
COUNTY OF PRINCE WILLIAM, VIRGINIA
PUBLIC SCHOOL ACTIVITY FUNDS
CASH BASIS FINANCIAL STATEMENT
YEAR ENDED JUNE 30, 2011

ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY CERTIFIED PUBLIC ACCOUNTANTS

CHARLOTTESVILLE □ RICHMOND □ FREDERICKSBURG □ VERONA □ CHRISTIANSBURG



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ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

Independent Auditors' Report

To the Prince William County School Board
County of Prince William, Virginia

We have audited the accompanying statement of cash receipts, disbursements and balances of the County of Prince William, Virginia School Activity Funds for the year ended June 30, 2011, as listed in the table of contents. This financial statement is the responsibility of the School Board's management. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of the financial statement. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, this financial statement was prepared on the cash receipts and disbursements basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts, disbursements and balances of the County of Prince William, Virginia School Activity Funds for the year ended June 30, 2011, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 2, 2011, on our consideration of the County of Prince William, Virginia's School Activity Funds' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Robinson, Farmer, Cox Associates

Verona, Virginia
September 2, 2011

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Prince William County School Board
County of Prince William, Virginia

We have audited the accompanying statement of cash receipts, disbursements and balances of the County of Prince William, Virginia School Activity Funds for the year ended June 30, 2011, and have issued our report thereon dated September 2, 2011, which was qualified because the financial statement is prepared on the cash basis, which is an other comprehensive basis of accounting. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the County of Prince William, Virginia School Activity Funds' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the County of Prince William, Virginia School Activity Funds' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County of Prince William, Virginia School Activity Funds' internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose describe in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we considered to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County of Prince William, Virginia School Activity Funds' financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Compliance and Other Matters (continued)

We noted certain matters that we reported to management of the Prince William County School Board in the Report of Audit Findings and Recommendations dated September 2, 2011.

This report is intended solely for the information and use of the School Board and management, and is not intended to be and should not be used by anyone other than these specified parties.

Robinson, Farmer, Cox Associates

Verona, Virginia
September 2, 2011

- Financial Statement -

COUNTY OF PRINCE WILLIAM, VIRGINIA

PUBLIC SCHOOL ACTIVITY FUNDS

Summary Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Name of School	Cash Balance July 1, 2010	Receipts	Disburse- ments	Cash Balance June 30, 2011
Alvey Elementary School	\$ 18,516.44	\$ 126,304.61	\$ 120,013.33	\$ 24,807.72
Antietam Elementary School	19,304.75	54,677.02	53,454.52	20,527.25
Ashland Elementary School	10,931.35	74,589.74	73,143.49	12,377.60
Battlefield High School	358,786.86	903,980.81	964,265.78	298,501.89
Bel-Air Elementary School	12,271.88	34,751.22	32,766.70	14,256.40
Belmont Elementary School	43,089.63	24,905.03	23,319.50	44,675.16
Bennett Elementary School	62,320.10	90,079.28	88,135.87	64,263.51
Louise A. Benton Middle School	136,111.50	332,292.37	325,856.53	142,547.34
Stuart M. Beville Middle School	127,265.41	111,100.08	119,394.55	118,970.94
Brentsville District High School	229,347.06	715,951.64	737,770.48	207,528.22
Bristow Run Elementary School	16,861.38	95,792.56	91,179.96	21,473.98
Buckland Mills Elementary School	56,091.76	118,732.56	101,827.13	72,997.19
Bull Run Middle School	78,763.03	284,956.30	263,626.25	100,093.08
Cedar Point Elementary School	38,486.09	67,808.48	59,292.55	47,002.02
Coles Elementary School	21,241.68	40,245.76	33,393.32	28,094.12
Dale City Elementary School	13,071.05	40,602.06	28,982.63	24,690.48
Dumfries Elementary School	10,189.70	20,131.95	18,303.44	12,018.21
Suella Ellis Elementary School	12,665.69	33,317.10	28,262.34	17,720.45
Enterprise Elementary School	6,018.12	50,608.69	51,036.77	5,590.04
Featherstone Elementary School	4,931.05	25,929.47	27,718.19	3,142.33
Fitzgerald Elementary School	19,427.87	39,265.69	32,999.63	25,693.93
Forest Park High School	260,188.22	708,684.55	738,808.23	230,064.54
Freedom High School	284,787.78	458,627.15	409,643.28	333,771.65
Gainesville Middle School	153,163.67	362,942.35	330,729.55	185,376.47
Garfield High School	241,935.62	530,534.60	517,766.99	254,703.23
Glenkirk Elementary School	61,826.23	139,718.28	148,016.14	53,528.37
Mills E. Godwin Middle School	143,764.17	98,357.50	78,137.13	163,984.54
Governor School	-	700.00	570.14	129.86
Graham Park Middle School	63,586.33	116,055.04	121,121.68	58,519.69
Samuel L. Gravely, Jr. Elementary School	27,637.13	93,117.44	54,552.30	66,202.27
Henderson Elementary School	9,958.26	64,565.44	58,260.86	16,262.84
C. D. Hylton High School	433,144.55	756,169.84	611,330.55	577,983.84
Independent Hill School	37,287.87	19,515.50	29,166.35	27,637.02
Kerrydale Elementary School	16,930.39	23,146.64	29,781.95	10,295.08
Kilby Elementary School	11,100.58	10,337.81	9,739.07	11,699.32
Martin Luther King Elementary School	8,925.19	25,073.02	24,293.58	9,704.63
Lake Ridge Elementary School	63,769.52	32,050.02	17,624.03	78,195.51
Lake Ridge Middle School	167,330.48	167,486.52	176,640.81	158,176.19
Leesylvania Elementary School	66,023.67	70,254.53	109,486.81	26,791.39
Loch Lomond Elementary School	4,870.45	23,557.74	21,456.92	6,971.27
Fred M. Lynn Middle School	46,129.48	60,227.00	68,339.22	38,017.26
Marshall Elementary School	55,062.43	62,103.96	51,762.31	65,404.08
Marstellar Middle School	220,951.52	240,490.50	253,887.32	207,554.70
Marumscos Hills Elementary School	22,903.08	27,440.16	28,555.87	21,787.37
Christa McAuliffe Elementary School	29,950.17	22,057.36	17,352.08	34,655.45
Minnieville Elementary School	6,328.82	21,702.45	21,999.19	6,032.08

COUNTY OF PRINCE WILLIAM, VIRGINIA

PUBLIC SCHOOL ACTIVITY FUNDS

Summary Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011 (continued)

Name of School	Cash Balance July 1, 2010	Receipts	Disburse- ments	Cash Balance June 30, 2011
Montclair Elementary School	\$ 22,854.67	\$ 56,543.14	\$ 57,160.02	\$ 22,237.79
Mountain View Elementary School	36,864.59	58,315.39	55,326.95	39,853.03
Mullen Elementary School	28,839.56	38,147.18	43,988.07	22,998.67
Neabsco Elementary School	27,754.40	33,141.07	27,295.00	33,600.47
New Directions Alternative School	20,214.82	4,235.00	8,109.90	16,339.92
New Dominion Alternative School	812.42	724.27	-	1,536.69
Nokesville Elementary School	44,778.40	59,233.75	78,683.86	25,328.29
Occoquan Elementary School	12,471.82	39,477.56	35,857.87	16,091.51
Old Bridge Elementary School	16,796.23	39,519.69	39,402.96	16,912.96
Osborn Park Senior High School	449,772.44	866,524.05	903,829.01	412,467.48
Rosa Parks Elementary School	3,870.23	34,408.18	28,718.85	9,559.56
Parkside Middle School	42,967.00	130,023.62	136,486.18	36,504.44
John F. Pattie, Sr. Elementary School	57,409.53	47,605.28	39,404.34	65,610.47
Penn Elementary School	8,769.97	49,225.52	44,800.63	13,194.86
Pennington Traditional School	29,869.33	93,550.22	96,549.33	26,870.22
Mary Porter Traditional School	46,315.01	88,413.04	97,741.38	36,986.67
Potomac Middle School	49,599.27	154,152.21	173,184.61	30,566.87
Potomac Senior High School	149,126.18	494,638.66	538,346.52	105,418.32
Potomac View Elementary School	20,138.24	26,781.93	17,715.26	29,204.91
Rippon Middle School	64,758.86	109,094.06	101,971.02	71,881.90
River Oaks Elementary School	16,803.10	33,882.97	36,959.84	13,726.23
Rockledge Elementary School	38,238.80	29,379.63	32,395.23	35,223.20
Herbert J. Saunders Middle School	70,558.13	217,713.02	211,618.62	76,652.53
Signal Hill Elementary School	29,656.74	68,397.42	62,016.29	36,037.87
Sinclair Elementary School	7,620.62	16,821.07	11,391.38	13,050.31
Springwoods Elementary School	60,442.45	59,922.78	67,072.71	53,292.52
Stonewall Jackson High School	452,498.62	513,179.19	543,397.25	422,280.56
Stonewall Middle School	133,162.19	169,375.01	156,787.63	145,749.57
Sudley Elementary School	31,420.05	18,709.73	12,439.94	37,689.84
Swans Creek Elementary School	37,968.46	60,725.74	59,274.57	39,419.63
Triangle Elementary School	23,105.86	30,648.78	24,856.75	28,897.89
Tyler Elementary School	1,420.05	26,203.89	24,351.75	3,272.19
Vaughan Elementary School	37,412.37	66,656.01	76,466.27	27,602.11
Victory Elementary School	34,596.34	63,699.68	68,016.65	30,279.37
Westgate Elementary School	9,611.64	8,111.98	7,129.14	10,594.48
Westridge Elementary School	53,568.24	49,506.56	50,767.88	52,306.92
Mary Williams Elementary School	38,515.28	54,381.45	41,596.21	51,300.52
Woodbine Preschool	21,750.89	1,135.25	1,623.74	21,262.40
Woodbridge Middle School	140,612.83	157,008.17	101,027.35	196,593.65
Woodbridge Senior High School	363,464.22	666,077.05	739,327.66	290,213.61
Yorkshire Elementary School	40,481.55	54,398.99	42,520.67	52,359.87
Totals	\$ 6,510,139.41	\$ 12,210,626.01	\$ 12,099,374.61	\$ 6,621,390.81

The accompanying notes to financial statement are an integral part of this statement.

COUNTY OF PRINCE WILLIAM, VIRGINIA

SCHOOL ACTIVITY FUNDS

Notes to Financial Statement
As of June 30, 2011

NOTE 1 - REPORTING ENTITY:

Nature of Activities:

School activity funds include all funds received from extracurricular school activities, such as entertainment, athletic contests, club dues, fundraisers, etc., and from any and all activities of the school involving personnel, students, or property.

Significant Accounting Policy:

The accounts and records of the school activity funds are maintained on a cash basis reflecting only cash received and disbursed. Therefore, receivables and payables, inventories, accrued income and expenses, equipment, and depreciation, which are material in amount are not reflected, and these statements do not present the overall financial position or results of operations. Minor additions and replacements of furniture and equipment intended to be paid for out of normally recurring income are included in costs and expenses in lieu of depreciation on the statements of cash receipts, disbursements, and balances.

NOTE 2 - DEPOSITS:

The types of deposits and investments authorized by legal and contractual provisions are:

The Principals at each school in Prince William County, Virginia are required to establish a checking account at a local bank near their respective school for the purpose of administering the transactions of the School Activity Funds. The Principal is authorized to open a savings account, money market account, or a certificate of deposit in the name of the school, if the Principal determines that there are idle funds at the school. The Principal is not authorized to have other types of investments.

All cash of the Prince William County, Virginia School Activity Funds is maintained in accounts collateralized in accordance with the Virginia Security for Public Deposits Act, Section 2.2-4400 et. seq. of the Code of Virginia or covered by federal depository insurance.

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

Independent Auditors' Report on Supplementary Information

To the Prince William County School Board
County of Prince William, Virginia

Our audit was performed for the purpose of forming an opinion on the financial statement. The supplementary information as listed in the table of contents is presented for the purposes of additional analysis and is not a required part of the financial statement. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statement. The information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statement.

Robinson, Farmer, Cox Associates

Verona, Virginia
September 2, 2011

- Supplementary Information -

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ALVEY ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 5,358.61	\$ 32,390.23	\$ 37,391.34	\$ 4,860.54	\$ 5,218.04
Fundraisers	9,383.41	71,355.91	54,772.98	(13,117.60)	12,848.74
School Operating	3,155.46	8,873.77	14,587.12	8,257.06	5,699.17
Clearing	598.30	11,172.79	10,249.05	-	1,522.04
Faculty	20.66	2,511.91	3,012.84	-	(480.27)
School Total	\$ 18,516.44	\$ 126,304.61	\$ 120,013.33	\$ -	\$ 24,807.72 *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>24,807.72</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ANTIETAM ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs/Organizations	\$ 0.00	\$ 24.00	\$ 49.00	\$ 25.00	\$ 0.00
Instructional	5,375.30	20,975.50	22,988.85	3,488.56	6,850.51
Fundraisers	2,882.19	25,918.20	20,652.58	(3,939.35)	4,208.46
School Operating	4,094.41	3,640.01	5,041.41	117.83	2,810.84
Clearing	6,299.83	3,035.31	2,834.21	107.96	6,608.89
Faculty	653.02	1,084.00	1,888.47	200.00	48.55
School Total	\$ <u>19,304.75</u>	\$ <u>54,677.02</u>	\$ <u>53,454.52</u>	\$ <u>-</u>	\$ <u>20,527.25</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 20,527.25

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ASHLAND ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs/Organizations	\$ 57.29	\$ 755.02	\$ 750.00	\$ -	\$ 62.31
Instructional	7,094.40	31,474.56	36,532.05	2,353.64	4,390.55
Fundraisers	3,465.65	20,400.49	19,483.44	(2,721.64)	1,661.06
School Operating	86.40	628.39	678.50	2,742.36	2,778.65
Clearing	208.79	19,538.82	14,874.02	(2,374.36)	2,499.23
Faculty	18.82	1,792.46	825.48	-	985.80
School Total	<u>\$ 10,931.35</u>	<u>\$ 74,589.74</u>	<u>\$ 73,143.49</u>	<u>\$ -</u>	<u>\$ 12,377.60</u> *

* Represented by cash on demand with:

SunTrust Bank
--Checking \$ 12,377.60

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BATTLEFIELD HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 39,460.11	\$ 136,025.48	\$ 97,185.37	\$ (36,199.33)	\$ 42,100.89
Instructional	28,087.68	69,430.20	40,544.94	(27,276.13)	29,696.81
Fundraisers	127,254.08	512,483.81	346,719.76	(186,990.76)	106,027.37
School Operating	150,369.77	13,285.83	35,765.51	(14,223.53)	113,666.56
Clearing	5,898.96	169,420.33	443,970.20	266,412.23	(2,238.68)
Faculty	7,716.26	3,335.16	80.00	(1,722.48)	9,248.94
School Total	<u>\$ 358,786.86</u>	<u>\$ 903,980.81</u>	<u>\$ 964,265.78</u>	<u>\$ -</u>	<u>\$ 298,501.89 *</u>

* Represented by cash on demand with:

BB&T Bank

--Money Market Checking

\$ 74,885.48

--Money Market Savings

223,616.41

Total cash

\$ 298,501.89

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BEL-AIR ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 152.42	\$ 694.77	\$ 360.41	\$ 100.64	\$ 587.42
Instructional	5,500.63	13,271.90	12,411.41	1,519.98	7,881.10
Fundraisers	4,804.39	16,752.94	14,817.49	(2,271.23)	4,468.61
School Operating	888.38	669.50	1,687.19	369.83	240.52
Clearing	381.93	1,090.09	1,338.31	26.97	160.68
Faculty	544.13	2,272.02	2,151.89	253.81	918.07
School Total	<u>\$ 12,271.88</u>	<u>\$ 34,751.22</u>	<u>\$ 32,766.70</u>	<u>\$ -</u>	<u>\$ 14,256.40 *</u>

* Represented by cash on demand with:

BB&T

--Checking

\$ 14,256.40

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BELMONT ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Trasfers	Cash Balance June 30, 2011
Club	\$ 378.81	\$ 950.00	\$ 1,153.84	\$ -	\$ 174.97
Instructional	8,595.84	2,740.50	6,302.32	2,848.42	7,882.44
Fundraisers	19,471.86	17,208.05	10,998.42	(2,764.50)	22,916.99
School Operating	12,452.47	2,109.38	2,843.66	(83.92)	11,634.27
Clearing	1,989.36	1,885.26	2,021.26	-	1,853.36
Faculty	201.29	11.84	-	-	213.13
School Total	<u>\$ 43,089.63</u>	<u>\$ 24,905.03</u>	<u>\$ 23,319.50</u>	<u>\$ -</u>	<u>\$ 44,675.16 *</u>

* Represented by cash on demand with:

Wachovia Bank
--Checking

\$ 44,675.16

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BENNETT ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 30,068.14	\$ 35,092.24	\$ 38,788.08	\$ 1,031.18	\$ 27,403.48
Fundraisers	31,537.92	47,546.76	38,187.53	(5,034.47)	35,862.68
School Operating	(156.53)	395.36	2,116.44	1,878.73	1.12
Clearing	(141.63)	640.42	1,051.95	646.03	92.87
Faculty	1,012.20	6,404.50	7,991.87	1,478.53	903.36
School Total	\$ 62,320.10	\$ 90,079.28	\$ 88,135.87	\$ -	\$ 64,263.51 *

* Represented by cash on demand with:

SunTrust Bank
--Checking

\$ 64,263.51

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

LOUISE A BENTON MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Organizational	\$ 29,713.44	\$ 40,073.95	\$ 40,704.07	\$ 3,622.40	\$ 32,705.72
Instructional	61,467.34	99,515.61	151,560.98	59,361.74	68,783.71
Fundraisers	26,394.32	159,499.76	104,253.81	(57,078.16)	24,562.11
School Operating	11,852.06	15,585.30	8,392.57	(7,042.48)	12,002.31
Clearing	(63.00)	15,064.47	15,425.92	96.50	(327.95)
Faculty	6,747.34	2,553.28	5,519.18	1,040.00	4,821.44
School Total	\$ <u>136,111.50</u>	\$ <u>332,292.37</u>	\$ <u>325,856.53</u>	\$ <u>-</u>	\$ <u>142,547.34</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 142,547.34

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

STUART M. BEVILLE MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club	\$ 12,479.12	\$ 23,960.59	\$ 20,912.08	\$ 2,290.74	\$ 17,818.37
Instructional	13,070.98	2,624.70	25,875.05	23,165.69	12,986.32
Fundraisers	73,627.58	72,696.37	61,220.23	(24,912.92)	60,190.80
School Operating	23,382.23	1,400.44	3,448.91	(716.51)	20,617.25
Clearing	34.52	8,041.74	5,297.98	(127.00)	2,651.28
Faculty	4,670.98	2,376.24	2,640.30	300.00	4,706.92
School Total	<u>\$ 127,265.41</u>	<u>\$ 111,100.08</u>	<u>\$ 119,394.55</u>	<u>\$ -</u>	<u>\$ 118,970.94 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 37,348.71
--Savings	81,622.23
Total cash	<u>\$ 118,970.94</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BRENTSVILLE DISTRICT SENIOR HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July, 1 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 53,688.15	\$ 103,570.75	\$ 113,716.07	\$ 973.80	\$ 44,516.63
Instructional	24,324.21	48,407.81	64,303.51	398.88	8,827.39
Fundraisers	118,570.06	425,728.81	380,108.07	(41,741.01)	122,449.79
School Operating	26,288.87	20,434.95	25,216.30	30.51	21,538.03
Clearing	3,964.48	114,065.48	150,804.45	40,337.82	7,563.33
Faculty	2,511.29	3,743.84	3,622.08		2,633.05
School Total	\$ <u>229,347.06</u>	\$ <u>715,951.64</u>	\$ <u>737,770.48</u>	\$ <u>-</u>	\$ <u>207,528.22</u> *

* Represented by cash on demand with:

Carter Bank & Trust	
--Checking	\$ 16,134.31
--Money Market	<u>191,393.91</u>
Total cash	\$ <u>207,528.22</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BRISTOW RUN ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs	\$ 2,174.16	\$ 4,138.08	\$ 4,069.14	\$ 25.00	\$ 2,268.10
Instructional	2,546.87	46,510.70	51,037.49	3,026.43	1,046.51
Fundraisers	9,443.91	26,231.75	19,240.76	(6,172.71)	10,262.19
School Operating	2,376.62	8,201.53	7,220.66	3,476.70	6,834.19
Clearing	319.82	9,301.03	7,921.74	(613.45)	1,085.66
Faculty	-	1,409.47	1,690.17	258.03	(22.67)
School Total	<u>\$ 16,861.38</u>	<u>\$ 95,792.56</u>	<u>\$ 91,179.96</u>	<u>\$ -</u>	<u>\$ 21,473.98</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 21,473.98

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BUCKLAND MILLS ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 13,968.51	\$ 39,711.37	\$ 43,362.99	\$ 46,427.26	\$ 56,744.15
Fundraisers	28,274.30	51,592.79	34,971.06	(44,896.03)	-
School Operating	1,524.64	6,854.83	6,803.04	-	1,576.43
Clearing	10,476.82	17,229.46	14,584.77	(1,531.23)	11,590.28
Faculty	1,847.49	3,344.11	2,105.27	-	3,086.33
School Total	\$ <u>56,091.76</u>	\$ <u>118,732.56</u>	\$ <u>101,827.13</u>	\$ <u>-</u>	\$ <u>72,997.19</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 72,997.19

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BULL RUN MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July, 1 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 5,034.65	\$ 13,074.36	\$ 13,573.19	\$ 2,721.85	\$ 7,257.67
Instructional	14,518.18	58,550.09	76,779.67	30,414.80	26,703.40
Fundraisers	45,075.23	172,330.30	126,091.88	(35,823.56)	55,490.09
School Operating	9,623.53	596.00	4,741.24	1,845.07	7,323.36
Clearing	3,832.70	39,031.82	35,966.27	(4,107.50)	2,790.75
Faculty	678.74	1,373.73	6,474.00	4,949.34	527.81
School Total	<u>\$ 78,763.03</u>	<u>\$ 284,956.30</u>	<u>\$ 263,626.25</u>	<u>\$ -</u>	<u>\$ 100,093.08</u> *

* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 100,093.08</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

CEDAR POINT ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 12,059.28	\$ 27,117.35	\$ 28,647.69	\$ 11,647.17	\$ 22,176.11
Fundraisers	24,189.80	32,722.75	15,777.81	(18,851.77)	22,282.97
School Operating	328.12	980.98	11,002.07	9,967.45	274.48
Clearing	0.01	2,941.48	1,863.79	(1,077.69)	0.01
Faculty	1,908.88	4,045.92	2,001.19	(1,685.16)	2,268.45
School Total	\$ <u>38,486.09</u>	\$ <u>67,808.48</u>	\$ <u>59,292.55</u>	\$ <u>-</u>	\$ <u>47,002.02</u> *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>47,002.02</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

COLES ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 1,812.59	\$ 11,689.79	\$ 15,185.00	\$ 4,453.10	\$ 2,770.48
Fundraisers	8,949.80	18,709.79	10,044.99	(5,292.03)	12,322.57
School Operating	2,069.75	5,829.50	3,711.48	1,112.40	5,300.17
Clearing	50.80	614.13	390.95	-	273.98
Faculty	8,358.74	3,402.55	4,060.90	(273.47)	7,426.92
School Total	<u>\$ 21,241.68</u>	<u>\$ 40,245.76</u>	<u>\$ 33,393.32</u>	<u>\$ -</u>	<u>\$ 28,094.12</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 28,094.12

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

DALE CITY ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 6,557.24	\$ 7,864.25	\$ 8,294.88	\$ 1,213.87	\$ 7,340.48
Fundraisers	4,871.57	27,393.55	16,722.77	(1,213.87)	14,328.48
School Operating	1,562.12	2,062.20	1,473.08	(0.20)	2,151.04
Clearing	192.74	1,872.06	1,801.58	0.20	263.42
Faculty	(112.62)	1,410.00	690.32		607.06
School Total	<u>\$ 13,071.05</u>	<u>\$ 40,602.06</u>	<u>\$ 28,982.63</u>	<u>\$ -</u>	<u>\$ 24,690.48</u> *

* Represented by cash on demand with:

Wachovia Bank
--Checking-General \$ 24,690.48

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

DUMFRIES ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 674.01	\$ 5,363.42	\$ 5,551.40	\$ (29.00)	\$ 457.03
Fundraisers	4,627.21	11,619.47	9,814.11	-	6,432.57
School Operating	3,210.18	576.44	1,012.65	45.00	2,818.97
Clearing	341.44	965.56	1,459.33	29.00	(123.33)
Faculty	1,336.86	1,607.06	465.95	(45.00)	2,432.97
School Total	\$ <u>10,189.70</u>	\$ <u>20,131.95</u>	\$ <u>18,303.44</u>	\$ <u>-</u>	\$ <u>12,018.21</u> *

* Represented by cash on demand with:

Bank of America
--Checking \$ 12,018.21

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

SUELLA ELLIS ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 1,487.14	\$ 9,002.50	\$ 13,623.42	\$ 4,426.52	\$ 1,292.74
Fundraisers	9,250.99	15,507.75	9,731.36	(5,543.02)	9,484.36
School Operating	892.60	4,997.03	2,024.29	710.69	4,576.03
Clearing	509.23	854.97	260.09	30.00	1,134.11
Faculty	525.73	2,954.85	2,623.18	375.81	1,233.21
School Total	<u>\$ 12,665.69</u>	<u>\$ 33,317.10</u>	<u>\$ 28,262.34</u>	<u>\$ -</u>	<u>\$ 17,720.45</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 17,720.45

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ENTERPRISE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs	\$ -	\$ 675.00	\$ 987.80	\$ 312.80	\$ 0.00
Instructional	3,165.45	11,580.50	19,087.35	4,760.00	418.60
Fundraisers	1,242.38	17,821.11	12,763.29	(4,712.20)	1,588.00
School Operating	208.75	16,460.26	15,091.82	(1,577.19)	(0.00)
Clearing	(49.59)	1,125.53	1,167.53	91.59	0.00
Faculty	1,451.13	2,946.29	1,938.98	1,125.00	3,583.44
School Total	<u>\$ 6,018.12</u>	<u>\$ 50,608.69</u>	<u>\$ 51,036.77</u>	<u>\$ -</u>	<u>\$ 5,590.04 *</u>

* Represented by cash on demand with:

BB&T Bank
--Business Checking

\$ 5,590.04

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

FEATHERSTONE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 2,569.81	\$ 9,637.15	\$ 12,721.32	\$ 1,390.25	\$ 875.89
Fundraisers	63.60	12,576.99	9,652.13	(2,988.46)	-
School Operating	2,297.64	1,913.48	3,556.44	1,598.11	2,252.79
Clearing	-	641.85	641.85	-	-
Faculty	-	1,160.00	1,146.45	-	13.55
School Total	<u>\$ 4,931.05</u>	<u>\$ 25,929.47</u>	<u>\$ 27,718.19</u>	<u>\$ (0.10)</u>	<u>\$ 3,142.23 *</u>

* Represented by cash on demand with:

Wachovia Bank
--Business Checking

\$ 3,142.23

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

FANNIE FITZGERALD ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 847.26	\$ 12,472.45	\$ 12,820.66	\$ 142.52	\$ 641.57
Fundraisers	10,547.99	21,376.08	14,452.43	(645.10)	16,826.54
School Operating	3,151.89	954.96	821.10	502.58	3,788.33
Clearing	712.09	1,991.20	1,528.74	-	1,174.55
Faculty	4,168.64	2,471.00	3,376.70	-	3,262.94
School Total	<u>\$ 19,427.87</u>	<u>\$ 39,265.69</u>	<u>\$ 32,999.63</u>	<u>\$ -</u>	<u>\$ 25,693.93</u> *

* Represented by cash on demand with:

TD Bank	
--Checking	<u>\$ 25,693.93</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

FOREST PARK HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 41,021.18	\$ 117,034.24	\$ 121,346.60	\$ (55.51)	\$ 36,653.31
Instructional	29,688.77	60,106.89	68,922.60	(73.54)	20,799.52
Fundraisers	134,608.08	368,658.37	385,978.26	(280.78)	117,007.41
School Operating	24,810.67	6,380.70	32,172.68	27,566.47	26,585.16
Clearing	4,655.79	149,950.57	116,469.67	(32,192.40)	5,944.29
Faculty	25,403.73	6,553.78	13,918.42	5,035.76	23,074.85
School Total	\$ 260,188.22	\$ 708,684.55	\$ 738,808.23	\$ -	\$ 230,064.54 *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 80,953.49
--Money Market	149,111.05
Total cash	\$ 230,064.54

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

FREEDOM HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 15,168.11	\$ 86,087.19	\$ 78,098.81	\$ (7,620.67)	\$ 15,535.82
Instructional	27,187.22	34,711.12	32,643.13	(1,425.98)	27,829.23
Fundraisers	104,832.72	116,915.88	126,142.22	(6,777.05)	88,829.33
School Operating	122,314.11	299.00	8,979.30	67,664.86	181,298.67
Clearing	15,029.99	220,613.96	163,779.82	(51,841.16)	20,022.97
Faculty	255.63	-	-	-	255.63
School Total	<u>\$ 284,787.78</u>	<u>\$ 458,627.15</u>	<u>\$ 409,643.28</u>	<u>\$ -</u>	<u>\$ 333,771.65 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 133,531.07
--Savings	<u>200,240.58</u>
Total cash	<u>\$ 333,771.65</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

GAINESVILLE MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 3,883.41	\$ 23,041.96	\$ 15,278.67	\$ (1,059.83)	\$ 10,586.87
Instructional	36,511.36	85,843.11	87,190.27	29,142.57	64,306.77
Fundraisers	85,029.30	145,018.68	80,726.31	(62,425.84)	86,895.83
School Operating	25,082.15	70,888.44	74,853.27	(1,097.06)	20,020.26
Clearing	1,147.99	34,852.48	71,872.38	35,828.91	(43.00)
Faculty	1,509.46	3,297.68	808.65	(388.75)	3,609.74
School Total	<u>\$ 153,163.67</u>	<u>\$ 362,942.35</u>	<u>\$ 330,729.55</u>	<u>\$ -</u>	<u>\$ 185,376.47 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 84,697.24
--Money Market	<u>100,679.23</u>
Total cash	<u>\$ 185,376.47</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

GARFIELD HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 72,994.76	\$ 165,126.05	\$ 168,690.06	\$ (8,873.86)	\$ 60,556.89
Instructional	50,884.11	87,194.09	44,633.76	(3,755.01)	89,689.43
Fundraisers	74,010.12	146,195.84	161,261.47	(1,011.96)	57,932.53
School Operating	36,743.20	19,472.99	23,210.77	1,435.40	34,440.82
Clearing	(44.06)	101,813.77	107,896.29	9,059.85	2,933.27
Faculty	7,347.49	10,731.86	12,074.64	3,145.58	9,150.29
School Total	\$ <u>241,935.62</u>	\$ <u>530,534.60</u>	\$ <u>517,766.99</u>	\$ <u>-</u>	\$ <u>254,703.23</u> *

* Represented by cash on demand with:

BB&T Bank

--Money Market Checking

\$ 46,026.40

--Money Market Savings

102,993.70

Cardinal Bank

--Money Market Savings

105,683.13

Total cash

\$ 254,703.23

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

GLENKIRK ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs	\$ 109.50	\$ 3,037.50	\$ 2,030.91	\$ (1,090.00)	\$ 26.09
Instructional	17,348.25	58,957.10	70,267.30	15,391.70	21,429.75
Fundraisers	26,119.89	47,065.13	28,164.05	(15,391.70)	29,629.27
School Operating	2,197.45	701.00	3,133.15	1,090.00	855.30
Clearing	15,093.37	25,765.11	40,029.98	-	828.50
Faculty	957.77	4,192.44	4,390.75	-	759.46
School Total	<u>\$ 61,826.23</u>	<u>\$ 139,718.28</u>	<u>\$ 148,016.14</u>	<u>\$ -</u>	<u>\$ 53,528.37</u> *

* Represented by cash on demand with:

SunTrust Bank
--Business Checking

\$ 53,528.37

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MILLS E. GODWIN MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 5,358.53	\$ 10,937.38	\$ 5,481.23	\$ (5,458.08)	\$ 5,356.60
Instructional	11,911.89	14,173.44	14,986.67	(3,874.94)	7,223.72
Fundraisers	33,612.93	56,673.83	26,822.63	(18,279.98)	45,184.15
School Operating	91,645.78	2,007.09	1,086.95	8,178.71	100,744.63
Clearing	51.63	13,969.51	29,669.65	20,095.15	4,446.64
Faculty	1,183.41	596.25	90.00	(660.86)	1,028.80
School Total	<u>\$ 143,764.17</u>	<u>\$ 98,357.50</u>	<u>\$ 78,137.13</u>	<u>\$ -</u>	<u>\$ 163,984.54 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 54,406.42
--Money Market	<u>109,578.12</u>
Total cash	<u>\$ 163,984.54</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

GOVERNOR SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July, 1 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Fundraising	\$ -	\$ 700.00	\$ 472.00	\$ -	\$ 228.00
Operating	-	-	98.14	-	(98.14)
School Total	\$ -	\$ 700.00	\$ 570.14	\$ -	\$ 129.86 *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>129.86</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

GRAHAM PARK MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club	\$ 6,279.18	\$ 6,784.60	\$ 11,971.84	\$ 5,900.64	\$ 6,992.58
Instructional	19,945.53	31,244.20	43,645.12	17,417.62	24,962.23
Fundraisers	21,126.62	64,919.12	47,972.55	(25,029.20)	13,043.99
School Operating	9,621.95	360.05	681.35	707.94	10,008.59
Clearing	705.34	10,412.62	12,118.10	1,003.00	2.86
Faculty	5,907.71	2,334.45	4,732.72	-	3,509.44
School Total	<u>\$ 63,586.33</u>	<u>\$ 116,055.04</u>	<u>\$ 121,121.68</u>	<u>\$ -</u>	<u>\$ 58,519.69 *</u>

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 58,519.69

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

SAMUEL L. GRAVELY, JR. ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs	\$ 80.00	\$ 1,266.00	\$ 775.28	\$ -	\$ 570.72
Instructional	3,463.35	30,765.30	19,079.41	2,121.37	17,270.61
Fundraisers	5,840.70	30,581.74	7,492.18	(7,663.37)	21,266.89
School Operating	11,261.15	9,529.00	9,976.62	8,827.37	19,640.90
Clearing	5,737.63	18,618.54	15,091.97	(3,285.37)	5,978.83
Faculty	1,254.30	2,356.86	2,136.84	-	1,474.32
School Total	<u>\$ 27,637.13</u>	<u>\$ 93,117.44</u>	<u>\$ 54,552.30</u>	<u>\$ -</u>	<u>\$ 66,202.27</u> *

* Represented by cash on demand with:

Suntrust Bank
--Checking

\$ 66,202.27

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

HENDERSON ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 900.42	\$ 9,612.00	\$ 11,091.57	\$ 2,190.84	\$ 1,611.69
Fundraisers	6,838.47	39,097.22	28,701.61	(3,403.61)	13,830.47
School Operating	1,542.93	12,082.71	15,074.36	1,583.01	134.29
Clearing	458.15	1,674.39	2,039.07	(370.24)	(276.77)
Faculty	218.29	2,099.12	1,354.25	-	963.16
School Total	<u>\$ 9,958.26</u>	<u>\$ 64,565.44</u>	<u>\$ 58,260.86</u>	<u>\$ -</u>	<u>\$ 16,262.84</u> *

* Represented by cash on demand with:

TD Bank
--Checking \$ 16,262.84

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

C.D. HYLTON HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 48,563.83	\$ 88,395.38	\$ 94,562.04	\$ (7,388.88)	\$ 35,008.29
Instructional	101,501.36	131,388.25	95,319.70	(8,878.76)	128,691.15
Fundraisers	146,025.03	346,953.31	271,465.49	11,945.70	233,458.55
School Operating	124,815.60	17,780.08	16,282.56	28,670.28	154,983.40
Clearing	4,985.31	169,328.64	129,740.54	(24,799.51)	19,773.90
Faculty	7,253.42	2,324.18	3,960.22	451.17	6,068.55
School Total	<u>\$ 433,144.55</u>	<u>\$ 756,169.84</u>	<u>\$ 611,330.55</u>	<u>\$ -</u>	<u>\$ 577,983.84 *</u>

* Represented by cash on demand with:

BB&T Bank

--Interest Checking

\$ 312,467.36

--Money Market

265,516.48

Total cash

\$ 577,983.84

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

INDEPENDENT HILL SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 15,628.73	\$ 4,013.82	\$ 11,149.98	\$ 79.50	\$ 8,572.07
Fundraisers	1,699.94	11,860.66	11,603.55	(757.27)	1,199.78
Operating	19,304.53	2,086.49	4,998.26	677.77	17,070.53
Clearing	(157.75)	-	-	-	(157.75)
Faculty	31.99	222.73	113.00	-	141.72
Other	780.43	1,331.80	1,301.56	-	810.67
School Total	\$ <u>37,287.87</u>	\$ <u>19,515.50</u>	\$ <u>29,166.35</u>	\$ <u>-</u>	\$ <u>27,637.02</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 27,637.02

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

KERRYDALE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 3,628.68	\$ 7,293.90	\$ 7,509.50	\$ (304.61)	\$ 3,108.47
Fundraisers	9,578.16	12,028.55	11,842.07	(3,553.60)	6,211.04
School Operating	371.21	747.33	1,836.06	1,319.16	601.64
Clearing	2,880.79	2,755.66	6,371.32	761.87	27.00
Faculty	471.55	321.20	2,223.00	1,777.18	346.93
School Total	<u>\$ 16,930.39</u>	<u>\$ 23,146.64</u>	<u>\$ 29,781.95</u>	<u>\$ -</u>	<u>\$ 10,295.08</u> *

* Represented by cash on demand with:

Wachovia National Bank
--Checking

\$ 10,295.08

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

KILBY ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 44.26	\$ 3,031.55	\$ 2,311.22	\$ 161.25	\$ 925.84
Fundraisers	6,982.20	4,702.44	5,218.85	(161.25)	6,304.54
School Operating	2,609.58	100.00	622.88	-	2,086.70
Clearing	45.04	901.24	650.00	-	296.28
Faculty	1,419.50	1,602.58	936.12	-	2,085.96
School Total	\$ <u>11,100.58</u>	\$ <u>10,337.81</u>	\$ <u>9,739.07</u>	\$ <u>-</u>	\$ <u>11,699.32</u> *

* Represented by cash on demand with:

Wachovia Bank
--Checking-General \$ 11,699.32

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MARTIN LUTHER KING ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs/Organizational	\$ 71.25	\$ 90.12	\$ -	\$ 150.00	\$ 311.37
Instructional	384.46	12,651.70	13,599.32	883.44	320.28
Fundraisers	4,079.34	6,039.45	2,882.67	(3,533.60)	3,702.52
School Operating	1,580.68	400.00	2,736.18	2,480.16	1,724.66
Clearing	240.58	2,361.20	1,015.94	-	1,585.84
Faculty	2,568.88	3,530.55	4,059.47	20.00	2,059.96
School Total	\$ 8,925.19	\$ 25,073.02	\$ 24,293.58	\$ -	\$ 9,704.63 *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>9,704.63</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

LAKE RIDGE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs/Organizations	\$ 9.83	\$ -	\$ -	\$ -	\$ 9.83
Instructional	29,075.60	7,556.57	4,395.95	203.17	32,439.39
Fundraisers	31,942.77	23,204.31	11,768.39	(904.69)	42,474.00
School Operating	107.31	294.03	572.82	701.52	530.04
Clearing	2,000.61	965.68	886.87	-	2,079.42
Faculty	633.40	29.43	-	-	662.83
School Total	<u>\$ 63,769.52</u>	<u>\$ 32,050.02</u>	<u>\$ 17,624.03</u>	<u>\$ -</u>	<u>\$ 78,195.51</u> *

* Represented by cash on demand with:

Bank of America	
--Business Checking	\$ 291.44
--Money Market	<u>77,904.07</u>
Total cash	<u>\$ 78,195.51</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

LAKE RIDGE MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 17,401.87	\$ 32,385.47	\$ 40,719.66	\$ 446.76	\$ 9,514.44
Instructional	22,509.78	21,492.65	33,865.43	14,644.03	24,781.03
Fundraisers	43,602.65	104,682.67	85,143.12	(22,630.69)	40,511.51
Operating	81,363.66	1,207.34	8,671.69	6,970.50	80,869.81
Clearing	273.66	6,574.42	6,489.13	(7.00)	351.95
Faculty	2,178.86	1,143.97	1,751.78	576.40	2,147.45
School Total	\$ <u>167,330.48</u>	\$ <u>167,486.52</u>	\$ <u>176,640.81</u>	\$ <u>-</u>	\$ <u>158,176.19</u> *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 46,041.03
--Money Market	<u>112,135.16</u>
Total cash	\$ <u>158,176.19</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

LEESYLVANIA ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 3,744.29	\$ 11,535.93	\$ 12,581.95	\$ 3,042.75	\$ 5,741.02
Fundraisers	4,880.19	33,220.64	24,628.49	(3,546.59)	9,925.75
School Operating	51,511.87	2,108.51	41,196.95	(7,489.89)	4,933.54
Clearing	3,635.38	23,264.45	30,989.48	7,993.73	3,904.08
Faculty	2,251.94	125.00	89.94	-	2,287.00
School Total	<u>\$ 66,023.67</u>	<u>\$ 70,254.53</u>	<u>\$ 109,486.81</u>	<u>\$ -</u>	<u>\$ 26,791.39 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 26,791.39</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

LOCH LOMOND ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 63.17	\$ 442.00	\$ 372.00	\$ -	\$ 133.17
Instructional	231.28	5,904.00	9,170.78	3,434.40	398.90
Fundraisers	2,481.02	14,468.24	7,782.48	(4,510.55)	4,656.23
School Operating	1,200.74	511.00	1,937.00	1,363.29	1,138.03
Clearing	180.98	594.50	632.51	(93.00)	49.97
Faculty	713.26	1,638.00	1,562.15	(194.14)	594.97
School Total	\$ 4,870.45	\$ 23,557.74	\$ 21,456.92	\$ -	\$ 6,971.27 *

* Represented by cash on demand with:

Suntrust Bank
--Business Checking

\$ 6,971.27

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

FRED M. LYNN MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 3,762.85	\$ 5,051.80	\$ 5,004.20	\$ 347.87	\$ 4,158.32
Instructional	11,636.57	11,614.65	7,521.15	(1,264.69)	14,465.38
Fundraisers	12,937.04	34,090.07	31,358.64	(2,065.84)	13,602.63
School Operating	2,329.56	1,002.00	1,010.00	320.77	2,642.33
Clearing	14,695.25	7,899.48	22,861.23	3,297.19	3,030.69
Faculty	768.21	569.00	584.00	(635.30)	117.91
School Total	<u>\$ 46,129.48</u>	<u>\$ 60,227.00</u>	<u>\$ 68,339.22</u>	<u>\$ -</u>	<u>\$ 38,017.26 *</u>

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 38,017.26

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MARSHALL ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 446.74	\$ 2,028.25	\$ 2,460.02	\$ 165.88	\$ 180.85
Instructional	33,608.44	10,912.14	15,865.00	6,333.32	34,988.90
Fundraisers	20,008.30	40,450.45	24,061.79	(7,245.07)	29,151.89
Operating	20.99	193.75	934.92	745.87	25.69
Clearing	5.27	1,905.22	1,897.93	-	12.56
Faculty	972.69	6,614.15	6,542.65	-	1,044.19
School Total	<u>\$ 55,062.43</u>	<u>\$ 62,103.96</u>	<u>\$ 51,762.31</u>	<u>\$ -</u>	<u>\$ 65,404.08</u> *

* Represented by cash on demand with:

BB&T

--Checking

\$ 65,404.08

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MARSTELLAR MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 1,991.46	\$ 10,589.77	\$ 12,191.22	\$ 3,866.73	\$ 4,256.74
Instructional	38,925.88	108,899.16	133,107.62	19,803.07	34,520.49
Fundraisers	145,721.41	83,199.39	71,509.37	(14,142.34)	143,269.09
Operating	23,890.25	680.00	4,036.12	(3,196.09)	17,338.04
Clearing	6,687.25	35,523.64	30,216.86	(7,360.05)	4,633.98
Faculty	3,735.27	1,598.54	2,826.13	1,028.68	3,536.36
School Total	\$ <u>220,951.52</u>	\$ <u>240,490.50</u>	\$ <u>253,887.32</u>	\$ <u>-</u>	\$ <u>207,554.70</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 207,554.70

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MARUMSCO HILLS ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 3,098.01	\$ 5,029.21	\$ 9,349.95	\$ 3,643.34	\$ 2,420.61
Fundraisers	7,260.28	17,174.07	10,431.68	(6,411.29)	7,591.38
School Operating	9,406.09	800.98	3,998.15	2,500.00	8,708.92
Clearing	1,753.04	2,224.04	3,123.15	67.95	921.88
Faculty	1,385.66	2,211.86	1,652.94	200.00	2,144.58
School Total	<u>\$ 22,903.08</u>	<u>\$ 27,440.16</u>	<u>\$ 28,555.87</u>	<u>\$ -</u>	<u>\$ 21,787.37</u> *

* Represented by cash on demand with:

Wachovia Bank
--Checking

\$ 21,787.37

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

CHRISTA MCAULIFFE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 9,064.34	\$ 8,261.99	\$ 6,467.98	\$ 18.24	\$ 10,876.59
Fundraisers	12,009.97	11,778.51	7,478.51	(1,948.24)	14,361.73
School Operating	3,450.09	4.37	1,270.96	1,930.00	4,113.50
Clearing	4,436.42	1,000.81	1,080.00	-	4,357.23
Faculty	989.35	1,011.68	1,054.63	-	946.40
School Total	\$ <u>29,950.17</u>	\$ <u>22,057.36</u>	\$ <u>17,352.08</u>	\$ <u>-</u>	\$ <u>34,655.45</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 34,655.45

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MINNIEVILLE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 14.20	\$ 12.00	\$ -	\$ -	\$ 26.20
Instructional	1,431.00	6,277.50	6,078.00	(275.42)	1,355.08
Fundraisers	3,412.69	9,296.97	5,424.95	(3,986.34)	3,298.37
Operating	177.38	-	-	-	177.38
Clearing	18.19	5,295.98	9,856.92	4,542.75	-
Faculty	1,275.36	820.00	639.32	(280.99)	1,175.05
School Total	\$ 6,328.82	\$ 21,702.45	\$ 21,999.19	\$ -	\$ 6,032.08 *

* Represented by cash on demand with:

BB&T

--Checking

\$ 6,032.08

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MONTCLAIR ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club	\$ 2,502.31	\$ 5,422.00	\$ 5,926.89	\$ -	\$ 1,997.42
Instructional	1,912.69	20,492.43	24,535.80	6,127.32	3,996.64
Fundraisers	16,023.99	24,955.73	19,376.71	(6,557.54)	15,045.47
School Operating	813.65	1,448.34	2,419.88	921.58	763.69
Clearing	1,571.64	1,155.12	2,690.64	160.86	196.98
Faculty	30.39	3,069.52	2,210.10	(652.22)	237.59
School Total	<u>\$ 22,854.67</u>	<u>\$ 56,543.14</u>	<u>\$ 57,160.02</u>	<u>\$ -</u>	<u>\$ 22,237.79</u> *

* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 22,237.79</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MOUNTAIN VIEW ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs	\$ -	\$ 2,095.00	\$ 511.77	\$ -	\$ 1,583.23
Instructional	20,428.74	28,637.24	38,025.66	12,959.54	23,999.86
Fundraisers	15,442.04	19,374.25	8,668.26	(13,559.54)	12,588.49
Operating	3.23	4,149.19	4,461.02	661.87	353.27
Clearing	-	1,386.04	1,324.17	(61.87)	(0.00)
Faculty	990.58	2,673.67	2,336.07	-	1,328.18
School Total	\$ <u>36,864.59</u>	\$ <u>58,315.39</u>	\$ <u>55,326.95</u>	\$ <u>-</u>	\$ <u>39,853.03</u> *

* Represented by cash on demand with:

BB&T Bank	
--Business Checking	\$ <u>39,853.03</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MULLEN ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 705.46	\$ 14,382.75	\$ 29,518.75	\$ 15,136.00	\$ 705.46
Fundraisers	23,144.67	19,423.49	11,035.37	(15,503.29)	16,029.50
Operating	2,718.62	-	219.25	167.29	2,666.66
Clearing	(440.13)	669.08	699.08	-	(470.13)
Faculty	2,710.94	3,671.86	2,515.62	200.00	4,067.18
School Total	<u>\$ 28,839.56</u>	<u>\$ 38,147.18</u>	<u>\$ 43,988.07</u>	<u>\$ -</u>	<u>\$ 22,998.67</u> *

* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 22,998.67</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

NEABSCO ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 5,204.85	\$ 2,434.00	\$ 2,525.00	\$ 1,044.58	\$ 6,158.43
Fundraisers	3,855.56	13,225.89	11,442.83	(2,169.62)	3,469.00
Operating	16,185.21	760.23	259.36	2,340.10	19,026.18
Clearing	1,320.00	14,926.95	12,060.89	(1,349.06)	2,837.00
Faculty	1,188.78	1,794.00	1,006.92	134.00	2,109.86
School Total	\$ <u>27,754.40</u>	\$ <u>33,141.07</u>	\$ <u>27,295.00</u>	\$ <u>-</u>	\$ <u>33,600.47</u> *

* Represented by cash on demand with:

Wachovia Bank
--Checking \$ 33,600.47

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

NEW DIRECTIONS ALTERNATIVE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ -	\$ -	\$ 1,100.00	\$ 2,000.00	\$ 900.00
Fundraisers	2,779.51	590.00	-	(2,000.00)	1,369.51
School Operating	16,968.81	960.00	4,324.90	(375.00)	13,228.91
Clearing	466.50	2,685.00	2,685.00	375.00	841.50
School Total	<u>\$ 20,214.82</u>	<u>\$ 4,235.00</u>	<u>\$ 8,109.90</u>	<u>\$ -</u>	<u>\$ 16,339.92 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 16,339.92</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

NEW DOMINION ALTERNATIVE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Fundraisers	\$ 175.25	\$ 40.00	\$ -	\$ -	\$ 215.25
School Operating	216.65	434.27	-	-	650.92
Faculty	420.52	250.00	-	-	670.52
School Total	<u>\$ 812.42</u>	<u>\$ 724.27</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,536.69 *</u>

* Represented by cash on demand with:

Wachovia Bank	
--Business Checking	<u>\$ 1,536.69</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

NOKESVILLE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 4,856.23	\$ 14,262.90	\$ 29,044.57	\$ 14,674.01	\$ 4,748.57
Fundraisers	20,069.74	32,177.77	23,735.44	(19,446.71)	9,065.36
School Operating	8,583.17	395.35	3,760.97	(1,411.56)	3,805.99
Clearing	7,553.58	7,069.35	17,181.33	6,184.26	3,625.86
Faculty	3,715.68	5,328.38	4,961.55	-	4,082.51
School Total	<u>\$ 44,778.40</u>	<u>\$ 59,233.75</u>	<u>\$ 78,683.86</u>	<u>\$ -</u>	<u>\$ 25,328.29 *</u>

* Represented by cash on demand with:

Carter Bank & Trust
--Checking-General \$ 25,328.29

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

OCCOQUAN ELEMENTARY SCHOOL

ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements and Balances - All Funds
Year Ended June 30, 2011

Funds	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional Accounts	\$ 7,514.34	\$ 11,210.30	\$ 12,895.41	\$ 1,632.95	\$ 7,462.18
Fundraisers	3,749.70	21,092.52	15,170.49	(3,142.19)	6,529.54
School Operating	1,610.29	5,797.09	6,357.37	1,509.24	2,559.25
Clearing Accounts	(513.97)	1,377.65	1,434.60	-	(570.92)
Faculty	111.46	-	-	-	111.46
Totals	<u>\$ 12,471.82</u>	<u>\$ 39,477.56</u>	<u>\$ 35,857.87</u>	<u>\$ -</u>	<u>\$ 16,091.51</u> *

* Represented by cash on deposit with:

Wachovia Bank

---Checking

\$ 16,091.51

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

OLD BRIDGE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 3,950.83	\$ 15,636.94	\$ 23,234.64	\$ 8,482.74	\$ 4,835.87
Fundraisers	8,265.41	20,507.61	13,113.16	(8,053.29)	7,606.57
Operating	926.49	791.04	427.51	-	1,290.02
Clearing	1,016.67	979.10	844.00	(429.45)	722.32
Faculty	2,636.83	1,605.00	1,783.65	-	2,458.18
School Total	\$ <u>16,796.23</u>	\$ <u>39,519.69</u>	\$ <u>39,402.96</u>	\$ <u>-</u>	\$ <u>16,912.96</u> *

* Represented by cash on demand with:

BB&T

--Checking

\$ 16,912.96

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

OSBOURN PARK HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 117,203.86	\$ 167,053.11	\$ 198,230.19	\$ (5,438.46)	\$ 80,588.32
Instructional	87,652.06	87,230.13	101,131.07	14,497.79	88,248.91
Fundraisers	105,718.18	464,111.78	414,682.91	(10,967.55)	144,179.50
School Operating	101,076.18	29,729.34	56,505.84	10,278.94	84,578.62
Clearing	36,086.05	114,746.65	130,975.50	(9,570.72)	10,286.48
Faculty	2,036.11	3,653.04	2,303.50	1,200.00	4,585.65
School Total	<u>\$ 449,772.44</u>	<u>\$ 866,524.05</u>	<u>\$ 903,829.01</u>	<u>\$ -</u>	<u>\$ 412,467.48 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Interest Checking	\$ 231,988.09
--Certificate of Deposit	2,568.69
Prince William County Employees Credit Union	
--Certificate of Deposit	156,194.53
SunTrust Bank	
--Certificates of Deposit	<u>21,716.17</u>
Total cash	<u>\$ 412,467.48</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ROSA PARKS ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 1,492.86	\$ 14,555.54	\$ 19,124.21	\$ 3,153.06	\$ 77.25
Fundraisers	1,997.03	12,542.74	2,156.03	(3,212.31)	9,171.43
School Operating	0.00				0.00
Clearing	-	2,552.54	2,586.33	59.25	25.46
Faculty	380.34	4,757.36	4,852.28	-	285.42
School Total	\$ <u>3,870.23</u>	\$ <u>34,408.18</u>	\$ <u>28,718.85</u>	\$ <u>-</u>	\$ <u>9,559.56</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 9,559.56

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

PARKSIDE MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 8,845.54	\$ 17,565.45	\$ 20,523.67	\$ 16.77	\$ 5,904.09
Instructional	8,691.48	45,694.65	54,228.10	8,345.05	8,503.08
Fundraisers	20,945.67	58,392.83	45,323.68	(14,035.15)	19,979.67
Operating	1,481.72	2,574.14	3,124.38	32.91	964.39
Clearing	1,427.35	3,271.86	10,030.00	5,640.42	309.63
Faculty	1,575.24	2,524.69	3,256.35	-	843.58
School Total	\$ <u>42,967.00</u>	\$ <u>130,023.62</u>	\$ <u>136,486.18</u>	\$ <u>-</u>	\$ <u>36,504.44</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 36,504.44

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

JOHN F. PATTIE, SR. ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs/Organizational	\$ -	\$ 2,284.00	\$ 1,679.07	\$ -	\$ 604.93
Instructional	41,085.93	15,340.02	17,200.43	4,501.00	43,726.52
Fundraisers	9,670.15	23,304.90	12,431.95	(6,570.00)	13,973.10
School Operating	1,533.41	919.02	4,538.94	3,220.03	1,133.52
Clearing	2,056.01	1,987.49	922.84	69.04	3,189.70
Faculty	3,064.03	3,769.85	2,631.11	(1,220.07)	2,982.70
School Total	<u>\$ 57,409.53</u>	<u>\$ 47,605.28</u>	<u>\$ 39,404.34</u>	<u>\$ -</u>	<u>\$ 65,610.47 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 65,610.47</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

PENN ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 6,784.77	\$ 14,424.50	\$ 19,986.11	\$ 3,704.45	\$ 4,927.61
Fundraisers	724.40	25,728.77	19,009.39	(3,457.10)	3,986.68
School Operating	270.02	5,482.41	2,752.62	(94.08)	2,905.73
Clearing	198.74	703.14	1,067.76	(153.27)	(319.15)
Faculty	792.04	2,886.70	1,984.75	-	1,693.99
School Total	\$ 8,769.97	\$ 49,225.52	\$ 44,800.63	\$ -	\$ 13,194.86 *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>13,194.86</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

PENNINGTON TRADITIONAL SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 2,623.06	\$ 5,346.45	\$ 3,209.40	\$ -	\$ 4,760.11
Instructional	11,581.89	34,335.25	40,454.81	2,273.69	7,736.02
Fundraisers	11,158.19	43,281.93	30,459.48	(10,248.31)	13,732.33
School Operating	2,874.29	5,992.00	16,343.36	7,925.31	448.24
Clearing	1,539.91	2,692.77	4,352.28	49.31	(70.29)
Faculty	91.99	1,901.82	1,730.00	-	263.81
School Total	<u>\$ 29,869.33</u>	<u>\$ 93,550.22</u>	<u>\$ 96,549.33</u>	<u>\$ -</u>	<u>\$ 26,870.22</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking-General \$ 26,870.22

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MARY PORTER TRADITIONAL SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club	\$ 7,911.09	\$ 7,073.95	\$ 15,071.68	\$ 86.64	\$ 0.00
Instructional	25,419.11	36,702.45	37,780.76	9,076.96	33,417.76
Fundraisers	2,005.35	39,747.72	34,711.34	(6,443.71)	598.02
School Operating	9,097.04	1,782.20	3,812.04	(4,025.06)	3,042.14
Clearing	707.21	1,956.72	3,969.10	1,305.17	-
Faculty	1,175.21	1,150.00	2,396.46	-	(71.25)
School Total	<u>\$ 46,315.01</u>	<u>\$ 88,413.04</u>	<u>\$ 97,741.38</u>	<u>\$ -</u>	<u>\$ 36,986.67</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 36,986.67

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

POTOMAC MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 3,095.27	\$ 16,501.68	\$ 10,935.05	\$ (2,210.26)	\$ 6,451.64
Instructional	25,493.01	29,992.10	47,422.52	5,597.53	13,660.12
Fundraisers	11,515.51	94,903.00	80,634.10	(14,772.80)	11,011.61
School Operating	(68.96)	(110.16)	15,051.33	12,790.08	(2,440.37)
Clearing	6,018.84	10,051.73	13,924.71	(1,404.55)	741.31
Faculty	3,545.60	2,813.86	5,216.90	-	1,142.56
School Total	<u>\$ 49,599.27</u>	<u>\$ 154,152.21</u>	<u>\$ 173,184.61</u>	<u>\$ -</u>	<u>\$ 30,566.87</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 30,566.87

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

POTOMAC HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 42,592.77	\$ 105,877.98	\$ 63,617.20	\$ (26,019.99)	\$ 58,833.56
Instructional	35,757.26	46,598.55	34,367.12	(13,491.45)	34,497.24
Fundraisers	(35,788.28)	194,815.65	236,059.68	(9,091.07)	(86,123.38)
School Operating	80,343.30	61,910.77	24,816.29	(29,473.61)	87,964.17
Clearing	24,343.52	85,152.09	179,486.23	78,508.21	8,517.59
Faculty	1,877.61	283.62	-	(432.09)	1,729.14
School Total	<u>\$ 149,126.18</u>	<u>\$ 494,638.66</u>	<u>\$ 538,346.52</u>	<u>\$ -</u>	<u>\$ 105,418.32 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 39,825.49
--Savings	<u>65,592.83</u>
Total cash	<u>\$ 105,418.32</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

POTOMAC VIEW ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 1,273.00	\$ 9,131.40	\$ 8,884.00	\$ 385.96	\$ 1,906.36
Fundraisers	16,320.74	8,087.85	4,666.95	-	19,741.64
Operating	447.00	6,057.57	277.42	-	6,227.15
Clearing	387.96	2,030.11	1,946.05	(393.72)	78.30
Faculty	1,709.54	1,475.00	1,940.84	7.76	1,251.46
School Total	\$ <u>20,138.24</u>	\$ <u>26,781.93</u>	\$ <u>17,715.26</u>	\$ <u>-</u>	\$ <u>29,204.91</u> *

* Represented by cash on demand with:

Wachovia Bank
--Checking

\$ 29,204.91

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

RIPPON MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July, 1 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 6,237.04	\$ 8,472.98	\$ 6,685.63	\$ (3,685.60)	\$ 4,338.79
Instructional	15,570.72	28,303.37	32,738.33	14,094.90	25,230.66
Fundraisers	27,127.13	61,489.55	37,805.37	(36,400.05)	14,411.26
School Operating	11,821.12	7,533.74	1,327.12	(2,617.57)	15,410.17
Clearing	2,319.21	2,813.72	22,510.84	29,198.22	11,820.31
Faculty	1,683.64	480.70	903.73	(589.90)	670.71
School Total	<u>\$ 64,758.86</u>	<u>\$ 109,094.06</u>	<u>\$ 101,971.02</u>	<u>\$ -</u>	<u>\$ 71,881.90 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 71,881.90</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

RIVER OAKS ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs	\$ 809.85	\$ 271.42	\$ 357.11	\$ -	\$ 724.16
Instructional	1,806.02	13,490.25	16,559.43	4,523.12	3,259.96
Fundraisers	7,945.39	11,718.34	7,942.37	(4,777.09)	6,944.27
School Operating	1,050.18	3,623.45	3,472.12	(18.38)	1,183.13
Clearing	6,158.25	2,183.61	6,427.72	(694.24)	1,219.90
Faculty	(966.59)	2,595.90	2,201.09	966.59	394.81
School Total	<u>\$ 16,803.10</u>	<u>\$ 33,882.97</u>	<u>\$ 36,959.84</u>	<u>\$ -</u>	<u>\$ 13,726.23 *</u>

* Represented by cash on demand with:

Wachovia Bank
--Checking

\$ 13,726.23

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ROCKLEDGE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Organizational	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00
Instructional	11,055.26	10,122.50	17,507.78	5,770.77	9,440.75
Fundraisers	16,721.06	11,010.57	5,793.37	(5,591.65)	16,346.61
School Operating	6,599.29	4,453.15	3,685.79	(351.12)	7,015.53
Clearing	1,798.32	1,048.47	2,294.27	172.00	724.52
Faculty	2,054.87	2,744.94	3,114.02	-	1,685.79
School Total	\$ <u>38,238.80</u>	\$ <u>29,379.63</u>	\$ <u>32,395.23</u>	\$ <u>-</u>	\$ <u>35,223.20</u> *

* Represented by cash on demand with:

TD Bank
--Checking \$ 35,223.20

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

HERBERT J. SAUNDERS MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July, 1 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 10,650.06	\$ 16,230.70	\$ 11,132.55	\$ (7,102.20)	\$ 8,646.01
Instructional	25,575.14	50,067.98	44,051.06	1,333.04	32,925.10
Fundraisers	18,815.56	106,937.07	73,871.32	(24,300.17)	27,581.14
School Operating	8,883.85	3,018.77	6,867.10	(1,637.37)	3,398.15
Clearing	6,258.57	40,368.15	71,067.75	28,272.15	3,831.12
Faculty	374.95	1,090.35	4,628.84	3,434.55	271.01
School Total	<u>\$ 70,558.13</u>	<u>\$ 217,713.02</u>	<u>\$ 211,618.62</u>	<u>\$ -</u>	<u>\$ 76,652.53 *</u>

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 76,652.53

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

SIGNAL HILL ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 7,668.34	\$ 17,985.09	\$ 23,875.89	\$ 757.05	\$ 2,534.59
Fundraisers	14,201.39	29,502.82	17,511.27	(2,352.50)	23,840.44
School Operating	6,004.34	2,948.09	1,936.13	1,595.45	8,611.75
Clearing	1,598.58	17,094.42	18,693.00	-	-
Faculty	184.09	867.00	-	-	1,051.09
School Total	\$ <u>29,656.74</u>	\$ <u>68,397.42</u>	\$ <u>62,016.29</u>	\$ <u>-</u>	\$ <u>36,037.87</u> *

* Represented by cash on demand with:

TD Bank
--Checking \$ 36,037.87

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

SINCLAIR ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 2,403.37	\$ 6,251.00	\$ 7,006.00	\$ 825.00	\$ 2,473.37
Fundraisers	1,710.41	5,985.79	2,851.26	(825.00)	4,019.94
Operating	3,007.97	25.40	(168.00)	-	3,201.37
Clearing	-	2,058.49	267.91	-	1,790.58
Faculty	498.87	2,500.39	1,434.21	-	1,565.05
School Total	<u>\$ 7,620.62</u>	<u>\$ 16,821.07</u>	<u>\$ 11,391.38</u>	<u>\$ -</u>	<u>\$ 13,050.31</u> *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>13,050.31</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

SPRINGWOODS ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 44,198.96	\$ 29,546.75	\$ 44,071.30	\$ 4,742.97	\$ 34,417.38
Fundraisers	12,389.71	24,251.42	16,213.21	(4,876.34)	15,551.58
School Operating	1,927.31	974.41	869.22	(208.88)	1,823.62
Clearing	666.49	3,125.95	3,654.59	262.25	400.10
Faculty	1,259.98	2,024.25	2,264.39	80.00	1,099.84
Totals	<u>\$ 60,442.45</u>	<u>\$ 59,922.78</u>	<u>\$ 67,072.71</u>	<u>\$ -</u>	<u>\$ 53,292.52</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 53,292.52

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

STONEWALL JACKSON HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 33,011.01	\$ 44,968.45	\$ 51,972.12	\$ 247.21	\$ 26,254.55
Instructional	67,839.28	156,669.63	129,027.74	(16,507.29)	78,973.88
Fundraisers	215,018.59	185,785.67	172,770.83	(39,899.49)	188,133.94
School Operating	114,863.15	11,873.57	10,574.00	6,370.97	122,533.69
Clearing	17,660.06	109,276.76	174,302.75	50,752.76	3,386.83
Faculty	4,106.53	4,605.11	4,749.81	(964.16)	2,997.67
School Total	<u>\$ 452,498.62</u>	<u>\$ 513,179.19</u>	<u>\$ 543,397.25</u>	<u>\$ -</u>	<u>\$ 422,280.56 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 49,966.12
--Money Market	336,598.70
Suntrust Bank	
--Lynch Certificate of Deposit	23,382.92
--Athletic Certificate of Deposit	12,332.82
Total cash	<u>\$ 422,280.56</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

STONEWALL MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 5,062.48	\$ 13,763.90	\$ 16,577.43	\$ 3,088.79	\$ 5,337.74
Instructional	11,659.79	47,454.68	44,753.81	(3,180.24)	11,180.42
Fundraisers	65,913.95	89,014.88	59,454.51	(11,454.05)	84,020.27
School Operating	45,587.26	1,702.00	3,193.86	(1,214.72)	42,880.68
Clearing	1,368.38	15,590.01	30,704.67	12,760.22	(986.06)
Faculty	3,570.33	1,849.54	2,103.35	-	3,316.52
School Total	<u>\$ 133,162.19</u>	<u>\$ 169,375.01</u>	<u>\$ 156,787.63</u>	<u>\$ -</u>	<u>\$ 145,749.57 *</u>

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 102,545.75
--Certificate of Deposit	<u>43,203.82</u>
Total cash	<u>\$ 145,749.57</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

SUDLEY ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 6,492.30	\$ 2,952.07	\$ 4,746.92	\$ -	\$ 4,697.45
Fundraisers	20,431.84	8,774.98	3,376.89	(1,100.00)	24,729.93
School Operating	542.52	5,118.67	2,551.90	1,100.00	4,209.29
Clearing	275.28	1,059.16	1,436.48	-	(102.04)
Faculty	3,678.11	804.85	327.75	-	4,155.21
School Total	<u>\$ 31,420.05</u>	<u>\$ 18,709.73</u>	<u>\$ 12,439.94</u>	<u>\$ -</u>	<u>\$ 37,689.84</u> *

* Represented by cash on demand with:

SunTrust	
--Checking	<u>\$ 37,689.84</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

SWANS CREEK ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 3,648.39	\$ 21,440.45	\$ 27,101.42	\$ 7,603.38	\$ 5,590.80
Fundraisers	14,539.79	22,096.88	15,721.79	(7,873.99)	13,040.89
School Operating	16,164.32	383.40	718.84	1,253.29	17,082.17
Clearing	1,921.84	14,210.01	12,817.51	(982.68)	2,331.66
Faculty	1,694.12	2,595.00	2,915.01	-	1,374.11
School Total	<u>\$ 37,968.46</u>	<u>\$ 60,725.74</u>	<u>\$ 59,274.57</u>	<u>\$ -</u>	<u>\$ 39,419.63</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 39,419.63

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

TRIANGLE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 414.22	\$ 13,175.10	\$ 14,045.53	\$ 2,700.00	\$ 2,243.79
Fundraisers	11,407.30	10,702.21	3,824.68	(5,700.00)	12,584.83
School Operating	8,368.69	2,841.44	5,171.17	3,000.00	9,038.96
Clearing	(36.00)	1,626.45	1,047.92	-	542.53
Faculty	2,951.65	2,303.58	767.45	-	4,487.78
School Total	\$ <u>23,105.86</u>	\$ <u>30,648.78</u>	\$ <u>24,856.75</u>	\$ <u>-</u>	\$ <u>28,897.89</u> *

* Represented by cash on demand with:

Bank of America
--Checking

\$ 28,897.89

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

TYLER ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 666.55	\$ 9,949.69	\$ 9,324.14	\$ (604.97)	\$ 687.13
Fundraisers	315.73	12,808.43	4,604.31	(6,640.98)	1,878.87
School Operating	293.64	550.95	8,647.85	8,267.38	464.12
Clearing	-	1,006.89	1,008.39	1.50	-
Faculty	144.13	1,887.93	767.06	(1,022.93)	242.07
School Total	<u>\$ 1,420.05</u>	<u>\$ 26,203.89</u>	<u>\$ 24,351.75</u>	<u>\$ -</u>	<u>\$ 3,272.19 *</u>

* Represented by cash on demand with:

BB&T Bank
--Checking-General

\$ 3,272.19

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

VAUGHAN ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 1,337.79	\$ 26,850.83	\$ 25,114.00	\$ (1,518.50)	\$ 1,556.12
Fundraisers	15,659.79	20,861.84	19,143.91	(9,574.50)	7,803.22
School Operating	4,912.78	402.00	3,595.00	3,101.00	4,820.78
Clearing	14,405.08	16,699.67	27,628.12	9,208.75	12,685.38
Faculty	1,096.93	1,841.67	985.24	(1,216.75)	736.61
School Total	<u>\$ 37,412.37</u>	<u>\$ 66,656.01</u>	<u>\$ 76,466.27</u>	<u>\$ -</u>	<u>\$ 27,602.11 *</u>

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 27,602.11

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

VICTORY ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs	\$ 948.93	\$ -	\$ 346.95	\$ -	\$ 601.98
Instructional	2,647.57	25,164.31	25,406.50	573.43	2,978.81
Fundraisers	18,981.25	33,957.39	29,527.06	(5,000.00)	18,411.58
School Operating	5,599.85	595.32	10,003.57	5,000.00	1,191.60
Clearing	3,710.80	2,079.15	1,484.88	(573.43)	3,731.64
Faculty	2,707.94	1,903.51	1,247.69	-	3,363.76
School Total	\$ 34,596.34	\$ 63,699.68	\$ 68,016.65	\$ -	\$ 30,279.37 *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 30,279.37

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

WEST GATE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 92.63	\$ 2,263.00	\$ 1,005.75	\$ -	\$ 1,349.88
Fundraisers	7,767.95	5,063.51	4,243.90	(4,882.27)	3,705.29
School Operating	118.81	-	1,608.00	4,882.27	3,393.08
Clearing	465.98	715.47	180.00	-	1,001.45
Faculty	1,166.27	70.00	91.49	-	1,144.78
School Total	\$ <u>9,611.64</u>	\$ <u>8,111.98</u>	\$ <u>7,129.14</u>	\$ <u>-</u>	\$ <u>10,594.48</u> *

* Represented by cash on demand with:

Wachovia Bank
--Checking

\$ 10,594.48

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

WESTRIDGE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 6,180.69	\$ 17,451.51	\$ 22,392.10	\$ 2,863.72	\$ 4,103.82
Fundraisers	35,960.84	24,960.62	10,879.86	(13,761.36)	36,280.24
School Operating	10,354.93	3,845.27	14,801.59	11,611.76	11,010.37
Clearing	199.10	2,440.30	1,441.47	(714.12)	483.81
Faculty	872.68	808.86	1,252.86	-	428.68
School Total	<u>\$ 53,568.24</u>	<u>\$ 49,506.56</u>	<u>\$ 50,767.88</u>	<u>\$ -</u>	<u>\$ 52,306.92 *</u>

* Represented by cash on demand with:

BB&T Bank
--Checking

\$ 52,306.92

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MARY WILLIAMS ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Clubs	\$ 200.81	\$ 32.00	\$ 95.54	\$ -	\$ 137.27
Instructional	13,234.54	17,863.66	23,824.94	5,406.12	12,679.38
Fundraisers	20,877.18	28,633.36	8,491.92	(5,628.85)	35,389.77
School Operating	429.71	23.00	192.63	169.63	429.71
Clearing	(25.00)	4,158.73	4,262.05	53.10	(75.22)
Faculty	3,798.04	3,670.70	4,729.13	-	2,739.61
School Total	\$ <u>38,515.28</u>	\$ <u>54,381.45</u>	\$ <u>41,596.21</u>	\$ <u>-</u>	\$ <u>51,300.52</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 51,300.52

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

WOODBINE PRESCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 388.20	\$ 81.00	\$ 214.00	\$ 500.00	\$ 755.20
Fundraisers	16,426.28	259.25	-	(1,500.00)	15,185.53
Operating	4,907.07	180.00	788.00	1,000.00	5,299.07
Clearing	(20.50)	-	-	-	(20.50)
Faculty	49.84	615.00	621.74	-	43.10
School Total	<u>\$ 21,750.89</u>	<u>\$ 1,135.25</u>	<u>\$ 1,623.74</u>	<u>\$ -</u>	<u>\$ 21,262.40</u> *

* Represented by cash on demand with:

BB&T Bank
--Checking \$ 21,262.40

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

WOODBRIIDGE MIDDLE SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 4,047.13	\$ 31,923.10	\$ 26,232.37	\$ (175.98)	\$ 9,561.88
Instructional	17,825.04	15,368.43	5,961.52	(4,799.07)	22,432.88
Fundraisers	49,965.99	76,281.45	40,834.38	(18,612.99)	66,800.07
Operating	9,868.20	4,027.45	7,467.81	26,039.19	32,467.03
Clearing	56,064.70	28,735.92	19,459.96	(2,451.15)	62,889.51
Faculty	2,841.77	671.82	1,071.31	-	2,442.28
School Total	\$ <u>140,612.83</u>	\$ <u>157,008.17</u>	\$ <u>101,027.35</u>	\$ <u>-</u>	\$ <u>196,593.65</u> *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 135,866.5
--Money Market	60,727.15
Total cash	\$ <u>196,593.65</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

WOODBRIIDGE HIGH SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Club/Organization	\$ 55,397.83	\$ 91,018.63	\$ 110,760.78	\$ 5,942.05	\$ 41,597.73
Instructional	51,938.87	59,852.47	59,036.96	(467.99)	52,286.39
Fundraisers	180,250.74	395,235.17	460,042.30	1,573.16	117,016.77
Operating	66,677.74	6,863.54	9,908.95	(176.65)	63,455.68
Clearing	5,689.56	108,674.82	94,316.22	(6,870.57)	13,177.59
Faculty	3,509.48	4,432.42	5,262.45	-	2,679.45
School Total	\$ <u>363,464.22</u>	\$ <u>666,077.05</u>	\$ <u>739,327.66</u>	\$ <u>-</u>	\$ <u>290,213.61</u> *

* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 83,445.69
--Money Market	<u>206,767.92</u>
Total cash	\$ <u>290,213.61</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

YORKSHIRE ELEMENTARY SCHOOL
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds
Year Ended June 30, 2011

Functions	Cash Balance July 1, 2010	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2011
Instructional	\$ 21,082.07	\$ 10,607.17	\$ 8,381.25	\$ (452.60)	\$ 22,855.39
Major Activity	5,150.61	22,206.72	12,823.29	52.00	14,586.04
School Operating	10,099.44	6,578.84	5,753.08	44.10	10,969.30
Clearing	3,698.97	13,585.40	14,789.27	156.50	2,651.60
Faculty	450.46	1,420.86	773.78	200.00	1,297.54
School Total	\$ <u>40,481.55</u>	\$ <u>54,398.99</u>	\$ <u>42,520.67</u>	\$ <u>-</u>	\$ <u>52,359.87</u> *

* Represented by cash on demand with:

United Bank	
--Checking	\$ <u>52,359.87</u>

Report of Audit Findings and Recommendations

Date: September 2, 2011

**To the Prince William County School Board
County of Prince William, Virginia**

This report is to follow up our recent audit of the cash basis financial statements of the County of Prince William, Virginia School Activity Funds for the year ended June 30, 2011. During our audit we became aware of certain matters that should be brought to your attention. This report is primarily to state our findings and recommendations and to communicate them in writing.

All Schools

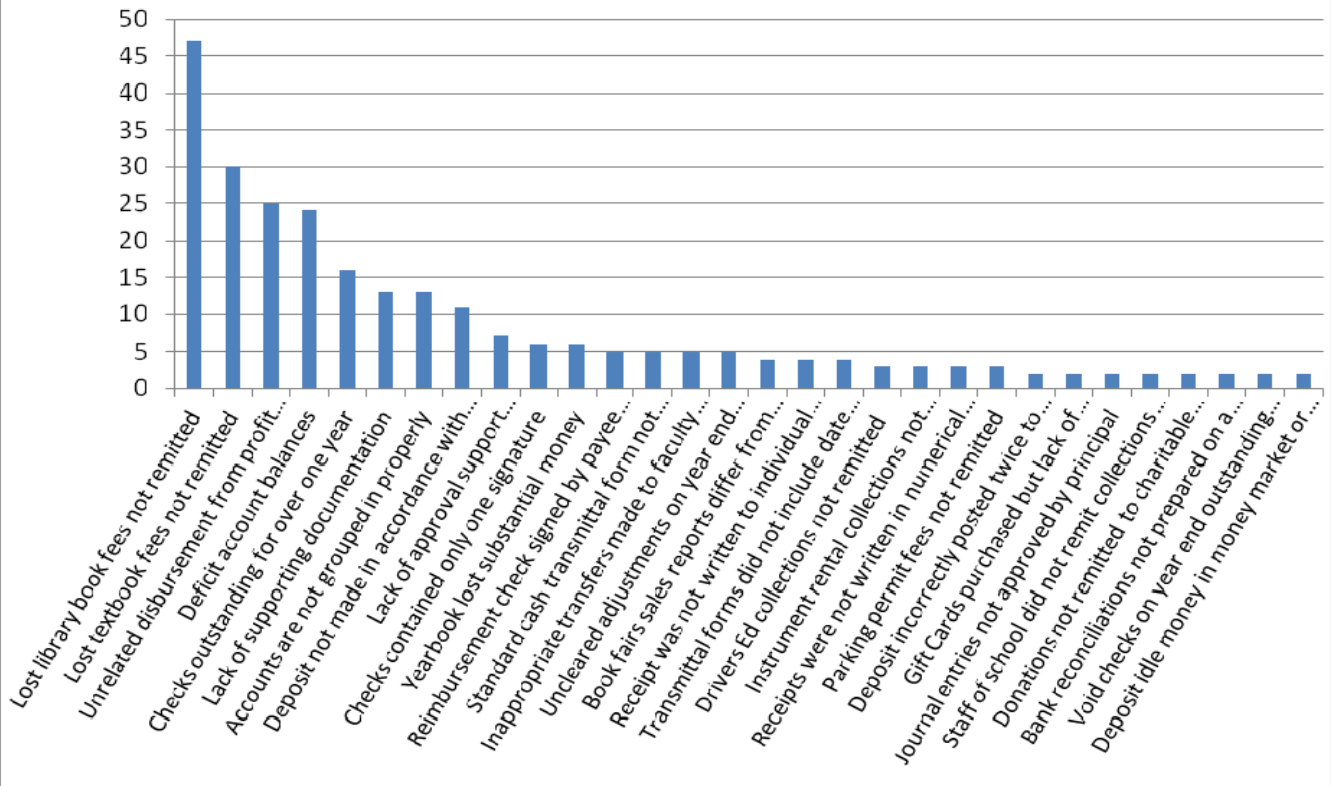
Due to the nature of school activity funds, there is an inherent risk of misappropriation of assets associated with the lack of segregation of duties over the accounts, records, and financial reporting. Although this risk exists, the costs of segregating these duties would likely outweigh the benefits. We recommend those charged with governance and management implement review procedures and other monitoring activities to mitigate the risks associated with the lack of segregation of duties.

We performed tests on the collection of certain information related to booster clubs and other affiliated organizations. There were 41 cases in which a school did not have the required information. These tests will be performed in the future and the comments will be added to the specific school related findings and recommendations.

The following charts display the findings data in comparative summary formats to enhance the ability to utilize the data to improve internal controls. The first chart "Findings and Recommendations" presents the findings and the number of occurrences of the specific findings. The common findings such as collection of lost library book fees can be shared with stakeholders (principals, bookkeepers, and Finance staff) who may identify approaches to reduce the frequent findings.

The second chart "Count of Findings Non-Elementary" presents the number of findings for each of the non-elementary schools grouped by level and sorted by number of occurrences with high schools and middle schools at the right side of the chart and all other schools at the left side. The third chart "Count of Findings Elementary" displays the number of findings sorted by the highest number of occurrence for each elementary school. Because the internal control environment is established by school the number of findings is an indication of the individual school's emphasis on financial controls. There is an inverse relationship between the number of findings and the impact on the internal control environment. The higher the number of findings the higher the financial risks associated with the school which weakens the school's internal control environment especially when the findings continue from year to year.

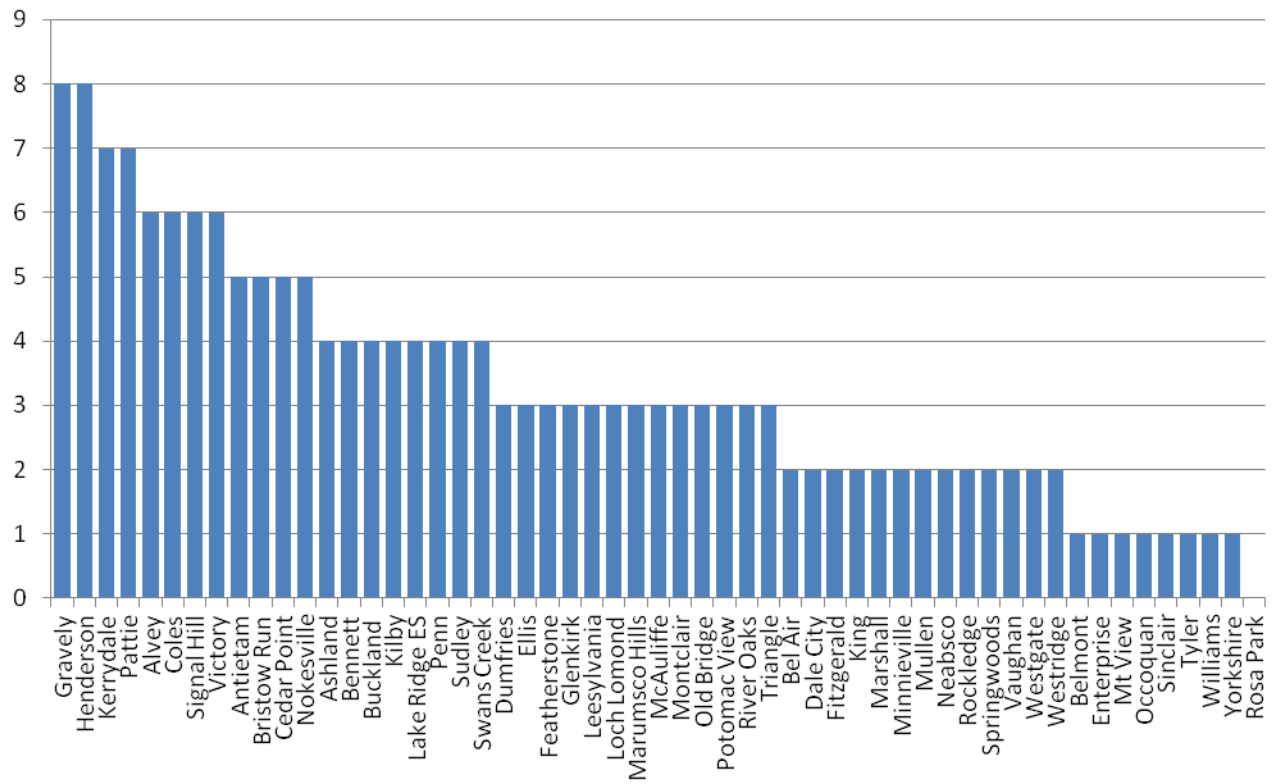
Findings and Recommendations



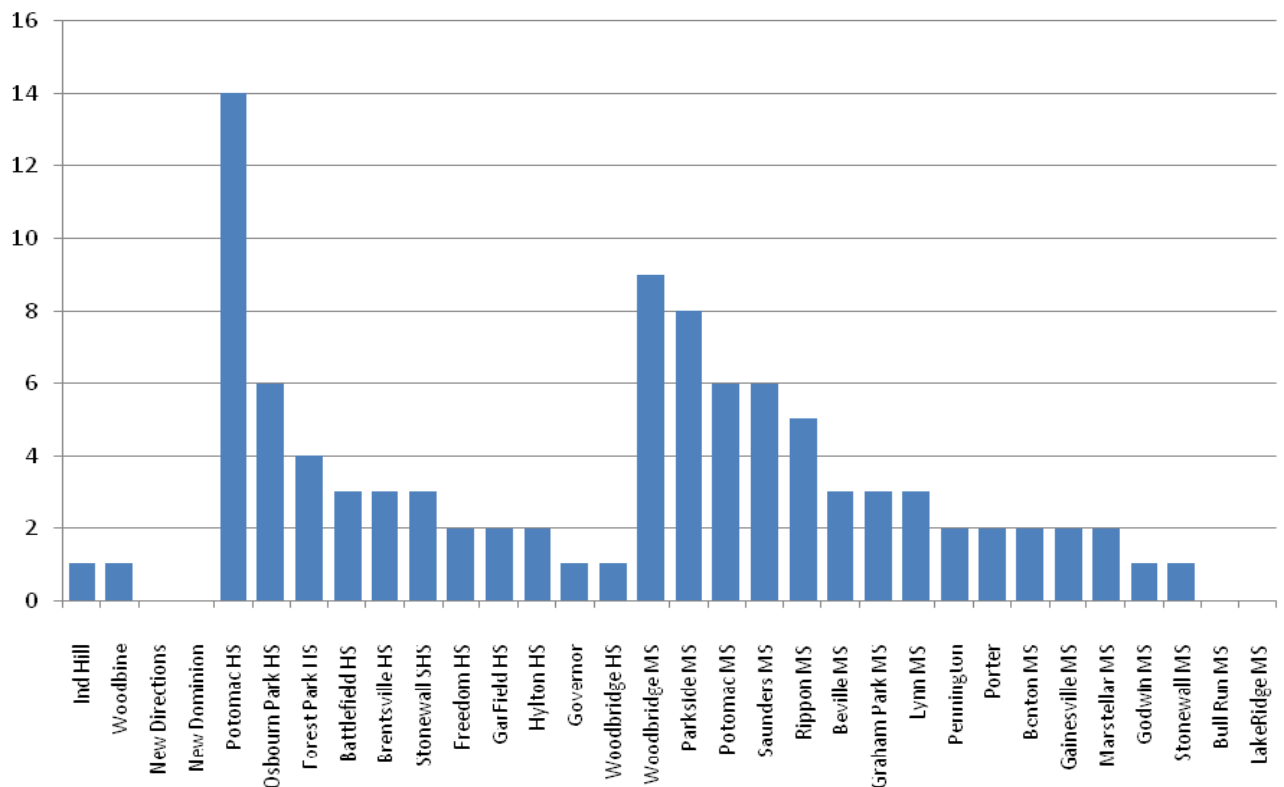
Only one occurrence of the following findings was encountered so these findings do not appear on the preceding chart.

1. Audited 6/30/10 cash balance differs from 7/1/10 school balance
2. Transmittal forms incomplete/incorrect
3. Building use funds not remitted to PWCPs
4. Sign out sheets not used for athletic ticket sales
5. Check written to "cash"
6. Deposits in transit on year end bank rec. could not be verified
7. Sales Tax paid on purchase in excess of \$100.
8. Receipt posted to general ledger after funds deposited at bank
9. The school uses a signature stamp for financial purposes
10. Transfers inadequate to cover credit card purchases
11. Advances given to staff in cash
12. Void checks not mutilated to prevent re-use
13. Transportation fees not remitted
14. Due to student body account not cleared out at year end
15. Excessive service charge fees paid to bank
16. Request from bank copies of cancelled checks
17. Create separate build use acct for events 100% kept by school
18. Separate fundraiser account needed to record transactions

Count of Findings - Elementary



Count of Findings - Non-Elementary



Alvey Elementary School

Findings

We noted check #2009 was voided but not properly mutilated to prevent reuse. We recommend voided checks be properly defaced or torn to minimize the potential for reissuance of the check.

It was noted during our audit that the faculty fund had a deficit balance at June 30, 2011. According to the Financial Guidelines Manual, funds should not end the year with a deficit balance. We recommend that transfers be made to any funds with a deficit balance at year-end and better fund management utilized to avoid the over spending of funds.

During our audit, we noted that check #2067 was made out to the principal and was also signed by the principal. We recommend that checks be signed by an authorized individual other than the payee.

According to the Financial Guidelines Manual, lost library book and lost textbook fees are to be remitted semi-annually to PWCS. The school had balances in both of these accounts at June 30, 2011.

Recommendation

During our audit, we noted unrelated disbursements made from the book fair and pepsi accounts. We recommend only posting that activity which is directly related to the activity and transferring any profits to other accounts to make purchases as needed.

Management's Response

- We inquired with other bookkeepers and determined that the most common practice is to cut the checks into a fan style pattern to avoid reissue. In the future, all checks will be cut in such a manner before filing with the Voided Check Report.
- In the future, all deficit accounts will be reviewed prior to the close of the school year, in order to determine what caused the deficit. The accounts will then be adjusted to avoid over expenditure for the following year. All accounts, excluding E5900 Bad Checks, will be checked and corrected for positive balances before year end.
- In researching the given check number, we found that the check was written on 4/15/11. During this time frame, we did not have an Assistant Principal, the usual third person with approval for signing checks. We will have Mrs. Macerelli added to the account as an authorized signer, so that she can be utilized should it again be necessary for a check to be made payable to myself or Mrs. Brothers.
- We have reviewed the Financial Guidelines Manual and will be sending the funds to PWCS in the future. The librarian has used the funds from the lost library books account when she orders for the school, usually in combinations with the book fair profits, in the form of a check. In the future, we have requested that said funds be spent by PD after being sent to the PWCS accounts.
- We will be reviewing the allowed usage for each account. The book fair account will also be reviewed with the librarian, so that we can be sure everyone understands their responsibilities. Review of the regulations will be done semi-annually, so that we stay on the right track.

- If any further information is need, please feel free to contact myself or Mrs. Brothers. We have reviewed the regulations regarding School Activity Funds together, as well as the responses to our findings. Paper copies will be sent by courier directly following the emailed copies.

Antietam Elementary School

Findings

During our audit, it was determined that receipt #4982 and #5069 were not deposited in a timely manner. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

The school issued several checks for reimbursement to the principal and the bookkeeper. Check #3421 and #3497 were written to the principal and #3429 was written to the assistant principal and all were signed by the payee. Since the school has three authorized check signers, we recommend that checks written to an authorized check signer be signed by someone other than the payee.

Recommendations

During our audit, we noted a significant fundraiser posted to the art account. We recommend that large fundraisers be segregated into separate accounts to more easily reflect profitability of the fundraiser. Profits from the fundraiser can then be transferred and used for authorized purposes.

We noted several transmittal forms that did not include the date that the funds were received by the bookkeeper. All transmittal forms should be dated by the individual remitting the funds to determine the timeliness of deposits.

Management's Response

- We will strive to make timely deposits of all revenue collected at the school each day barring inclement weather and absence of bookkeeper.
- This will be done semi-annually starting the school year.
- This practice will no longer proceed. We have 3 check signers and a third party will always sign checks made out to another check signer.
- A revenue account for square one art will be established as to show the profits of the fund raiser before a transfer of those profits is made.
- Every attempt will be made to inform staff of how to fill out and turn in a transmittal form to include date, activity and signature.

Ashland Elementary School

Findings

During our audit, it was determined that the receipts reported on the school's book fair sales report and the receipts reported on the general ledger differ by \$460. The school's financial report is less than the book fair sales report. Thus, the school either under collected receipts or incorrectly completed the book fair sales report and over-paid Bookworm Central and Scholastic Inc. This difference should be investigated to determine if the school is due a refund from the company. It is recommended that in the future, the school bookkeeper and librarian reconcile receipts to ensure what is reported to Bookworm Central or Scholastic Inc. matches what is recorded in the school's general ledger.

At June 30, 2011 the school had three checks that have been outstanding for more than one year. We recommend that these checks be written off and added back to the school's cash balance.

We recommend that all checks be supported by adequate approved supporting documentation before a check is issued. Documentation for check #1511 written to Ashland Elementary School could not be located.

Recommendation

The school did not have any school store sales during the year but a large disbursement was made out of the account. We recommend that transactions in this account be directly related to the profit center to avoid skewing the financial results of the account. The profit resulting from these activities can be transferred to the appropriate account and used for authorized purposes.

Management's Response

- The bookkeeper and librarian reconciled the book fair receipts and found no discrepancies in funds. They will work closely to avoid future mistakes.
- Outstanding checks were voided on 7/27/11. The bookkeeper will be more attentive to check dates in the future and stale dated checks will be voided in a timely manner.
- Check #1511 was actually written to Jamestown-Yorktown Foundation and all supporting documentation was provided at the time the check was written. In the future the bookkeeper will ensure that all supporting documentation is on hand before any check is issued.
- The funds in the school store account were rolled over from the previous year. The merchandise and invoice were not received until over the summer. In the future monies will be transferred to the appropriate account before being expended.

Battlefield High School

Findings

The school currently does not utilize a sign out sheet for the sale of tickets at athletic events. This sheet should list the beginning and ending ticket numbers issued for sale and at the end of the sporting event reconcile back to the number of tickets returned to the bookkeeper.

It was noted during our audit that several accounts had deficit balances at June 30, 2011. According to the Financial Guidelines Manual, funds should not end the year with deficit balances. We recommend that transfers be made to any funds with a deficit balance at year-end.

The school and especially DECA, had several fund raisers for charities such as Haiti and diabetes, where the funds were never remitted to the charitable organization. We recommend that funds collected for charitable organizations be remitted to the charity by year end.

Management's Response

- A Ticket Inventory Log Sheet has been created for events this year and is being maintained by the bookkeeper.
- Accounts that have a deficit, at the end of the year, will be corrected with appropriate transfers. The Director of Student Activities will ensure sponsors and coaches understand they are to confirm funds are available before they make purchases.
- We have met with club sponsors to review the guidelines and basic principles for school activity funds. Additional meetings have been scheduled with the DECA advisors to ensure they fully understand the requirements to remit funds to the appropriate charitable organizations for which the funds were collected during the year in which the funds were raised.
- We at Battlfield truly believe that "Success is a Choice!" in all that we do. Consequently, success in accurate and complete accounting recording is the choice of our entire staff.

Bel Air Elementary School

Finding

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

Recommendation

In reviewing the school's financial report several accounts were not assigned to any of the normal account classes. We recommend that these accounts be grouped with the appropriate group of accounts (i.e. instructional, fundraising).

Management's Response

- We have not done this previously due to the small amount of money in this account and the constant paying for lost books and then finding the books resulting in having to refund the money. We normally remitted to PWCS mid June. We will adhere to this policy in the future.
- The recommendation was that several accounts were not assigned to any of the normal account classes. They recommend that these accounts be grouped with the appropriate group of accounts (i.e. instructional, fundraising). Ms. Cole has gone back and assigned a normal account class to the three accounts that did not have one.

Belmont Elementary School

Finding

According to the Financial Guidelines Manual, lost library fees are to be remitted semi-annually to PWCS and all funds should be remitted by the end of the fiscal year. The school did remit all fees collected by June 30, 2011, but did not remit fees semi-annually as required by PWCS policy.

Management's Response

- Although payment was not remitted on the due date according to the end of year calendar (due to approved leave), the payment for Lost Library Book Fees was completed on June 30, 2011. The payment was received in Finance and posted to FY11. Please see the attached FY11 Account Analysis Detail Report showing a zero balance for this account as of June 30, 2011.

Bennett Elementary School

Finding

It was noted during our audit that the interest revenue account had a deficit balance at June 30, 2011. According to the Financial Guidelines Manual, funds should not end the year with deficit balances. We recommend that transfers be made to any funds with a deficit balance at year-end.

We recommend that all checks be supported by adequate approved supporting documentation and all checks written have two authorized signatures. Check #11568 lacked adequate documentation.

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. The school had not remitted all of its current year collections as of June 30, 2011.

According to the Financial Guidelines Manual, the maximum amount of transfers that can be made to faculty accounts from non-faculty accounts is \$200. The school had \$1,478.53 of transfers into its faculty accounts for the year.

Management's Response

- Deficit in this account balance has been carried forward every year since at least fiscal year 2000-2001. In the future, transfers of funds will be made to ensure that we always close the year without a negative balance. Bennett plans to change banks in the near future which might also help to ensure that exorbitant fees being charged to our account will lessen.
- Check number #11568 did not have supporting documentation attached. This check was to refund a parent for fees regarding the Lego Club at Bennett. Bookkeeper neglected to make a copy of said documentation before submitting it with Grant info for reimbursement. Bookkeeper will be more careful in the future.
- In the future Bookkeeper will remit these fees to PWCS instead of using them to allow Librarian to purchase new/replacement books with Blue Bear funds.
- Bookkeeper and Principal will review the Financial Guidelines Manual and ensure that we comply with the \$200 limit for transfers into the non-faculty accounts.

Louise A. Benton Middle School

Finding

According to the Financial Guidelines Manual, the maximum amount of transfers that can be made to faculty accounts from non-faculty accounts is \$300. The school had \$1,040 of transfers into its faculty accounts for the year.

Recommendation

We recommend that the school consider investing a portion of its idle cash in a money market account or certificate of deposit. The balance of the checking account at June 30, 2011 was \$142,547.34.

Management's Response

- It was recommended that the school consider investing a portion of its idle cash in a money market account or certificate of deposit. The balance of the checking account at June 30, 2011 was \$142,547.34. We intend to purchase and implement new technology and software enhancements for our students.
- It was noted the maximum amount of transfers that can be made to faculty accounts from non-faculty accounts is \$300. The school had \$1040 of transfers into its faculty accounts for the year. One thousand dollars was a donation from the Benton PTA, that was transferred from the donation account.

Stuart M. Beville Middle School

Findings

At June 30, 2011 the school had a deposit in transit listed for \$1,006 on its bank reconciliation. This deposit cleared the bank on June 30, 2011 and thus should not have been a reconciling item on the bank statement. The deposit was also recorded twice in the general ledger. An adjustment was made as of July 1, 2011 to rectify this error.

According to the Financial Guidelines Manual, lost library book and lost textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

Management's Response

- This memo is in response to the audit findings. According to the audit findings, we did not adhere to the policies in the Financial Guidelines Manual because we did not submit monies collected for lost library books and lost textbooks. As stated in the Financial Guidelines Manual, funds should be submitted semi-annually. Please be advised that we did not have money in either of these accounts on the first due date of December 5, 2010.
- In addition, the other finding indicating that a deposit was recorded twice had already been corrected.

Brentsville District Senior High School

Finding

According to the Financial Guidelines Manual, drivers' education fees are supposed to be remitted to PWCS on a monthly basis. This procedure was not followed during FY 2011 by the school and a balance of \$3,450 remained in the account at June 30, 2011. Likewise, revenues collected by the school for parking totaled \$37,052 (\$693 paid for the parking stickers) but only \$32,371 was remitted to PWCS.

Recommendation

During our audit, we noted numerous unrelated disbursements posted to the school's yearbook account. We recommend that transactions in these accounts be directly related to the profit center to avoid skewing the financial results of the account. The profit resulting from these activities can be transferred to the appropriate account and used for authorized purposes.

Management's Response

- This year, in a pilot program agreed upon by Brentsville administration, Mr. Fred Milbert and Mr. Michael Mulgrew, Brentsville is working to demonstrate that a driver's education program at a base school which services a couple schools can be self-supporting. Therefore, BDHS has fronted the money for a driver's education instructor with the expectation the money will be recouped via driver's education fees. Therefore, BDHS will keep all monies collected as fees in a separate account and provide monthly reports to Mr. Milbert and Mr. Mulgrew regarding money collected until the salary for the instructor is collected. Once \$76782 dollars has been collected, all monies will be remitted to PWCS monthly.
- All revenues collected for parking passes will be submitted quarterly, noting the 50% to be returned to the school's budget and with the exception of any money spent on parking decals.
- Unrelated disbursements will not be made from the yearbook account and transactions will be related to the business requirements and decisions made by the yearbook sponsor and staff.

Bristow Run Elementary School

Findings

During our audit, we noted that both of the school book fairs held during the year had substantial discrepancies between funds collected by the school and the inventory sold per Bookworm Inc. The fall book fair showed receipts per the school's general ledger \$2,261.66 less than cash sales per the book fair sales report. Likewise, the spring book fair showed receipts of \$1,688.50 less on the general ledger than reported on the book fair sales report. The school and School Board have spoken to Bookworm Inc. concerning these discrepancies and the investigation is still ongoing. We recommend the school implement procedures to reconcile book fair sales per the librarian's records with amounts recorded in the general ledger on a daily basis during the book fair.

According to the Financial Guidelines Manual, lost library book and lost textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. The school had several accounts with a deficit balance at June 30, 2011. Transfers should be made from other accounts to alleviate this deficit.

Recommendation

During our audit, we noted a significant fundraiser posted to the SCA account. Additionally, we noted unrelated disbursements posted to the pictures account. We recommend that large fundraisers be segregated into separate accounts to more easily reflect profitability of the fundraiser and that activity in these accounts be related to the fund raiser or profit center. Profits from the fundraiser or profit center can then be transferred and used for authorized purposes.

Management's Response

- We first learned about these discrepancies during a meeting with Bookworm Central on June 6, 2011 after the fall and spring book fairs. These discrepancies were immediately reported to both our level associate and Risk Management. We have been assisting Risk Management in the investigation of these discrepancies. There are no school book fairs scheduled at our school for the 2011-2012 school year.
- We have reviewed the financial guidelines with Linda Kinchloe and will submit lost library and textbook fees on December 5th and as directed in the annual End-of-Year Close-Out notice.
- Funds were transferred in July to the appropriate accounts in order to correct the deficit balances.
- The large fundraiser in the SCA account was for Pennies for Patients and was posted by a temporary bookkeeper placed at our school between January and March. In the future all fundraisers will be posted to proper activity accounts and be transferred and used for authorized purposes.

Buckland Mills Elementary School

Findings

During our audit of cash receipts, it was discovered that receipt #2433 was received on 10/7/10 and deposited on 10/17/10. Additionally, receipt #2433, #2887, and #3021 did not have the standard cash transmittal form in accordance with PWCS policy. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS and all funds should be remitted by the end of the fiscal year. The school did not remit any fees collected during the fiscal year. Additionally, the lost library book account ended the year with a deficit balance of \$11.36.

Management's Response

- The report of the audit findings and recommendations provided by Robinson, Farmer, Cox Associates provided information that was very helpful and will be instituted within our school.

- With response to their findings, we have reviewed the Financial Guidelines Manual and will ensure that all of the proper policies are accurately followed.
- “Cash receipt #2433 was received on 10/07/10 and deposited on 10/17/10”.
 - Response: This deposit was made late, as this was during the new bookkeeper’s training at the Kelly Center and the receipt was inadvertently left in the Financial Services Office.
- “Receipt #2433. #2887 and #3021 did not have the standard cash transmittal form in accordance with PWCS policy.”
 - Response: These deposits were submitted by teachers without the proper cash deposit and the bookkeeper accepted them with the hand written receipts. All deposits will be required to have the proper cash deposit forms accompany them.
- “Lost Library book fees are to be remitted semi-annually to PWCS and all funds should be remitted by the end of the fiscal year and that the account ended the year in a deficit balance of \$11.36.”
 - Unfortunately the bookkeeper was unaware of this policy and will strictly adhere to it in the future. With respect to the account deficit, the Financials Services Office was contacted prior to this deficit being created and approved the transaction.

Bull Run Middle School

No findings or recommendations.

Cedar Point Elementary School

Findings

During our audit, we noted check #2134 lacked the principal’s approval. It is imperative that all invoices are approved by the principal or his designee and supporting documentation examined before any check is issued.

During our audit, it was determined that numerous receipts were not deposited in a timely fashion. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

During our audit, we noted that some adjustments were not approved by the principal. We recommend that all adjustments be approved by the principal.

At June 30, 2011 the school had four checks that have been outstanding for more than a year. The checks were written in off in July 2011.

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. The school had not remitted its current year collections as of June 30, 2011.

Management's Response

- Check #2134, dated 10/7/10, which lacked the principal's approval, was an oversight. Supporting documentation was attached and the bookkeeper did sign, however the principal's signature was missing.
- Regarding receipts not deposited in a timely fashion, this was during a time when Cedar Point was in transition and the new bookkeeper had not been trained yet in Blue Bear system.
- It was noted some adjustments were not approved by the principal. The principal was aware. Not getting signature was an oversight. We will be more careful to ensure all transfers/adjustments are signed off by the principal.
- The four (4) checks that had not been written off prior to June 30, 2011 were written off in July 2011. We will be more attentive and ensure checks outstanding for more than a year are written off prior to closing the year.
- Lost library book fees collected have now been remitted to PWCS. Bookkeeper was not aware of this requirement. We will be more diligent, ensuring these fees are remitted semi-annually to PWCS.

Coles Elementary School

Repeat of Prior Year Findings

During our audit, it was determined that numerous receipts were not deposited in a timely fashion. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

At June 30, 2011 the school had two checks that have been outstanding for more than a year. We recommend these checks be written off and added back to the school's cash balance.

Current Year Findings

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #3862 lacked supporting documentation.

According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. The school had several accounts with a deficit balance at June 30, 2011. Transfers should be made from other accounts to alleviate this deficit.

According to the Financial Guidelines Manual, lost library book and lost textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

Management's Response

Repeat of Prior Year Findings

- Bookkeeper response: I always attempt to make a deposit the same day funds are collected and turned in to me. However, there are days the office atmosphere (short staffed, sick children with no nurse, other duties assigned) play a big role in my ability to count money daily and or leave the office to make the deposit. In any event I am unable to count money and make a deposit, all funds are locked in a vault which is locked in my office. I will continue to do my best in following county policy by counting money and making a deposit daily or at a minimum of Wednesday and Friday.
- Bookkeeper's Response: These checks were made out to employees who had not received and/or lost the check. The checks were voided and rewritten on August 08, 2011. Both checks have cleared in our bank reconciliation.

Current Year Findings

- Principal's Response: Before check requisitions are created, the bookkeeper has provided me with documentation for prior- approval. Once approval is given, the check is then created.

I do not sign-off on checks without proper documentation or at least a rationale. The bookkeeper has been very consistent with providing this documentation to me. Therefore, I will work with her on your findings.

Bookkeeper's Response: Check #3862 was a final payment for a Faculty Holiday Party. I did not attend the party therefore I did not collect a receipt for the final payment directly. I never received a receipt from a faculty member that did attend. Since discovering there wasn't supporting documentation on file for the final payment, I have contacted the vendor several times to request a reprint of the receipt. They have been unable to reprint a receipt dated that far back.

- Principal's Response: The bookkeeper was advised by the principal to work diligently to collect remaining balances from grade levels. However, we wanted to show each grade level how much they were short in collecting field trip money, readers, etc.... The transfer balances should have taken place before June 30th, but only after showing each grade level how much each account was short. I will work with the bookkeeper on this matter.
- Bookkeeper's Response: All accounts in deficit were brought to a \$0.00 balance before I closed out my year 2011. Transfers were made on August 08, 2011. In the future I will be more diligent to the date of transfer to ensure they are made prior to June 30, 2011 which will comply with the Financial Guidelines Manual.
- Principal's Response: Library books and textbooks are usually determined as misplaced or lost at the end of the school. We will monitor this starting during each quarter to make sure payment is not in order. The bookkeeper will provide the principal with a quarterly report of outstanding library books or textbooks.

Bookkeeper's Response: I have re-read the Financial Guidelines Manual and will make sure I adhere to them by remitting these funds semi-annually verses annually.

Dale City Elementary School

Finding

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #10489 and #10521 lacked supporting documentation.

Recommendation

In reviewing the school's financial report we noted two accounts that were not assigned to any of the normal account classes. We recommend that this account be grouped with the appropriate group of accounts (i.e. clearing).

Management's Response

- Supporting documentation for the two checks mentioned, #10489 and #10521, was filed in the incorrect account file folder. All documentation has now been filed in the proper account folder.
- Account 91000.00, Due to Student Body, and 99999.90, Special Clearing Accounts, are two accounts that must have been transferred over from the Manatee system. The two accounts have never been used and both show a zero balance and no activity. These accounts have now been deleted.

Dumfries Elementary School

Finding

At June 30, 2011 the school had one check that has been outstanding for more than one year. We recommend that this check be written off and added back to the school's cash balance.

Recommendations

During our audit, we noted unrelated disbursements posted to the pictures account. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profits from this account can be transferred to the appropriate account and used for authorized purposes.

In reviewing the school's financial report three accounts were not assigned to any of the normal account classes. We recommend that these accounts be grouped with the appropriate group of accounts (i.e. instructional, fundraising).

Management's Response

- There were two recommendations made by the auditors concerning the FY 2011 Student Activity Funds for Dumfries Elementary. The following is the response to the auditor recommendations:
- It was noted by the auditor that transactions should be related to the account in which they are posted and funds transferred to the appropriate accounts. We will transfer funds from the appropriate accounts when making payment.

- It was noted by the auditor that accounts should be assigned to normal account classes. Accounts will be created if needed and grouped with the appropriate group of accounts.
- There was one finding made by the auditor concerning one check that had been outstanding for more than one year.
- The check that was outstanding for more than one year was voided on August 1, 2011.

Suella Ellis Elementary School

Findings

According to the Financial Guidelines Manual, lost library book and lost textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

According to the Financial Guidelines Manual, the maximum amount of transfers that can be made to faculty accounts from non-faculty accounts is \$200. The school had \$375.81 of transfers into its faculty account for the year.

Management's Response

- Book keeper will submit fees according to Financial Guidelines Manual and will remit semi-annually.
- Spoke to Linda Kinchloe in Finance. Book keeper has been out due to family emergency. We will make sure that the \$200.00 amount is not exceeded.

Enterprise Elementary School

Finding

It was noted during our audit that receipt #7367 was received on February 23, 2011 but was not deposited to the bank until March 1, 2011. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

Management's Response

- We investigated this deposit of \$30.00 on March 1, 2011 and are unable to determine the cause of the delay in the receipt of the money and the date deposited.
- In the future, we will ensure that all financial guidelines are followed and make sure that all collections and deposits are made within those guidelines. Classroom teachers will be reminded of their responsibility to turn in money each day to the Bookkeeper.

Featherstone Elementary School

Finding

We noted one occasion, receipt #1394, when funds remitted to the bookkeeper were not accompanied by a cash transmittal form. We recommend cash transmittal forms be utilized each time funds are transmitted to the bookkeeper. Additionally, this receipt was made out to "yearbooks". In order to allow for an adequate audit trail, receipts should be written out to the individual remitting the funds.

Recommendation

During our audit, we noted that a payment for a 5th grade field trip charter bus was paid out of the school store fund. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profits from this account can be transferred to the appropriate account and used for authorized purposes.

Management's Response

- We are writing in response to the report of audit findings for FY 2010-2011 for Featherstone Elementary. In the past, yearbook transactions have been directly submitted to the bookkeeper, therefore no individual was responsible for remitting the funds. In the future, we will have the yearbook sponsor responsible for submitting the funds and cash transmittal form to the bookkeeper.
- In the recommended finding, we would like to make a note to correct that the 5th grade field trip was paid out of the school office account rather than the school store fund (see attached). In the future, where funds are being paid by the school office account to assist with field trips a transfer will be made to the appropriate account before issuing a check.

Fitzgerald Elementary School

Finding

According to the Financial Guidelines Manual, lost library book and lost textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

Management's Response

- Fannie W. Fitzgerald Elementary School recognizes that according to the Financial Guidelines Manual lost library books and lost textbooks fees are to be remitted semi-annually to PWCS. The school recognizes this has not been done in the past but it will be done in the future. These funds will be remitted in January 2012 and June 2012.

Forest Park High School

Repeat of Prior Year Finding

During our audit, we also noted several instances in which funds had been deposited to the bank prior to the receipt being posted to the school's accounting system. We recommend receipts be posted as received and then deposited to the bank.

Current Year Findings

During our audit, we noted check #9320 lacked the principal's approval. It is imperative that all invoices are approved by the principal or his designee and supporting documentation examined before any check is issued.

During our audit, we noted that check #9320 was made out to the bookkeeper and was also signed by the bookkeeper. We recommend that checks be signed by an authorized individual other than the payee.

Recommendation

We noted that the school's transmittal forms did not include the date that the funds were received by the bookkeeper. All transmittal forms should be dated by the individual remitting the funds to determine the timeliness of deposits.

Management's Response

- Receipts will be posted as received and then deposited to the bank. Coordinating with Activities Director to insure deposit slips are turned in to Bookkeeper and are made in Blue Bear daily prior to Activities Director making sports related deposits with the bank.
- Check #8964 had required signatures. As a result of an inadvertent oversight, the check requisition generated by Blue Bear was missing the principal's signature. Care will be taken to insure all required forms are signed.
- Check #9320 was signed by the principal and the bookkeeper. As a result of an inadvertent oversight, the check should have been signed by an authorized assistant principal in lieu of the bookkeeper. Care with the taken to insure accuracy in the future.
- The Forest Park High School deposit slip has an area for the individual remitting the funds to indicate the date of deposit; the bookkeeper's initials; and dates the deposit slip at the bottom of the form indicating date of deposit. Forest Park High School will continue to strive for excellence on the annual Student Activity Fund Audit.

Freedom High School

Repeat of Prior Year Finding

During our audit, it was determined that the yearbook lost approximately \$9,200 during fiscal year 2011. We recommend that staff investigate the reason for the loss and price yearbooks in subsequent years to cover costs associated with the purchase of the yearbook.

Recommendation

We recommend that the school consider creating a separate building use account for each building use fundraiser held at the school. According to the Financial Guidelines Manual, the school is allowed to keep 100% of the building rent (less custodial fees) for five fundraising events during the year. These events are commingled with normal building use rental collections which it make it difficult to ascertain the amount of funds that the school should remit to PWCS.

Management's Response

- Yearbooks are to support our students and we will continue to do our best to advertise the sale of yearbooks. We are giving free Senior ads to students who purchase a yearbook from September through November. We will encourage Senior parents to purchase an ad to support the child. We are selling previous years Yearbooks at a discount.
- I will be sure not to commingle the building use fundraising event rent in the future. All building use money collected was deposited. When the check was sent to Risk Management a transfer was made to our PTSO account for the fundraising event rent.

Gainesville Middle School

Repeat of Prior Year Finding

It was noted during our audit that three accounts had deficit balances at June 30, 2011. According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. We recommend that transfers be made to any accounts with a deficit balance at year-end and better fund management utilized to avoid the over spending of accounts.

Current Year Findings

During our audit, we noted several receipts written to generic titles such as "students". In order to allow for an adequate audit trail, receipts should be written out to the individual remitting the funds.

Management's Response

Repeat of Prior Year Finding

- Account B2136 had a deficit balance due to a pending field trip refund. The requested refund was received and posted on July 27, 2011 resulting in a positive balance. Accounts B2605 and B2615 had deficit balances due to a field trip deposit made for the coming 2012 school year. The negative balances reflected the end of year accounting circumstances. These issues were discussed with Linda Kincheloe prior to year end and agreed upon that this was the appropriate action.

Current Year Findings

- During the school year, students pay for replacement agendas and lunch purchases on the Principal's Lunch Card. In the future we will note the name of the office staff member in charge of such collections on the deposit slip.

Garfield High School

Findings

According to the Financial Guidelines Manual, the maximum amount of transfers that can be made to faculty accounts from non-faculty accounts is \$500. The school had \$3,145.58 of transfers into its faculty account for the year.

According to the Financial Guidelines Manual, drivers' education fees are supposed to be remitted to PWCS on a monthly basis. This procedure was not followed during FY 2011 by the school and a balance of \$3,450 remained in the account at June 30, 2011.

Management's Response

- All money transferred to the faculty fund account was directly from the faculty soda and snack machine commissions generated by faculty only.
- The money remaining in account was for summer 2011 driver's education and was sent to PWCS in September 2011 when all funds were collected. PWCS regulation pertaining to monthly remittance is duly noted.

Glenkirk Elementary School

Finding

During our audit, it was determined that the yearbook lost approximately \$2,670 during fiscal year 2011. \$2,163 of the \$4,162 collected for yearbooks was a refund for the prior year yearbook. We recommend that staff investigate the reason for the loss and price yearbooks in subsequent years to cover costs associated with the purchase of the yearbook.

Recommendations

During our audit, we noted unrelated disbursements made from the coke account. We recommend only posting that activity which is directly related to the activity and transferring any profits to other accounts to make purchases as needed.

The school paid over \$800 in bank service charges in FY 11. We recommend the school check with its bank to see if this charge can be eliminated.

Management's Response

- Yearbook: Due to error in billing the school will be receiving \$7,388.68 back and actually made a profit of \$2,162.87 just on online sales. Email below explaining the overpayment to Lifetouch:

Hi Jodi!

I have attached the invoices for you.
You made \$2162.87 in 2010. That check was sent to you 9/29/10.
This past year (2011) you made \$2909.74

I see you paid a deposit last January. I'm sorry you didn't know that you do not need to pay a deposit on your yearbooks, as Glenkirk is enrolled in the online ordering program. Publishing owes you \$7388.68 back! (your profit + your deposit)
The check is cut this month. Do you want me to request that it come directly to your attention? I'll put a rush on that today. I'm very sorry about the deposit. I thought you knew that you didn't need to pay that, because one wasn't paid in 2010. I was surprised to see that.

Please let me know anytime, my number is below, if you have any questions or if I can help you!

Thanks so much for all you do,
Elle

- Funds taken from Coke Fund to cover unrelated cost have been corrected for this year's budget.
- In discussions with the bank to work on lowering/eliminating fees for this school.

Mills E. Godwin Middle School

Recommendation

In reviewing the school's financial report we noted two accounts that were not assigned to any of the normal account classes. We recommend that this account be grouped with the appropriate group of accounts (i.e. club).

Management's Response

- As requested, please accept this as a response to what corrective action was taken as a result of the auditor's recommendation:
- We have placed the appropriate accounts in their print group.

Governor School

Finding

According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. The school's school office account had a deficit balance of \$98.14 at June 30, 2011. Transfers should be made from other accounts to alleviate this deficit.

Management's Response

- In regards to the requested response relating to our recent internal audit, our school office account had a deficit of \$98.14 at the end of the fiscal year because we were waiting to receive credit from the bank for charges that were inadvertently charged to our account. We have not yet received this credit, our account will no longer be in deficit.

Graham Park Middle School

Findings

According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. The school had two accounts with a deficit balance at June 30, 2011. Transfers should be made from other accounts to alleviate these deficits.

The school collected donations for Tsunami relief during the year. However, the funds were never remitted to the charitable organization. Funds collected for a specific charitable purpose should be remitted to the organization after the donation drive has ended.

Recommendation

We noted that the school's transmittal forms did not include the date that the funds were received by the bookkeeper. All transmittal forms should be dated by the individual remitting the funds to determine the timeliness of deposits.

Management's Response

- The negative \$53.38 in account D4360 (School Office) was caused by clearing out our old bank account from United Bank to BB&T. The second negative balance in account A1025, (Cheerleaders/Middle School) was caused by nonpayment for cheer uniforms. The school is still seeking payment to offset this negative balance.
- The appropriate address was not available from the club sponsor as of June 30, 2011. Check #3393 has been processed and sent to American Red Cross "Disaster Relief" in Des Moines, IA.
- Teachers will begin submitting a class roster with money collected from each student every day money is collected. The bookkeeper will also stamp each deposit slip with date received stamp.

Samuel L. Gravely Elementary School

Findings

According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. The school's robotics account had a deficit balance of \$364 at June 30, 2011. Transfers should be made from other accounts to alleviate this deficit.

It was noted during our audit that receipt #1306 was received on January 7, 2011 but was not deposited to the bank until January 13, 2011. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. We noted several checks that lacked adequate supporting documentation. Additionally, check #1223 was written for reimbursement for the purchase of gift cards. There was no indication as to who received the gift cards or what the gift cards were used for. Finally, check # 80 was written to "Cash" on a manual check that was used for book fair change, which was signed only by the bookkeeper. Checks should be written to the individual cashing the check and not to "cash" and all checks should contain two authorized signatures.

According to the Financial Guidelines Manual, lost library book and lost textbook fees are to be remitted semi-annually to PWCS. The school had balances in both of these accounts a June 30, 2011 and did not adhere to this policy.

Recommendation

In reviewing the school's financial report, we noted that the payment for the school's book fair account was not posted to the book fair account. We recommend that all activity related to the book fair be recorded in the book fair account.

Management's Response

- Gravely Elementary had a vacancy in the bookkeeper position from January 7th, 2011- June 27th, 2011. The position was vacated due to the transfer of Ms. Tami Griffith to Piney Branch Elementary. During this time, Gravely Elementary was able to secure Ms. Griffith, Ms. Kincheloe and Ms. Pascua, the bookkeeper from Ellis, in a temporary capacity, to assist with our needs until Ms. Gildner, Gravely's current bookkeeper, was hired. Ms. Griffith and Ms. Pascua are to be commended for their time and talent in assisting Gravely during this transition, while maintaining their responsibilities at their schools. Ms. Kincheloe's support proved invaluable in assisting at critical budget times. I am confident that the following areas will be in compliance during the next audit.
- Transfers will be made if necessary to avoid a reoccurrence.
- A backup system is in place for deposits in the absence of the bookkeeper.
- Prior audits have shown that adequate documentation has been provided. I am confident future audits will prove the same findings. In reference to gift cards, we have a system for documenting use and for the name of the receiving party. We are reviewing that system and looking into the disposition of check #1223. Dual signatures will be monitored by the principal, the assistant principal, and the bookkeeper.
- With the bookkeeper position being filled on a permanent basis, I am confident this will not occur again.

Henderson Elementary School

Findings

During our audit, we noted that chair of the social's social committee regularly received advances for purchases and then subsequently remitted receipts and change remaining for the advance. However, we noted only one instance where change was remitted and two checks (#5245 and #5258) where the receipts did not total the \$100 advance received. Additionally, these two checks included the purchase of gift cards. There was no indication as to who received the gift cards or what the gift cards were used for. According to the Financial Guidelines Manual, a sign-out sheet should be utilized for all advances and this procedure was not in place at the school. The school has agreed to cease the use of advances in the future.

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #5237 lacked supporting documentation. Additionally, check #5222 was only signed by the bookkeeper and not the principal.

According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. The school's book fair account had a deficit balance at June 30, 2011. Transfers should be made from other accounts to alleviate this deficit.

At June 30, 2011 the school had two checks that have been outstanding for more than one year. We recommend that these checks be written off and added back to the school's cash balance.

According to the Financial Guidelines Manual, lost library book fees should be remitted semi-annually to PWCS. The school was not adhering to this policy.

Recommendation

During our audit we noted unrelated disbursements made from the pictures, fundraiser art, faculty coke and book fair accounts. We recommend only posting transactions that are directly related to the activity in these respective accounts and transferring any profits to other accounts to make purchases as needed.

Management's Response

- The social committee will no longer be given cash advances. They must now go through the bookkeeper for items necessary. Gift cards will not be given.
- Check #5222 was not signed by the principal- this was an accident. Moving forward, the new principal and the bookkeeper will make sure all checks are signed and all supporting documentation are attached to each check. Check 5237 was sent to the auditor for review and are waiting on their findings.
- Book Fair account, moving forward the account will not be left with a deficit. The school's book fair account was over by \$156.48. All monies will be transferred to elevate account deficit.
- On June 30 the school had two checks that were outstanding. This was a complete oversight on the bookkeeper. These checks were written off and added back into the school's cash balance.
- The lost library book fees will be remitted semi-annually to PWCS.
- Henderson will only post transactions that are directly related to the activity in the respective accounts and transferring any profits to another account to make purchases.
- In addition, Henderson Elementary has put new measures into place to elevate any discrepancies.
 - Safe in the bookkeeper's office.
 - Sign in / sign out log for the principal, assistant principal and bookkeeper when using the credit card.
 - Keys for the safe in the bookkeeper's office will be in the vault room locked in the key box.

C.D. Hylton High School

Finding

According to the Financial Guidelines Manual, lost textbook and lost library fees were not being remitted to PWCS. Lost textbook fees and lost library book fees should be remitted semi-annually to PWCS.

Management's Response

- At the end of the 2011 school year we were very busy entering orders to spend our money and these two accounts, lost textbook and lost library books were overlooked. It will not happen again. We have since sent these funds over to the Department of Financial Services with an Expense Transfer Request Form.

Independent Hill School

Finding

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #8518 lacked supporting documentation.

Management's Response

- Check and supporting documentation was located attached to another check in the audit folder.

Kerrydale Elementary School

REPEAT OF PRIOR YEAR FINDING FOR FIFTH CONSECUTIVE YEAR

During our audit, adequate supporting documentation could not be located for check #9182 nor #9182. We also noted numerous check requisitions that were not approved by the principal. It is imperative that all invoices are approved by the principal or his designee and supporting documentation examined before any check is issued.

Current Year Findings

During our audit, we noted that check #9208 was made out to the bookkeeper for \$100 but not approved by the principal and was also signed by the bookkeeper. We recommend that checks be signed by an authorized individual other than the payee.

The school's bank reconciliations for December 2010 and June 2011 were prepared over thirty days after the close of the month. Bank reconciliations should be prepared in a timely manner after the bank statement is received in order to quickly resolve any discrepancies.

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. The school had not remitted current year collections as of June 30, 2011.

Recommendation

During our audit, it was noted that cash transmittal forms remitted by teachers contained no date. We recommend that all transmittal forms show the date of receipt of the funds from the individual remitting the funds and not just the date of deposit.

Management's Response

Repeat of prior year finding

- The bookkeeper is instructed to ensure that for every check that is issued there must be documentation attached to support the being issued.

- The bookkeeper is instructed to review the check and supporting documentation after the check is completely signed and before the check is issued to the payee. If there is a signature missing he is to return the check to the principal or his designee to obtain the required signature on the check requisition form.

Current year findings:

- In the future if the circumstances arise requiring that a check be made out to a person authorized to sign the check the bookkeeper is instructed to ensure that the person does not sign the check. Further if for some reason a second signature can't be obtained the check is not to be issued.
- The bookkeeper is instructed to ensure that the bank statements are to be reconciled on a timely basis. The bookkeeper knows that the statement should be received within the first week of the month so the bookkeeper should take any necessary actions to ensure that the statement is reconciled within the month.
- The bookkeeper has been instructed to review the account and remit any lost library fees to the PWCS.

Recommendation:

- Kerrydale agrees that this recommendation would enhance the internal controls of the receipts turned in from the teacher. The bookkeeper is instructed to record the date that the teachers turn in the cash for deposit on the transmittal form.

Kilby Elementary School

Findings

According to the Financial Guidelines Manual, lost library book fees are to be remitted to PWCS semi-annually and in total by the end of the fiscal year. The school had \$56.04 on hand at June 30, 2011. Likewise instrument rental fees are supposed to be remitted to PWCS by June 30, 2011 and there was \$50 on hand at year end.

During our audit, it was determined that numerous receipts were not deposited in a timely fashion. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

Recommendation

During our audit, we noted unrelated disbursements made from the pictures, and faculty coke accounts. We recommend only posting transactions that are directly related to the activity in these respective accounts and transferring any profits to other accounts to make purchases as needed.

Management's Response

- We will strive to make timely deposits of all revenue collected at the school each day barring inclement weather and absence of bookkeeper. For the school year 2010/2011 the bookkeeper for Kilby Elementary was out on extended sick leave for the entire school year. A bookkeeper from another school was helping out and was not able to come and make deposits every day.

- This will be done semi-annually starting this school year.
- This balance was for supplies fee that the strings teacher collects. A separate strings account will be set up for this fee.
- More accounts will be created so that funds can be transferred into them to make these disbursements.

Martin Luther King Elementary School

Findings

According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. The school's faculty retirement had a deficit balance of \$39.97 at June 30, 2011. Transfers should be made from other accounts to alleviate this deficit.

According to the Financial Guidelines Manual, lost library book fees are to be remitted to PWCS semi-annually and in total by the end of the fiscal year. The school had \$475.44 on hand at June 30, 2011.

Management's Response

- In response to the external audit report for FY11, the Blue Bear account that was in the negative was cleared in July. In future the accounts will be finished by June 30 of the fiscal year.
- Likewise, the Lost Library fees will be remitted semi-annually.

Lake Ridge Elementary School

Findings

We noted several receipts that were not accompanied by transmittal forms. All receipts for collections from individuals remitting funds to the bookkeeper should be accompanied by a cash transmittal form.

According to the Financial Guidelines Manual, lost library book, instrument rental and lost textbook fees are to be remitted semi-annually to PWCS. The school had balances in all of these accounts at June 30, 2011.

Management's Response

- The bookkeeper has created a user-friendly deposit slip/cash transmittal form, which will be used by all staff members when collecting any money from students/parents.
- Category E Clearing Accounts: The bookkeeper will ensure, by the end of the school year that all applicable clearing account balances are remitted to the Finance Department for crediting toward the school's site-base management accounts as appropriate.

Lake Ridge Middle School

No findings or recommendations.

Leesylvania Elementary School

Findings

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. No textbook or lost library book fees were remitted to PWCS during FY 2011 by the school.

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #5025 lacked supporting documentation.

Management's Response

- The report indicated the fees for lost/damaged text books and lost library books were not remitted to PWCS by the end of the FY 2011. They have been remitted in the amount of \$416.93 for lost library books and \$131.00 for lost/damaged text books. It was an oversight that the funds were not remitted at the end of the fiscal year.
- Check #5025, payable to Anthony McMillian in the amount of \$250.00 lacked the supporting documentation. Mr. McMillian has been the same provider of DJ services for this event for the last 5 years. The team representative has been notified that we need the supporting documentation. This too was an oversight and every effort will be made in the future to make sure this does not occur again.

Loch Lomond Elementary School

Findings

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. No lost library book fees were remitted to PWCS during FY 2011 by the school.

It was noted during our audit that sales tax was reimbursed to an individual on check #12175. According to the Financial Guidelines Manual, sales tax should not be reimbursed on any purchases and that the school should utilize its tax exemption status.

Recommendation

In reviewing the school's financial report we noted one account that was not assigned to any of the normal account classes. We recommend that this account be grouped with the appropriate group of accounts (i.e. instructional).

Management's Response

- In the future we will comply with the guidelines set forth concerning the lost book account by submitting the revenue along with an EB to increase our library book fund account of 4016.

- On this particular occasion, an employee made a purchase with her own funds for a social committee activity and she did not have access to our tax exempt information at her time purchase. In the future we will not allow employee reimbursement for sales tax.
- Please advise us if another course of action is preferred. Thank you for bringing these findings to our attention and allowing us to take corrective action to ensure these practices do not reoccur.

Fred Lynn Middle School

Current Year Findings

According to the Financial Guidelines Manual, lost library book fees are to be remitted to PWCS semi-annually and in total by the end of the fiscal year. The school had \$140 on hand at June 30, 2011.

During our audit, it was determined that the yearbook lost approximately \$650 during fiscal year 2011. We recommend that staff investigate the reason for the loss and price yearbooks in subsequent years to cover costs associated with the purchase of the yearbook.

Recommendation

During our audit, we noted a few unrelated disbursements posted to the book fair account. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profit relating from this activity can be transferred to appropriate funds and used for authorized purposes.

Management's Response

Current Year Findings

- The bookkeeper will adhere to the Financial Guidelines Manual by remitting any library book fees semi-annually and in total by the end of the fiscal year.
- It was determined that the school overestimated the number of yearbooks ordered as opposed to the number needed. The sale resulted in a deficit. A new procedure that will require prepay prior to ordering yearbooks will be put in place. This procedure was based on feedback received from the bookkeeper and staff.
- With the bookkeeper's help, the principal will ensure that profit funds from the book fair will be transferred to appropriate funds and used for authorized purposes only.

Thurgood Marshall Elementary School

Findings

During our audit, we noted check # 4740 was signed by only the principal. We recommend all checks contain the signature of two authorized signatories.

During our audit, we noted check #4695 and #4705 lacked the principal's approval. It is imperative that all invoices are approved by the principal or his designee and supporting documentation examined before any check is issued.

Management's Response

- Check #4695 check requisition only signed by bookkeeper. Check was signed by both principal and bookkeeper.
- Check #4705 check requisition only signed by bookkeeper. Check was signed by Assistant Principal and Bookkeeper.
- Check #4740 issued with only one signature. Check requisition form was signed by both bookkeeper and principal. Principal signed check, however not signed by bookkeeper. A second review by the bookkeeper and principal at the time of the requisition form and check signing "session" will be conducted for each requisition form.
- The bookkeeper fully understands the importance of all checks/check requisition forms having dual signatures supporting prior approval before being issued. The principal will initial all documentation and sign all checks. We will implement a second review process to ensure proper procedures are followed and all signatures are present.

E.H Marstellar Middle School

Finding

The school on occasions used a signature stamp to indicate principal approval on adjustments and transfers made to the accounting system. We recommend that authorized signatures be used for all financial transactions.

Recommendation

We recommend that the school consider investing a portion of its idle cash in a money market account or certificate of deposit. The balance of the checking account at June 30, 2011 was \$207,554.70.

Management's Response

- Authorized signatures will be on all transactions entered into the accounting system. The signature stamp will no longer be used.
- Consideration will be taken for the recommendation above.

Marumsco Hills Elementary School

Findings

During our audit, adequate supporting documentation could not be located for check #8712. It is imperative that all invoices are approved by the principal or his designee and supporting documentation examined before any check is issued.

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. No lost library book fees were remitted to PWCS during FY 2011 by the school.

Recommendation

We noted several transmittal forms that did not include the date that the funds were received by the bookkeeper. All transmittal forms should be dated by the individual remitting the funds to determine the timeliness of deposits.

Management's Response

- We have the documentation and do not understand why the auditors did not see it. A copy is enclosed.
- We will submit the lost library fees information in the future.

Christa McAuliffe Elementary School

Findings

At June 30, 2011 the school had two checks that have been outstanding for more than a year. We recommend these checks be written off and added back to the school's cash balance. Additionally, the school had an uncleared adjustment on its June 30, 2011 bank reconciliation that is over one year old. This adjustment should be investigated and cleared as soon as possible. According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. No lost library book fees were remitted to PWCS during FY 2011 by the school.

Management's Response

- The two outstanding checks have been written off and added back to the school's cash balance, and we have cleared the adjustment.
- Check #5766 was remitted to PWCS for the 2010-2011 lost library book fees.

Minnieville Elementary School

Findings

It was noted during our audit that receipt #10703 was received on April 25, 2011 but was not deposited to the bank until May 5, 2011. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

According to the Financial Guidelines Manual, lost/damaged textbook fees are to be remitted semi-annually to PWCS. No lost/damaged book fees were remitted to PWCS during FY 2011 by the school.

Management's Response

- Regarding the lost library books we let the librarian order new books for the amount and would reimburse site based funds then. We will make sure we transfer that amount into site based reimbursement and send a check into PWCS.
- The check for custodial covered other expenses for a Planetarium and an assembly. In the future we will send the custodial amount into PWCS and have checks issued from site based for the other items.

- The rationale to write checks from site based funds was communicated to Mrs. Quintanilla from the Robinson and Cox auditors, approximately two years ago. We understand the rationale to write checks from the appropriate accounts and look forward to clear and consistent communication between the PWCS finance department and the cooperating auditing agencies.

Montclair Elementary School

Finding

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. At June 30, 2011 there was a balance of \$128 and \$83.98 respectively, in these accounts.

Recommendation

During our audit, we noted numerous unrelated disbursements posted to the school's faculty vending and one unrelated disbursement in the school pictures account. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profit relating from these activities can then be transferred to appropriate funds and used for authorized purposes.

Management's Response

- For the 2011-2012 school year, the bookkeeper will send any balances in the lost library book and lost/damaged textbook according to the Financial Guidelines Manual.
- Bookkeeper will only post disbursements to the faculty vending and picture accounts that are related to those accounts.

Mountain View Elementary School

Recommendation

In reviewing the school's financial report we noted one account that was not assigned to any of the normal account classes. We recommend that these accounts be grouped with the appropriate group of accounts (i.e. clubs).

Management's Response

- The one account that was not assigned to any of the normal account classes has now been assigned to the appropriate account class.

George P. Mullen Elementary School

Findings

It was noted during our audit that the school had two accounts with deficit balances at June 30, 2011. According to the Financial Guidelines Manual, funds should not end the year with a deficit balance. We recommend that transfers be made to any funds with a deficit balance at year-end, and better fund management utilized to avoid the over spending of funds.

The school had one check that has been outstanding for more than one year. We recommend this check be written off and added back to the school's cash balance.

Management's Response

- There was a negative amount in both our C and D accounts. According to the directions from Finance C is not an account that we have to transfer money to cover negative amounts. The guidelines we followed were sent by Ms. Kincheloe entitled, "Steps to Close the Year in School Books." In the future, we will make sure that there are no negatives in the C accounts. This will be monitored using the Account Analysis Report.
- The negative amount in account D was noted during the end of the year closing. An Account Analysis Summary Report was printed for July 1, 2010 through June 30, 2011 during the end of the year closing. A negative amount in account D was noted at that time. A transfer Journal was completed that day to resolve the negative amount. This will be avoided in the future by going through all account balances during the month of May. All transfers will be completed at that time.
- A check was not voided after the six month grace period. This was an oversight as the check was mistakenly combined with other checks with similar dates but not within this audit year. To eliminate this from occurring in the future, the dates on the non-cleared checks will be looked at more closely.

Neabsco Elementary School

Finding

According to the Financial Guidelines Manual, lost library book fees are to be remitted to PWCS semi-annually and in total by the end of the fiscal year. The school had \$227 on hand at June 30, 2011.

Recommendation

The school's bank stopped sending the school copies of its cancelled checks about midway through fiscal year 11. We recommend the school request from the bank, copies of its cancelled checks to be sent with its bank statement.

Management's Response

- It was noted that the school had \$277 on hand in our lost library account on June 30, 2011. The Finance Officer had emergency surgery on June 24, 2011 and was unable to return to work until July 20, 2011 at which time funds were transferred. We are aware that these funds must be remitted to PWCS semi-annually and in total by the end of the fiscal year.
- Request has been made to Wells Fargo Bank to include copies of cancelled checks to be sent with our bank statement. Should this request be ignored, we will transfer our funds to another bank.

New Directions Alternative School

No findings or recommendations.

New Dominion Alternative School

No findings or recommendations.

Nokesville Elementary School

Findings

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. The school did not remit these fees to PWCS during fiscal year 2011.

We recommend that all checks be supported by adequate documentation approved by the principal before being processed for payment. We noted check #2930 lacked adequate supporting documentation during our audit.

It was noted during our audit that certain receipts were not deposited to the bank in a timely manner. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

In reviewing the school's financial report we noted one account, (due to student body) that was not assigned to any of the normal account classes and had a balance at June 30, 2011. We recommend that this account be cleared at June 30 so the ending cash balance is reported in the appropriate account class.

Management's Response

- Bookkeeper will make sure that Lost/Damaged Textbook fees and Lost Library Book fees are remitted to PWCS by recommended time line.
- Check #2930- Auditors may have overlooked the supporting documentation to check #2930 because it was attached to the paperwork. Please see attached.
- Bookkeeper will make daily deposits if \$25 is accumulated or at least on Friday.
- Account has now been moved to the appropriate group of accounts.

Occoquan Elementary School

Finding

At June 30, 2011 the school had two checks that have been outstanding for more than a year. We recommend that these checks be written off and added back to the school's cash balance.

Management's Response

- Noell Hardison, Occoquan's bookkeeper forgot to void 2 outstanding checks after 180 days. She now understands that she will need to implement a system to reconcile statements and any outstanding checks need to be voided after they are outstanding for 180 days. She has voided the 2 checks in question.

Old Bridge Elementary School

Findings

At June 30, 2011 the school's bank reconciliation showed an outstanding check in the amount of \$2,730 from May 2010. This check was voided in July 2011 but had the effect of understating the school's cash balance at June 30, 2011. The cash balance per the audit report will be adjusted for this void check.

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. No lost library book fees were remitted to PWCS during FY 2011 by the school.

Recommendation

During our audit, we noted unrelated disbursements made from the faculty vending account. We recommend only posting transactions that are directly related to the activity in this account and transferring any profits to other accounts to make purchases as needed.

Management's Response

- In response to the school's bank reconciliation showing outstanding check of \$2,730 from May 2010. The check was voided in July 2011 but had the effect of understating the school's cash balance at June 30, 2011. It was noted by the bookkeeper that the check had not been cashed by the vendor by the end of the school year. The cash balance per the audit report was adjusted for the voided check.
- Old Bridge Elementary will remit lost library book fees semi-annually to PWCS.
- The Principal and Bookkeeper will work closely to ensure that transactions are posted only to the related activity in the account and will transfer any profits to other accounts to make purchases as needed. This will be closely monitored for the faculty vending account.

Osborn Park Senior High School

Repeat of Prior Year Finding

We observed untimely preparation and approval of monthly bank reconciliations and adjustments by the school. There were lags of several months between month-end and the preparation of bank reconciliations. In addition, adjustments posted to the accounting system in January were not approved by the principal until May. We recommend that bank reconciliations be prepared and approved in a timely manner after the month is closed and that adjustments be approved by the principal as they are prepared.

Current Year Findings

During our audit, we noted several receipts written to generic titles such as "students". In order to allow for an adequate audit trail, receipts should be written out to the individual remitting the funds.

According to the Financial Guidelines Manual, parking permit fees should be remitted to PWCS by the end of the year. At June 30, 2011, the school had \$2,957.40 in parking permit fees that had not been remitted to PWCS. We recommend these funds be remitted to PWCS as soon as possible.

According to the Financial Guidelines Manual, lost textbook fees were not being remitted to PWCS. Lost textbook fees should be remitted semi-annually to PWCS.

According to the Financial Guidelines Manual, the maximum amount of transfers that can be made to faculty accounts from non-faculty accounts is \$500. The school had \$1,200 of transfers into its faculty accounts for the year.

Recommendation

During our audit, we noted unrelated disbursements made from the pictures account. We recommend only posting transactions that are directly related to the activity in this account and transferring any profits to other accounts to make purchases as needed.

Management's Response

- The preparation of the monthly bank reconciliations and adjustments will be completed in a timely manner for the duration of FY12. The first two statements of the new fiscal year are complete and have been submitted in a timely manner.
- Parking Permit fees and lost textbooks fees along with other clearing accounts will be submitted on a quarterly basis to ensure that no funds remain in those accounts at the end of the fiscal year.
- In reference to the transfer that was made to a faculty account from a non-faculty account that was over the maximum amount of \$500; we have reviewed the Financial Guidelines Manual and are now aware of the regulation pertaining to faculty accounts.
- In response to a disbursement being made from the picture account rather than an account directly related to the activity, this was a processing error where a step was missed in creating the transaction. We are aware of this error and will be cognizant of the proper procedure during future fiscal years.

Rosa Parks Elementary School

No findings or recommendations.

Parkside Middle School

Findings

It was noted during our audit that the school had several accounts with deficit balances at June 30, 2011. According to the Financial Guidelines Manual, funds should not end the year with a deficit balance. We recommend that transfers be made to any funds with a deficit balance at year-end, and better fund management utilized to avoid the over spending of funds.

The school had two checks that have been outstanding for more than one year. We recommend these checks be written off and added back to the school's cash balance.

During the first half of the school year under the former bookkeeper, we noted instances where receipts were written out of sequence. This is normally the result of posting receipts to the accounting system after the funds have been deposited to the bank.

The school posted one deposit for \$412 twice during the month of October and this deposit is still showing up as an un-cleared deposit at June 30, 2011. An adjustment should be made to correct this duplicate deposit and remove it from the school's general ledger.

During our audit, we noted check #3489 lacked the principal's approval. It is imperative that all invoices are approved by the principal or his designee and supporting documentation examined before any check is issued.

Recommendations

During our audit, we noted unrelated disbursements made from the yearbook, athletic fundraiser, pictures, and faculty coke accounts. We recommend only posting transactions that are directly related to the activity in these respective accounts and transferring any profits to other accounts to make purchases as needed.

In reviewing the school's financial report we noted one account that was not assigned to any of the normal account classes. We recommend that this account be grouped with the appropriate group of accounts (i.e. instructional).

Management's Response

- I have discussed the accounts with deficit balances of June 30, 2011, with my former bookkeeper and I will have my new bookkeeper, who will join our staff October 17, 2011, do the transfers to cover these accounts per the Financial Guidelines Manual.
- The two outstanding checks will be written off and added back to the school's cash balances as soon as the new bookkeeper starts.
- Receipts written out of sequence should not happen again once our new bookkeeper joins our staff.
- An adjustment will be made to correct the duplicate deposit and remove it from the school's general ledger.
- The lack of principal's approval on #3489 has been discussed with the former bookkeeper and will be discussed with the new bookkeeper when she joins our staff.

John F. Pattie, Sr. Elementary School

Findings

The school has one check that has been outstanding for more than one year. We recommend this check be written off and added back to the school's cash balance.

The amount reported on the Scholastic book fair sales report and what was posted on the school's general ledger differs by \$308.47. Receipts are less in the general ledger than on the Scholastic sales form. It is recommended that the school bookkeeper and librarian reconcile receipts to make sure what is reported to Scholastic matches what is recorded in the school's general ledger.

It was noted during our audit that receipt #9886 was received on November 12, 2010 but was not deposited to the bank until November 23, 2010. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Wednesday and Friday. We recommend the school adhere to PWCS policy.

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. The school did not remit these fees to PWCS during fiscal year 2011.

Recommendations

During our audit, we noted unrelated disbursements posted to the book fair account. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profits from the book fair can be transferred to the appropriate account and used for authorized purposes.

In reviewing the school's financial report we noted one account that was not assigned to any of the normal account classes. We recommend that this account be grouped with the appropriate group of accounts (i.e. instructional).

Management's Response

- The one outstanding check that was noted, has been written off and added back to the school's cash balance. The bookkeeper will monitor this closely in the future.
- The bookkeeper and the librarian will reconcile receipts to make sure that what is reported in the Scholastic report matches what is recorded in the school's general ledger.
- The bookkeeper will consistently follow the Financial Guidelines Manual and the PWCS policy in regards to making timely deposits
- The bookkeeper will familiarize herself again with the Financial Guidelines Manual, will follow the procedures accordingly, and remit the fees per the schedule on page 70.
- Mrs. Hayes will continue to request assistance and implement the information offered to her from the Finance Office. We appreciate the assistance that the Finance Office has given us with our questions and concerns.

Penn Elementary School

Findings

The school had two outstanding checks that were over one year old, one of which was a negative amount (most likely a void check). These checks should be adjusted off of the school's bank reconciliation and general ledger as soon as possible.

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. No lost textbook fees or lost library book fees were remitted to PWCS during FY 2011 by the school.

Management's Response

- There was a computer adjustment error on the two checks that needed to be fixed that the bookkeeper was unable to solve. After informing the Finance Department of the issue, the error was fixed by the finance department.
- The bookkeepers understanding was to purchase the books with the fees collected to replace the damaged or lost books. The bookkeeper will now deposit the funds collected into the Site Base Management Funds using an EB form semi-annually. The bookkeeper will then replace the books using Site Base Management Funds.

Pennington Traditional School

Finding

It was noted during our audit that one account had a deficit balance at June 30, 2011. According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. We recommend that transfers be made to any accounts with a deficit balance at year-end, and better fund management utilized to avoid the over spending of funds.

Recommendation

During our audit, we noted that the fall book fair payment to Scholastic Inc. was paid out of the library account rather than the book fair account where the collections were recorded. We recommend that all activity related to the book fair be recorded in the book fair account. Profit relating from the book fair can be transferred to appropriate funds and used for authorized purposes.

Management's Response

- During the 2011-2012 school year, necessary steps will be taken to ensure that transfers are made to applicable accounts leaving no account with a deficit balance as of June 30, 2012. Closer monitoring will be implemented in order to avoid over spending of funds.
- Payments will be made directly from the Book Fair account to Scholastic Inc., during the 2011-2012 school year. In addition, profit from the book fair will be transferred to the appropriate funds and used for authorized purposes.

Mary Porter Traditional School

Findings

It was noted during our audit that the school had several accounts that had deficit balances at June 30, 2011. According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. We recommend that transfers be made to any accounts with a deficit balance at year-end, and better fund management utilized to avoid the over spending of funds.

The school had five outstanding checks that were over one year old on its June 30, 2011 bank reconciliation. These checks should be written off and added back to the school's cash balance as soon as possible.

Management's Response

- Audit found several accounts with deficit balances on June 30, 2011. Several of these accounts had inventory items to sell to recover funds. As recommended, fund transfers will be made to accounts with a deficit balance at year end.
- Audit found outstanding checks on June 30, 2011 bank reconciliation. Bookkeeper had closed out month before writing off outstanding checks. These checks were written off before year end closing for audit and were added back to the school's cash balance.

Potomac Middle School

Findings

During our audit, we noted check #1903 was signed by only the bookkeeper. We recommend all checks contain the signature of the principal.

The school had an un-cleared adjustment of \$280.50 on its June 30, 2011 bank reconciliation. This adjustment was made twice and needs to be removed from the school's general ledger.

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. The school was maintaining a balance in these accounts at June 30, 2011.

It was noted during our audit that several accounts had deficit balances at June 30, 2011. According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. We recommend that transfers be made to any accounts with a deficit balance at year-end, and better fund management utilized to avoid the over spending of funds.

Recommendation

In reviewing the school's financial report we noted one account that was not assigned to the normal account classes. We recommend that this account be grouped with the appropriate group of accounts (i.e. instructional, clearing).

Management's Response

- Per the finding of Check #1903 only having one signature I have met with Mrs. McKinley (Bookkeeper) to discuss that all checks are required to have two signatures before being sent out.
- The un-cleared adjustment of \$280.50 on the June 30, 2011 bank reconciliation has been cleared by Mrs. McKinley (Bookkeeper).
- The lost/damaged textbook account has been cleared and sent to PWCS to clear the account per the Financial Guidelines Manual.
- I have discussed the accounts with deficit balances with Mrs. McKinley (Bookkeeper) and the transfers to cover these accounts are being made per the Financial Guidelines Manual.

Potomac Senior High School

REPEAT OF PRIOR YEAR FINDINGS FOR THE FOURTH CONSECUTIVE YEAR

During our audit, it was determined that the yearbook lost approximately \$9,300 during fiscal year 2011. We recommend that staff investigate the reason for the loss and price yearbooks in subsequent years to cover costs associated with the purchase of the yearbook.

It was noted during our audit that several accounts had deficit balances at June 30, 2011. According to the County Financial Guidelines Manual, accounts should not end the year with a deficit balance. We recommend that transfers be made to any accounts with a deficit balance at year-end, and better fund management utilized to avoid the over spending of funds.

Current Year Findings

During our audit, we noted numerous receipts that were written out of numerical sequence and deposited to the bank before a receipt was issued. Receipts should be recorded to the general ledger and deposited on a daily basis.

On the school's June 30, 2011 bank reconciliation there was an uncleared adjustment of \$1,190 for a duplicate deposit entered with the wrong date on January 14, 2011 and an outstanding check (#30981) for \$1,295.90 that had already cleared the bank. Both of these items should be investigated and removed from the school's bank reconciliation with an adjustment. It is imperative that bank reconciliations prepared on a monthly basis are accurate and agree with the school's financial report.

The school had eleven outstanding checks that were over one year old on its June 30, 2011 bank reconciliation. These checks should be written off and added back to the school's cash balance as soon as possible.

There were \$75,926 in disbursements posted to the school's credit card reimbursement accounts. There were only transfers of \$38,489 into these accounts. All disbursements from the credit card account should be offset with a transfer from the appropriate account to which the disbursement relates.

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #31026 lacked detailed supporting documentation to support a meal reimbursement paid to a staff member.

According to the Financial Guidelines Manual, drivers' education fees are supposed to be remitted to PWCS on a monthly basis. This procedure was not followed during FY 2011 by the school and a balance of \$9,591.51 remained in the account at June 30, 2011. Likewise, revenues collected by the school for parking totaled \$17,520, but no fees were remitted to PWCS.

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. No lost textbook or lost library fees were remitted to PWCS during FY 2011 by the school.

Recommendation

During our audit, we noted unrelated disbursements posted to the choral fundraiser account. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profit relating from these activities can be transferred to appropriate funds and used for authorized purposes.

Management's Response

REPEAT OF PRIOR YEAR FINDINGS FOR THE FOURTH CONSECUTIVE YEAR

- Deficit yearbook account is a yearly concern and will continue to be. The cost of production, coupled with the economy has resulted in a decrease of sales to students over the years. The school administration is adamant about keeping the cost of the book at a price that is not cost prohibitive for students.
- The bookkeeper and the Activities Director have developed a plan for the 2011-2012 school year that will assist with clearing deficit accounts. Unfortunately, the school did not have enough funds in either the activities accounts or the savings account to accomplish this at one time; this was a "lingering" situation.

Current Year Findings

- Due to the lapse of time between the retirement of one bookkeeper and the hiring of another, Potomac High School was continually behind with posting bank deposits to the Blue Bear Account. This will be "turned around" this school year.
- The finance department at the Kelly Learning Center has cleared the issue of the outstanding adjustment of \$1,190.00.
- The outstanding checks have been written off and returned to the school's cash balance.
- The current bookkeeper has established a credit card use process that will offset uses and charges.
- All checks will be supported by the appropriate documentation.
- Driver's education fees will be collected and processed according to policy, as will parking pass monies.
- PWC policy will be followed with respect to lost and damaged textbooks, as well as any library monies collected for losses, fines or copy machine use.

Recommendation:

- The auditor recommended that the choral department have additional accounting lines in order to accurately track financial results of the accounts. This will be easy to do.

Potomac View Elementary School

Findings

During our audit, it was determined that the school's beginning balance per its year-end financial report was \$10 higher than the prior year ending audit balance. It is unclear as to the reason for the increase but all activity related to the current year should be recorded in the current year and not posted as a prior year transaction.

It was noted during our audit that the school's field trip 2nd grade account had a deficit balance at June 30, 2011. According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. We recommend that transfers be made to any accounts with a deficit balance at year-end and better fund management utilized to avoid the over spending of funds.

According to the Financial Guidelines Manual, lost library book fees fines are to be remitted semi-annually to PWCS. No lost library book fees were remitted to PWCS during FY 2011 by the school.

Management's Response

- A check for \$10 was posted twice. This check was for a second grade field trip on 10/12/11.
- We will work to ensure that the field trip accounts do not have a balance.
- The balance in lost library books has been transferred to the appropriate budget by BB on 9/13/11, and will be done on a semi-annual basis.

Rippon Middle School

Findings

During our audit, it was determined that the yearbook lost approximately \$1,800 during fiscal year 2011. We recommend that staff try to maintain yearbook orders at a quantity that is expected to be sold.

According to the Financial Guidelines Manual, lost/damaged textbook fees are to be remitted semi-annually to PWCS. No textbook fees were remitted to PWCS during FY 2011 by the school.

During our audit of cash receipts, it was discovered that receipts #1757, #1958, #2122 and #2231 were not deposited timely. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. Receipt #1958 and #2231 were also written out of sequence and receipt #1800 lacked the required cash transmittal form as supporting documentation.

The school had one uncleared adjustment totaling \$100 on its June 30, 2011 bank reconciliation. We recommend this adjustment be investigated and cleared from the monthly bank reconciliation.

Management's Response

- The total number of yearbooks sold for 2010-11 did not generate the required funds to cover the production costs. At the end of the year, there was approximately an \$1,800 deficit showing in the account. Following the 2009-10 audit, the auditors recommended we purchase the lowest number of yearbooks allowed by the vendor. We complied with this recommendation, but still ended the school year with a deficit in the account. This year we are reviewing additional options in order to lower the production cost of the yearbook. We will continue to order the fewest number of yearbooks required by the vendor in addition to selecting a soft cover binding for the yearbook. This will lower the production cost and the amount charged to students. We believe the lower price will entice more yearbook sales.

- Each year textbooks are lost by students and replacement must be ordered. Being a site based school and all textbook purchases are made with our allotted budget, these monies were used to replace lost or stolen books. There was a balance of \$1419.48. Several incidences occurred this year where students had lost their book and paid for a new one. Later on the original book was found and a refund had to be made. The refund came from this account. It is essential for schools to have a textbook account that can be used to replace lost or stolen books by the students.
- Attached to this memo is a copy of the receipts in question. The money was submitted to the financial secretary on Sept 21, 2010. The teacher was receipted the day it was received. Please note the dates on the attached forms. No corrective action is required.
- The total amount received from these two receipts was less than the required deposit amount 25.00. When the bookkeeper received an additional amount of money to surpass the required \$25.00 a bank deposit was made. Copies of the deposit slips are attached to this memo.
- The auditor was shown a copy of receipt #1800 that was given to the teacher. This documentation shows that an original receipt was printed on Oct. 10, 2010, but the copy for the bookkeeper's records was misplaced. Filing will occur each day in order to secure all receipts that have been written. A copy of the transmittal is attached to this memo.
- This finding by the auditor was not fully explained. The bookkeeper was unclear on how to respond to this finding. We will comply with the finding, but need clarification.
- The auditor found that an adjustment of \$100 had been entered twice. This error has been corrected. Documentation is attached showing the correction.

River Oaks Elementary School

Finding

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. No lost textbook fees or lost library book fees were remitted to PWCS during FY 2011 by the school.

Recommendation

During our audit, we noted unrelated disbursements posted to the pictures and faculty coke accounts. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profit relating from these activities can be transferred to appropriate funds and used for authorized purposes.

Management's Response

- Transactions be related to the account to which they were posted.
- We will ensure that all transactions are posted to the correct accounts.

Rockledge Elementary School

Finding

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. No lost textbook fees or lost library book fees were remitted to PWCS during FY 2011 by the school.

Management's Response

- In response to the finding of lost/damaged textbook and lost library book fees remittance, fees will be remitted twice annually with the first remittance in January 2012 and the final remittance by the end of June 2012.

Herbert J. Saunders Middle School

Findings

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fines are to be remitted semi-annually to PWCS. The school did not remit the entire amount of the lost textbook or lost library book fees collected to PWCS by the end of the fiscal year.

According to the Financial Guidelines Manual, the maximum amount of transfers that can be made to faculty accounts from non-faculty accounts is \$300. The school had \$3,434.55 of transfers into its faculty accounts for the year.

It was noted during our audit that the school's building use account had a deficit balance at June 30, 2011. According to the Financial Guidelines Manual, funds should not end the year with a deficit balance. We recommend that transfers be made to any funds with a deficit balance at year-end and better fund management utilized to avoid the over spending of funds. According to the school the deficit account was due to tenant being late with rent payment and was cleared up in July 2011.

During our audit, it was determined that the yearbook lost approximately \$700 during fiscal year 2011. We recommend that staff investigate the reason for the loss and price yearbooks in subsequent years to cover costs associated with the purchase of the yearbook.

Recommendation

In reviewing the school's financial report we noted three accounts that were not assigned to any of the normal account classes. We recommend that these accounts be grouped with the appropriate group of accounts (i.e. fundraising).

Management's Response

- It was noted by the auditor that E accounts, including Lost/Damaged Textbooks (E5090) and Lost Library Books/ Library Fines (E5030), were not disbursed to the site based funds at the end of fiscal year 2011 and opening the books for fiscal year 2012, the bookkeeper has since moved the fees from the E accounts to site-based funding. This will be reflected in the fiscal year 2012 books.
- It was noted by the auditor that transfers in excess of \$300.00 were made into Faculty "F" accounts. In the future, we will not make transfers in excess of \$300.00 into Faculty accounts. Instead, we will use the appropriate administrative accounts.

- It was noted by the auditor that the building use income account (E5005) had a deficit balance at year end. However, it was explained to the auditors during the exit interview that the building use tenant at that time was consistently late with payments. All outstanding payments from the tenant were received and deposited in July 2011.
- It was noted by the auditor that the yearbook account (C3820) lost approximately \$700.00 in profit from the previous year. We will raise individual yearbook prices to compensate for additional yearbook publishing expenses.
- It was noted by the auditor that three accounts were not assigned to a normal account class; therefore it was recommended that these accounts be reassigned. The bookkeeper has since corrected each of these accounts to reflect the appropriate account class.

Signal Hill Elementary School

Findings

During our audit, we noted that check #5292 was made out to the bookkeeper and was also signed by the bookkeeper. We recommend that checks be signed by an authorized individual other than the payee.

During our audit, we noted check #5280 was signed by only the principal. We recommend all checks contain the signature of two authorized signatories.

It was noted during our audit that the school's panda pride fundraiser account had a deficit balance at June 30, 2011. According to the Financial Guidelines Manual, funds should not end the year with a deficit balance. We recommend that transfers be made to any funds with a deficit balance at year-end and better fund management utilized to avoid the over spending of funds.

We recommend that all checks be supported by approved adequate supporting documentation. Check #5223 written for \$13 lacked adequate documentation.

During our audit, we noted two receipts written to generic titles such as "yearbook". In order to allow for an adequate audit trail, receipts should be written out to the individual remitting the funds.

Recommendation

During our audit, we noted unrelated disbursements posted to the book fair account. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profits from the book fair can be transferred to the appropriate account and used for authorized purposes.

Management's Response

- Check #5292: We'll make sure no checks are signed by the person they are made out to, if she/he is an authorized signer.
- Check #5280: The bookkeeper will be more careful next time, since this was something she's overseen.

- Check #5223: The funds for this check were given to the bookkeeper by Ms. Verner, fourth grade teacher, for Scholastic books funds. A receipt was stapled to the check, but no explanation or adequate documentation was attached to it. In the future, the bookkeeper will make sure to attach an explanation for this type of funds that she receives.
- The school's panda pride fundraiser account had a deficit balance. This account will be corrected to reflect a zero balance, according to the Financial Guidelines Manual.
- Receipts will be written to individual remitting the funds and not to generic titles such as "yearbook".
- In the future only related expenses will be paid from the book fair accounts and funds will be transferred to the appropriate account.

Sinclair Elementary School

Finding

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. No lost library book fees were remitted to PWCS during FY 2011 by the school.

Management's Response

- During the 2010-11 school year Sinclair had a new bookkeeper who had to be trained in the myriad systems and regulations that PWCS utilizes. His reading of the manual led him to believe that a positive balance could be maintained in the activity library books account. He did not understand the transfer requirements. This was pointed out to him on the day of the audit, August 10, 2011. He promptly called the Finance Trainer who gave him instructions. The funds were transferred before the end of the day. Since he is now aware and trained, this error will not occur again.

Springwoods Elementary School

Finding

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fees are to be remitted semi-annually to PWCS. The school did not remit the entire amount of the lost/damaged textbook or lost library book fees collected to PWCS by the end of the fiscal year.

Management's Response

- In the future, the funds from these accounts will be remitted to PWCS semi-annually.

Stonewall Middle School

Recommendation

In reviewing the school's financial report we noted that the picture commission received was not posted to the picture commission account. We recommend that activity from profit centers be posted to the appropriate account.

Management's Response

- Bookkeeper will ensure that all future commission checks will be posted to the correct account.

Stonewall Jackson High School

Finding

According to the Financial Guidelines Manual, lost/damaged textbook and lost library book fines are to be remitted semi-annually to PWCS. The school did not remit the entire amount of the lost/damaged textbook or lost library book fees collected to PWCS by the end of the fiscal year. Additionally, instrument rental fees were not remitted to PWCS by the end of the fiscal year.

Management's Response

- The lost/damaged textbook fines and lost library book fines were remitted to PWCS one time during the 2010-2011 school year. Any future fines collected during June of each year will be remitted by the end of June as stated in the new Financial Guidelines Manual.
- All 2010-2011 instrument rental fees were remitted to PWCS by the end of the fiscal year. The funds that remained in this account were deposited in June and were for summer rentals and will be for the 2011-2012 school year.

Sudley Elementary School

Findings

According to the Financial Guidelines Manual, lost library book and lost/damaged textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

At June 30, 2011 the school had one check that has been outstanding for more than a year. We recommend this check be written off and added back to the school's cash balance.

Recommendation

During our audit, we noted unrelated disbursements posted to the book fair account. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profits from the book fair can be transferred to the appropriate account and used for authorized purposes.

Management's Response

- Remitted fees, check #2893 for \$700.00 on 6/21/11. The bookkeeper left a remaining balance of \$180.49 for refunds on library book returns. Clarification was given to the bookkeeper that a balance of \$25.00 is all that can be left in this account. With that understanding a balance of no more than \$25.00 will be left in the Lost Library book account.
- An adjustment was made to void check #2779 for \$7.00.

- The auditor explained that the funds in the Book Fair account are for collecting and paying invoices to the vendor only. The bookkeeper will transfer funds to the appropriate Library account to purchase books with book fair funds.

Swans Creek Elementary School

Findings

According to the Financial Guidelines Manual, lost library book and lost/damaged textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

During our audit, we noted check #2229 lacked the principal's approval. It is imperative that documentation is approved by the principal or his designee before any check is issued.

Recommendation

During our audit, we noted unrelated disbursements (payment for the yearbook) posted to the book fair and faculty vending accounts. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profits from the activity can be transferred to the appropriate account and used for authorized purposes.

Management's Response

- The bookkeeper will submit funds semi-annually from the lost library book and lost textbook accounts.
- The bookkeeper will monitor check requisitions for the proper signatures.
- Check #2231, written on 11/5/10, was incorrectly posted to the book fair account. The mistake was corrected on 11/23/10 by transferring money from the yearbook account to the book fair account.

Triangle Elementary School

Findings

According to the Financial Guidelines Manual, lost library book and lost/damaged textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

It was noted during our audit that several accounts had deficit balances at June 30, 2011. According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. We recommend that transfers be made to any accounts with a deficit balance at year-end, and better fund management utilized to avoid the over spending of funds.

Management's Response

- Semi-annual payments for lost library books will be submitted to PWCS in accordance with County Guidelines.
- All accounts with negative balances were covered August 1, 2011. Efforts will be made to clear deficit balances before June 30 in the future.

Tyler Elementary School

Finding

As a result of our audit we noted two receipts, #3769 and #3820 that were not deposited in accordance with the Financial Guidelines Manual, which requires deposits be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

Management's Response

- Tyler Elementary will adhere to the County Guidelines for making deposits daily if \$25 is accumulated and at a minimum on Friday.

Vaughan Elementary School

Finding

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. No lost library book fees were remitted to PWCS during FY 2011 by the school.

Recommendation

During our audit, we noted unrelated disbursements posted to the book fair and school pictures accounts. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profits from these activities can be transferred to the appropriate account and used for authorized purposes.

Management's Response

- It was noted the lost library book fees were not remitted to PWCS during FY 2011, we will ensure in the future lost library book fees will be remitted semi-annually to PWCS. Our school will follow the recommendations regarding the unrelated disbursements posted to book fair and school pictures accounts. We will make certain that disbursements transactions be related to the appropriate account.

Victory Elementary School

Findings

According to the Financial Guidelines Manual, lost library book and lost/damaged textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

It was noted during our audit that the interest revenue account had a deficit balance at June 30, 2011. According to the Financial Guidelines Manual, funds should not end the year with a deficit balance. We recommend that transfers be made to any funds with a deficit balance at year-end and better fund management utilized to avoid the over spending of funds.

We recommend that all checks be supported by adequate documentation and approved by the principal before being processed for payment. We noted check #1433 lacked adequate supporting documentation during our audit.

Recommendations

During our audit, we noted unrelated disbursements posted to the book fair account. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account. Profits from the book fair can be transferred to the appropriate account and used for authorized purposes.

In reviewing the school's financial report we noted one account that was not assigned to the normal account classes. We recommend that this account be grouped with the appropriate group of accounts (i.e. instructional, clearing).

Management's Response

- Bookkeeper was not aware of policy to remit funds for lost library books and lost/damaged book fees to PWCS. Funds will be transferred immediately.
- Deficit in interest revenue account was cleared on 7/29/11. Account was mistakenly debited for transaction in Patrols account (A1300).
- Check #1433 was paid to parent who collected school funds in checks made out in her name. Received funds are reflected on Receipt#2683.
- The "unrelated" disbursement from the Book Fair account went for the purchase of Library books using these funds. In the future, a transfer will be made to Library account prior to disbursing funds to PWCS.
- Account D4300 for Recycling has now been assigned to account class Group D. Error was made during setup of account.

Westgate Elementary School

Findings

According to the Financial Guidelines Manual, lost library book fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

During our audit, it was determined that the receipts reported on the school's fall book fair sales report and the receipts reported on the general ledger differ by \$236.83. The school's financial report is less than the book fair sales report. Thus, the school either under collected receipts or incorrectly completed the book fair sales report and over paid Bookworm Central. This difference should be investigated to determine if the school is due a refund from the company. It is recommended that in the future, the school bookkeeper and librarian reconcile receipts to make sure what is reported to Bookworm Central matches what is recorded in the school's general ledger.

Management's Response

- According to the Financial Guidelines Manual, lost library books fee are to be submitted semi-annually to PWCS. I have reviewed these guidelines with the school financial officer and she will now ensure that these funds are submitted as outlined in the manual in December and June of each year.

- The discrepancy that was discovered by Robinson, Farmer, and Cox Associates regarding the fall book fair is being investigated. Our procedures at West Gate have always been that the librarian is in charge of submitting all deposit receipts to the bookkeeper and keeping track of transactions for the book fair. Contact has been made with the finance office of Bookworm Central to resolve the \$236.83 difference that was discovered. At this time we are not exactly sure where the discrepancy is and the librarian did not keep records of all the transactions. In the future, the bookkeeper will take over the responsibility of all book fair transactions and make sure the school has kept adequate records.

Westridge Elementary School

Finding

According to the Financial Guidelines Manual, lost library book and lost/damaged textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

Management's Response

- Lost Library book and lost/damaged textbook fees should have been transferred to PWCS (flex funds)- I was unaware that this money was to be transferred to PWCS (flex funds) on a semi-annually basis. I will review the Financial Guidelines Manual to become more familiar with procedures. In the future, I will make sure that this money is transferred by December 5th and the end of the school year.

Mary Williams Elementary School

Finding

During our audit, we noted numerous occasions where it appeared that the bookkeeper completed the cash transmittal form rather than the teacher who remitting the funds. We recommend that receipt transmittal forms be completed and dated by the individual remitting the funds.

Management's Response

- Teachers have been informed to fill out the deposit slips completely, if they do not, the deposit slip will be returned to them to correct.

Woodbine Preschool

Finding

During our audit, we noted several receipts where the cash transmittal forms were completed incorrectly (i.e. wrong name on receipt). We recommend that due care be exercised by staff to ensure the accuracy of receipts recorded in the system.

Management's Response

- In explanation of this finding, our bookkeeper's process is to write the name of the student on receipts as checks from parents are received and documented. She does this because parents and students sometimes have different last names.

- Beginning today, the names for both parent (or signatory of the check) and the student will be written on the receipts.

Woodbridge Middle School

Findings

We recommend that all checks be supported by adequate documentation and approved by the principal before being processed for payment. We noted check #3503 lacked adequate supporting documentation during our audit.

At June 30, 2011 the school had one check that has been outstanding for more than a year. We recommend that this check be written off and added back to the school's cash balance.

According to the Financial Guidelines Manual, 75% of building use fees is supposed to be remitted to PWCS. Additionally, the school has not billed renters for building use since March of 2011. A total of approximately \$17,000 was collected from two churches with \$0 remitted to PWCS. Likewise revenues collected by the school for lost textbooks, lost library books and for transportation was not remitted to PWCS. Lost textbook fees and lost library book fees should be remitted semi-annually and transportation fees within five days of collection.

According to the Financial Guidelines Manual, accounts should not end the year with a deficit balance. The school had four accounts with deficit balances at June 30, 2011. Transfers should be made from other accounts to alleviate this deficit.

During our audit of cash receipts it was discovered that receipts #14066 and #14559 were not deposited timely. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday.

The school had not paid their yearbook invoice at the time of our audit. The invoice in the amount of \$7,488 is approaching two months past due.

Recommendation

In reviewing the school's financial report we noted one account that was not assigned to any of the normal account classes. We recommend that these accounts be grouped with the appropriate group of accounts (i.e. fundraising). We also noted several accounts assigned to fundraising that were not "C" accounts.

Management's Response

- There were a number of findings in regards to the Woodbridge Middle School Audit due to the fact that we did not have a bookkeeper during the period from March through the middle of July. Most of the findings were one time instances that will not occur again. In response to the findings on FY 2010-2011 Student Activity Fund Audit, the following corrections will be made.
- All checks will have the required prior approval and supporting documentation prior to a check being written.
- The check that has been outstanding for more than one year has been voided and in the future, all checks that are outstanding for 180 days or more will be voided.

- The building use accounts and records had not been updated since the previous year; however, the current bookkeeper, Debbie White has met with Tiffany Minor in Risk Management and all past due and current invoices have been issued. In addition, all past due payments have been received from our building users and all payments have been submitted to Risk Management. All building use accounts are current and up to date and will remain so from now on.
- It has been noted that several accounts had negative balances at the time of the audit. These accounts have been cleared by transfers and in the future, no accounts will be negative at the end of the fiscal year.
- The two deposits which were noted as not being deposited on a timely basis were due to there not being a bookkeeper in the building on a regular basis for several months. However, all money that was submitted for deposit each day was dropped in the BB&T night depository and held there until a substitute bookkeeper was available to make deposits. No cash was left in the building at any time overnight.
- The invoice for the school's yearbook had not been paid at the end of the fiscal year because the original invoice was incorrect and the yearbook sponsor was corresponding with the vendor to obtain a corrected invoice. However, this transpired at the end of the school year so the yearbook coordinator was working on this from home. Once the corrected invoice was received and submitted to the bookkeeper, payment was made. However, the date of payment was after the close of the fiscal year.
- A recommendation was made to be sure that all accounts are grouped properly, as there was one account that was not grouped and several accounts that were grouped as Fundraising accounts. Debbie White will work with Linda Kincheloe to be sure that all accounts are grouped correctly. This will be taken care of immediately.

Woodbridge Senior High School

Finding

During our audit, it was determined that drivers education fees were not being remitted to the bookkeeper in a timely manner. The bookkeeper cannot make deposits in accordance with policy if funds are not received timely. According to the Financial Guidelines Manual, deposits should be made daily if \$25 is accumulated and at a minimum on Friday. We recommend the school adhere to PWCS policy.

Management's Response

- As the result of the audit we have one lone finding. The claim states the driver education fees were not remitted on time. I know the money you receive is always delivered on time to Mrs. Koca; however, the issue is with the date at the top of the receipt. As I understand you are simply writing the date the student signs up on the top of the receipt whether or not they pay for the services. This becomes a problem when the student actually does pay for the services as the dates do not match on the receipt. In the future, the receipt should be dated the day the student pays for the services.

Yorkshire Elementary School

Finding

At June 30, 2011 the school had one check that has been outstanding for more than a year. We recommend this check be written off and added back to the school's cash balance.

Management's Response

- I have spoken to my bookkeeper who assures me that in the future she will monitor outstanding checks and void any checks that are not cashed within 90 days of the date of issue. The check mentioned in the report (#11417 in the amount of \$11.99) was written off on September 14, 2011.