

Okaloosa County District School Board  
School Internal Funds

Statements Of Cash Receipts  
and Disbursements

For The Year Ended June 30, 2005

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 For The Year Ended June 30, 2005

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## 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, 2005, for all schools as listed in the table of contents. These statements are the responsibility of the District and each school's administration. Our responsibility is to express an opinion on these statements based on our audit.

We conducted our audit 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 audit 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, 2005 in conformity with the cash basis of accounting.

American Institute of  
Certified Public Accountants

Alabama Society of  
Certified Public Accountants

Florida Institute of  
Certified Public Accountants

Mississippi Society of  
Certified Public Accountants

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

Destin, Florida  
August 17, 2005

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**BLUEWATER ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Music</b>	\$ 658	\$ 2,749	\$ (2,744)	\$ 450	\$ 1,113
<b>Classes</b>	5,685	13,514	(21,738)	7,911	5,372
<b>Clubs</b>	27,662	113,181	(107,271)	(8,829)	24,743
<b>Departments</b>	22,306	23,902	(37,388)	1,886	10,706
<b>Trust Funds</b>	7,471	16,648	(10,985)	(2,595)	10,539
<b>General</b>	45,143	29,806	(31,436)	1,177	44,690
<b>TOTALS</b>	<u>\$ 108,925</u>	<u>\$ 199,800</u>	<u>\$ (211,562)</u>	<u>\$ -</u>	<u>\$ 97,163</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**CHEROKEE ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
Music	\$ 237	\$ -	\$ (179)	\$ -	\$ 58
Classes	1,004	11,789	(11,600)	26	1,219
Clubs	17,213	22,393	(34,751)	-	4,855
Departments	4,401	7,693	(9,262)	-	2,832
Trust Funds	734	24,018	(24,150)	(84)	518
General	21,593	14,596	(22,230)	58	14,017
<b>TOTALS</b>	<u>\$ 45,182</u>	<u>\$ 80,489</u>	<u>\$ (102,172)</u>	<u>\$ -</u>	<u>\$ 23,499</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**DESTIN ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 2,625	\$ 200	\$ (2,315)	\$ 1,508	\$ 2,018
<b>Music</b>	276	397	(1,042)	520	151
<b>Classes</b>	5,458	76,695	(87,353)	9,651	4,451
<b>Clubs</b>	5,743	103,793	(76,924)	30,037	62,649
<b>Departments</b>	2,523	24,600	(23,243)	3,669	7,549
<b>Trust Funds</b>	77,022	23,883	(15,010)	(59,011)	26,884
<b>General</b>	28,574	22,939	(19,123)	13,626	46,016
<b>TOTALS</b>	<u>\$ 122,221</u>	<u>\$ 252,507</u>	<u>\$ (225,010)</u>	<u>\$ -</u>	<u>\$ 149,718</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 35,220	\$ 149,111	\$ (149,682)	\$ 2,730	\$ 37,379
<b>Music</b>	4,100	37,630	(31,526)	-	10,204
<b>Classes</b>	5,713	24,545	(24,038)	(1,333)	4,887
<b>Clubs</b>	22,155	97,094	(99,955)	702	19,996
<b>Departments</b>	8,176	26,742	(28,070)	157	7,005
<b>Trust Funds</b>	17,334	32,514	(29,845)	(3,616)	16,387
<b>General</b>	7,234	24,233	(18,566)	1,360	14,261
<b>TOTALS</b>	<u>\$ 99,932</u>	<u>\$ 391,869</u>	<u>\$ (381,682)</u>	<u>\$ -</u>	<u>\$ 110,119</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Music</b>	\$ 11	\$ 915	\$ (1,034)	\$ 450	\$ 342
<b>Classes</b>	411	7,737	(16,637)	9,177	688
<b>Clubs</b>	2,854	34,595	(20,545)	10,635	27,539
<b>Departments</b>	6,469	19,400	(19,054)	6,109	12,924
<b>Trust Funds</b>	15,577	71,842	(57,740)	(27,671)	2,008
<b>General</b>	12,460	23,736	(20,553)	1,300	16,943
<b>TOTALS</b>	<u>\$ 37,782</u>	<u>\$ 158,225</u>	<u>\$ (135,563)</u>	<u>\$ -</u>	<u>\$ 60,444</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 34,503	\$ 51,495	\$ (52,410)	\$ (534)	\$ 33,054
<b>Music</b>	21,169	25,437	(30,054)	4,283	20,835
<b>Classes</b>	7,587	2,184	(2,043)	265	7,993
<b>Clubs</b>	12,762	27,764	(22,625)	(1,298)	16,603
<b>Departments</b>	9,062	13,371	(20,504)	4,983	6,912
<b>Trust Funds</b>	166	22,396	(22,573)	209	198
<b>General</b>	18,777	54,439	(30,510)	(7,908)	34,798
<b>TOTALS</b>	<u>\$ 104,026</u>	<u>\$ 197,086</u>	<u>\$ (180,719)</u>	<u>\$ -</u>	<u>\$ 120,393</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**NICEVILLE SENIOR HIGH SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 245,979	\$ 521,055	\$ (525,797)	\$ (15,047)	\$ 226,190
<b>Music</b>	94,023	602,873	(642,137)	588	55,347
<b>Classes</b>	5,445	11,319	(12,709)	260	4,315
<b>Clubs</b>	55,478	261,569	(233,283)	(34,930)	48,834
<b>Departments</b>	69,003	99,105	(97,040)	(4,100)	66,968
<b>Trust Funds</b>	69,566	107,881	(171,077)	38,262	44,632
<b>General</b>	35,887	66,963	(48,680)	14,967	69,137
<b>TOTALS</b>	<u>\$ 575,381</u>	<u>\$ 1,670,765</u>	<u>\$ (1,730,723)</u>	<u>\$ -</u>	<u>\$ 515,423</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**OAK HILL ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Music</b>	\$ 169	\$ 514	\$ (1,788)	\$ 1,298	\$ 193
<b>Classes</b>	9,719	29,842	(30,290)	(630)	8,641
<b>Clubs</b>	3,245	13,896	(8,546)	(202)	8,393
<b>Departments</b>	13,758	10,419	(11,966)	(510)	11,701
<b>Trust Funds</b>	1,316	39,516	(40,247)	546	1,131
<b>General</b>	66,001	41,192	(31,339)	(502)	75,352
<b>TOTALS</b>	<u>\$ 94,208</u>	<u>\$ 135,379</u>	<u>\$ (124,176)</u>	<u>\$ -</u>	<u>\$ 105,411</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Music</b>	\$ 273	\$ 2,494	\$ (1,586)	\$ (303)	\$ 878
<b>Classes</b>	22,160	63,736	(61,837)	(24)	24,035
<b>Clubs</b>	1,499	6,310	(5,540)	-	2,269
<b>Departments</b>	11,510	31,972	(36,364)	241	7,359
<b>Trust Funds</b>	6,984	4,648	(8,327)	3,024	6,329
<b>General</b>	63,054	23,983	(15,937)	(2,938)	68,162
<b>TOTALS</b>	<u>\$ 105,480</u>	<u>\$ 133,143</u>	<u>\$ (129,591)</u>	<u>\$ -</u>	<u>\$ 109,032</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 29,288	\$ 65,176	\$ (64,657)	\$ (66)	\$ 29,741
<b>Music</b>	15,960	135,156	(131,698)	(30)	19,388
<b>Classes</b>	2,140	18,234	(16,990)	(518)	2,866
<b>Clubs</b>	12,115	62,784	(49,149)	3,022	28,772
<b>Departments</b>	10,052	13,588	(14,139)	2,932	12,433
<b>Trust Funds</b>	603	5,812	(6,315)	459	559
<b>General</b>	15,326	32,323	(21,405)	(5,799)	20,445
<b>TOTALS</b>	<u>\$ 85,484</u>	<u>\$ 333,073</u>	<u>\$ (304,353)</u>	<u>\$ -</u>	<u>\$ 114,204</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**VALPARAISO ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
Athletics	\$ 2,267	\$ 11,454	\$ (10,129)	\$ 54	\$ 3,646
Music	17	328	(345)	-	-
Classes	-	21,990	(23,881)	1,891	-
Clubs	1,907	35,255	(30,925)	13,414	19,651
Departments	10,121	10,554	(8,125)	88	12,638
Trust Funds	16,256	1,125	(2,255)	(11,693)	3,433
General	19,985	14,269	(17,106)	(3,754)	13,394
<b>TOTALS</b>	<u>\$ 50,553</u>	<u>\$ 94,975</u>	<u>\$ (92,766)</u>	<u>\$ -</u>	<u>\$ 52,762</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**ANTIOCH ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 296	\$ 1,273	\$ (1,722)	\$ 199	\$ 46
<b>Music</b>	749	685	(1,281)	399	552
<b>Classes</b>	4,200	30,638	(40,882)	9,302	3,258
<b>Clubs</b>	14,475	55,217	(50,735)	(10,418)	8,539
<b>Departments</b>	3,649	23,462	(20,668)	3,585	10,028
<b>Trust Funds</b>	454	3,713	(3,993)	94	268
<b>General</b>	24,683	33,774	(36,020)	(3,161)	19,276
<b>TOTALS</b>	<u>\$ 48,506</u>	<u>\$ 148,762</u>	<u>\$ (155,301)</u>	<u>\$ -</u>	<u>\$ 41,967</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
 BAKER SCHOOL  
 INTERNAL FUNDS  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 34,282	\$ 121,146	\$ (119,284)	\$ (1,693)	\$ 34,451
<b>Music</b>	6,430	66,854	(74,401)	2,500	1,383
<b>Classes</b>	10,274	37,178	(34,852)	683	13,283
<b>Clubs</b>	20,056	61,730	(56,876)	(5,880)	19,030
<b>Departments</b>	27,402	70,953	(78,630)	4,002	23,727
<b>Trust Funds</b>	1,425	30,583	(30,537)	1,741	3,212
<b>General</b>	33,212	50,376	(36,423)	(1,353)	45,812
<b>TOTALS</b>	<u>\$ 133,081</u>	<u>\$ 438,820</u>	<u>\$ (431,003)</u>	<u>\$ -</u>	<u>\$ 140,898</u>



**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**BOB SIKES ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
Music	\$ 84	\$ 468	\$ (427)	\$ (20)	\$ 105
Classes	1,406	21,825	(22,070)	(522)	639
Clubs	48	-	-	-	48
Departments	3,226	7,291	(7,254)	33	3,296
Trust Funds	1,581	6,342	(6,056)	(75)	1,792
General	45,964	26,519	(30,714)	584	42,353
<b>TOTALS</b>	<u>\$ 52,309</u>	<u>\$ 62,445</u>	<u>\$ (66,521)</u>	<u>\$ -</u>	<u>\$ 48,233</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
 CRESTVIEW SENIOR HIGH SCHOOL  
 INTERNAL FUNDS  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 33,369	\$ 296,722	\$ (275,992)	\$ (5,425)	\$ 48,674
<b>Music</b>	17,917	523,834	(488,042)	4,155	57,864
<b>Classes</b>	8,045	51,171	(51,026)	(2,068)	6,122
<b>Clubs</b>	77,910	173,218	(159,415)	(24)	91,689
<b>Departments</b>	13,176	26,208	(24,665)	2,433	17,152
<b>Trust Funds</b>	13,416	12,152	(7,029)	3,380	21,919
<b>General</b>	35,895	68,950	(62,544)	(2,451)	39,850
<b>TOTALS</b>	<u>\$ 199,728</u>	<u>\$ 1,152,255</u>	<u>\$ (1,068,713)</u>	<u>\$ -</u>	<u>\$ 283,270</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
 DAVIDSON MIDDLE SCHOOL  
 INTERNAL FUNDS  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 28,584	\$ 74,396	\$ (68,008)	\$ (70)	\$ 34,902
<b>Music</b>	8,934	83,158	(83,631)	29	8,490
<b>Classes</b>	3,937	29,659	(27,707)	(756)	5,133
<b>Clubs</b>	9,985	22,184	(24,998)	154	7,325
<b>Departments</b>	2,108	6,871	(7,265)	281	1,995
<b>Trust Funds</b>	6,760	9,612	(4,563)	656	12,465
<b>General</b>	11,896	37,630	(30,653)	(294)	18,579
<b>TOTALS</b>	<u>\$ 72,204</u>	<u>\$ 263,510</u>	<u>\$ (246,825)</u>	<u>\$ -</u>	<u>\$ 88,889</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**LAUREL HILL SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 17,746	\$ 68,227	\$ (70,960)	\$ 33	\$ 15,046
<b>Music</b>	1,126	-	-	(1,126)	-
<b>Classes</b>	6,023	34,864	(38,885)	1,674	3,676
<b>Clubs</b>	16,816	29,532	(29,236)	(2,538)	14,574
<b>Departments</b>	7,635	20,314	(16,808)	993	12,134
<b>Trust Funds</b>	5,776	1,256	(4,159)	(2,004)	869
<b>General</b>	19,914	18,875	(31,148)	2,968	10,609
<b>TOTALS</b>	<u>\$ 75,036</u>	<u>\$ 173,068</u>	<u>\$ (191,196)</u>	<u>\$ -</u>	<u>\$ 56,908</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**NORTHWOOD ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ -	\$ -	\$ (74)	\$ 76	\$ 2
<b>Music</b>	-	100	-	-	100
<b>Classes</b>	3,520	9,232	(7,970)	(2,656)	2,126
<b>Clubs</b>	536	10,006	(12,035)	18,882	17,389
<b>Departments</b>	1,077	11,136	(11,892)	794	1,115
<b>Trust Funds</b>	21,302	6,773	(6,377)	(20,312)	1,386
<b>General</b>	37,941	16,181	(10,067)	3,216	47,271
<b>TOTALS</b>	<u>\$ 64,376</u>	<u>\$ 53,428</u>	<u>\$ (48,415)</u>	<u>\$ -</u>	<u>\$ 69,389</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 21,024	\$ 59,551	\$ (50,389)	\$ (1,030)	\$ 29,156
<b>Music</b>	21,739	56,369	(60,848)	(300)	16,960
<b>Classes</b>	893	29,320	(24,817)	(100)	5,296
<b>Clubs</b>	3,727	23,209	(17,216)	1,330	11,050
<b>Departments</b>	3,137	7,653	(7,256)	-	3,534
<b>Trust Funds</b>	6,423	9,189	(10,417)	200	5,395
<b>General</b>	6,051	26,578	(22,849)	(100)	9,680
<b>TOTALS</b>	<u>\$ 62,994</u>	<u>\$ 211,869</u>	<u>\$ (193,792)</u>	<u>\$ -</u>	<u>\$ 81,071</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**SOUTHSIDE ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 1,819	\$ 4,267	\$ (3,656)	\$ -	\$ 2,430
<b>Classes</b>	3,042	10,543	(12,308)	2,141	3,418
<b>Clubs</b>	8,551	62,648	(56,229)	(2,898)	12,072
<b>Departments</b>	2,960	9,111	(7,901)	58	4,228
<b>Trust Funds</b>	2,379	6,592	(7,422)	2,033	3,582
<b>General</b>	12,854	15,251	(16,483)	(1,334)	10,288
<b>TOTALS</b>	<u>\$ 31,605</u>	<u>\$ 108,412</u>	<u>\$ (103,999)</u>	<u>\$ -</u>	<u>\$ 36,018</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**WALKER ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Music</b>	\$ 21	\$ -	\$ -	\$ -	\$ 21
<b>Classes</b>	2,662	43,495	(42,912)	(173)	3,072
<b>Clubs</b>	1,335	704	(8,477)	18,136	11,698
<b>Departments</b>	9,591	19,455	(20,999)	592	8,639
<b>Trust Funds</b>	12,311	57,466	(49,656)	(18,486)	1,635
<b>General</b>	5,838	24,620	(23,939)	(69)	6,450
<b>TOTALS</b>	<u>\$ 31,758</u>	<u>\$ 145,740</u>	<u>\$ (145,983)</u>	<u>\$ -</u>	<u>\$ 31,515</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 34,424	\$ 93,947	\$ (96,258)	\$ 956	\$ 33,069
<b>Music</b>	14,028	65,612	(54,895)	(272)	24,473
<b>Classes</b>	3,274	6,480	(6,796)	1,149	4,107
<b>Clubs</b>	7,732	36,951	(40,782)	(59)	3,842
<b>Departments</b>	769	20,214	(15,048)	(35)	5,900
<b>Trust Funds</b>	194	3,904	(3,638)	(2)	458
<b>General</b>	9,676	41,862	(24,511)	(1,737)	25,290
<b>TOTALS</b>	<u>\$ 70,097</u>	<u>\$ 268,970</u>	<u>\$ (241,928)</u>	<u>\$ -</u>	<u>\$ 97,139</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**CHOCTAWHATCHEE SENIOR HIGH SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 86,643	\$ 394,854	\$ (398,471)	\$ (4,510)	\$ 78,516
<b>Music</b>	25,967	407,078	(403,095)	(4,244)	25,706
<b>Classes</b>	3,932	28,345	(28,595)	2,237	5,919
<b>Clubs</b>	47,784	117,053	(116,002)	6,272	55,107
<b>Departments</b>	78,990	116,834	(130,255)	6,828	72,397
<b>Trust Funds</b>	20,775	12,939	(12,635)	3,593	24,672
<b>General</b>	40,633	80,274	(37,392)	(10,176)	73,339
<b>TOTALS</b>	<u>\$ 304,724</u>	<u>\$ 1,157,377</u>	<u>\$ (1,126,445)</u>	<u>\$ -</u>	<u>\$ 335,656</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 975	\$ 16,929	\$ (14,730)	\$ 1,486	\$ 4,660
<b>Classes</b>	1	3,808	(3,785)	(1)	23
<b>Clubs</b>	20,648	33,982	(16,552)	(18,908)	19,170
<b>Departments</b>	195	9,769	(9,763)	-	201
<b>Trust Funds</b>	7,389	1,115	(20,700)	17,423	5,227
<b>General</b>	16,889	12,140	(13,585)	-	15,444
<b>TOTALS</b>	<u>\$ 46,097</u>	<u>\$ 77,743</u>	<u>\$ (79,115)</u>	<u>\$ -</u>	<u>\$ 44,725</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**ELLIOTT POINT ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 2,389	\$ 12,350	\$ (11,390)	\$ 1,338	\$ 4,687
<b>Music</b>	296	730	(728)	-	298
<b>Classes</b>	1,548	19,848	(21,030)	637	1,003
<b>Clubs</b>	1,312	10,215	(2,456)	(1,537)	7,534
<b>Departments</b>	1,896	12,644	(5,328)	238	9,450
<b>Trust Funds</b>	1,752	6,956	(4,623)	(3,112)	973
<b>General</b>	16,485	34,390	(38,037)	2,436	15,274
<b>TOTALS</b>	<u>\$ 25,678</u>	<u>\$ 97,133</u>	<u>\$ (83,592)</u>	<u>\$ -</u>	<u>\$ 39,219</u>

OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
 FLOROSA ELEMENTARY SCHOOL  
 INTERNAL FUNDS  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE YEAR ENDED JUNE 30, 2005

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
Athletics	\$ -	\$ -	\$ -	\$ -	\$ -
Music	-	202	(202)	-	-
Classes	-	7,340	(7,145)	(191)	4
Clubs	10,530	28,677	(34,297)	(606)	4,304
Departments	3,338	14,411	(14,639)	-	3,110
Trust Funds	1,004	1,720	(2,059)	-	665
General	16,311	28,135	(19,947)	797	25,296
<b>TOTALS</b>	<u>\$ 31,183</u>	<u>\$ 80,485</u>	<u>\$ (78,289)</u>	<u>\$ -</u>	<u>\$ 33,379</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 125,719	\$ 613,124	\$ (617,427)	\$ (8,031)	\$ 113,385
<b>Music</b>	23,453	285,602	(304,287)	4,127	8,895
<b>Classes</b>	2,509	24,755	(23,448)	1,097	4,913
<b>Clubs</b>	31,434	242,320	(251,411)	(2,576)	19,767
<b>Departments</b>	30,879	61,343	(51,613)	1,362	41,971
<b>Trust Funds</b>	113,100	1,205,380	(77,421)	21,224	1,262,283
<b>General</b>	65,979	116,501	(59,705)	(17,203)	105,572
<b>TOTALS</b>	<u>\$ 393,073</u>	<u>\$ 2,549,025</u>	<u>\$ (1,385,312)</u>	<u>\$ -</u>	<u>\$ 1,556,786</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**KENWOOD ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
Music	\$ 984	\$ 8,790	\$ (9,157)	\$ 365	\$ 982
Classes	7,860	23,337	(32,876)	9,771	8,092
Clubs	29,379	52,810	(55,997)	(13,839)	12,353
Departments	-	13,986	(14,364)	3,753	3,375
Trust Funds	12,047	7,509	(7,496)	(5,537)	6,523
General	28,455	18,976	(37,233)	5,487	15,685
<b>TOTALS</b>	<u>\$ 78,725</u>	<u>\$ 125,408</u>	<u>\$ (157,123)</u>	<u>\$ -</u>	<u>\$ 47,010</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**LONGWOOD ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 426	\$ -	\$ (107)	\$ -	\$ 319
<b>Music</b>	-	360	(303)	(16)	41
<b>Classes</b>	105	7,842	(11,414)	3,792	325
<b>Clubs</b>	12,137	12,676	(10,786)	(3,814)	10,213
<b>Departments</b>	2,919	11,243	(9,736)	21	4,447
<b>Trust Funds</b>	2,599	337	(879)	32	2,089
<b>General</b>	29,618	27,349	(21,494)	(15)	35,458
<b>TOTALS</b>	<u>\$ 47,804</u>	<u>\$ 59,807</u>	<u>\$ (54,719)</u>	<u>\$ -</u>	<u>\$ 52,892</u>



**OKALOOSA COUNTY DISTRICT SCHOOL BOARD  
 CLIFFORD MEIGS MIDDLE SCHOOL  
 INTERNAL FUNDS  
 STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
 FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 3,351	\$ 71,764	\$ (58,209)	\$ (58)	\$ 16,848
<b>Music</b>	18,733	74,842	(73,783)	(1,490)	18,302
<b>Classes</b>	1,942	7,621	(8,272)	(374)	917
<b>Clubs</b>	4,698	27,443	(22,916)	58	9,283
<b>Departments</b>	4,258	8,401	(8,510)	-	4,149
<b>Trust Funds</b>	15,333	11,180	(20,873)	4,223	9,863
<b>General</b>	19,173	30,530	(31,077)	(2,359)	16,267
<b>TOTALS</b>	<u>\$ 67,488</u>	<u>\$ 231,781</u>	<u>\$ (223,640)</u>	<u>\$ -</u>	<u>\$ 75,629</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**MARY ESTHER ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Music</b>	\$ -	\$ 474	\$ -	\$ (474)	\$ -
<b>Classes</b>	12,139	27,127	(36,336)	(41)	2,889
<b>Clubs</b>	4,595	59,301	(43,360)	6,295	26,831
<b>Departments</b>	3,633	5,528	(4,470)	(636)	4,055
<b>Trust Funds</b>	10,002	7,092	(13,306)	(1,958)	1,830
<b>General</b>	37,296	16,135	(28,759)	(3,186)	21,486
<b>TOTALS</b>	<u>\$ 67,665</u>	<u>\$ 115,657</u>	<u>\$ (126,231)</u>	<u>\$ -</u>	<u>\$ 57,091</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**OCEAN CITY ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 957	\$ -	\$ (906)	\$ 2,994	\$ 3,045
<b>Music</b>	237	-	(176)	200	261
<b>Classes</b>	7,364	1,220	(5,482)	10,068	13,170
<b>Clubs</b>	-	26,639	(20,248)	(2,505)	3,886
<b>Departments</b>	1,057	14,317	(11,873)	305	3,806
<b>Trust Funds</b>	5,878	602	(2,370)	(3,090)	1,020
<b>General</b>	17,702	13,129	(10,613)	(7,972)	12,246
<b>TOTALS</b>	<u>\$ 33,195</u>	<u>\$ 55,907</u>	<u>\$ (51,668)</u>	<u>\$ -</u>	<u>\$ 37,434</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, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Athletics</b>	\$ 54,565	\$ 89,323	\$ (85,292)	\$ 587	\$ 59,183
<b>Music</b>	17,235	58,224	(52,811)	-	22,648
<b>Classes</b>	7,479	16,471	(18,250)	(961)	4,739
<b>Clubs</b>	4,037	28,712	(32,385)	2,679	3,043
<b>Departments</b>	11,996	12,831	(18,310)	(135)	6,382
<b>Trust Funds</b>	11,287	6,139	(10,081)	-	7,345
<b>General</b>	13,585	19,728	(24,133)	(2,170)	7,010
<b>TOTALS</b>	<u>\$ 120,184</u>	<u>\$ 231,428</u>	<u>\$ (241,262)</u>	<u>\$ -</u>	<u>\$ 110,350</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**SHALIMAR ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
Music	\$ 11	\$ -	\$ -	\$ -	\$ 11
Classes	1,954	14,922	(15,397)	(335)	1,144
Clubs/Organizations	-	4,041	(2,591)	394	1,844
Departments	1,247	20,954	(20,211)	(198)	1,792
Trust Funds	9,406	17,522	(10,773)	(5,356)	10,799
General	2,347	8,749	(8,890)	5,495	7,701
<b>TOTALS</b>	<u>\$ 14,965</u>	<u>\$ 66,188</u>	<u>\$ (57,862)</u>	<u>\$ -</u>	<u>\$ 23,291</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**WRIGHT ELEMENTARY SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Music</b>	\$ -	\$ 2,086	\$ (1,984)	\$ 274	\$ 376
<b>Classes</b>	12,972	15,865	(22,759)	5,588	11,666
<b>Clubs</b>	3,388	37,314	(25,130)	(1,650)	13,922
<b>Departments</b>	42,229	36,071	(45,489)	9,637	42,448
<b>Trust Funds</b>	10,628	1,878	(2,338)	(8,259)	1,909
<b>General</b>	30,145	23,590	(21,242)	(5,590)	26,903
<b>TOTALS</b>	<u>\$ 99,362</u>	<u>\$ 116,804</u>	<u>\$ (118,942)</u>	<u>\$ -</u>	<u>\$ 97,224</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**CRESTVIEW VOCATIONAL TECHNICAL CENTER**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Departments</b>	\$ 3,525	\$ 73	\$ -	\$ (3,598)	\$ -
<b>Trust Funds</b>	326	-	(326)	-	-
<b>General</b>	2,837	32	(6,435)	3,598	32
<b>TOTALS</b>	<u>\$ 6,688</u>	<u>\$ 105</u>	<u>\$ (6,761)</u>	<u>\$ -</u>	<u>\$ 32</u>

**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**OKALOOSA APPLIED TECHNOLOGY CENTER**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
<b>Agriculture</b>	\$ 2,914	\$ 1,594	\$ (3,369)	\$ -	\$ 1,139
<b>Health Occupations</b>	21,658	36,380	(37,868)	182	20,352
<b>Industrial Education</b>	149,678	120,197	(143,462)	79	126,492
<b>Business/Office Training</b>	5,782	4,673	(8,715)	44	1,784
<b>Culinary Arts Institute</b>	87,008	8,995	(28,979)	-	67,024
<b>Misc. Education Classes</b>	8,420	1,322	(2,448)	-	7,294
<b>Trust Funds</b>	17,538	27,443	(28,888)	(305)	15,788
<b>General</b>	68,505	16,874	(64,871)	-	20,508
<b>TOTALS</b>	<u>\$ 361,503</u>	<u>\$ 217,478</u>	<u>\$ (318,600)</u>	<u>\$ -</u>	<u>\$ 260,381</u>



**OKALOOSA COUNTY DISTRICT SCHOOL BOARD**  
**SILVER SANDS SCHOOL**  
**INTERNAL FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2005**

	Cash Balance July 1, 2004	Receipts	Disbursements	Net Transfers	Cash Balance June 30, 2005
Music	\$ 18	\$ -	\$ -	\$ -	\$ 18
Classes	2,802	3,747	(2,987)	-	3,562
Clubs	677	491	(474)	(56)	638
Trust Funds	95,411	480	(231)	(94,267)	1,393
General	66,907	43,057	(8,767)	94,323	195,520
<b>TOTALS</b>	<u>\$ 165,815</u>	<u>\$ 47,775</u>	<u>\$ (12,459)</u>	<u>\$ -</u>	<u>\$ 201,131</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, 2005, 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 in the attached exhibits. A summary of all findings is presented below.

### GENERAL - Exhibit A

- **Outside Support Organizations (i.e. PTO and Booster Clubs)**
- **Improper alteration of monies collected form**

### CENTRAL ZONE

#### BLUEWATER ELEMENTARY SCHOOL - Exhibit B

- **Improper disbursement procedures**  
Check Requisition/Transfer Forms were missing, not properly filed or not properly signed, and inadequate supporting documentation was noted in our sample.
- **Improper reporting**  
Monthly reports were not distributed to teachers, which contributed to an instance of incorrect account coding being unnoticed.

#### DESTIN MIDDLE SCHOOL AT REGATTA BAY - Exhibit C

- **Improper cancellation of paid vendor invoices**  
Vendor invoices in our sample were not stamped "PAID."

#### LULA J. EDGE ELEMENTARY SCHOOL - Exhibit D

- **Unsigned checks**  
One batch of five checks contained only one signature.

American Institute of  
Certified Public Accountants

Alabama Society of  
Certified Public Accountants

Florida Institute of  
Certified Public Accountants

Mississippi Society of  
Certified Public Accountants

AICPA Alliance for CPA Firms

Center for Public  
Company Audit Firms

**NORTH ZONE**

**SOUTHSIDE ELEMENTARY SCHOOL - Exhibit E**

- **Missing monthly support**

The monthly file containing the support for all deposits, disbursements, bank reconciliations, and principal's report for one particular month could not be located.

**Update:** On September 28, 2005, Southside Elementary School personnel found this file among other records.

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.

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

Destin, Florida  
August 17, 2005

**GENERAL COMMENTS  
EXHIBIT A**

**OUTSIDE SUPPORT ORGANIZATIONS**

Most schools have support organizations, such as Parent-Teacher Organizations (PTOs), whose monetary activity is accounted for in the internal funds of the schools. There are certain organizations, however, that choose to maintain their accounts outside of the school funds. For these organizations, the School Board has set forth policies in the Okaloosa County School District Internal Accounting Manual that should be complied with.

Section 1.011 (2) states, "Organizations that maintain accounts outside of the school internal fund shall meet the following requirements: (a) Maintain separate tax identification number and bank account. (b) Adopt by-laws which shall be approved by the school principal. By-laws must include provision for an annual audit of funds. (c) Provide monthly financial reports to the school principal. The format shall be prescribed by the principal and, at a minimum, must provide a detail of revenue and expenses. (d) Annually provide the principal a copy of the organization audit."

During our audit, we noted four schools with a total of six support organizations that maintain accounts outside of the school's internal funds.

Bob Sikes Elementary – PTO	Choctawhatchee Senior High School
Shalimar Elementary – PTO	- Choctaw Touchdown Club
James E. Plew Elementary – PTO	- Choctaw IB Foundation
	- Friends of the Style Marchers

Based on inquiry of school personnel, it appears that all of the organizations are properly set up as separate entities with their own tax identification numbers. In addition, most are providing monthly financial reports to the respective school principal. However, the organizations are generally providing inadequate annual audits or none at all.

***Recommendation***

- We recommend that the above-mentioned schools require their organizations to either meet the four requirements noted above or have the organizations collapse their financial activity into the internal funds of the given school. We believe an "organization audit" as mentioned in requirements (b) and (d) entails an audit performed in accordance with generally accepted auditing standards and consistent with the Red Book and the Okaloosa County School District Internal Accounting Manual. We also believe it is reasonable to require that such an audit be delivered to the Principal within 120 days of the fiscal year end.

**IMPROPER ALTERATION OF MONIES COLLECTED FORM**

The following paragraph describes a situation that occurred at Lewis Middle School during the 2004-05 school year. It is included in this report to highlight the issue, which could potentially happen at any school, and to demonstrate how the District's internal controls are working. The item, however, is not considered a finding specific to the school because the internal controls established by the District and the school's administration worked to detect the problem in a timely manner.

The Red Book, Chapter 7, Section III, Paragraph 1.4 (b) states that "... Collections made outside of

**GENERAL COMMENTS**  
**EXHIBIT A**

the school office must be turned in to the school office no later than the next business day” and (c) states that “All money collected must be deposited intact...” During our audit at Lewis Middle School, it was brought to our attention by the Bookkeeper and the Principal that a teacher/sponsor had substituted a personal check for cash that had been collected. The teacher/sponsor added the personal check information to the bottom of the monies collected form and marked through the cash received from the students. It was also documented that the teacher/sponsor in question held the monies for several days before finally providing the deposit to the Bookkeeper. In addition, the check that the teacher/sponsor substituted was returned by the bank for insufficient funds. The teacher/sponsor has subsequently reimbursed the school.

***Recommendation***

- We recommend that teachers/sponsors be reminded that any monies collected should be submitted as received and not altered in any way and that the monies collected form should accurately reflect this. The deposits should not be used to make change, and no one should replace a personal check for cash.

**BLUEWATER ELEMENTARY SCHOOL  
EXHIBIT B**

**DISBURSEMENTS**

The Okaloosa County School District Internal Accounting Manual, Section 1.001 (4) states, "No organizational funds shall be expended without written consent of the officers of the student organization." In addition, Section 1.026 (3) states, "Disbursement[s] must be made from original invoice[s] only."

During our audit, we noted numerous instances in our sample in which disbursements were not properly documented and/or approved. The following items were noted:

1. Five Check Requisition/Transfer Forms were missing, not properly filed, or not properly signed by the principal or the sponsor.
2. Three disbursements were made without adequate supporting documentation. In these instances, payments were made based on notes written by the teacher or sponsor.

***Recommendation***

- We recommend that extra care be taken by the bookkeeper to ensure that Check Requisition/Transfer Forms are properly completed and signed prior to processing the disbursement, and that these forms, and all other supporting documentation relating to disbursements, are maintained in the appropriate files.
- We also recommend that all staff and sponsors be made aware of the requirement to complete the Check Requisition/Transfer Form and obtain all necessary approvals before any disbursement may be made.
- We recommend that adequate third-party supporting documentation be obtained for all disbursements, and that all staff be made aware of this requirement. Adequate supporting documentation could include invoices, receipts, signed bills of sale, or other documents generated by the vendor. Obtaining adequate supporting documentation from third-party sources, such as vendor invoices, is a sound business practice necessary to prevent misappropriation of funds.

**REPORTING REQUIREMENTS**

In addition, Section 1.110 (3) and (4) of the Okaloosa County School District Internal Accounting Manual states, "It is the responsibility of the principal to monitor account activity and account balances," and "at least monthly, each sponsor shall be provided a statement of activity and account balances." During the audit, the Bookkeeper stated that the monthly reports were not issued, due to the fact that the teachers did not want the reports. During our disbursement testing, we noted a sample item that was miscoded to an incorrect fund. Had the teachers and sponsors been receiving and reviewing the reports, the error would have been identified and corrected on a timely basis.

***Recommendation***

- We recommend that all sponsors be provided a monthly report of the activity of their accounts, and that they be trained regarding the importance of reviewing these reports for accuracy and completeness.

**DESTIN MIDDLE SCHOOL AT REGATTA BAY  
EXHIBIT C**

**IMPROPER CANCELLATION OF PAID VENDOR INVOICES**

The Okaloosa County School District Internal Accounting Manual, Section 1.026 (3) states, "Invoices will be marked "PAID" immediately upon making remittance." While performing the test of our cash disbursement sample, we noted instances where invoices were not being marked "PAID."

***Recommendation***

- We recommend that the Bookkeeper mark all invoices "PAID," preferably with a stamp, at the time that checks are cut and issued. This step will ensure that duplicate payments are not made for the same invoice.

**LULA J. EDGE ELEMENTARY SCHOOL  
EXHIBIT D**

**UNSIGNED CHECKS**

The Red Book, Chapter 7, Section II, Paragraph 1.3 (a) states, "All checks must be signed with two signatures..." We noted five cancelled checks with one signature at this school. These checks were all from one day's batch.

***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.



**SOUTHSIDE ELEMENTARY SCHOOL  
EXHIBIT E**

**MISSING MONTHLY SUPPORT**

During our current audit, the school was unable to locate records for an entire month of activity (July 2004).

The Red Book, Chapter 7, Section III, Paragraph 4.5 states, "Chapters 119 and 267, F.S., provide that no public official may mutilate, destroy, sell, loan or otherwise dispose of any public record without the consent of the Bureau of Records and Information Management of the Department of State. Provided applicable audits have been released, records may be disposed of in accordance with procedures established by Department of Records and Forms Management. Examples of such records for internal funds could include check requisitions and documentation, cancelled checks, recap of collections, journals, ledgers, financial reports, purchase orders, payroll records, and serialized forms."

***Recommendation***

- We recommend that extra care be taken by the bookkeeper and the principal to ensure that all internal funds records are properly retained and safeguarded.

**Update**

On September 28, 2005, Southside Elementary School personnel found this file among other records.

## Management's Response



# BLUEWATER ELEMENTARY SCHOOL

4545 Range Road, Niceville, Florida 32578

Phone (850) 833-4240 - Fax (850) 833-4232

*Mrs. Marti Gardner, Principal*

August 23, 2005

Carr, Riggs, and Ingram, LLC  
4460 Legendary Drive Suite 100  
Destin, Fl 32541

Dear Carr, Riggs, and Ingram, LLC:

This letter is in response to the audit of internal accounts for school year 2004-2005:

- ◆ Finding: Five Check Requisition/Transfer Forms were missing, not properly filed, or not properly signed by the principal or the sponsor.
- ◆ Response: Faculty and staff have been instructed as to the importance of the proper documentation and signatures on the Check Requisition. Club organizers and PTO will also be instructed in this matter. The Bookkeeper has been informed she IS NOT, under any circumstances, to issue a check with out all the proper information. The bookkeeper is also aware of the importance of all documentation being kept in the monthly folder, ready for auditing and flagging any part she needs additional information. In the email Mr. Gatez forwarded from Ms. LeRoux, it was stated, "they did find several of the items:", please note that all items were found and faxed to Kelly at CRI, and are now in their proper place.
- ◆ Finding: One disbursement was miscoded to wrong club.
- ◆ Response: The bookkeeper was told verbally this in itself was not a finding, but because in the interview she responded that she did not give a print out of the accounts to the sponsors each month, that it then became a finding. The bookkeeper was not aware of the importance of the monthly report to each sponsor, but is now and will initiate one each month.
- ◆ Finding: Three disbursements were made without adequate supporting documentation. In these instances payments were made based on notes written by the teacher or sponsor.
- ◆ Response: Faculty and staff have been instructed as to the correct documentation requirement when payment up front is required. They also have been instructed of the importance of the receipt being returned to the bookkeeper immediately upon return. Other sponsors will be instructed as to the same as their event occurs.

I am requesting Carr Riggs, and Ingram give me a quote to audit the bookkeeping procedures for the current year to date, of the time we schedule their audit.

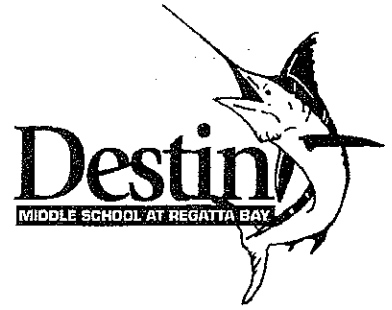
Respectfully,

A handwritten signature in black ink that reads "Marti Gardner". The signature is written in a cursive style with a large, stylized initial "M".

Marti Gardner  
Principal, Bluewater Elementary

Cc: Mr. Gaetz,  
Dr. McEachern,  
Mrs. Wascom

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 15, 2005

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

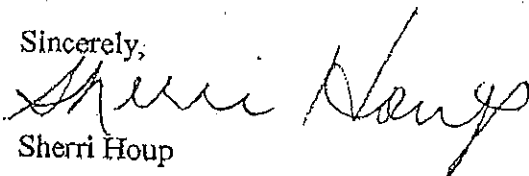
To Whom It May Concern:

In response to your letter in reference to the findings of the audit of our 2004-2005 internal accounts, I submit the following:

- Finding: Invoices will be marked "PAID" immediately upon making remittance.
- Response: ~~The bookkeeper has taken action to correct this oversight. She will mark all invoices "PAID" with a stamp, at the time that checks are cut and issued.~~

Thank you for bringing this observation to our attention. We will continue to strive to do the very best job we can in our accounting practices.

Sincerely,

  
Sherri Houpp



SHELLY ARNESON, PRINCIPAL

EDGE ELEMENTARY SCHOOL

300 N. Highway 85  
Niceville, FL 32578  
(850) 833-4138

September 23, 2005

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

Dear Susan,

During our July 25<sup>th</sup> audit of 2004-2005 financial records, it was noted that five checks only had one signature. We appreciate you bringing this to our attention. The five checks were from one batch with the same date on them, and this incident took place prior to the new administration.

We take extra care to ensure that there are always two signatures on the checks, and the bookkeeper and principal both review the checks. Since that date, this incident has not happened again, to our knowledge.

We sincerely appreciate the knowledge of this finding, and we at Edge are doing everything in our power to ensure that there is not a repeat of this finding.

Sincerely,

Shelly Arneson  
Principal

Jamie Coleman  
Bookkeeper

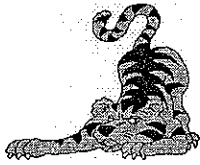


"WHERE EVERY CHILD IS RESPECTED!"



## *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: October 3, 2005  
To: Jeanie LeRoux  
Carr, Riggs & Ingram, LLC  
From: Donna Holloway  
Re: Internal Funds Audit Finding

During the recent audit of Southside Elementary School, it was noted that Southside Elementary School was unable to locate records for the month of July, 2004.

Our past bookkeeper was diagnosed with cancer two years ago. During the past two years, she has undergone chemotherapy and radiation treatments. Although encouraged to look at options for early retirement or medical leave, it was not until February, 2005, that she took a leave of absence from the school district.

A new bookkeeper was hired in February, 2005. The importance of proper bookkeeping procedures was emphasized, and an experienced bookkeeper from another elementary school has been assigned as her mentor.

The only finding we had was the missing file for the month of July, 2005. The other eleven months were found to be outstanding. Our current bookkeeper knew in February that we were missing the file for July. We went through all boxes that had been filed away. We called the previous bookkeeper and asked if she might know where the file had been placed. We cleaned out drawers and filing cabinets in search of the file. At that time, we were unable to locate the missing July folder.

On Tuesday, September 27, 2005, we had to go back to our July, 2004, payroll records. In these payroll records, the original July, 2004, folder was found. This folder is now in its proper place with the rest of the July through June records.

We would like it noted that the auditor was able to get copies of the needed records for the audit. Copies of PTO and Daycare records were located and presented to the auditor.

We regret the delay and inconvenience this has caused as we transitioned bookkeepers. We are taking steps to prevent this from happening again. All original internal records are maintained in a locked filing cabinet. Only the current bookkeeper has access to these records. Each month, the bookkeeper will notify the principal that all records are accounted for. In the event of an emergency and/or absence of the bookkeeper, a bookkeeper from another school and the principal will maintain and safeguard the accuracy and integrity of the records.

Sincerely,

A handwritten signature in cursive script that reads "Donna Holloway".

Donna Holloway  
Principal