

STATE OF FLORIDA AUDITOR GENERAL SHERRILL F. NORMAN, CPA



Summary

Report Number: [2016-146](#)

Report Title: **Columbia County District School Board - Financial, Operational, and Federal Single Audit**

Report Period: **07/01/2014 – 06/30/2015**

Release Date: **03/23/2016**

SUMMARY OF REPORT ON FINANCIAL STATEMENTS

Our audit disclosed that the District's basic financial statements were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

SUMMARY OF REPORT ON INTERNAL CONTROL AND COMPLIANCE

We noted a certain matter involving the District's internal control over financial reporting and its operation that we consider to be a significant deficiency, as summarized below. However, this significant deficiency is not considered to be a material weakness.

Significant Deficiency

Finding 1: The District did not always timely complete bank account reconciliations.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* issued by the Comptroller General of the United States; however, we noted certain additional matters as summarized below.

Additional Matters

Finding 2: The District did not always timely perform required background screenings for applicable instructional and noninstructional employees. A similar finding was noted in our report No. 2015-067.

Finding 3: As similarly noted in prior audits, the District did not obtain the required biennial actuarial valuation of its other postemployment benefit obligations.

Finding 4: Controls over virtual instruction program (VIP) operations and related activities could be enhanced by developing and maintaining comprehensive, written VIP policies and procedures.

Finding 5: District procedures need enhancement to ensure the eligibility of all students participating in the VIP.

Finding 6: District records did not evidence that timely, written notifications were provided to parents about student opportunities to participate in the District's VIP and the VIP open enrollment period dates.

Finding 7: Contrary to State law, the District did not offer part-time virtual instruction for kindergarten through grade 5 students.

Finding 8: The District needs to develop a comprehensive, written information technology (IT) disaster recovery plan and, once the plan is established, test the plan annually.

Finding 9: The District's IT security controls related to data loss prevention continue to need improvement.

SUMMARY OF REPORT ON FEDERAL AWARDS

We audited the District's compliance with applicable Federal awards requirements. The Title I, Special Education Cluster, Improving Teacher Quality, and Teacher Incentive Fund programs were audited as major Federal programs. The results of our audit indicated that the District materially complied with the requirements that could have a direct and material effect on each of its major Federal programs. However, we did note a noncompliance and control deficiency finding as summarized below.

Federal Awards Finding No. 2015-001: The District did not maintain required documentation to support salary charges for the Special Education – Grants to States Program. A similar finding was noted in our report No. 2015-067.

AUDIT OBJECTIVES AND SCOPE

Our audit objectives were to determine whether the Columbia County District School Board and its officers with administrative and stewardship responsibilities for District operations had:

- Presented the District's basic financial statements in accordance with generally accepted accounting principles;
- Established and implemented internal control over financial reporting and compliance with requirements that could have a direct and material effect on the financial statements or on a major Federal program;
- Established internal controls that promote and encourage: (1) compliance with applicable laws, rules, regulations, contracts, and grant agreements; (2) the economic and efficient operation of the District; (3) the reliability of records and reports; and (4) the safeguarding of District assets;
- Complied with the various provisions of laws, rules, regulations, contracts, and grant agreements that are material to the financial statements, and those applicable to the District's major Federal programs; and
- Taken corrective actions for findings included in our report No. 2015-067.

The scope of this audit included an examination of the District's basic financial statements and the accompanying Schedule of Expenditures of Federal Awards as of and for the fiscal year ended June 30, 2015. We obtained an understanding of the District's environment, including its internal control, and assessed the risk of material misstatement necessary to plan the audit of the basic financial statements and Federal awards. We also examined various transactions to determine whether they were executed, in both manner and substance, in accordance with governing provisions of laws, rules, regulations, contracts, and grant agreements.

AUDIT METHODOLOGY

The methodology used to develop the findings in this report included the examination of pertinent District records in connection with the application of procedures required by auditing standards generally accepted in the United States of America; applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Office of Management and Budget Circular A-133.

Management's response is included in the audit report.