STATE OF FLORIDA
AUDITOR GENERAL
DAVID W. MARTIN, CPA

Summary

Report Number: 2012-077

Report Title: Lake County District School Board – Operational Audit

Report Period: FYE 06/30/2011

Release Date: 01/19/2012

Our operational audit disclosed the following:

PERSONNEL AND PAYROLL

Finding No. 1: District records did not sufficiently evidence that performance assessments of instructional personnel and school administrators were based primarily on student performance, contrary to Section 1012.34(3), Florida Statutes (2010).

Finding No. 2: 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 (2010), 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 (2010).

Finding No. 3: The District needed to enhance its payroll processing controls over time records.

CASH CONTROLS

Finding No. 4: Controls over electronic funds transfers could be enhanced.

FACILITIES ADMINISTRATION AND MONITORING

Finding No. 5: The District needed to establish policies and procedures to address negotiated construction costs for general conditions, and ensure that construction contracts do not duplicate charges for the same items.

Finding No. 6: The District needed to establish policies and procedures for evaluating the effectiveness of alternative construction methods. Also, procedures for determining whether the District facilities design and construction delivery methods were effective and cost efficient were not always utilized.

Finding No. 7: The District could enhance its procedures to ensure compliance with certain facility safety standards.

Finding No. 8: The District did not adequately advertise the intended use of $1,854,951 of ad valorem tax levy proceeds, used $2,493 of ad valorem tax proceeds for unallowable purposes, and did not document that $16,804 of county impact fee proceeds were used for allowable purposes.

STUDENT RECORDS

Finding No. 9: The District could enhance controls over the issuance of student diplomas.

INFORMATION TECHNOLOGY

Finding No. 10: The District lacked written policies and procedures for certain information technology (IT) functions.

Finding No. 11: The District had not implemented a comprehensive security awareness training program.

Finding No. 12: Some employees had inappropriate IT access privileges.

Finding No. 13: The District's IT security controls related to user authentication and data loss prevention needed improvement.

Finding No. 14: The District's IT disaster recovery plan had not been tested.

Finding No. 15: The District did not have a written security incident response plan.

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