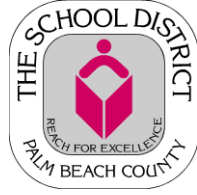


Special Review of
Palm Springs Elementary School
Missing Drop Safe Log
September 13, 2013

Report #2013-10



MISSION STATEMENT

The School Board of Palm Beach County is committed to providing a world class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

E. Wayne Gent
Superintendent of Schools

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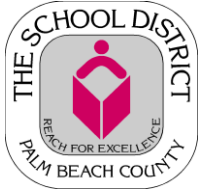
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Special Review of
Palm Springs Elementary School
Missing Drop Safe Log

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THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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LUNG CHIU, CIG, CPA
INSPECTOR GENERAL

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MEMORANDUM

TO: Honorable Chair and Members of the School Board
E. Wayne Gent, Superintendent of Schools
Chair and Members of the Audit Committee

FROM: Lung Chiu, CPA, Inspector General

DATE: September 13, 2013

SUBJECT: Special Review of Palm Springs Elementary School Missing Drop Safe Log

PURPOSE AND AUTHORITY

We have reviewed the money deposit records of Palm Springs Elementary School. The primary objective of this review was to determine whether all monies collected during July 1 through December 31, 2012, were appropriately recorded in the General Ledger and deposited into the school's Internal Funds bank account.

SCOPE AND METHODOLOGY

The review included:

- Interviewing District staff
- Reviewing the general ledger and bank statements
- Reviewing staff copies of *Monies Collected Reports* and deposit documentation

Draft findings were sent to management for review and comments. Management responses are included in the Appendices. The final draft, with management responses, was sent to the Office of General Counsel for review and input. We appreciate the courtesy and cooperation extended to us by staff during the review. The final draft report was presented to the Audit Committee at its September 13, 2013, meeting.

BACKGROUND

On January 21, 2013, the former principal of Palm Springs Elementary School contacted our office and indicated that she had been informed that the *Drop-Safe Log* for the period July 1, through December 31, 2012 was missing. Upon the return from winter break, the bookkeeper discovered some pages were missing from the *Drop-safe Log* binder which was kept in the principal's office. She reported the missing log pages to both the current and former principals.

CONCLUSIONS

This Special Review produced the following major conclusions:

1. *Drop-Safe Log* Pages Inadvertently Discarded

The former principal was reassigned to a new school to begin with the Spring semester of 2013. Prior to leaving the school, with the assistance of some volunteers, the principal packed her office contents and discarded the contents of unneeded old binders stored in her office. The old binders and the *Drop-Safe Log* binder were apparently stored on the same bookshelf. The former principal realized that the missing pages were inadvertently discarded by one of the volunteers.

2. No Money Missing

According to the General Ledger, total deposits during July 1, 2012, through December 31, 2012, were \$108,357.49 (with \$105,667.74 from 296 *Monies Collected Reports* and \$2,689.75 in 14 Direct Deposits). With the assistance of the current principal, we obtained the yellow copies of the MCRs retained by staff. We reviewed a sample of 108 yellow copies of the MCRs; all 108 sampled collections, totaling \$40,385.81 (or 37% of the total collections), were properly reconciled to the deposit records and general ledger. Based on the sampling results, we concluded that the collections were properly accounted for; i.e. no money was missing.

Management's Response:

Current Principal: After careful review of the draft report for the special investigation of the missing Palm Springs Elementary School drop safe logs, I agree with the findings. I concur with the conclusions indicating no evidence of any missing monies. The following corrective action has occurred. The drop safe log sheets are housed in a locked cabinet. (Please see page 4.)

Former Principal: I am in receipt of the findings from the investigation and concur with the results. (Please see page 5.)

Chief Operating Officer: *I have reviewed your Special Review of Palm Springs Elementary School Missing Drop Safe Log for the period July 1, 2012 through December 31, 2012 and management response provided by Kathy Harris, Principal of Palm Springs Elementary School. As the specific audit recommendations have already been addressed, I have nothing further to add. (Please see page 6.)*

– End of Report –

Management's Response
Current Principal

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PALM SPRINGS ELEMEN

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
Palm Springs Elementary School

101 Davis Road, Lake Worth, Florida 33461
(561) 804-3000, Fax (561) 804-3050



Kathy E. Harris
Principal

Andrew Kline
Assistant Principal

TO: Lung Chiu, Inspector General
FROM:  Kathy E. Harris, Principal
SUBJECT: Response to Special Review of Palm Springs Elementary School
Missing Drop Safe Log
DATE: June 13, 2013

After careful review of the draft report for the special investigation of the missing Palm Springs Elementary School drop safe logs, I agree with the findings. I concur with the conclusions indicating no evidence of any missing monies. The following corrective action has occurred. The drop safe log sheets are housed in a locked cabinet.

RECEIVED
JUN 13 2013
INSPECTOR GENERAL

Management's Response
Former Principal

Congress Middle School

Memo

To: Randy Law
From: Denise O'Connor
Date: 8/27/2013
Re: Palm Springs Missing Log Response

RECEIVED
AUG 27 2013

INSPECTOR GENERAL

I am in receipt of the findings from the investigation and concur with the results.

Denise O'Connor
Signature

8/27/13
Date

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Management's Response
Chief Operating Officer



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

**MICHAEL J. BURKE
CHIEF OPERATING OFFICER**

**E. WAYNE GENT
SUPERINTENDENT**

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MEMORANDUM

TO: Lung Chiu
Inspector General

FROM: Michael J. Burke *MJB*
Chief Operating Officer

DATE: August 28, 2013

**SUBJECT: SPECIAL REVIEW OF PALM SPRINGS ELEMENTARY SCHOOL MISSING DROP
SAFE LOG**

RECEIVED
AUG 29 2013
INSPECTOR GENERAL

I have reviewed your Special Review of Palm Springs Elementary School Missing Drop Safe Log for the period July 1, 2012 through December 31, 2012 and management response provided by Kathy Harris, Principal of Palm Springs Elementary School. As the specific audit recommendations have already been addressed, I have nothing further to add. An electronic version of management's response will also be emailed to your attention.

If you should have any questions or require additional information, please do not hesitate to contact me at PX48584.

MJB/ac

M