

Detroit Public Schools
Office of the Auditor General



FINANCIAL RELATED AUDIT
OF
COOLIDGE ELEMENTARY SCHOOL
School Year 2008-09

REPORT NO: 09-047

REPORT DATE: June, 2009

**DETROIT PUBLIC SCHOOLS
COOLIDGE ELEMENTARY SCHOOL
FINANCIAL RELATED AUDIT
REPORT NO. 09-047**

BACKGROUND

For School Year 2008 – 2009, approximately 300 students were enrolled at Coolidge Elementary School, which has grade levels Pre-Kindergarten through Fifth Grade. Ms. Pinchem-Stewart was the Principal during this time period and has been serving in this capacity since 2005. Prior to this assignment, she was the Principal of Dewey.

Mrs. Hill is the Secretary and is currently performing the bookkeeping duties for Coolidge Elementary School and has been doing so since 1993.

Coolidge Elementary maintains a commercial checking account with Comerica Bank. Primary sources of General School Funds include fundraising activities, special project funding (for example, Skillman Grant, Safe Drug and Good School Fund) and donations. Sources of District Fund Revenues include Food Services (i.e., lunchroom).

AUDIT OBJECTIVES

The objectives of the audit were to ensure that:

- 1) The cash management system is effective in controlling the receipt, processing, deposit, disbursement and accounting of funds to limit any risk of theft, misuse and/or misappropriation, and
- 2) General School funds (*for example, student fees, fundraising activities, grants, etc.*) and District funds (*for example, lunchroom receipts, fines, athletic/league game receipts, summer school tuition, etc.*) are properly accounted for, safeguarded and used as intended.

SCOPE & METHODOLOGY

The scope of the audit was to review the cash management activities from July 1, 2008 through March 31, 2009 for school year 2008-2009.

- 1) Interviewed key school officials to obtain an understanding of their cash management process.
- 2) Prepared a process narrative documenting the controls in place for each source of revenue.
- 3) Reviewed monthly cash receipt and cash disbursement ledgers: If the ledgers did not exist, transaction activities were compiled by totaling cash receipt records and reviewing the check register for cash disbursements.
- 4) Completed a cash receipt ledger template: The ledger was designed to identify funds, which may have been received but not deposited. Performed research as necessary.

**DETROIT PUBLIC SCHOOLS
COOLIDGE ELEMENTARY SCHOOL
FINANCIAL RELATED AUDIT
REPORT NO. 09-047**

SCOPE & METHODOLOGY (continued)

- 5) Performed a cash count: All cash on hand waiting to be deposited, as of the audit date, was counted under dual control by a field auditor and witnessed by a school official. The count did not include sealed cash for lunchroom deposits.
- 6) Compiled financial data via bank reconciliation templates: Reviewed reconciliations completed by the schools to identify banking irregularities and reconciling items outstanding for an extended period of time. Confirmed bank reconciliations were completed as reported to the Office of Central Accounting.

FINANCIAL SUMMARY

Table 1.1: Cash Receipts from General and District School Funds (July 2008 – March 2009)

ACCOUNT TYPE	AMOUNT
<u>Commercial Checking Deposits</u>	\$2,690

AUDIT RESULTS IN BRIEF

Based on our review of the cash management process, no exceptions were noted.

Achievements


Coolidge Elementary is a recipient of the *Skillman Foundation Good Schools Grant* with a designation as an Improving School. This indicates that they have met criteria such as: (1) Overall improvements over the last two years; (2) Improved MEAP scores with a 10% increase in two subject areas; and (3) Sufficient parental and community partnerships, etc.

In addition, Coolidge students have won three city-wide art and writing contests in the last two years.

**DETROIT PUBLIC SCHOOLS
COOLIDGE ELEMENTARY SCHOOL
FINANCIAL RELATED AUDIT
REPORT NO. 09-047**

Our audit was performed in accordance with U.S. General Accounting Office Government Auditing Standards and Standards of the Institute of Internal Auditors.

This report is intended solely for management and should not be used for any other purpose. This restriction is not intended to limit the distribution of the report which is a matter of public record.



Odell W. Bailey, CIA
Auditor General