

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**SCHOOL INTERNAL FUNDS**  
**STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
SCHOOL INTERNAL FUNDS  
STATEMENTS OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004**

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**CARR • RIGGS & INGRAM, LLC**

CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS CONSULTANTS

4460 Legendary Drive  
Suite 100  
Destin, FL 32541  
phone (850) 837-3141  
fax (850) 654-4619  
www.cricpa.com

**INDEPENDENT AUDITOR'S REPORT**

To the Okaloosa County District School Board  
and Don Gaetz, Superintendent of Schools  
Fort Walton Beach, Florida

We have audited the accompanying statements of cash receipts and disbursements for the Okaloosa County District School Board's internal funds for the fiscal year ended June 30, 2004, for all schools as follows: Central Zone - Bluewater Elementary, Cherokee Elementary, Destin Elementary, Destin Middle School at Regatta Bay, Lula J. Edge Elementary, Addie R. Lewis Middle, Niceville Senior High, Oak Hill Elementary, James E. Plew Elementary, C.W. Ruckel Middle, Valparaiso Elementary; North Zone - Antioch Elementary, Baker School, Bob Sikes Elementary, Crestview Senior High, Davidson Middle, Laurel Hill School, Northwood Elementary, Lance C. Richbourg Middle, Southside Elementary, Walker Elementary; South Zone - Max Bruner, Jr. Middle, Choctawhatchee Senior High, Annette P. Edwins Elementary, Elliott Point Elementary, Florosa Elementary, Fort Walton Beach High, Kenwood Elementary, Longwood Elementary, Clifford Meigs Middle, Mary Esther Elementary, Ocean City Elementary, W.C. Pryor Middle, Shalimar Elementary, Silver Sands, Wright Elementary; and Non-traditional - Okaloosa Applied Technology Center. These statements are the responsibility of each school's administration. Our responsibility is to express an opinion on these statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the statement of cash receipts and disbursements for the internal funds. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the statements of cash receipts and disbursements for the internal funds. We believe our audits provide a reasonable basis for our opinion.

These financial statements were prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. All receipts are recognized when cash is constructively received by the school, and disbursements are recognized when paid.

In our opinion, the statements of cash receipts and disbursements referred to above present fairly, in all material respects, the financial position of each school's internal funds for the fiscal year ended June 30, 2004 in conformity with a comprehensive basis of accounting other than generally accepted accounting principles.

*Carr, Riggs & Ingram, L.L.C.*

**CARR, RIGGS & INGRAM, LLC**  
Certified Public Accountants

**Destin, Florida**  
**July 30, 2004**

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*Dothan, AL*

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**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**BLUEWATER ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
Music	\$ 1,258	\$ 2,731	\$ (3,331)	\$ -	\$ 658
Classes	5,890	11,505	(17,287)	5,577	5,685
Clubs	19,252	96,134	(82,182)	(5,542)	27,662
Departments	19,534	32,012	(29,240)	-	22,306
Trust Funds	7,047	20,221	(21,511)	1,714	7,471
General	54,421	23,973	(31,502)	(1,749)	45,143
<b>TOTALS</b>	<u>\$ 107,402</u>	<u>\$ 186,576</u>	<u>\$ (185,053)</u>	<u>\$ -</u>	<u>\$ 108,925</u>

OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
 CHEROKEE ELEMENTARY SCHOOL  
 INTERNAL FUNDS  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE YEAR ENDED JUNE 30, 2004

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
Music	\$ 612	\$ 168	\$ (543)	\$ -	\$ 237
Classes	3,320	14,557	(15,486)	(1,387)	1,004
Clubs	52	630	(464)	16,995	17,213
Departments	2,784	176	(321)	1,762	4,401
Trust Funds	12,183	52,574	(47,169)	(16,854)	734
General	20,335	22,792	(21,018)	(516)	21,593
<b>TOTALS</b>	<u>\$ 39,286</u>	<u>\$ 90,897</u>	<u>\$ (85,001)</u>	<u>\$ -</u>	<u>\$ 45,182</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**DESTIN ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 1,223	\$ 2,447	\$ (1,370)	\$ 325	\$ 2,625
<b>Music</b>	-	806	(855)	325	276
<b>Classes</b>	865	34,089	(47,600)	18,104	5,458
<b>Clubs</b>	6,403	2,699	(3,514)	155	5,743
<b>Departments</b>	-	23,474	(21,400)	449	2,523
<b>Trust Funds</b>	56,999	122,842	(89,948)	(12,871)	77,022
<b>General</b>	34,950	16,911	(16,800)	(6,487)	28,574
<b>TOTALS</b>	<u>\$ 100,440</u>	<u>\$ 203,268</u>	<u>\$ (181,487)</u>	<u>\$ -</u>	<u>\$ 122,221</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
 DESTIN MIDDLE SCHOOL AT REGATTA BAY  
 INTERNAL FUNDS  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 20,620	\$ 97,454	\$ (81,343)	\$ (1,511)	\$ 35,220
<b>Music</b>	5,652	50,439	(52,291)	300	4,100
<b>Classes</b>	3,902	23,587	(20,909)	(867)	5,713
<b>Clubs</b>	7,012	80,932	(74,842)	9,053	22,155
<b>Departments</b>	4,722	20,061	(17,191)	584	8,176
<b>Trust Funds</b>	48,580	44,551	(68,318)	(7,479)	17,334
<b>General</b>	7,726	19,850	(20,262)	(80)	7,234
<b>TOTALS</b>	<u>\$ 98,214</u>	<u>\$ 336,874</u>	<u>\$ (335,156)</u>	<u>\$ -</u>	<u>\$ 99,932</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**LULA J. EDGE ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Music</b>	\$ 11	\$ 828	\$ (439)	\$ (389)	\$ 11
<b>Classes</b>	537	7,921	(11,348)	3,301	411
<b>Clubs</b>	2,381	6,871	(6,818)	420	2,854
<b>Departments</b>	4,346	14,385	(13,637)	1,375	6,469
<b>Trust Funds</b>	6,685	78,455	(64,152)	(5,411)	15,577
<b>General</b>	11,917	25,891	(26,052)	704	12,460
<b>TOTALS</b>	<u>\$ 25,877</u>	<u>\$ 134,351</u>	<u>\$ (122,446)</u>	<u>\$ -</u>	<u>\$ 37,782</u>



**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**ADDIE R. LEWIS MIDDLE SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 33,545	\$ 52,396	\$ (52,092)	\$ 654	\$ 34,503
<b>Music</b>	12,337	32,223	(27,522)	4,131	21,169
<b>Classes</b>	6,766	3,511	(2,782)	92	7,587
<b>Clubs</b>	13,982	32,098	(32,694)	(624)	12,762
<b>Departments</b>	12,226	31,072	(40,532)	6,296	9,062
<b>Trust Funds</b>	1,513	889	(2,236)	-	166
<b>General</b>	9,487	54,733	(34,894)	(10,549)	18,777
<b>TOTALS</b>	<u>\$ 89,856</u>	<u>\$ 206,922</u>	<u>\$ (192,752)</u>	<u>\$ -</u>	<u>\$ 104,026</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**NICEVILLE SENIOR HIGH SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
Athletics	\$ 243,642	\$ 622,146	\$ (628,108)	\$ 8,299	\$ 245,979
Music	95,159	500,120	(512,652)	11,396	94,023
Classes	4,687	16,268	(13,955)	(1,555)	5,445
Clubs	77,455	256,718	(249,130)	(29,565)	55,478
Departments	48,714	100,290	(81,548)	1,547	69,003
Trust Funds	66,218	82,523	(87,140)	7,965	69,566
General	154,335	70,575	(190,936)	1,913	35,887
<b>TOTALS</b>	<u>\$ 690,210</u>	<u>\$ 1,648,640</u>	<u>\$ (1,763,469)</u>	<u>\$ -</u>	<u>\$ 575,381</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**OAK HILL ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
Music	\$ 131	\$ 890	\$ (3,025)	\$ 2,173	\$ 169
Classes	8,432	25,444	(26,558)	2,401	9,719
Clubs	-	-	-	3,245	3,245
Departments	14,017	17,128	(16,901)	(486)	13,758
Trust Funds	6,069	32,029	(31,556)	(5,226)	1,316
General	59,457	38,421	(29,770)	(2,107)	66,001
<b>TOTALS</b>	<u>\$ 88,106</u>	<u>\$ 113,912</u>	<u>\$ (107,810)</u>	<u>\$ -</u>	<u>\$ 94,208</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**JAMES E. PLEW ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
Music	\$ 101	\$ 1,144	\$ (949)	\$ (23)	\$ 273
Classes	16,718	70,045	(63,038)	(1,565)	22,160
Clubs	405	-	(123)	1,217	1,499
Departments	8,475	33,504	(30,675)	206	11,510
Trust Funds	7,757	21,252	(21,223)	(802)	6,984
General	45,847	32,349	(16,109)	967	63,054
<b>TOTALS</b>	<u>\$ 79,303</u>	<u>\$ 158,294</u>	<u>\$ (132,117)</u>	<u>\$ -</u>	<u>\$ 105,480</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**C. W. RUCKEL MIDDLE SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 25,406	\$ 75,107	\$ (65,730)	\$ (5,495)	\$ 29,288
<b>Music</b>	13,047	74,096	(71,183)	-	15,960
<b>Classes</b>	6,426	14,433	(17,011)	(1,708)	2,140
<b>Clubs</b>	10,802	55,081	(52,580)	(1,188)	12,115
<b>Departments</b>	4,073	10,251	(10,710)	6,438	10,052
<b>Trust Funds</b>	6,221	5,297	(5,407)	(5,508)	603
<b>General</b>	23,014	34,400	(49,549)	7,461	15,326
<b>TOTALS</b>	<u>\$ 88,989</u>	<u>\$ 268,665</u>	<u>\$ (272,170)</u>	<u>\$ -</u>	<u>\$ 85,484</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
VALPARAISO ELEMENTARY SCHOOL  
INTERNAL FUNDS  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 725	\$ 8,340	\$ (6,781)	\$ (17)	\$ 2,267
<b>Music</b>	25	480	(488)	-	17
<b>Classes</b>	1	18,030	(20,587)	2,556	-
<b>Clubs</b>	3,544	1,333	(2,370)	(600)	1,907
<b>Departments</b>	7,950	12,017	(9,846)	-	10,121
<b>Trust Funds</b>	10,225	37,545	(29,669)	(1,845)	16,256
<b>General</b>	30,119	18,978	(29,018)	(94)	19,985
<b>TOTALS</b>	<u>\$ 52,589</u>	<u>\$ 96,723</u>	<u>\$ (98,759)</u>	<u>\$ -</u>	<u>\$ 50,553</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**ANTIOCH ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 189	\$ 920	\$ (1,018)	\$ 205	\$ 296
<b>Music</b>	332	-	(88)	505	749
<b>Classes</b>	3,491	34,940	(39,259)	5,028	4,200
<b>Clubs</b>	-	400	-	14,075	14,475
<b>Departments</b>	3,532	20,334	(20,597)	380	3,649
<b>Trust Funds</b>	17,782	54,691	(46,908)	(25,111)	454
<b>General</b>	30,370	24,454	(35,059)	4,918	24,683
<b>TOTALS</b>	<u>\$ 55,696</u>	<u>\$ 135,739</u>	<u>\$ (142,929)</u>	<u>\$ -</u>	<u>\$ 48,506</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**BAKER SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 22,401	\$ 131,056	\$ (121,302)	\$ 2,127	\$ 34,282
<b>Music</b>	2,340	68,614	(67,289)	2,765	6,430
<b>Classes</b>	10,477	38,935	(38,893)	(245)	10,274
<b>Clubs</b>	13,520	49,656	(37,708)	(5,412)	20,056
<b>Departments</b>	25,129	73,277	(72,551)	1,547	27,402
<b>Trust Funds</b>	1,476	18,207	(14,109)	(4,149)	1,425
<b>General</b>	25,779	41,281	(37,215)	3,367	33,212
<b>TOTALS</b>	<u>\$ 101,122</u>	<u>\$ 421,026</u>	<u>\$ (389,067)</u>	<u>\$ -</u>	<u>\$ 133,081</u>



**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**BOB SIKES ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Music</b>	\$ 84	\$ -	\$ -	\$ -	\$ 84
<b>Classes</b>	402	22,823	(21,744)	(75)	1,406
<b>Clubs</b>	-	-	48	-	48
<b>Departments</b>	3,860	6,214	(6,848)	-	3,226
<b>Trust Funds</b>	1,516	3,260	(3,288)	93	1,581
<b>General</b>	51,947	30,619	(36,584)	(18)	45,964
<b>TOTALS</b>	<u>\$ 57,809</u>	<u>\$ 62,916</u>	<u>\$ (68,416)</u>	<u>\$ -</u>	<u>\$ 52,309</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**CRESTVIEW SENIOR HIGH SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 31,723	\$ 265,208	\$ (264,330)	\$ 768	\$ 33,369
<b>Music</b>	18,382	434,902	(438,138)	2,771	17,917
<b>Classes</b>	4,921	54,109	(50,438)	(547)	8,045
<b>Clubs</b>	79,999	145,215	(148,458)	1,154	77,910
<b>Departments</b>	9,059	24,200	(19,759)	(324)	13,176
<b>Trust Funds</b>	10,637	10,517	(6,748)	(990)	13,416
<b>General</b>	30,285	65,307	(56,865)	(2,832)	35,895
<b>TOTALS</b>	<u>\$ 185,006</u>	<u>\$ 999,458</u>	<u>\$ (984,736)</u>	<u>\$ -</u>	<u>\$ 199,728</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**DAVIDSON MIDDLE SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 23,526	\$ 55,448	\$ (50,390)	\$ -	\$ 28,584
<b>Music</b>	8,732	54,821	(54,619)	-	8,934
<b>Classes</b>	4,507	40,222	(40,882)	90	3,937
<b>Clubs</b>	17,103	14,539	(21,931)	274	9,985
<b>Departments</b>	1,130	8,404	(7,426)	-	2,108
<b>Trust Funds</b>	6,487	10,951	(10,853)	175	6,760
<b>General</b>	6,430	32,186	(26,181)	(539)	11,896
<b>TOTALS</b>	<u>\$ 67,915</u>	<u>\$ 216,571</u>	<u>\$ (212,282)</u>	<u>\$ -</u>	<u>\$ 72,204</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**LAUREL HILL SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
Athletics	\$ 23,929	\$ 81,457	\$ (84,079)	\$ (3,561)	\$ 17,746
Music	664	2,781	(2,309)	(10)	1,126
Classes	1,136	25,317	(21,127)	697	6,023
Clubs	10,644	21,581	(20,335)	4,926	16,816
Departments	7,903	8,615	(8,606)	(277)	7,635
Trust Funds	9,531	4,603	(6,668)	(1,690)	5,776
General	17,773	17,104	(14,878)	(85)	19,914
<b>TOTALS</b>	<u>\$ 71,580</u>	<u>\$ 161,458</u>	<u>\$ (158,002)</u>	<u>\$ -</u>	<u>\$ 75,036</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**NORTHWOOD ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ -	\$ 36	\$ -	\$ (36)	\$ -
<b>Classes</b>	3,429	6,334	(5,509)	(734)	3,520
<b>Clubs</b>	391	2,540	(2,395)	-	536
<b>Departments</b>	480	6,888	(6,401)	110	1,077
<b>Trust Funds</b>	20,167	27,955	(25,979)	(841)	21,302
<b>General</b>	34,659	18,452	(16,671)	1,501	37,941
<b>TOTALS</b>	<u>\$ 59,126</u>	<u>\$ 62,205</u>	<u>\$ (56,955)</u>	<u>\$ -</u>	<u>\$ 64,376</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**LANCE C. RICHBOURG MIDDLE SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 19,058	\$ 57,819	\$ (54,984)	\$ (869)	\$ 21,024
<b>Music</b>	18,057	41,531	(37,349)	(500)	21,739
<b>Classes</b>	-	-	-	893	893
<b>Clubs</b>	3,020	26,068	(26,838)	1,477	3,727
<b>Departments</b>	2,836	5,879	(5,163)	(415)	3,137
<b>Trust Funds</b>	6,186	22,849	(21,543)	(1,069)	6,423
<b>General</b>	3,697	26,472	(24,601)	483	6,051
<b>TOTALS</b>	<u>\$ 52,854</u>	<u>\$ 180,618</u>	<u>\$ (170,478)</u>	<u>\$ -</u>	<u>\$ 62,994</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**SOUTHSIDE ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 1,224	\$ 4,276	\$ (3,681)	\$ -	\$ 1,819
<b>Classes</b>	1,989	11,473	(14,393)	3,973	3,042
<b>Clubs</b>	3,634	57,364	(51,530)	(917)	8,551
<b>Departments</b>	2,385	6,283	(5,998)	290	2,960
<b>Trust Funds</b>	1,987	9,284	(5,663)	(3,229)	2,379
<b>General</b>	11,904	16,892	(15,825)	(117)	12,854
<b>TOTALS</b>	<u>\$ 23,123</u>	<u>\$ 105,572</u>	<u>\$ (97,090)</u>	<u>\$ -</u>	<u>\$ 31,605</u>

OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
WALKER ELEMENTARY SCHOOL  
INTERNAL FUNDS  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
Music	\$ 21	\$ -	\$ -	\$ -	\$ 21
Classes	1,310	35,176	(34,645)	821	2,662
Clubs	1,050	1,234	(949)	-	1,335
Departments	8,036	19,361	(17,700)	(106)	9,591
Trust Funds	9,155	51,992	(55,815)	6,979	12,311
General	21,395	23,456	(31,319)	(7,694)	5,838
<b>TOTALS</b>	<u>\$ 40,967</u>	<u>\$ 131,219</u>	<u>\$ (140,428)</u>	<u>\$ -</u>	<u>\$ 31,758</u>



**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**MAX BRUNER, JR. MIDDLE SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 23,531	\$ 122,391	\$ (111,703)	\$ 205	\$ 34,424
<b>Music</b>	13,314	117,583	(116,869)	-	14,028
<b>Classes</b>	824	13,393	(13,149)	2,206	3,274
<b>Clubs</b>	9,056	47,669	(48,679)	(314)	7,732
<b>Departments</b>	1,111	4,807	(5,109)	(40)	769
<b>Trust Funds</b>	398	1,480	(2,284)	600	194
<b>General</b>	29,955	70,054	(87,676)	(2,657)	9,676
<b>TOTALS</b>	<u>\$ 78,189</u>	<u>\$ 377,377</u>	<u>\$ (385,469)</u>	<u>\$ -</u>	<u>\$ 70,097</u>

OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
 CHOCTAWHATCHEE SENIOR HIGH SCHOOL  
 INTERNAL FUNDS  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE YEAR ENDED JUNE 30, 2004

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
Athletics	\$ 61,579	\$ 418,492	\$ (398,694)	\$ 5,266	\$ 86,643
Music	36,668	267,725	(270,471)	(7,955)	25,967
Classes	3,488	29,103	(30,141)	1,482	3,932
Clubs	39,285	78,958	(72,871)	2,412	47,784
Departments	65,439	97,980	(88,121)	3,692	78,990
Trust Funds	14,301	23,315	(15,388)	(1,453)	20,775
General	27,145	54,398	(37,466)	(3,444)	40,633
<b>TOTALS</b>	<u>\$ 247,905</u>	<u>\$ 969,971</u>	<u>\$ (913,152)</u>	<u>\$ -</u>	<u>\$ 304,724</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**ANNETTE P. EDWINS ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 490	\$ 12,584	\$ (12,099)	\$ -	\$ 975
<b>Classes</b>	56	8,624	(8,474)	(205)	1
<b>Clubs</b>	194	-	(26)	20,480	20,648
<b>Departments</b>	1,363	6,937	(8,105)	-	195
<b>Trust Funds</b>	32,990	38,943	(42,282)	(22,262)	7,389
<b>General</b>	15,119	9,785	(10,002)	1,987	16,889
<b>TOTALS</b>	<u>\$ 50,212</u>	<u>\$ 76,873</u>	<u>\$ (80,988)</u>	<u>\$ -</u>	<u>\$ 46,097</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**ELLIOTT POINT ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 4,539	\$ 12,126	\$ (14,276)	\$ -	\$ 2,389
<b>Music</b>	23	560	(574)	287	296
<b>Classes</b>	422	18,214	(16,298)	(790)	1,548
<b>Clubs</b>	810	2,625	(2,123)	-	1,312
<b>Departments</b>	2,184	12,729	(13,017)	-	1,896
<b>Trust Funds</b>	3,361	8,518	(9,686)	(441)	1,752
<b>General</b>	72,419	44,647	(101,525)	944	16,485
<b>TOTALS</b>	<u>\$ 83,758</u>	<u>\$ 99,419</u>	<u>\$ (157,499)</u>	<u>\$ -</u>	<u>\$ 25,678</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**FLOROSA ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 31	\$ -	\$ (30)	\$ (1)	\$ -
<b>Music</b>	6	-	-	(6)	-
<b>Classes</b>	272	8,961	(8,992)	(241)	-
<b>Clubs</b>	2,276	2,452	(2,158)	7,960	10,530
<b>Departments</b>	-	121	(121)	3,338	3,338
<b>Trust Funds</b>	12,034	48,154	(50,708)	(8,476)	1,004
<b>General</b>	15,958	22,448	(19,521)	(2,574)	16,311
<b>TOTALS</b>	<u>\$ 30,577</u>	<u>\$ 82,136</u>	<u>\$ (81,530)</u>	<u>\$ -</u>	<u>\$ 31,183</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
FORT WALTON BEACH HIGH SCHOOL  
INTERNAL FUNDS  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 79,923	\$ 670,418	\$ (619,076)	\$ (5,546)	\$ 125,719
<b>Music</b>	30,176	249,280	(258,462)	2,459	23,453
<b>Classes</b>	259	12,686	(10,384)	(52)	2,509
<b>Clubs</b>	37,516	245,622	(249,628)	(2,076)	31,434
<b>Departments</b>	25,155	74,385	(69,410)	749	30,879
<b>Trust Funds</b>	4,910	147,363	(40,444)	1,271	113,100
<b>General</b>	55,037	91,150	(83,403)	3,195	65,979
<b>TOTALS</b>	<u>\$ 232,976</u>	<u>\$ 1,490,904</u>	<u>\$ (1,330,807)</u>	<u>\$ -</u>	<u>\$ 393,073</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**KENWOOD ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Music</b>	\$ 779	\$ 8,635	\$ (8,530)	\$ 100	\$ 984
<b>Classes</b>	13,153	10,369	(20,587)	4,925	7,860
<b>Clubs</b>	25,085	58,340	(43,999)	(10,047)	29,379
<b>Departments</b>	-	16,479	(20,400)	3,921	-
<b>Trust Funds</b>	6,327	6,043	(724)	401	12,047
<b>General</b>	35,668	14,509	(22,422)	700	28,455
<b>TOTALS</b>	<u>\$ 81,012</u>	<u>\$ 114,375</u>	<u>\$ (116,662)</u>	<u>\$ -</u>	<u>\$ 78,725</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**LONGWOOD ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 426	\$ -	\$ -	\$ -	\$ 426
<b>Classes</b>	288	6,408	(6,522)	(69)	105
<b>Clubs</b>	99	-	(75)	12,113	12,137
<b>Departments</b>	2,782	9,625	(8,434)	(1,054)	2,919
<b>Trust Funds</b>	16,457	16,557	(12,011)	(18,404)	2,599
<b>General</b>	26,858	23,316	(27,970)	7,414	29,618
<b>TOTALS</b>	<u>\$ 46,910</u>	<u>\$ 55,906</u>	<u>\$ (55,012)</u>	<u>\$ -</u>	<u>\$ 47,804</u>



**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**CLIFFORD MEIGS MIDDLE SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 15,868	\$ 51,103	\$ (56,221)	\$ (7,399)	\$ 3,351
<b>Music</b>	13,856	51,816	(46,385)	(554)	18,733
<b>Classes</b>	2,469	9,338	(8,119)	(1,746)	1,942
<b>Clubs</b>	3,923	27,958	(23,853)	(3,330)	4,698
<b>Departments</b>	5,275	5,885	(7,494)	592	4,258
<b>Trust Funds</b>	7,222	2,544	(10,297)	15,864	15,333
<b>General</b>	23,153	98,339	(98,892)	(3,427)	19,173
<b>TOTALS</b>	<u>\$ 71,766</u>	<u>\$ 246,983</u>	<u>\$ (251,261)</u>	<u>\$ -</u>	<u>\$ 67,488</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**MARY ESTHER ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Music</b>	\$ -	\$ 1,429	\$ (1,429)	\$ -	\$ -
<b>Classes</b>	2,884	31,174	(32,022)	10,103	12,139
<b>Clubs</b>	6,783	330	(2,518)	-	4,595
<b>Departments</b>	3,125	11,319	(11,584)	773	3,633
<b>Trust Funds</b>	20,549	66,868	(67,054)	(10,361)	10,002
<b>General</b>	29,668	21,719	(13,576)	(515)	37,296
<b>TOTALS</b>	<u>\$ 63,009</u>	<u>\$ 132,839</u>	<u>\$ (128,183)</u>	<u>\$ -</u>	<u>\$ 67,665</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**OCEAN CITY ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
Athletics	\$ 1,456	\$ -	\$ (1,608)	\$ 1,109	\$ 957
Music	143	282	(425)	237	237
Classes	5,768	6,697	(8,382)	3,281	7,364
Departments	446	-	(495)	1,106	1,057
Trust Funds	11,883	29,379	(30,215)	(5,169)	5,878
General	15,780	23,591	(21,105)	(564)	17,702
<b>TOTALS</b>	<u>\$ 35,476</u>	<u>\$ 59,949</u>	<u>\$ (62,230)</u>	<u>\$ -</u>	<u>\$ 33,195</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**W. C. PRYOR MIDDLE SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Athletics</b>	\$ 34,713	\$ 88,947	\$ (71,714)	\$ 2,619	\$ 54,565
<b>Music</b>	43,688	53,575	(80,068)	40	17,235
<b>Classes</b>	5,366	34,140	(31,979)	(48)	7,479
<b>Clubs</b>	2,967	21,988	(21,079)	161	4,037
<b>Departments</b>	7,474	39,208	(33,114)	(1,572)	11,996
<b>Trust Funds</b>	8,648	14,252	(9,573)	(2,040)	11,287
<b>General</b>	9,032	27,204	(23,491)	840	13,585
<b>TOTALS</b>	<u>\$ 111,888</u>	<u>\$ 279,314</u>	<u>\$ (271,018)</u>	<u>\$ -</u>	<u>\$ 120,184</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**SHALIMAR ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Music</b>	\$ 11	\$ -	\$ -	\$ -	\$ 11
<b>Classes</b>	789	23,488	(22,356)	33	1,954
<b>Departments</b>	2,014	22,133	(22,900)	-	1,247
<b>Trust Funds</b>	1,901	14,253	(7,103)	355	9,406
<b>General</b>	5,008	2,987	(5,260)	(388)	2,347
<b>TOTALS</b>	<u>\$ 9,723</u>	<u>\$ 62,861</u>	<u>\$ (57,619)</u>	<u>\$ -</u>	<u>\$ 14,965</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**SILVER SANDS SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Music</b>	\$ -	\$ -	\$ -	\$ 18	\$ 18
<b>Classes</b>	2,478	4,798	(4,419)	(55)	2,802
<b>Clubs</b>	394	318	(63)	28	677
<b>Trust Funds</b>	124,678	24,244	(6,912)	(46,599)	95,411
<b>General</b>	17,106	8,617	(5,424)	46,608	66,907
<b>TOTALS</b>	<u>\$ 144,656</u>	<u>\$ 37,977</u>	<u>\$ (16,818)</u>	<u>\$ -</u>	<u>\$ 165,815</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**WRIGHT ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Classes</b>	\$ 9,734	\$ 9,942	\$ (14,885)	\$ 8,181	\$ 12,972
<b>Clubs</b>	3,413	4,803	(4,528)	(300)	3,388
<b>Departments</b>	38,580	18,508	(16,102)	1,243	42,229
<b>Trust Funds</b>	10,789	42,366	(35,844)	(6,683)	10,628
<b>General</b>	27,973	36,053	(31,440)	(2,441)	30,145
<b>TOTALS</b>	<u>\$ 90,489</u>	<u>\$ 111,672</u>	<u>\$ (102,799)</u>	<u>\$ -</u>	<u>\$ 99,362</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
OKALOOSA APPLIED TECHNOLOGY CENTER  
INTERNAL FUNDS  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004**

	Cash Balance July 1, 2003	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2004
<b>Agriculture</b>	\$ 2,296	\$ 8,759	\$ (8,141)	\$ -	\$ 2,914
<b>Health Occupations</b>	26,829	30,557	(36,415)	687	21,658
<b>Industrial Education</b>	174,181	190,925	(212,356)	(3,072)	149,678
<b>Business/Office Training</b>	1,810	4,828	(598)	(258)	5,782
<b>Home Economics</b>	89,216	42,820	(45,526)	498	87,008
<b>Misc. Education Classes</b>	11,366	2,544	(4,312)	(1,178)	8,420
<b>Trust Funds</b>	14,671	44,675	(41,442)	(366)	17,538
<b>General</b>	67,493	21,391	(24,068)	3,689	68,505
<b>TOTALS</b>	<u>\$ 387,862</u>	<u>\$ 346,499</u>	<u>\$ (372,858)</u>	<u>\$ -</u>	<u>\$ 361,503</u>





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**MANAGEMENT LETTER**

To the Okaloosa County District School Board  
 and Don Gaetz, Superintendent of Schools  
 Fort Walton Beach, Florida

In planning and performing our audit of the statements of cash receipts and disbursements for the Okaloosa County District School Board's internal funds for the fiscal year ended June 30, 2004, we considered their internal control in order to determine our auditing procedures for the purpose of expressing our opinion on the statements of cash receipts and disbursements and not to provide assurance on the internal control. However, during our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. Our comments and suggestions regarding those matters are listed below. A summary of all schools with findings below precedes the attached exhibits for recommendations of corrective action.

**GENERAL**

- **Bank accounts – Exhibit A**

**CENTRAL ZONE**

**DESTIN MIDDLE SCHOOL AT REGATTA BAY**

- **Improper completion of Monies Collected Forms (MCFs) – Exhibit B**  
 MCFs in our sample were completed in pencil.

**NORTH ZONE**

**BOB SIKES ELEMENTARY SCHOOL** (Prior to March 2004)

- **Improper cash collection procedures – Exhibit C**

**LAUREL HILL SCHOOL**

- **Improper completion of Monies Collected Forms (MCFs) – Exhibit B**  
 MCFs in our sample were completed in pencil.

**SOUTHSIDE ELEMENTARY SCHOOL**

- **Improper completion of Monies Collected Forms (MCFs) – Exhibit B**  
 Money collector did not properly date and/or sign the MCFs in our sample.
- **Funds held by money collector – Exhibit D**

**SOUTH ZONE**

**CHOCTAWHATCHEE SENIOR HIGH SCHOOL**

- Funds held by money collector – Exhibit D

**SHALIMAR ELEMENTARY SCHOOL**

- Unsigned checks – Exhibit E

**SILVER SANDS SCHOOL**

- Untimely deposits - Bookkeeper – Exhibit F
- Improper completion of Monies Collected Forms (MCFs) – Exhibit B  
Bookkeeper did not properly date the MCFs in our sample.

**WRIGHT ELEMENTARY SCHOOL**

- Improper completion of Monies Collected Forms (MCFs) – Exhibit B  
Money collector and/or bookkeeper did not properly date and/or sign the MCFs in our sample.

We have already discussed these comments and suggestions with the principals and bookkeepers, and would be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist the schools in implementing the recommendations. For each school that has received audit findings, we requested a response to the finding(s) from the principal. All principals responded to our request, and the responses follow this management letter.

This report is intended solely for the information and use of Okaloosa County District School Board's members and management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Carr, Riggs & Ingram, L.L.C.*

**CARR RIGGS, & INGRAM, LLC**  
Certified Public Accountants

**Destin, Florida**  
**July 30, 2004**

## EXHIBIT A

### BANK ACCOUNTS

During our audit, we were informed by one school's bookkeeper that a teacher's "Sunshine Committee" account existed in the school's name and using the same federal identification number. Evidently, the account had been in existence for a number of years, and the principal was not a signator on it. The bookkeeper stated that the account had been closed out and the funds transferred into the Internal Funds as soon as the deviation from policy was discovered. The bookkeeper and principal indicated that this type of account exists or (recently) existed at other schools. There is a risk that the same type of account also exists for PTOs that are stand alone entities from the school.

The Red Book, Chapter 7, Section III, Paragraph 1.2 states, "Each school shall have only one checking account which shall be entitled "(SCHOOL NAME) Internal Fund...All monies received by the school will be deposited intact as collected into this account and all disbursements will be made by checks drawn on this account..."

The Red Book, Chapter 7, Section III, Paragraph 1.3 (a) states, "Each account shall have at least two authorized check signers, one of whom must be the principal."

### *Recommendation*

- We recommend that the principal make inquiries as to all bank accounts existing then review them to ensure that the accounts are in compliance with the Red Book requirements. Any bank accounts containing the school name and federal identification number that are not currently recorded as an internal fund account should be closed and the funds transferred into the internal funds.

## EXHIBIT B

### IMPROPER COMPLETION OF MONIES COLLECTED FORMS (MCFs)

We noted numerous instances in our sample selected in which MCFs were not completed properly. The following items were incorrectly completed:

- \_\_\_\_\_ Form was partially completed and/or signed in pencil.
- \_\_\_\_\_ Money collector did not properly date and/or sign the MCF.
- \_\_\_\_\_ Bookkeeper did not properly date and/or sign the MCF.

#### ***Recommendation***

- The Okaloosa County School District Internal Accounting Manual, Section 1.124 (4) states, "All Report of Monies Collected forms shall be prepared in INK..."

We recommend that teachers and sponsors be made aware of the requirement to complete the form in ink. If the bookkeeper notices instances of pencil being used, the teacher should be reminded of the requirement. The teacher should complete a new form in ink and void the original MCF. The voided form should be returned to and retained by the bookkeeper.

- The *Okaloosa County School District Internal Accounting Manual, Section 1.124* states, "Any erroneous information must be invalidated by lining through such information and entering the correct information above the erroneous information."

If an amount on a Monies Collected Form (MCF) is incorrect, a line should be drawn through the incorrect data and initialed by the teacher. If the amount is being decreased, a brief explanation should be written. Money collectors should be instructed not to record an amount until the actual money has been given to them. If an error is discovered by the bookkeeper, she may make the correction by drawing a line through the incorrect data; the change should be initialed by the bookkeeper and by the witness or teacher, whoever is present.

If a date is recorded incorrectly, a line should be drawn through the incorrect date and the correct date written above. Money collectors should be instructed to fill in the date at the top of the MCF on the day they begin collecting money. If this information is not complete when received by the bookkeeper, she should not complete it for them. Money collectors should also be informed that the date at the bottom of the MCF is to be completed by the bookkeeper as the date she verifies the funds.

## EXHIBIT C

### IMPROPER CASH COLLECTION PROCEDURES

The *Okaloosa County School District Internal Accounting Manual, Section 1.120, Paragraph (1)* states, "Neither the bookkeeper nor witness should have the safe combination. Only the principal and not more than two backups should have the combination. Two people are required to be present when the safe is opened and the money counted." We noted that the bookkeeper does not have a witness present while she counts the money removed from the drop safe.

#### *Recommendation*

- We recommend that the principal designate a person to serve as witness while the bookkeeper counts the money that has been removed from the drop safe. The witness should observe the money being counted and initial each Monies Collected Form (MCF) once the count is completed. Preferably, the witness would be someone who is not privy to the drop safe combination; however, due to staff shortages, the District has decided to allow this. The primary control is that no one person has access to the key and the combination.

## EXHIBIT D

### FUNDS HELD BY MONEY COLLECTOR

The *Okaloosa County School District Internal Accounting Manual, Section 1.009* states, "Collections made outside of the school office, which exceed \$10 in the aggregate, must be turned in to the school office daily." In our sample selected, we noted instances in which money collectors did not turn in money to the bookkeeper on a timely basis.

Money is generally more secure in the lock box than in the possession of the money collector. The risk associated with money being held by the collectors is that the funds could be lost or stolen.

#### *Recommendation*

- We recommend that all money collectors turn in funds to the bookkeeper on a daily basis. This will provide security over the money and will help ensure that deposits are made on a timely basis.

## EXHIBIT E

### UNSIGNED CHECKS

The Red Book, Chapter 7, Section II, Paragraph 1.3 (a) states, "All checks must be signed with two signatures..." We noted one cancelled check with one signature and two cancelled checks with no signatures at this school.

#### *Recommendation*

- We recommend that extra care be taken to ensure that there are two signatures on the checks. The principal should review the checks when signing, and the bookkeeper should review the checks prior to mailing.

## EXHIBIT F

### UNTIMELY DEPOSITS – BOOKKEEPER

*The Okaloosa County School District Internal Accounting Manual, Section 1.009 (2)* states, “All money collected must be deposited intact in the bank at a minimum anytime more than \$500 is received.” *Section 1.009 (2)* further states, “no funds shall be held in the school over a weekend or holiday period.” In our sample selected, we noted instances in which the bookkeeper did not make timely deposits.

#### *Recommendation*

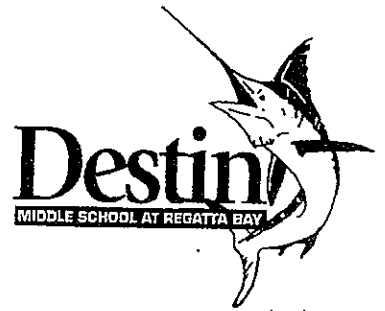
- We recommend that the bookkeeper make deposits anytime more than \$500 is received and on Fridays. The bookkeeper reported that she returned funds to the drop safe after verification and was occasionally unable to have someone open the drop safe to retrieve the funds on Friday afternoon. If the bookkeeper continues to return verified funds to the drop safe, we recommend that a new routine be established that ensures the drop safe can be opened for the bookkeeper so that she can access the verified funds for deposit. Alternatively, the bookkeeper may store the verified funds in a secure location other than the drop safe. This would allow the bookkeeper to access verified funds for timely deposit.



**MANAGEMENT'S RESPONSE**

Destin Middle School at Regatta Bay  
689 Regatta Bay Boulevard  
Destin, FL 32541

Telephone: (850) 833-7655  
FAX: (850) 833-7677



SHERRI HOUP, Principal

August 18, 2004

Carr, Riggs, and Ingram, LLP  
4460 Legendary Drive  
Destin, Florida 32541

This letter is in reference to the finding of the audit internal accounts, I submit the following:

- ❖ Finding: Improper completion of Monies Collected Forms
- ❖ Response: Teachers and Sponsors have been made aware of the requirement to complete the form in ink. If the Bookkeeper notices instances of pencil being used, the teacher will be reminded of the requirement. The teacher will complete a new form in ink and void the original MCF. The voided form will be returned to and retained by the Bookkeeper.

Thank you for your continued support of education in Okaloosa County.

Sincerely,

A handwritten signature in cursive script that reads "Sherri Houpp".

Sherri Houpp  
Principal



# The Bob Sikes Elementary School

425 ADAMS DRIVE  
CRESTVIEW, FLORIDA 32536  
850-689-7268  
Fax: 850-689-7263  
Peter L. Ulrich, PRINCIPAL

November 2, 2004

To Whom It May Concern:

This letter is in response to the findings of the June 30, 2004 Internal Funds Audit at Bob Sikes Elementary.

This occurrence happened under another administration with another bookkeeper. Due to the finding the bookkeeper resigned. The administrator resigned later in the fiscal year due to unrelated reasons. This administration has implemented various controls to ensure the events related to this finding never occur again at Bob Sikes Elementary.

Respectfully,



Peter L. Ulrich  
Principal



# Laurel Hill School

8078 Fourth Street  
Laurel Hill, Florida 32567

*Rodney L. Nobles*  
Principal

August 11, 2004

*Phone*  
(850) 652-4111

*Fax*  
(850) 652-4659

Carr, Riggs & Ingram, LLC  
4460 Legendary Dr. Suite #100  
Destin, FL 32541

To Whom It May Concern:

In response to your finding of "Improper Completion of Monies Collected Forms" the following steps have been taken:

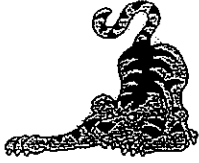
1. On Tuesday, August 3, 2004, we informed the teachers of the Finding and instructed them not to use pencil when filling out the Monies Collected Forms.
2. When we begin collection of gate receipts, we will instruct ticket takers and concession stand workers to use ink pens that will be provided in the cash boxes.
3. All Monies Collected Forms will be scrutinized for the correct use of ink.

Respectfully yours,

Rodney L. Nobles,  
Principal

# SOUTHSIDE ELEMENTARY SCHOOL

650 S. Pearl Street  
Crestview, Florida 32539-4299



Donna Holloway  
Principal

"If We Can Dream It, We Can Do It!"



850 689 7203  
fax 689 7401

Date: August 15, 2004

To: Carr, Riggs, and Ingram, L.L.C  
Auditor Tracey Smith

From: Donna Holloway

Re: Audit Findings  
July 27, 2004

**Finding: Improper Completion of Monies Collected Forms**  
**Money collector did not properly date and/or sign the MCF and money**  
**was not turned in to the bookkeeper on a timely basis.**

The following steps will be taken during the 2004-2005 school year to ensure this does not occur again:

1. During preplanning, Monies Collected procedures will be addressed in depth including examples and non-examples of policy procedure;
2. The principal and bookkeeper will do monthly reminders and examples in faculty meetings on proper procedures for Monies Collected form;
3. Bookkeeper will give all copies of Monies Collected Forms to principal for review and verification;
4. The principal will be notified by the bookkeeper of any Monies Collected form not dated or filled out properly; the principal will discuss with that person the procedures and necessity of filling out forms correctly;
5. The principal will document on bookkeeper's evaluation the results of the internal audit;
6. The principal will offer assistance and support to bookkeeper on organizational skills and workshop opportunities;
7. The above procedures will be expected of non-instructional personnel who handle money at the school, PTO officers, and any other parent that is affiliated with money collection.

The principal and bookkeeper at Southside Elementary School accept full responsibility for the audit findings and will take every measure to ensure this does not happen again.

Donna Holloway  
Principal

A handwritten signature in black ink that reads "Donna Holloway". The signature is written in a cursive, flowing style.

# Choctawhatchee Senior High School

110 RACETRACK ROAD, N.W.  
FORT WALTON BEACH, FLORIDA 32547

CINDY MASSARELLI, PRINCIPAL (850) 833-3614  
FAX (850) 833-3410

August 13, 2004

Carr, Riggs, & Ingram, LLC

This is our response to the findings of the audit conductor at Choctawhatchee High School:

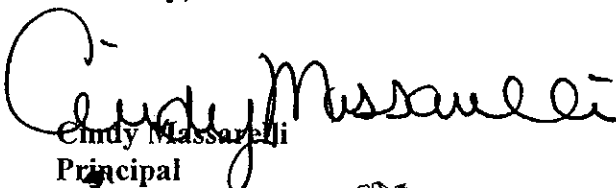
The auditor stated that money collector did not get turned into the Bookkeeper on a timely basis. We have had workshops instructing teachers and sponsors the proper procedures. In the samples the following situations were noted:

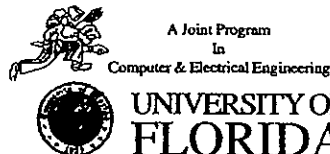
1. Coach collected the donation (check) on a Wednesday night practice and her planning the next day was 7<sup>th</sup> period. The time the vault is open is between 12:30 and 1:00. The coach put the deposit in the vault after that time and the Bookkeeper open the vault on Friday and made the deposit.
2. The ROTC instructor had requested that all fundraiser money be turned in before the Thanksgiving Holiday. He met with the students after school. The students turned in all checks and the safest place was to place the deposit in the safe drop. On Monday morning after the holiday the deposit was made. No cash was involved.
3. Boys Basketball coach collected a fundraiser from his players; once again all checks no cash. He made the deposit the next day after the vault was open; the deposit was made the next day.
4. The media department sold ID badges at \$2.00. We were told that if the deposit doesn't total \$10.00 they can hold until next day. She did not collect over the \$10.00 until several days, and then made the deposit of \$38.00
5. The sponsor collected a fundraiser put it in the vault after it was open and the deposit was made the next day.
6. The sponsor collected donations and once again placed the deposit in the vault after it was open and the deposit made the next day.

Once again we have met with the teachers and sponsors concerning this matter and also we have moved the opening time of the vault to 30 minutes later. Hopefully this will solve the situation. The auditor also noticed that all records were very neat and organized.

If you have any further questions, feel free to contact me at any time.

Sincerely,

  
Cindy Massarelli  
Principal



# *Shalimar Elementary School*

*Susan Lowrey, Principal*

*1350 Joe Martin Circle*

*Shalimar, Florida 32579*

*850-833-4339*

**Carr, Riggs & Ingram, L.L.C.  
4460 Legendary Drive, Suite 100  
Destin, Florida 32541**

**TO WHOM IT MAY CONCERN:**

**FROM: SUSAN LOWREY, PRINCIPAL  
SHALIMAR ELEMENTARY SCHOOL**

**RE: AUDIT FINDING**

**Thank you for your work in our school to support compliance with school board policy and state regulations regarding internal funds.**

**After the finding of unsigned checks was presented during the audit, this was discussed with bookkeeper Mickey Gaines. The finding of 3 checks without signatures came during the highest volume of money transactions for the entire year—the week of our Open House/Book Fair. Mrs. Gaines was new to the bookkeeping position for this school year and I believe that during this hectic time, she presented several requisitions/invoices separately from the check and, as a result, I don't believe these checks were presented to me as part of the payment package. Realizing this practice was in error, Mrs. Gaines was directed to have all three parts of the payment package together before placing them on my desk for signature. Subsequently, this practice was corrected and no further incidences occurred during the school year. Ever since, this has become routine practice and checks are reviewed by the bookkeeper before mailing.**





# Silver Sands School

349 Holmes Boulevard N.W.  
Fort Walton Beach, Florida 32548

Phone: (850) 833-3364

Fax: (850) 833-3366

Graham Boutwell  
Principal

August 12, 2004

Carr, Riggs, & Ingram  
4460 Legendary Drive  
Suite 100  
Destin, FL 32541

To Whom It May Concern:

This letter is in response to findings during your audit of Silver Sands School. My corrections are as follows:

**Finding # 1 Improper Completion of Monies Collected Forms**

I personally met with teachers and bookkeeper during pre-planning of the 2004-2005 and explained how important the MCFs were and how important it was to fill them out correctly. I personally will check our MCFs every week for the first 2 months of school to make sure they are being filled out properly and will write a letter of reprimand to anyone I find that is not filling them out correctly.

**Finding # 2 Untimely Deposits –Bookkeeper**

I have met with the bookkeeper and explained that this would not happen again. Timely deposits will be made on the days that the money collected, in total, exceeds \$500. I will check MCFs and deposit slips every week for the first 2 months of school and monthly thereafter to make sure this does not happen again.

Thank you for helping us be better managers of the public's money.

Graham Boutwell  
Principal  
Silver Sands School





## WRIGHT ELEMENTARY SCHOOL

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305 Lang Road  
Fort Walton Beach, Florida 32547  
(850) 833-3580

John M. Woitt, Principal

Carr, Riggs & Ingram, L. L. C.  
Certified Public Accountant

Wright Elementary has been informed of the findings from the audit. I have also met and discussed the findings with personnel from our finance department and from Carr, Riggs & Ingram. Ms. Thrasher and I have met with the members of PTO, back-up bookkeepers, and the faculty to explain the mistakes that were made with MCF forms. We have tried to make sure that they all understand the proper procedures for signing and dating MCF's. We are also checking all forms as they are turned in to make sure they are properly signed and dated. We have met with all back-up bookkeepers to go over the proper places to sign and to date. We believe that we have taken the appropriate steps to try to prevent this finding in the future.

Yours truly,

A handwritten signature in cursive script that reads "John M. Woitt". The signature is written in black ink and is positioned above the printed name.

John M. Woitt