

September 2016

# Highlights

Internal Audit Report to the Board of Supervisors/School Board



## Why We Did This Review

Internal Audit conducted this review as part of our FY17 audit plan approved by the County Administrator and School Board Superintendent.

Each school within Chesterfield County has activity funds that are collected on behalf of the students for miscellaneous items such as fees, field trips, sporting events, etc. The focus of this audit was to ensure activity funds were maintained in accordance with regulations of the State Board of Education, School Activity Fund Guidelines issued by the Department of Education, and Accounting Procedures for School Activity Funds issued by the Finance Office of Chesterfield County Public Schools (SAF Procedures Manual). Our objectives were to:

- Test supporting documentation for cash receipts, disbursements, transfers, and adjustments.
- Evaluate internal controls.
- Test June 30, 2016 cash balance and bank reconciliation.
- Test compliance with policies and procedures.
- Report results to the School Superintendent.

## What We Recommend

- Individual schools with findings take actions to address issues noted.
- School Finance consider the overall results by school and category when developing future training and procedural guidance.



For more information, please contact  
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# School Activity Funds

## What We Found

### Schools Tested

For the FY17 audit cycle, we visited 16 schools, covering 8 elementary, 3 middle, 2 high schools, 2 career and technical centers (CTC), and 1 career and college academy (CCA). This report summarizes Internal Audit's testing results related to each school's general procedures, financial reports, cash, cash receipts, and cash disbursements and purchasing.

### Findings Summary

|                            |                      | Evaluation Categories |  |          |               |                                   | Total     |
|----------------------------|----------------------|-----------------------|--|----------|---------------|-----------------------------------|-----------|
|                            |                      | General Procedures    | Financial Reports, Journals, and Ledgers | Cash     | Cash Receipts | Cash Disbursements and Purchasing |           |
| <b>High Schools:</b>       |                      |                       |  |          |               |                                   |           |
| 1                          | Carver CCA           | -                     | -  | -        | 1             | -                                 | 1         |
| 2                          | Courthouse CTC       | -                     | 1  | -        | -             | -                                 | 1         |
| 3                          | Matoaca              | 1                     | 1  | -        | 2             | -                                 | 4         |
| 4                          | Thomas Dale          | 1                     | 1  | -        | -             | 1                                 | 3         |
| 5                          | Hull CTC             | -                     | -  | -        | 1             | -                                 | 1         |
| <b>Middle Schools:</b>     |                      |                       |  |          |               |                                   |           |
| 6                          | Carver               | -                     | -  | 1        | 5             | 3                                 | 9         |
| 7                          | Manchester           | -                     | -  | -        | 1             | -                                 | 1         |
| 8                          | Providence           | -                     | 1  | 1        | 3             | -                                 | 5         |
| <b>Elementary Schools:</b> |                      |                       |  |          |               |                                   |           |
| 9                          | O.B. Gates           | -                     | -  | -        | 1             | -                                 | 1         |
| 10                         | Harrowgate           | -                     | 1  | -        | 1             | -                                 | 2         |
| 11                         | Hopkins Road         | -                     | -  | -        | -             | -                                 | -         |
| 12                         | Marguerite Christian | -                     | -  | -        | 2             | -                                 | 2         |
| 13                         | Matoaca              | -                     | 1  | -        | 2             | -                                 | 3         |
| 14                         | Reams Road           | -                     | -  | -        | -             | 1                                 | 1         |
| 15                         | Salem Church         | 1                     | 1  | -        | 1             | -                                 | 3         |
| 16                         | Swift Creek          | -                     | 1  | -        | -             | 1                                 | 2         |
| <b>Totals</b>              |                      | <b>3</b>              | <b>8</b>                                 | <b>2</b> | <b>20</b>     | <b>6</b>                          | <b>39</b> |

### Commendations

We commend Hopkins Road Elementary School for exercising internal controls over student activity funds in compliance with the School Activity Funds Policies and Procedures Manual.

Management concurred with 40 of 40 recommendations to be implemented by May 31, 2017.

We appreciate the cooperation and assistance received from the school's staff throughout this audit.