2022

School Board of Alachua County School Internal Accounts

Financial Statements and Independent Auditor's Report

June 30, 2022



FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT

SCHOOL BOARD OF ALACHUA COUNTY SCHOOL INTERNAL ACCOUNTS ALACHUA COUNTY, FLORIDA

JUNE 30, 2022

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FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT

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INDEPENDENT AUDITOR'S REPORT

Alachua County District School Board Alachua County, Florida

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the School Internal Accounts Special Revenue Fund (the Internal Accounts) of the Alachua County District School Board (the District) as of and for the year ended June 30, 2022, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Internal Accounts of the District as of June 30, 2022, and the changes in its financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Internal Accounts and do not purport to, and do not present fairly, the financial position of the District as of June 30, 2022, the changes in its financial position, or where applicable, its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

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INDEPENDENT AUDITOR'S REPORT

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Internal Accounts' financial statements. The accompanying Schedules of Changes in Fund Balance are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedules of Changes in Fund Balance are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

INDEPENDENT AUDITOR'S REPORT

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 23, 2023, on our consideration of the District's 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 solely 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 the effectiveness of the Internal Accounts' 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 the District's internal control over financial reporting and compliance.

March 23, 2023

Gainesville, Florida

Purvis Gray

SCHOOL BOARD OF ALACHUA COUNTY SCHOOL INTERNAL ACCOUNTS SPECIAL REVENUE FUND BALANCE SHEET JUNE 30, 2022

Assets	
Cash and Equivalents	\$ 4,572,786
Accounts Receivable, Net	1,934
Inventory	7,846
Total Assets	\$ 4,582,566
Liabilities	
Accounts Payable	4,177
Due to School Board	329,609
Unearned Revenues	354,799
Total Liabilities	\$ 688,577
Fund Balance	
Non-Spendable	7,846
Restricted for School Internal Funds	3,886,143
Total Fund Balance	3,893,989
Total Liabilities and Fund Balance	\$ 4.582.566

SCHOOL BOARD OF ALACHUA COUNTY SCHOOL INTERNAL ACCOUNTS SPECIAL REVENUE FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR THE YEAR ENDED JUNE 30, 2022

Revenues	
Charges for Services	\$ 4,079,939
Grants and Donations	767,043
Total Revenues	4,846,982
Expenditures	
Current:	
Athletics	922,497
Music and Band	29,629
Classes	578,356
Clubs and Activities	801,583
Departments	1,273,055
Trusts and Grants	781,962
School Store	506
General	156,198
Total Expenditures	4,543,786
Excess of Revenues Over Expenditures	303,196
Transfers Out to SBAC	(133,645)
Net Change in Fund Balance	169,551
Fund Balance - Beginning of Year	3,724,438
Fund Balance - End of Year	\$ 3,893,989

SCHOOL BOARD OF ALACHUA COUNTY SCHOOL INTERNAL ACCOUNTS NOTES TO FINANCIAL STATEMENTS

Note 1 - Summary of Significant Accounting Policies

The financial statements of the School Internal Accounts Special Revenue Fund (the Internal Accounts) of the Alachua County District School Board (the District) have been prepared to conform to U.S. generally accepted accounting principles (GAAP), as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. Pursuant to Florida Statutes, Section 1001.51(11)(f), the Superintendent of Schools is responsible for keeping records and accounts of all financial transactions in the manner prescribed by the State Board of Education. The following is a summary of the more significant of these policies:

Reporting Entity

The District and its Governing Board are organized and operated under Section 4, Article IX, of the Constitution of Florida and Chapter 1001 of the Florida Statutes. The District's boundaries are coterminous with those of Alachua County. Management of the District is independent of county and city governments. The membership of the Governing Board of the District consists of five members elected by county-wide vote for overlapping four-year terms. The appointed Superintendent of Schools acts as the executive officer for the District.

For financial reporting purposes, the accompanying financial statements include only the activity accounted for in the Internal Accounts of the District and does not purport to present financial position and results of operations for the District as a whole. The District does, however, prepare an entity-wide annual financial report which also includes the Internal Accounts, which can be obtained from the District's administrative offices.

The Internal Accounts are a single special revenue fund of the District as follows:

■ Special Revenue Fund - School Internal Accounts—to account for resources of the Internal Accounts, which are used to administer monies collected at the District's schools in connection with school, student athletic, class, and club activities and financial aid fee collections and expenditures. The fund is made up of all of the internal account activity of the District's forty-one centers, communities, and elementary, middle, and high schools, and are budgeted public funds under the control and supervision of the District, with individual school principals having day-to-day responsibility over their respective schools.

The collection and disbursement of the Internal Accounts is performed in accordance with Florida Statutes, School Board rules, and the Financial and Program Cost Accounting and Reporting for Florida Schools manual, published by the Florida Department of Education.

Measurement Focus and Basis of Accounting

The accompanying financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues, except for certain grant revenues, are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Internal Accounts considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures are generally recognized when the related fund liability is incurred, as under accrual accounting.

SCHOOL BOARD OF ALACHUA COUNTY SCHOOL INTERNAL ACCOUNTS NOTES TO FINANCIAL STATEMENTS

Cash

Cash and equivalents are held by banks qualified as public depositories under Florida law. All deposits are insured by federal depository insurance and/or collateralized with securities held in Florida's multiple financial institution collateral pool as required by Chapter 280, Florida Statutes; thus, all bank balances of the Internal Accounts are fully insured or collateralized.

Accounting Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Actual results could differ from those estimates.

Accounts Receivable

Accounts receivable are reported at estimated net realizable value.

Inventory

Inventory is reported at cost under the first-in, first-out method.

Unearned Revenue

Camp fees received by the Internal Accounts for services to be rendered in future periods are offset by an unearned revenue liability account.

Encumbrances

Encumbrance accounting, under which purchase orders are recorded to reserve an applicable appropriation, is used by the Internal Accounts.

Risk Management

The Internal Accounts are exposed to various risks of loss related to theft of, damage to, and destruction of assets. The District provides commercial insurance to cover these risks of the Internal Accounts.

Fund Balance

The Internal Accounts follows the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions to classify fund balances for governmental funds into specifically defined classifications. The classifications comprise a hierarchy based primarily on the extent to which the Internal Accounts is bound to honor constraints on the specific purposes for which amounts in the funds can be spent.

Fund balances are described below:

Non-Spendable Fund Balances—Non-Spendable Fund Balances are amounts that cannot be spent because they are either: (a) not in spendable form; or (b) legally or contractually required to be maintained intact.

Restricted Fund Balances—Restricted Fund Balances are restricted when constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

SCHOOL BOARD OF ALACHUA COUNTY SCHOOL INTERNAL ACCOUNTS NOTES TO FINANCIAL STATEMENTS

Committed Fund Balances—Committed Fund Balances are amounts that can only be used for specific purposes as a result of constraints imposed by formal action of the Internal Accounts' highest level of decision-making authority. The Board is the highest level of decision-making authority for the Internal Accounts that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Committed amounts cannot be used for any other purpose unless the Board removes those constraints by taking the same type of action.

Assigned Fund Balances—Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The District has authorized the finance director to assign fund balance. Unlike commitments, assignments generally only exist temporarily.

The Internal Accounts' policy is to expend resources in the following order: restricted, committed, assigned, and unassigned.



F.W. Buchholz High School

	 Balance 1, 2021	R	evenues	-	penditures/ ansfers Out	T	ransfers	 ind Balance ne 30, 2022
Athletics	\$ 138,554	\$	287,221	\$	(410,252)	\$	(3,439)	\$ 12,084
Music	4,331		3,190		(283)		-	7,238
Classes	4,992		84,964		(63,821)		1,974	28,109
Clubs	248,451		439,692		(449,744)		17,559	255,958
Departments	98,944		35,498		(55,724)		1,767	80,485
Trusts	39,596		30,646		(28,127)		7,415	49,530
General	29,403		49,572		(10,274)		(25,276)	43,425
	<u>. </u>							
Total	\$ 564,271	\$	930,783	\$	(1,018,225)	\$		\$ 476,829

Eastside High School

	 Balance 1, 2021	R	Revenues		penditures	Tra	ansfers	 ind Balance ne 30, 2022
Athletics	\$ 126,716	\$	185,603	\$	(139,469)	\$	(4,912)	\$ 167,938
Music	933		1,078		(824)		-	1,187
Classes	689		23,582		(18,998)		(3,149)	2,124
Clubs	32,439		46,877		(52,475)		6,423	33,264
Departments	85,540		86,114		(86,720)		1,404	86,338
Trusts	45,028		28,169		(28,833)		71	44,435
School Store	200		-		-		(200)	-
General	29,024		17,506		(20,729)		363	 26,164
Total	\$ 320,569	\$	388,929	\$	(348,048)	\$	-	\$ 361,450

Gainesville High School

	 Balance 1, 2021	R	evenues	Expenditures		Tı	ansfers	 nd Balance ne 30, 2022
Athletics	\$ 102,053	\$	188,353	\$	(135,624)	\$	(721)	\$ 154,061
Music	430		881		(1,027)	\$	271	555
Classes	13,322		69,504		(60,095)	\$	511	23,242
Clubs	45,537		71,430		(69,772)	\$	(4,229)	42,966
Departments	69,900		65,557		(84,333)	\$	1,726	52,850
Trusts	106,998		109,165		(108,828)	\$	(352)	106,983
School Store	3,425		49		(428)	\$	59	3,105
General	35,946		9,835		(3,600)	\$	2,735	44,916
Total	\$ 377,611	\$	514,774	\$	(463,707)	\$	_	\$ 428,678

Hawthorne Middle/High School

	 Fund Balance July 1, 2021		Revenues		penditures	Tra	Transfers		d Balance e 30, 2022
Athletics	\$ 38,280	\$	74,359	\$	(69,801)	\$	-	\$	42,838
Classes	2,839		10,218		(9,913)		-		3,144
Clubs	875		4,495		(988)		-		4,382
Departments	3,607		9,109		(8,876)		-		3,840
Trusts	27,116		58,241		(38,129)		(596)		46,632
General	 9,476		154		(1,321)		596		8,905
Total	\$ 82,193	\$	156,576	\$	(129,028)	\$		\$	109,741

W.T. Loften High School

		Fund Balance July 1, 2021 Revenues				enditures	Trar	nsfers	Fund Balance June 30, 2022		
Clubs	\$	9,550	\$	15,614	\$	(17,178)	\$	(36)	\$	7,950	
Departments		54,768		10,712		(15,840)		(19)		49,621	
Trusts		1,044		14,434		(12,108)		55		3,425	
General		15,921		42		(659)		-		15,304	
Total	\$	81,283	\$	40,802	\$	(45,785)	\$	_	\$	76,300	

Newberry High School

	 nd Balance ly 1, 2021		Revenues		Expenditures		Transfers		ind Balance ne 30, 2022
Athletics	\$ 126,293	\$	114,183	\$	(79,739)	\$	(1,217)	\$	159,520
Music	756		-		(32)		-		724
Classes	8,086		20,421		(13,703)		(4,850)		9,954
Clubs	6,850		8,532		(5,168)		(53)		10,161
Departments	62,054		33,389		(47,338)		53		48,158
Trusts	33,863		15,076		(8,703)		6,067		46,303
General	24,195		1,825		(2,652)				23,368
Total	\$ 262,097	\$	193,426	\$	(157,335)	\$		\$	298,188

Santa Fe High School

		d Balance 1, 2021	R	evenues	Ex	penditures	Tr	ansfers	 nd Balance ne 30, 2022
Athletics	\$	95,982	\$	204,739	\$	(184,670)	\$	166	\$ 116,217
Classes		13,981		40,473		(25,227)		-	29,227
Clubs		30,659		28,792		(30,550)		426	29,327
Departments		52,388		54,437		(57,884)		3,000	51,941
Trusts		72,211		59,506		(64,814)		(592)	66,311
School Store		701		-		(78)		-	623
General	-	51,975		11,723		(4,618)		(3,000)	56,080
Total	\$	317,897	\$	399,670	\$	(367,841)	\$		\$ 349,726

Howard W. Bishop Middle School

	 Balance 1, 2021	Revenues		Expenditures		Transfers		 d Balance e 30, 2022
Athletics	\$ 8,336	\$	2,629	\$	(1,256)	\$	-	\$ 9,709
Music	1,525		15,278		(14,731)		-	2,072
Classes	21,915		35,848		(35,177)		-	22,586
Clubs	2,326		7,851		(4,352)		-	5,825
Departments	8,734		2,955		(8,790)		-	2,899
Trusts	11,201		55,205		(39,881)		-	26,525
General	 138		13,441		(11,321)			 2,258
Total	\$ 54,175	\$	133,207	\$	(115,508)	\$	-	\$ 71,874

Fort Clarke Middle School

	 d Balance / 1, 2021	Re	evenues	Ехр	penditures	Tra	ınsfers	 d Balance e 30, 2022
Athletics	\$ 8,597	\$	3,319	\$	(411)	\$	-	\$ 11,505
Music	82		-		-		(81)	1
Classes	1,269		2,416		(1,500)		-	2,185
Clubs	7,061		2,261		(1,547)		-	7,775
Departments	21,264		9,993		(6,285)		(334)	24,638
Trusts	14,825		13,543		(13,856)		88	14,600
General	 10,315		45		(1,438)		327	9,249
	 		<u> </u>					
Total	\$ 63,413	\$	31,577	\$	(25,037)	\$		\$ 69,953

Kanapaha Middle School

	 Balance I, 2021	R	evenues	Ex	penditures	Tra	nsfers	 d Balance e 30, 2022
Athletics	\$ 8,974	\$	10,146	\$	(9,752)	\$	-	\$ 9,368
Music	111		1,000		-		-	1,111
Classes	27,699		35,719		(37,770)		(550)	25,098
Clubs	2,224		5,761		(5,238)		778	3,525
Departments	32,669		26,279		(17,584)		(228)	41,136
Trusts	9,326		46,351		(36,741)		-	18,936
General	11,397		4,020		(5,078)		-	10,339
Total	\$ 92,400	\$	129,276	\$	(112,163)	\$		\$ 109,513

Abraham Lincoln Middle School

	 d Balance v 1, 2021	Re	evenues	Expenditures		Transfers		Fund Balance June 30, 202	
Athletics	\$ 10,721	\$	14,977	\$	(12,880)	\$	-	\$	12,818
Music	133		11,547		(11,048)		536		1,168
Classes	5,806		26,593		(20,206)		-		12,193
Clubs	4,178		9,859		(10,966)		73		3,144
Departments	13,442		18,056		(27,078)		-		4,420
Trusts	15,380		17,382		(16,002)		-		16,760
General	 2,706		763		(2,578)		(609)		282
Total	\$ 52,366	\$	99,177	\$	(100,758)	\$	_	\$	50,785

A.L. Mebane Middle School

	 Balance 1, 2021	Re	evenues	Exp	penditures	Trar	nsfers	 d Balance e 30, 2022
Athletics	\$ 7,681	\$	938	\$	(1,319)	\$	-	\$ 7,300
Music	215		-		-		-	215
Classes	4,482		-		(700)		-	3,782
Clubs	1,161		225		(200)		-	1,186
Departments	11,251		5,363		(5,408)		-	11,206
Trusts	5,158		3,976		(4,064)		-	5,070
General	8,302		2,517		(2,879)		-	7,940
Total	\$ 38,250	\$	13,019	\$	(14,570)	\$	-	\$ 36,699

Oak View Middle School

	 Balance 1, 2021	Re	evenues	Ex	penditures	Tr	ansfers	 nd Balance e 30, 2022
Athletics	\$ 16,877	\$	4,541	\$	(1,859)	\$	-	\$ 19,559
Music	571		1,349		(1,146)		(41)	733
Classes	3,329		6,193		(2,877)		-	6,645
Clubs	17,916		3,237		(7,525)		(479)	13,149
Departments	27,305		11,769		(13,541)		(1,533)	24,000
Trusts	59,835		17,920		(23,883)		1,149	55,021
School Store	1,612		-		-		(1,612)	-
General	15,910		11,652		(3,457)		2,516	26,621
Total	\$ 143,355	\$	56,661	\$	(54,288)	\$		\$ 145,728

Westwood Middle School

	 d Balance v 1, 2021	Re	evenues	Ехр	penditures	Tr	ansfers	 d Balance e 30, 2022
Athletics	\$ 2,095	\$	2,527	\$	(3,606)	\$	1,316	\$ 2,332
Classes	7,043		52,145		(59,421)		665	432
Clubs	2,192		7,106		(454)		234	9,078
Departments	6,987		7,637		(7,801)		(2,215)	4,608
Trusts	6,623		8,734		(6,416)		-	8,941
General	2,965		197				-	 3,162
Total	\$ 27,905	\$	78,346	\$	(77,698)	\$		\$ 28,553

Alachua Elementary School

	 d Balance y 1, 2021	Re	evenues	Ex	penditures	Tra	nsfers	-	d Balance e 30, 2022
Classes	\$ -	\$	10,814	\$	(10,492)	\$	_	\$	322
Departments	2,918		8,884		(7,740)		-		4,062
Trusts	21,379		10,365		(19,760)		14		11,998
General	 2,263		175		(221)		(14)		2,203
Total	\$ 26,560	\$	30,238	\$	(38,213)	\$	_	\$	18,585

Archer Community School

	 Balance 1, 2021	Re	evenues	Ехр	enditures	Trans	sfers	 d Balance 30, 2022
Classes	\$ 1,627	\$	16,473	\$	(16,275)	\$	_	\$ 1,825
Clubs	1,978		11,328		(11,496)		-	1,810
Departments	4,424		10,376		(10,543)		-	4,257
Trusts	3,925		6,936		(1,909)		-	8,952
General	24,049		-		(764)		-	23,285
Total	\$ 36,003	\$	45,113	\$	(40,987)	\$		\$ 40,129

Lawton Chiles Elementary School

	 3alance ., 2021	Re	evenues	Ехр	enditures	Tra	ansfers	 d Balance e 30, 2022
Classes	\$ 21,655	\$	27,968	\$	(27,841)	\$	1,879	\$ 23,661
Clubs	7,368		10,384		(15,188)		-	2,564
Departments	17,206		16,083		(9,181)		(1,879)	22,229
Trusts	11,553		8,671		(2,544)		-	17,680
General	 12,142				(177)		_	 11,965
Total	\$ 69,924	\$	63,106	Ś	(54,931)	Ś	_	\$ 78,099
10141	 03,324		03,100		(34,331)	<u> </u>		 70,055

Duval Early Learning Academy

	3alance , 2021	Rever	nues	Expe	nditures	Tr	ansfers	Balance 80, 2022
Classes	\$ 1,423	\$	-	\$	(375)	\$	(1,048)	\$ -
Clubs	96		-		-		(96)	-
Trusts	(359)		44		2,022		(1,707)	-
General	6,517		-		(9,368)		2,851	-
Total	\$ 7,677	\$	44	\$	(7,721)	\$	_	\$

Stephen Foster Elementary School

	 l Balance 1, 2021	Re	evenues	Ex	penditures	Tra	nsfers	 nd Balance e 30, 2022
Classes	\$ 2,833	\$	10,650	\$	(10,662)	\$	-	\$ 2,821
Clubs	3,986		866		(1,285)		-	3,567
Departments	2,317		2,659		(4,562)		-	414
Trusts	6,600		5,740		(7,185)		-	5,155
General	846		(144)		(6)		-	696
Total	\$ 16,582	\$	19,771	\$	(23,700)	\$		\$ 12,653

Glen Springs Elementary School

	 Balance 1, 2021	Re	evenues	Ехр	penditures	Trans	sfers	 Balance 30, 2022
Classes	\$ 3,091	\$	7,804	\$	(7,515)	\$	-	\$ 3,380
Clubs	1,392		24,817		(24,823)		-	1,386
Departments	5,119		2,183		(435)		-	6,867
Trusts	9,946		17,867		(20,989)		-	6,824
General	 14,956		2,788		(4,109)	,		 13,635
Total	\$ 34,504	\$	55,459	\$	(57,871)	\$		\$ 32,092

Hidden Oak Elementary School

	Fund Balance July 1, 2021		Revenues		Expenditures		Transfers		Fund Balance June 30, 2022	
Music	\$	708	\$	565	\$	(538)	\$	-	\$	735
Classes		3,251		22,219		(21,602)		-		3,868
Clubs		-		925		(475)		-		450
Departments		29,425		18,674		(16,016)		-		32,083
Trusts		2,715		9,610		(5,818)		-		6,507
General		5,228		892		(1,664)				4,456
Total	\$	41,327	\$	52,885	\$	(46,113)	\$		\$	48,099

High Springs Community School

	Fund Balance July 1, 2021		Revenues		Expenditures		Transfers		Fund Balance June 30, 2022	
Athletics	\$	2,912	\$	5,356	\$	(5,504)	\$	-	\$	2,764
Band		-		2,000		-		-		2,000
Classes		10,124		25,813		(27,195)		(10)		8,732
Clubs		2,276		6,691		(8,291)		-		676
Departments		17,152		22,964		(22,994)		-		17,122
Trusts		6,061		14,479		(13,725)		-		6,815
General		5,704		8,963		(5,377)		10		9,300
Total	\$	44,229	\$	86,266	\$	(83,086)	\$		\$	47,409

Idylwild Elementary School

	Fund Balance July 1, 2021		Revenues		Expenditures		Transfers		Fund Balance June 30, 2022	
Classes	\$	2,364	\$	870	\$	(670)	\$	(2,250)	\$	314
Departments		2,228		145		(785)		-		1,588
Trusts		3,034		2,336		(1,945)		560		3,985
General		348		1,085		(732)		1,690		2,391
Total	\$	7,974	\$	4,436	\$	(4,132)	\$		\$	8,278

W.W. Irby Elementary School

	Fund Balance July 1, 2021		Revenues		Expenditures		Transfers		Fund Balance June 30, 2022	
Classes	\$	138	\$	200	\$	(16)	\$	-	\$	322
Clubs		117		1,389		(1,466)		-		40
Departments		9,048		5,179		(5,693)		-		8,534
Trusts		3,311		20,264		(14,404)		-		9,171
General		18,854		14		(10,402)		-		8,466
Total	\$	31,468	\$	27,046	\$	(31,981)	\$	_	\$	26,533

Lake Forest Elementary School

	 Balance L, 2021	Re	evenues	Ехр	enditures	Tran	sfers	d Balance 30, 2022
Classes	\$ 2,496	\$	432	\$	(452)	\$	_	\$ 2,476
Departments	1,571		1,229		(1,668)		-	1,132
Trusts	14,823		13,618		(18,643)		-	9,798
General	12,012		-		(316)		-	11,696
Total	\$ 30,902	\$	15,279	\$	(21,079)	\$	-	\$ 25,102

Littlewood Elementary School

	 Balance 1, 2021	Re	evenues	Exp	penditures	Trar	nsfers	 Balance 30, 2022
Classes	\$ 3,429	\$	13,050	\$	(12,568)	\$	-	\$ 3,911
Clubs	-		100		(150)		-	(50)
Departments	22,734		8,504		(4,662)		50	26,626
Trusts	9,147		21,288		(13,596)		(50)	16,789
General	 51,419		1,844		(3,825)			 49,438
Total	\$ 86,729	\$	44,786	\$	(34,801)	\$		\$ 96,714

Meadowbrook Elementary School

	 Balance 1, 2021	Re	venues	Ехр	enditures	Tr	ansfers	-	nd Balance ne 30, 2022
Music	\$ 329	\$	-	\$	-	\$	-	\$	329
Classes	17,119		12,513		(12,745)		-		16,887
Clubs	85,752		2,209		(17,591)		(50,000)		20,370
Departments	34,589		19,028		(17,408)		-		36,209
Trusts	17,981		1,147		(6,048)		-		13,080
General	17,266		44,934		(12,289)		50,000		99,911
Total	\$ 173,036	\$	79,831	\$	(66,081)	\$	-	\$	186,786

W.A. Metcalfe Elementary School

	 Balance 1, 2021	Re	venues	Ехр	penditures	Tr	ansfers	 nd Balance ne 30, 2022
Classes	\$ 848	\$	1,346	\$	(1,331)	\$	-	\$ 863
Clubs	196		-		(194)		-	2
Departments	2,764		-		-		-	2,764
Trusts	19,614		2,850		(7,916)		(1,500)	13,048
General	2,919		1,841		(559)		1,500	5,701
	 		<u> </u>					
Total	\$ 26,341	\$	6,037	\$	(10,000)	\$		\$ 22,378

Newberry Elementary School

	 d Balance / 1, 2021	Re	evenues	Ехр	enditures	Trar	nsfers	-	d Balance e 30, 2022
Classes	\$ 4,832	\$	23,098	\$	(22,723)	\$	-	\$	5,207
Departments	16,880		5,834		(5,795)		-		16,919
Trusts	20,211		30,708		(24,970)		-		25,949
General	 24,869		39		(46)		_		24,862
Total	\$ 66,792	\$	59,679	\$	(53,534)	\$	-	\$	72,937

C.W. Norton Elementary School

	 d Balance 1, 2021	Re	evenues	Ex	penditures	Tra	nsfers	 d Balance e 30, 2022
Classes	\$ 6,156	\$	5,802	\$	(5,766)	\$	_	\$ 6,192
Clubs	1,594		-		(213)		-	1,381
Departments	9,383		8,121		(16,974)		(664)	(134)
Trusts	12,375		21,601		(19,020)		664	15,620
General	 38,327		(50)		(8,889)			29,388
Total	\$ 67,835	\$	35,474	\$	(50,862)	\$		\$ 52,447

Carolyn Beatrice Parker Elementary School

	 d Balance 1, 2021	Re	evenues	Ехр	oenditures	Tran	sfers	 d Balance e 30, 2022
Classes	\$ 7,088	\$	1,179	\$	(1,257)	\$	-	\$ 7,010
Clubs	3,290		13,694		(13,004)		-	3,980
Departments	10,312		8,593		(7,827)		-	11,078
Trusts	16,378		6,750		(3,440)		-	19,688
General	 31,253		316		(12,657)			 18,912
Total	\$ 68,321	\$	30,532	\$	(38,185)	\$		\$ 60,668

M.K. Rawlings Elementary School

	 Balance 1, 2021	Re	evenues	Ex	penditures	Trans	sfers	 d Balance e 30, 2022
Classes	\$ 2,430	\$	187	\$	(362)	\$	-	\$ 2,255
Clubs	400		-		-		-	400
Departments	2,124		139		(1,642)		-	621
Trusts	29,984		22,462		(37,317)		-	15,129
General	1,814		8,166		(2,456)		-	7,524
Total	\$ 36,752	\$	30,954	\$	(41,777)	\$		\$ 25,929

Chester Shell Elementary School

	 d Balance / 1, 2021	Re	evenues	Ехр	enditures	Tran	nsfers	d Balance e 30, 2022
Classes	\$ 673	\$	1,915	\$	(1,118)	\$	-	\$ 1,470
Departments	2,542		5,299		(6,726)		-	1,115
Trusts	13,346		41,182		(39,030)		-	15,498
General	5,928		101		(245)		_	5,784
Total	\$ 22,489	\$	48,497	\$	(47,119)	\$		\$ 23,867

William S. Talbot Elementary School

	 3alance ., 2021	Re	venues	Ехре	enditures	Tra	ansfers	 Balance 30, 2022
Classes	\$ 11,317	\$	26,342	\$	(28,865)	\$	(1,943)	\$ 6,851
Clubs	2,796		36,175		(38,348)		(623)	-
Departments	4,464		265		(1,083)		(375)	3,271
Trusts	16,292		10,332		(14,760)		-	11,864
General	17,560		4,239		(7,122)		2,941	17,618
Total	\$ 52,429	\$	77,353	\$	(90,178)	\$		\$ 39,604

Myra Terwilliger Elementary School

	 d Balance 1, 2021	Re	venues	Ехр	enditures	Tran	sfers	d Balance e 30, 2022
Classes	\$ 4,673	\$	1,230	\$	(2,224)	\$	_	\$ 3,679
Departments	4,830		4,149		(4,204)		-	4,775
Trusts	9,968		446		(3,386)		-	7,028
General	 24,530		385		(502)		-	24,413
Total	\$ 44,001	\$	6,210	\$	(10,316)	\$	-	\$ 39,895

Kimball Wiles Elementary School

		l Balance 1, 2021	Re	evenues	Ехр	penditures	Tra	nsfers	 nd Balance e 30, 2022
Classes	\$	8,018	\$	12,176	\$	(12,687)	\$	37	\$ 7,544
Clubs		1,704		14,130		(12,902)		-	2,932
Departments		18,220		30,568		(31,500)		(37)	17,251
Trusts		809		16,438		(14,051)		-	3,196
General		16,023		3,343		(2,716)		-	16,650
	•								
Total	\$	44,774	\$	76,655	\$	(73,856)	\$		\$ 47,573

Joseph Williams Elementary School

	Fund Balance July 1, 2021		Revenues		Expenditures		Transfers		Fund Balance June 30, 2022	
Classes	\$	5,405	\$	3,074	\$	(4,207)	\$	-	\$	4,272
Clubs		91		-		-		-		91
Departments		7,556		1,481		(1,238)		-		7,799
Trusts		31,019		43,309		(50,897)		-		23,431
General		3,617				(480)			1	3,137
Total	\$	47,688	\$	47,864	\$	(56,822)	\$	-	\$	38,730

Camp Crystal Lake

	Fund Balance July 1, 2021		Revenues		Expenditures		Transfers		Fund Balance June 30, 2022	
Departments Trusts General	\$	37,524 104,094 3,678	\$	710,631 6,562 (25)	\$	(649,077) - -	\$	17,110 (14,883) (2,227)	\$	116,188 95,773 1,426
Total	\$	145,296	\$	717,168	\$	(649,077)	\$		\$	213,387

A. Quinn Jones Center

	Fund Balance July 1, 2021		Revenues		Expenditures		Transfers		Fund Balance June 30, 2022	
Departments Trusts General	\$	742 9,420 3,322	\$	- 12,871 -	\$	(467) (9,993) (276)	\$	-	\$	275 12,298 3,046
Total	\$	13,484	\$	12,871	\$	(10,736)	\$		\$	15,619

Sidney Lanier Center

	Fund Balance July 1, 2021		Revenues		Expenditures		Transfers		Fund Balance June 30, 2022	
Athletics	\$	115	\$	-	\$	-	\$	-	\$	115
Departments		1,109		1,000		(1,633)		-		476
Trusts		562		6,205		(2,253)		-		4,514
General		1,750		-		(396)		-		1,354
Total	\$	3,536	\$	7,205	\$	(4,282)	\$	_	\$	6,459



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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

Alachua County District School Board Alachua County, Florida

We have audited, 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, the financial statements of the School Internal Accounts Special Revenue Fund (the Internal Accounts) of the Alachua County District School Board (the District) as of and for the year ended June 30, 2022, and the related notes to the financial statements, and have issued our report thereon dated March 23, 2023. Our report on the financial statements included a paragraph explaining that the financial statements present only the Internal Accounts and do not include the financial position or the changes in financial position of the District.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, 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 opinion 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 a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Internal Accounts' 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 and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify deficiencies in internal control, described below, that we consider to be significant deficiencies:

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Alachua County District School Board Alachua County, Florida

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

22-01 Segregation of Duties

Condition—Effective internal controls over financial reporting require that the functions of authorizing transactions, custody of assets, and recording of transactions be separated in order to provide reasonable assurance that assets are adequately safeguarded and transactions are properly authorized, executed, and recorded in accordance with the assertions of management. During our audit of the Internal Accounts, we identified instances where the bookkeeper is the sole individual responsible for receiving cash, depositing cash, and recording transactions into the general ledger. This condition is common across internal accounts in school districts across the State of Florida and is not unique to the District. The District has recognized this weakness and has established and implemented controls to mitigate this risk, including monthly review and approval of the principal's report and the bank reconciliation by each principal and the Finance Department.

Effect—Lack of proper separation of incompatible duties could result in errors and irregularities that go undetected for extended periods of time.

Recommendation—We recommend the District continue its existing efforts to mitigate the risks resulting from the lack of segregation of duties and continue to emphasize the importance of controls over cash receipting and bank deposits.

22-02 Camp Revenues

Condition—The District failed to record deferred (unearned) revenue for the portion of summer camp fees collected before year-end for summer camp sessions occurring after year-end. Fees collected are posted on the date received, but reports do not indicate the corresponding camp session to determine when the revenues are earned. We proposed an audit adjustment to record deferred revenue based on camp enrollment, percentage of residential and out-of-county campers, and full and partial scholarships.

Effect—Material errors in the financial statements could result if adjustment is not made.

Recommendation—We recommend that the District develop a tracking mechanism to accurately identify payments and scholarships according to service dates.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Internal Accounts' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the financial statements. 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 non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Alachua County District School Board Alachua County, Florida

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

District's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the findings identified in our audit and described in the accompanying management's response. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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 District'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 District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

March 23, 2023

Gainesville, Florida

Purvis Gray

PURVIS GRAY

MANAGEMENT LETTER

Alachua County District School Board Alachua County, Florida

Report on the Financial Statements

We have audited the financial statements of the School Internal Accounts Special Revenue Fund (the Internal Accounts) of the Alachua County District School Board (the District) as of and for the year ended June 30, 2022, and have issued our report thereon dated March 23, 2023. Our report on the financial statements included a paragraph explaining that the financial statements present only the Internal Accounts and do not include the financial position or the changes in financial position of the District.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.800, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, dated March 23, 2023, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.804(1)(f)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report, except as noted below:

Tabulation of Uncorrected Audit Findings									
Current Year Finding #	2020-21 FY Findings #	2019-20 FY Finding #							
22-01	21-01	20-01							
22-02	21-02	Not reported							
22-03	21-03	20-02							
22-04	21-04	20-03							
22-07	21-06	Not reported							

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MANAGEMENT LETTER

Financial Condition and Management

Section 10.804(1)(f)2., Rules of the Auditor General, requires us to communicate whether or not the Internal Accounts have met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the Internal Accounts did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Sections 10.804(1)(f)5.a. and 10.805(7), *Rules of the Auditor General*, require that we apply financial condition assessment procedures for the Internal Accounts. This does not apply to the Internal Accounts.

Section 10.804(1)(f)3., Rules of the Auditor General, requires that we communicate recommendations to improve financial management. In connection with our audit, we have the following recommendations:

22-03 <u>Cash Receipts Process - Timeliness</u>

Condition—The Financial and Program Cost Accounting and Reporting for Florida Schools (the Red Book), incorporated by reference in rule 6A-1.001, Florida Administrative Code, pursuant to the requirement of Sections 1010.01, 1010.20, and 1011.07, Florida Statutes, requires that collections made outside of the school office be turned in to the school office no later than the next business day, and deposited within five working days. During the audit, we noted several instances where the money was held by a teacher for more than the next business day, or collection date was not evident in supporting documentation.

Effect—Cash held in classrooms has an increased risk of theft as there are more people with knowledge of and access to the cash. Additionally, collections held for more than one business day before being turned in to the school office results in non-compliance with the Red Book.

Recommendation—We recommend that principals stress the importance of following the District policy to minimize the risk of loss or theft of cash.

22-04 <u>Disbursements</u>

Condition—Per School Board Policies and Procedures, a purchase order shall be issued and manually signed and dated by the principal or his/her appointed designee, and, for purchases greater than \$1,000, by the District's purchasing department. Additionally, obligations for goods and services shall be paid only upon receipt of the itemized invoice or receipt with the document signed and dated by the appropriate department head or designee, certifying receipt of merchandise or service. During our audit, we noted several instances where adequate preapproval of purchases was not obtained or invoices/receipts were missing or lacked proper approval.

Effect—Consistent implementation of this policy helps to ensure that no purchases are made where adequate resources may not be available to fund that purchase and, that the goods have been received or services rendered prior to payment.

MANAGEMENT LETTER

Recommendation—We recommend that the principals, as the persons ultimately responsible for all purchases, encourage teachers and sponsors to obtain and file purchase orders prior to any purchases being made, and emphasize that invoices should not be paid without proper review and approval.

22-05 <u>Transfers/Journal Entries</u>

Condition—Bookkeepers are authorized to create and post journal entries and transfers between accounts, with the principal's approval and the teacher or sponsor's approval, if an active class or club account is involved. We noted during the audit, that several journal entries and transfers were not properly approved and/or supporting documentation was not always included.

Effect—Review of supporting documentation for each journal entry and transfer and maintenance of those records helps to ensure that transactions have an appropriate business purpose and are in compliance with School Board policies and procedures, and grantor or donor requirements.

Recommendation—We recommend that all journal entries posted by one individual and the corresponding supporting documentation be reviewed by a second individual with the skills, knowledge, and experience necessary to determine the appropriate amount and business purpose of the entries.

22-06 Fundraising Reports

Condition—Per the Red Book, all fundraising activity shall receive approval prior to the events start date and a financial report shall be filed with the principal's office prior to and at the close of each fundraising activity. We noted several instances during the audit where fundraisers did not show they were approved prior to the start date. We also noted several instances where the closing reports were not provided to or approved by the principal.

Effect—Preparation of financial reports assists in monitoring and accounting for fundraising collections, costs, and profitability and the Internal Accounts are in compliance with the Red Book.

Recommendation—We recommend reviewing the process utilized for documentation of fundraisers and providing training for bookkeepers to ensure the proper forms are completed and retained to be in accordance with the Red Book.

Transparency

Section 10.804(1)(f)6., Rules of the Auditor General, requires that we communicate results of our determination as to whether the District maintain on its website the information specified in Section 1011.035, Florida Statutes. (Section 1011.035, Florida Statutes, provides that district school boards shall prominently post on their website a plain language version of each proposed, tentative, and official budget that describes each budget item in terms that are easily understandable to the public.) This does not apply to the Internal Accounts.

MANAGEMENT LETTER

Additional Matters

Section 10.804(1)(f)4., Rules of the Auditor General, requires us to communicate non-compliance with provisions of contracts or grant agreements, or abuse, that has occurred, or is likely to have occurred, that has an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we noted the following matter:

22-07 Budget Adoption

The District did not adopt a budget for the Internal Accounts in the current fiscal year in accordance with Chapter 1011, Florida Statutes. Florida Statutes explain the importance of budget transparency as it leads to more responsible spending, more citizen involvement, and improved accountability. We recommend the District ensure all amendments to the budget for the Internal Accounts special revenue fund be reported and approved in a timely manner.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the District School Board of Alachua County members, and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.

March 23, 2023

Gainesville, Florida

Purvis Gray

BOARD MEMBERS

Tina Certain Diyonne McGraw Sarah Rockwell, Ph.D. Leanetta McNealy, Ph.D. Kay Abbitt



District Office 620 East University Avenue Gainesville, Florida 32601-5498

> www.sbac.edu (352) 955-7300

SUPERINTENDENT OF SCHOOLS

Shane L. Andrew, Superintendent

Mission Statement: We are committed to the success of every student!

March 23, 2023

Purvis Gray and Company, LLP P.O. Box 23999 Gainesville, FL 32602

Re: Financial Statements and Independent Auditor's Report for the School Board of Alachua County's Annual Financial Report for Internal Accounts

Dear Purvis, Gray and Company:

We appreciate your completion of the Internal Accounts Audit for the fiscal year ended June 30, 2022. We agree with the report's recommendations in the Management Letter.

- <u>22-01 Segregation of Duties</u> We will continue to enhance existing efforts to mitigate the risks resulting from the lack of segregation of duties and continue to emphasize the importance of controls over cash receipting and bank deposits.
- <u>22-02 Camp Revenues</u> The staff at Camp Crystal and the District are continuing to work on a tracking mechanism to accurately identify payments and scholarships according to service dates. This process will allow us to record the camper fees to the correct fiscal year.
- <u>22-03 Cash Receipts Process</u> We will continue to stress the importance of timely receipting and depositing of funds with our school leaders.
- <u>22-04 Disbursements</u> Bookkeepers are being required to upload all preapproval of purchases documentation into the Skyward, SBAA software. These documents include, but are not limited to, receipts, invoices, bank statements, etc. All documents should be signed by the supervisor and bookkeeper.
- <u>22-05 Transfers/Journal Entries</u> We will continue to enhance existing efforts to ensure journal entry and transfer back up documentation be reviewed and signed by a second individual with the skills, knowledge, and experience necessary to determine the appropriate amount and business purpose of the entries.

<u>22-06 Fundraising Reports</u> - We will continue to communicate with the Principals and bookkeepers regarding the importance of adhering to the Red Book when conducting fundraisers to ensure approval is being obtained and proper documentation is being completed.

<u>22-07 Budget Adoption</u> – The Board has approved a budget for internal accounts in accordance with GASB 84 for the 22-23 Fiscal Year.

Sincerely,

Alex Rella Chief of Finance



CERTIFIED PUBLIC ACCOUNTANTS