



December 22, 2022

MEMORANDUM

To: Dallas Lee, Instructional Director
Cluster 9

Ms. Natasha Kyler, Acting Principal
Drew-Freeman Middle School

From: Michele Winston, CPA, Director
Internal Audit

Re: Financial Audit for the Period April 1, 2019 to September 30, 2022

An audit of the financial records of **Drew Freeman Middle School** was completed for the period April 1, 2019 to September 30, 2022. The audit indicates that the school's financial records were in accordance with the Accounting Procedures Manual for School Activity Fund (APM) and Board of Education policies and procedures.

An action plan response is not required since there were no findings reported during this audit. The results of the audit are included in the accompanying audit report.

Enclosure

cc:

Monica Goldson, Ed. D, Chief Executive Officer
Members, Board of Education
Mychael Dickerson, Chief of Staff
Helen Coley, Ed. D., Chief of School Support and Leadership
Michael Herbstman, Chief Financial Officer
James Dougherty, Director, Financial Services
David Curry, Ed. D., Associate Superintendent
Joeday Newsom, Staff Director, Board Office
Robin Welsh, Director of Monitoring, Accountability and Compliance
Katrina Greene, School Activity Fund Support Specialist
Janice Walters-Semple, CPA, Supervisor Internal
Benjamin Hanks, Internal Auditor II

Internal Audit Report

Drew-Freeman Middle
School Activity Funds

For the Period Ended September 30, 2022

**Drew-Freeman Middle
School Activity Funds
Internal Audit Report
For Period Ended September 30, 2022**

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**Drew-Freeman Middle
School Activity Funds
Internal Audit Report
For Period Ended September 30, 2022**

Internal Auditor's Report

We have examined the School Activity Funds (SAF) of Drew-Freeman Middle School for the period of April 1, 2019 through September 30, 2022. Drew-Freeman Middle School's principal is responsible for the administration of the SAF. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and Generally Accepted Government Auditing Standards and, accordingly, included examining, on a test basis, evidence supporting SAF, and performing such other procedures, as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Our examination disclosed that **there were no findings.**

The finding resulted in a deviation from Board of Education (BOE) policies and procedures and the requirements of the Accounting Procedures Manual for the School Activity Funds (APM).

In our opinion, the SAF referred to above, has been administered in compliance with BOE policies and procedures and the APM, in all material respects, for the period ended September 30, 2022.



Michele Winston, CPA
Director, Internal Audit

**Drew-Freeman Middle
School Activity Funds
Internal Audit Report
For Period Ended September 30, 2022**

SUMMARY

An audit of the school activity funds (SAF) for Drew-Freeman Middle School was completed for the period April 1, 2019 through September, 2022. The audit was conducted as part of the annual audit plan.

This audit report includes that **there were no findings**. Details of the status of prior year findings are included.

OBJECTIVES

The objectives of the audit were to determine the effectiveness of the system of internal controls and whether the school was in compliance with the policies and procedures of the APM and the BOE. It is important to recognize that, while the audit report focused on deficiencies, it was intended to be constructive. The audit was not designed and conducted to evaluate the effectiveness of the educational programs in the school. Therefore, the absence of comments related to the educational programs should not be construed to imply that these programs are either adequate or deficient.

SCOPE

The audit was based on our examination of selected bank statements, financial reports, cancelled checks, all voided checks and Monetary Transmittal Form (MTF) envelopes submitted for the period April 1, 2019 to September 30, 2022. Also, available receipts, disbursements and supporting documentation were reviewed for the said period.

This is an audit of funds related to students' activities at the school and does not include SOR funds or any funds not derived from students' activities for the audit period.

**Drew-Freeman Middle
School Activity Funds
Internal Audit Report
For Period Ended September 30, 2022**

STATUS OF PRIOR AUDIT FINDINGS

The previous audit report for Drew-Freeman Middle School was issued for the period ended March 31, 2019. The current principal was not on staff during that audit; the current recordkeeping staff was on staff during that audit. There were **6** findings noted as a result of that audit, summarized below.

- **Mismanagement of Disbursements** – Condition was not noted during this audit.
- **Mismanagement of Funds Received** – Condition was not noted during this audit.
- **Year-End Monetary Transmittal Form Envelopes Submission Process** – Condition was not noted during this audit.
- **Excessive Spending in a Restricted Account** – Condition was not noted during this audit.
- **Vending Machines Contract** – Condition was not noted during this audit.
- **Fundraiser Forms** – Condition was not noted during this audit.

ACKNOWLEDGEMENT

We would like to thank the principal and staff of Drew-Freeman Middle School for their cooperation and assistance extended during the audit.