

Detroit Public Schools Office of the Auditor General



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

REPORT NO: 09-108

REPORT DATE: June 30, 2009

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**DETROIT PUBLIC SCHOOLS
HOWE ELEMENTARY SCHOOL
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BACKGROUND

For School Year 2008 – 2009, 421 students were enrolled at Howe Elementary School which has grade levels Pre-Kindergarten through fifth. Ms. Russell Covington was the Principal during this time period and has been serving in this capacity since 2005. The bookkeeping duties have been performed since 2007 by Ms. Desiree Allen.

Howe Elementary School maintains one commercial checking account with Comerica Bank. Primary sources of General School Funds include school fundraisers, community donations (Friends of Howe) and district grants (Title 1). The primary source of District Fund Revenues is the lunchroom collections.

AUDIT OBJECTIVES

The objectives of the audit were to ensure that:

- 1) The cash management system is effective in controlling the receipt, processing, deposit and 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.
- 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 example, lunchroom deposits.

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SCOPE & METHODOLOGY (continued)

- 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>	\$ 25,723


AUDIT RESULTS IN BRIEF

Based on our audit of the cash management process, no control weaknesses were noted.

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

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Odell W. Bailey, CIA
Auditor General