



**Internal Accounts Summary Report  
2019-2020 Fiscal Year  
3rd Quarter Results**

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**June 2020**

**Leon County Schools  
Office of Internal Auditing**

## History

Internal accounts are the funds generated at the school site or through school fundraising efforts. These funds are housed in a school specific checking account that is managed by the school financial accountant and principal. Internal accounts include but are not limited to funds derived from fundraiser proceeds, student fees, school athletic events, gifts and contributions made by music or athletic booster clubs, civic organizations, parent-teacher organizations; and all other similar monies, properties or benefits. In addition to funds directly related to student or general school activities, certain monies may be held in trust for organizations or departments or for various specified purposes.

## Purpose and Methodology

The Office of Internal Auditing (OIA) conducts a monthly review of each school's internal accounts Month-End Reconciliation Process. The objective of the monthly procedures performed by the OIA is to determine compliance with specific governing authorities. Emphasis is placed on the school's completion of a timely and valid reconciliation of all internal accounts funds. Summary statistics detailing account balances, cash receipts, and expenditures are reviewed in an effort to assess the appropriateness of transactions. Further, deficit spending and Non-Sufficient Funds (NSF) account balances are reviewed and documented.

OIA staff utilizes guidance provided in Chapter 8 of the of *Financial & Program Cost Accounting for Florida Schools* ("The Red Book"), *Leon County School Board Policy & Procedure 6610 – Internal Accounts* and the *Leon County School (LCS) Internal Accounts Manual* as a basis for all review efforts.

## Results

The information below includes summary statistics and details the exceptions noted by the OIA during the 3rd quarter (January, February, March) of the 2019-2020 fiscal year.

### Leon County Schools 2019-2020 Internal Accounts Summary Statistics – 3rd Quarter Only

#### March 31, 2020 Balances

Elementary Schools	\$ 1,435,268.76
Middle Schools	\$ 877,261.09
High Schools	\$ 2,034,680.99
Special Sites	\$ 258,878.42
Lively Technical College	\$ 3,222,319.72
<b>Total</b>	<b>\$ 7,828,408.98</b>

## Variances

The primary objective of the reconciliation process is to identify and resolve any variances between the balances included on the bank statement and the balances detailed in the Skyward Accounting Software School Based Activity Accounting (SBAA) module. Upon receipt of the bank statement, the School Financial Accountant (SFA) must complete various reconciliation steps including but not limited to posting interest, clearing checks, and verifying deposits. The SFA must research any discrepancies and post appropriate journal entries to resolve the exceptions. Further, consideration is given to the typical adjustments that are necessary to properly complete the reconciliation process such as outstanding checks, deposits in

transit, NSF checks, change fund and petty cash balances. Month end close-out procedures should not be finalized until all exceptions have been properly researched and corrected.

The table below details variances noted by school for the 3rd Quarter of the 2019-2020 fiscal year. The results presented reflect instances where internal accounts records were not properly reconciled and corrected prior to finalizing month-end close-out efforts.

**Leon County Schools  
2019-2020 Internal Accounts  
Summary Statistics – 3rd Quarter Only**

**Variances**

School Name	Jan.	Feb.	March	School Name	Jan.	Feb.	March
Apalachee Elementary				Sullivan Elementary			
Astoria Park Elementary				Woodville Elementary			
Bond Elementary				Cobb Middle			
Buck Lake Elementary				Deerlake Middle			
Canopy Oaks Elementary				Griffin Middle			
Chaires Elementary				Fairview Middle			
Conley Elementary				Montford Middle			
DeSoto Trail Elementary				Nims Middle			
Fort Braden Elementary				Raa Middle			
Gilchrist Elementary				Swift Creek Middle			
Hartsfield Elementary				Chiles High			
Hawks Rise Elementary				Godby High			
Killearn Lakes Elementary				Leon High			✓
Moore Elementary				Lincoln High			
Oak Ridge Elementary				Rickards High			
Pineview Elementary				SAIL			
Riley Elementary				Adult & Community Education			
Roberts Elementary				Everhart			
Ruediger Elementary				Ghazvini Learning Center			
Sabal Palm Elementary				Heritage Trails Community			
Sealey Elementary				Lively Technical College	✓		
Springwood Elementary							
✓ = Represents instances of noncompliance with established guidance							

**Timeliness of Reconciliation Efforts**

The LCS Internal Accounts Procedures Manual requires monthly bank reconciliations. The manual requires the completion of the bank reconciliation process by the 15<sup>th</sup> day of the month following the closing date on the bank statement. The timely completion of the reconciliation process is vital to maintaining current and accurate balances for all internal accounts funds. The table below details instances where reconciliation efforts were not completed within the established timeframe. The results are presented by school for the 3rd Quarter of the 2019-2020 fiscal year.

**Leon County Schools**  
**2019-2020 Internal Accounts**  
**Summary Statistics – 3rd Quarter Only**

**Timeliness of Reconciliation Efforts**

School Name	Jan.	Feb.	March	School Name	Jan.	Feb.	March
Apalachee Elementary	✓	✓	✓	Sullivan Elementary			
Astoria Park Elementary				Woodville Elementary			✓
Bond Elementary School			✓	Cobb Middle			✓
Buck Lake Elementary				Deerlake Middle		✓	✓
Canopy Oaks Elementary				Fairview Middle	✓	✓	✓
Chaires Elementary				Griffin Middle			✓
Conley Elementary				Montford Middle			
DeSoto Trail Elementary				Nims Middle	✓		✓
Fort Braden Elementary				Raa Middle			✓
Gilchrist Elementary				Swift Creek Middle			
Hartsfield Elementary				Chiles High	✓	✓	
Hawks Rise Elementary				Godby High			✓
Killearn Lakes Elementary				Leon High			
Moore Elementary				Lincoln High			
Oak Ridge Elementary				Rickards High			
Pineview Elementary		✓		SAIL			✓
Riley Elementary				Adult & Community Education			
Roberts Elementary				Everhart			
Ruediger Elementary			✓	Ghazvini Learning Center			
Sabal Palm Elementary		✓		Heritage Trails Community			
Sealey Elementary				Lively Technical College			
Springwood Elementary			✓				
✓ = Represents instances of noncompliance with established guidance							

**Principal Required Monthly Review**

The month-end reconciliation process includes supervisory review as follows:

1. The principal must open, review, sign and date the monthly bank statement prior to providing the statement to the SFA to complete the month-end reconciliation process.
2. The principal must review, sign and date the Bank Reconciliation Report after the SFA has initiated monthly reconciliation efforts.
3. The principal must review, sign and date the Principal's Monthly Report after the SFA has initiated monthly reconciliation efforts.

Each of these review steps is intended to enhance the reconciliation process and increase the accuracy and reliability of the data. The review of the bank statement by the principal prior to providing the document to the SFA to begin the reconciliation process allows an opportunity for an independent review and identification of any unusual transactions and/or discrepancies. The review of the Bank Reconciliation Report by the principal provides additional assurance that all variances have been resolved prior to finalizing the month-end close out process. Finally, the review of the Principal's Monthly Report by the principal provides an opportunity for review of detailed information for all individual internal accounts balances including year-to-date receipts, disbursements, NSF checks, deficit spending, etc. This allows the principal to be able to make informed decisions regarding past and future internal accounts transactions.

OIA utilizes signatures and signature dates to evidence that each of the aforementioned review efforts have been completed and fully documented. The table below provides summary data for the 3rd Quarter of the 2019-2020 fiscal year compiled by OIA after completion of a review of the Principal Monthly Report and other relevant documentation. The results presented in the table reflect instances where adequate supporting documentation was unavailable to fully determine that the principal's required monthly review had been completed.

**Leon County Schools  
2019-2020 Internal Accounts  
Summary Statistics – 3rd Quarter Only**

**Principal's Required Monthly Review**

School Name	Jan.	Feb.	March	School Name	Jan.	Feb.	March
Apalachee Elementary	✓	✓	✓	Sullivan Elementary			
Astoria Park Elementary				Woodville Elementary			✓
Bond Elementary			✓	Cobb Middle			✓
Buck Lake Elementary				Deerlake Middle		✓	✓
Canopy Oaks Elementary				Fairview Middle	✓	✓	✓
Chaires Elementary				Griffin Middle			✓
Conley Elementary				Montford Middle			
DeSoto Trail Elementary				Nims Middle	✓		✓
Fort Braden Elementary				Raa Middle			✓
Gilchrist Elementary				Swift Creek Middle			
Hartsfield Elementary				Chiles High	✓		
Hawks Rise Elementary				Godby High			✓
Killearn Lakes Elementary				Leon High			
Moore Elementary				Lincoln High			
Oak Ridge Elementary	✓		✓	Rickards High			
Pineview Elementary		✓		SAIL			✓
Riley Elementary				Adult & Community Education			
Roberts Elementary				Everhart			
Ruediger Elementary			✓	Ghazvini Learning Center			
Sabal Palm Elementary		✓		Heritage Trails Community			
Sealey Elementary				Lively Technical College			
Springwood Elementary			✓				
✓ = Represents instances of noncompliance with established guidance							

## Deficit Spending

*The Red Book* mandates that purchases from internal accounts shall not exceed the resources of the applicable student activity/project account, except for items acquired for resale or items authorized by district school board rules. *The Red Book* further requires that at no time shall a trust account have a deficit.

The table below provides summary data obtained as a result of a review of the Principal's Monthly Report for each school site for the 3rd Quarter of the 2019-2020 fiscal year. The results presented detail instances where deficit spending was identified based on an analysis of the Principal's Monthly Report.

### Leon County Schools 2019-2020 Internal Accounts Summary Statistics – 3rd Quarter Only

## Deficit Spending

School	January 2020			February 2020			March 2020			School	January 2020			February 2020			March 2020		
	Neg. Accts - Actual	Neg. Accts - PO	Total Neg. Accts	Neg. Accts - Actual	Neg. Accts - PO	Total Neg. Accts	Neg. Accts - Actual	Neg. Accts - PO	Total Neg. Accts		Neg. Accts - Actual	Neg. Accts - PO	Total Neg. Accts	Neg. Accts - Actual	Neg. Accts - PO	Total Neg. Accts	Neg. Accts - Actual	Neg. Accts - PO	Total Neg. Accts
<b>Elementary</b>										<b>Middle</b>									
Apalachee	2	-	2	2	-	2	4	-	4	Cobb	2	-	2	1	-	1	1	-	1
Astoria Park	-	-	-	1	1	2	1	-	1	Deerlake	4	1	5	4	-	4	7	-	7
Bond	-	-	-	-	-	-	2	-	2	Fairview	-	-	-	2	2	4	2	-	2
Buck Lake	-	-	-	-	-	-	-	-	-	Griffin	1	-	1	1	-	1	-	-	-
Canopy Oaks	-	1	1	-	1	1	-	1	1	Montford	2	1	3	2	1	3	4	1	5
Chaires	-	4	4	1	1	2	1	1	2	Nims	3	-	3	3	-	3	3	-	3
Conley	1	-	1	1	-	1	1	-	1	Raa	-	1	1	2	1	3	1	-	1
DeSoto Trail	1	1	2	1	1	2	-	1	1	Swift Creek	-	2	2	-	1	1	-	1	1
Fort Braden	1	1	2	-	-	-	-	-	-	<b>High</b>									
Gilchrist	1	-	1	-	-	-	-	6	6	Chiles	5	18	23	3	14	17	6	8	14
Hartsfield	-	-	-	-	-	-	-	-	-	Godby	14	2	16	16	2	18	12	4	16
Hawks Rise	2	-	2	2	-	2	2	-	2	Leon	20	8	28	21	9	30	25	6	31
Killearn Lakes	-	-	-	-	-	-	1	-	1	Lincoln	20	8	28	25	5	30	27	2	29
Moore	-	-	-	-	-	-	1	-	1	Rickards	2	2	4	-	3	3	2	6	8
Oak Ridge	1	1	2	2	1	3	1	-	1	SAIL	2	1	3	3	1	4	4	1	5
Pineview	-	-	-	-	-	-	-	-	-	<b>Special</b>									
Riley	-	1	1	-	1	1	-	1	1	ACE	1	-	1	-	-	-	1	-	1
Roberts	-	-	-	-	-	-	-	-	-	Everhart	-	-	-	-	-	-	-	-	-
Ruediger	-	-	-	-	-	-	-	-	-	Ghazvini	-	-	-	-	-	-	-	-	-
Sabal Palm	-	-	-	1	-	1	-	-	-	Heritage Trails	-	-	-	1	-	1	-	-	-
Sealey	-	1	1	-	-	-	-	-	-	Lively	-	-	-	-	-	-	-	-	-
Springwood	2	-	2	1	-	1	1	-	1										
Sullivan	-	1	1	-	-	-	1	-	1										
Woodville	-	-	-	-	-	-	-	-	-										

## Non-Sufficient Funds Checks (NSF)

Guidance provided by *The Red Book* advises that the principal is responsible for seeking reimbursement for any unpaid checks returned by the bank. *The Red Book* reads as follows:

*A check can be declared uncollectible and written off the books only by action of the district school board or designated officer. This action will be taken only after every legal and reasonable effort at collection by the principal has been exhausted.*

The table below provides a snapshot of the NSF checks that remained uncollected as of March 31, 2020.

**Leon County Schools  
2019-2020 Internal Accounts  
Summary Statistics - 3rd Quarter Only**

**NSF Account Balances**

School Name	NSF Balance	School Name	NSF Balance
Apalachee Elementary	\$ 746.27	Cobb Middle	\$ 1,177.50
Astoria Park Elementary	\$ 651.50	Deerlake Middle	\$ 5,527.84
Bond Elementary	\$ -	Fairview Middle	\$ 4,482.70
Buck Lake Elementary	\$ 569.42	Griffin Middle	\$ 1,036.00
Canopy Oaks Elementary	\$ -	Montford Middle	\$ -
Chaires Elementary	\$ 137.50	Nims Middle	\$ 592.47
Conley Elementary	\$ 577.15	Raa Middle	\$ 2,605.18
DeSoto Trail Elementary	\$ -	Swift Creek Middle	\$ 797.47
Fort Braden Elementary	\$ 51.96	<b>Middle Schools</b>	<b>\$ 16,219.16</b>
Gilchrist Elementary	\$ 1,451.74	Chiles High	\$ 510.00
Hartsfield Elementary	\$ 27.00	Godby High	\$ 2,102.50
Hawks Rise Elementary	\$ 62.00	Leon High	\$ (147.00)
Killearn Lakes Elementary	\$ -	Lincoln High	\$ 760.00
Moore Elementary	\$ 148.00	Rickards High	\$ 185.00
Oak Ridge Elementary	\$ 159.00	SAIL	\$ 14.00
Pineview Elementary	\$ -	<b>High Schools</b>	<b>\$ 3,424.50</b>
Riley Elementary	\$ -	Adult & Community Education	\$ -
Roberts Elementary	\$ -	Everhart	\$ -
Ruediger Elementary	\$ -	Ghazvini Learning Center	\$ -
Sabal Palm Elementary	\$ 541.98	Heritage Trails Community	\$ -
Sealey Elementary	\$ 218.95	Lively Technical College	\$ -
Springwood Elementary	\$ -	<b>Special Sites</b>	<b>\$ -</b>
Sullivan Elementary	\$ 3,244.25	<b>All Sites</b>	<b>\$28,230.38</b>
Woodville Elementary	\$ -		
<b>Elementary Schools</b>	<b>\$8,586.72</b>		

**Leon County Schools**  
**2019-2020 Internal Accounts**  
**Summary Statistics – 3rd Quarter Only**

**Internal Accounts Balances**

<b>School Name</b>	<b>January 31, 2020</b>	<b>February 29, 2020</b>	<b>March 31, 2020</b>
Apalachee Elementary School	\$ 49,808.49	\$ 46,686.59	\$ 42,650.27
Astoria Park Elementary School	\$ 34,333.86	\$ 38,536.27	\$ 36,056.42
Bond Elementary School	\$ 21,058.96	\$ 22,875.74	\$ 20,619.17
Buck Lake Elementary School	\$ 83,430.58	\$ 89,896.91	\$ 97,524.69
Canopy Oaks Elementary School	\$ 35,929.20	\$ 37,217.91	\$ 42,017.66
Chaires Elementary School	\$ 31,917.35	\$ 46,969.86	\$ 49,943.51
Conley Elementary School	\$ 93,572.72	\$ 109,892.01	\$ 105,649.69
DeSoto Trail Elementary School	\$ 110,943.34	\$ 123,673.19	\$ 119,481.32
Fort Braden Elementary School	\$ 66,214.73	\$ 69,146.46	\$ 72,780.59
Gilchrist Elementary School	\$ 199,961.02	\$ 207,761.93	\$ 174,121.77
Hartsfield Elementary School	\$ 48,977.19	\$ 38,038.04	\$ 36,937.05
Hawks Rise Elementary School	\$ 59,263.85	\$ 19,345.39	\$ 17,829.68
Killlearn Lakes Elementary School	\$ 104,269.99	\$ 112,989.37	\$ 164,010.80
Moore Elementary School	\$ 88,331.55	\$ 90,710.77	\$ 87,173.53
Oak Ridge Elementary School	\$ 25,094.50	\$ 18,277.69	\$ 20,574.27
Pineview Elementary School	\$ 40,932.42	\$ 38,505.11	\$ 35,882.28
Riley Elementary School	\$ 21,570.63	\$ 21,573.05	\$ 21,029.86
Roberts Elementary School	\$ 82,888.49	\$ 71,722.93	\$ 67,135.62
Ruediger Elementary School	\$ 35,879.51	\$ 42,155.05	\$ 41,363.31
Sabal Palm Elementary School	\$ 12,784.58	\$ 12,845.98	\$ 13,770.25
Sealey Elementary School	\$ 22,813.62	\$ 28,547.79	\$ 27,429.25
Springwood Elementary School	\$ 32,214.94	\$ 36,521.38	\$ 44,695.75
Sullivan Elementary School	\$ 59,315.15	\$ 105,464.56	\$ 69,265.42
Woodville Elementary School	\$ 32,670.32	\$ 28,102.84	\$ 27,326.60
<b>Elementary Schools</b>	<b>\$ 1,394,176.99</b>	<b>\$ 1,457,456.82</b>	<b>\$ 1,435,268.76</b>
Cobb Middle School	\$ 65,810.07	\$ 67,674.22	\$ 69,752.69
Deerlake Middle School	\$ 225,069.49	\$ 240,191.88	\$ 233,207.03
Fairview Middle School	\$ 78,298.81	\$ 82,484.78	\$ 80,737.58
Griffin Middle School	\$ 16,052.92	\$ 23,558.02	\$ 24,029.36
Montford Middle School	\$ 125,360.88	\$ 124,792.44	\$ 128,070.63
Nims Middle School	\$ 4,418.83	\$ 12,027.89	\$ 9,263.69
Raa Middle School	\$ 94,214.17	\$ 91,137.14	\$ 93,429.35
Swift Creek Middle School	\$ 223,576.26	\$ 245,799.48	\$ 238,770.76
<b>Middle Schools</b>	<b>\$ 832,801.43</b>	<b>\$ 887,665.85</b>	<b>\$ 877,261.09</b>
Chiles High School	\$ 542,768.40	\$ 545,631.61	\$ 536,479.06
Godby High School	\$ 147,588.27	\$ 173,810.22	\$ 192,338.52
Leon High School	\$ 535,281.23	\$ 589,340.94	\$ 444,799.70
Lincoln High School	\$ 511,755.47	\$ 536,298.95	\$ 545,866.67
Rickards High School	\$ 187,284.00	\$ 202,208.61	\$ 196,733.73
SAIL	\$ 109,594.97	\$ 120,150.32	\$ 118,463.31
<b>High Schools</b>	<b>\$ 2,034,272.34</b>	<b>\$ 2,167,440.65</b>	<b>\$ 2,034,680.99</b>
Adult & Community Education	\$ 221,188.43	\$ 223,187.89	\$ 222,590.20
Everhart School	\$ 28,725.76	\$ 29,590.02	\$ 29,009.84
Ghazvini Learning Center	\$ 6,075.70	\$ 6,203.77	\$ 6,074.07
Heritage Trails Community School (PACE)	\$ 667.78	\$ 644.61	\$ 1,204.31
Lively Technical College	\$ 2,667,686.96	\$ 2,981,572.38	\$ 3,222,319.72
<b>Special Sites</b>	<b>\$ 2,925,478.73</b>	<b>\$ 3,241,192.69</b>	<b>\$ 3,481,195.08</b>
<b>All Sites</b>	<b>\$ 7,186,729.49</b>	<b>\$ 7,753,756.01</b>	<b>\$ 7,828,405.92</b>

## Conclusion

The table above provides month-end balance by school for each month of the 3rd Quarter of the 2019-2020 fiscal year. The information presented in this report is summarizes selected internal accounts data. These results are based on analysis of documentation provided to the OIA. The documentation utilized to present these results include Bank Statements, Bank Reconciliation Reports, Principal's Monthly Reports and selected internal accounts information included in the SBAA module of Skyward Accounting Software. The information is being presented as a tool for school principals, SFAs, district management and other interested parties.