



**AUDITOR GENERAL**  
DAVID W. MARTIN, CPA



**WASHINGTON COUNTY SCHOOL PROGRAM (WCSP) AT  
ECKERD**

**FLORIDA EDUCATION FINANCE PROGRAM (FEFP)  
FULL-TIME EQUIVALENT (FTE) STUDENTS**

For the Fiscal Year Ended June 30, 2007

The governing body of the Washington County School Program (WCSP) at Eckerd is the Washington County District School Board, which is comprised of five elected members. The executive officer of the Board is the elected Superintendent of Schools. The Board Members and the Superintendent of Schools who served during the examination period were:

	<i>District No.</i>
<i>Vann Brock, Vice-Chair to 11-20-06, Chair from 11-21-06</i>	1
<i>Wayne C. Saunders, Vice-Chair from 11-21-06</i>	2
<i>John W. Hawkins</i>	3
<i>Francis Hinson to 11-20-06</i>	4
<i>Terry Ellis, from 11-21-06</i>	4
<i>Gary F. Clark, Chair to 11-20-06</i>	5
<i>Susan G. Roberts, from 11-21-06</i>	5

*Calvin Stevenson, Superintendent*

This examination was conducted by Christopher E. Tynes and Eric R. Seldomridge, CPA, and was supervised by J. David Hughes, CPA. Please address inquiries regarding this report to Joseph L. Williams, CPA, Audit Manager, via e-mail at [joewilliams@aud.state.fl.us](mailto:joewilliams@aud.state.fl.us) or by telephone at (850) 414-9941.

This report, as well as other audit reports prepared by the Auditor General, can be obtained on our Web site (<http://www.myflorida.com/audgen>); by telephone at (850) 487-9024; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.

Washington County School Program (WCSP) at Eckerd  
Full-Time Equivalent (FTE) Students and Student Transportation  
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For the Fiscal Year Ended June 30, 2007

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DAVID W. MARTIN, CPA  
AUDITOR GENERAL

# AUDITOR GENERAL STATE OF FLORIDA

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The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## INDEPENDENT AUDITOR'S REPORT WASHINGTON COUNTY SCHOOL PROGRAM (WCSP) AT ECKERD FULL-TIME EQUIVALENT (FTE) STUDENTS

We have examined management's assertion, included in its representation letter dated April 8, 2008, that the Washington County School Program (WCSP) at Eckerd complied with State requirements governing the determination and reporting of the number of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) for the fiscal year ended June 30, 2007. These requirements are found primarily in Sections 1011.60, 1011.61, and 1011.62, Florida Statutes; State Board of Education Rules, Chapter 6A-1, Florida Administrative Code; and the *FTE General Instructions* issued by the Department of Education. As discussed in the representation letter, management is responsible for the WCSP at Eckerd's compliance with State requirements. Our responsibility is to express an opinion on the WCSP at Eckerd's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA) and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the WCSP at Eckerd's compliance with the aforementioned State requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. The legal determination of the WCSP at Eckerd's compliance with these requirements is, however, ultimately the responsibility of the Department of Education.

## Compliance

Our examination procedures disclosed material noncompliance involving students reported in Career Education 9-12 (OJT). We noted exceptions involving 14 of the 20 students in our sample for Career Education 9-12 (OJT)<sup>1</sup>. These exceptions involved reporting errors or records that were not properly and accurately prepared or were missing and could not be located.

In our opinion, except for the material noncompliance mentioned above involving the reporting of, and preparation and maintenance of supporting documentation for, students in Career Education 9-12 (OJT), the Washington County School Program (WCSP) at Eckerd complied, in all material respects, with State requirements governing the determination and reporting of the number of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) for the fiscal year ended June 30, 2007.

The impact of this material noncompliance on the WCSP at Eckerd's reported FTE is presented in SCHEDULE A, SCHEDULE B, SCHEDULE C, and SCHEDULE D.

## Internal Control Over Compliance

In accordance with attestation standards established by the AICPA and *Government Auditing Standards*, we are required to report significant deficiencies in internal control detected during our examination and identify those considered to be material weaknesses. The purpose of our examination was to express an opinion on the District's compliance with State requirements and did not include expressing an opinion on the District's related internal controls. Accordingly, we express no such opinion. Due to its limited purpose, our examination would not necessarily identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses.<sup>2</sup> However, the material noncompliance mentioned above is indicative of significant deficiencies considered to be material weaknesses in the WCSP at Eckerd's internal controls related to the reporting of, and the preparation and maintenance of supporting documentation for, students in Career Education 9-12 (OJT). The findings, populations, samples, and exception totals that pertain to this material noncompliance are presented in SCHEDULE A and SCHEDULE D.

The District's written response to this examination has not been subjected to our examination procedures and, accordingly, we express no opinion on it.

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<sup>1</sup> For Career Education 9-12 (OJT), see SCHEDULE D, finding Nos. 1, 2, 3, 4, and 5.

<sup>2</sup> A control deficiency in the entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the aforementioned State requirements such that there is more than a remote likelihood that noncompliance that is more than inconsequential will not be prevented or detected by the entity's internal control. A material weakness is a significant deficiency, or combination of significant deficiencies, that results in a more than remote likelihood that material noncompliance will not be prevented or detected by the entity's internal control.

This report is intended for the information of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the State Board of Education, the Department of Education, the Washington County District School Board, and the Washington County School Program (WCSP) at Eckerd. Copies of this report are available pursuant to Section 11.45(4)(c), Florida Statutes, and its distribution is not limited.

Respectfully submitted,



David W. Martin, CPA  
May 15, 2008

**SCHEDULE A**

Washington County School Program (WCSP) at Eckerd  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**POPULATIONS, SAMPLES, AND TEST RESULTS**  
 For the Fiscal Year Ended June 30, 2007

<u>Description<sup>1</sup></u>	<u>Number of Schools</u>	<u>% of Pop.</u>	<u>Number of Students (w/Exceptions)</u>	<u>% of Pop. (Sample)</u>	<u>Number of Unweighted FTE<sup>2</sup></u>	<u>% of Pop. (Sample)</u>
<b>1. Basic</b>						
Population <sup>3</sup>	1	100.00%	114	100.00%	51.8200	100.00%
Sample Size <sup>4</sup>	1	100.00%	6	5.26%	1.9018	3.67%
Students w/Exceptions	-	-	(0)	(0.00%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	.0000	-
<b>2. Basic with ESE Services</b>						
Population <sup>3</sup>	1	100.00%	118	100.00%	75.0600	100.00%
Sample Size <sup>4</sup>	1	100.00%	6	5.08%	4.5882	6.11%
Students w/Exceptions	-	-	(0)	(0.00%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	.0000	-
<b>3. ESOL</b>						
Population <sup>3</sup>	-	-	-	-	-	-
Sample Size <sup>4</sup>	-	-	-	-	-	-
Students w/Exceptions	-	-	-	-	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	-	-
<b>4. ESE Support Levels 4 and 5</b>						
Population <sup>3</sup>	-	-	-	-	-	-
Sample Size <sup>4</sup>	-	-	-	-	-	-
Students w/Exceptions	-	-	-	-	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	-	-
<b>5. Career Education 9-12</b>						
Population <sup>3</sup>	1	100.00%	21	100.00%	27.8200	100.00%
Sample Size <sup>4</sup>	1	100.00%	20	95.24%	5.1058	18.35%
Students w/Exceptions	-	-	(14)	(70.00%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	(3.9601)	-
-----						
<b>All Programs</b>						
Population <sup>3</sup>	1	100.00%	253	100.00%	154.7000	100.00%
Sample Size <sup>4</sup>	1	100.00%	32	12.65%	11.5958	7.50%
Students w/Exceptions	-	-	(14)	(43.75%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	(3.9601)	-

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE A (Continued)**

Washington County School Program (WCSP) at Eckerd  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**POPULATIONS, SAMPLES, AND TEST RESULTS**  
 For the Fiscal Year Ended June 30, 2007

<u>Description</u> <sup>1</sup>	<u>Number of Schools</u>	<u>% of Pop.</u>	<u>Number of Teachers (w/Exceptions)</u>	<u>% of Pop. (Sample)</u>
<u>Teachers</u>				
Population <sup>3</sup>	1	100.00%	7	100.00%
Sample Size <sup>4</sup>	1	100.00%	3	42.86%
Teachers w/Exceptions	-	-	(0)	(0.00%)

<sup>1</sup> See NOTE A6.

<sup>2</sup> Unweighted full-time equivalent (FTE) students represents FTE prior to the application of the applicable cost factor for each program. (See SCHEDULE B and NOTE A4.)

<sup>3</sup> The population shown for the number of students is the total number of students in the program indicated. Our Career Education sample was limited to those students who participated in OJT. The population shown for full-time equivalent (FTE) students is the total of the figures reported for each survey conducted for the fiscal year ended June 30, 2007. (See NOTE A5.)

<sup>4</sup> See NOTE B.

<sup>5</sup> Our audit adjustments present the net effects of noncompliance disclosed by our examination procedures, including those related to our tests of teacher certification. Our audit adjustments generally reclassify reported FTE to Basic education, except for noncompliance involving a student's enrollment or attendance, in which case the reported FTE is taken to zero.

**The accompanying notes are an integral part of this schedule.**

**SCHEDULE B**

Washington County School Program (WCSP) at Eckerd  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**EFFECT OF AUDIT ADJUSTMENTS ON WEIGHTED FTE**  
*(For Illustrative Purposes Only)*  
 For the Fiscal Year Ended June 30, 2007

<u>No. Program</u> <sup>1</sup>	<u>Net Audit Adjustment</u> <sup>2</sup>	<u>Cost Factor</u>	<u>Weighted FTE</u> <sup>3</sup>
300 Career Education 9-12	<u>(3.9601)</u>	1.159	<u>(4.5898)</u>

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<sup>1</sup> See NOTE A6.

<sup>2</sup> These adjustments are for unweighted FTE. (See SCHEDULE C.)

<sup>3</sup> Weighted FTE adjustments are presented for illustrative purposes only; they do not take special program caps or allocation factors into consideration and are not intended to indicate the FTE used to compute the dollar value of audit adjustments. That computation is the responsibility of the Department of Education. (See NOTE A4.)

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE C**

Washington County School Program (WCSP) at Eckerd  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**AUDIT ADJUSTMENTS BY SCHOOL**  
 For the Fiscal Year Ended June 30, 2007

**Audit Adjustments<sup>1</sup>**

<b><u>No. Program</u></b>	<b><u>#0011</u></b>	<b><u>Total</u></b>
300 Career Education 9-12	<u>(3.9601)</u>	<u>(3.9601)</u>

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<sup>1</sup> These adjustments are for unweighted FTE. (See NOTE A4.)

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D**

Washington County School Program (WCSP) at Eckerd  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2007

**Overview**

Management is responsible for determining and reporting the number of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) in compliance with State requirements. These requirements are found primarily in Sections 1011.60, 1011.61, and 1011.62, Florida Statutes; State Board of Education Rules, Chapter 6A-1, Florida Administrative Code; and the *FTE General Instructions* issued by the Department of Education. Except for material noncompliance involving the reporting of, and the preparation and maintenance of supporting documentation for students in Career Education OJT, the Washington County School Program (WCSP) at Eckerd complied, in all material respects, with State requirements governing the determination and reporting of FTE for the fiscal year ended June 30, 2007. All noncompliance disclosed by our examination procedures is discussed below and requires management's attention and action, as recommended on page 11.

**Findings**

**Net Audit  
 Adjustments  
 (Unweighted FTE)**

*Our examination included the July and October 2006 surveys and the February and June 2007 surveys (see NOTE A5). Unless otherwise specifically stated, the findings and audit adjustments presented herein are for the October 2006 survey or the February 2007 survey or both. Accordingly, our findings do not mention specific surveys unless necessary for a complete understanding of the instances of noncompliance being disclosed.*

1. [Ref. 1101] The attendance records and the timecard for one Career Education student in OJT in the October survey were missing and could not be located. We made the following audit adjustment:

300 Career Education 9-12	(.5000)	(.5000)
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2. [Ref. 1102] Five Career Education students in OJT (two in the July survey and three in the October survey) had withdrawn from school prior to the reporting surveys and should not have been included with those survey's results. We made the following audit adjustment:

300 Career Education 9-12	(1.8356)	(1.8356)
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*The accompanying notes are an integral part of this schedule.*



SCHEDULE E

Washington County School Program (WCSP) at Eckerd  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**RECOMMENDATIONS AND REGULATORY CITATIONS**  
For the Fiscal Year Ended June 30, 2007

Recommendations

**We recommend** that management exercise more care and take corrective action, as appropriate, to ensure that: (1) only eligible students who were in attendance and membership for a particular survey are reported for FEFP funding; and (2) timecards for students in OJT programs are properly completed and retained in readily accessible files.

The absence of statements in this report regarding practices and procedures followed by the Washington County School Program (WCSP) at Eckerd should not be construed as acceptance, approval, or endorsement of those practices and procedures. Additionally, the specific nature of this report does not limit or lessen the WCSP at Eckerd's obligation to comply with all State requirements governing FTE and FEFP.

Regulatory Citations

Reporting

- Section 1011.60, F.S. ....Minimum Requirements of the Florida Education Finance Program (FEFP)
- Section 1011.61, F.S. ....Definitions
- Section 1011.62, F.S. ....Funds for Operation of Schools
- Rule 6A-1.0451, F.A.C. ....FEFP Student Membership Surveys
- Rule 6A-1.04513, F.A.C. ....Maintaining Auditable FTE Records
- FTE General Instructions 2006-2007

Attendance

- Section 1003.23, F.S. ....Attendance Records and Reports
- Rules 6A-1.044(3)&(6)(c), F.A.C. ..Pupil Attendance Records
- Rule 6A-1.04513, F.A.C. ....Maintaining Auditable FTE Records
- FTE General Instructions 2006-2007
- Comprehensive Management Information System: Automated Student Attendance Recordkeeping System

Career Education On-the-Job Attendance

- Rule 6A-1.044(6)(c), F.A.C. ....Pupil Attendance Records

Career Education On-the-Job Funding Hours

- Rule 6A-6.055(3), F.A.C. ....Definitions of Terms Used in Vocational Education and Adult Programs
- FTE General Instructions 2006-2007

*The accompanying notes are an integral part of this schedule.*

SCHEDULE F

Washington County School Program (WCSP) at Eckerd  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**SUMMARY OF MANAGEMENT'S RESPONSE**  
For the Fiscal Year Ended June 30, 2007

*Management agreed with our findings and recommendations.*

*A copy of management's may be found on page 16 of this report.*

*The accompanying notes are an integral part of this schedule.*

Washington County School Program (WCSP) at Eckerd  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2007

**NOTE A - SUMMARY**

A summary discussion of the significant features of the WCSP at Eckerd, FEFP, FTE, and related areas follows:

**1. Washington County School Program (WCSP) at Eckerd**

WCSP at Eckerd operates an alternative educational facility for youthful offenders under a grant agreement between the Washington County School Board and the Florida Department of Education. This facility, the Eckerd Youth Development Center in Okeechobee, Florida, is part of the state system of public education under the general direction and control of the State Board of Education. The Center was formerly known as the Okeechobee School for Boys. For the fiscal year ended June 30, 2007, WCSP at Eckerd reported 154.70 unweighted FTE, and received approximately \$3.7 million in State funding for those FTE. The primary sources of funding for the WCSP at Eckerd are funds from FEFP and Federal grants and donations.

**2. Florida Education Finance Program (FEFP)**

Florida school districts and certain other educational entities such as WCSP at Eckerd receive State funding through FEFP, which was established by the Florida Legislature in 1973. It is the intent of the law "to guarantee to each student in the Florida public school system the availability of programs and services appropriate to his educational needs which are substantially equal to those available to any similar student notwithstanding geographic differences and varying local economic factors." To provide equalization of educational opportunity in Florida, the FEFP formula recognizes (1) varying local property tax bases, (2) varying program cost factors, (3) district cost differentials, and (4) differences in per student cost for equivalent educational programs due to sparsity and dispersion of student population.

Washington County School Program (WCSP) at Eckerd  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2007

**NOTE A - SUMMARY** (Continued)

**3. Full-Time Equivalent (FTE) Students**

The funding provided by FEFP is based upon the numbers of individual students participating in particular educational programs. A numerical value is assigned to each student according to the student's hours and days of attendance in those programs. The individual student thus becomes equated to a numerical value known as an FTE. For example, for kindergarten through third grade, one FTE is defined as one student in membership in a program or a group of programs for 20 hours per week for 180 days; for grade levels four through twelve, one FTE is defined as one student in membership in a program or a group of programs for 25 hours per week for 180 days.

**4. Calculation of FEFP Funds**

The amount of State and local FEFP funds is calculated by the Department of Education by multiplying the number of unweighted FTE in each educational program by the specific cost factor of each program to obtain weighted FTEs. Weighted FTEs are multiplied by the base student allocation amount and that product is multiplied by the appropriate cost differential factor. Various adjustments are then added to this product to obtain the total State and local FEFP dollars. All cost factors, the base student allocation amount, cost differential factors, and various adjustment figures are established by the Florida Legislature.

**5. FTE Surveys**

FTE is determined and reported during the school year by means of four FTE membership surveys, which are conducted under the direction of district and school management. Each survey is a sampling of FTE membership for a period of one week. The surveys for the 2006-2007 school year were conducted during and for the following weeks: survey one was performed for July 10-14, 2006; survey two was performed for October 9-13, 2006; survey three was performed for February 5-9, 2007; and survey four was performed for June 11-15, 2007.

Washington County School Program (WCSP) at Eckerd  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2007

**NOTE A - SUMMARY** (Continued)

**6. Educational Programs**

FEFP funds ten specific programs under which instruction may be provided as authorized by the Florida Legislature. The general program titles under which these specific programs fall are as follows: (1) Basic; (2) English for Speakers of Other Languages (ESOL); (3) Exceptional; and (4) Career Education (9-12).

**7. Statutes and Rules**

The following statutes and rules are of significance to the administration of Florida public education:

- Chapter 1000, F.S. ....K-20 General Provisions
- Chapter 1001, F.S. ....K-20 Governance
- Chapter 1002, F.S. ....Student and Parental Rights and Educational Choices
- Chapter 1003, F.S. ....Public K-12 Education
- Chapter 1006, F.S. ....Support for Learning
- Chapter 1007, F.S. ....Articulation and Access
- Chapter 1010, F.S. ....Financial Matters
- Chapter 1011, F.S. ....Planning and Budgeting
- Chapter 1012, F.S. ....Personnel
- Chapter 6A-1, F.A.C. ....Finance and Administration
- Chapter 6A-4, F.A.C. ....Certification
- Chapter 6A-6, F.A.C. ....Special Programs I

**NOTE B - SAMPLING**

Our examination procedures provided for the selection of samples of students and teachers, using statistical and judgmental methods, for testing FTE reported to the Department of Education for the fiscal year ended June 30, 2007. Our sampling process was designed to facilitate the performance of appropriate examination procedures to test the WCSP at Eckerd's compliance with State requirements governing FTE and FEFP.

MANAGEMENT'S RESPONSE



Calvin Stevenson  
Superintendent of Schools  
(850) 638-6222  
Fax (850) 638-6226

Washington County  
District School Board  
"An Equal Opportunity Agency"  
652 Third Street  
Chipley, Florida 32428

June 16, 2008

District 1  
Vann Brock  
1180 Whittington Road, Chipley  
District 2  
Wayne C. Saunders  
847 Candy Lane, Chipley  
District 3  
John W. Hawkins  
3428 Spoolmill Road, Vernon  
District 4  
Terry Ellis  
1306 Pinabluff Court, Chipley  
District 5  
Susan G. Roberts  
1456 State Park Road, Chipley

David W. Martin, Auditor General  
Room 412C, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

Attention: Joe Williams, Section 321

Dear Mr. Martin:

The following is a response to the examination of full-time equivalent (FTE) students, as reported by the Washington County District School Board for the Washington County School Program (WCSP) at Eckerd, under the Florida Education Finance Program (FEFP) for the fiscal year ended June 30, 2007. We concur with the auditors' findings and have implemented corrective actions to address the adverse findings.

**FULL-TIME EQUIVALENT STUDENTS - SCHEDULE D**

[Ref. 1101]; [Ref. 1102]; [Ref.1103]; [Ref. 1104] and [1105]. Training and in-service have been provided to the appropriate personnel to prevent errors cited in this report.

If you have any questions, please contact Jayne Peel, Deputy Superintendent, at (850-638-6222)

Sincerely,

Calvin Stevenson, Superintendent  
WASHINGTON COUNTY SCHOOL DISTRICT

**"Quality Education Today For A Better Tomorrow"**