STATE OF FLORIDA
AUDITOR GENERAL
DAVID W. MARTIN, CPA

# Summary

**Report Number:** 2015-088

**Report Title:** Leon County District School Board – Operational Audit

**Release Date:** 01/23/2015

Our operational audit disclosed the following:

ADMINISTRATIVE MANAGEMENT AND BOARD POLICIES

Finding No. 1: The Board could enhance its anti-fraud policy.

Finding No. 2: The District did not timely and prominently post all required budget information on its Web site.

Finding No. 3: Controls over electronic funds transfers could be enhanced.

CONSTRUCTION ADMINISTRATION

Finding No. 4: The District did not always competitively select construction management entities (CMEs) in accordance with Section 287.055, Florida Statutes.

Finding No. 5: Controls over negotiating and monitoring CME general conditions costs could be enhanced.

Finding No. 6: The District could enhance its construction administration procedures regarding selection of subcontractors.

Finding No. 7: The District could enhance its procedures to monitor verification of subcontractors' licensure status.

Finding No. 8: CME payment requests were not always reconciled to subcontractors' invoices, bids, and contracts prior to payment.

Finding No. 9: The District entered into professional architectural services contracts without following the competitive selection process prescribed in Section 287.055, Florida Statutes.

Finding No. 10: The Board had not adopted a policy prescribing the minimum insurance coverage requirements for work performed by architects and engineers.

Finding No. 11: Controls over facilities construction and maintenance activities could be enhanced.

PERSONNEL AND PAYROLL

Finding No. 12: District records did not evidence that the Board was made aware that certain employees had not met the minimum education requirements for positions to which they were promoted.

Finding No. 13: The Board had not established a documented process to identify instructional personnel entitled to differentiated pay using the factors prescribed in Section 1012.22(1)(c)4.b., Florida Statutes.

Finding No. 14: The District needed to enhance its procedures to ensure the proper reporting of the taxable value for employee's personal use of Board-owned vehicles in accordance with United States Treasury Regulations and the Internal Revenue Code.

Finding No. 15: Controls over monitoring school bus drivers could be enhanced.

Finding No. 16: The District needed to enhance its procedures to require verification of eligibility of all dependents covered by the District's health insurance plan.

PROCUREMENT

Finding No. 17: Procurement procedures could be enhanced to provide for routine review of required statements of financial interests for consideration in making procurement decisions.

Finding No. 18: Controls over contractual services and related payments could be enhanced.

RESTRICTED RESOURCES

Finding No. 19: District records did not always evidence that ad valorem tax levy proceeds were used only for authorized purposes.

Finding No. 20: The District did not allocate purchasing card program rebates generated by restricted resources to appropriate District funds.

CAPITAL ASSETS

Finding No. 21: The District could strengthen its controls over tangible personal property.

Finding No. 22: Controls over the use of Board-owned motor vehicles could be enhanced.

VIRTUAL INSTRUCTION PROGRAM

Finding No. 23: Controls over virtual instruction program (VIP) operations and related activities could be enhanced by developing and maintaining comprehensive, written VIP policies and procedures.

Finding No. 24: VIP provider contracts did not include certain necessary provisions.

Finding No. 25: District records did not evidence that timely, written notifications were provided to parents about student opportunities to participate in the District's VIP and open enrollment period dates.

Finding No. 26: District records did not evidence that all VIP providers' employees and contracted personnel were subjected to required background screenings.

INFORMATION TECHNOLOGY

Finding No. 27: Some inappropriate information technology (IT) access privileges existed.

Finding No. 28: District IT security controls related to user authentication and logging and monitoring of system activity needed improvement.

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