transfers out	-	(192)	(5,435)	(181)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(2,374)	12,258	(4,944)	(23,244)
Fund balance - beginning of year	<u>12,346</u>	<u>32,847</u>	<u>19,901</u>	<u>62,821</u>
Fund balance - end of year	<u>\$ 9,972</u>	<u>\$ 45,105</u>	<u>\$ 14,957</u>	<u>\$ 39,577</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Ivey Lane Elementary	John Young Elementary	Kaley Elementary	Keene's Crossing Elementary
Revenue:				
Athletics	\$ -	\$ 247	\$ -	\$ -
Music	-	893	80	1,372
Classes	1,854	-	701	11,451
Clubs	325	-	455	1,217
Departments	-	-	-	4,868
Trust	12,503	166,329	45,372	67,585
General	737	16,410	1,326	25,169
Total revenue	<u>15,419</u>	<u>183,879</u>	<u>47,934</u>	<u>111,662</u>
Expenditures:				
Athletics	-	340	-	-
Music	-	868	80	1,364
Classes	2,456	-	209	9,918
Clubs	325	-	374	608
Departments	-	-	-	4,208
Trust	16,435	167,931	47,573	70,883
General	2,395	20,313	7,274	23,716
Total expenditures	<u>21,611</u>	<u>189,452</u>	<u>55,510</u>	<u>110,697</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(6,192)	(5,573)	(7,576)	965
Other financing sources (uses):				
Intra-fund transfers in	14	223	707	1,791
Intra-fund transfers out	<u>(14)</u>	<u>(223)</u>	<u>(707)</u>	<u>(1,791)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(6,192)	(5,573)	(7,576)	965
Fund balance - beginning of year	<u>8,980</u>	<u>13,686</u>	<u>17,915</u>	<u>12,756</u>
Fund balance - end of year	<u>\$ 2,788</u>	<u>\$ 8,113</u>	<u>\$ 10,339</u>	<u>\$ 13,721</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Killarney Elementary	Lake Como Elementary	Lake Gem Elementary	Lake George Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	76	138	2,637	-
Classes	-	595	-	17,496
Clubs	-	-	-	673
Departments	-	462	-	-
Trust	17,980	8,831	6,079	150,456
General	7,714	5,120	19,386	9,249
Total revenue	<u>25,770</u>	<u>15,146</u>	<u>28,102</u>	<u>177,874</u>
Expenditures:				
Athletics	-	-	-	-
Music	88	138	2,708	-
Classes	793	87	-	18,891
Clubs	-	-	7	740
Departments	-	123	77	-
Trust	16,832	9,766	5,848	149,534
General	7,875	5,480	21,257	17,370
Total expenditures	<u>25,588</u>	<u>15,594</u>	<u>29,897</u>	<u>186,535</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	182	(448)	(1,795)	(8,661)
Other financing sources (uses):				
Intra-fund transfers in	1,375	110	476	521
Intra-fund transfers out	<u>(1,375)</u>	<u>(110)</u>	<u>(476)</u>	<u>(521)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	182	(448)	(1,795)	(8,661)
Fund balance - beginning of year	<u>16,391</u>	<u>8,295</u>	<u>9,321</u>	<u>39,945</u>
Fund balance - end of year	<u>\$ 16,573</u>	<u>\$ 7,847</u>	<u>\$ 7,526</u>	<u>\$ 31,284</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Lake Silver Elementary	Lake Sybelia Elementary	Lake Weston Elementary	Lake Whitney Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	1,488	-	-
Classes	-	2,413	-	15,564
Clubs	-	125	-	2,737
Departments	-	3,693	-	-
Trust	129,509	50,067	146	58,620
General	18,807	8,447	719	17,014
Total revenue	<u>148,316</u>	<u>66,233</u>	<u>865</u>	<u>93,935</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	1,150	-	-
Classes	-	1,925	-	16,366
Clubs	-	483	-	2,097
Departments	-	3,030	-	100
Trust	132,839	50,650	-	46,603
General	15,821	10,695	625	17,741
Total expenditures	<u>148,660</u>	<u>67,933</u>	<u>625</u>	<u>82,907</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(344)	(1,700)	240	11,028
Other financing sources (uses):				
Intra-fund transfers in	174	476	-	314
Intra-fund transfers out	<u>(174)</u>	<u>(476)</u>	<u>-</u>	<u>(314)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(344)	(1,700)	240	11,028
Fund balance - beginning of year	<u>19,678</u>	<u>20,890</u>	<u>2,603</u>	<u>36,212</u>
Fund balance - end of year	<u>\$ 19,334</u>	<u>\$ 19,190</u>	<u>\$ 2,843</u>	<u>\$ 47,240</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	<u>Lakemont Elementary</u>	<u>Lakeville Elementary</u>	<u>Lancaster Elementary</u>	<u>Lawton Chiles Elementary</u>
Revenue:				
Athletics	\$ -	\$ 6,199	\$ -	\$ -
Music	517	5,034	-	120
Classes	200	12,032	-	2,629
Clubs	201	595	-	251
Departments	928	172	388	-
Trust	188,711	248,797	8,336	22,434
General	13,807	22,931	18,570	3,950
Total revenue	<u>204,364</u>	<u>295,760</u>	<u>27,294</u>	<u>29,384</u>
Expenditures:				
Athletics	-	6,448	-	-
Music	736	2,588	-	150
Classes	-	11,960	-	2,430
Clubs	-	244	-	541
Departments	924	-	345	-
Trust	208,524	242,938	8,901	19,602
General	13,227	14,052	14,857	3,967
Total expenditures	<u>223,411</u>	<u>278,230</u>	<u>24,103</u>	<u>26,690</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(19,047)	17,530	3,191	2,694
Other financing sources (uses):				
Intra-fund transfers in	1,993	2,507	64	175
Intra-fund transfers out	<u>(1,993)</u>	<u>(2,507)</u>	<u>(64)</u>	<u>(175)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(19,047)	17,530	3,191	2,694
Fund balance - beginning of year	<u>42,208</u>	<u>28,127</u>	<u>14,686</u>	<u>11,854</u>
Fund balance - end of year	<u>\$ 23,161</u>	<u>\$ 45,657</u>	<u>\$ 17,877</u>	<u>\$ 14,548</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Little River Elementary	Lockhart Elementary	Lovell Elementary	Maxey Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	85	128	-	35
Classes	159	6,801	-	17,841
Clubs	230	-	248	-
Departments	2,162	1,039	-	-
Trust	7,558	230	23,327	6
General	6,852	3,459	5,637	7,782
Total revenue	<u>17,046</u>	<u>11,657</u>	<u>29,212</u>	<u>25,664</u>
Expenditures:				
Athletics	-	-	-	-
Music	88	103	-	30
Classes	607	5,657	-	17,841
Clubs	100	-	146	-
Departments	80	2,068	-	-
Trust	7,712	1,680	16,818	2,442
General	7,763	4,184	5,790	7,549
Total expenditures	<u>16,350</u>	<u>13,692</u>	<u>22,754</u>	<u>27,862</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	696	(2,035)	6,458	(2,198)
Other financing sources (uses):				
Intra-fund transfers in	596	500	364	-
Intra-fund transfers out	(596)	(500)	(364)	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenue over/ (under) expenditures	696	(2,035)	6,458	(2,198)
Fund balance - beginning of year	<u>18,990</u>	<u>11,788</u>	<u>13,107</u>	<u>6,015</u>
Fund balance - end of year	<u>\$ 19,686</u>	<u>\$ 9,753</u>	<u>\$ 19,565</u>	<u>\$ 3,817</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	McCoy Elementary	Meadow Woods Elementary	MetroWest Elementary	Millennia Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	9	-	375
Classes	-	5,138	27,955	-
Clubs	-	2,344	360	-
Departments	1,910	4,081	300	-
Trust	6,251	88,489	262,468	187,977
General	28,508	9,487	33,750	14,642
Total revenue	<u>36,669</u>	<u>109,548</u>	<u>324,833</u>	<u>202,994</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	-	-	80
Classes	1	5,179	27,217	-
Clubs	-	1,667	447	-
Departments	2,362	3,635	2,702	-
Trust	6,477	97,934	264,753	181,205
General	41,665	13,632	39,510	11,062
Total expenditures	<u>50,505</u>	<u>122,047</u>	<u>334,629</u>	<u>192,347</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(13,836)	(12,499)	(9,796)	10,647
Other financing sources (uses):				
Intra-fund transfers in	354	10,340	2,112	843
Intra-fund transfers out	(354)	(10,340)	(2,112)	(843)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(13,836)	(12,499)	(9,796)	10,647
Fund balance - beginning of year	<u>31,788</u>	<u>22,176</u>	<u>40,230</u>	<u>6,554</u>
Fund balance - end of year	<u>\$ 17,952</u>	<u>\$ 9,677</u>	<u>\$ 30,434</u>	<u>\$ 17,201</u>

See independent auditor's report.

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Mollie Ray Elementary	Moss Park Elementary	Northlake Park Community Elementary	Oak Hill Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	1,845	-	-
Classes	2,238	927	2,137	-
Clubs	-	18,768	-	-
Departments	-	-	-	-
Trust	7,927	90,805	82,472	56,571
General	3,143	44,727	6,943	3,140
Total revenue	<u>13,308</u>	<u>157,072</u>	<u>91,552</u>	<u>59,711</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	2,055	-	-
Classes	800	992	1,956	-
Clubs	-	15,020	-	-
Departments	-	-	86	-
Trust	7,444	90,449	80,637	56,667
General	2,481	40,263	6,403	13,596
Total expenditures	<u>10,725</u>	<u>148,779</u>	<u>89,082</u>	<u>70,263</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	2,583	8,293	2,470	(10,552)
Other financing sources (uses):				
Intra-fund transfers in	223	1,075	905	-
Intra-fund transfers out	<u>(223)</u>	<u>(1,075)</u>	<u>(905)</u>	<u>-</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	2,583	8,293	2,470	(10,552)
Fund balance - beginning of year	<u>7,345</u>	<u>31,855</u>	<u>20,534</u>	<u>22,760</u>
Fund balance - end of year	<u>\$ 9,928</u>	<u>\$ 40,148</u>	<u>\$ 23,004</u>	<u>\$ 12,208</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Oakshire Elementary	Ocoee Elementary	Orange Center Elementary	Orlo Vista Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	819	-	-	-
Classes	4,749	490	-	9,791
Clubs	-	875	-	-
Departments	-	-	-	-
Trust	131,384	23,474	10,291	1,749
General	7,749	19,939	538	5,555
Total revenue	<u>144,701</u>	<u>44,778</u>	<u>10,829</u>	<u>17,095</u>
Expenditures:				
Athletics	-	-	-	-
Music	590	-	-	-
Classes	3,864	88	-	10,042
Clubs	-	266	1,040	-
Departments	-	156	-	-
Trust	132,373	21,490	10,169	481
General	9,218	20,304	391	7,596
Total expenditures	<u>146,045</u>	<u>42,304</u>	<u>11,600</u>	<u>18,119</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(1,344)	2,474	(771)	(1,024)
Other financing sources (uses):				
Intra-fund transfers in	963	1,950	-	223
Intra-fund transfers out	(963)	(1,950)	-	(223)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(1,344)	2,474	(771)	(1,024)
Fund balance - beginning of year	<u>8,094</u>	<u>19,819</u>	<u>1,720</u>	<u>15,634</u>
Fund balance - end of year	<u>\$ 6,750</u>	<u>\$ 22,293</u>	<u>\$ 949</u>	<u>\$ 14,610</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Palm Lake Elementary	Palmetto Elementary	Pershing Elementary	Pinar Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	559	-	-	-
Classes	1,390	-	-	-
Clubs	3,409	456	-	-
Departments	7,333	-	-	-
Trust	42,615	14,228	12,544	75,655
General	11,477	10,421	16,126	2,684
Total revenue	<u>66,783</u>	<u>25,105</u>	<u>28,670</u>	<u>78,339</u>
Expenditures:				
Athletics	-	-	20	-
Music	1,430	-	-	-
Classes	2,255	-	-	-
Clubs	3,527	453	-	-
Departments	3,349	-	100	-
Trust	41,321	12,563	12,149	74,883
General	12,039	11,553	16,156	3,052
Total expenditures	<u>63,921</u>	<u>24,569</u>	<u>28,425</u>	<u>77,935</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	2,862	536	245	404
Other financing sources (uses):				
Intra-fund transfers in	3,165	233	50	297
Intra-fund transfers out	<u>(3,165)</u>	<u>(233)</u>	<u>(50)</u>	<u>(297)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	2,862	536	245	404
Fund balance - beginning of year	<u>52,342</u>	<u>14,704</u>	<u>2,681</u>	<u>8,544</u>
Fund balance - end of year	<u>\$ 55,204</u>	<u>\$ 15,240</u>	<u>\$ 2,926</u>	<u>\$ 8,948</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Pine Castle Elementary	Pine Hills Elementary	Pineloch Elementary	Pinewood Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-
Classes	-	300	7,215	1,500
Clubs	137	-	-	250
Departments	137	189	-	-
Trust	3,245	13,220	28,113	21,103
General	6,511	661	6,108	3,428
Total revenue	<u>10,030</u>	<u>14,370</u>	<u>41,436</u>	<u>26,281</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	-	-	-
Classes	-	448	1,786	-
Clubs	137	-	-	249
Departments	137	189	-	-
Trust	3,158	15,265	35,675	21,032
General	8,246	2,012	7,986	3,197
Total expenditures	<u>11,678</u>	<u>17,914</u>	<u>45,447</u>	<u>24,478</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(1,648)	(3,544)	(4,011)	1,803
Other financing sources (uses):				
Intra-fund transfers in	113	75	-	-
Intra-fund transfers out	(113)	(75)	-	-
	-	-	-	-
Excess of revenue over/ (under) expenditures	(1,648)	(3,544)	(4,011)	1,803
Fund balance - beginning of year	<u>5,225</u>	<u>11,672</u>	<u>48,449</u>	<u>15,006</u>
Fund balance - end of year	<u>\$ 3,577</u>	<u>\$ 8,128</u>	<u>\$ 44,438</u>	<u>\$ 16,809</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Princeton Elementary	Richmond Heights Elementary	Ridgewood Park Elementary	Riverdale Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	1,443	-	-	231
Classes	575	-	-	-
Clubs	1,367	-	-	-
Departments	1,200	-	-	104
Trust	30,832	-	23,730	126,862
General	13,936	185	2,633	9,314
Total revenue	<u>49,353</u>	<u>185</u>	<u>26,363</u>	<u>136,511</u>
Expenditures:				
Athletics	-	-	-	-
Music	1,272	-	-	350
Classes	556	58	-	-
Clubs	2,307	-	-	-
Departments	1,389	-	-	-
Trust	27,137	670	23,734	133,508
General	11,588	4,890	1,623	8,816
Total expenditures	<u>44,249</u>	<u>5,618</u>	<u>25,357</u>	<u>142,674</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	5,104	(5,433)	1,006	(6,163)
Other financing sources (uses):				
Intra-fund transfers in	500	-	350	2,400
Intra-fund transfers out	(500)	-	(350)	(2,400)
	-	-	-	-
Excess of revenue over/ (under) expenditures	5,104	(5,433)	1,006	(6,163)
Fund balance - beginning of year	<u>11,110</u>	<u>5,433</u>	<u>8,313</u>	<u>19,098</u>
Fund balance - end of year	<u>\$ 16,214</u>	<u>\$ -</u>	<u>\$ 9,319</u>	<u>\$ 12,935</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Riverside Elementary	Rock Lake Elementary	Rock Springs Elementary	Rolling Hills Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	73	125	1,188	524
Classes	645	1,918	1,954	53
Clubs	-	-	-	-
Departments	217	-	4,157	-
Trust	82,028	49,491	118,915	10,232
General	25,350	1,848	28,695	4,621
Total revenue	<u>108,313</u>	<u>53,382</u>	<u>154,909</u>	<u>15,430</u>
Expenditures:				
Athletics	-	-	-	-
Music	31	-	1,618	391
Classes	561	1,556	2,249	115
Clubs	203	-	-	(44)
Departments	690	-	3,681	-
Trust	81,852	46,560	120,730	12,113
General	22,977	872	36,164	4,821
Total expenditures	<u>106,314</u>	<u>48,988</u>	<u>164,442</u>	<u>17,396</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	1,999	4,394	(9,533)	(1,966)
Other financing sources (uses):				
Intra-fund transfers in	56	-	2,349	101
Intra-fund transfers out	(56)	-	(2,349)	(101)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenue over/ (under) expenditures	1,999	4,394	(9,533)	(1,966)
Fund balance - beginning of year	<u>4,735</u>	<u>7,868</u>	<u>34,054</u>	<u>9,306</u>
Fund balance - end of year	<u>\$ 6,734</u>	<u>\$ 12,262</u>	<u>\$ 24,521</u>	<u>\$ 7,340</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	<u>Rosemont Elementary</u>	<u>Sadler Elementary</u>	<u>Sand Lake Elementary</u>	<u>Shenandoah Elementary</u>
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	610	-
Classes	-	370	7,531	775
Clubs	-	-	-	86
Departments	-	-	-	1,979
Trust	63,295	56,262	117,257	164,899
General	<u>7,624</u>	<u>6,119</u>	<u>16,058</u>	<u>14,021</u>
Total revenue	<u>70,919</u>	<u>62,751</u>	<u>141,456</u>	<u>181,760</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	-	703	-
Classes	-	263	7,726	1,378
Clubs	-	-	4,970	-
Departments	-	-	-	1,911
Trust	64,509	55,558	113,478	157,679
General	<u>6,861</u>	<u>4,533</u>	<u>13,301</u>	<u>21,576</u>
Total expenditures	<u>71,370</u>	<u>60,354</u>	<u>140,178</u>	<u>182,544</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(451)	2,397	1,278	(784)
Other financing sources (uses):				
Intra-fund transfers in	131	144	46	1,359
Intra-fund transfers out	<u>(131)</u>	<u>(144)</u>	<u>(46)</u>	<u>(1,359)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(451)	2,397	1,278	(784)
Fund balance - beginning of year	<u>34,157</u>	<u>4,113</u>	<u>16,050</u>	<u>22,742</u>
Fund balance - end of year	<u>\$ 33,706</u>	<u>\$ 6,510</u>	<u>\$ 17,328</u>	<u>\$ 21,958</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Shingle Creek Elementary	Southwood Elementary	Spring Lake Elementary	Stone Lakes Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	1,176	353	-	385
Classes	2,188	-	-	1,670
Clubs	-	-	-	-
Departments	-	-	-	3,382
Trust	107,614	37,917	52,688	240,536
General	7,185	12,494	1,364	16,457
Total revenue	<u>118,163</u>	<u>50,764</u>	<u>54,052</u>	<u>262,430</u>
Expenditures:				
Athletics	-	-	-	-
Music	1,067	337	-	385
Classes	2,121	-	-	5,551
Clubs	-	-	-	-
Departments	-	-	-	3,278
Trust	107,238	13,166	51,048	230,680
General	17,985	20,598	536	16,545
Total expenditures	<u>128,411</u>	<u>34,101</u>	<u>51,584</u>	<u>256,439</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(10,248)	16,663	2,468	5,991
Other financing sources (uses):				
Intra-fund transfers in	1,448	1,599	-	4,439
Intra-fund transfers out	<u>(1,448)</u>	<u>(1,599)</u>	<u>-</u>	<u>(4,439)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(10,248)	16,663	2,468	5,991
Fund balance - beginning of year	<u>21,995</u>	<u>29,210</u>	<u>10,490</u>	<u>16,869</u>
Fund balance - end of year	<u>\$ 11,747</u>	<u>\$ 45,873</u>	<u>\$ 12,958</u>	<u>\$ 22,860</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Sunridge Elementary	Sunrise Elementary	Sunset Park Elementary	Tangelo Park Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	282	885	200	-
Classes	30	3,772	7,693	3,278
Clubs	725	7,989	9,065	2,361
Departments	-	5,530	5,306	-
Trust	24,364	200,503	33,559	2,433
General	20,030	18,484	28,622	4,402
Total revenue	<u>45,431</u>	<u>237,163</u>	<u>84,445</u>	<u>12,474</u>
Expenditures:				
Athletics	-	-	-	-
Music	95	2,251	-	-
Classes	20	4,244	6,990	2,298
Clubs	136	5,421	9,267	3,338
Departments	-	5,684	5,093	-
Trust	21,907	189,534	34,412	3,164
General	14,933	19,274	41,260	2,791
Total expenditures	<u>37,091</u>	<u>226,408</u>	<u>97,022</u>	<u>11,591</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	8,340	10,755	(12,577)	883
Other financing sources (uses):				
Intra-fund transfers in	1,202	17,404	275	2,343
Intra-fund transfers out	<u>(1,202)</u>	<u>(17,404)</u>	<u>(275)</u>	<u>(2,343)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	8,340	10,755	(12,577)	883
Fund balance - beginning of year	<u>-</u>	<u>40,754</u>	<u>35,337</u>	<u>9,136</u>
Fund balance - end of year	<u>\$ 8,340</u>	<u>\$ 51,509</u>	<u>\$ 22,760</u>	<u>\$ 10,019</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Thornebrooke Elementary	Three Points Elementary	Tildenville Elementary	Timber Lakes Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	235	3,849	-	280
Classes	3,816	986	-	10,753
Clubs	3,825	450	780	9,251
Departments	14,939	1,610	194	-
Trust	76,721	14,730	30,284	304,284
General	19,592	9,726	31,608	36,062
Total revenue	<u>119,128</u>	<u>31,351</u>	<u>62,866</u>	<u>360,630</u>
Expenditures:				
Athletics	-	-	-	-
Music	276	3,723	-	-
Classes	6,221	295	-	9,140
Clubs	-	129	657	6,923
Departments	20,271	1,679	190	392
Trust	71,772	12,551	35,178	307,603
General	25,598	12,559	18,963	48,721
Total expenditures	<u>124,138</u>	<u>30,936</u>	<u>54,988</u>	<u>372,779</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(5,010)	415	7,878	(12,149)
Other financing sources (uses):				
Intra-fund transfers in	2,192	104	8	2,147
Intra-fund transfers out	<u>(2,192)</u>	<u>(104)</u>	<u>(8)</u>	<u>(2,147)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(5,010)	415	7,878	(12,149)
Fund balance - beginning of year	<u>36,222</u>	<u>11,919</u>	<u>29,788</u>	<u>42,513</u>
Fund balance - end of year	<u>\$ 31,212</u>	<u>\$ 12,334</u>	<u>\$ 37,666</u>	<u>\$ 30,364</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Union Park Elementary	Ventura Elementary	Vista Lakes Elementary	Washington Shores Elementary
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	200	-	138	648
Classes	903	-	-	836
Clubs	135	-	5	324
Departments	400	-	1,148	-
Trust	11,824	121,724	49,327	44,168
General	7,318	3,128	33,213	3,278
Total revenue	<u>20,780</u>	<u>124,852</u>	<u>83,831</u>	<u>49,254</u>
Expenditures:				
Athletics	-	-	-	-
Music	419	-	138	844
Classes	1,155	-	-	670
Clubs	135	1,027	51	133
Departments	347	-	1,163	-
Trust	13,578	122,098	48,371	46,385
General	5,936	2,958	43,161	2,614
Total expenditures	<u>21,570</u>	<u>126,083</u>	<u>92,884</u>	<u>50,646</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(790)	(1,231)	(9,053)	(1,392)
Other financing sources (uses):				
Intra-fund transfers in	-	-	1,536	94
Intra-fund transfers out	-	-	(1,536)	(94)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(790)	(1,231)	(9,053)	(1,392)
Fund balance - beginning of year	<u>25,962</u>	<u>21,777</u>	<u>28,788</u>	<u>9,397</u>
Fund balance - end of year	<u>\$ 25,172</u>	<u>\$ 20,546</u>	<u>\$ 19,735</u>	<u>\$ 8,005</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	<u>Waterbridge Elementary</u>	<u>Waterford Elementary</u>	<u>West Creek Elementary</u>	<u>West Oaks Elementary</u>
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	310	5,909	-	-
Classes	-	6,450	400	-
Clubs	-	7,018	595	-
Departments	-	2,130	-	-
Trust	30,561	197,967	75,930	171
General	<u>21,935</u>	<u>17,019</u>	<u>20,398</u>	<u>1,154</u>
Total revenue	<u>52,806</u>	<u>236,493</u>	<u>97,323</u>	<u>1,325</u>
Expenditures:				
Athletics	-	-	147	-
Music	210	6,322	-	-
Classes	15,690	7,821	855	-
Clubs	182	7,029	847	-
Departments	-	1,932	-	-
Trust	22,462	199,364	80,678	8
General	<u>18,867</u>	<u>12,922</u>	<u>24,264</u>	<u>62</u>
Total expenditures	<u>57,411</u>	<u>235,390</u>	<u>106,791</u>	<u>70</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(4,605)	1,103	(9,468)	1,255
Other financing sources (uses):				
Intra-fund transfers in	13,121	2,874	200	-
Intra-fund transfers out	<u>(13,121)</u>	<u>(2,874)</u>	<u>(200)</u>	<u>-</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(4,605)	1,103	(9,468)	1,255
Fund balance - beginning of year	<u>40,574</u>	<u>24,921</u>	<u>29,220</u>	<u>3,414</u>
Fund balance - end of year	<u>\$ 35,969</u>	<u>\$ 26,024</u>	<u>\$ 19,752</u>	<u>\$ 4,669</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	<u>Westbrooke Elementary</u>	<u>Wetherbee Elementary</u>	<u>Wheatley Elementary</u>	<u>Whispering Oak Elementary</u>
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	2,390	-	20	2,238
Classes	13,852	-	-	23,881
Clubs	436	-	-	2,210
Departments	-	-	-	-
Trust	34,692	22,338	8,030	28,966
General	23,777	21,130	1,740	19,484
Total revenue	<u>75,147</u>	<u>43,468</u>	<u>9,790</u>	<u>76,779</u>
Expenditures:				
Athletics	-	-	-	-
Music	2,629	-	-	2,104
Classes	13,065	-	90	25,415
Clubs	84	-	-	1,944
Departments	-	-	-	-
Trust	35,324	20,287	6,912	29,598
General	20,123	17,230	1,709	12,529
Total expenditures	<u>71,225</u>	<u>37,517</u>	<u>8,711</u>	<u>71,590</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	3,922	5,951	1,079	5,189
Other financing sources (uses):				
Intra-fund transfers in	970	1,197	130	2,578
Intra-fund transfers out	<u>(970)</u>	<u>(1,197)</u>	<u>(130)</u>	<u>(2,578)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	3,922	5,951	1,079	5,189
Fund balance - beginning of year	<u>14,385</u>	<u>3,173</u>	<u>1,341</u>	<u>29,158</u>
Fund balance - end of year	<u>\$ 18,307</u>	<u>\$ 9,124</u>	<u>\$ 2,420</u>	<u>\$ 34,347</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Windermere Elementary	Windy Ridge K-8	Winegard Elementary	Wolf Lake Elementary
Revenue:				
Athletics	\$ -	\$ 2,071	\$ -	\$ -
Music	-	10,747	-	710
Classes	40,643	12,163	-	16,421
Clubs	-	1,454	-	1,203
Departments	-	329	-	6,642
Trust	72,425	48,236	5,724	344,460
General	23,892	31,232	5,858	51,857
Total revenue	<u>136,960</u>	<u>106,232</u>	<u>11,582</u>	<u>421,293</u>
Expenditures:				
Athletics	-	1,157	-	-
Music	-	10,901	-	711
Classes	38,816	11,981	-	16,821
Clubs	-	1,359	-	981
Departments	-	546	28	3,508
Trust	73,758	46,377	4,203	337,186
General	15,842	22,125	5,494	48,144
Total expenditures	<u>128,416</u>	<u>94,446</u>	<u>9,725</u>	<u>407,351</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	8,544	11,786	1,857	13,942
Other financing sources (uses):				
Intra-fund transfers in	267	1,261	-	141
Intra-fund transfers out	<u>(267)</u>	<u>(1,261)</u>	<u>-</u>	<u>(141)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	8,544	11,786	1,857	13,942
Fund balance - beginning of year	<u>30,185</u>	<u>41,078</u>	<u>14,049</u>	<u>16,994</u>
Fund balance - end of year	<u>\$ 38,729</u>	<u>\$ 52,864</u>	<u>\$ 15,906</u>	<u>\$ 30,936</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Wyndham Lakes Elementary	Zellwood Elementary	Total Elementary
Revenue:			
Athletics	\$ -	\$ -	\$ 16,286
Music	7,096	-	122,573
Classes	6,068	1,525	419,338
Clubs	2,077	-	136,266
Departments	-	1,783	119,920
Trust	56,896	76,996	9,570,720
General	12,268	10,432	1,697,250
Total revenue	<u>84,405</u>	<u>90,736</u>	<u>12,082,353</u>
Expenditures:			
Athletics	-	-	15,850
Music	7,175	1,251	120,108
Classes	5,709	1,981	424,974
Clubs	1,954	-	130,592
Departments	29	-	126,202
Trust	56,658	85,571	9,509,628
General	9,385	9,470	1,836,877
Total expenditures	<u>80,910</u>	<u>98,273</u>	<u>12,164,231</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	3,495	(7,537)	(81,878)
Other financing sources (uses):			
Intra-fund transfers in	318	602	125,373
Intra-fund transfers out	<u>(318)</u>	<u>(602)</u>	<u>(125,373)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	3,495	(7,537)	(81,878)
Fund balance - beginning of year	<u>11,405</u>	<u>37,252</u>	<u>2,584,960</u>
Fund balance - end of year	<u>\$ 14,900</u>	<u>\$ 29,715</u>	<u>\$ 2,503,082</u>

See independent auditor's report.

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Apopka Middle	Avalon Middle	Bridgewater Middle	Carver Middle
Revenue:				
Athletics	\$ 3,352	\$ 13,130	\$ 7,239	\$ 2,351
Music	21,339	92,889	101,245	25,872
Classes	125	19,710	16,707	8,908
Clubs	6,884	10,741	9,233	5,359
Departments	24,784	63,644	13,172	-
Trust	2,207	57,295	129,951	3,072
General	15,470	20,401	32,501	3,643
Total revenue	<u>74,161</u>	<u>277,810</u>	<u>310,048</u>	<u>49,205</u>
Expenditures:				
Athletics	1,912	14,670	8,531	2,679
Music	23,310	83,201	93,537	26,595
Classes	-	26,646	17,384	7,605
Clubs	6,189	9,947	12,330	3,738
Departments	24,338	36,148	10,569	-
Trust	3,469	58,476	137,169	3,577
General	12,706	22,385	33,840	3,733
Total expenditures	<u>71,924</u>	<u>251,473</u>	<u>313,360</u>	<u>47,927</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	2,237	26,337	(3,312)	1,278
Other financing sources (uses):				
Intra-fund transfers in	2,694	2,695	3,334	2,392
Intra-fund transfers out	<u>(2,694)</u>	<u>(2,695)</u>	<u>(3,334)</u>	<u>(2,392)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	2,237	26,337	(3,312)	1,278
Fund balance - beginning of year	<u>27,669</u>	<u>58,456</u>	<u>95,938</u>	<u>20,781</u>
Fund balance - end of year	<u>\$ 29,906</u>	<u>\$ 84,793</u>	<u>\$ 92,626</u>	<u>\$ 22,059</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Chain of Lakes Middle	Conway Middle	Corner Lake Middle	Discovery Middle
Revenue:				
Athletics	\$ 5,575	\$ 2,607	\$ -	\$ 2,679
Music	51,685	20,897	33,476	8,758
Classes	-	34,708	41,220	278
Clubs	7,406	3,329	2,703	16,138
Departments	22,736	16,707	29,231	4,954
Trust	46,897	5,435	4,065	50,808
General	14,938	22,016	26,264	12,140
Total revenue	<u>149,237</u>	<u>105,699</u>	<u>136,959</u>	<u>95,755</u>
Expenditures:				
Athletics	5,010	2,592	-	2,517
Music	52,428	18,792	33,055	9,996
Classes	505	34,819	41,677	1,183
Clubs	5,679	3,483	2,794	14,456
Departments	23,543	14,397	25,400	7,571
Trust	43,005	10,234	3,647	56,205
General	11,820	21,144	31,861	10,501
Total expenditures	<u>141,990</u>	<u>105,461</u>	<u>138,434</u>	<u>102,429</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	7,247	238	(1,475)	(6,674)
Other financing sources (uses):				
Intra-fund transfers in	2,372	2,261	2,260	568
Intra-fund transfers out	<u>(2,372)</u>	<u>(2,261)</u>	<u>(2,260)</u>	<u>(568)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	7,247	238	(1,475)	(6,674)
Fund balance - beginning of year	<u>68,338</u>	<u>62,514</u>	<u>36,952</u>	<u>77,284</u>
Fund balance - end of year	<u>\$ 75,585</u>	<u>\$ 62,752</u>	<u>\$ 35,477</u>	<u>\$ 70,610</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Freedom Middle	Glenridge Middle	Gotha Middle	Howard Middle
Revenue:				
Athletics	\$ 5,125	\$ 4,914	\$ 2,440	\$ 1,295
Music	41,870	28,722	50,461	68,430
Classes	5,487	8,910	24,286	9,435
Clubs	1,547	22,517	92,806	33,028
Departments	11,937	4,681	12,100	19,977
Trust	72,845	20,862	6,557	22,083
General	20,102	18,571	10,556	15,447
Total revenue	<u>158,913</u>	<u>109,177</u>	<u>199,206</u>	<u>169,695</u>
Expenditures:				
Athletics	4,130	4,085	6,647	676
Music	40,964	28,906	41,387	66,302
Classes	5,893	12,305	20,068	8,887
Clubs	1,358	21,085	99,097	23,219
Departments	10,790	4,203	5,856	12,611
Trust	70,718	22,289	6,673	10,750
General	16,381	9,026	24,498	12,972
Total expenditures	<u>150,234</u>	<u>101,899</u>	<u>204,226</u>	<u>135,417</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	8,679	7,278	(5,020)	34,278
Other financing sources (uses):				
Intra-fund transfers in	884	4,025	32,168	522
Intra-fund transfers out	(884)	(4,025)	(32,168)	(522)
	-	-	-	-
Excess of revenue over/ (under) expenditures	8,679	7,278	(5,020)	34,278
Fund balance - beginning of year	<u>29,103</u>	<u>63,252</u>	<u>73,985</u>	<u>119,276</u>
Fund balance - end of year	<u>\$ 37,782</u>	<u>\$ 70,530</u>	<u>\$ 68,965</u>	<u>\$ 153,554</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Hunter's Creek Middle	Jackson Middle	Lake Nona Middle	Lakeview Middle
Revenue:				
Athletics	\$ 3,684	\$ 2,778	\$ 13,112	\$ 6,207
Music	24,663	8,780	67,402	22,402
Classes	12,252	23,766	26,245	21,441
Clubs	3,388	14,805	9,816	3,391
Departments	12,671	25,022	31,030	4,617
Trust	4,606	6,524	63,537	39,177
General	14,892	14,219	20,872	21,614
Total revenue	<u>76,156</u>	<u>95,894</u>	<u>232,014</u>	<u>118,849</u>
Expenditures:				
Athletics	4,846	2,999	5,731	7,142
Music	29,536	8,402	68,466	28,823
Classes	7,620	21,681	26,339	26,135
Clubs	2,822	17,318	9,294	2,719
Departments	10,736	26,117	29,447	5,444
Trust	3,545	6,394	65,007	37,410
General	19,230	13,826	18,284	27,956
Total expenditures	<u>78,335</u>	<u>96,737</u>	<u>222,568</u>	<u>135,629</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(2,179)	(843)	9,446	(16,780)
Other financing sources (uses):				
Intra-fund transfers in	3,975	2,962	2,394	3,405
Intra-fund transfers out	<u>(3,975)</u>	<u>(2,962)</u>	<u>(2,394)</u>	<u>(3,405)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(2,179)	(843)	9,446	(16,780)
Fund balance - beginning of year	<u>47,509</u>	<u>15,614</u>	<u>22,904</u>	<u>83,835</u>
Fund balance - end of year	<u>\$ 45,330</u>	<u>\$ 14,771</u>	<u>\$ 32,350</u>	<u>\$ 67,055</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Lee Middle	Legacy Middle	Liberty Middle	Lockhart Middle
Revenue:				
Athletics	\$ 13,224	\$ 4,687	\$ 4,116	\$ 5,318
Music	27,293	7,938	20,127	10,518
Classes	-	19,523	38,267	7,233
Clubs	4,379	862	3,757	739
Departments	11,037	5,477	700	2,518
Trust	9,758	3,746	6,394	10,202
General	12,584	14,497	5,542	15,165
Total revenue	<u>78,275</u>	<u>56,730</u>	<u>78,903</u>	<u>51,693</u>
Expenditures:				
Athletics	15,035	4,906	5,478	5,071
Music	27,989	9,935	18,345	9,873
Classes	-	19,514	38,586	11,750
Clubs	3,777	5,251	3,256	722
Departments	11,519	5,807	1,256	2,637
Trust	10,641	2,081	5,231	10,252
General	14,392	7,566	8,093	15,222
Total expenditures	<u>83,353</u>	<u>55,060</u>	<u>80,245</u>	<u>55,527</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(5,078)	1,670	(1,342)	(3,834)
Other financing sources (uses):				
Intra-fund transfers in	1,461	5,885	-	378
Intra-fund transfers out	(1,461)	(5,885)	-	(378)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(5,078)	1,670	(1,342)	(3,834)
Fund balance - beginning of year	<u>54,276</u>	<u>30,991</u>	<u>37,169</u>	<u>18,881</u>
Fund balance - end of year	<u>\$ 49,198</u>	<u>\$ 32,661</u>	<u>\$ 35,827</u>	<u>\$ 15,047</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Maitland Middle	Meadow Woods Middle	Meadowbrook Middle	Memorial Middle
Revenue:				
Athletics	\$ 7,380	\$ 3,176	\$ 4,236	\$ 4,638
Music	143,337	8,366	42,240	12,650
Classes	57,230	1,224	-	19,665
Clubs	1,059	2,578	10,765	11,417
Departments	15,444	859	2,350	2,288
Trust	59,365	11,505	15,389	15,295
General	29,066	12,700	13,083	560
Total revenue	<u>312,881</u>	<u>40,408</u>	<u>88,063</u>	<u>66,513</u>
Expenditures:				
Athletics	8,480	4,708	2,791	2,237
Music	139,747	6,314	43,682	15,790
Classes	53,581	1,764	-	19,417
Clubs	1,166	2,818	12,543	8,361
Departments	16,698	72	3,398	3,140
Trust	58,246	11,574	15,488	15,017
General	24,250	11,707	13,710	(14)
Total expenditures	<u>302,168</u>	<u>38,957</u>	<u>91,612</u>	<u>63,948</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	10,713	1,451	(3,549)	2,565
Other financing sources (uses):				
Intra-fund transfers in	217	28	2,805	613
Intra-fund transfers out	(217)	(28)	(2,805)	(613)
	-	-	-	-
Excess of revenue over/ (under) expenditures	10,713	1,451	(3,549)	2,565
Fund balance - beginning of year	<u>54,623</u>	<u>23,885</u>	<u>26,634</u>	<u>15,308</u>
Fund balance - end of year	<u>\$ 65,336</u>	<u>\$ 25,336</u>	<u>\$ 23,085</u>	<u>\$ 17,873</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Ocoee Middle	Odyssey Middle	Piedmont Lakes Middle	Robinswood Middle
Revenue:				
Athletics	\$ 1,923	\$ 4,261	\$ 1,688	\$ 3,763
Music	2,614	22,520	30,796	608
Classes	4,793	14,803	49,936	20,602
Clubs	34,537	984	26,163	2,820
Departments	12,931	19,489	2,448	1,500
Trust	42,888	22,711	7,701	14,091
General	33,628	11,675	28,277	13,129
Total revenue	<u>133,314</u>	<u>96,443</u>	<u>147,009</u>	<u>56,513</u>
Expenditures:				
Athletics	1,917	5,192	1,791	4,100
Music	5,000	23,754	31,616	1,005
Classes	5,360	13,729	47,261	12,867
Clubs	40,160	583	26,491	3,164
Departments	9,193	17,418	3,815	1,140
Trust	38,079	20,711	8,538	15,859
General	41,985	18,233	27,596	12,167
Total expenditures	<u>141,694</u>	<u>99,620</u>	<u>147,108</u>	<u>50,302</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(8,380)	(3,177)	(99)	6,211
Other financing sources (uses):				
Intra-fund transfers in	9,425	1,180	1,279	2,358
Intra-fund transfers out	<u>(9,425)</u>	<u>(1,180)</u>	<u>(1,279)</u>	<u>(2,358)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(8,380)	(3,177)	(99)	6,211
Fund balance - beginning of year	<u>66,492</u>	<u>31,507</u>	<u>28,762</u>	<u>24,051</u>
Fund balance - end of year	<u>\$ 58,112</u>	<u>\$ 28,330</u>	<u>\$ 28,663</u>	<u>\$ 30,262</u>

See independent auditor's report.

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	South Creek Middle	Southwest Middle	Sunridge Middle	Union Park Middle
Revenue:				
Athletics	\$ -	\$ 6,966	\$ 33,790	\$ 5,045
Music	37,625	50,415	63,688	9,862
Classes	330	5,008	14,564	197
Clubs	6,348	8,937	6,090	794
Departments	441	11,784	-	4,317
Trust	44,985	21,018	40,427	22,651
General	12,096	21,847	15,991	7,296
Total revenue	<u>101,825</u>	<u>125,975</u>	<u>174,550</u>	<u>50,162</u>
Expenditures:				
Athletics	1,538	7,438	24,168	4,602
Music	35,843	46,238	51,633	9,043
Classes	415	6,842	10,230	-
Clubs	3,201	11,134	545	1,940
Departments	321	12,571	-	4,166
Trust	41,410	21,765	39,915	26,997
General	9,687	16,386	12,056	9,326
Total expenditures	<u>92,415</u>	<u>122,374</u>	<u>138,547</u>	<u>56,074</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	9,410	3,601	36,003	(5,912)
Other financing sources (uses):				
Intra-fund transfers in	897	586	75	40
Intra-fund transfers out	(897)	(586)	(75)	(40)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenue over/ (under) expenditures	9,410	3,601	36,003	(5,912)
Fund balance - beginning of year	<u>20,507</u>	<u>70,587</u>	<u>-</u>	<u>23,739</u>
Fund balance - end of year	<u>\$ 29,917</u>	<u>\$ 74,188</u>	<u>\$ 36,003</u>	<u>\$ 17,827</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Walker Middle	Westridge Middle	Wolf Lake Middle	Total Middle
Revenue:				
Athletics	\$ 2,569	\$ 3,096	\$ 4,920	\$ 191,284
Music	13,313	8,713	43,985	1,225,499
Classes	2,771	4,665	-	514,289
Clubs	5,237	5,995	26,089	402,641
Departments	45	7,562	14,326	412,779
Trust	33,863	1,893	42,424	962,227
General	7,518	14,041	13,168	565,509
Total revenue	<u>65,316</u>	<u>45,965</u>	<u>144,912</u>	<u>4,274,228</u>
Expenditures:				
Athletics	2,136	4,272	5,023	185,050
Music	12,006	7,691	43,877	1,193,081
Classes	2,340	4,606	16	507,025
Clubs	3,157	4,721	26,898	395,416
Departments	617	7,893	16,129	364,960
Trust	33,426	1,667	40,246	955,711
General	19,088	13,049	18,356	583,018
Total expenditures	<u>72,770</u>	<u>43,899</u>	<u>150,545</u>	<u>4,184,261</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(7,454)	2,066	(5,633)	89,967
Other financing sources (uses):				
Intra-fund transfers in	1,619	187	523	98,467
Intra-fund transfers out	<u>(1,619)</u>	<u>(187)</u>	<u>(523)</u>	<u>(98,467)</u>
	-	-	-	-
Excess of revenue over/ (under) expenditures	(7,454)	2,066	(5,633)	89,967
Fund balance - beginning of year	<u>61,371</u>	<u>17,307</u>	<u>35,222</u>	<u>1,544,722</u>
Fund balance - end of year	<u>\$ 53,917</u>	<u>\$ 19,373</u>	<u>\$ 29,589</u>	<u>\$ 1,634,689</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Colonial High Ninth Grade Center	Winter Park High Ninth Grade Center	Total Ninth Grade Center
Revenue:			
Athletics	\$ 3,034	\$ 520	\$ 3,554
Music	305	7,197	7,502
Classes	4,441	6,935	11,376
Clubs	2,273	5,101	7,374
Departments	5,163	11,443	16,606
Trust	3,914	23,579	27,493
General	3,664	3,437	7,101
Total revenue	<u>22,794</u>	<u>58,212</u>	<u>81,006</u>
Expenditures:			
Athletics	7,715	520	8,235
Music	-	7,182	7,182
Classes	5,417	5,318	10,735
Clubs	2,680	3,862	6,542
Departments	4,552	10,080	14,632
Trust	4,022	22,077	26,099
General	14,233	3,095	17,328
Total expenditures	<u>38,619</u>	<u>52,134</u>	<u>90,753</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(15,825)	6,078	(9,747)
Other financing sources (uses):			
Intra-fund transfers in	758	190	948
Intra-fund transfers out	<u>(758)</u>	<u>(190)</u>	<u>(948)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	(15,825)	6,078	(9,747)
Fund balance - beginning of year	<u>46,177</u>	<u>45,613</u>	<u>91,790</u>
Fund balance - end of year	<u>\$ 30,352</u>	<u>\$ 51,691</u>	<u>\$ 82,043</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Apopka High	Boone High	Colonial High
Revenue:			
Athletics	\$ 521,058	\$ 386,660	\$ 147,182
Music	173,591	106,902	146,494
Classes	71,380	212,630	62,692
Clubs	98,152	147,317	103,662
Departments	42,155	135,811	31,122
Trust	23,088	43,541	36,617
General	76,936	220,255	38,677
Total revenue	<u>1,006,360</u>	<u>1,253,116</u>	<u>566,446</u>
Expenditures:			
Athletics	528,228	390,899	146,295
Music	161,723	93,998	128,314
Classes	69,676	203,199	62,731
Clubs	94,260	151,441	101,217
Departments	39,739	132,988	31,981
Trust	26,263	51,873	39,465
General	70,031	194,000	42,235
Total expenditures	<u>989,920</u>	<u>1,218,398</u>	<u>552,238</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	16,440	34,718	14,208
Other financing sources (uses):			
Intra-fund transfers in	5,361	10,083	8,963
Intra-fund transfers out	<u>(5,361)</u>	<u>(10,083)</u>	<u>(8,963)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	16,440	34,718	14,208
Fund balance - beginning of year	<u>231,611</u>	<u>434,182</u>	<u>207,452</u>
Fund balance - end of year	<u>\$ 248,051</u>	<u>\$ 468,900</u>	<u>\$ 221,660</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Cypress Creek High	Dr. Phillips High	East River High
Revenue:			
Athletics	\$ 150,006	\$ 464,651	\$ 175,602
Music	145,156	281,040	89,548
Classes	147,199	280,158	73,268
Clubs	58,916	103,465	75,430
Departments	80,756	198,608	17,337
Trust	51,582	218,998	5,306
General	53,261	85,771	83,857
Total revenue	<u>686,876</u>	<u>1,632,691</u>	<u>520,348</u>
Expenditures:			
Athletics	154,434	493,216	169,738
Music	137,767	251,668	90,522
Classes	137,965	278,040	72,876
Clubs	49,078	105,173	64,056
Departments	80,739	192,215	17,640
Trust	52,405	252,965	5,567
General	54,623	103,124	78,331
Total expenditures	<u>667,011</u>	<u>1,676,401</u>	<u>498,730</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	19,865	(43,710)	21,618
Other financing sources (uses):			
Intra-fund transfers in	7,948	77,148	11,476
Intra-fund transfers out	<u>(7,948)</u>	<u>(77,148)</u>	<u>(11,476)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	19,865	(43,710)	21,618
Fund balance - beginning of year	<u>231,369</u>	<u>787,332</u>	<u>115,791</u>
Fund balance - end of year	<u>\$ 251,234</u>	<u>\$ 743,622</u>	<u>\$ 137,409</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Edgewater High	Evans High	Freedom High
Revenue:			
Athletics	\$ 324,732	\$ 158,745	\$ 288,717
Music	43,445	14,260	239,536
Classes	45,816	71,825	162,241
Clubs	51,173	62,111	96,540
Departments	17,764	23,372	45,968
Trust	18,299	31,810	86,651
General	60,735	37,855	82,034
Total revenue	<u>561,964</u>	<u>399,978</u>	<u>1,001,687</u>
Expenditures:			
Athletics	299,166	155,849	312,804
Music	35,905	14,766	256,086
Classes	32,202	65,739	153,402
Clubs	44,497	63,277	87,746
Departments	17,949	19,750	45,162
Trust	19,863	25,868	96,441
General	57,094	40,270	93,605
Total expenditures	<u>506,676</u>	<u>385,519</u>	<u>1,045,246</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	55,288	14,459	(43,559)
Other financing sources (uses):			
Intra-fund transfers in	1,427	5,199	13,511
Intra-fund transfers out	<u>(1,427)</u>	<u>(5,199)</u>	<u>(13,511)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	55,288	14,459	(43,559)
Fund balance - beginning of year	<u>214,443</u>	<u>94,389</u>	<u>318,621</u>
Fund balance - end of year	<u>\$ 269,731</u>	<u>\$ 108,848</u>	<u>\$ 275,062</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Jones High	Lake Nona High	Oak Ridge High
Revenue:			
Athletics	\$ 95,360	\$ 335,521	\$ 109,913
Music	69,226	82,190	60,914
Classes	44,567	107,223	36,090
Clubs	44,856	53,493	20,829
Departments	14,388	8,428	30,615
Trust	51,707	24,477	31,030
General	18,611	28,207	20,094
Total revenue	<u>338,715</u>	<u>639,539</u>	<u>309,485</u>
Expenditures:			
Athletics	98,348	314,484	122,722
Music	72,400	78,563	53,027
Classes	43,629	98,701	27,741
Clubs	43,508	58,345	35,555
Departments	12,228	6,368	30,352
Trust	36,047	24,494	16,309
General	12,158	33,750	19,808
Total expenditures	<u>318,318</u>	<u>614,705</u>	<u>305,514</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	20,397	24,834	3,971
Other financing sources (uses):			
Intra-fund transfers in	4,834	6,678	2,546
Intra-fund transfers out	<u>(4,834)</u>	<u>(6,678)</u>	<u>(2,546)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	20,397	24,834	3,971
Fund balance - beginning of year	<u>116,006</u>	<u>152,019</u>	<u>98,082</u>
Fund balance - end of year	<u>\$ 136,403</u>	<u>\$ 176,853</u>	<u>\$ 102,053</u>

ORANGE COUNTY PUBLIC SCHOOLS

INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School

For the Year Ended June 30, 2013

	Ocoee High	Olympia High	Timber Creek High
Revenue:			
Athletics	\$ 245,670	\$ 333,625	\$ 358,880
Music	153,844	92,189	446,879
Classes	29,557	191,945	292,343
Clubs	129,007	145,085	282,899
Departments	33,068	29,779	57,128
Trust	53,320	50,225	84,493
General	48,437	42,847	101,862
Total revenue	<u>692,903</u>	<u>885,695</u>	<u>1,624,484</u>
Expenditures:			
Athletics	246,550	302,553	369,712
Music	164,924	102,523	424,195
Classes	35,282	183,695	289,011
Clubs	107,707	146,868	277,326
Departments	34,197	27,423	61,258
Trust	56,366	20,838	70,914
General	65,813	35,741	85,657
Total expenditures	<u>710,839</u>	<u>819,641</u>	<u>1,578,073</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(17,936)	66,054	46,411
Other financing sources (uses):			
Intra-fund transfers in	18,386	4,537	24,101
Intra-fund transfers out	<u>(18,386)</u>	<u>(4,537)</u>	<u>(24,101)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	(17,936)	66,054	46,411
Fund balance - beginning of year	<u>172,765</u>	<u>209,805</u>	<u>343,850</u>
Fund balance - end of year	<u>\$ 154,829</u>	<u>\$ 275,859</u>	<u>\$ 390,261</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	University High	Wekiva High	West Orange High
Revenue:			
Athletics	\$ 251,283	\$ 205,066	\$ 375,033
Music	197,844	51,454	469,971
Classes	70,684	44,343	271,693
Clubs	366,775	49,901	241,075
Departments	74,208	31,922	50,073
Trust	25,947	63,740	31,081
General	55,382	75,616	126,019
Total revenue	<u>1,042,123</u>	<u>522,042</u>	<u>1,564,945</u>
Expenditures:			
Athletics	234,524	206,906	365,517
Music	195,975	46,848	456,151
Classes	67,642	40,563	275,671
Clubs	337,304	51,057	251,519
Departments	76,234	36,944	40,305
Trust	28,508	65,727	21,846
General	23,232	67,417	104,983
Total expenditures	<u>963,419</u>	<u>515,462</u>	<u>1,515,992</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	78,704	6,580	48,953
Other financing sources (uses):			
Intra-fund transfers in	148,887	4,021	18,893
Intra-fund transfers out	<u>(148,887)</u>	<u>(4,021)</u>	<u>(18,893)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	78,704	6,580	48,953
Fund balance - beginning of year	<u>217,759</u>	<u>153,527</u>	<u>477,787</u>
Fund balance - end of year	<u>\$ 296,463</u>	<u>\$ 160,107</u>	<u>\$ 526,740</u>

See independent auditor's report.

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Winter Park High	Total High
Revenue:		
Athletics	\$ 447,828	\$ 5,375,532
Music	243,802	3,108,285
Classes	70,414	2,286,068
Clubs	159,817	2,290,503
Departments	257,978	1,180,480
Trust	166,268	1,098,180
General	133,695	1,390,151
Total revenue	<u>1,479,802</u>	<u>16,729,199</u>
Expenditures:		
Athletics	487,338	5,399,283
Music	234,362	2,999,717
Classes	73,515	2,211,280
Clubs	157,651	2,227,585
Departments	274,024	1,177,496
Trust	169,069	1,080,828
General	204,674	1,386,546
Total expenditures	<u>1,600,633</u>	<u>16,482,735</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(120,831)	246,464
Other financing sources (uses):		
Intra-fund transfers in	12,562	386,561
Intra-fund transfers out	<u>(12,562)</u>	<u>(386,561)</u>
	-	-
Excess of revenue over/ (under) expenditures	(120,831)	246,464
Fund balance - beginning of year	<u>1,127,340</u>	<u>5,704,130</u>
Fund balance - end of year	<u>\$ 1,006,509</u>	<u>\$ 5,950,594</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Acceleration Academy	Acceleration Academy West	Alternative Education
Revenue:			
Athletics	\$ -	\$ -	\$ -
Music	-	-	-
Classes	9,592	-	-
Clubs	6,235	-	5
Departments	-	-	-
Trust	5,415	-	5,038
General	7,008	7,719	20
Total revenue	<u>28,250</u>	<u>7,719</u>	<u>5,063</u>
Expenditures:			
Athletics	-	-	-
Music	-	-	-
Classes	8,984	-	-
Clubs	3,712	-	79
Departments	-	-	-
Trust	4,592	313	7,456
General	7,091	5,881	307
Total expenditures	<u>24,379</u>	<u>6,194</u>	<u>7,842</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	3,871	1,525	(2,779)
Other financing sources (uses):			
Intra-fund transfers in	131	-	-
Intra-fund transfers out	(131)	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenue over/ (under) expenditures	3,871	1,525	(2,779)
Fund balance - beginning of year	<u>5,597</u>	<u>556</u>	<u>4,095</u>
Fund balance - end of year	<u>\$ 9,468</u>	<u>\$ 2,081</u>	<u>\$ 1,316</u>

See independent auditor's report.

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Cherokee School	Gateway School	GED Testing	Hospital Homebound
Revenue:				
Athletics	\$ -	\$ -	\$ -	\$ -
Music	-	-	-	-
Classes	234	1,718	-	247
Clubs	-	-	-	2,304
Departments	-	-	168,336	-
Trust	1,399	291	-	131
General	54	148	-	1,006
Total revenue	<u>1,687</u>	<u>2,157</u>	<u>168,336</u>	<u>3,688</u>
Expenditures:				
Athletics	-	-	-	-
Music	-	-	-	-
Classes	234	1,352	-	-
Clubs	-	-	-	1,901
Departments	-	-	168,336	-
Trust	1,663	37	-	67
General	545	332	-	334
Total expenditures	<u>2,442</u>	<u>1,721</u>	<u>168,336</u>	<u>2,302</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(755)	436	-	1,386
Other financing sources (uses):				
Intra-fund transfers in	-	254	-	75
Intra-fund transfers out	-	(254)	-	(75)
	-	-	-	-
Excess of revenue over/ (under) expenditures	(755)	436	-	1,386
Fund balance - beginning of year	<u>1,015</u>	<u>890</u>	<u>-</u>	<u>2,927</u>
Fund balance - end of year	<u>\$ 260</u>	<u>\$ 1,326</u>	<u>\$ -</u>	<u>\$ 4,313</u>

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
 For the Year Ended June 30, 2013

	Magnolia School	Silver Star Center	Total Other Units
Revenue:			
Athletics	\$ 1,000	\$ -	\$ 1,000
Music	-	-	-
Classes	879	-	12,670
Clubs	677	153	9,374
Departments	-	-	168,336
Trust	583	250	13,107
General	617	179	16,751
Total revenue	<u>3,756</u>	<u>582</u>	<u>221,238</u>
Expenditures:			
Athletics	999	-	999
Music	-	-	-
Classes	705	-	11,275
Clubs	882	-	6,574
Departments	-	-	168,336
Trust	5,173	510	19,811
General	299	-	14,789
Total expenditures	<u>8,058</u>	<u>510</u>	<u>221,784</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(4,302)	72	(546)
Other financing sources (uses):			
Intra-fund transfers in	-	-	460
Intra-fund transfers out	-	-	(460)
	-	-	-
Excess of revenue over/ (under) expenditures	(4,302)	72	(546)
Fund balance - beginning of year	<u>39,002</u>	<u>1,951</u>	<u>56,033</u>
Fund balance - end of year	<u>\$ 34,700</u>	<u>\$ 2,023</u>	<u>\$ 55,487</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Mid Florida Tech	Orlando Tech	Westside Tech
Revenue:			
Athletics	\$ -	\$ -	\$ -
Music	-	-	-
Classes	2,302,345	992,439	562,626
Clubs	84,907	51,558	25,067
Departments	-	-	-
Trust	1,438,770	863,257	1,454,282
General	463,008	249,203	161,284
Total revenue	<u>4,289,030</u>	<u>2,156,457</u>	<u>2,203,259</u>
Expenditures:			
Athletics	-	-	-
Music	-	-	-
Classes	2,450,990	1,241,472	1,300,599
Clubs	75,345	60,165	29,670
Departments	207	966	-
Trust	1,710,481	690,015	611,517
General	290,120	242,625	233,189
Total expenditures	<u>4,527,143</u>	<u>2,235,243</u>	<u>2,174,975</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(238,113)	(78,786)	28,284
Other financing sources (uses):			
Intra-fund transfers in	123,499	221,385	807,818
Intra-fund transfers out	<u>(123,499)</u>	<u>(221,385)</u>	<u>(807,818)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	(238,113)	(78,786)	28,284
Fund balance - beginning of year	<u>2,606,760</u>	<u>842,016</u>	<u>613,074</u>
Fund balance - end of year	<u>\$ 2,368,647</u>	<u>\$ 763,230</u>	<u>\$ 641,358</u>

**ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS**

Schedule of Revenues, Expenditures and Changes in Fund Balance By School
For the Year Ended June 30, 2013

	Winter Park Tech	Total Tech	Total All Schools
Revenue:			
Athletics	\$ -	\$ -	\$ 5,587,656
Music	-	-	4,463,859
Classes	1,243,780	5,101,190	8,344,931
Clubs	35,010	196,542	3,042,700
Departments	-	-	1,898,121
Trust	508,527	4,264,836	15,936,563
General	150,552	1,024,047	4,700,809
Total revenue	<u>1,937,869</u>	<u>10,586,615</u>	<u>43,974,639</u>
Expenditures:			
Athletics	-	-	5,609,417
Music	-	-	4,320,088
Classes	1,540,360	6,533,421	9,698,710
Clubs	7,161	172,341	2,939,050
Departments	-	1,173	1,852,799
Trust	449,106	3,461,119	15,053,196
General	257,588	1,023,522	4,862,080
Total expenditures	<u>2,254,215</u>	<u>11,191,576</u>	<u>44,335,340</u>
Excess of revenue over/ (under) expenditures before other financing sources (uses)	(316,346)	(604,961)	(360,701)
Other financing sources (uses):			
Intra-fund transfers in	62,946	1,215,648	1,827,457
Intra-fund transfers out	<u>(62,946)</u>	<u>(1,215,648)</u>	<u>(1,827,457)</u>
	-	-	-
Excess of revenue over/ (under) expenditures	(316,346)	(604,961)	(360,701)
Fund balance - beginning of year	<u>874,620</u>	<u>4,936,470</u>	<u>14,918,105</u>
Fund balance - end of year	<u>\$ 558,274</u>	<u>\$ 4,331,509</u>	<u>\$ 14,557,404</u>

ORANGE COUNTY PUBLIC SCHOOLS

INTERNAL FUNDS

Exhibit A

Listing of Schools

Acceleration Academy	Frangus Elementary
Acceleration Academy West	Freedom High
Aloma Elementary	Freedom Middle
Alternative Education	Gateway School
Andover Elementary	GED Testing
Apopka Elementary	Glenridge Middle
Apopka High	Gotha Middle
Apopka Middle	Grand Avenue Primary Learning Center
Arbor Ridge K-8	Hiawassee Elementary
Audubon Park Elementary	Hidden Oaks Elementary
Avalon Elementary	Hillcrest Elementary
Avalon Middle	Hospital Homebound
Azalea Park Elementary	Howard Middle
Bay Meadows Elementary	Hungerford Elementary
Blankner K-8	Hunter's Creek Elementary
Bonneville Elementary	Hunter's Creek Middle
Boone High	Ivey Lane Elementary
Bridgewater Middle	Jackson Middle
Brookshire Elementary	John Young Elementary
Camelot Elementary	Jones High
Carver Middle	Kaley Elementary
Castle Creek Elementary	Keene's Crossing Elementary
Catalina Elementary	Killarney Elementary
Chain of Lakes Middle	Lake Como Elementary
Cheney Elementary	Lake Gem Elementary
Cherokee School	Lake George Elementary
Chickasaw Elementary	Lake Nona High
Citrus Elementary	Lake Nona Middle
Clarcona Elementary	Lake Silver Elementary
Clay Springs Elementary	Lake Sybelia Elementary
Colonial High	Lake Weston Elementary
Colonial High Ninth Grade Center	Lake Whitney Elementary
Columbia Elementary	Lakemont Elementary
Conway Elementary	Lakeview Middle
Conway Middle	Lakeville Elementary
Corner Lake Middle	Lancaster Elementary
Cypress Creek High	Lawton Chiles Elementary
Cypress Park Elementary	Lee Middle
Cypress Springs Elementary	Legacy Middle
Deerwood Elementary	Liberty Middle
Dillard Street Elementary	Little River Elementary
Discovery Middle	Lockhart Elementary
Dommerich Elementary	Lockhart Middle
Dover Shores Elementary	Lovell Elementary
Dr. Phillips Elementary	Magnolia School
Dr. Phillips High	Maitland Middle
Dream Lake Elementary	Maxey Elementary
Durrance Elementary	McCoy Elementary
Eagles Nest Elementary	Meadow Woods Elementary
East Lake Elementary	Meadow Woods Middle
East River High	Meadowbrook Middle
Eccleston Elementary	Memorial Middle
Edgewater High	MetroWest Elementary
Endeavor Elementary	Mid Florida Tech
Engelwood Elementary	Millennia Elementary
Evans High	Mollie Ray Elementary
Fern Creek Elementary	Moss Park Elementary
Forsyth Woods Elementary	Northlake Park Community Elementary

ORANGE COUNTY PUBLIC SCHOOLS

INTERNAL FUNDS

Exhibit A

Listing of Schools

Oak Hill Elementary	Sunridge Elementary
Oak Ridge High	Sunridge Middle
Oakshire Elementary	Sunrise Elementary
Ocoee Elementary	Sunset Park Elementary
Ocoee High	Tangelo Park Elementary
Ocoee Middle	Thornebrooke Elementary
Odyssey Middle	Three Points Elementary
Olympia High	Tildenville Elementary
Orange Center Elementary	Timber Creek High
Orlando Tech	Timber Lakes Elementary
Orlo Vista Elementary	Union Park Elementary
Palm Lake Elementary	Union Park Middle
Palmetto Elementary	University High
Pershing Elementary	Ventura Elementary
Piedmont Lakes Middle	Vista Lakes Elementary
Pinar Elementary	Walker Middle
Pine Castle Elementary	Washington Shores Elementary
Pine Hills Elementary	Waterbridge Elementary
Pineloch Elementary	Waterford Elementary
Pinewood Elementary	Wekiva High
Princeton Elementary	West Creek Elementary
Richmond Heights Elementary	West Oaks Elementary
Ridgewood Park Elementary	West Orange High
Riverdale Elementary	Westbrooke Elementary
Riverside Elementary	Westridge Middle
Robinswood Middle	Westside Tech
Rock Lake Elementary	Wetherbee Elementary
Rock Springs Elementary	Wheatley Elementary
Rolling Hills Elementary	Whispering Oak Elementary
Rosemont Elementary	Windermere Elementary
Sadler Elementary	Windy Ridge K-8
Sand Lake Elementary	Winegard Elementary
Shenandoah Elementary	Winter Park High
Shingle Creek Elementary	Winter Park High Ninth Grade Center
Silver Star Center	Winter Park Tech
South Creek Middle	Wolf Lake Elementary
Southwest Middle	Wolf Lake Middle
Southwood Elementary	Wyndham Lakes Elementary
Spring Lake Elementary	Zellwood Elementary
Stone Lakes Elementary	

INDEPENDENT AUDITOR'S 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

Orange County Public Schools
Orlando, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of American and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statement of the Orange County Public Schools' (the "School Board") Internal Funds, for those one hundred ninety-five schools listed in Exhibit A to the financial statement, as of and for the year ended June 30, 2013, and have issued our report thereon dated December 6, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the Internal Funds financial statement, we considered the School Board's internal control over financial reporting ("internal control") for Internal Funds to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Internal Funds financial statement, but not for the purpose of expressing an opinion on the effectiveness of the School Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the School Board'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. 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 may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Orange County Public School's Internal Funds financial statement is free from 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*.

We noted certain matters that we reported to management of the Orange County Public Schools, in a separate letter dated December 6, 2013.

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.

Carole Riggs & Dorman LLC

Orlando, Florida
December 6, 2013

ORANGE COUNTY PUBLIC SCHOOLS
INTERNAL FUNDS
Management Letter
For the Year Ended June 30, 2013

Orange County Public Schools
Orlando, Florida

In planning and performing our audit of the financial statement of Orange County Public Schools' (the "District") Internal Funds, for those one hundred and ninety-five schools listed in Exhibit A to the financial statement, as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the District'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 financial statement, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District'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.

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. We did identify several matters that we feel are appropriate to communicate to Orange County Public Schools for improving the efficiency of the present accounting system and the operation of the schools' Internal Funds. We have summarized our observations and recommendation below regarding those matters. We also noted specific matters involving the internal control of the individual schools and their compliance with applicable laws and regulations.

Software security and functionality

The District utilizes accounting software for the Internal Funds that is maintained by a third party service organization. In addition, the third party service processes credit card payments through its website, which is accessible through the schools' websites. It was noted that there was not a Service Organization Control ("SOC") report available for the year ended June 30, 2013. These reports are intended to report on the internal controls of a service organization as it relates to security, availability, processing integrity, confidentiality and privacy. A SOC Type II report expresses an opinion on the operating effectiveness of controls. We strongly recommend the District require a SOC Type II report of this vendor because of the importance of the information collected and processed.

During our audits, we identified some instances where the accounting software did not appear to be functioning properly. Some examples include: transfers in did not agree with transfers out, beginning balances did not agree with prior year ending balances, and accounts with activities in the current or prior years being able to be deleted. We recommend that the District communicate these matters with the software vendor in order to resolve these discrepancies.

Improved internal controls over cash

As mentioned in previous years, there is no written requirement regarding the receipt of the monthly bank statement and the monitoring of the items that are returned with the bank statement. In most cases, the bank statement is received unopened by the bookkeeper, who then reconciles the bank statement to the ledger balance. This practice does not promote appropriate segregation of duties or effective supervisory controls.

In order to improve the internal control over the handling of cash and cash accounts, we recommend that the bank statement be received by the principal unopened, or a copy be received by the District directly from the bank. We recommend particular attention to the following:

- Authenticity of the signatures on checks
- Presence of dual signatures where required
- Endorsement on the back of the checks being in agreement with the payee
- Time lag between the time the original document (check or deposit) was prepared and the date the item cleared
- Any unusual items clearing the bank account
- Checks made out to "Cash" or an employee's name

The principal/District should evidence their review in writing and date the report. Any unusual or suspicious items identified should be immediately communicated to the Internal Audit Department and investigated.

Continued training for bookkeepers

We would like to once again acknowledge the progress schools have made in complying with applicable laws and regulations as evidenced by a reduced number of comments in our report. The bookkeepers appear to be benefitting from the increase in training sessions offered by Orange County Public Schools. These training sessions are providing support that is crucial to the bookkeepers and we recommend that you continue to offer these.

To assist in conducting an effective training session for the bookkeepers, we have included a list of some of the findings that were repeated on a number of schools as Exhibit A to this letter. This Exhibit can be utilized as a tool to narrow down the number of topics to discuss to a manageable size while still remaining informative for the bookkeepers.

CARR RIGGS & DENMAN LLC

Orlando, Florida
December 6, 2013

Exhibit A

1. Excessive funds were invested in non-interest-bearing checking accounts as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange county Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

63 Schools

2. Several fund balances appear excessive as of June 30, 2013. Monies should be utilized based on its intended purpose in the year of receipt to benefit the current student body.

54 Schools

3. No sales reports were completed for several fund raising activities. An approved sales report is required for each sales activity conducted.

49 Schools

4. Several requisition and purchase order forms were completed after the goods or services were purchased, not dated, missing, didn't match the supporting invoice and/or not signed by the principal. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

42 Schools

5. Monies collected from outside the main office are not being turned in to the school bookkeeper on the day collected. All external collections should be turned in to the bookkeeper by the end of the day, regardless of amount.

40 Schools

6. A request for fund raising activity form was not completed for resale and fund raising activities. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments.

26 Schools

7. Several bank deposits were not made in a timely manner. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

25 Schools

8. Several official receipts did not include proper supporting documentation. Supporting documentation, such as a remittance advice, a detailed monies collected form or a subsidiary receipt, should accompany all official receipts.

20 Schools

9. Several contracts could not be located or were not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception and should be retained for auditing purposes.

20 Schools

10. Several assignment and accountability records were missing, not signed and/or completed properly. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature. All assignment and accountability records should be signed by the person responsible for maintaining the records.

18 Schools

11. Several monies collected forms did not indicate the purpose of the receipt, were not signed, not dated, and/or did not indicate the respective subsidiary receipt numbers. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

14 Schools

12. Several official receipts, including donations with no specific purpose designated by the donor, were posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

13 Schools

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Acceleration Academy

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- The date on several monies collected forms and subsidiary receipts were altered for monies that were collected and not forwarded to the bookkeeper on the same day. Receipts should be retained in the internal accounts records in their original form.

Fundraisers and admission events:

- A request for fund raising activity form was not completed for the dress down fund raising activity. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, a sales report was not completed for this fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.
- A ticket sales report was not completed for the Prom admission event. In addition, there was no ticket inventory report for the Prom tickets. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper. All tickets must be accounted for on a ticket inventory report.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5085	\$210.00	August 13, 2012	August 12, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Acceleration Academy West

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Aloma Elementary

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
350	November 13, 2012	November 15, 2012

Current year comments

Cash receipts:

- The following donations with no specific purpose designated by the donor were posted to an account other than the General account. Donations with no specific purpose designated by the donor should be deposited into the General account for the benefit of the entire student body.

Official receipt number	Account	Official receipt amount
342	6347.100 Wellness Grant	\$890.00
543	4346.000 Gardening Club	\$200.44

Cash disbursements:

- The requisition and purchase order form for check number 5214 was not dated. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Alternative Education

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Andover Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
1013	March 19, 2013	March 22, 2013

Cash disbursements:

- Sales tax was paid on one occasion totaling \$21.13. Purchases made by a school with ownership and title remaining with the school are exempt from sales tax.

Extended day:

- The attendance rosters for the extended day program for the months of September and November were not signed by an extended day program employee. All attendance rosters should be signed to evidence that the information provided is true and accurate.
- The drop box keys for the extended day program are not being maintained by two separate employees. School Board policy requires drop box keys be maintained by two individuals without sole possession or access to the drop box.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Apopka Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- A purchase order register could not be located. School Board policy requires that a purchase order register be maintained to record all approved purchases. This will facilitate accurate reporting of accounts payable.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
692	February 1, 2013	February 4, 2013

Cash disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue for Square 1 and Y Tie Sales. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Apopka High

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
645	October 24, 2012 – October 25, 2012	October 30, 2012
1694	May 3, 2013 – May 7, 2013	May 7, 2013
1825	May 14, 2013 – May 29, 2013	May 29, 2013

Fundraisers and admission events:

- There was no ticket inventory report for the Band Banquet. All tickets must be accounted for on a ticket inventory report.

Current year comments

Cash receipts:

- The monies collected form for official receipt number 1744 was not dated by the sponsor. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Fundraisers and admission events:

- The sales reports for concession sales and yearbook sales were not signed by the principal. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The requisition and purchase order forms for the following checks were not signed by the sponsor or dated by the principal. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check date	Check amount
6958	October 5, 2012	\$10,150.00
7506	January 28, 2013	\$7,812.02

- The School Board Procurement Services Policy was not followed for the purchase of yearbooks, the South Carolina trip and the Homecoming dance. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Apopka Middle

Comments repeated from prior report

General:

- Several of the monthly bank reconciliations were not completed in a timely manner. Bank reconciliations must be completed, approved and submitted to the District Office prior to the end of the following month.

Cash receipts:

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
535	September 19, 2012	\$210.00	September 21, 2012
667	November 12, 2012	\$253.00	November 15, 2012

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for several collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Fundraisers and admission events:

- A request for fund raising activity form was not approved for several fundraisers. In addition, a sales report was not completed for several fundraisers. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The following check was not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
5489	May 15, 2013	\$370.00

Current year comments

Cash receipts:

- Deposit slips were not numbered. School Board policy requires that all deposit slips be manually numbered in sequential order as they are utilized.
- Several monies collected forms did not indicate the corresponding official receipt numbers. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Apopka Middle – continued:

Current year comments – continued:

- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for the following collections. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
716	December 10, 2012	\$286.00
908	May 17, 2013	\$275.00

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
726	December 13, 2012	\$250.00

- Assignment and accountability records were not signed by the preparer. All assignment and accountability records should be signed by the person responsible for maintaining the records.

Fundraisers and admission events:

- The ticket inventory report was prepared incorrectly and was not signed by the ticket manager. In addition, three ticket sales reports were prepared incorrectly. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper. All tickets must be accounted for on a ticket inventory report.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Arbor Ridge K-8

Comments repeated from prior report

Cash disbursements:

- Check number 5161 for \$946.00 was an improper expenditure made from the General account for staff shirts. All expenditures from the General account should be for the benefit of the entire student body.
- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5205	\$97.40	April 3, 2013	March 22, 2013

Current year comments

General procedures:

- Funds of approximately \$17,700 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- Journal entry number 29605 for \$97.71 was an improper transfer made from the Picture Commissions account to the Band account. All expenditures from the Picture Commissions account should be for the benefit of the entire student body.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Audubon Park Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The bank reconciliation for June 30, 2013 showed several checks totaling \$2,256.00 that were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

Extended day

- The extended day program had large balances owed from students at year-end. Such excessive accounts receivable could adversely affect the operation of the school's extended day program.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Avalon Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5351	\$321.48	November 30, 2012	October 1, 2012, November 19, 2012 and November 27, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Avalon Middle

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
971	October 17, 2012	October 24, 2012
988	November 5, 2012 – November 9, 2012	November 27, 2012
1099	January 17, 2013	January 22, 2013
805	August 27, 2012 – August 29, 2012	August 30, 2012
1024	October 24, 2012	November 5, 2012
998	November 9, 2012	November 15, 2012
1270	April 26, 2013	May 2, 2013

Fundraisers and admission events:

- A request for fund raising activity form was not completed for the Husky 5K fundraiser. In addition, a sales report was not completed for the fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The School Board Procurement Services Policy was not followed for the purchase of PE uniforms. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.
- Several requisition and purchase order forms were not dated by the principal. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Current year comments

General procedures:

- Funds of approximately \$66,700 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- A year-end inventory was not completed for the locks. An inventory should be conducted for all locks and resale merchandise on-hand at the end of the year.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Avalon Middle – continued:

Current year comments – continued:

Cash receipts:

- Official receipts and checks were not always issued in numerical sequence in the School Funds Online system. Pre-numbered receipts and checks should be issued in numerical sequence to assist in maintaining accountability and internal control and provide an accurate audit trail.
- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Receipt number	Receipt date	Receipt amount	Deposit date
1145	February 19, 2013	\$245.20	February 21, 2013

Fundraisers and admission events:

- The sales report for the seventh grade T-Shirt fundraiser contained errors in the sales and inventory calculations. An accurate sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5763	\$1,800.00	November 1, 2012	October 19, 2012
5859	\$354.00	December 20, 2012	December 15, 2012
5891	\$297.00	January 31, 2013	January 15, 2013

- The school incurred late fees and finance charges totaling \$122.63 on postage machine expenditures. Purchases should be paid timely so that monies are utilized to benefit the school rather than for late fees and finance charges.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Azalea Park Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
429	May 13, 2013– May 17, 2013	May 20, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Bay Meadows Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Extended day:

- The attendance roster for the extended day program for the month of January was not signed by an extended day program employee. All attendance rosters should be signed to evidence that the information provided is true and accurate.

Current year comments

General procedures:

- Although funds of approximately \$20,700 were invested in an interest-bearing account, funds of approximately \$62,600 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Extended day:

- Extended day tuition and the corresponding tuition balance reports for November 2012 and December 2012 were not forwarded to the District Office until December 11, 2012 and January 13, 2013, respectively. All tuition must be sent to the District Office by the 10th of the following month.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Blankner K-8

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
809	August 21, 2012– September 25, 2012	September 25, 2012

Fundraisers and admission events:

- A request for fund raising activity form was not completed for the Hike for Help fundraiser. In addition, a sales report was not completed for this fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5319	\$1,460.50	September 7, 2012	July 25, 2012 – August 14, 2012

- Use tax on the cost of athletic shirts held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Bonneville Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for the following collection. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
922	May 31, 2013	\$133.00

Extended day:

- Extended day tuition and the corresponding tuition balance report for June 30, 2013 had not been forwarded to the District Office as of September 15, 2013. All tuition must be sent to the District Office by the 10th of the following month.
- Extended day tuition and the corresponding tuition balance reports for August 2012 and November 2012 and January 2013 were not forwarded to the District Office until October 8, 2012, March 2, 2013, and April 22, 2013, respectively. All tuition must be sent to the District Office by the 10th of the following month.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Boone High

Comments repeated from prior report

Cash receipts:

- The following official receipts did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
4318	November 6, 2012	\$213.85
5762	May 22, 2013	\$1,085.35
5783	May 24, 2013	\$100.00

Current year comments

General procedures:

- Although funds of approximately \$79,800 were invested in an interest-bearing account, funds of approximately \$390,400 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
3121	August 13, 2012 – August 15, 2012	August 15, 2012
3396	August 28, 2012 – August 31, 2012	September 4, 2012
3429	September 4, 2012 – September 7, 2012	September 7, 2012
5763	May 17, 2013	May 21, 2013
5783	October 8, 2012	May 23, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Bridgewater Middle

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Brookshire Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- An assignment and accountability record was not signed by the preparer. All assignment and accountability records should be signed by the person responsible for maintaining the records.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Camelot Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5213	\$81.00	October 2, 2012	September 28, 2012

Current year comments

General procedures:

- Check 5251 was noted as a skip in the check register and a voided check could not be located. According to the check register, there is no indication that this check was ever voided. All transactions need to be promptly recorded into the accounting system and reconciled monthly. Support for checks, including copies of voided checks, should be retained in the internal account records for auditing purposes.
- Funds of approximately \$21,544 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- The following official receipt did not include proper supporting documentation. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.

Official receipt number	Official receipt date	Official receipt amount
1220	November 6, 2012	\$469.23

Cash disbursements:

- The following check was not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
5283	April 26, 2013	\$68.72

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Carver Middle

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
229	September 28, 2012	October 2, 2012
298	November 8, 2012	December 4, 2012
443	May 15, 2013	May 17, 2013

Fundraisers and admission events:

- A request for fund raising activity form was not approved for the Band candy fundraiser, Virginia trip fundraiser, or golf tournament fundraiser. In addition, a sales report was not completed for the Band candy and cookies fundraisers, Virginia trip fundraiser, and the charity golf tournament fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5194	\$344.25	April 22, 2013	April 16, 2013

Current year comments

General procedures:

- The vending machine commission contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- Funds of \$1,970.11 were transferred into the Principal's Discretionary account from the Teachers Lead Program account. Florida Statutes require that any unused Teachers Lead Program funds be returned to the District office to be deposited into the school's advisory council account.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Carver Middle – continued:

Current year comments – continued:

Cash receipts:

- A sales report for the PE Uniform sales was not signed by the principal. A sales report is required for each sales activity conducted and must be signed by the principal.
- One official receipt was issued for collections from multiple sources. School Board policy requires that a separate official receipt be issued for each monies collected form according to its origin identified on source documents.
- The following donation with no specific purpose designated by the donor was posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Official receipt number	Official receipt date	Official receipt amount
461	June 11, 2013	\$200.00

Fundraisers and admission events:

- Ticket sales reports that correspond with official receipt numbers 298 and 330 did not indicate the official receipt numbers. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.
- Tickets were not issued for admission charges for the Mayfest celebration. School board policy requires tickets must be sold at school sponsored events if admission is charged.

Cash disbursements:

- The following check was not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
5207	May 9, 2013	\$250.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Castle Creek Elementary

Comments repeated from prior report

General procedures:

- Assignment and accountability records were not maintained for subsidiary receipts. All subsidiary receipts need to be accounted for on an assignment and accountability record.

Fundraisers and admission events:

- A request for fund raising activity form was not approved for the fifth grade, art show or sno-cone sales fundraisers. In addition, a sales report was not completed for these fundraisers. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.

Current year comments

General procedures:

- The monthly bank reconciliations for October 2012, November 2012, February 2013 and March 2013 were not completed in a timely manner. Bank reconciliations must be completed, approved and submitted to the District Office prior to the end of the following month.
- There were errors on the June 30, 2013 bank reconciliation due to receipts and credit card payments that were recorded in the accounting system twice from September 26, 2011 through May 1, 2013. As a result, the school's cash account in the general ledger was overstated as of June 30, 2013. School Board Policy requires that the Principal be notified immediately of any errors in deposits or disbursements in order to take appropriate corrective action.
- Official receipts and checks were not issued in numerical sequence. School Board policy requires the utilization of pre-numbered receipts and checks in numerical sequence to assist in maintaining accountability and internal control.
- The June 2013 monthly reporting package did not contain a listing of accounts payable or accounts receivable balances as of June 30, 2013. Year-end reporting packages should properly include any accounts payable or accounts receivable balances that the school has as of the end of the year.
- Assignment and accountability records were not completed properly. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Castle Creek Elementary – continued:

Current year comments – continued:

Cash receipts:

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
874	February 14, 2013	\$221.01	February 26, 2013
939	March 15, 2013	\$42.00	March 21, 2013
995	April 4, 2013	\$178.00	April 11, 2013
1016	May 17, 2013	\$638.00	May 23, 2013
1051	June 12, 2013	\$203.01	June 27, 2013

- The following bank deposit was discovered in the accounting records during the audit. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
1053	April 9, 2013	\$330.00	August 15, 2013

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
687	October 17, 2012	October 23, 2012

- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for the following collections. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
642	October 5, 2012	\$605.00
874	February 14, 2013	\$221.01

- Official receipts and subsidiary receipts were not kept in sequential order. Subsidiary receipts should be kept in sequential order to provide an appropriate audit trail and inventoried at year-end.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Castle Creek Elementary – continued:

Current year comments – continued:

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5335	\$2,451.00	May 23, 2013	May 17, 2013
5346	\$117.15	June 24, 2013	August 24, 2012
5347	\$2,100.92	April 22, 2013	March 21, 2013
5367	\$479.20	June 25, 2013	April 29, 2013

- The requisition and purchase order forms for the following checks were not signed by the principal. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check date	Check amount
5313	April 2, 2013	\$1,345.00
5322	February 22, 2013	\$227.70

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Catalina Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Chain of Lakes Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Although funds of approximately \$28,700 were invested in an interest-bearing account, funds of approximately \$45,000 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Cheney Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed four checks totaling \$140.00 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Cherokee School

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- A monies collected form did not indicate the corresponding official receipt numbers. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Chickasaw Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Citrus Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$17,295 were invested in a non-interest bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The bank reconciliation for June 2013 showed two checks totaling \$51.95 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Clarcona Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Clay Springs Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

Cash receipts:

- The following official receipt did not include proper supporting documentation. Supporting documentation, such as a remittance advice, a detailed monies collected form, or a subsidiary receipt, should accompany all official receipts.

Official receipt number	Official receipt date	Official receipt amount
1662	March 22, 2013	\$386.00

Cash disbursements:

- A purchase order register could not be located. School Board policy requires that a purchase order register be maintained to record all approved purchases. This will facilitate accurate reporting of accounts payable.
- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5245	\$860.00	December 17, 2012	December 10, 2012
5300	\$891.00	April 24, 2013	April 1, 2013
5333	\$6,286.00	May 15, 2013	May 6, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Colonial High

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- A sales report was not completed for PE uniforms and lock rentals. A sales report is required for each sales activity conducted and must be signed by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Colonial High Ninth Grade Center

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

Cash receipts:

- A sales report was not completed for the locks and PE uniform sales. A sales report is required for each sales activity conducted and must be signed by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Columbia Elementary

Comments repeated from prior report

Fundraisers and admission events:

- A sales report was not completed for the Valentine gram and donut sales fundraisers. A sales report is required for each sales activity conducted and must be signed by the principal.

Current year comments

General procedures:

- Intrafund transfers were not signed by the principal. All intrafund transfers must be documented with an approved transfer voucher or transfer receipt.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
1344	May 28, 2013 – May 31, 2013	May 31, 2013

- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for the following collection. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. In addition, a monies collected form should have been completed and turned in with the collection. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
1165	March 21, 2013	\$2,848.00

Fundraisers and admission events:

- A request for fund raising activity form was not completed for the donut sales fund raising activity. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Conway Elementary

Comments repeated from prior report

None noted.

Current year comments

Fundraisers and admission events:

- A ticket sales report was not completed properly for the fifth grade costume party fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- A purchase order register could not be located. School Board policy requires that a purchase order register be maintained to record all approved purchases. This will facilitate accurate reporting of accounts payable.
- The following checks were not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
5036	August 6, 2012	\$3,496.50
5068	April 18, 2013	\$1,000.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Conway Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Corner Lake Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$35,500 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
945	February 5, 2013	\$400.00

Fundraisers and admission events:

- A ticket sales report was not completed for the AVID dance. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper. In addition, a ticket inventory report was not completed for the dance or athletic tickets. All tickets must be accounted for on a ticket inventory report.

Cash disbursements:

- The School Board Procurement Services Policy was not followed for the purchase of PE uniforms. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Cypress Creek High

Comments repeated from prior report

Cash receipts:

- The following monies collected form did not indicate the respective subsidiary receipt numbers. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Official receipt number	Official receipt date	Official receipt amount
2151	September 19, 2012	\$325.00

Fundraisers and admission events:

- A request for fund raising activity form was not dated for the Cross Country Dominos Pizza cards fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to make any commitments.

Current year comments

General procedures:

- The cap and gown contract could not be located. All contracts are required to be completed and approved by the principal prior to inception. All contracts should be retained to provide an accurate audit trail.
- The bank reconciliation for June 2013 showed two checks totaling \$50.00 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.
- Although funds of approximately \$140,100 were invested in an interest-bearing account, funds of approximately \$111,100 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- Several bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Cypress Creek High – continued:

Current year comments – continued:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
2069	September 7, 2012	September 11, 2012
2085	September 7, 2012	September 11, 2012
2178	September 17, 2012 – September 19, 2012	September 21, 2012
2322	October 11, 2012 – October 14, 2012	October 15, 2012
2325	September 24, 2012 – October 16, 2012	October 16, 2012
2571	December 4, 2012 – December 6, 2012	December 6, 2012
3237	May 7, 2013	May 14, 2013

- Assignment and accountability records were not completed properly. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature.

Fundraisers and admission events:

- A ticket sales report was not completed for the Miss Saigon admission event. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Cypress Park Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Cypress Springs Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Journal entry number 25143 for \$2,000.00 was an improper transfer made from the General account to the Angel Fund account. All expenditures from the General account should be for the benefit of the entire student body.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Deerwood Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Dillard Street Elementary

Comments repeated from prior report

None noted

Current year comments

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.
- Although funds of approximately \$11,788 were invested in an interest-bearing account, funds of approximately \$13,169 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Discovery Middle

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies collected should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Although funds of approximately \$39,300 were invested in an interest-bearing account, funds of approximately \$28,100 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- Subsidiary receipt numbers that support official receipt number 560 were not dated. All subsidiary receipts that support official receipts are to be completed in their entirety.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Dommerich Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Funds of approximately \$71,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash disbursements:

- Sales tax was reimbursed on one occasion totaling \$36.86. Purchases made by a school with ownership and title remaining with the school are exempt from sales tax.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Dover Shores Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Funds of approximately \$23,725 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Fundraisers and admission events:

- A request for fund raising activity form was not approved for the Great American fundraiser. In addition, a sales report was not completed for the Great American fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- Checks were not issued in sequential order. Checks should be issued and filed in sequential order to provide an accurate audit trail.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Dr. Phillips Elementary

Comments repeated from prior report

Extended day:

- Extended day tuition and the corresponding tuition balance reports for June 2013 have not been forwarded to the District Office. In addition, extended day tuition and the corresponding tuition balance report for December 2012 were not forwarded to the District Office until January 23, 2013. All tuition must be sent to the District Office by the 10th of the following month.

Current year comments

General procedures:

- Funds of approximately \$44,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Dr. Phillips High

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for several collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Current year comments

General procedures:

- The bank reconciliation for June 30, 2013 showed two checks totaling \$447.25 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.
- Funds of approximately \$100.00 were transferred into the Principal's Discretionary account from the Guidance Department account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.
- Official receipts were not issued in numerical sequence. Official receipts and checks should be issued and filed in sequential order to provide an appropriate audit trail.

Cash receipts:

- The Herff Jones contract could not be located. Additionally, the yearbook contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception and should be retained for auditing purposes.
- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Receipt number	Receipt date	Receipt amount
5412	October 2, 2012	\$1,000.00

Fundraisers and admission events:

- A certification statement for the Homecoming dance was prepared after the event was held. In addition, tickets were not pre-numbered or priced and the ticket inventory report was not completed properly. The sponsor of the event and the principal must sign a certification statement indicating the series and price of the tickets produced in-house. All tickets must be accounted for on a ticket inventory report.

Cash disbursements:

- The School Board Procurement Services Policy was not followed for stage rental, banquet venue rental, and cheerleading items. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Dream Lake Elementary

Comments repeated from prior report

Cash receipts:

- The following official receipt did not include proper supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
780	January 24, 2013	\$1,000.00

Fundraisers and admission events:

- Sales reports were not completed for the snow grams or Valentine grams fundraisers. A sales report is required for each sales activity conducted and must be signed by the principal.

Extended day:

- Extended day tuition and the corresponding tuition balance report for June 2013 has not been forwarded to the District Office as of September 5, 2013. All tuition must be sent to the District Office by the 10th of the following month.

Current year comments

General procedures:

- Funds of approximately \$35,500 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Cash receipts:

- The following official receipt of field trip monies was posted to the extended day tuition account. Receipts should be posted to the proper accounts. The only receipts to be recorded in the extended day tuition account are those for extended day tuition.

Official receipt number	Official receipt date	Official receipt amount
803	February 1, 2013	\$90.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Durrance Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Cash disbursements:

- The following checks had only one signature. All checks are to be signed by the principal and a second approved individual, regardless of amount.

Check number	Check date	Check amount
5126	July 30, 2012	\$131.75
5179	March 14, 2013	\$693.00

Current year comments

General procedures:

- Although funds of approximately \$10,100 were invested in an interest-bearing account, funds of approximately \$19,300 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- Journal entry number 23522 was not supported by a journal entry report. All journal entries should have appropriate documentation to support the adjustment with the principal's approval.

Cash receipts:

- Assignment and accountability records were not signed by the preparer. In addition, assignment and accountability records were not maintained for extended day receipts. All assignment and accountability records should be signed by the person responsible for maintaining the records. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end.
- The deposit slips that correspond with official receipt numbers 895 and 1229 could not be located. All deposit slips should be retained with the accounting records.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5196	\$4,014.00	April 30, 2013	February 24, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Eagles Nest Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.
- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5089	\$509.10	June 19, 2013	June 17, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

East Lake Elementary

Comments repeated from prior report

None noted.

Current year comments

Extended day:

- Assignment and accountability records were not maintained for extended day subsidiary receipts. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature.
- The extended day program had large balances owed from students at year-end. Such excessive accounts receivable could adversely affect the operation of the school's extended day program.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

East River High

Comments repeated from prior report

General procedures:

- The cap and gowns, yearbook, and Homecoming contracts could not be located. All contracts are required to be completed and approved by the principal prior to inception and should be retained for auditing purposes.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
1868	June 9, 2012	July 19, 2012
1872	July 30, 2012	August 1, 2012
2363	September 24, 2012 – October 4, 2012	October 4, 2012

- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for several collections. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.
- Cash receipts from athletic ticket sales of \$500.00 were withheld to increase the football change fund. School Board Policy DIB requires that all funds collected in connection with school sponsored or related activities involving school property or students shall be included in and become a part of the internal funds of the school. In addition, The Internal Accounts Handbook requires that all payments are made by a school check. Disbursements out of daily cash collections are prohibited.

Fundraisers and admission events:

- Request for fund raising activity forms and sales reports were not completed for several fund raising activities. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, a sales report was not completed for several fundraisers or sales reports often did not indicate the corresponding official receipt numbers or the check numbers relating to the purchase of resale items. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The following checks were not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
6414	November 5, 2012	\$1,495.26

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

East River High – continued:

Comments repeated from prior report – continued:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
6555	\$18,972.60	December 12, 2012	July 18, 2012

- The School Board Procurement Services Policy was not followed for the yearbook trip to New York. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.
- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

Current year comments

General procedures:

- Funds of approximately \$137,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- A year-end inventory was not completed for the locks. An inventory should be conducted for all locks and resale merchandise on-hand at the end of the year.

Cash receipts:

- Official receipts did not agree with the amount collection on the source documents for the following collections. Official receipts should agree with the amounts collected and any shortages or overages should be reconciled.

Official receipt number	Official receipt amount	Source document amount
1980	\$550.00	\$600.00
2026	\$125.00	\$135.00
2103	\$199.00	\$219.00

- The bank deposit slip that corresponds with official receipt number 2393 was \$18.00 more than its corresponding deposit analysis report and official receipts. Official receipts and deposit analysis reports should agree with the bank deposits. In addition, bank deposit slips for June 2013 could not be located. Bank deposit slips should be retained in the internal account records for auditing purposes.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

East River High – continued:

Current year comments – continued:

- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
1865	July 16, 2012	\$275.00	July 19, 2012

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
2013	August 29, 2012	\$900.00
3505	April 8, 2013	\$337.00

Fundraisers and admission events:

- Ticket sales reports were not completed for several admission events. In addition, completed ticket sales reports often did not indicate the corresponding official receipt numbers. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.
- Fund raising activity request forms and their corresponding sales reports were not attached to each other or filed properly. The fund raising activity request form must be attached to the appropriate activity report and filed for auditing purposes.
- Ticket inventory reports were not completed. All tickets must be accounted for on a ticket inventory report.

Cash disbursements:

- A requisition and purchase order form did not indicate the price and quantity figures to adequately determine the school's potential liability. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase. In addition, the corresponding disbursement caused a deficit of approximately \$7,500.00 in the Competitive Cheerleading account. Florida Department of Education Rules and School Board policy DIB prohibit deficit spending except for items for resale.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Eccleston Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- An intrafund transfer in June 2013 for a staff luncheon was not accounted for with a transfer voucher or a transfer receipt. All intrafund transfers must be documented with an approved transfer voucher or transfer receipt.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Edgewater High

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for numerous collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Fundraisers and admission events:

- A sales report was not completed for the community band drive, band cookie dough, cheerleading cookie dough, and golf tournament. A sales report is required for each sales activity conducted and must be signed by the principal.

Current year comments

General procedures:

- Although funds of approximately \$100,000 were invested in interest-bearing accounts, funds of approximately \$177,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Local Government Investment Pool. This investment account has a higher annual percentage yield and will result in additional interest income for the school.

Cash receipts:

- Several bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.
- Subsidiary receipt numbers that support official receipt number 1768 were not completed. All subsidiary receipts that support official receipts are to be completed in their entirety.

Fundraisers and admission events:

- The request for fund raising activity form was not completed for the community band drive fund raising activity. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments.
- A certification statement was not completed for Homecoming tickets produced in-house. The sponsor of the event and the principal must sign a certification statement indicating the series and price of the tickets produced in-house.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Edgewater High – continued:

Current year comments – continued:

Cash disbursements:

- The requisition and purchase order form for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
6107	\$1,125.00	November 2, 2012	October 26, 2012
6149	\$158.00	November 13, 2012	November 2, 2012
6200	\$816.00	November 27, 2012	November 26, 2012
6280	\$99.99	November 2, 2012	August 14, 2012
6285	\$89.24	December 13, 2012	December 10, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Endeavor Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Although funds of approximately \$200 were invested in an interest-bearing account, funds of approximately \$34,400 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5131	\$110.10	April 10, 2013	March 5, 2013
5139	\$143.90	May 24, 2013	May 1, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Engelwood Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Evans High

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
982	August 16, 2012 – August 22, 2012	August 22, 2012
1428	December 10, 2012 – December 12, 2012	December 12, 2012
1871	April 5, 2013	April 8, 2013
2049	May 15, 2013 - May 17, 2013	May 17, 2013
2149	June 19, 2013 – June 24, 2013	June 24, 2013

- Assignment and accountability records were not completed properly. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end.

Fundraisers and admission events:

- There were no ticket inventory reports prepared for tickets. All tickets must be accounted for on a ticket inventory report.
- A sales report was not completed for the baseball, bowling, and Junior Class fundraisers. In addition, the sales reports for concession sales were not completed properly and the sales report for the PBS Halloween fundraiser did not indicate the corresponding official receipt numbers. Sales reports should be completed in their entirety, indicating the corresponding official receipt, vendor check number and gain or loss on the activity and must be signed by the principal.
- A ticket sales report was not completed for the Prom ticket sales. Additionally, several ticket sales reports did not include the account number, corresponding official receipt number, were not signed by the bookkeeper, and/or did not indicate the date when funds were released to the bookkeeper. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

Cash disbursements:

- The following checks were not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
6224	November 2, 2012	\$6,009.05
6423	January 29, 2013	\$120.00
6463	February 12, 2013	\$1,088.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Evans High – continued:

Current year comments

General procedures:

- The monthly bank reconciliations for December 2012 and February 2013 were not completed in a timely manner. Bank reconciliations must be completed, approved and submitted to the District Office prior to the end of the following month.
- Inventory control cards for the Trojan Store inventory items were not completed. An individual inventory card should be completed for each item and should indicate acquisition data and the number of items on hand as of the end of the fiscal year. In addition, the ending inventory report for the store did not include the store manager's signature. This report is to be signed by both the principal and the store manager to evidence their review that the report is complete and accurate.
- Lost textbooks monies were not forwarded to the District Office as of June 30, 2013. Any balance in the Lost Textbooks account must be sent to the District Office at the end of the year for schools with textbooks purchased by the District.
- The Band account had a deficit balance of approximately \$2,900 at June 30, 2013. Florida Department of Education Rules and School Board policy DIB prohibit deficit spending except for items for resale.

Cash receipts:

- Official receipt number 1563 for \$280.00 was improperly posted to the Athletics account instead of the Security Payment Donation account. Receipts should be posted in the proper accounts.
- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for the following collection. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
1859	April 4, 2013	\$205.67

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Evans High – continued:

Current year comments - continued

Cash disbursements:

- The following checks were not recorded in the accounting system and could not be located. Checks should be utilized in sequential order and all voided checks should be retained in the internal account records for auditing purposes.

Check Number
6026
6038
6096
6114-6112
6124-6150
6350

- Check number 6321 in the amount of \$100.00 was only supported by receipts totaling \$86.16. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Fern Creek Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Forsyth Woods Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Frangus Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Freedom High

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Freedom Middle

Comments repeated from prior report

General procedures:

- Interest earnings of \$770.00 were not posted in the accounting records. All cash accounts, including investment accounts, should be reconciled in a timely manner.
- Lost textbooks monies were not forwarded to the District Office as of June 30, 2013. Any balance in the Lost Textbooks account must be sent to the District Office at the end of the year for schools with textbooks purchased by the District.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
499	September 20, 2012 and September 24, 2012	October 1, 2012

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed one check totaling \$250.00 which was outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Gateway School

None noted.

Current year comments

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5021	\$120.00	April 14, 2013	April 12, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

GED Testing

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Glenridge Middle

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Although funds of approximately \$44,000 were invested in an interest-bearing account, funds of approximately \$26,600 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- The monies collected form that corresponds with official receipt number 771 did not indicate the corresponding subsidiary receipt numbers. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.
- The following donation with no specific purpose designated by the donor was posted to an account other than the General account. Donations with no specific purpose designated by the donor should be deposited into the General account for the benefit of the entire student body.

Official receipt number	Account	Official receipt amount
777	2533.000 - Orchestra	\$755.00

- Several monies collected forms were not dated by the sponsor. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Fundraisers and admission events:

- A ticket sales report was not completed for the Spirit/Flag Football Game admission event. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.
- A sales report was not completed for the Soccer Team car wash. A sales report is required for each sales activity conducted and must be signed by the principal.
- There was no ticket inventory report for ticket sales. All tickets must be accounted for on a ticket inventory report.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Glenridge Middle – continued:

Current year comments – continued:

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5383	\$5,010.00	November 5, 2012	November 1, 2012
5461	\$2,450.00	January 30, 2013	January 28, 2013

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Gotha Middle

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
1786	May 21, 2013 and May 28, 2013	June 4, 2013

- Several bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Fundraisers and admission events:

- Several ticket sales reports did not indicate the official receipt numbers. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

Current year comments

General procedures:

- The bank reconciliations for January and February 2013 showed deposits in transit that were weeks old. In addition, the bank reconciliation for June 2013 showed five checks which were outstanding for more than six months. Deposits in transit should not be more than a few days old. Any old outstanding amounts should be investigated to determine the reasons. Outstanding checks over six months should be followed up on to resolve or void.
- Four journal entries were not supported by a journal entry report and one journal entry report was not signed by the principal. All journal entries should have appropriate documentation to support the adjustment with the principal's approval.
- It was noted that the previous bookkeeper was still listed as an authorized check signer as of June 30, 2013. When an employee is relieved of duty, the school should notify the bank immediately to remove privileges and access rights.

Cash receipts:

- A comparison of collection documentation, including subsidiary receipts, fundraiser sales reports, ticket sales reports, to official receipts entered in the system disclosed a shortage of funds in excess of \$21,000. School Board Policy DIB states that the Principal shall be notified immediately of any errors in deposits or disbursements and shall take appropriate corrective action. When cleaning out the office of the previous bookkeeper, \$78 that was collected in the prior school year was found and deposited in August 2013.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Gotha Middle – continued:

Current year comments – continued:

- Transfer documents or receipts were not issued immediately upon transfer of collections from the teachers to the bookkeeper. Staff members used envelopes for depositing or dropping off funds in the school safe when the bookkeeper was not available. Later, when the bookkeeper retrieved the funds from the safe, she was the only individual present to verify the funds. This indicates that money changed hands without documentation which causes a break in the audit trail and a loss of accountability. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.
- Assignment and accountability records were not completed properly. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature.

Fundraisers and admission events:

- A sales report was not completed for yearbook sales. A sales report is required for each sales activity conducted and must be signed by the principal.
- A ticket sales report was not completed for the drama production admission event. In addition, there was no ticket inventory report for this event. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper. All tickets must be accounted for on a ticket inventory report.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5714	\$1,120.00	May 3, 2013	May 2, 2013

- Several checks were not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.
- There were improper expenditures of \$891.00 made from the General account for flowers and a staff luncheon. All expenditures from the General account should be for the benefit of the entire student body.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Grand Avenue Primary Learning Center

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
76	October 29, 2012 – October 30, 2012	October 31, 2012
80	December 3, 2012 – December 4, 2013	December 5, 2012

- The subsidiary receipts were not kept in sequential order. Subsidiary receipts should be kept in sequential order to provide an appropriate audit trail and inventoried at year-end.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5026	\$519.10	July 18, 2012	June 12, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Hiwassee Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed two checks totaling \$53.34 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.
- The bank reconciliation for June 2013 did not include the principal's signature. We were unable to determine if the report was reviewed and filed timely because the principal's signature was not included.

Cash receipts:

- The following subsidiary receipts were not dated. All subsidiary receipts should be completed in their entirety to ensure timely deposits and an audit trail.

Subsidiary receipt numbers	Official receipt number	Subsidiary receipts total amount
2362282-2362300	259	\$158.76

- The following donation with no specific purpose designated by the donor was posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Official receipt number	Official receipt date	Official receipt amount
188	February 13, 2013	\$599.66

Fundraisers and admission events:

- A request for fund raising activity form was not retained for the Kindergarten fundraiser. In addition, a sales report was not retained for the Kindergarten fundraiser. A note was included in the file from the teacher stating that the forms had been lost. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal. All forms should be retained by the school.

Cash disbursements:

- Check number 5052 for \$161.62 included improper expenditures of two \$30.00 gift cards from a trust account. Gift cards are unallowable expenditures from internal funds unless there is a donation specifically for the purchase of gift cards.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Hidden Oaks Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Hillcrest Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body

Cash receipts:

- One official receipt was issued for collections from multiple sources. School Board policy requires that a separate official receipt be issued for each monies collected form according to its origin identified on source documents.
- Several official receipt numbers were issued days after the funds were placed in the drop safe. Collections should be recorded in the accounting system in a timely manner
- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
575	October 24, 2012 – October 25, 2012	\$392.00	October 29, 2012

Fundraisers and admission events:

- A sales report was not completed for the school shirt sales. A sales report is required for each sales activity conducted and must be signed by the principal.
- A request for fund raising activity form was not completed for the Art fund raising activity. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, a contract associated with the activity could not be located. All contracts are required to be completed and approved by the principal prior to inception.

Cash disbursements:

- The requisition and purchase order form corresponding with check 5150 in the amount of \$2,378.40 was signed by the principal, but contained no other information. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal and contain required information, such as the quantity, description, unit price and total cost, prior to the purchase.
- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Hillcrest Elementary – continued:

Current year comments

General procedures:

- Funds of approximately \$45,100 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
437	September 10, 2012	\$3,000.00

Cash Disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Hospital Homebound

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The vending machine and yearbook contracts could not be located. All contracts are required to be completed and approved by the principal prior to inception. All contracts should be retained to provide an accurate audit trail.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
26	February 9, 2013	February 11, 2013
31	April 3, 2013	April 10, 2013
33	April 9, 2013	April 11, 2013

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
19	October 12, 2012	\$331.00	October 15, 2012
22	December 17, 2012	\$491.05	January 9, 2013
29	March 19, 2013	\$500.00	March 25, 2013

- The following donation with no specific purpose designated by the donor was posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Official receipt number	Official receipt date	Official receipt amount
43	June 11, 2013	\$10.00

Fundraisers and admission events:

- A sales report was not completed for the Environmental Club fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Howard Middle

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Although funds of approximately \$99,500 were invested in an interest-bearing account, funds of approximately \$54,100 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Fundraisers and admission events:

- A request for fund raising activity form was not completed for the cookie dough fund raising activity. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, a sales report was not completed for the cookie dough fundraiser or signed by the principal for the Monster Mash fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Hungerford Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$15,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Hunter's Creek Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Hunter's Creek Middle

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Although funds of approximately \$17,200 were invested in an interest-bearing account, funds of approximately \$28,100 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
431	January 30, 2013	February 1, 2013
449	February 19, 2013	February 21, 2013

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Date deposited with bookkeeper	Official receipt amount	Deposit date
294	August 29, 2012	\$885.00	September 4, 2012
321	September 5, 2012	\$470.00	September 14, 2012
347	October 3, 2012	\$345.00	October 9, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Ivey Lane Elementary

Comments repeated from prior report

None noted.

Current year comments

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
220	May 28, 2013	\$361.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Jackson Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- An annual inventory of locks on hand was not kept. An annual inventory of locks on hand is required.

Cash receipts:

- The following donation with no specific purpose designated by the donor was posted to an account other than the General account. Donations with no specific purpose designated by the donor should be deposited into the General account for the benefit of the entire student body.

Receipt number	Account	Receipt amount
546	5265.003 – AVID 6th	\$418.00

- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Receipt number	Receipt date	Receipt amount	Deposit date
420	July 26, 2012	144.36	August 15, 2012

- The book fair contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- The following donation with no specific purpose designated by the donor was posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Receipt number	Receipt date	Receipt amount
444	August 31, 2012	\$484.22

Cash disbursements:

- Check number 5407 for \$125.00 was an improper expenditure made from the Principal's Discretionary account and the Student Government Club account for the purchase of gift cards. Gift cards are unallowable expenditures from internal funds unless there is a donation specifically for the purchase of gift cards.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

John Young Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Jones High

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
795	November 28, 2012 - December 5, 2012	December 7, 2012
868	January 17, 2013 - January 24, 2013	January 24, 2013

Current year comments

General procedures:

- Journal entry numbers 27675 and 29803 were transfers made from the general account to the Public Relations account in excess of \$700.00. Only a total balance of \$700.00 is allowed for the Public Relations account at all times.

Fundraisers and admission events:

- A sales report was not completed for the t-shirt or slide day fundraisers. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The School Board Procurement Services Policy was not followed for several purchases. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Kaley Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed one check totaling \$50.00 which was outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Keene's Crossing Elementary

Comments repeated from prior report

Fundraisers and admission events:

- Request for fund raising activity forms were not completed for any fund raising activity. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, a sales report was not completed for several fundraisers. A sales report is required for each sales activity conducted and must be signed by the principal.

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed one check totaling \$176.94 which was outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.
- Lost textbooks monies were not forwarded to the District Office as of June 30, 2013. Any balance in the Lost Textbooks account must be sent to the District Office at the end of the year for schools with textbooks purchased by the District.

Cash receipts:

- The subsidiary receipts were not kept in sequential order. Subsidiary receipts should be kept in sequential order to provide an appropriate audit trail and inventoried at year-end.
- Official receipts were not located onsite during the audit. All accounting documentation including official receipts should be retained in the internal account records for auditing purposes.
- The following official receipts did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Date of collection	Official receipt amount
1330	September 11, 2012	\$1,329.37
1676	January 17, 2013	\$700.00

Cash disbursements:

- Check number 5410 in the amount of \$280.00 only had one authorized signature. All checks should have two authorized signatures for disbursement.
- A PROP-2 form was not completed for the purchase of a MacBook Air computer. PROP-2 forms must be completed for all capital expenditures of \$1,000 or more.

Check number	Date of disbursement	Amount
5300	February 22, 2013	\$1,410.90

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Killarney Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Lake Como Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lake Gem Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- Several monies collected forms and subsidiary receipts were not dated by the sponsor. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.
- Money collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
418	December 18, 2012	December 21, 2012

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5092	\$1,694.59	July 18, 2012	June 8, 2012
5108	\$795.00	November 13, 2012	November 9, 2012

- Use tax on the cost of recorders held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Lake George Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Lake Nona High

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Lake Nona Middle

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Lake Silver Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lake Sybelia Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
229	October 17, 2012 - October 31, 2012	October 31, 2012
259	November 28, 2012 - December 6, 2012	December 6, 2012
334	April 25, 2013	April 30, 2013

- The monies collected form for official receipt number 196 was not dated or signed by the bookkeeper. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Cash disbursements:

- The requisition and purchase order form for the following check was not signed by the principal. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check date	Check amount
5349	May 10, 2013	\$266.83

Current year comments

Cash receipts:

- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
175	July 1, 2012	\$21,000.00	August 1, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lake Sybelia Elementary – continued:

Current year comments – continued:

- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for the following collection. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
286	January 25, 2013	\$125.00

- A request for fund raising activity form was not completed for the Wacky Sock Day fund raising activity. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments.

Cash disbursements:

- Check number 5349 for \$266.83 was an improper expenditure made from the General account for select students. All expenditures from the General account should be for the benefit of the entire student body.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Lake Weston Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5007	\$624.59	October 11, 2012	September 5, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lake Whitney Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$47,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The bank reconciliation for June 2013 showed two checks totaling \$45.31 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

Cash disbursements:

- The following check was a manual check, which did not have approval from the District. All manual checks should have a letter from the District in the file to support them.

Check number	Check date	Check amount
5444	March 16, 2013	\$639.98

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lakemont Elementary

Comments repeated from prior report

General procedures:

- Assignment and accountability records were not completed properly. Subsidiary receipts on hand were not correctly listed. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end.

Current year comments

General procedures:

- Funds of approximately \$39,700 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5233	\$624.25	January 30, 2013	January 21, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lakeview Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.
- Although funds of approximately \$3,500 were invested in an interest-bearing account, funds of approximately \$63,500 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5561	\$5,654.40	November 28, 2012	November 4, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lakeville Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Cash receipts:

- An assignment and accountability record was not signed by the preparer. All assignment and accountability records should be signed by the person responsible for maintaining the records.
- Request for fund raising activity forms were not completed for the railroad and first grade fundraisers. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, a sales report was not completed for these fundraisers. A sales report is required for each sales activity conducted and must be signed by the principal.

Current year comments

General procedures:

- Although funds of approximately \$5,000 were invested in an interest-bearing account, funds of approximately \$48,200 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- A ticket sales report was not completed for the Teacher Talent Show admission event. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper. In addition, there was no ticket inventory report for the event. All tickets must be accounted for on a ticket inventory report.
- The following donations with no specific purpose designated by the donor were posted to an account other than the General account. Donations with no specific purpose designated by the donor should be deposited into the General account for the benefit of the entire student body.

Official receipt number	Account	Official receipt amount
1052	6031.000 – Angel Fund	\$9,193.00
2246	5585.000 – Reading Department	\$81.50

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Lakeville Elementary – continued:

Current year comments – continued:

Cash disbursements:

- The School Board Procurement Services Policy was not followed for the purchase of common core supplies. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lancaster Elementary

Comments repeated from prior report

Fundraisers and admission events:

- A sales report was not completed for the Mother's Day cake fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

Current year comments

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.
- Funds of approximately \$17,500 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5047	\$132.81	September 10, 2012	September 4, 2012
5054	\$121.51	November 2, 2012	October 24, 2012
5066	\$1,359.50	February 27, 2013	January 29, 2013
5097	\$494.80	June 12, 2013	March 4, 2013

- Check number 5047 for \$132.81 was an improper expenditure made from the General account for incentives for select students. All expenditures from the General account should be for the benefit of the entire student body.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lawton Chiles Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Assignment and accountability records were not completed properly. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature. Additionally, the assignment and accountability records were not signed by the preparer. All assignment and accountability records should be signed by the person responsible for maintaining the records.
- Although funds of approximately \$500 were invested in an interest-bearing account, funds of approximately \$14,000 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The monthly bank reconciliation for November 2012 was not completed in a timely manner. Bank reconciliations must be completed, approved and submitted to the District Office prior to the end of the following month.
- The school picture contract could not be located. All contracts are required to be completed and approved by the principal prior to inception. All contracts should be retained to provide an accurate audit trail.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
467	December 18, 2012 - December 21, 2012	December 21, 2012
508	March 1, 2013	March 4, 2013

Fundraisers and admission events:

- A sales report was not completed for the candy sales fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- Check number 5137 for \$320.00 was an improper expenditure made from the Fifth Grade Class account for the purchase of gift cards. Gift cards are unallowable expenditures from internal funds unless there is a donation specifically for the purchase of gift cards.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lee Middle

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
742	April 1, 2013 - April 5, 2013	April 10, 2013

Cash disbursements:

- The following check was not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
5339	April 26, 2013	\$200.00

Current year comments

General procedures:

- Although funds of approximately \$15,500 were invested in interest-bearing accounts, funds of approximately \$22,500 were invested in a non-interest-bearing checking account as of June 30, 2013. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Local Government Investment Pool. This investment account has a higher annual percentage yield and will result in additional interest income for the school.
- Journal entry numbers 28441 and 30925 for \$700 were improper transfers made from various accounts to the Student Incentive Awards account. Only a total balance of \$400.00 is allowed for the Student Incentives account at all times.

Cash receipts:

- The following official receipts did not have any supporting documentation for donations received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
594	October 25, 2012	\$90.00

- Several official receipt numbers were issued days after the funds were placed in the drop safe. Collections should be recorded in the accounting system in a timely manner.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lee Middle – continued:

Current year comments – continued:

Fundraisers and admission events:

- A sales report was not completed for concession sales. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5228	\$1,800.00	November 1, 2012	October 30, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Legacy Middle

Comments repeated from prior report

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Although funds of approximately \$4,800 were invested in an interest-bearing account, funds of approximately \$27,800 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
436	May 30, 2013 – May 31, 2013	June 3, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Liberty Middle

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
324	February 26, 2013	\$49.00	February 28, 2013

Fundraisers and admission events:

- A ticket sales report was not completed for two of the Basketball Games admission events. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Little River Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Lockhart Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lockhart Middle

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
475	October 10, 2012	October 12, 2012
547	December 5, 2012 - December 7, 2012	December 10, 2012
549	November 11, 2012 - December 6, 2012	December 10, 2012
597	February 20, 2013 - February 21, 2013	February 22, 2013
598	March 13, 2013 - March 20, 2013	March 20, 2013
629	April 1, 2013 - April 5, 2013	April 5, 2013
631	April 8, 2013 - April 10, 2013	April 10, 2013

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5410	\$494.70	February 15, 2013	February 4, 2013

Current year comments

General procedures:

- Although funds of approximately \$760 were invested in an interest-bearing account, funds of approximately \$20,000 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- Several official receipt numbers were issued days after the funds were placed in the drop safe. Collections should be recorded in the accounting system in a timely manner.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Lockhart Middle – continued:

Current year comments – continued:

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Collection date from monies collected form	Official receipt amount	Deposit date
475	October 12, 2012	\$2,179.00	October 17, 2012
495	October 24, 2012	\$181.00	October 30, 2012
584	January 31, 2013	\$250.00	February 6, 2013

- The following monies collected form did not indicate the respective subsidiary receipt numbers. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Official receipt number	Official receipt date	Official receipt amount
629	April 9, 2013	\$1,781.00

- The following official receipts did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
661	April 30, 2013	\$100.00
673	May 30, 2013	\$830.00

Cash disbursements:

- The following check was not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
5464	May 7, 2013	\$235.61

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Lovell Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Magnolia School

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Maitland Middle

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
558	September 6, 2012	September 18, 2012
574	September 7, 2012	September 18, 2012

Fundraisers and admission events:

- A sales report was not completed for yearbook sales or PE uniform sales. A sales report is required for each sales activity conducted and must be signed by the principal.
- The sales report for the Orchestra poinsettia sales did not appear to be properly completed. The total sales did not agree with the amount of deposits in the general ledger. In addition, the quantity of inventory purchased on the sales report did not agree with the vendor invoice. All sales reports should be reviewed for accuracy before being submitted to the principal.

Current year comments

General procedures:

- The June 2013 monthly reporting package did not contain a listing of inventory, accounts payable or accounts receivable balances as of June 30, 2013. Year-end reporting packages should properly include any inventory, accounts payable or accounts receivable balances that the school has as of the end of the year.
- The Orchestra trip contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.

Cash receipts:

- Assignment and accountability records were not completed properly. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature.
- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
1094	June 3, 2013	\$12,874.00	June 6, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Maitland Middle – continued:

Current year comments – continued:

- Several monies collected forms did not indicate the corresponding subsidiary receipt numbers and several subsidiary receipts did not include the official receipt number. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Fundraisers and admission events:

- There were no ticket inventory reports for the \$2 red and \$3 gold athletic tickets. All tickets must be accounted for on a ticket inventory report.
- The unsold tickets for the Spring Chorus show were not retained for audit verification. All unsold tickets must be turned in to the bookkeeper to be filed with the records for audit.

Cash disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.
- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5677	\$11,192.00	February 1, 2013	January 30, 2013

- The following checks were not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
5600	January 23, 2013	\$63.20
5679	April 1, 2013	\$629.25

- There were improper expenditures of gift cards from the Staff Hospitality account. Gift cards are unallowable expenditures from internal funds unless there is a donation specifically for the purchase of gift cards.
- Check 5677 totaling \$11,192 was signed by someone other than the principal. All checks are to be signed by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Maxey Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

McCoy Elementary

Comments repeated from prior report

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5071	\$2,447.59	August 1, 2012	July 17, 2012

Current year comments

General procedures:

- One official receipt was issued for collections from multiple sources. School Board policy requires that a separate official receipt be issued for each monies collected form according to its origin identified on source documents.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Meadow Woods Elementary

Comments repeated from prior report

Cash receipts:

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Receipt number	Receipt date	Receipt amount
593	September 4, 2012	\$246.18

Cash disbursements:

- The requisition and purchase order form for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5241	\$6,154.00	February 11, 2013	February 7, 2013
5271	\$2,075.85	May 21, 2013	May 2, 2013
5293	\$270.00	June 5, 2013	May 10, 2013

Current year comments

General procedures:

- The bank reconciliation for June 30, 2013 showed one check totaling \$64.00, which was outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.
- Journal entry number 19857 for \$1,185.00 was an improper transfer made from the General account to the Student Incentive Awards account. Only a total balance of \$350.00 is allowed for the Student Incentives account at all times.
- An intrafund transfer in November 2012 for computers was not accounted for with a journal entry report. All intrafund transfers must be documented with an approved journal entry report.

Cash receipts:

- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for the following collection. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
1136	April 19, 2013	\$2,449.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Meadow Woods Elementary – continued:

Current year comments – continued:

- It was noted that the date on several subsidiary receipts were altered for monies that were collected and not forwarded to the bookkeeper on the same day. Receipts should be retained in the internal accounts records in their original form.
- Deposit slips were not numbered. School Board policy requires that all deposit slips be manually numbered in sequential order as they are utilized.
- Assignment and accountability records were not completed for subsidiary receipts. A subsidiary receipt noted as being missing on the extended day assignment and accountability records did not have written explanations attached with the principal's approval. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature.

Fundraisers and admission events:

- A request for fund raising activity form was not approved for the Fifth Grade fundraiser or the Physical Education fundraiser. In addition, a sales report was not completed for these fundraisers. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.
- A ticket sales report was not completed for the Music admission event. In addition, a certification statement was not completed for the tickets produced in-house. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper. The sponsor of the event and the principal must sign a certification statement indicating the series and price of the tickets produced in-house.

Cash disbursements:

- The requisition and purchase order form for the following check was not signed by the sponsor or teacher. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check date	Check amount
5271	May 21, 2013	\$2,075.85

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Meadow Woods Elementary – continued:

Current year comments – continued:

Extended day:

- Several of the full charge/credit summary reports were not reconciled or certified resulting in the incorrect amount of tuition being forwarded to the District Office. As of June 30, 2013, tuition of \$14,310 was still owed to the District Office. Full charge/credit summary reports should be reconciled monthly. All tuition must be sent to the District Office by the 10th of the following month.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Meadow Woods Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Although funds of approximately \$5,000 were invested in an interest-bearing account, funds of approximately \$20,000 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.
- Lost textbooks monies were not forwarded to the District Office as of June 30, 2013. Any balance in the Lost Textbooks account must be sent to the District Office at the end of the year for schools with textbooks purchased by the District.

Fundraisers and admission events:

- A request for fund raising activity form was not approved for the Step Team Skate Night fundraiser. In addition, a sales report was not completed for the Step Team Skate Night and the Barnes and Noble fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Meadowbrook Middle

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
351	August 20, 2012	August 24, 2012
551	April 10 – April 22, 2013	April 22, 2013

- Several bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed one check totaling \$63.15 which was outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

Cash receipts:

- One official receipt was issued for collections from multiple sources. School Board policy requires that a separate official receipt be issued for each monies collected form according to its origin identified on source documents.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5274	\$1,026.00	January 29, 2013	January 28, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Memorial Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$17,500 were invested in a non-interest-bearing checking account as of June 30, 2013. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Local Government Investment Pool. This investment account has a higher annual percentage yield and will result in additional interest income for the school.

Cash disbursements:

- The requisition and purchase order form for check number 5338 was not dated by the principal. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

MetroWest Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- A PROP-2 form was not completed for the purchase of the laminating machine. PROP-2 forms must be completed for all capital expenditures of \$1,000 or more.

Cash disbursements:

- The School Board Procurement Services Policy was not followed for the purchase of student t-shirts. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.

Extended day:

- Extended day tuition and the corresponding tuition balance reports for October 2012, February 2013, and May 2013 were not forwarded to the District Office until November 13, 2012, March 15, 2013, and June 13, 2013, respectively. All tuition must be sent to the District Office by the 10th of the following month.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Mid Florida Tech

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The bookstore's annual inventory was not completed accurately. Purchases of inventory were not recorded in the inventory system, which resulted in several negative inventory balances at June 30, 2013. In addition, the bookstore's annual sales report was not completed accurately. An annual inventory of items on hand at year end should be performed and amounts should be verified against the inventory produced by the school's software. In addition, an annual sales report should be produced and amounts should be compared to the activity in the bookstore account for reasonableness.

Cash receipts:

- The following monies collected forms did not include corresponding official receipt numbers. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Official receipt number	Official receipt date	Official receipt amount
1593	December 17, 2012	\$7,500.00
1891	April 2, 2013	\$2,500.00

Cash disbursements:

- The School Board Procurement Services Policy was not followed for the purchase of a golf cart. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Millennia Elementary

Comments repeated from prior report

General procedures:

- The monthly financial reporting package for October 2012 was not completed in a timely manner. Complete reporting packages that include all required school documents must be completed, approved and submitted to the District Office prior to the end of the following month.
- Accounts payable of \$9,650.59 was not reported to the District at June 30, 2013. Complete year-end reporting packages that include all required school documents should have been completed, approved and submitted to the District Office in a timely manner.

Cash receipts:

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
618 - 613	November 14, 2012	\$359.00	December 4, 2012
639 - 656	November 15, 2012	\$246.00	December 4, 2012
657 - 684	November 19, 2012	\$826.00	December 4, 2012
685 - 702	November 26, 2012	\$1,622.90	December 4, 2012

- Assignment and accountability records were not completed properly. In addition, the records were not signed by the preparer. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature. All assignment and accountability records should be signed by the person responsible for maintaining the records.
- Several monies collected forms did not indicate the corresponding official receipt number. In addition, a calculator tape was not always prepared for subsidiary receipts. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5223	\$151.85	August 14, 2012	August 10, 2012
5224	\$140.00	August 21, 2012	August 1, 2012
5238	\$58.82	October 12, 2012	August 19, 2012
5275	\$38.97	January 15, 2013	December 18, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Millennia Elementary – continued:

Current year comments

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Cash receipts:

- The following donation with no specific purpose designated by the donor was posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Official receipt number	Official receipt date	Official receipt amount
1013	5/28/13	\$1,300.00

Cash Disbursements:

- A purchase order register could not be located. School Board policy requires that a purchase order register be maintained to record all approved purchases. This will facilitate accurate reporting of accounts payable.

Extended Day:

- The extended day program had large balances owed from students at year-end. Such excessive accounts receivable could adversely affect the operation of the school's extended day program.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Mollie Ray Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Moss Park Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$40,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Northlake Park Community Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Oak Hill Elementary

Comments repeated from prior report

General procedures:

- The bank reconciliation at June 30, 2013 contained a deposit in transit from January 2013 that was a duplicate deposit recorded in the accounting system. At the time that the bank statements are reconciled, any old reconciling items should be investigated to determine if they are proper reconciling items.

Current year comments

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
543	April 8, 2013 – April 15, 2013	April 15, 2013

ORANGE COUNTY PUBLIC SCHOOLS

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Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Oak Ridge High

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
1513	October 1, 2012 – October 4, 2012	October 5, 2012
1673	October 23, 2012 – October 31, 2012	October 31, 2012

Cash disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

Current year comments

General procedures:

- Although funds of approximately \$35,100 were invested in an interest-bearing account, funds of approximately \$64,400 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- Inventory control cards were not completed for the school store inventory items. An individual inventory card should be completed for each item and should indicate acquisition data and the number of items on hand as of the end of the fiscal year. In addition, the annual sales report for the school store was not signed by the store manager and the principal. This report is to be completed and signed by both the principal and the store manager to evidence their review that the report is complete and accurate.
- The book fair contract could not be located. All contracts are required to be completed and approved by the principal prior to inception. All contracts should be retained to provide an accurate audit trail.
- The bank reconciliation for June 2013 showed three checks totaling \$368.00 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

Cash receipts:

- The signatures on subsidiary receipts that correspond with official receipt number 1513 in the amount of \$495.00 did not match the monies collected form or the official receipt, indicating an interruption in the chain of custody of the funds that had been collected.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Oak Ridge High – continued:

Current year comments – continued:

- Subsidiary receipt numbers 479557 through 479571 were not properly dated, so we were unable to determine if collections were turned in timely. In addition, subsidiary receipts 494460 through 494473 were not completed in their entirety. All subsidiary receipts that support official receipts are to be completed in their entirety.
- The following subsidiary receipt could not be located. All subsidiary receipts, including voided subsidiary receipts, should be retained in the internal account records for auditing purposes. Any missing receipts should have a written explanation and include the principal's signature.

Subsidiary receipt number	Official Receipt Number	Official Receipt amount
495435 – 495440	1423	\$28.00

Fundraisers and admission events:

- A request for fund raising activity form could not be located for a football fundraiser. In addition, a sales report was not completed for the fundraiser. A request for fund raising activity form should be prepared for all fundraising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.
- The sales reports for the AJFROTC, Girls Softball, and Boys Basketball candy sale fundraisers were not completed properly and/or were inaccurate. Sales reports should be completed in their entirety, indicating the corresponding official receipt, vendor check number and gain or loss on the activity and must be signed by the principal.
- A certification statement was not completed for the Homecoming and Talent Show tickets produced in-house. The sponsor of the event and the principal must sign a certification statement indicating the series and price of the tickets produced in-house. In addition, Homecoming tickets listed two prices on each ticket. A single admission price must be stamped on the tickets sold.
- There were no ticket inventory or ticket sales reports for the Homecoming tickets. All tickets must be accounted for on a ticket inventory report. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

Cash disbursements:

- The requisition and purchase order form that corresponds with check number 6040 for \$6,020.00 was approved for approximately \$1,000 less than the expenditure. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase. Any large variances between the amount approved on the requisition and purchase order form and the actual expenditure should be approved by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Oakshire Elementary

Comments repeated from prior report

None noted.

Current year comments

Extended day:

- The attendance rosters for the extended day program for the months of February and March were not signed by an extended day program employee. All attendance rosters should be signed to evidence that the information provided is true and accurate.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Ocoee Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.
- Funds of approximately \$22,300 were invested in a non-interest-bearing account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income to the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Ocoee High

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Ocoee Middle

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

Cash receipts:

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
1043	April 19, 2013	\$1,000.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Odyssey Middle

Comments repeated from prior report

Cash receipts:

- The following official receipts did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
303	August 27, 2012	\$60.00
404	October 29, 2012	\$20.00

Current year comments

Cash receipts:

- The subsidiary receipts that correspond with the following monies collected forms were either not dated or the date was altered so it could not be determined if the collections were turned in to the bookkeeper by the following day. Subsidiary receipts should be completed in their entirety. Dates on receipts should not be altered.

Official receipt number	Official receipt date	Official receipt amount
391	October 10, 2012	\$61.10
547	April 12, 2013	\$100.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Olympia High

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
1580	August 16, 2012	August 20, 2012
1586	August 12, 2012	August 21, 2012
1770	September 5, 2012	September 7, 2012
2031	October 2, 2012	October 10, 2012
2845	April 12, 2013	April 15, 2013
2952	May 10, 2013	May 13, 2013
3047	May 31, 2013	June 5, 2013

Current year comments

- Although funds of approximately \$66,000 were invested in interest-bearing accounts, funds of approximately \$217,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Local Government Investment Pool. This investment account has a higher annual percentage yield and will result in additional interest income for the school.

Current year comments - continued

Cash receipts:

- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
1570	August 7, 2012	\$10,050.00	August 14, 2012

- A sales report was not completed for PE uniform sales. A sales report is required for each sales activity conducted and must be signed by the principal.
- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for the following collection. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
2411	January 17, 2013	\$900.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Orange Center Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed one check totaling \$10.00 which was outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Orlando Tech

Comments repeated from prior report

Cash receipts:

- Several job training orders relating to the Corner Café were not signed by the person receiving the goods, did not include the cost of materials used, and did not indicate an official receipt number. A job training order should be properly completed each time a product is made and sold to a customer.

Current year comments

Cash receipts:

- The following student vending machine commissions were posted to an account other than the General account. Student vending machine commissions should be deposited into the General account for the benefit of the entire student body.

Official receipt number	Account	Official receipt amount
814	6029.000 – Angel Fund	\$35.11
1474	6377.000 – Hospitality Fund/Cheer	\$150.94

Fundraisers and admission events:

- A sales report was not completed for the Skills USA candy sale, the Skills USA bake sale or the Angel Fund fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Orlo Vista Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Palm Lake Elementary

Comments repeated from prior report

General procedures:

- The monthly bank reconciliations for January 2013 through April 2013 were not completed in a timely manner. Bank reconciliations must be completed, approved and submitted to the District Office prior to the end of the following month.

Current year comments

General procedures:

- The KG-Lucas Butterfly Garden and the FT-5th Grade accounts had deficit balances at June 30, 2013. Florida Department of Education Rules and School Board policy DIB prohibit deficit spending except for items for resale.
- Several journal entries were not supported by a journal entry report and several journal entry reports were not signed by the principal. All journal entries should have appropriate documentation to support the adjustment with the principal's approval.

Cash receipts:

- One official receipt was issued for collections from multiple sources. School Board policy requires that a separate official receipt be issued for each monies collected form according to its origin identified on source documents.
- Assignment and accountability records were not completed properly. In addition, an assignment and accountability record was not signed by the preparer. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature. All assignment and accountability records should be signed by the person responsible for maintaining the records.
- Several official receipt numbers were not noted on the corresponding subsidiary receipts. Official receipt numbers that correspond to the amounts collected and deposited should be listed on the subsidiary receipts to provide an accurate audit trail.
- The subsidiary receipts were not kept in sequential order. In addition, subsidiary receipt numbers 6672 through 6678 could not be located. Subsidiary receipts should be kept in sequential order to provide an appropriate audit trail and inventoried at year-end.
- During the period from February 13, 2013 through March 23, 2013 there were no deposits into the bank, even though monies were received during this time period. There was conflicting information regarding the whereabouts of the funds during this time. When monies are not deposited promptly, the risk of loss increases. School Board Policy DIB, (3) (a) 4. b. states, "All money collected shall be deposited intact to a depository as frequently as feasible and as dictated by sound business practices."

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Palm Lake Elementary – continued:

Current year comments – continued:

Cash disbursements:

- The following check was not supported by a requisition and purchase order form. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check date	Check amount
5413	March 6, 2013	\$2,175.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Palmetto Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$15,240 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Pershing Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Piedmont Lakes Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Lost textbooks monies were not forwarded to the District Office as of June 30, 2013. Any balance in the Lost Textbooks account must be sent to the District Office at the end of the year for schools with textbooks purchased by the District.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
864	October 5, 2012 – October 10, 2012	October 10, 2012

- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
968	November 16, 2012	\$55.00	November 28, 2012

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
972	November 30, 2012	\$596.50

Fundraisers and admission events:

- A ticket sales report was not completed for the Students versus Teachers Volleyball Game admission event. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

Cash disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Pinar Elementary

Comments repeated from prior report

Cash receipts:

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
410	October 23, 2012	\$321.34	October 30, 2012
425	October 24, 2012	\$595.38	November 13, 2012
481	October 24, 2012	\$258.75	January 29, 2013

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
363	September 14, 2012	September 18, 2012
406	October 18, 2012	October 22, 2012
410	October 23, 2012	October 26, 2012

- The subsidiary receipts were not kept in sequential order. Subsidiary receipts should be kept in sequential order to provide an appropriate audit trail and inventoried at year-end.

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5076	\$194.65	September 5, 2012	August 17, 2012
5087	\$29.95	October 11, 2012	October 4, 2012
5088	\$243.67	October 23, 2012	September 8, 2012

Current year comments

Cash receipts:

- The following donation was designated by the donors to be used for the student body was posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Official receipt number	Official receipt date	Official receipt amount
482	January 29, 2013	\$202.66

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Pine Castle Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Pine Hills Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- An assignment and accountability record was not signed by the preparer. All assignment and accountability records should be signed by the person responsible for maintaining the records.
- A purchase order register could not be located. School Board policy requires that a purchase order register be maintained to record all approved purchases. This will facilitate accurate reporting of accounts payable.
- The bank reconciliation for June 2013 showed two checks totaling \$425.17 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

Cash receipts:

- The subsidiary receipts were not kept in sequential order. Subsidiary receipts should be kept in sequential order to provide an appropriate audit trail and inventoried at year-end.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Pineloch Elementary

Comments repeated from prior report

Cash receipts:

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
236	October 17, 2012	\$836.00

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5062	\$3,072.24	August 4, 2012	June 19, 2012
5077	\$1,138.72	February 3, 2013	October 25, 2012
5098	\$895.80	June 13, 2013	May 30, 2013

Current year comments

General:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.
- Funds of approximately \$53,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The book fair contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.

Cash receipts:

- Deposit slips were not numbered. School Board policy requires that all deposit slips be manually numbered in sequential order as they are utilized.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Pineloch Elementary – continued:

Current year comments – continued:

- The monies collected forms for the following official receipts did not indicate the corresponding subsidiary receipt numbers. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Official receipt number	Official receipt date	Official receipt amount
321	February 21, 2013	\$98.19

Cash disbursements:

- Check number 5062 for \$3,072.24 was an improper expenditure made from the General account for select students. All expenditures from the General account should be for the benefit of the entire student body.

Extended day:

- Several attendance rosters for the extended day program were not signed by an extended day program employee. All attendance rosters should be signed to evidence that the information provided is true and accurate.
- The extended day deposit records, deposit slips and subsidiary receipts for the weeks of December 6, 2012 and April 12, 2013 were not given to the bookkeeper for 6 days and 5 days, respectively. All extended day records should be forwarded to the bookkeeper by the next business day.
- Assignment and accountability records were not maintained for extended day subsidiary receipts. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Pinewood Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Princeton Elementary

Comments repeated from prior report

General procedures:

- Journal entry number 18611 for \$500.00 was an improper transfer made from Science Department account to the Student Incentive Awards account. Only a total balance of \$350.00 is allowed for the Student Incentives account at all times.
- A commission rate was not stated in one of the school's contracts. All commission rates must be agreed to and stipulated in the contract prior to signing by the principal.

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
589	October 25, 2012	October 30, 2012
703	December 7, 2012	December 10, 2012
766	January 16, 2013	January 18, 2013

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
443	September 17, 2012	\$158.00	September 20, 2012
457	September 21, 2012	\$130.00	October 2, 2012

Cash disbursements:

- The following check was not supported by a requisition and purchase order form. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check date	Check amount
5247	June 10, 2013	\$5,894.75

Current year comments

General procedures:

- Journal entry number 18611 was not supported by a journal entry report. All journal entries should have appropriate documentation to support the adjustment with the principal's approval.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Princeton Elementary – continued:

Current year comments – continued:

- Funds of approximately \$16,200 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The contract for the Spring book fair could not be located. Copies of all contracts should be retained in the internal accounts records.

Cash receipts:

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Account	Official receipt amount
563	2000.000 Music-General	\$300.00

Fundraisers and admission events:

- A sales report was not completed for the chocolate bar fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The following checks were not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
5168	January 18, 2013	\$292.07
5247	June 10, 2013	\$5,894.75

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Richmond Heights Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- One official receipt was issued for collections from multiple sources. School Board policy requires that a separate official receipt be issued for each monies collected form according to its origin identified on source documents.
- Official receipt number 9 was issued one month after the funds were placed in the drop safe. Collections should be recorded in the accounting system in a timely manner.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5021	\$361.00	June 3, 2013	May 29, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Ridgewood Park Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Riverdale Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash disbursements:

- The following check was not supported by a requisition and purchase order form. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check date	Check amount
5231	May 13, 2013	\$600.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Riverside Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Robinswood Middle

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Fundraisers and admission events:

- Ticket sales reports for a volleyball game and basketball game contained several errors. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.
- The fund raising activity sales report form for the Drama Club Domino's Pizza Card fundraiser was not completed. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5194	\$128.52	December 19, 2012	December 17, 2012

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

Current year comments

General procedures:

- Funds of approximately \$30,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The Rosen Hotel and the yearbook contracts were not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Robinswood Middle – continued:

Current year comments – continued:

Fundraisers and admission events:

- A portion of the \$3 admission ticket inventory was sold for \$1 each. Tickets should be sold at their face value.
- A certification statement was not completed for the Student Service Dance tickets produced in-house. The sponsor of the event and the principal must sign a certification statement indicating the series and price of the tickets produced in-house.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Rock Lake Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash disbursements:

- Check numbers 5083 for \$180.00 and 5090 for \$450.00 were improper expenditures made from the Fourth Grade class account and Fourth Grade Field Trip account for gift cards. Gift cards are unallowable expenditures from internal funds unless there is a donation specifically for the purchase of gift cards.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Rock Springs Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Cash receipts:

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
883	November 5, 2012	\$1,800.71	December 6, 2012

Fundraisers and admission events:

- A sales report was not completed for the sale of school shirts as well as the ASD Fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

Current year comments

General procedures:

- Funds of approximately \$43,200 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- The following donation with no specific purpose designated by the donor was posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Official receipt number	Official receipt date	Official receipt amount
626	July 19, 2012	\$100.00

Additionally, the following donation with no specific purpose designated by the donor was posted to an account other than the General account. Donations with no specific purpose designated by the donor should be deposited into the General account for the benefit of the entire student body.

Receipt number	Account	Receipt amount
646	7586.000 – Student Planners	\$500.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Rock Springs Elementary – continued:

Current year comments – continued:

Extended day:

- Several of the following extended day tuition and the corresponding tuition balance reports were not forwarded to the District Office by the 10th of the following month. All tuition must be sent to the District Office by the 10th of the following month.

Month	Date Forwarded to District
October 2012	November 14, 2012
November 2012	December 18, 2012
March 2013	April 19, 2013
May 2013	August 13, 2013
June 2013	August 13, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Rolling Hills Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash disbursements:

- A voided check was not accounted for. All checks, including voided and cancelled checks, should be retained in the internal account records for auditing purposes. Voided checks should be clearly marked as voided so that the checks cannot be cleared at the bank.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Rosemont Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Sadler Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Sand Lake Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed one check totaling \$9.00 which was outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Shenandoah Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Extended day:

- The extended day program had large balances owed from students at year-end. Such excessive accounts receivable could adversely affect the operation of the school's extended day program.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Shingle Creek Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the entire student body.
- The vending machine contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception.
- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5220	\$4,163.75	October 22, 2012	October 20, 2012
5349	\$114.70	No approval noted	May 24, 2013

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed two checks totaling \$37.75 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Silver Star Center

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

South Creek Middle

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
526	August 17, 2012 – August 21, 2012	August 21, 2012
588	August 20, 2012 – October 2, 2012	October 2, 2012
765	February 7, 2013	February 12, 2013
930	May 2, 2013 – May 8, 2013	May 8, 2013

Current year comments

General procedures:

- Although funds of approximately \$2,600 were invested in an interest-bearing account, funds of approximately \$27,300 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
707	January 10, 2013	\$1,560.00	January 11, 2013

Fundraisers and admission events:

- Sales reports were not completed for the PE uniforms and the Boys and Girls Club's smoothie fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Southwest Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Although funds of approximately \$33,590 were invested in an interest-bearing account, funds of approximately \$38,825 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Southwood Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Funds of approximately \$22,900 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Spring Lake Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Stone Lakes Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

Cash receipts:

- The following donation was designated by the donor for the science department but was posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Official receipt number	Official receipt date	Official receipt amount
2191	June 3, 2013	\$1,500.00

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5298	\$800.58	January 16, 2013	December 4, 2012

Extended day:

- Extended day official receipt numbers 1190 and 1329 were issued 5 days after the funds were placed in the drop safe. Collections should be recorded in the accounting system in a timely manner.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Sunridge Elementary

Comments repeated from prior report

This is the first year of operations.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Sunridge Middle

Comments repeated from prior report

This is the first year of operations.

Current year comments

General procedures:

- The yearbook and book fair contracts could not be located. All contracts are required to be completed and approved by the principal prior to inception. All contracts should be retained to provide an accurate audit trail.

Cash receipts:

- The monies collected forms and subsidiary receipts were not kept in sequential order. Monies collected forms and subsidiary receipts should be kept in sequential order to provide an appropriate audit trail and inventoried at year-end.

Fundraisers and admission events:

- A sales report was not completed for the Chorus fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.
- The ticket sales report for the Soccer playoffs and a Volleyball event did not indicate the corresponding official receipt numbers. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

Cash disbursements:

- The following checks were not supported by a vendor invoice or receipt. Vendor invoices and vendor receipts should be retained in the internal account records for auditing purposes.

Check number	Check date	Check amount
183	February 28, 2013	\$197.79
262	June 6, 2013	\$19.12

- Check number 152 had only one signature. All checks should be signed by two individuals, regardless of amount.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Sunrise Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Although funds of approximately \$3,000 were invested in an interest-bearing account, funds of approximately \$60,100 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Extended day:

- The extended day program had large balances owed from students at year-end. Such excessive accounts receivable could adversely affect the operation of the school's extended day program.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Sunset Park Elementary

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collection. All external collections should be turned into the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
757	August 24, 2012 – September 5, 2012	September 5, 2012

Current year comments

Cash disbursements:

- The following check was made out to a teacher for reimbursement of class supplies. The receipts for the supplies were dated June 5, 2013, and the check date was several weeks prior to the receipt date. Section 7-12 of the Internal Accounts Handbook states reimbursements to individuals need to be accompanied by paid invoices or receipts.

Check number	Check date	Check amount	Receipt Date
5223	May 10, 2013	\$250.00	June 5, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Tangelo Park Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Thornebrooke Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$31,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Fundraisers and admission events:

- A request for fund raising activity form was not approved for the art fundraiser. In addition, no sales report was completed for this fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Three Points Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Tildenville Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$40,800 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- Journal entry number 19333 was not supported by a journal entry report. All journal entries should have appropriate documentation to support the adjustment with the principal's approval.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Timber Creek High

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day for the following collections. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.

Official receipt number	Date of collection	Date deposited with bookkeeper
4523	September 11, 2012 – September 14, 2012	September 14, 2012
6828	February 19, 2013	February 21, 2013

Fundraisers and admission events:

- A request for fund raising activity form was not completed for donation jar collections during the fall Performance Dance. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments.

Current year comments

General procedures:

- The graduation paraphernalia commissions and dues contract could not be located. All contracts are required to be completed and approved by the principal prior to inception and should be retained for auditing purposes.

Cash receipts:

- Vending commissions relating to student vending machines were posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Fundraisers and admission events:

- Certification statements were not completed for tickets produced in-house for athletic dinner nights. The sponsor of the event and the principal must sign a certification statement indicating the series and price of the tickets produced in-house. In addition, ticket inventory reports were not completed for these events. All tickets must be accounted for on a ticket inventory report.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Timber Lakes Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- Deposit slips were not numbered. School Board policy requires that all deposit slips be manually numbered in sequential order as they are utilized.

Fundraisers and admission events:

- A bingo event fundraiser was conducted for the Magic Tree House Book Club. Florida Statute prohibits schools from having any raffles or other activities of chance..
- A sales report was not completed for the Magic Tree House Book Club fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. A sales report is required for each sales activity conducted and must be signed by the principal.
- The ticket sales report for the Spring Carnival did not include the corresponding official receipt number and the number of tickets sold did not match the ticket series, and thus cash collected could not be reconciled. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.
- There was no ticket inventory report for the Spring Carnival. All tickets must be accounted for on a ticket inventory report.

Extended Day:

- Extended day tuition and the corresponding tuition balance report for June 2013 were not forwarded to the District Office until September 6, 2013. All tuition must be sent to the District Office by the 10th of the following month.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Union Park Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Although funds of approximately \$5,700 were invested in an interest-bearing account, funds of approximately \$19,400 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- It was noted that the date on several monies collected forms and subsidiary receipts were altered for monies that were collected and not forwarded to the bookkeeper on the same day. Receipts should be retained in the internal accounts records in their original form.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Union Park Middle

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The book fair contract could not be located. All contracts are required to be completed and approved by the principal prior to inception. All contracts should be retained to provide an accurate audit trail.

Cash receipts:

- The following monies collected form was issued for collections from multiple sources for the following collection. A monies collected form needs to be completed by each person who collects money to be turned in to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
443	January 23, 2013	\$340.00

Fundraisers and admission events:

- A sales report was not completed for the sale of memory books. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- Signed checks without the check amount completed were issued to Sam's Club. Checks written should be completed in their entirety, including date issued, vendor name and amount. Incomplete checks should never be pre-signed.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

University High

Comments repeated from prior report

Fundraisers and admission events:

- A sales report was not completed for the yearbook sales. A sales report is required for each sales activity conducted and must be signed by the principal.

Current year comments

General procedures:

- The June 2013 monthly reporting package did not contain a listing of accounts payable balances as of June 30, 2013. Year-end reporting packages should properly include any accounts payable balances that the school has as of the end of the year.
- There was \$2,174 of interest earnings on investments that was not recorded in the internal accounts records as of June 30, 2013. All investment accounts should be reconciled in a timely manner.
- The bank reconciliation for June 2013 showed ten checks totaling \$1,699.50 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.
- Lost textbooks monies and property damage/restitution funds were not forwarded to the District Office as of June 30, 2013. Any balance in the Lost Textbooks account must be sent to the District Office at the end of the year for schools with textbooks purchased by the District. Property damage/restitution funds must be forwarded to the District Office at the end of the year.
- The Teacher Lead account had a balance of \$1,896.00 at June 30, 2013. Florida Statutes require that any unused Teachers Lead Program funds be returned to the District office to be deposited into the school's advisory council account.

Cash receipts:

- Assignment and accountability records were not completed properly. All subsidiary receipts need to be accounted for on an assignment and accountability record and inventoried at year-end. Any missing receipts should have an explanation attached and include the principal's signature. All assignment and accountability records should be signed by the person responsible for maintaining the records.
- Several official receipt numbers were not noted on the corresponding subsidiary receipts. Official receipt numbers that correspond to the amounts collected and deposited should be listed on the subsidiary receipts to provide an accurate audit trail.

Fundraisers and admission events:

- The sales reports for the International Baccalaureate poinsettia sales and the Athletics Training Slim Jim sales did not appear to be properly completed. The total sales did not agree with the amount of deposits in the general ledger. All sales reports should be reviewed for accuracy before being submitted to the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

University High – continued:

Current year comments – continued:

Cash disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Ventura Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Spring picture commissions of \$249.00 were posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5198	\$967.00	May 7, 2013	March 20, 2013

Extended day:

- The extended day program had large balances owed from students at year-end. Such excessive accounts receivable could adversely affect the operation of the school's extended day program.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Vista Lakes Elementary

Comments repeated from prior report

None noted.

Current year comments

- Funds of approximately \$19,735 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Walker Middle

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Washington Shores Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash receipts:

- The official receipts were not kept in sequential order. Official receipts should be kept in sequential order and be retained in the internal account records for auditing purposes.

Fundraisers and admission events:

- A request for fund raising activity form was not completed for the DC trip candy fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, a sales report was not completed for the fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- The following check was not supported by a requisition and purchase order form. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check date	Check amount
5138	September 24, 2012	\$250.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Waterbridge Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Funds of approximately \$37,400 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Waterford Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Wekiva High

Comments repeated from prior report

Cash receipts:

- Monies collected from outside the main office were not turned in to the school bookkeeper by the following day on several occasions. In addition, several instances were noted where teachers/sponsors collected money over multiple days before turning it in to the bookkeeper. All external collections should be turned in to the bookkeeper by the following day, regardless of amount.
- Transfer documents or receipts were not issued immediately upon transfer of collections from the students to the teachers for the following collections. All money collected should be counted in the presence of the student and a transfer receipt must be issued at that time. An official receipt needs to be completed for each event and for each person who remits money to the bookkeeper.

Official receipt number	Official receipt date	Official receipt amount
2200	September 24, 2012	\$1,235.00
2624	December 3, 2012	\$4,070.00

- The following bank deposits were not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
1977	August 23, 2012	\$950.00	August 30, 2012
2568	November 16, 2012	\$30.00	November 27, 2012
2994	February 14, 2013	\$979.00	February 19, 2013

Cash disbursements:

- Improper expenditures were made from the General account for Homecoming event expenses, student incentives and volunteer lunches. All expenditures from the General account should be for the benefit of the entire student body.
- The School Board Procurement Services Policy was not followed for the purchase of football uniforms. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.

Current year comments

General procedures:

- Although funds of approximately \$50,500 were invested in an interest-bearing account, funds of approximately \$103,600 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Wekiva High – continued:

Current year comments – continued:

- The yearbook account had a deficit balance of approximately \$7,000 at June 30, 2013. Florida Department of Education Rules and School Board policy DIB prohibit deficit spending except for items for resale.

Fundraisers and admission events:

- Tickets were not issued for the Drama production. School Board Policy requires tickets must be sold at school sponsored events if admission is charged.

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
6489	\$1,305.00	November 23, 2012	November 19, 2012
6520	\$523.80	December 6, 2012	November 26, 2012

- Sales tax totaling \$257.67 was reimbursed on exempt purchases. Purchases made by a school with ownership and title remaining with the school are exempt from sales tax.
- A PROP-2 form was not completed for the purchase of a scoreboard controller. PROP-2 forms must be completed for all capital expenditures of \$1,000 or more.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

West Creek Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Funds of approximately \$18,900 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

West Oaks Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

West Orange High

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Although funds of approximately \$137,000 were invested in an interest-bearing account, funds of approximately \$390,000 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- Lost textbooks monies were not forwarded to the District Office as of June 30, 2013. Any balance in the Lost Textbooks account must be sent to the District Office at the end of the year for schools with textbooks purchased by the District.

Cash receipts:

- Official receipts were issued for collections from multiple sources. School Board policy requires that a separate official receipt be issued for each monies collected form according to its origin identified on source documents.

Fundraisers and admission events:

- The ticket sales report for the Mermaid production did not indicate the corresponding official receipt numbers. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
6575	\$337.00	September 9, 2012	May 23, 2012
6954	\$2,000.00	October 18, 2012	August – September 2012
7621	\$120.00	April 9, 2013	April 4, 2013

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Westbrooke Elementary

Comments repeated from prior report

Fundraisers and admission events:

- A sales report was not completed for the memory book sales. A sales report is required for each sales activity conducted and must be signed by the principal.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Westridge Middle

Comments repeated from prior report

Cash receipts:

- Several monies collected forms did not indicate the purpose of the receipt, were not dated, and did not indicate the respective subsidiary receipt numbers. Official receipt numbers, subsidiary receipt numbers and dates that correspond to the amounts collected and deposited should be listed on the monies collected form and signed by the bookkeeper to provide an accurate audit trail.

Current year comments

General procedures:

- Funds of approximately \$20,400 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- Lost textbooks monies were not forwarded to the District Office as of June 30, 2013. Any balance in the Lost Textbooks account must be sent to the District Office at the end of the year for schools with textbooks purchased by the District.
- The pencil machine contract could not be located. All contracts are required to be completed and approved by the principal prior to inception. All contracts should be retained to provide an accurate audit trail.

Cash receipts:

- The following donation with no specific purpose designated by the donor was posted to an account other than the General account. Donations with no specific purpose designated by the donor should be deposited into the General account for the benefit of the entire student body.

Official receipt number	Account	Official receipt amount
251	1000.000 – Athletics	\$866.00

Fundraisers and admission events:

- A request for fund raising activity form was not completed for the candy grams fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, a sales report was not completed for the fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- Check number 5274 for \$57.88 was an improper transfer made from the Pencil Machine account. All expenditures from the Pencil Machine account should be for the benefit of the entire student body.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Westside Tech

Comments repeated from prior report

Cash receipts:

- Job training orders were not completed for several services. A job training order should be properly completed each time a product is made or charged for materials such as, cosmetology, food production, automotive repair, etc., and sold to a customer.

Current year comments

Cash receipts:

- Assignment and accountability records were not signed by the preparer. Subsidiary receipts noted as missing on the assignment and accountability records did not include written explanations or the principal's signature. All assignment and accountability records should be signed by the person responsible for maintaining the records. Any missing receipts should have an explanation attached and include the principal's signature.

Fundraisers and admission events:

- Tickets were not issued for the Day of Beauty event. School Board Policy requires tickets must be sold at school sponsored events if admission is charged.

Cash disbursements:

- The School Board Procurement Services Policy was not followed for the purchase of classroom supplies. Three quotes must be obtained for all expenditures over \$5,000 and three bids must be obtained for all expenditures over \$25,000.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Wetherbee Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Wheatley Elementary

Comments repeated from prior report

None noted.

Current year comments

Cash disbursements:

- A purchase order register could not be located. School Board policy requires that a purchase order register be maintained to record all approved purchases. This will facilitate accurate reporting of accounts payable.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Whispering Oak Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Although funds of approximately \$10,900 were invested in an interest-bearing account, funds of approximately \$23,300 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Windermere Elementary

Comments repeated from prior report

None noted.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Windy Ridge K-8

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.
- Although funds of approximately \$10,300 were invested in an interest-bearing account, funds of approximately \$42,600 were still invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Winegard Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed one check totaling \$120.85 which was outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.
- Funds of approximately \$16,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- The following official receipt did not have any supporting documentation for a donation received. Supporting documentation, such as a remittance advice or a donation letter, should accompany all donations.

Official receipt number	Official receipt date	Official receipt amount
70	May 23, 2013	\$900.00

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Winter Park High

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

None noted.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Winter Park High Ninth Grade Center

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Current year comments

General procedures:

- Although funds of approximately \$7,000 were invested in interest-bearing accounts, funds of approximately \$44,000 were invested in a non-interest-bearing checking account as of June 30, 2013. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Local Government Investment Pool. This investment account has a higher annual percentage yield and will result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over
Financial Reporting and Compliance with Certain Laws and Regulations

Winter Park Tech

Comments repeated from prior report

Cash receipts:

- Several job training orders were not signed by the customer. A job training order should be properly completed each time a product is made and sold to a customer.

Current year comments

General procedures:

- Funds of approximately \$655,800 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Wolf Lake Elementary

Comments repeated from prior report

Extended day:

- Extended day tuition and the corresponding tuition balance report for June 2013 was not forwarded to the District Office until August 2, 2013. All tuition must be sent to the District Office by the 10th of the following month.
- The extended day program had large balances owed from students at year-end. Such excessive accounts receivable could adversely affect the operation of the school's extended day program.

Current year comments

General procedures:

- The bank reconciliation for June 2013 showed two checks totaling \$20.99 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.
- The school picture contract was not signed by the principal. All contracts are required to be completed and approved by the principal prior to inception. In addition, a commission rate was not stated in the contract. All commission rates must be agreed to and stipulated in the contract prior to signing by the principal.

Fundraisers and admission events:

- Request for fund raising activity forms were not completed for the bingo pizza fund raising activity. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments. In addition, a sales report was not completed for several fundraisers. A sales report is required for each sales activity conducted and must be signed by the principal.
- A ticket sales report was not completed for the Art and Jazz admission event. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

Cash disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Wolf Lake Middle

Comments repeated from prior report

Fundraisers and admission events:

- Ticket sales reports were not completed for athletic admission events. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper. In addition, there was no ticket inventory report for athletic tickets. All tickets must be accounted for on a ticket inventory report.
- Request for fund raising activity forms were not completed for the water fundraiser or the beef jerky fundraiser. A request for fund raising activity form should be prepared for all fund raising activities conducted by the school and must be approved by the principal prior to making any commitments.

Current year comments

General procedures:

- Funds of approximately \$29,600 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.
- The bank reconciliation for June 2013 showed two checks totaling \$307.03 which were outstanding for more than six months. Outstanding checks over six months should be followed up on to resolve or void.

Cash receipts:

- Fall picture commissions of \$1,658.46 were deposited into the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Fundraisers and admission events:

- Tickets were not issued for admission charges for the Winter concert. School board policy requires tickets must be sold at school sponsored events if admission is charged.
- A sales report was not completed for the BETA, water, and beef jerky fundraisers. In addition, the gain or loss was not documented for the cookie fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Wolf Lake Middle – continued:

Current year comments – continued:

Cash disbursements:

- The requisition and purchase order forms for the following checks were completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5329	\$393.20	September 4, 2012	August 15, 2012
5372	\$1,595.06	October 17, 2012	September 10, 2012

- Check number 5522 had only one signature. All checks should be signed by two individuals, regardless of amount.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Wyndham Lakes Elementary

Comments repeated from prior report

None noted.

Current year comments

General procedures:

- Funds of approximately \$14,900 were invested in a non-interest-bearing checking account as of June 30, 2013. Good business practices recommend that any excess funds be placed in an interest bearing account. Orange County Public Schools has implemented policies and procedures that allow for the investment of idle school funds in the State Board of Administration Investment Pool. This investment account often has a higher annual percentage yield and could result in additional interest income for the school.

Cash receipts:

- The following donation with no specific purpose designated by the donor was posted to the Principal's Discretionary account. The only receipts to be recorded in the Principal's Discretionary account are those donations that specifically state that they are to be used at the principal's discretion.

Official receipt number	Official receipt date	Official receipt amount
1354	April 2, 2013	\$168.15

Fundraisers and admission events:

- A sales report was not completed for several fundraisers. A sales report is required for each sales activity conducted and must be signed by the principal.

Cash disbursements:

- Use tax on the cost of items held for resale was not calculated and remitted to the Department of Revenue. Use tax is computed on the cost of untaxed items for resale and should be remitted to the Florida Department of Revenue as required.
- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5156	\$754.60	October 25, 2012	October 19, 2012

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Zellwood Elementary

Comments repeated from prior report

General procedures:

- The fund balance appears excessive as of June 30, 2013. Monies should be utilized in the year of receipt to benefit the current student body.

Cash receipts:

- The following donation with no specific purpose designated by the donor was posted to an account other than the General account. Donations with no specific purpose designated by the donor should be deposited into the General account for the benefit of the entire student body.

Receipt number	Account	Receipt amount
398	6030.000 – Angel Fund – School wide	\$400.00

Extended day:

- Extended day tuition and the corresponding tuition balance reports for the months of August through December 2012 were not forwarded to the District Office until February 5, 2013. Extended day tuition and the corresponding tuition balance report for February 2013 were not forwarded to the District Office until March 14, 2013. Additionally, extended day tuition and the corresponding tuition balance report for the month of June 2013 was not forwarded to the District as of August 29, 2013. All tuition must be sent to the District Office by the 10th of the following month.
- The following bank deposit was not deposited timely in the drop safe. School Board policy requires that all collections must be deposited within a drop safe or the depository the same day of collection.

Official receipt number	Official receipt date	Official receipt amount	Deposit date
449	November 16, 2012	\$2,134.00	December 4, 2013

Current year comments

Cash receipts:

- The subsidiary receipts that support official receipt number 511 were not dated. All subsidiary receipts that support official receipts are to be completed in their entirety.

Fundraisers and admission events:

- A sales report was not completed for the Smencils fundraiser. A sales report is required for each sales activity conducted and must be signed by the principal.
- A ticket sales report was not completed for the Art and Jazz Festival admission event. A ticket sales report, indicating the color and numerical sequence of tickets sold and the official receipt number, must be completed for each admission event and be signed by the ticket manager and the bookkeeper.

ORANGE COUNTY PUBLIC SCHOOLS

Internal Funds

Summary of Recommendations for Improvements in Internal Controls over Financial Reporting and Compliance with Certain Laws and Regulations

Zellwood Elementary – continued:

Current year comments – continued:

Cash disbursements:

- The requisition and purchase order form for the following check was completed after the goods or services were purchased. A requisition and purchase order form must be completed each time an individual requests to make a purchase and must be approved by the principal prior to the purchase.

Check number	Check amount	Date of approval	Date of purchase
5078	\$1,047.05	November 27, 2012	October 5, 2012

Extended day:

- The extended day program had large balances owed from students at year-end. Such excessive accounts receivable could adversely affect the operation of the school's extended day program.
- The full charge/credit summary report for June 2013 could not be located. Full charge/credit summary reports should be reconciled monthly.

December 6, 2013

Orange County Public Schools
Orlando, Florida

We have audited the financial statement of Orange County Public Schools' Internal Funds for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 30, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Orange County Public Schools' Internal Funds are described in Note 1 to the financial statement. No new accounting policies were adopted and the application of existing policies was not changed during 2013. We noted no transactions entered into by Orange County Public Schools during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statement in the proper period.

Accounting estimates are an integral part of the financial statement prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statement and because of the possibility that future events affecting them may differ significantly from those expected. There were no such estimates noted in the financial statement.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit. We would like to thank the Internal Audit Department and the Internal Accounts Department for their assistance during our audits.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management will not correct all misstatements since they are on the cash basis and most of the adjustments were to convert the accounts to the accrual basis of accounting. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statement taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statement or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 6, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Orange County Public Schools' financial statement or a determination of the type of auditor's opinion that may be expressed on that statement, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Orange County Public Schools' Internal Funds auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statement, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statement. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statement or to the financial statement themselves.

This information is intended solely for the use of management of Orange County Public Schools and is not intended to be and should not be used by anyone other than these specified parties.

Carole Riggs & Ingram LLC

Orlando, Florida