

STATE OF FLORIDA AUDITOR GENERAL

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Summary

Report Number: [2011-050](#)

Report Title: [Manatee County District School Board – Operational Audit](#)

Report Period: [FYE 06/30/2010](#)

Release Date: [12/06/2010](#)

Our operational audit disclosed the following:

CAPITAL OUTLAY FUNDING

Finding No. 1: District records did not always evidence that ad valorem tax levy, certificates of participation, and sales surtax proceeds were used consistent with restrictions governing these proceeds, resulting in questioned costs totaling approximately \$6.6 million.

PERFORMANCE ASSESSMENTS AND COMPENSATION

Finding No. 2: District records did not sufficiently evidence that performance assessment procedures for instructional personnel and school administrators were based primarily on student performance, contrary to Section 1012.34(3), Florida Statutes.

Finding No. 3: The Board had not adopted formal policies and procedures for ensuring that a portion of each instructional employee's compensation is based on performance pursuant to Section 1012.22(1)(c)2., Florida Statutes, and documenting the differentiated pay process of instructional personnel and school-based administrators using the factors prescribed in Section 1012.22(1)(c)4., Florida Statutes.

SAFETY AND SECURITY

Finding No. 4: The District needed to enhance its procedures to ensure that required background screenings are obtained for contractor personnel.

Finding No. 5: Controls could be enhanced to ensure compliance with Section 119.071(5)(a), Florida Statutes, regarding notifying individuals of the need for and use of social security numbers.

INSURANCE

Finding No. 6: The District could enhance the monitoring of insurance for District charter schools.

Finding No. 7: The District did not have a policy that addresses liability insurance that should be included in contracts with design professionals.

Finding No. 8: The District had not filed its annual report for its self-insurance group health plan for plan years ending 2006 through 2009, contrary to Section 112.08(2)(b), Florida Statutes. In addition, the group health and workers' compensation, property, and general liability self-insurance plans had ending deficit net asset balances at June 30, 2010, of \$8.4 million and \$2.5 million, respectively.

STUDENT ENROLLMENT

Finding No. 9: Improvements were needed in District procedures to ensure the accurate reporting of instructional contact hours for adult general education courses to the Florida Department of Education.

FINANCIAL RECORDS MANAGEMENT

Finding No. 10: Improvements were needed in the District's bank account reconciliation procedures.

FINANCIAL DISCLOSURES

Finding No. 11: Certain District employees did not timely file statements of financial interests with the supervisor of elections, contrary to Section 112.3145(2), Florida Statutes.

INFORMATION TECHNOLOGY

Finding No. 12: The District lacked written information technology (IT) policies and procedures for monitoring end-user workstation administrative rights.

Finding No. 13: Certain IT security controls related to user authentication needed improvement.

Management's response is included in the audit report as Exhibit A.