

**Unannounced Cash Counts**

**At 16 Selected Schools  
on September 7, 2010**

**October 15, 2010**

**Report 2010-13**



### **MISSION STATEMENT**

The School Board of Palm Beach County is committed to excellence in education and preparation of all our students with the knowledge, skills, and ethics required for responsible citizenship and productive employment.

**Arthur C. Johnson, Ph.D.\***  
**Superintendent of Schools**

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# **Unannounced Cash Counts**

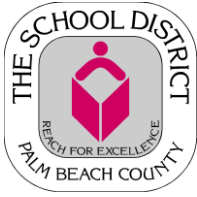
**At 16 Selected Schools on September 7, 2010**

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THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

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## MEMORANDUM

TO: Honorable Chair and Members of the School Board  
Arthur C. Johnson, Ph.D., Superintendent of Schools  
Chair and Members of the Audit Committee

FROM: Lung Chiu, CPA, District Auditor

DATE: October 15, 2010

SUBJECT: Unannounced Cash Counts at 16 Selected Schools on September 7, 2010

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### PURPOSE AND AUTHORITY

As part of our ongoing monitoring of monies collected and deposited by schools, we have conducted unannounced cash counts and examination of the contents in drop-safes at 16 selected schools on September 7, 2010. The primary objective of these unannounced visits was to determine if monies to be deposited into the banks agreed with the collection records.

### SCOPE AND METHODOLOGY

These unannounced cash counts were performed by eight audit staff (grouped into four two-member teams) on September 7, 2010, and included,

- Visiting 16 randomly selected schools, including eight elementary, three middle, and five high schools.
- Examining the contents in the drop-safes, *Monies Collection Reports* (MCRs), *Drop-Safe Logs*, receipts issued to payers, *Courier Logs*, and the General Ledgers.
- Reconciling the amount of cash and checks in the drop-safes with the collection records.

Since no discrepancy was noted between cash on hand and supporting documentation during the unannounced visits, we did not request for management response to this special report.

We appreciate the courtesy and cooperation extended to us by staff during these unannounced visits. The final draft report was presented to the Audit Committee at its October 15, 2010, meeting.

## **CONCLUSIONS**

### **No Money Missing**

Our unannounced cash counts and examinations of contents in the drop-safes at 16 selected schools found that all monies collections were accounted for and no money was missing for the review period.

However, our review of the collection records at these 16 selected schools identified certain noncompliance with money collection procedures at some schools. Specifically,

- Some deposits were not recorded on the *Drop-safe Logs* in six schools.
- Some sponsors did not retain the yellow copy of the MCRs in five schools.
- Some deposits were not accompanied by MCRs in four schools.
- Monies not deposited timely in one school.
- Change Funds not recorded in the General Ledger in one school.

Schools were informed of the noncompliance with District's procedures during the unannounced visits.

– End of Report –