

**SCHOOL DISTRICT OF  
MANATEE COUNTY, FLORIDA  
SCHOOL INTERNAL FUNDS**

**MANAGEMENT LETTER**

**For the Year Ended June 30, 2018**

# SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA

## SCHOOL INTERNAL FUNDS MANAGEMENT LETTER

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Certified Public Accountants

## MANAGEMENT LETTER

Chair and Members of the School Board  
School District of Manatee County, Florida

In planning and performing our audit of the financial statements of the School District of Manatee County, Florida's (the "District") School Internal Funds as of and for the year ended June 30, 2018, 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 audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of 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. 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 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.

The following appendices that accompany this letter summarize our comments and suggestions. Appendix A provides our comments related to District-level Recommendations pertaining to the internal funds, Appendix B provides a Summary of Findings by Type, and Appendix C provides our comments related to Specific School Findings.

We wish to thank the District's finance and accounting personnel and others involved in the conduct of the audit for their courtesy and cooperation.

This communication is intended solely for the information and use of management, the governing body of the District, others within the District, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Moore Stephens Lovelace, P.A.*

**MOORE STEPHENS LOVELACE, P.A.**

Certified Public Accountants

Tampa, Florida  
December 19, 2018

**SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA  
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**APPENDIX A - DISTRICT-LEVEL RECOMMENDATION**

**For the Year Ended June 30, 2018**

**Current Year Comment**

**Investment in Equities**

Based on our audit of the District's individual schools, we noted that Bayshore High School has an investment in AT&T stock with a fair value of \$28,886 at June 30, 2018. The District's investment policy does not allow investments in equity securities. We recommend that the District address this instance of noncompliance with the school.

*Management's Response*

The District is investigating the restrictions of the original donation to the School in 1991 and will either move the investment to meet policy guidelines and/or update District policies to address donations. District policies have gone through several adoptions since the donation was accepted. Current policy 7320 allows for "Any gift conveying title shall be submitted to the School Board for individual acceptance."

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**APPENDIX B - SUMMARY OF SCHOOL FINDINGS BY TYPE**

**For the Year Ended June 30, 2018**

The following schedule on pages 5 - 6 summarizes our findings for each school by type, which are categorized under Disbursements, Receipts, and Purchase Cards. Below is a listing of the column headings on the schedule and a description of the relevant criteria listed in the District's School Internal Accounts Policies and Procedures Manual:

**Receipts**

- *Monies not turned in timely* – Collections made outside the school office must be turned in to the school office no later than the next business day.
- *Not deposited in bank timely* – Funds collected must be deposited within five (5) working days after receipt.
- *Not properly logged on Log of Receipts (LOR)* – All funds received in the school office must be posted to the LOR. The LOR is to be filled out by the person turning in the monies. The bookkeeper/secretary signs (initials) and notes the receipt date and number.
- *Report of Monies Collected (RMC) not properly completed* – A RMC is the supporting document for the Official Receipt and should be completed in each instance. It should be prepared in duplicate indicating the purpose of the collection, organization, names, teacher receipt numbers, if issued, and amounts.
- *Report of Monies Collected (RMC) not in agreement with the Receipt* – A RMC is the supporting document for the Official Receipt and should be in agreement with the Official Receipt.

**Disbursements**

- *Pre-authorization not properly completed* – Approval for internal accounts purchases must be documented with a Pre-authorization for Purchase Form or a Purchase Order. The form is to be completed and signed by the teacher (sponsor) and properly approved by the principal or designee prior to purchase. The form must contain the following information:
  - Name
  - Date
  - Description of items to be purchased
  - Amount authorized to spend
  - Account to be charged
- *No signed receipt of goods* – Payment for services, equipment, or supplies shall be made only upon receipt of specific items, including a receiving statement signed and dated by the sponsor or responsible employee.

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**APPENDIX B - SUMMARY OF SCHOOL FINDINGS BY TYPE (*Continued*)**

**For the Year Ended June 30, 2018**

**Disbursements (*Continued*)**

- *No support for purchase* – A Pre-authorization for Purchase Form or Purchase Order requisition is required for any purchase.

**P-Card**

- *Pre-authorization not properly completed* – Approval for internal accounts purchases must be documented with a Pre-authorization for Purchase Form or a Purchase Order. The form is to be completed and signed by the teacher (sponsor) and properly approved by the principal or designee prior to purchase. The form must contain the following information:
  - Name
  - Date
  - Description of items to be purchased
  - Amount authorized to spend
  - Account to be charged

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**APPENDIX B - SUMMARY OF SCHOOL FINDINGS BY TYPE**

**For the Year Ended June 30, 2018**

**Receipts**

School	Monies not turned in timely	Not deposited in bank timely	Not properly logged on Log of Receipts	RMC not properly completed	RMC not in agreement with receipt
Abel Elementary					
Anna Maria Elementary					
Ballard Elementary					
Bashaw Elementary					
Bayshore Elementary					
Bayshore High					
Blackburn Elementary					
Braden River Elementary					
Braden River High	1				6
Braden River Middle					
Buffalo Creek Middle					
Daughtrey Elementary	3				
Freedom Elementary					
Gullett Elementary (B. D.)					
Haile Middle School					
Harlee Middle					
Horizons Academy					
Johnson Middle				1	
King Middle					
Kinnan Elementary					
Lakewood Ranch High			1	2	
Lee Middle				1	
Lincoln Middle					
Manatee Elementary					
Manatee High					
Manatee Technical College					
McNeal Elementary					
Miller Elementary					
Mills (Virgil) Elementary					
Moody Elementary	1				
Myakka Elementary					
Nolan Middle					
Oneco Elementary					
Palm View Elementary					
Palma Sola Elementary					
Palmetto Elementary					
Palmetto High					
Prine Elementary	1		2		
Rogers Garden Elementary					
Samoset Elementary		4	1	1	
Sea Breeze Elementary		2	2		
Southeast High					
Stewart (IDA M) Elementary					
Sugg Middle (W D)					
Tara Elementary			1	1	
Tillman Elementary		2	2		
Wakeland Elementary					
Williams Elementary					
Willis (Robert E) Elementary					
Witt Elementary					

(Continued)

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**APPENDIX B - SUMMARY OF SCHOOL FINDINGS BY TYPE**

**For the Year Ended June 30, 2018**

School	Disbursements		P-Card		Total Findings
	Pre-authorization not properly completed	No signed receipt of goods	No support for purchase	Pre-authorization not properly completed	
Abel Elementary					0
Anna Maria Elementary					0
Ballard Elementary				1	1
Bashaw Elementary					0
Bayshore Elementary					0
Bayshore High					0
Blackburn Elementary					0
Braden River Elementary					0
Braden River High					7
Braden River Middle					0
Buffalo Creek Middle					0
Daughtrey Elementary					3
Freedom Elementary					0
Gullett Elementary (B. D.)					0
Haile Middle School					0
Harlee Middle					0
Horizons Academy					0
Johnson Middle	1				2
King Middle					0
Kinnan Elementary					0
Lakewood Ranch High					3
Lee Middle		1			2
Lincoln Middle					0
Manatee Elementary					0
Manatee High					0
Manatee Technical College					0
McNeal Elementary					0
Miller Elementary					0
Mills (Virgil) Elementary					0
Moody Elementary					1
Myakka Elementary					0
Nolan Middle					0
Oneco Elementary					0
Palm View Elementary					0
Palma Sola Elementary					0
Palmetto Elementary					0
Palmetto High					0
Prine Elementary					3
Rogers Garden Elementary					0
Samoset Elementary					6
Sea Breeze Elementary			1		5
Southeast High					0
Stewart (IDA M) Elementary					0
Sugg Middle (W D)					0
Tara Elementary					2
Tillman Elementary					4
Wakeland Elementary					0
Williams Elementary					0
Willis (Robert E) Elementary					0
Witt Elementary					0



**SCHOOL DISTRICT OF MANATEE COUNTY, FLORIDA  
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**APPENDIX C - SPECIFIC SCHOOL FINDINGS**

**For the Year Ended June 30, 2018**

**Abel Elementary School**

- None

**Anna Maria Elementary School**

- None

**Ballard Elementary School**

- One Purchase Card purchase did not have a properly completed Pre-authorization for Purchase Form. School Board Policy (Internal Accounts Handbook, Chapter 4, Section II, 4.3, D) states that Pre-authorization for Purchase Forms must contain name, date, description of items to be purchased, amount authorized to spend, account to be charged and proper signatures.

**Bashaw Elementary School**

- None

**Bayshore Elementary School**

- None

**Bayshore High School**

- None

**Blackburn Elementary School**

- None

**Braden River Elementary School**

- None

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**APPENDIX C - SPECIFIC SCHOOL FINDINGS (*Continued*)**

**For the Year Ended June 30, 2018**

**Braden River High School**

- Receipt numbers 4772, 4783, 4820, 4857, 4901, and 4963 were not in agreement with their Report of Monies Collected (RMC). School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.0, A) states that a RMC is the supporting document for receipts and should be used in each instance and should agree with the receipt.
- Monies collected by a teacher from students relating to receipt number 5021 were not turned in to the bookkeeper timely. School Board Policy (Internal Accounts Handbook, Chapter 2, Section I, 2.5, B) states that collections should be turned in no later than the next business day.

**Braden River Middle School**

- None

**Buffalo Creek Middle School**

- None

**Daughtrey Elementary School**

- Monies collected by a teacher from students relating to receipt numbers 5875, 5877, and 5909 were not turned in to the bookkeeper timely. School Board Policy (Internal Accounts Handbook, Chapter 2, Section I, 2.5, B) states that collections should be turned in no later than the next business day.

**Freedom Elementary School**

- None

**Gullett Elementary School**

- None

**Haile Middle School**

- None

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**APPENDIX C - SPECIFIC SCHOOL FINDINGS (*Continued*)**

**For the Year Ended June 30, 2018**

**Harlee Middle School**

- None

**Horizons Academy**

- None

**Johnson Middle School**

- A Report of Monies Collected (RMC) was not completed for receipt number 10431. School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.0, A) states that a RMC is the supporting document for receipts and should be used in each instance.
- Check number 1050 was not documented with a signed Pre-authorization for Purchase Form or a Purchase Order. School Board Policy (Internal Accounts Handbook, Chapter 4, Section II, 4.3, A) states that approval for internal accounts purchases must be documented with a Pre-authorization for Purchase Form or a Purchase Order, which includes the principal's approval of the commitment.

**King Middle School**

- None

**Kinnan Elementary School**

- None

**Lakewood Ranch High School**

- A Report of Monies Collected (RMC) was not properly completed for receipt numbers 20239 and 20785. School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.0, A) states that a RMC is the supporting document for receipts and should be used in each instance.
- Receipt number 20270 collected by a teacher was not properly posted to the Log of Receipts (LOR). School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.7, B) states that all funds received in the school office must be posted to the LOR and the log is to be filled out by the person turning in the monies. The bookkeeper should also sign and note the receipt date and number on the LOR.

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**APPENDIX C - SPECIFIC SCHOOL FINDINGS (*Continued*)**

**For the Year Ended June 30, 2018**

**Lee Middle School**

- A Report of Monies Collected (RMC) was not properly completed for receipt number 10560. School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.0, A) states that a RMC is the supporting document for receipts and should be used in each instance.
- Check number 1083 did not have a signed receipt or invoice indicating receipt of merchandise in proper condition or service was appropriately rendered. School Board Policy (Internal Accounts Handbook, Chapter 4, Section II, 4.5, A and D) states that an itemized invoice and a receiving statement signed by the sponsor or responsible employee certifying receipt of merchandise as described and in proper condition or certifying services in good order should be obtained prior to check disbursement.

**Lincoln Middle School**

- None

**Manatee Elementary School**

- None

**Manatee High School**

- None

**Manatee Technical College**

- None

**McNeal Elementary School**

- None

**Miller Elementary School**

- None

**Mills Elementary School**

- None

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**APPENDIX C - SPECIFIC SCHOOL FINDINGS (*Continued*)**

**For the Year Ended June 30, 2018**

**Moody Elementary School**

- Monies collected by a teacher from students relating to receipt number 6637 were not turned in to the bookkeeper timely. School Board Policy (School Internal Accounts Policies and Procedures Manual, Chapter 2, Section 1, 2.5, B) states that collections should be turned in no later than the next business day.

**Myakka Elementary School**

- None

**Nolan Middle School**

- None

**Oneco Elementary School**

- None

**Palm View Elementary School**

- None

**Palma Sola Elementary School**

- None

**Palmetto Elementary School**

- None

**Palmetto High School**

- None

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**APPENDIX C - SPECIFIC SCHOOL FINDINGS (*Continued*)**

**For the Year Ended June 30, 2018**

**Prine Elementary School**

- Monies collected by the bookkeeper for receipt numbers 11795, 11854, 11859, and 11866 were not deposited in the bank timely. School Board Policy (Internal Accounts Handbook, Chapter 2, Section 1, 2.5, C) states that funds collected should be deposited within five working days.
- Monies collected by a teacher from students relating to receipt number 11867 were not turned in to the bookkeeper timely. School Board Policy (Internal Accounts Handbook, Chapter 2, Section I, 2.5, B) states that collections should be turned in no later than the next business day.
- Monies collected by a teacher for receipt numbers 11901 and 11905 were not properly posted to the Log of Receipts (LOR). School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.7, B) states that all funds received in the school office must be posted to the LOR and the log is to be filled out by the person turning in the monies. The bookkeeper should also sign and note the receipt date and number on the LOR.

**Rogers Garden Elementary**

- None

**Samoset Elementary School**

- Monies collected by the bookkeeper for receipt numbers 1506, 1511, 1524, and 1578 were not deposited in the bank timely. School Board Policy (Internal Accounts Handbook, Chapter 2 Section I, 2.5, C) states that funds collected should be deposited within five working days.
- A Report of Monies Collected (RMC) was not completed for receipt number 1552. School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.0, A) states that a RMC is the supporting document for receipts and should be used in each instance.
- Monies collected by a teacher for receipt number 1552 were not properly posted to the Log of Receipts (LOR). School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.7, B) states that all funds received in the school office must be posted to the LOR and the log is to be filled out by the person turning in the monies. The bookkeeper should also sign and note the receipt date and number on the LOR

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**APPENDIX C - SPECIFIC SCHOOL FINDINGS (*Continued*)**

**For the Year Ended June 30, 2018**

**Sea Breeze Elementary School**

- Monies collected by the bookkeeper for receipt numbers 10171 and 10214 were not deposited in the bank timely. School Board Policy (Internal Accounts Handbook, Chapter 2, Section I, 2.5, C) states that funds collected should be deposited within five working days.
- Monies collected by a teacher for receipt numbers 10243 and 10394 were not properly posted to the Log of Receipts (LOR). School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.7, B) states that all funds received in the school office must be posted to the LOR and the log is to be filled out by the person turning in the monies. The bookkeeper should also sign and note the receipt date and number on the LOR.
- Check number 1001 did not have an invoice that supported the amount spent. It was also determined that this was a refund that should have been processed through the District's accounts payable office. School Board Policy (Internal Accounts Handbook, Chapter 4, Section II, 4.5, C) states that evidence supporting all expenditures must be kept on file and available for audit.

**Southeast High School**

- None

**Stewart Elementary School**

- None

**Sugg Middle School**

- None

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**APPENDIX C - SPECIFIC SCHOOL FINDINGS (*Continued*)**

**For the Year Ended June 30, 2018**

**Tara Elementary School**

- A Report of Monies Collected (RMC) was not properly completed for receipt number 10136. School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.0, A) states that a RMC is the supporting document for receipts and should be used in each instance.
- Monies collected by a teacher for receipt number 10300 was not properly posted to the Log of Receipts (LOR). School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.7, B) states that all funds received in the school office must be posted to the LOR and the log is to be filled out by the person turning in the monies. The bookkeeper should also sign and note the receipt date and number on the LOR.

**Tillman Elementary School**

- Monies collected by a teacher for receipt numbers 6606 and 6611 were not properly posted to the Log of Receipts (LOR). School Board Policy (Internal Accounts Handbook, Chapter 2, Section II, 2.7, B) states that all funds received in the school office must be posted to the LOR and the log is to be filled out by the person turning in the monies. The bookkeepers should also sign and note the receipt date and number on the LOR.
- Monies collected by the bookkeeper for receipt numbers 6632 and 6671 were not deposited in the bank timely. School Board Policy (Internal Accounts Handbook Chapter 2, Section I, 2.5, C) states that funds collected should be deposited within five working days.

**Wakeland Elementary School**

- None

**Williams Elementary School**

- None

**Willis Elementary School**

- None

**Witt Elementary School**

- None