

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
CURRENT STATUS REPORT – FOLLOW-UP ITEMS
BUSINESS SUPPORT CENTER – INTERNAL FUNDS SY2022**

REFERENCE DATE	RECOMMENDATION	MANAGEMENT'S RESPONSES	REGIONAL/CENTRAL OFFICE ADDITIONAL SUPPORT	Due/Target Date	CURRENT STATUS	RESPONSIBLE PERSON/ DEPARTMENT
<p>8/3/23 Audit Committee Meeting (Postponed)</p> <p>11/16/23 Audit Committee Meeting (Cancelled)</p> <p>01/11/2024 Audit Committee Meeting</p>	<p><u>Disbursements</u> Student activity accounts are not used to provide accommodations for employees.</p>	<p>BSC will develop training for Bookkeepers and school leaders on the disbursement procedures (Standard Practice Bulletin I-305) from student activities accounts, by 07/15/2023, and deploy out to all schools/departments by 08/26/2023. Special emphasis will be placed upon the documentation required for disbursements.</p>		8/26/2023	<p>Complete-</p> <p>The training for Bookkeepers and school leaders was developed on the deadline of 7/25/2023.</p> <p>In Progress-</p> <p>All schools with audit concerns referencing I-305 have completed their training. Our Internal Funds department is continuing to roll out this training consistently across the remaining schools by 3/22/2024. In addition, we continue to collaborate with the Office of the Chief Auditor to attend and provide additional support for school leaders on these topics by region.</p>	BSC
	<p><u>Disbursements</u> Proper completion and adherence of the organizational minutes form is necessary to authorize the bookkeeper to disburse or transfer funds from an organization's account.</p>	<p>BSC will develop training for Bookkeepers and school leaders on the disbursement procedures (Standard Practice Bulletin I-305) from student activities accounts, by 07/15/2023, and deploy out to all schools/departments by 08/26/2023. Special emphasis will be placed upon the documentation required for disbursements.</p>		03/22/2024	<p>Complete-</p> <p>The training for Bookkeepers and school leaders was developed on the deadline of 7/25/2023.</p> <p>In Progress-</p> <p>All schools with audit concerns referencing I-305 have completed their training. Our Internal Funds department is continuing to roll out this training consistently across the remaining schools by 3/22/2024. In addition, we continue to collaborate with the Office of the Chief Auditor to attend and provide additional support for school leaders on these topics by region.</p>	BSC

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		Effective immediately, the BSC will no longer issue checks on behalf of any school unless the school is under full contracted bookkeeping services.		Immediately (7/26/2023)	Complete- This is in effect as of 7/26/23	BSC
	<u>Purchase Cards (Internal Funds)</u> We recommend the Business Support Center Director review the requirements of the Purchase Card Manual with the Internal Accounts Manager and Internal Funds Supervisor as it states:			7/18/2023	Complete- The BSC Director reviewed this information with the aforementioned parties on 7/18/2023.	BSC
	<u>Purchase Cards (Internal Funds)</u> Program Administrator performs a statistical audit of statements and receipts to monitor compliance with Policy and Procedures.	We do not have the staff resources available to perform these duties.			Per the Purchase Card Manual (p. 19) this is a function of the PWS P-Card Administrator.	PWS
	<u>Purchase Cards (Internal Funds)</u> If purchases are made on the P-Card by a Principal or Department Director, the bank statement must be approved by their immediate supervisor. All bank statements must be returned to the Program Administrator with 2 signatures (Cardholder and immediate Supervisor). Program Administrator responsibilities include receiving and reviewing Bank of America Statements.					
		The employee who failed to follow protocol has had their P-Card Account closed for 60 days and will be required to take the mandatory P-Card training before reactivating their account.		7/26/2023	Complete- This action was taken, and the cardholder had their privileges suspended from 7/26-9/27/2023.	BSC
		The temporary or permanent closing of cardholder accounts will now be the standard response when locations do not adhere to		7/26/2023	Complete- This has been the standard response since 7/26/2023.	BSC

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		the P-Card Procedures Manual, resulting in P-Card audit discussions or audit exceptions.				
8/3/23 Audit Committee Meeting (Postponed) 11/16/23 Audit Committee Meeting (Cancelled) 01/11/2024 Audit Committee Meeting	<u>Checking Account Balance</u> In accordance with Standard Practice Bulletin I-301 Depository Accounts, we recommend that the Business Support Center's Director ensure surplus funds are invested in the District's Treasurer's Pooled Funds.	The T-Pool process will be initiated to transfer the excess idle surplus funds once the new school year opens for transactions, no later than 7/30/2023		7/30/2023 8/22/2023	Complete- This item was completed on 08/22/2023. The item was delayed to the end of year closing and the need to close outstanding liabilities before issuing the transfer.	BSC
		The BSC will now be including mandatory T-Pool transfers, for any locations with surplus funds above our insured limits, as part of the District's year-end closing process beginning with FY 2023-24.			Complete- This item has been added to our year-end closing process for FY2023-24.	BSC
		The BSC has been engaged with OSP to upgrade the current Enterprise Resource Planning system for Internal Funds. The statement of work (SOW) was drafted and reviewed by District leadership with the expectation that the contract would be executed in late 2021. Due to changes across the District, the project has been pending final approval. To ensure no additional delays with the upgrades, the BSC intentionally maintained the level of resources required to cover the costs of the SOW (\$286,000) to ensure once approved work could begin immediately		Pending until approved by SLT	In Progress- This item has not been approved by Senior Leadership and is on hold. The excess funds have been transferred to a Treasury Pool pending a final decision.	BSC/ Senior Leadership
	<u>Checking Account Balance</u> We (OCA) recommend that the Standard Practice Bulletin I-301 section J be reviewed and				6/30/2024	In Progress- We are evaluating updates to all Standard Practice Bulletins,

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	updated to provide guidance for "funds that are temporarily idle" in the policy. Per Chapter 8 Section 1.5				including I-301. Will need to reach out to the State of Florida for clarity on the definition of temporarily idle before making any updates.	
8/3/23 Audit Committee Meeting (Postponed)	<u>Checking Account Balance</u> The district school board shall adopt policies pertaining to the investment of school funds not needed for immediate expenditures. The adopted policies shall provide for investing or placing on deposit all such funds in order to earn the maximum possible yield under the circumstances.			6/30/2024	No Progress	School Board of Broward County/ Treasury/ BSC
11/16/23 Audit Committee Meeting (Cancelled)	<u>Checking Account Balance</u> b. Internal funds that are temporarily idle shall, as required by law, be invested pursuant to policies of the district school board using any medium of investment legal for public funds, and may not exceed insurance protection or other legal collateral limits			On-going	Complete- Fund balances that exceed our insurance protection for more than three months, except in extenuating circumstances, is being transferred into Treasury Pools.	BSC
01/11/2024 Audit Committee Meeting					In Progress- Will need to reach out to the State of Florida for clarity on the definition of temporarily idle before making any updates.	