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COUNTY OF PRINCE WILLIAM, VIRGINIA  
PUBLIC SCHOOL ACTIVITY FUNDS  
CASH BASIS FINANCIAL STATEMENT  
YEAR ENDED JUNE 30, 2012

**ROBINSON, FARMER, COX ASSOCIATES**

*A PROFESSIONAL LIMITED LIABILITY COMPANY      CERTIFIED PUBLIC ACCOUNTANTS*

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CHARLOTTESVILLE   □   RICHMOND   □   FREDERICKSBURG   □   STAUNTON   □   BLACKSBURG



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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, 2012, 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, 2012, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 31, 2012, 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 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*

Staunton, Virginia  
August 31, 2012

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

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## 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*

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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, 2012, and have issued our report thereon dated August 31, 2012, which was qualified because the financial statement is prepared on the cash basis, which is another 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

Management of County of Prince William, Virginia School Activity Funds is responsible for establishing and maintaining effective 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 consider 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*.

We noted certain matters that we reported to management of the County of Prince William, Virginia School Activity Funds in the Report of Audit Findings and Recommendations dated August 31, 2012.

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*

Staunton, Virginia  
August 31, 2012

**- 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, 2012

Name of School	Cash Balance July 1, 2011	Receipts	Disburse- ments	Cash Balance June 30, 2012
Alvey Elementary School	\$ 24,807.72	\$ 140,295.47	\$ 134,320.02	\$ 30,783.17
Antietam Elementary School	20,527.25	67,741.47	70,320.93	17,947.79
Ashland Elementary School	12,377.60	80,312.23	79,060.56	13,629.27
Battlefield High School	298,501.89	952,066.08	948,016.13	302,551.84
Bel-Air Elementary School	14,256.40	39,718.01	37,941.33	16,033.08
Belmont Elementary School	44,675.16	26,965.64	29,998.68	41,642.12
Bennett Elementary School	64,263.51	79,305.28	94,963.77	48,605.02
Louise A. Benton Middle School	142,547.34	323,431.52	355,570.14	110,408.72
Stuart M. Beville Middle School	118,970.94	96,857.66	135,687.83	80,140.77
Brentsville District Senior High School	207,528.22	519,342.33	584,932.46	141,938.09
Bristow Run Elementary School	21,473.98	73,193.19	66,158.51	28,508.66
Buckland Mills Elementary School	72,997.19	108,695.07	95,030.68	86,661.58
Bull Run Middle School	100,093.08	280,578.84	288,229.53	92,442.39
Cedar Point Elementary School	47,002.02	96,974.11	81,421.56	62,554.57
Coles Elementary School	28,094.12	28,611.82	47,942.12	8,763.82
Dale City Elementary School	24,690.48	27,438.05	25,296.74	26,831.79
Dumfries Elementary School	12,018.21	21,360.29	22,616.19	10,762.31
Suella Ellis Elementary School	17,720.45	23,027.57	27,060.88	13,687.14
Enterprise Elementary School	5,590.04	44,971.93	44,102.42	6,459.55
Featherstone Elementary School	3,142.33	32,302.20	28,113.05	7,331.48
Fannie Fitzgerald Elementary School	25,693.93	30,936.56	44,993.99	11,636.50
Forest Park High School	230,064.54	912,999.30	813,463.05	329,600.79
Freedom High School	333,771.65	493,064.57	492,688.66	334,147.56
Gainesville Middle School	185,376.47	337,359.95	365,141.86	157,594.56
Garfield High School	254,703.23	672,186.51	653,679.76	273,209.98
Glenkirk Elementary School	53,528.37	100,993.64	113,895.17	40,626.84
Mills E. Godwin Middle School	163,984.54	115,086.66	98,756.42	180,314.78
Governor School	129.86	427.50	344.00	213.36
Graham Park Middle School	58,519.69	135,041.04	156,521.79	37,038.94
Samuel L. Gravely, Jr. Elementary School	66,202.27	107,455.33	121,907.73	51,749.87
Henderson Elementary School	16,262.84	82,064.03	60,662.00	37,664.87
C. D. Hylton High School	577,983.84	815,151.14	684,073.07	709,061.91
Independent Hill School	27,637.02	26,789.05	22,392.97	32,033.10
Kerrydale Elementary School	10,295.08	21,397.44	30,556.64	1,135.88
Kilby Elementary School	11,699.32	15,440.66	20,551.79	6,588.19
Martin Luther King Elementary School	9,704.63	34,238.93	34,085.76	9,857.80
Lake Ridge Elementary School	78,195.51	32,512.78	30,957.41	79,750.88
Lake Ridge Middle School	158,176.19	185,782.58	178,418.71	165,540.06
Leesylvania Elementary School	26,791.39	66,111.51	69,257.79	23,645.11
Loch Lomond Elementary School	6,971.27	22,479.73	27,406.13	2,044.87
Fred M. Lynn Middle School	38,017.26	102,109.85	94,801.53	45,325.58
Marshall Elementary School	65,404.08	68,906.37	67,746.03	66,564.42
Marstellar Middle School	207,554.70	224,172.11	224,381.27	207,345.54
Marumsco Hills Elementary School	21,787.37	34,770.17	30,409.66	26,147.88
Christa McAuliffe Elementary School	34,655.45	23,255.90	48,787.56	9,123.79
Minnieville Elementary School	6,032.08	25,027.66	28,309.36	2,750.38

COUNTY OF PRINCE WILLIAM, VIRGINIA

PUBLIC SCHOOL ACTIVITY FUNDS

Summary Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012 (continued)

Name of School	Cash Balance July 1, 2011	Receipts	Disburse- ments	Cash Balance June 30, 2012
Montclair Elementary School	\$ 22,237.79	\$ 67,486.99	\$ 63,670.03	\$ 26,054.75
Mountain View Elementary School	39,853.03	51,588.20	60,259.32	31,181.91
Mullen Elementary School	22,998.67	39,533.74	44,717.47	17,814.94
Neabsco Elementary School	33,600.47	25,094.64	35,779.59	22,915.52
New Directions Alternative School	16,339.92	2,820.00	3,480.00	15,679.92
New Dominion Alternative School	1,536.69	251.25	15.45	1,772.49
Nokesville Elementary School	25,328.29	49,480.17	58,034.52	16,773.94
Occoquan Elementary School	16,091.51	37,489.57	43,957.02	9,624.06
Old Bridge Elementary School	14,182.96	38,708.70	30,027.59	22,864.07
Osbourn Park Senior High School	412,467.48	824,563.27	878,327.58	358,703.17
Rosa Parks Elementary School	9,559.56	38,768.00	43,182.39	5,145.17
Parkside Middle School	36,504.44	154,200.89	115,916.16	74,789.17
Patriot High School	-	538,624.39	455,623.04	83,001.35
John F. Pattie, Sr. Elementary School	65,610.47	57,139.50	64,387.72	58,362.25
Penn Elementary School	13,194.86	51,473.92	47,741.82	16,926.96
Pennington Traditional School	26,870.22	115,604.49	112,476.11	29,998.60
Piney Branch Elementary School	-	48,893.80	36,008.26	12,885.54
Mary Porter Traditional School	36,986.67	135,111.21	114,526.94	57,570.94
Potomac Middle School	30,566.87	163,014.76	155,693.08	37,888.55
Potomac High School	105,418.32	387,759.04	468,469.65	24,707.71
Potomac View Elementary School	29,204.91	22,435.46	25,922.93	25,717.44
Rippon Middle School	71,881.90	93,533.58	95,447.02	69,968.46
River Oaks Elementary School	13,726.23	28,431.13	26,629.62	15,527.74
Rockledge Elementary School	35,223.20	28,445.85	25,724.50	37,944.55
Ronald Reagan Middle School	-	750.00	-	750.00
Herbert J. Saunders Middle School	76,652.53	179,394.30	172,230.43	83,816.40
Signal Hill Elementary School	36,037.87	63,377.04	65,307.23	34,107.68
Sinclair Elementary School	13,050.31	22,123.01	24,490.41	10,682.91
Springwoods Elementary School	53,292.52	61,500.08	58,374.34	56,418.26
Stonewall Jackson High School	422,280.56	663,897.70	747,091.20	339,087.06
Stonewall Middle School	145,749.57	222,983.90	195,183.12	173,550.35
Sudley Elementary School	37,689.84	23,669.18	18,174.12	43,184.90
Swans Creek Elementary School	39,419.63	60,635.10	61,917.54	38,137.19
Triangle Elementary School	28,897.89	60,380.97	68,586.96	20,691.90
Tyler Elementary School	3,272.19	38,210.52	34,193.06	7,289.65
Vaughan Elementary School	27,602.11	52,059.28	65,348.66	14,312.73
Victory Elementary School	30,279.37	58,563.42	66,327.35	22,515.44
West Gate Elementary School	10,594.48	18,722.08	18,773.56	10,543.00
Westridge Elementary School	52,306.92	47,270.81	65,568.51	34,009.22
Mary Williams Elementary School	51,300.52	61,713.98	64,078.38	48,936.12
T Clay Wood Elementary School	-	79,476.57	71,632.66	7,843.91
Woodbine Preschool	21,262.40	531.75	567.00	21,227.15
Woodbridge Middle School	196,593.65	184,113.39	212,416.78	168,290.26
Woodbridge High School	290,213.61	737,025.72	715,718.86	311,520.47
Yorkshire Elementary School	52,359.87	38,318.81	41,119.74	49,558.94
Totals	\$ 6,618,660.81	\$ 13,424,119.89	\$ 13,484,091.36	\$ 6,558,689.34

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  
June 30, 2012

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**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. There were no significant violations of those provisions.

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. Seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the commonwealth of Virginia Treasury Board. Financial institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

# 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*

Staunton, Virginia  
August 31, 2012

**- 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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 5,218.04	\$ 37,774.43	\$ 44,599.16	\$ 6,452.02	\$ 4,845.33
Fundraisers	12,848.74	61,481.07	48,724.27	(18,565.81)	7,039.73
School Operating	5,699.17	13,183.82	15,601.86	13,317.85	16,598.98
Clearing	1,522.04	25,454.15	22,420.97	(2,256.09)	2,299.13
Faculty	(480.27)	2,402.00	2,973.76	1,052.03	-
 School Total	 \$ 24,807.72	 \$ 140,295.47	 \$ 134,320.02	 \$ -	 \$ 30,783.17 *

\* Represented by cash on demand with:

BB&T Bank  
--Checking

\$ 30,783.17

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ANTIETAM ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 6,850.51	\$ 31,926.16	\$ 36,089.80	\$ 8,443.04	\$ 11,129.91
Fundraisers	4,208.46	30,551.78	21,076.45	(8,513.29)	5,170.50
School Operating	2,810.84	1,154.67	2,718.12	188.00	1,435.39
Clearing	6,608.89	2,048.86	8,340.00	(317.75)	-
Faculty	48.55	2,060.00	2,096.56	200.00	211.99
School Total	\$ <u>20,527.25</u>	\$ <u>67,741.47</u>	\$ <u>70,320.93</u>	\$ <u>-</u>	\$ <u>17,947.79</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 17,947.79

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ASHLAND ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs/Organizations	\$ 62.31	\$ -	\$ 75.00	\$ 12.71	\$ 0.02
Instructional	4,390.55	31,630.60	35,516.62	6,202.34	6,706.87
Fundraisers	1,661.06	20,731.64	16,441.49	(5,715.05)	236.16
School Operating	2,778.65	30.00	94.98	3,782.44	6,496.11
Clearing	2,499.23	26,499.99	24,359.58	(4,842.44)	(202.80)
Faculty	985.80	1,420.00	2,572.89	560.00	392.91
School Total	\$ <u>12,377.60</u>	\$ <u>80,312.23</u>	\$ <u>79,060.56</u>	\$ <u>-</u>	\$ <u>13,629.27</u> *

\* Represented by cash on demand with:

SunTrust Bank  
--Checking \$ 13,629.27



COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BATTLEFIELD HIGH SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 42,100.89	\$ 122,597.33	\$ 77,764.03	\$ (50,699.10)	\$ 36,235.09
Instructional	29,696.81	96,239.51	64,787.41	(34,528.07)	26,620.84
Fundraisers	106,027.37	507,959.82	331,943.15	(163,845.26)	118,198.78
School Operating	113,666.56	23,734.70	49,870.94	25,908.02	113,438.34
Clearing	(2,238.68)	193,959.22	423,591.83	228,603.45	(3,267.84)
Faculty	9,248.94	7,575.50	58.77	(5,439.04)	11,326.63
School Total	\$ 298,501.89	\$ 952,066.08	\$ 948,016.13	\$ -	\$ 302,551.84 *

\* Represented by cash on demand with:

BB&T Bank	
--Money Market Checking	\$ 78,454.45
--Money Market Savings	224,097.39
Total cash	\$ 302,551.84

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 587.42	\$ 280.00	\$ 331.32	\$ 51.32	\$ 587.42
Instructional	7,881.10	13,393.95	15,822.83	2,674.55	8,126.77
Fundraisers	4,468.61	23,508.65	19,113.62	(5,745.48)	3,118.16
School Operating	240.52	20.00	105.99	3,075.11	3,229.64
Clearing	160.68	1,174.31	1,279.49	(55.50)	-
Faculty	918.07	1,341.10	1,288.08	-	971.09
School Total	\$ 14,256.40	\$ 39,718.01	\$ 37,941.33	\$ -	\$ 16,033.08 *

\* Represented by cash on demand with:

BB&T

--Checking

\$ 16,033.08

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BELMONT ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Trasfers	Cash Balance June 30, 2012
Club	\$ 174.97	\$ 410.00	\$ 236.97	\$ -	\$ 348.00
Instructional	7,882.44	3,199.00	3,847.31	3,717.73	10,951.86
Fundraisers	22,916.99	17,703.96	11,753.99	(3,667.73)	25,199.23
School Operating	11,634.27	368.28	8,804.22	114.99	3,313.32
Clearing	1,853.36	5,284.40	5,219.77	(164.99)	1,753.00
Faculty	213.13	-	136.42	-	76.71
School Total	<u>\$ 44,675.16</u>	<u>\$ 26,965.64</u>	<u>\$ 29,998.68</u>	<u>\$ -</u>	<u>\$ 41,642.12 *</u>

\* Represented by cash on demand with:

Wells Fargo Bank  
--Checking

\$ 41,642.12

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

BENNETT ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 27,403.48	\$ 33,217.34	\$ 54,888.16	\$ 9,943.05	\$ 15,675.71
Clubs	-	650.00	733.91	98.95	15.04
Fundraisers	35,862.68	41,361.20	32,935.28	(11,099.53)	33,189.07
School Operating	1.12	268.74	1,449.38	952.53	(226.99)
Clearing	92.87	887.60	1,413.27	-	(432.80)
Faculty	903.36	2,920.40	3,543.77	105.00	384.99
School Total	<u>\$ 64,263.51</u>	<u>\$ 79,305.28</u>	<u>\$ 94,963.77</u>	<u>\$ -</u>	<u>\$ 48,605.02</u> *

\* Represented by cash on demand with:

SunTrust Bank  
--Checking

\$ 48,605.02

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Organizational	\$ 32,705.72	\$ 19,446.17	\$ 14,653.47	\$ (6,891.82)	\$ 30,606.60
Instructional	68,783.71	102,369.02	134,593.74	15,415.11	51,974.10
Fundraisers	24,562.11	151,590.16	110,613.22	(49,831.35)	15,707.70
School Operating	12,002.31	3,608.84	10,644.23	1,263.10	6,230.02
Clearing	(327.95)	42,302.01	83,629.92	44,925.64	3,269.78
Faculty	4,821.44	4,115.32	1,435.56	(4,880.68)	2,620.52
School Total	\$ 142,547.34	\$ 323,431.52	\$ 355,570.14	\$ -	\$ 110,408.72 *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>110,408.72</u>

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club	\$ 17,818.37	\$ 5,341.05	\$ 23,112.83	\$ 2,949.73	\$ 2,996.32
Instructional	12,986.32	4,888.78	24,759.71	21,801.08	14,916.47
Fundraisers	60,190.80	73,304.50	71,062.73	(24,032.63)	38,399.94
School Operating	20,617.25	872.53	1,842.70	(123.60)	19,523.48
Clearing	2,651.28	8,604.71	11,260.99	5.00	-
Faculty	4,706.92	3,846.09	3,648.87	(599.58)	4,304.56
School Total	\$ 118,970.94	\$ 96,857.66	\$ 135,687.83	\$ -	\$ 80,140.77 *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 18,351.41
--Savings	61,789.36
Total cash	\$ 80,140.77

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, 2012

Functions	Cash Balance July, 1 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 44,516.63	\$ 97,757.62	\$ 92,237.36	\$ 711.57	\$ 50,748.46
Instructional	8,827.39	24,170.57	29,911.05	977.18	4,064.09
Fundraisers	122,449.79	287,895.37	296,387.19	(31,193.02)	82,764.95
School Operating	21,538.03	16,748.89	34,998.89	140.00	3,428.03
Clearing	7,563.33	88,895.52	125,882.22	29,442.42	19.05
Faculty	2,633.05	3,874.36	5,515.75	(78.15)	913.51
School Total	\$ 207,528.22	\$ 519,342.33	\$ 584,932.46	\$ -	\$ 141,938.09 *

\* Represented by cash on demand with:

Carter Bank & Trust	
--Checking	\$ 34,494.50
--Money Market	<u>107,443.59</u>
Total Cash	<u>\$ 141,938.09</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs	\$ 2,268.10	\$ 158.46	\$ 582.32	\$ 545.77	\$ 2,390.01
Instructional	1,046.51	28,063.88	28,458.55	1,206.26	1,858.10
Fundraisers	10,262.19	15,516.54	7,015.05	(3,729.31)	15,034.37
School Operating	6,834.19	16,459.13	19,633.84	1,992.68	5,652.16
Clearing	1,085.66	7,819.27	8,249.68	(655.25)	-
Faculty	(22.67)	5,175.91	2,219.07	639.85	3,574.02
School Total	\$ <u>21,473.98</u>	\$ <u>73,193.19</u>	\$ <u>66,158.51</u>	\$ <u>-</u>	\$ <u>28,508.66</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking

\$ 28,508.66



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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 56,744.15	\$ 35,469.56	\$ 33,894.24	\$ 23,088.72	\$ 81,408.19
Fundraisers	-	51,614.00	41,781.03	(9,755.90)	77.07
School Operating	1,576.43	3,156.25	806.41	(1,581.25)	2,345.02
Clearing	11,590.28	14,745.07	14,583.78	(11,751.57)	-
Faculty	3,086.33	3,710.19	3,965.22	-	2,831.30
School Total	\$ <u>72,997.19</u>	\$ <u>108,695.07</u>	\$ <u>95,030.68</u>	\$ <u>-</u>	\$ <u>86,661.58</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking

\$ 86,661.58

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, 2012

Functions	Cash Balance July, 1 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 7,257.67	\$ 9,116.71	\$ 18,599.73	\$ 9,976.52	\$ 7,751.17
Instructional	26,703.40	58,259.52	83,458.12	29,868.60	31,373.40
Fundraisers	55,490.09	170,281.94	138,706.12	(40,928.31)	46,137.60
School Operating	7,323.36	2,147.57	9,239.25	4,001.47	4,233.15
Clearing	2,790.75	39,034.26	36,356.32	(3,218.28)	2,250.41
Faculty	527.81	1,738.84	1,869.99	300.00	696.66
School Total	<u>\$ 100,093.08</u>	<u>\$ 280,578.84</u>	<u>\$ 288,229.53</u>	<u>\$ -</u>	<u>\$ 92,442.39 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>92,442.39</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 22,176.11	\$ 39,234.25	\$ 52,540.51	\$ 50,633.40	\$ 59,503.25
Fundraisers	22,282.97	49,330.66	10,028.62	(60,344.09)	1,240.92
School Operating	274.48	2,940.37	14,409.58	11,683.81	489.08
Clearing	0.01	1,842.08	1,737.68	(104.41)	-
Faculty	2,268.45	3,626.75	2,705.17	(1,868.71)	1,321.32
School Total	<u>\$ 47,002.02</u>	<u>\$ 96,974.11</u>	<u>\$ 81,421.56</u>	<u>\$ -</u>	<u>\$ 62,554.57 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>62,554.57</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 2,770.48	\$ 12,259.15	\$ 16,260.23	\$ 4,111.44	\$ 2,880.84
Fundraisers	12,322.57	12,731.70	12,476.80	(8,489.85)	4,087.62
School Operating	5,300.17	966.34	9,962.58	4,378.41	682.34
Clearing	273.98	623.71	1,076.28	-	(178.59)
Faculty	7,426.92	2,030.92	8,166.23	-	1,291.61
School Total	<u>\$ 28,094.12</u>	<u>\$ 28,611.82</u>	<u>\$ 47,942.12</u>	<u>\$ -</u>	<u>\$ 8,763.82 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>8,763.82</u>

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 7,340.48	\$ 4,988.43	\$ 7,264.35	\$ 2,420.64	\$ 7,485.20
Club	-	510.46	-	217.15	727.61
Fundraisers	14,328.48	18,037.95	13,579.86	(2,647.90)	16,138.67
School Operating	2,151.04	979.23	1,854.01	299.58	1,575.84
Clearing	479.92	1,881.98	1,951.67	(289.47)	120.76
Faculty	390.56	1,040.00	646.85	-	783.71
School Total	\$ <u>24,690.48</u>	\$ <u>27,438.05</u>	\$ <u>25,296.74</u>	\$ <u>-</u>	\$ <u>26,831.79</u> *

\* Represented by cash on demand with:

Wells Fargo Bank

--Checking-General

\$ 26,831.79

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

DUMFRIES ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 457.03	\$ 9,377.05	\$ 8,922.96	\$ -	\$ 911.12
Fundraisers	6,432.57	9,626.49	7,387.13	(825.00)	7,846.93
School Operating	2,818.97	-	3,300.62	2,128.75	1,647.10
Clearing	(123.33)	569.41	1,009.08	563.00	-
Faculty	2,432.97	1,788.54	1,997.60	(1,866.75)	357.16
School Total	\$ <u>12,018.21</u>	\$ <u>21,361.49</u>	\$ <u>22,617.39</u>	\$ <u>-</u>	\$ <u>10,762.31</u> *

\* Represented by cash on demand with:

Bank of America  
--Checking \$ 10,762.31

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 1,292.74	\$ 5,488.00	\$ 8,405.83	\$ 2,889.71	\$ 1,264.62
Fundraisers	9,484.36	12,399.95	8,557.34	(3,017.93)	10,309.04
School Operating	4,576.03	3,000.00	6,428.22	(71.78)	1,076.03
Clearing	1,134.11	576.38	1,685.49	-	25.00
Faculty	1,233.21	1,563.24	1,984.00	200.00	1,012.45
School Total	<u>\$ 17,720.45</u>	<u>\$ 23,027.57</u>	<u>\$ 27,060.88</u>	<u>\$ -</u>	<u>\$ 13,687.14</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking

\$ 13,687.14

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ENTERPRISE ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

<u>Functions</u>	<u>Cash Balance July 1, 2011</u>	<u>Receipts</u>	<u>Disburse- ments</u>	<u>Inter-Account Transfers</u>	<u>Cash Balance June 30, 2012</u>
Clubs	\$ -	\$ 1,575.00	\$ 2,100.00	\$ 525.00	\$ -
Instructional	418.60	11,920.50	12,280.10	31.00	90.00
Fundraisers	1,588.00	9,516.88	7,201.99	(229.00)	3,673.89
School Operating	-	15,721.26	14,585.60	(545.00)	590.66
Clearing	-	4,024.17	4,092.17	68.00	-
Faculty	<u>3,583.44</u>	<u>2,214.12</u>	<u>3,842.56</u>	<u>150.00</u>	<u>2,105.00</u>
School Total	\$ <u>5,590.04</u>	\$ <u>44,971.93</u>	\$ <u>44,102.42</u>	\$ <u>-</u>	\$ <u>6,459.55</u> *

\* Represented by cash on demand with:

BB&T Bank

--Business Checking

\$ 6,459.55



COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

FEATHERSTONE ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 875.99	\$ 11,877.33	\$ 12,150.17	\$ 2,034.31	\$ 2,637.46
Fundraisers	-	14,254.80	9,739.48	(3,616.63)	898.69
School Operating	2,252.79	907.95	2,202.10	1,419.03	2,377.67
Clearing	-	751.96	771.96	-	(20.00)
Faculty	13.55	4,510.16	3,249.34	163.29	1,437.66
School Total	\$ <u>3,142.33</u>	\$ <u>32,302.20</u>	\$ <u>28,113.05</u>	\$ <u>-</u>	\$ <u>7,331.48</u> *

\* Represented by cash on demand with:

Wells Fargo Bank	
--Business Checking	4,305.96
BB&T Bank	
--Business Checking	<u>3,025.52</u>
Total Cash	\$ <u>7,331.48</u>

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 641.57	\$ 9,279.65	\$ 10,169.11	\$ 5,151.15	\$ 4,903.26
Fundraisers	16,826.54	15,610.98	23,047.96	(6,176.51)	3,213.05
School Operating	3,788.33	710.58	2,715.00	-	1,783.91
Clearing	1,174.55	2,720.34	5,053.35	1,025.36	(133.10)
Faculty	3,262.94	2,615.01	4,008.57	-	1,869.38
School Total	\$ <u>25,693.93</u>	\$ <u>30,936.56</u>	\$ <u>44,993.99</u>	\$ <u>-</u>	\$ <u>11,636.50</u> *

\* Represented by cash on demand with:

TD Bank	
--Checking	\$ <u>11,636.50</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 36,653.31	\$ 184,997.36	\$ 198,695.81	\$ 7,996.21	\$ 30,951.07
Instructional	20,799.52	34,521.29	31,588.91	59.31	23,791.21
Fundraisers	117,007.41	487,449.88	421,350.96	34,873.87	217,980.20
School Operating	26,585.16	7,519.46	11,252.34	29,528.12	52,380.40
Clearing	5,944.29	191,832.59	142,528.05	(56,613.56)	(1,364.73)
Faculty	23,074.85	6,678.72	8,046.98	(15,843.95)	5,862.64
School Total	<u>\$ 230,064.54</u>	<u>\$ 912,999.30</u>	<u>\$ 813,463.05</u>	<u>\$ -</u>	<u>\$ 329,600.79 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 180,169.02
--Money Market	149,431.77
Total cash	<u>\$ 329,600.79</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

FREEDOM HIGH SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 15,535.82	\$ 58,105.14	\$ 59,516.43	\$ (4,373.21)	\$ 9,751.32
Instructional	27,829.23	43,560.77	32,659.44	(8,752.38)	29,978.18
Fundraisers	88,829.33	133,574.99	153,999.13	(25,085.17)	43,320.02
School Operating	181,298.67	520.93	7,669.69	76,707.00	250,856.91
Clearing	20,022.97	257,108.74	238,843.97	(38,337.74)	(50.00)
Faculty	255.63	194.00	-	(158.50)	291.13
School Total	<u>\$ 333,771.65</u>	<u>\$ 493,064.57</u>	<u>\$ 492,688.66</u>	<u>\$ -</u>	<u>\$ 334,147.56</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 133,605.99
--Savings	200,541.57
	<hr/>
Total cash	\$ 334,147.56
	<hr/>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

GAINESVILLE MIDDLE SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 10,586.87	\$ 25,535.81	\$ 23,997.39	\$ 825.55	\$ 12,950.84
Instructional	64,306.77	127,080.24	152,735.32	25,676.83	64,328.52
Fundraisers	86,895.83	139,517.52	129,259.19	(36,992.13)	60,162.03
School Operating	20,020.26	4,403.55	9,700.13	3,257.56	17,981.24
Clearing	(43.00)	35,831.59	45,362.39	9,573.80	-
Faculty	3,609.74	4,991.24	4,087.44	(2,341.61)	2,171.93
<b>School Total</b>	<b>\$ 185,376.47</b>	<b>\$ 337,359.95</b>	<b>\$ 365,141.86</b>	<b>\$ -</b>	<b>\$ 157,594.56 *</b>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 56,656.19
--Money Market	100,938.37
	<hr/>
Total cash	\$ 157,594.56
	<hr/>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

GARFIELD HIGH SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 60,556.89	\$ 246,340.36	\$ 225,168.49	\$ (5,544.64)	\$ 76,184.12
Instructional	89,689.43	62,015.86	35,196.95	(8,083.61)	108,424.73
Fundraisers	57,932.53	243,862.28	230,771.28	(9,991.99)	61,031.54
School Operating	34,440.82	15,632.75	52,273.40	24,449.01	22,249.18
Clearing	2,933.27	101,450.49	108,756.40	4,234.64	(138.00)
Faculty	9,150.29	2,884.77	1,513.24	(5,063.41)	5,458.41
School Total	<u>\$ 254,703.23</u>	<u>\$ 672,186.51</u>	<u>\$ 653,679.76</u>	<u>\$ -</u>	<u>\$ 273,209.98 *</u>

\* Represented by cash on demand with:

BB&T Bank

--Money Market Checking \$ 63,996.94  
--Money Market Savings 103,215.24

Cardinal Bank

--Money Market Savings 105,997.80

Total cash \$ 273,209.98

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

GLENKIRK ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs	\$ 26.09	\$ 1,470.00	\$ 1,256.65	\$ -	\$ 239.44
Instructional	21,429.75	33,960.00	61,496.54	13,921.03	7,814.24
Fundraisers	29,629.27	37,557.56	18,212.73	(16,883.25)	32,090.85
School Operating	855.30	656.08	3,936.28	2,962.22	537.32
Clearing	828.50	24,387.65	25,458.65	-	(242.50)
Faculty	759.46	2,962.35	3,534.32	-	187.49
School Total	<u>\$ 53,528.37</u>	<u>\$ 100,993.64</u>	<u>\$ 113,895.17</u>	<u>\$ -</u>	<u>\$ 40,626.84</u> *

\* Represented by cash on demand with:

SunTrust Bank  
--Business Checking

\$ 40,626.84

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 5,356.60	\$ 18,175.91	\$ 7,555.78	\$ (9,277.75)	\$ 6,698.98
Instructional	7,223.72	19,248.81	10,823.59	(6,334.34)	9,314.60
Fundraisers	45,184.15	62,584.82	39,143.89	(27,709.88)	40,915.20
School Operating	100,744.63	3,265.77	1,485.60	18,920.50	121,445.30
Clearing	4,446.64	10,903.59	39,236.06	24,795.60	909.77
Faculty	1,028.80	907.76	511.50	(394.13)	1,030.93
School Total	\$ <u>163,984.54</u>	\$ <u>115,086.66</u>	\$ <u>98,756.42</u>	\$ <u>-</u>	\$ <u>180,314.78</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 70,500.96
--Money Market	<u>109,813.82</u>
Total cash	<u>\$ 180,314.78</u>



COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

GOVERNOR SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July, 1 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Fundraising	\$ 228.00	\$ 427.50	\$ -	\$ (442.14)	\$ 213.36
Operating	(98.14)	-	344.00	442.14	-
School Total	<u>\$ 129.86</u>	<u>\$ 427.50</u>	<u>\$ 344.00</u>	<u>\$ -</u>	<u>\$ 213.36</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 213.36</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club	\$ 6,992.58	\$ 2,514.00	\$ 10,432.70	\$ 5,193.72	\$ 4,267.60
Instructional	24,962.23	34,467.42	53,560.70	8,211.70	14,080.65
Fundraisers	13,043.99	78,359.68	55,556.29	(25,227.87)	10,619.51
School Operating	10,008.59	9,676.94	6,773.58	(5,057.99)	7,853.96
Clearing	2.86	8,935.71	25,819.01	16,880.44	-
Faculty	3,509.44	1,087.29	4,379.51	-	217.22
School Total	<u>\$ 58,519.69</u>	<u>\$ 135,041.04</u>	<u>\$ 156,521.79</u>	<u>\$ -</u>	<u>\$ 37,038.94</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 37,038.94

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs	\$ 570.72	\$ 1,988.67	\$ 1,765.68	\$ 458.92	\$ 1,252.63
Instructional	17,270.61	17,088.93	27,756.48	(452.61)	6,150.45
Fundraisers	21,266.89	40,492.63	44,684.92	(2,134.50)	14,940.10
School Operating	19,640.90	16,705.36	18,445.68	10,577.59	28,478.17
Clearing	5,978.83	27,276.18	24,908.51	(8,449.40)	(102.90)
Faculty	1,474.32	3,903.56	4,346.46	-	1,031.42
School Total	<u>\$ 66,202.27</u>	<u>\$ 107,455.33</u>	<u>\$ 121,907.73</u>	<u>\$ -</u>	<u>\$ 51,749.87 *</u>

\* Represented by cash on demand with:

Suntrust Bank  
--Checking

\$ 51,749.87

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

HENDERSON ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 1,611.69	\$ 22,173.60	\$ 16,045.63	\$ (1,997.00)	\$ 5,742.66
Clubs	-	752.00	438.86	-	313.14
Fundraisers	13,830.47	45,835.51	19,385.16	(15,902.05)	24,378.77
School Operating	134.29	7,460.48	19,334.93	17,532.08	5,791.92
Clearing	(276.77)	4,068.35	4,158.55	366.97	-
Faculty	963.16	1,774.09	1,298.87	-	1,438.38
School Total	\$ 16,262.84	\$ 82,064.03	\$ 60,662.00	\$ -	\$ 37,664.87 *

\* Represented by cash on demand with:

TD Bank	
--Checking	\$ 37,664.87

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 35,008.29	\$ 110,486.01	\$ 77,066.66	\$ (5,783.92)	\$ 62,643.72
Instructional	128,691.15	138,542.17	108,055.96	3,776.30	162,953.66
Fundraisers	233,458.55	336,373.82	271,042.84	28,687.07	327,476.60
School Operating	154,983.40	13,797.23	31,563.02	14,324.79	151,542.40
Clearing	19,773.90	214,038.96	191,028.64	(41,332.11)	1,452.11
Faculty	6,068.55	1,912.95	5,315.95	327.87	2,993.42
School Total	<u>\$ 577,983.84</u>	<u>\$ 815,151.14</u>	<u>\$ 684,073.07</u>	<u>\$ -</u>	<u>\$ 709,061.91 *</u>

\* Represented by cash on demand with:

BB&T Bank

--Interest Checking

\$ 442,974.32

--Money Market

266,087.59

Total cash

\$ 709,061.91

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

INDEPENDENT HILL SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 8,572.07	\$ 13,528.56	\$ 9,617.08	\$ -	\$ 12,483.55
Fundraisers	1,199.78	10,625.67	9,545.95	173.00	2,452.50
Operating	17,070.53	1,544.49	1,925.82	(173.00)	16,516.20
Clearing	(157.75)	-	-	-	(157.75)
Faculty	141.72	178.00	315.18	-	4.54
Other	810.67	912.33	988.94	-	734.06
School Total	<u>\$ 27,637.02</u>	<u>\$ 26,789.05</u>	<u>\$ 22,392.97</u>	<u>\$ -</u>	<u>\$ 32,033.10</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 32,033.10</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

KERRYDALE ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 3,108.47	\$ 8,906.16	\$ 11,281.88	\$ -	\$ 732.75
Fundraisers	6,211.04	10,431.08	15,449.51	-	1,192.61
School Operating	601.64	941.62	2,024.16	-	(480.90)
Clearing	27.00	1,118.58	1,745.76	-	(600.18)
Faculty	346.93	-	55.33	-	291.60
School Total	<u>\$ 10,295.08</u>	<u>\$ 21,397.44</u>	<u>\$ 30,556.64</u>	<u>\$ -</u>	<u>\$ 1,135.88</u> *

\* Represented by cash on demand with:

Wells Fargo Bank  
--Checking

\$ 1,135.88

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

KILBY ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 476.29	\$ 4,643.80	\$ 13,136.81	\$ 9,707.01	\$ 1,690.29
Fundraisers	6,754.09	7,707.23	4,116.15	(8,900.01)	1,445.16
School Operating	2,086.70	1,339.04	1,358.97	(1,037.00)	1,029.77
Clearing	296.28	481.61	948.64	30.00	(140.75)
Faculty	2,085.96	1,268.98	991.22	200.00	2,563.72
School Total	<u>\$ 11,699.32</u>	<u>\$ 15,440.66</u>	<u>\$ 20,551.79</u>	<u>\$ -</u>	<u>\$ 6,588.19 *</u>

\* Represented by cash on demand with:

Wells Fargo Bank  
--Checking-General

\$ 6,588.19



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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs/Organizational	\$ 311.37	\$ -	\$ 227.89	\$ -	\$ 83.48
Instructional	320.28	18,884.40	18,726.42	(12.20)	466.06
Fundraisers	3,702.52	11,203.76	7,836.51	(920.00)	6,149.77
School Operating	1,724.66	-	1,018.07	932.20	1,638.79
Clearing	1,585.84	2,580.51	4,171.35	-	(5.00)
Faculty	2,059.96	1,570.88	2,106.14	-	1,524.70
School Total	<u>\$ 9,704.63</u>	<u>\$ 34,239.55</u>	<u>\$ 34,086.38</u>	<u>\$ -</u>	<u>\$ 9,857.80 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	<u>\$ 9,857.80</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs/Organizations	\$ 9.83	\$ -	\$ -	\$ -	\$ 9.83
Instructional	32,439.39	7,288.79	4,625.09	172.66	35,275.75
Fundraisers	42,474.00	23,178.08	20,280.17	-	45,371.91
School Operating	530.04	231.48	1,205.80	420.00	(24.28)
Clearing	2,079.42	1,814.43	4,846.35	(592.66)	(1,545.16)
Faculty	662.83	-	-	-	662.83
School Total	<u>\$ 78,195.51</u>	<u>\$ 32,512.78</u>	<u>\$ 30,957.41</u>	<u>\$ -</u>	<u>\$ 79,750.88 *</u>

\* Represented by cash on demand with:

Bank of America  
--Business Checking  
--Money Market

\$ 2,689.83  
77,061.05

Total cash

\$ 79,750.88

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 9,514.44	\$ 9,496.93	\$ 14,821.86	\$ 678.00	\$ 4,867.51
Instructional	24,781.03	26,083.77	44,384.76	14,173.53	20,653.57
Fundraisers	40,511.51	141,962.63	105,707.23	(22,182.88)	54,584.03
Operating	80,869.81	482.58	5,167.71	6,741.29	82,925.97
Clearing	351.95	6,666.02	7,065.96	35.00	(12.99)
Faculty	2,147.45	1,090.65	1,271.19	555.06	2,521.97
School Total	\$ 158,176.19	\$ 185,782.58	\$ 178,418.71	\$ -	\$ 165,540.06 *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 53,163.71
--Money Market	112,376.35
	\$ 165,540.06
Total cash	\$ 165,540.06

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

LEESYLVANIA ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 5,741.02	\$ 16,021.90	\$ 26,293.79	\$ 7,164.02	\$ 2,633.15
Fundraisers	9,925.75	31,544.25	23,751.39	(8,745.47)	8,973.14
School Operating	4,933.54	2,359.42	1,542.21	5,997.93	11,748.68
Clearing	3,904.08	15,980.94	15,468.54	(4,416.48)	-
Faculty	2,287.00	205.00	2,201.86	-	290.14
School Total	\$ <u>26,791.39</u>	\$ <u>66,111.51</u>	\$ <u>69,257.79</u>	\$ <u>-</u>	\$ <u>23,645.11</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>23,645.11</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 133.17	\$ -	\$ -	\$ -	\$ 133.17
Instructional	398.90	6,817.00	9,467.54	2,419.89	168.25
Fundraisers	4,656.23	13,478.83	12,553.33	(4,116.31)	1,465.42
School Operating	1,138.03	510.92	3,082.73	1,632.89	199.11
Clearing	49.97	627.98	794.98	-	(117.03)
Faculty	594.97	1,045.00	1,507.55	63.53	195.95
School Total	\$ <u>6,971.27</u>	\$ <u>22,479.73</u>	\$ <u>27,406.13</u>	\$ <u>-</u>	\$ <u>2,044.87</u> *

\* Represented by cash on demand with:

BB&T Bank

--Business Checking

\$ 2,044.87

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 4,158.32	\$ 9,138.53	\$ 8,035.36	\$ (1,398.35)	\$ 3,863.14
Instructional	14,465.38	17,675.20	9,321.66	(8,263.89)	14,555.03
Fundraisers	13,602.63	38,801.57	29,465.49	(11,382.04)	11,556.67
School Operating	2,642.33	199.86	400.00	12,341.87	14,784.06
Clearing	3,030.69	35,613.97	47,347.07	8,702.41	-
Faculty	117.91	680.72	231.95	-	566.68
School Total	<u>\$ 38,017.26</u>	<u>\$ 102,109.85</u>	<u>\$ 94,801.53</u>	<u>\$ -</u>	<u>\$ 45,325.58 *</u>

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 45,325.58

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MARSHALL ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 180.85	\$ 3,261.00	\$ 2,674.96	\$ 44.00	\$ 810.89
Instructional	34,988.90	15,605.00	28,667.47	5,730.48	27,656.91
Fundraisers	29,151.89	43,124.16	28,591.26	(6,087.98)	37,596.81
Operating	25.69	760.50	928.83	200.00	57.36
Clearing	12.56	1,984.55	2,145.16	113.50	(34.55)
Faculty	1,044.19	4,171.16	4,738.35	-	477.00
School Total	\$ 65,404.08	\$ 68,906.37	\$ 67,746.03	\$ -	\$ 66,564.42 *

\* Represented by cash on demand with:

BB&T

--Checking

\$ 66,564.42

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MARSTELLAR MIDDLE SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 4,256.74	\$ 6,369.21	\$ 9,347.22	\$ 1,262.07	\$ 2,540.80
Instructional	34,520.49	108,435.37	113,126.61	7,344.01	37,173.26
Fundraisers	143,269.09	68,166.24	61,586.34	(5,900.02)	143,948.97
Operating	17,338.04	740.25	5,061.72	7,264.93	20,281.50
Clearing	4,633.98	38,174.38	32,993.86	(9,814.50)	-
Faculty	3,536.36	2,286.66	2,265.52	(156.49)	3,401.01
School Total	\$ <u>207,554.70</u>	\$ <u>224,172.11</u>	\$ <u>224,381.27</u>	\$ <u>-</u>	\$ <u>207,345.54</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 207,345.54



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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 2,420.61	\$ 4,553.00	\$ 7,082.18	\$ 2,000.00	\$ 1,891.43
Fundraisers	7,591.38	20,414.00	12,810.56	(6,400.00)	8,794.82
School Operating	8,708.92	6,251.25	7,525.19	4,200.00	11,634.98
Clearing	921.88	2,722.89	1,180.19	-	2,464.58
Faculty	2,144.58	829.03	1,811.54	200.00	1,362.07
School Total	<u>\$ 21,787.37</u>	<u>\$ 34,770.17</u>	<u>\$ 30,409.66</u>	<u>\$ -</u>	<u>\$ 26,147.88</u> *

\* Represented by cash on demand with:

Wells Fargo Bank  
--Checking

\$ 26,147.88

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 10,876.59	\$ 9,025.45	\$ 17,218.79	\$ 0.18	\$ 2,683.43
Fundraisers	14,361.73	11,221.84	20,733.13	(1,183.63)	3,666.81
School Operating	4,113.50	741.70	3,400.50	1,074.51	2,529.21
Clearing	4,357.23	1,245.31	5,692.17	108.94	19.31
Faculty	946.40	1,021.60	1,742.97	-	225.03
School Total	<u>\$ 34,655.45</u>	<u>\$ 23,255.90</u>	<u>\$ 48,787.56</u>	<u>\$ -</u>	<u>\$ 9,123.79 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>9,123.79</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MINNIEVILLE ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 26.20	\$ -	\$ -	\$ -	\$ 26.20
Instructional	1,355.08	3,333.00	-	(2,526.49)	2,161.59
Fundraisers	3,298.37	13,967.03	11,036.99	(5,952.78)	275.63
Operating	177.38	765.00	-	(765.00)	177.38
Clearing	-	6,752.63	16,938.05	10,185.42	-
Faculty	1,175.05	290.00	414.32	(941.15)	109.58
School Total	<u>\$ 6,032.08</u>	<u>\$ 25,107.66</u>	<u>\$ 28,389.36</u>	<u>\$ -</u>	<u>\$ 2,750.38 *</u>

\* Represented by cash on demand with:

BB&T

--Checking

\$ 2,750.38

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MONTCLAIR ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club	\$ 1,997.42	\$ 3,962.00	\$ 2,383.70	\$ (2,053.75)	\$ 1,521.97
Instructional	3,996.64	21,162.22	32,889.08	9,479.86	1,749.64
Fundraisers	15,045.47	38,588.46	23,916.68	(7,753.70)	21,963.55
School Operating	763.69	210.62	1,807.03	1,618.39	785.67
Clearing	196.98	1,561.41	1,925.89	167.50	-
Faculty	237.59	2,002.28	747.65	(1,458.30)	33.92
School Total	<u>\$ 22,237.79</u>	<u>\$ 67,486.99</u>	<u>\$ 63,670.03</u>	<u>\$ -</u>	<u>\$ 26,054.75 *</u>

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 26,054.75

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs	\$ 1,583.23	\$ -	\$ 939.00	\$ -	\$ 644.23
Instructional	23,999.86	23,781.25	42,855.81	7,414.94	12,340.24
Fundraisers	12,588.49	19,214.24	9,206.80	(7,414.94)	15,180.99
Operating	353.27	3,738.50	3,303.10	1,100.00	1,888.67
Clearing	-	2,767.00	1,667.00	(1,100.00)	-
Faculty	1,328.18	2,087.21	2,287.61	-	1,127.78
School Total	\$ <u>39,853.03</u>	\$ <u>51,588.20</u>	\$ <u>60,259.32</u>	\$ <u>-</u>	\$ <u>31,181.91</u> *

\* Represented by cash on demand with:

BB&T Bank

--Business Checking

\$ 31,181.91

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

MULLEN ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 705.46	\$ 16,554.00	\$ 18,311.00	\$ 1,557.00	\$ 505.46
Fundraisers	16,029.50	18,491.45	18,577.67	(1,883.26)	14,060.02
Operating	2,666.66	-	126.26	126.26	2,666.66
Clearing	(470.13)	719.12	1,049.18	-	(800.19)
Faculty	4,067.18	3,769.17	6,653.36	200.00	1,382.99
School Total	\$ <u>22,998.67</u>	\$ <u>39,533.74</u>	\$ <u>44,717.47</u>	\$ <u>-</u>	\$ <u>17,814.94</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>17,814.94</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 6,158.43	\$ 1,498.00	\$ 1,742.00	\$ 13.00	\$ 5,927.43
Fundraisers	3,469.00	5,640.41	4,812.96	0.45	4,296.90
Operating	19,026.18	167.42	9,421.01	1,521.57	11,294.16
Clearing	2,837.00	16,054.00	17,126.00	(1,535.02)	229.98
Faculty	2,109.86	1,734.81	2,677.62	-	1,167.05
School Total	<u>\$ 33,600.47</u>	<u>\$ 25,094.64</u>	<u>\$ 35,779.59</u>	<u>\$ -</u>	<u>\$ 22,915.52</u> *

\* Represented by cash on demand with:

Wells Fargo Bank  
--Checking \$ 22,915.52

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs	\$ -	\$ 2,820.00	\$ 2,820.00	\$ -	\$ -
Instructional	900.00	-	-	-	900.00
Fundraisers	1,369.51	-	-	-	1,369.51
School Operating	13,228.91	-	660.00	841.50	13,410.41
Clearing	841.50	-	-	(841.50)	-
School Total	<u>\$ 16,339.92</u>	<u>\$ 2,820.00</u>	<u>\$ 3,480.00</u>	<u>\$ -</u>	<u>\$ 15,679.92</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 15,679.92



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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Fundraisers	\$ 215.25	\$ -	\$ -	\$ -	\$ 215.25
School Operating	650.92	-	15.45	-	635.47
Clearing	-	133.00	-	-	133.00
Faculty	670.52	118.25	-	-	788.77
School Total	\$ <u>1,536.69</u>	\$ <u>251.25</u>	\$ <u>15.45</u>	\$ <u>-</u>	\$ <u>1,772.49</u> *

\* Represented by cash on demand with:

Wells Fargo Bank  
--Business Checking

\$ 1,772.49

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

NOKESVILLE ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 4,748.57	\$ 14,403.20	\$ 22,078.46	\$ 6,693.86	\$ 3,767.17
Fundraisers	9,065.36	26,638.46	26,663.90	(3,123.41)	5,916.51
School Operating	3,805.99	321.00	2,088.21	2,220.00	4,258.78
Clearing	3,625.86	5,515.64	3,279.10	(5,850.45)	11.95
Faculty	4,082.51	2,601.87	3,924.85	60.00	2,819.53
School Total	<u>\$ 25,328.29</u>	<u>\$ 49,480.17</u>	<u>\$ 58,034.52</u>	<u>\$ -</u>	<u>\$ 16,773.94</u> *

\* Represented by cash on demand with:

Carter Bank & Trust	
--Checking-General	<u>\$ 16,773.94</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

OCCOQUAN ELEMENTARY SCHOOL

ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements and Balances - All Funds  
Year Ended June 30, 2012

Funds	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional Accounts	\$ 7,462.18	\$ 12,254.85	\$ 18,600.79	\$ 2,065.22	\$ 3,181.46
Fundraisers	6,529.54	19,850.80	17,160.35	(2,873.04)	6,346.95
School Operating	2,559.25	3,181.43	7,222.18	2,095.27	613.77
Clearing Accounts	(570.92)	1,963.28	973.70	(989.58)	(570.92)
Faculty	111.46	239.21	-	(297.87)	52.80
Totals	<u>\$ 16,091.51</u>	<u>\$ 37,489.57</u>	<u>\$ 43,957.02</u>	<u>\$ -</u>	<u>\$ 9,624.06</u> *

\* Represented by cash on deposit with:

Wachovia Bank

---Checking

\$ 9,624.06

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 2,105.87	\$ 13,424.43	\$ 15,848.57	\$ 5,437.36	\$ 5,119.09
Fundraisers	7,606.57	19,906.92	9,360.58	(5,713.87)	12,439.04
Operating	1,290.02	1,583.65	347.04	-	2,526.63
Clearing	722.32	1,137.70	2,124.40	276.51	12.13
Faculty	2,458.18	2,656.00	2,347.00	-	2,767.18
School Total	<u>\$ 14,182.96</u>	<u>\$ 38,708.70</u>	<u>\$ 30,027.59</u>	<u>\$ -</u>	<u>\$ 22,864.07</u> *

\* Represented by cash on demand with:

BB&T

--Checking

\$ 22,864.07

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 80,588.32	\$ 176,279.89	\$ 161,581.37	\$ (6,637.46)	\$ 88,649.38
Instructional	88,248.91	62,196.56	64,006.50	(235.00)	86,203.97
Fundraisers	144,179.50	418,560.35	480,129.01	20,049.41	102,660.25
School Operating	84,578.62	14,659.16	35,684.24	15,909.69	79,463.23
Clearing	10,286.48	149,136.30	135,719.84	(28,369.29)	(4,666.35)
Faculty	4,585.65	3,731.01	1,206.62	(717.35)	6,392.69
 School Total	 <u>\$ 412,467.48</u>	 <u>\$ 824,563.27</u>	 <u>\$ 878,327.58</u>	 <u>\$ -</u>	 <u>\$ 358,703.17</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Interest Checking	\$ 334,316.97
--Certificate of Deposit	2,628.01
SunTrust Bank	
--Certificates of Deposit	<u>21,758.19</u>
Total cash	<u>\$ 358,703.17</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 77.25	\$ 19,175.84	\$ 20,205.79	\$ 2,551.00	\$ 1,598.30
Fundraisers	9,171.43	15,163.52	18,230.60	(2,620.00)	3,484.35
School Operating	-	-	52.98	52.98	-
Clearing	25.46	1,268.14	1,353.34	69.00	9.26
Faculty	285.42	3,160.50	3,339.68	(52.98)	53.26
School Total	\$ <u>9,559.56</u>	\$ <u>38,768.00</u>	\$ <u>43,182.39</u>	\$ <u>-</u>	\$ <u>5,145.17</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 5,145.17

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

PARKSIDE MIDDLE SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 5,904.09	\$ 22,451.30	\$ 16,105.19	\$ (100.00)	\$ 12,150.20
Instructional	8,449.08	75,885.22	63,748.15	-	20,586.15
Fundraisers	20,033.67	46,443.60	25,666.40	(944.78)	39,866.09
Operating	964.39	2,185.38	1,816.27	986.48	2,319.98
Clearing	309.63	3,979.20	5,879.10	84.30	(1,505.97)
Faculty	843.58	3,256.19	2,701.05	(26.00)	1,372.72
School Total	<u>\$ 36,504.44</u>	<u>\$ 154,200.89</u>	<u>\$ 115,916.16</u>	<u>\$ -</u>	<u>\$ 74,789.17 *</u>

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 74,789.17

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

PATRIOT HIGH SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July, 1 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ -	\$ 64,707.00	\$ 27,091.85	\$ (17,225.26)	\$ 20,389.89
Instructional	-	79,948.04	65,621.17	(2,836.95)	11,489.92
Fundraisers	-	283,807.40	188,738.02	(67,258.04)	27,811.34
School Operating	-	21,494.65	10,156.90	4,854.01	16,191.76
Clearing	-	88,197.30	163,965.10	82,732.98	6,965.18
Faculty	-	470.00	50.00	(266.74)	153.26
School Total	\$ -	\$ 538,624.39	\$ 455,623.04	\$ -	\$ 83,001.35 *

\* Represented by cash on demand with:

BB&T

--Checking

\$ 83,001.35



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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs/Organizational	\$ 604.93	\$ 1,436.30	\$ 1,822.45	\$ -	\$ 218.78
Instructional	43,726.52	14,765.30	26,567.28	4,664.61	36,589.15
Fundraisers	13,973.10	28,051.10	17,844.97	(5,731.81)	18,447.42
School Operating	1,133.52	6,973.98	9,037.98	1,628.54	698.06
Clearing	3,189.70	2,233.81	6,290.45	325.00	(541.94)
Faculty	2,982.70	3,679.01	2,824.59	(886.34)	2,950.78
School Total	<u>\$ 65,610.47</u>	<u>\$ 57,139.50</u>	<u>\$ 64,387.72</u>	<u>\$ -</u>	<u>\$ 58,362.25 *</u>

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 58,362.25

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

PENN ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 4,927.61	\$ 14,499.00	\$ 18,064.50	\$ 686.00	\$ 2,048.11
Fundraisers	3,986.68	27,784.92	16,906.71	(1,760.98)	13,103.91
School Operating	2,905.73	7,020.33	9,671.89	352.43	606.60
Clearing	(319.15)	951.22	1,479.62	722.55	(125.00)
Faculty	1,693.99	1,218.45	1,619.10	-	1,293.34
School Total	\$ <u>13,194.86</u>	\$ <u>51,473.92</u>	\$ <u>47,741.82</u>	\$ <u>-</u>	\$ <u>16,926.96</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking

\$ 16,926.96

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

PENNINGTON TRADITIONAL SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 4,760.11	\$ 6,825.81	\$ 6,742.00	\$ -	\$ 4,843.92
Instructional	7,736.02	35,237.43	39,248.79	3,978.43	7,703.09
Fundraisers	13,732.33	55,063.30	38,698.79	(13,873.91)	16,222.93
School Operating	448.24	12,651.21	22,553.59	10,015.29	561.15
Clearing	(70.29)	3,137.52	3,171.17	(12.25)	(116.19)
Faculty	263.81	2,689.22	2,061.77	(107.56)	783.70
School Total	<u>\$ 26,870.22</u>	<u>\$ 115,604.49</u>	<u>\$ 112,476.11</u>	<u>\$ -</u>	<u>\$ 29,998.60</u> *

\* Represented by cash on demand with:

BB&T Bank

--Checking-General

\$ 29,998.60

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

PINEY BRANCH ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club	\$ -	\$ 210.00	\$ 246.00	\$ 36.00	\$ -
Instructional	-	22,558.81	28,603.92	7,193.45	1,148.34
Fundraisers	-	14,735.58	3,691.56	(10,976.20)	67.82
Operating	-	8,437.00	1,869.66	4,464.00	11,031.34
Clearing	-	1,948.31	1,311.06	(717.25)	(80.00)
Faculty	-	1,004.10	286.06	-	718.04
School Total	\$ <u>-</u>	\$ <u>48,893.80</u>	\$ <u>36,008.26</u>	\$ <u>-</u>	\$ <u>12,885.54</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 12,885.54

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club	\$ -	\$ 8,478.00	\$ 3,329.59	\$ (770.98)	\$ 4,377.43
Instructional	33,417.76	44,196.86	51,907.92	13,805.99	39,512.69
Fundraisers	598.02	78,659.09	45,072.57	(23,387.11)	10,797.43
School Operating	3,042.14	340.77	11,221.33	10,175.26	2,336.84
Clearing	-	2,316.49	2,453.17	176.84	40.16
Faculty	(71.25)	1,120.00	542.36	-	506.39
School Total	\$ <u>36,986.67</u>	\$ <u>135,111.21</u>	\$ <u>114,526.94</u>	\$ <u>-</u>	\$ <u>57,570.94</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>57,570.94</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

POTOMAC MIDDLE SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 6,451.64	\$ 9,082.39	\$ 10,629.18	\$ 193.00	\$ 5,097.85
Instructional	13,660.12	49,035.16	47,380.24	-	15,315.04
Fundraisers	11,011.61	95,293.63	86,768.78	(2,442.42)	17,094.04
School Operating	(2,440.37)	4,534.39	2,213.01	516.86	397.87
Clearing	741.31	1,767.77	4,671.04	1,152.56	(1,009.40)
Faculty	1,142.56	3,301.42	4,030.83	580.00	993.15
School Total	\$ <u>30,566.87</u>	\$ <u>163,014.76</u>	\$ <u>155,693.08</u>	\$ <u>-</u>	\$ <u>37,888.55</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 37,888.55

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

POTOMAC HIGH SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 58,833.56	\$ 91,502.67	\$ 63,357.53	\$ (45,331.63)	\$ 41,647.07
Instructional	34,497.24	49,851.20	33,905.96	(28,596.99)	21,845.49
Fundraisers	(78,314.80)	184,360.93	206,077.46	60,197.01	(39,834.32)
School Operating	80,155.59	19,393.40	27,409.73	(68,602.70)	3,536.56
Clearing	8,517.59	41,065.90	136,158.27	83,537.30	(3,037.48)
Faculty	1,729.14	1,584.94	1,560.70	(1,202.99)	550.39
School Total	<u>\$ 105,418.32</u>	<u>\$ 387,759.04</u>	<u>\$ 468,469.65</u>	<u>\$ -</u>	<u>\$ 24,707.71 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 18,691.64
--Savings	6,016.07
Total cash	<u>\$ 24,707.71</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 1,906.36	\$ 6,013.80	\$ 7,590.15	\$ 313.54	\$ 643.55
Fundraisers	19,741.64	13,422.24	13,366.91	(1,023.25)	18,773.72
Operating	6,227.15	2.10	835.29	800.00	6,193.96
Clearing	78.30	987.32	897.33	(166.29)	2.00
Faculty	1,251.46	2,010.00	3,233.25	76.00	104.21
School Total	\$ <u>29,204.91</u>	\$ <u>22,435.46</u>	\$ <u>25,922.93</u>	\$ <u>-</u>	\$ <u>25,717.44</u> *

\* Represented by cash on demand with:

Wells Fargo Bank  
--Checking

\$ 25,717.44



COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

RONALD REAGAN MIDDLE SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Faculty	\$ -	\$ 750.00	\$ -	\$ -	\$ 750.00
School Total	\$ -	\$ 750.00	\$ -	\$ -	\$ 750.00 *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>750.00</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

RIPPON MIDDLE SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July, 1 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 4,338.79	\$ 7,062.51	\$ 4,828.70	\$ (4,517.09)	\$ 2,055.51
Instructional	25,230.66	24,007.19	13,448.36	(11,556.79)	24,232.70
Fundraisers	14,411.26	56,056.71	29,857.69	(16,369.50)	24,240.78
School Operating	15,410.17	2,180.82	6,162.72	6,639.99	18,068.26
Clearing	11,820.31	3,081.31	40,295.65	26,639.74	1,245.71
Faculty	670.71	1,145.04	853.90	(836.35)	125.50
School Total	\$ <u>71,881.90</u>	\$ <u>93,533.58</u>	\$ <u>95,447.02</u>	\$ <u>-</u>	\$ <u>69,968.46</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>69,968.46</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs	\$ 724.16	\$ 36.00	\$ 66.00	\$ -	\$ 694.16
Instructional	3,259.96	11,529.50	13,878.65	3,126.18	4,036.99
Fundraisers	6,944.27	9,558.58	6,850.60	(2,601.69)	7,050.56
School Operating	1,183.13	3,487.98	1,358.26	30.91	3,343.76
Clearing	1,219.90	1,510.39	2,299.19	(555.40)	(124.30)
Faculty	394.81	2,308.68	2,176.92	-	526.57
School Total	<u>\$ 13,726.23</u>	<u>\$ 28,431.13</u>	<u>\$ 26,629.62</u>	<u>\$ -</u>	<u>\$ 15,527.74 *</u>

\* Represented by cash on demand with:

Wells Fargo Bank  
--Checking

\$ 15,527.74

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

ROCKLEDGE ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Organizational	\$ 10.00	\$ -	\$ -	\$ -	\$ 10.00
Instructional	9,440.75	7,635.75	8,691.90	2,000.00	10,384.60
Fundraisers	16,346.61	11,633.09	7,317.37	(2,600.00)	18,062.33
School Operating	7,015.53	5,600.40	5,957.27	400.00	7,058.66
Clearing	724.52	629.52	1,421.09	-	(67.05)
Faculty	1,685.79	2,947.09	2,336.87	200.00	2,496.01
School Total	\$ <u>35,223.20</u>	\$ <u>28,445.85</u>	\$ <u>25,724.50</u>	\$ <u>-</u>	\$ <u>37,944.55</u> *

\* Represented by cash on demand with:

TD Bank  
--Checking \$ 37,944.55

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, 2012

Functions	Cash Balance July, 1 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 8,646.01	\$ 10,357.00	\$ 9,743.13	\$ (1,627.42)	\$ 7,632.46
Instructional	32,925.10	38,190.05	44,939.75	8,149.74	34,325.14
Fundraisers	27,581.14	104,699.69	68,447.21	(23,546.92)	40,286.70
School Operating	3,398.15	3,559.00	3,742.77	(1,051.91)	2,162.47
Clearing	3,831.12	20,284.56	42,783.27	18,139.96	(527.63)
Faculty	271.01	2,304.00	2,574.30	(63.45)	(62.74)
School Total	<u>\$ 76,652.53</u>	<u>\$ 179,394.30</u>	<u>\$ 172,230.43</u>	<u>\$ -</u>	<u>\$ 83,816.40 *</u>

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 83,816.40

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 2,534.59	\$ 16,385.95	\$ 18,542.10	\$ 2,035.75	\$ 2,414.19
Fundraisers	23,840.44	27,438.39	29,061.73	(2,054.84)	20,162.26
School Operating	8,611.75	1,859.81	575.01	1,513.01	11,409.56
Clearing	-	17,115.41	17,128.39	19.09	6.11
Faculty	1,051.09	577.48	-	(1,513.01)	115.56
<b>School Total</b>	<b>\$ 36,037.87</b>	<b>\$ 63,377.04</b>	<b>\$ 65,307.23</b>	<b>\$ -</b>	<b>\$ 34,107.68 *</b>

\* Represented by cash on demand with:

TD Bank	
--Checking	\$ <u>34,107.68</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

SINCLAIR ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 2,473.37	\$ 6,692.42	\$ 10,670.20	\$ 4,569.92	\$ 3,065.51
Clubs	-	-	654.28	654.28	-
Fundraisers	4,019.94	10,160.90	5,944.56	(5,249.10)	2,987.18
Operating	3,201.37	85.00	41.90	-	3,244.47
Clearing	1,790.58	2,700.89	4,526.47	25.00	(10.00)
Faculty	1,565.05	2,483.80	2,653.00	(0.10)	1,395.75
 School Total	 <u>\$ 13,050.31</u>	 <u>\$ 22,123.01</u>	 <u>\$ 24,490.41</u>	 <u>\$ -</u>	 <u>\$ 10,682.91</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 10,682.91

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

SPRINGWOODS ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 34,417.38	\$ 38,034.85	\$ 41,532.46	\$ 5,034.01	\$ 35,953.78
Fundraisers	15,551.58	17,930.93	10,106.11	(4,732.83)	18,643.57
School Operating	1,823.62	446.20	704.60	(324.63)	1,240.59
Clearing	400.10	2,433.33	2,833.43	-	-
Faculty	1,099.84	2,654.77	3,197.74	23.45	580.32
Totals	\$ <u>53,292.52</u>	\$ <u>61,500.08</u>	\$ <u>58,374.34</u>	\$ <u>-</u>	\$ <u>56,418.26</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 56,418.26



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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 26,254.55	\$ 62,643.05	\$ 56,577.35	\$ (4,300.21)	\$ 28,020.04
Instructional	78,973.88	183,885.54	183,283.55	(9,024.68)	70,551.19
Fundraisers	188,133.94	278,307.71	264,774.28	(57,622.28)	144,045.09
School Operating	122,533.69	10,097.31	74,110.90	34,556.56	93,076.66
Clearing	3,386.83	123,959.08	163,616.05	37,628.24	1,358.10
Faculty	2,997.67	5,005.01	4,729.07	(1,237.63)	2,035.98
School Total	<u>\$ 422,280.56</u>	<u>\$ 663,897.70</u>	<u>\$ 747,091.20</u>	<u>\$ -</u>	<u>\$ 339,087.06 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 16,405.89
--Money Market	312,321.58
Suntrust Bank	
--Lynch Certificate of Deposit	<u>10,359.59</u>
Total cash	<u>\$ 339,087.06</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 5,337.74	\$ 13,976.94	\$ 18,246.25	\$ 2,696.95	\$ 3,765.38
Instructional	11,180.42	53,093.56	53,317.01	(1,008.26)	9,948.71
Fundraisers	84,020.27	120,266.87	84,932.21	(4,839.00)	114,515.93
School Operating	42,880.68	2,063.82	3,785.66	770.00	41,928.84
Clearing	(986.06)	32,172.99	33,473.75	2,380.31	93.49
Faculty	3,316.52	1,409.72	1,428.24	-	3,298.00
School Total	\$ <u>145,749.57</u>	\$ <u>222,983.90</u>	\$ <u>195,183.12</u>	\$ <u>-</u>	\$ <u>173,550.35</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 130,336.96
--Certificate of Deposit	<u>43,213.39</u>
Total cash	\$ <u>173,550.35</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 4,697.45	\$ 6,567.92	\$ 8,518.71	\$ 5,000.00	\$ 7,746.66
Clubs	-	-	75.00	140.00	65.00
Fundraisers	24,729.93	7,946.62	2,464.00	(5,110.00)	25,102.55
School Operating	4,209.29	2,346.30	2,472.84	(30.00)	4,052.75
Clearing	(102.04)	1,173.03	1,339.67	-	(268.68)
Faculty	4,155.21	5,635.31	3,303.90	-	6,486.62
School Total	<u>\$ 37,689.84</u>	<u>\$ 23,669.18</u>	<u>\$ 18,174.12</u>	<u>\$ -</u>	<u>\$ 43,184.90</u> *

\* Represented by cash on demand with:

SunTrust  
--Checking \$ 43,184.90

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club	\$ -	\$ -	\$ 150.00	\$ -	\$ (150.00)
Instructional	5,590.80	21,259.15	24,467.17	2,516.85	4,899.63
Fundraisers	13,040.89	20,332.78	17,802.07	(3,457.82)	12,113.78
School Operating	17,082.17	136.48	2,173.86	3,097.89	18,142.68
Clearing	2,331.66	16,194.19	16,168.93	(2,356.92)	-
Faculty	1,374.11	2,712.50	1,155.51	200.00	3,131.10
School Total	\$ <u>39,419.63</u>	\$ <u>60,635.10</u>	\$ <u>61,917.54</u>	\$ <u>-</u>	\$ <u>38,137.19</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 38,137.19

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

TRIANGLE ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 2,243.79	\$ 12,799.21	\$ 18,945.74	\$ 6,372.41	\$ 2,469.67
Club	-	249.00	262.00	13.00	-
Fundraisers	12,584.83	14,312.37	11,648.92	(5,580.19)	9,668.09
School Operating	9,038.96	28,730.95	29,269.46	(1,862.46)	6,637.99
Clearing	542.53	1,244.35	2,184.39	107.24	(290.27)
Faculty	4,487.78	3,045.09	6,276.45	950.00	2,206.42
School Total	<u>\$ 28,897.89</u>	<u>\$ 60,380.97</u>	<u>\$ 68,586.96</u>	<u>\$ -</u>	<u>\$ 20,691.90 *</u>

\* Represented by cash on demand with:

Bank of America  
--Checking \$ 20,691.90

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

TYLER ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 687.13	\$ 14,909.73	\$ 14,898.93	\$ 1,120.57	\$ 1,818.50
Fundraisers	1,878.87	18,618.92	13,031.35	(3,274.57)	4,191.87
School Operating	464.12	502.10	2,765.48	2,254.00	454.74
Clearing	-	1,613.80	1,513.80	(100.00)	-
Faculty	242.07	2,565.97	1,983.50	-	824.54
School Total	\$ 3,272.19	\$ 38,210.52	\$ 34,193.06	\$ -	\$ 7,289.65 *

\* Represented by cash on demand with:

BB&T Bank  
--Checking-General \$ 7,289.65

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

VAUGHAN ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 1,556.12	\$ 28,545.50	\$ 28,314.38	\$ (339.92)	\$ 1,447.32
Fundraisers	7,803.22	20,452.46	17,577.67	(2,900.00)	7,778.01
School Operating	4,820.78	777.00	17,030.12	16,253.05	4,820.71
Clearing	12,685.38	740.18	1,601.93	(11,858.13)	(34.50)
Faculty	736.61	1,544.14	824.56	(1,155.00)	301.19
School Total	<u>\$ 27,602.11</u>	<u>\$ 52,059.28</u>	<u>\$ 65,348.66</u>	<u>\$ -</u>	<u>\$ 14,312.73 *</u>

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 14,312.73

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

VICTORY ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs	\$ 601.98	\$ -	\$ -	\$ (100.00)	\$ 501.98
Instructional	2,978.81	21,498.00	29,931.70	13,093.05	7,638.16
Fundraisers	18,411.58	30,354.95	15,452.45	(26,500.00)	6,814.08
School Operating	1,191.60	173.48	7,763.23	13,537.47	7,139.32
Clearing	3,731.64	4,481.90	8,149.07	62.53	127.00
Faculty	3,363.76	2,055.09	5,030.90	(93.05)	294.90
School Total	<u>\$ 30,279.37</u>	<u>\$ 58,563.42</u>	<u>\$ 66,327.35</u>	<u>\$ -</u>	<u>\$ 22,515.44</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 22,515.44



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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 1,349.88	\$ 10,205.00	\$ 7,371.03	\$ (1,250.51)	\$ 2,933.34
Fundraisers	3,705.29	5,596.79	1,481.94	(1,633.64)	6,186.50
School Operating	3,393.08	604.00	6,494.83	2,882.26	384.51
Clearing	1,001.45	916.29	1,918.91	1.89	0.72
Faculty	1,144.78	1,400.00	1,506.85	-	1,037.93
School Total	\$ <u>10,594.48</u>	\$ <u>18,722.08</u>	\$ <u>18,773.56</u>	\$ <u>-</u>	\$ <u>10,543.00</u> *

\* Represented by cash on demand with:

Wells Fargo Bank  
--Checking

\$ 10,543.00

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

WESTRIDGE ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 4,103.82	\$ 21,570.18	\$ 28,532.11	\$ 3,956.22	\$ 1,098.11
Fundraisers	36,280.24	21,113.37	12,386.36	(17,921.15)	27,086.10
School Operating	11,010.37	2,020.78	22,017.10	14,713.33	5,727.38
Clearing	483.81	1,933.69	2,127.94	(748.40)	(458.84)
Faculty	428.68	632.79	505.00	-	556.47
 School Total	 <u>\$ 52,306.92</u>	 <u>\$ 47,270.81</u>	 <u>\$ 65,568.51</u>	 <u>\$ -</u>	 <u>\$ 34,009.22</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 34,009.22

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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Clubs	\$ 137.27	\$ -	\$ -	\$ (32.00)	\$ 105.27
Instructional	12,679.38	21,876.59	25,741.94	4,353.42	13,167.45
Fundraisers	35,389.77	34,516.32	30,120.79	(5,881.22)	33,904.08
School Operating	429.71	-	1,200.33	1,200.33	429.71
Clearing	(75.22)	2,223.02	2,342.27	159.47	(35.00)
Faculty	2,739.61	3,098.05	4,673.05	200.00	1,364.61
School Total	\$ <u>51,300.52</u>	\$ <u>61,713.98</u>	\$ <u>64,078.38</u>	\$ <u>-</u>	\$ <u>48,936.12</u> *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>48,936.12</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

T. CLAY WOOD ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2012
Instructional	\$ -	\$ 35,477.41	\$ 36,455.96	\$ 1,703.00	\$ 724.45
Clubs	-	604.50	619.48	15.98	1.00
Fundraisers	-	28,792.59	17,008.70	(6,605.27)	5,178.62
School Operating	-	9,128.53	12,085.62	5,658.98	2,701.89
Clearing	-	1,683.04	1,284.00	(432.69)	(33.65)
Faculty	-	3,790.50	4,178.90	(340.00)	(728.40)
School Total	\$ -	\$ 79,476.57	\$ 71,632.66	\$ -	\$ 7,843.91 *

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ <u>7,843.91</u>

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

WOODBINE PRESCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 755.20	\$ 160.00	\$ 398.00	\$ -	\$ 517.20
Fundraisers	15,185.53	126.75	-	-	15,312.28
Operating	5,299.07	280.00	169.00	-	5,410.07
Clearing	(20.50)	(35.00)	-	-	(55.50)
Faculty	43.10	-	-	-	43.10
School Total	<u>\$ 21,262.40</u>	<u>\$ 531.75</u>	<u>\$ 567.00</u>	<u>\$ -</u>	<u>\$ 21,227.15 *</u>

\* Represented by cash on demand with:

BB&T Bank  
--Checking

\$ 21,227.15

COUNTY OF PRINCE WILLIAM PUBLIC SCHOOLS

WOODBRIIDGE MIDDLE SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances--All Funds  
Year Ended June 30, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 9,561.88	\$ 17,510.20	\$ 19,809.65	\$ 1,029.62	\$ 8,292.05
Instructional	22,432.88	20,011.98	13,592.21	6,022.84	34,875.49
Fundraisers	66,800.07	102,214.28	89,034.56	(33,233.84)	46,745.95
Operating	32,467.03	3,452.26	10,466.21	49,977.02	75,430.10
Clearing	62,889.51	39,611.63	77,642.36	(23,446.28)	1,412.50
Faculty	2,442.28	1,313.04	1,871.79	(349.36)	1,534.17
School Total	<u>\$ 196,593.65</u>	<u>\$ 184,113.39</u>	<u>\$ 212,416.78</u>	<u>\$ -</u>	<u>\$ 168,290.26 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 107,424.76
--Money Market	<u>60,865.50</u>
Total cash	<u>\$ 168,290.26</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Club/Organization	\$ 41,597.73	\$ 150,768.52	\$ 139,220.30	\$ 9,237.83	\$ 62,383.78
Instructional	52,286.39	81,046.29	75,644.46	(3,016.90)	54,671.32
Fundraisers	117,016.77	376,817.51	378,197.95	18,474.39	134,110.72
Operating	63,455.68	6,215.88	10,508.18	(701.45)	58,461.93
Clearing	13,177.59	117,316.85	107,972.94	(23,993.87)	(1,472.37)
Faculty	2,679.45	4,860.67	4,175.03	-	3,365.09
School Total	<u>\$ 290,213.61</u>	<u>\$ 737,025.72</u>	<u>\$ 715,718.86</u>	<u>\$ -</u>	<u>\$ 311,520.47 *</u>

\* Represented by cash on demand with:

BB&T Bank	
--Checking	\$ 104,307.81
--Money Market	<u>207,212.66</u>
Total cash	<u>\$ 311,520.47</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, 2012

Functions	Cash Balance July 1, 2011	Receipts	Disburse- ments	Inter-Account Transfers	Cash Balance June 30, 2012
Instructional	\$ 22,855.39	\$ 10,067.95	\$ 13,762.95	\$ 1,185.68	\$ 20,346.07
Major Activity	14,586.04	12,442.62	8,552.12	(2,132.68)	16,343.86
School Operating	10,969.30	827.42	2,464.49	687.00	10,019.23
Clearing	2,651.60	9,056.44	11,768.04	60.00	-
Faculty	1,297.54	5,924.38	4,572.14	200.00	2,849.78
School Total	\$ <u>52,359.87</u>	\$ <u>38,318.81</u>	\$ <u>41,119.74</u>	\$ <u>-</u>	\$ <u>49,558.94</u> *

\* Represented by cash on demand with:

BB&T Bank  
--Checking \$ 49,558.94



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## Report of Audit Findings and Recommendations

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**Date: August 31, 2012**

**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 statement of the County of Prince William, Virginia School Activity Funds for the year ended June 30, 2012. 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.

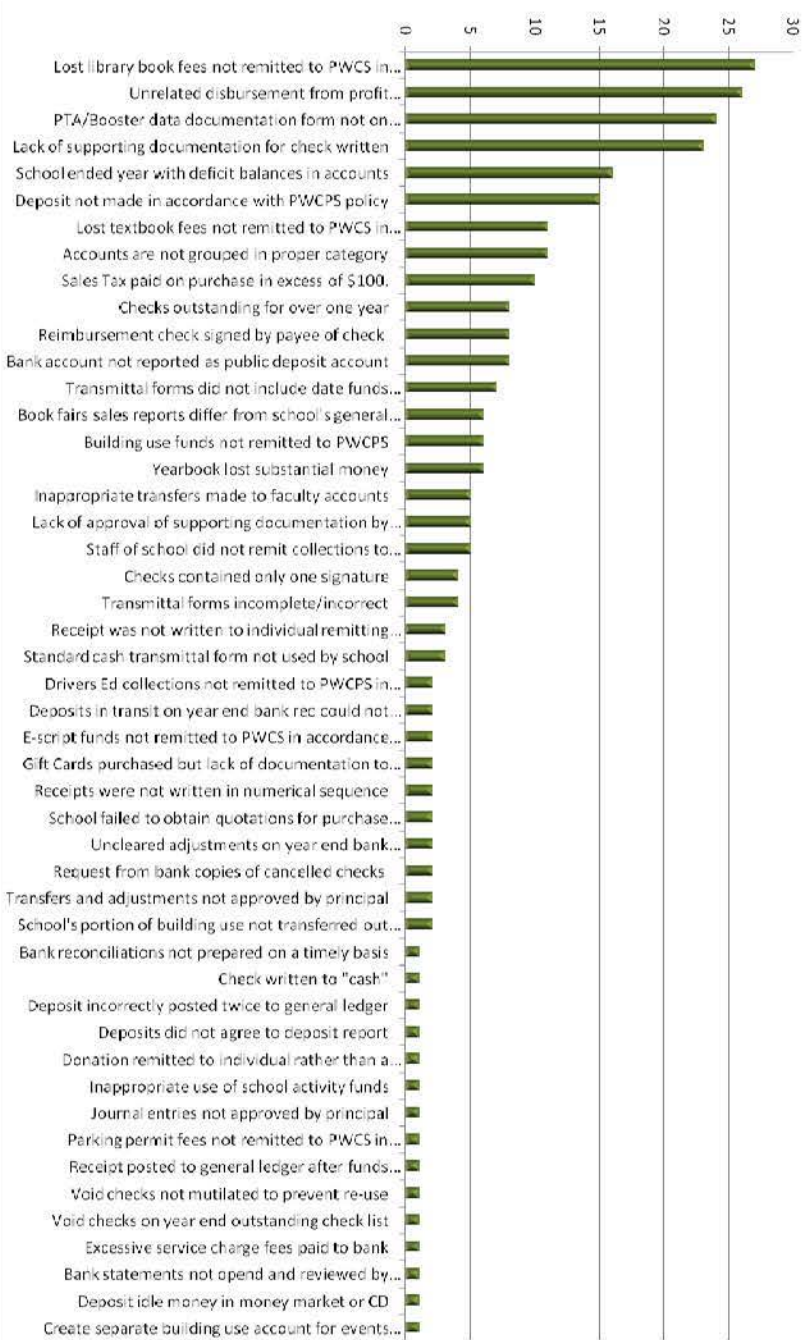
### All Schools

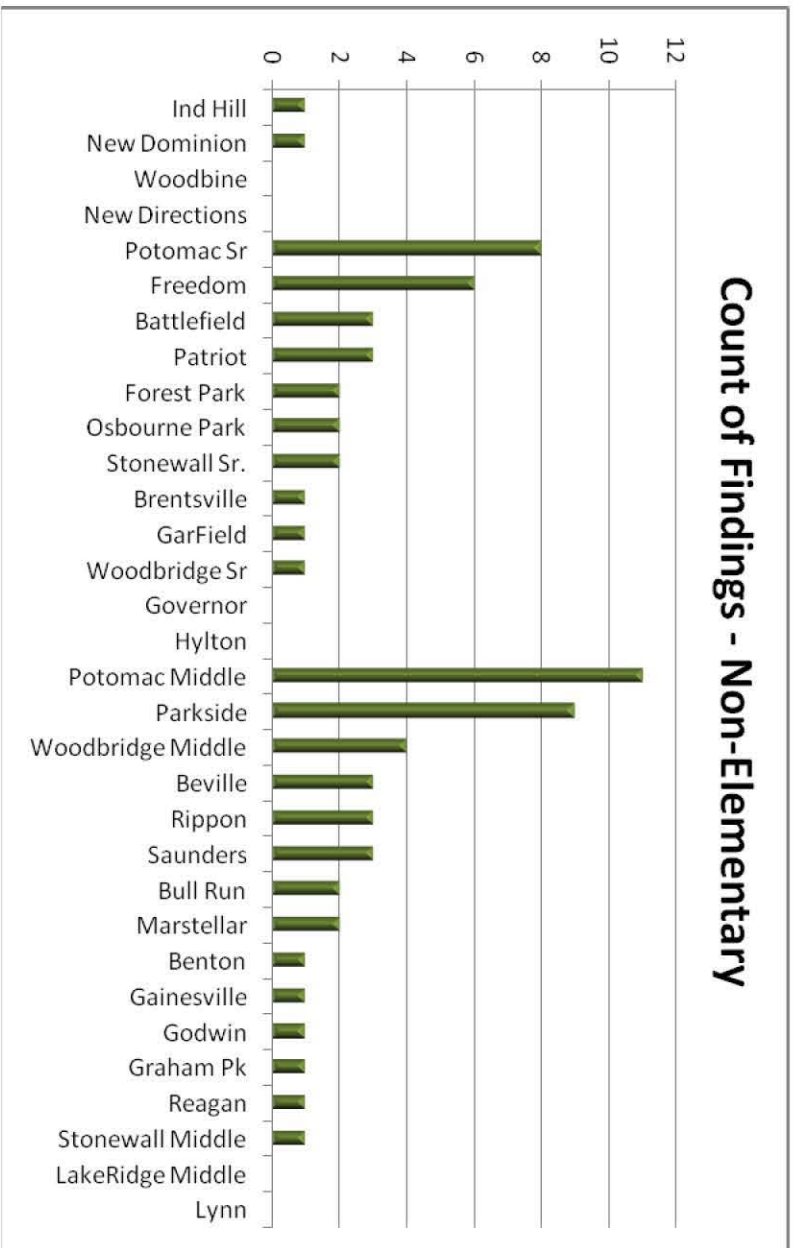
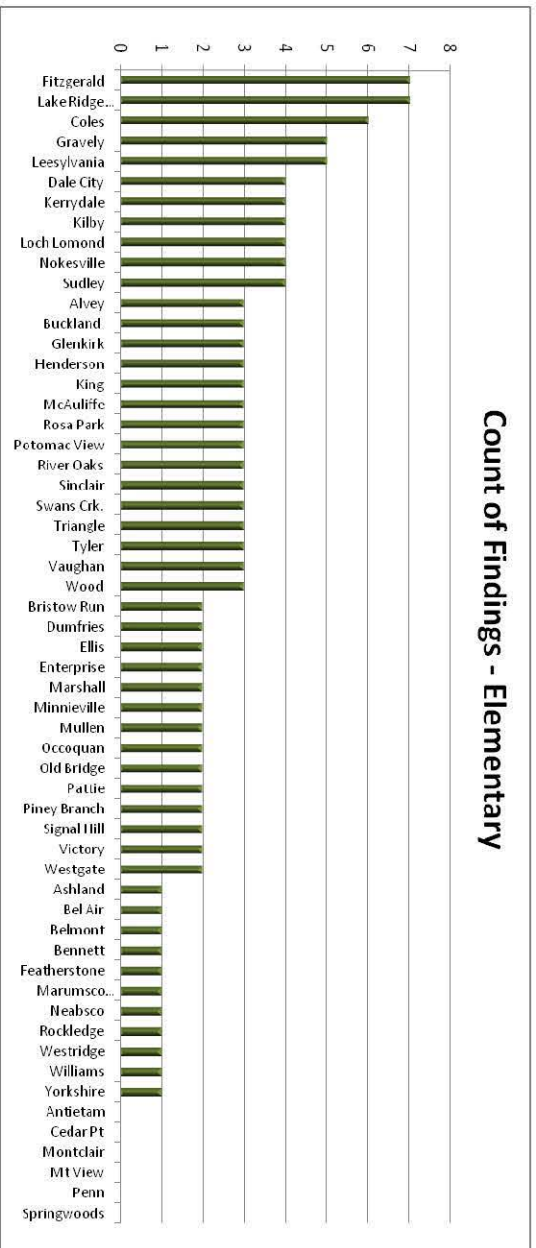
Due to the nature of school activity funds, there is an inherent risk of misappropriation of assets associated with the lack of segregation of duties over the accounts, records, and financial reporting. Although this risk exists, the costs of segregating these duties would likely outweigh the benefits. 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.

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. These risks weaken the school's internal control environment, especially when the findings continue from year to year.

## Findings and Recommendations





## Alvey Elementary School

### Repeat of Prior Year Findings

It was noted during our audit that the 4<sup>th</sup> grade activity account had a deficit balance at June 30, 2012. 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 account management utilized to avoid the over spending of accounts.

During our audit, we noted that check #22148 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.

### Current Year Finding

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This Form is a required part of our audit and should be available for examination.

### Current Year Recommendation

According to the "Financial Guidelines Manual", the school's portion of building use revenue should be transferred to the building use local account. At June 30, 2012, the building use clearing account had a balance of \$2,783.95 which represented the school's 25% portion of the building use revenue.

## **MANAGEMENT'S RESPONSE**

- Our response from last year was: "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 accordingly 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." Year end accounting has typically been done in July when the bookkeeper returns to school and finalizes the Activity Funds for the year. We will take steps to make sure that all deficits are done before the bookkeeper leaves in June.
- In researching the given check number, we found that check (#2148) was written 9/14/11. We had not yet responded to the Audit Findings at that time. As stated last year, we had 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.
- The PTA/ Booster Club Data Accumulation Form was received and sent forward after our audit box was sent to the KLC for the audit. We have requested that the final PTA meeting of each year include review of the form, so that it will be in hand before the school year closes. In that way, we can guarantee that it will be included in the audit box.
- As noted previously, the year end for our Student Activity Funds has taken place during July when the bookkeeper returns to school. The funds were transferred out of the clearing account at that time. We will take necessary steps to be sure that all year end activity is completed in the Student Activity Funds prior to June 30 in the future.
- If any further information is needed, 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 emailed copies.

## Antietam Elementary School

### Repeat of Prior Year 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**

- A memo has been sent to the staff to ask them to please include the date on their deposit slips when they turn them into the bookkeeper. All efforts will be made by the bookkeeper to make sure the deposit slips are dated before depositing the funds.

## Ashland Elementary School

### Current Year Finding

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 \$560 of transfers into its faculty accounts for the year.

### **MANAGEMENT'S RESPONSE**

- In the future all transfers made to the faculty accounts will be no more than \$200 for the year.

## Battlefield High School

### Current Year Findings

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

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This Form is a required part of our audit and should be available for examination.

### **MANAGEMENT'S RESPONSE**

We have read and reviewed the findings of Robinson, Farmer, Cox Associates in regards to the annual audit of Battlefield High School's Activity Fund accounts for the 2011-2012 school year. As always, we appreciate the thorough examination of our records so that we may continue to uphold financial standards and procedures which are in place throughout Prince William County Schools. This letter is a response to your findings and recommendations.

- Funds in the Lost Library Book and Lost/Damaged Textbook accounts will be remitted semi-annually as opposed to annually.
- The PTA/Booster Club Data Accumulation Form was completed. I do not recall why it was not on hand during the audit. It was emailed to the auditor on August 15<sup>th</sup>, two days after the audit. In the future, we will make sure that it is on hand at the time of the audit.

Thank you so much for the review and recommendations to our school and staff. We at Battlefield truly believe that "Success is a Choice" in all that we do. Success in accurate and complete accounting recording is the choice of our entire staff.

### **Bel Air Elementary School**

#### **Current Year Finding**

At June 30, 2012 the school had five checks that have been outstanding for more than a year. The checks were written off in July 2012.

#### ***MANAGEMENT'S RESPONSE***

- The finding from Robinson, Farmer, Cox Associates was the school had five checks that have been outstanding for more than a year. The checks were written off in July 2012 instead of June 2012. In the future all checks that are a year outstanding will be written off by June 30 of each fiscal year.

### **Belmont Elementary School**

#### **Current Year Finding**

According to the "Financial Guidelines Manual," building use fees are to be remitted monthly to PWCS and all funds should be remitted by the end of the fiscal year. Building use fees were collected in June and were not remitted to PWCS by June 30, 2012 and thus the school did not adhere to this policy.

#### **Current Year Recommendation**

It was noted that the school's bank account has not been reported as a public deposit account. We recommend that all accounts be collateralized in accordance with the Virginia Security for Public Deposits Act.

#### ***MANAGEMENT'S RESPONSE***

This memo is to respond to the recent audit of the cash basis financial statement of Belmont Elementary School Activity Funds for the year ended June 30, 2012 Findings and Recommendations. This information is provided by the previous bookkeeper who left Belmont in November of 2012.

- In reference to the finding concerning building use fees not being remitted to PWCS by June 30, 2012- These funds were collected on June 29, 2012 for The Life Center's July building use. The funds were deposited when received per the "Financial Guidelines Manual." The funds were paid to PWCS in the month of August, after the month's usage per the Office of Risk Management's Outside School Use Manual. All other building use throughout the year had been forwarded to PWCS Office of Risk Management on a monthly basis, as shown in the Account Analysis Detail Report.

- In reference to the recommendation concerning the school's bank account- The school's bank account has been through several bank acquisitions since it was opened. The latest acquisition was by Wells Fargo. They did not collateralize the account when taken over from Wachovia, who did have it reported correctly as a public deposit account. The Wells Fargo Account will be collateralized as a public deposit account in accordance with the Virginia Security of Public Deposits Act. Wells Fargo is in the process of providing documentation of this directive.

## Bennett Elementary School

### Repeat of Prior Year Finding

It was noted during our audit that the interest revenue account had a deficit balance at June 30, 2012. 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 account management utilized to avoid the over spending of accounts.

### Current Year Recommendations

During our audit, we noted unrelated disbursements made from the pictures, school store, and faculty coke 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.

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. club).

## ***MANAGEMENT'S RESPONSE***

Bennett Elementary wishes to respond as follows to recommendations made by Robinson, Farmer Cox Associates following the audit of School Activity Funds:

- We are aware that accounts should not end the year with a deficit. The Bennett bookkeeper did prepare a transfer of funds to eliminate the deficit balance however in her haste to do this, she inadvertently entered the current date (which was July) rather than June 30. This is an error that will not be repeated.
- Picture Account: Made a purchase of instructional materials for students and neglected to make a transfer of funds to the instructional account. Bookkeeper will do her best to not repeat the error. School Store: The only activity in this account was the purchase and sale of student agendas. It made sense to handle it in the manner we did, but the bookkeeper did speak with the auditor while he was present and based upon the recommendation will find another way of handling this purchase in the future. Coke Account: The coke account at Bennett is only for staff. The vending machines are located in the teacher lounge not accessible to students. The commission from these machines (which should be noted was very minimal and is now non-existent) was always used toward staff refreshment or teacher appreciation materials at the recommendation of the previous principal/bookkeeper and guidance from the Finance Office. Now that we receive no commission at all, we will neither be making any deposits nor withdrawals from the Coke Account.

- Account Not Assigned to Normal Account Classes: This was questioned at the time of audit. Bennett bookkeeper explained that this was a temporary account that was merely holding funds for parents involved with one of the Lego Groups at our school to ensure that monies collected from parents were actually being used to refund the leaders of the group for materials they were purchasing. Immediately following the conversation with the auditor, our bookkeeper spoke to Linda Kincheloe to let Finance know that we would no longer be involved with this account and parents would be responsible for handling their own funds.

### Louise A. Benton Middle School

#### Current Year Recommendation

During our audit we noted that proceeds from school fundraisers were being remitted to the bookkeeper largely on one day. For example, over \$37,000 was remitted to the bookkeeper on October 14, 2011. Funds are being held in the school safe by staff in charge of the Yankee Candle and Nikodemus fund raiser until the fund raiser concludes. The funds are then verified by several volunteers and remitted to the bookkeeper. Although, the use of the safe limits the risk of misappropriation of the proceeds, funds collected should be remitted to the bookkeeper on a daily basis so that the proceeds can be deposited to the bank in accordance with PWCS policies.

#### **MANAGEMENT'S RESPONSE**

- Funds that are now collected for all activities are remitted to the bookkeeper on a daily basis so that proceeds are deposited to the bank in accordance with PWCS policies.

### Stuart M. Beville Middle School

#### Current Year Findings

During our audit, it was determined that the yearbook lost approximately \$1,638 during fiscal year 2012. 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.

According to the "Financial Guidelines Manual," accounts should not end the year with a deficit balance. The school had three athletic fundraiser accounts that had a deficit balance at June 30, 2012. 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.

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 \$3,648.87 of transfers into its faculty accounts for the year.

#### **MANAGEMENT'S RESPONSE**

This memo is in response to the FY 2011-2012 Student Activity Funds audit findings received today.

- Over spending of C Accounts - there was no over spending. It was pointed out to the auditor at the exit interview that the three accounts with deficits had inventory to offset the deficits as shown on the inventory reports given to him. According to the "Financial Guidelines Manual," C accounts should not end the school year with a deficit balance "unless there is sufficient inventory on hand to offset the deficit balance."



- Transfers to Faculty Accounts - this is a mistake by the auditor. There were not transfers of \$3,648.87 into faculty accounts from non-faculty accounts. That is the expense total for faculty funds for the year. Attached is page four of the year-end account analysis summary showing the amounts. We did not have any transfers into faculty funds that were not allowed.
- Yearbook Loss - we have taken steps to correct this. Those steps include adding incentives to purchase a yearbook, more advertising and marketing of the yearbook, removing the expense of including the World Book insert as a bound part of every contracted yearbook. A separate World Book insert is now an option that must be paid for separately if a student wants it.

### **Brentsville District Senior High School**

#### **Current Year Finding**

At June 30, 2012 the school had several 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 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***

- Corrective Action: All checks which have been outstanding for more than one year have been written off and added back into the school's cash balance.
- Corrective Action: The three accounts were identified by the bookkeeper. All three accounts are now grouped with an appropriate group account.

### **Bristow Run Elementary School**

#### **Current Year Findings**

During our audit, we noted two checks that were made out to the bookkeeper but were also signed by the bookkeeper. We recommend that checks be signed by an authorized individual other than the payee.

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 \$639.85 of transfers into its faculty accounts for the year.

### Current Year 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. faculty).

### **MANAGEMENT'S RESPONSE**

- According to page 11 of the "Financial Guidelines Manual," "dual signatures are required on all checks." Both checks made out to the bookkeeper were signed by both the principal and bookkeeper.
- Our faculty accounts had a negative balance due to a lack of proceeds from a vending company. Multiple attempts were made to contact the vending company in order to collect the owed proceeds. After a lack of response and multiple attempts, the vending machines were removed and were replaced by machines that are now supporting a positive balance in this account.
- The account has been assigned to a normal account class.

### Buckland Mills Elementary School

#### Current Year Findings

During our audit, we noted numerous checks that 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.

It was noted during our audit that sales tax was paid on check #1953 for purchases exceeding \$100. 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.

The amount reported on the Scholastic book fair sales reports and what was posted on the school's general ledger differ by \$329.26. 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.

#### Current Year Recommendation

During our audit, we noted unrelated disbursements made from the book fair, and faculty coke 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**

- I sign every check and approve every expenditure at Buckland Mills Elementary. I have signed every check and every check requisition. These are both dated and signed on the same day, as well. To respond to this finding, I will begin initialing every piece of supporting documentation that is already attached to the requisition that I review before signing the official PWCS forms if that is in keeping with the Division's expectation. We can reconcile this.

- We are only on check #1717 to date. This is actually check #1593. It was our oversight. We have recently discontinued using all stores that do not recognize our tax exempt status.
- We have procedures in place to reconcile all book fair receipts. Our actual receipts did reconcile following the event. The Scholastic report generated from their machine does show that we should have made more than our actual receipts brought in. The Scholastic report actually comes to our school later. The amount on our ledger reflects actual funds earned from the book fair not the amount that Scholastic's tally machine added. We realized errors taking place with the machine as our volunteers were calculating sales. We will make certain that volunteers know how to void incorrect purchases if re-ringing when cards don't go through. We feel this contributed to this discrepancy. We will have more stringent training for all volunteers using the electronic register.
- Our practice has been to write a check to take book fair profits out of the book fair account and send it back into our library books account. Our new multi-step procedure will be to transfer funds from book fair to library, then purchase books with the proceeds. The faculty coke machine proceeds pay for the faculty water machine. We began a new practice this fall where we use a multi-step procedure to transfer coke money out and place it in the Faculty Fund, then pay the water machine bill.

### **Bull Run Middle School**

#### **Current Year 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***

- Corrective Action: The principal and bookkeeper met to review and discuss the guidelines for lost library books and lost textbook fees. Bull Run Middle School will remit these fees on a semi-annual basis as stated in the "Financial Guidelines Manual" on page 65. For the period of July - November, fees will be due on December 5 and from the period of December - June; fees will be due to the Office of Financial Services as directed in the annual End-of-Year Close-Out notice.

### **Cedar Point Elementary School**

#### **Current Year Recommendation**

During our audit, we noted unrelated disbursements made from the pictures 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.

#### ***MANAGEMENT'S RESPONSE***

- This recommendation refers to the SAF Picture Find which has been used to collect commission from Lifetouch Picture Sales. We had used this account to write checks for school purchases. Even before this recommendation, we had implemented the practice of transferring these profits received from picture sales to the General Instruction Account to be used for school purchases. We are pleased to indicate this has been resolved.

## 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. This finding has been repeated in several audits.

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.

### Current Year Findings

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

It was noted during our audit that sales tax was paid on check #3928, #3951, and #3985 for purchases exceeding \$100. 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.

The school had three uncleared adjustments totaling \$2 on its June 30, 2012 bank reconciliation. We recommend these adjustments be investigated and cleared from the monthly bank reconciliation.

### Current Year Recommendation

During our audit, we noted unrelated disbursements made from the pictures 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.

### ***MANAGEMENT'S RESPONSE***

- Bookkeeper's 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 atmospheres (short staffed, out of office on leave, 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/or make a deposit; all funds are locked in a vault which is locked in my office. When I do count the deposit at my earliest convenience, I have made notes on the bottom of the deposit sheet stating why the funds were not able to be counted /deposited within the PWCS timely fashion. I will continue to do my best in following county policy by counting money and making a deposit daily or at minimum of Wednesday and Friday. Please note for the 12/13 school year so far I have had less of these occurrences. September-0, October -1, November -0, December -3 (was out on leave during these occurrences), January -1. We are also going to try and ratify the repeat finding by having a responsible person deposit any money collected whereas the bookkeeper is not able to, and then I will enter the deposit upon return.

- Bookkeeper’s Response: Per the “Financial Guidelines Manual,” it is stated that for the period of July - Nov you must remit the funds collected in #5030- Lost Library Books or E5090- Lost /Damaged Textbooks by Dec 5. However, if your balance is less than \$25 you may carry the balance forward to the next period and any cash balance in the account will be due in June of any given year. As of 11/30/11 our balances in both of those accounts were less than \$24 E5030- Lost Library Book had a balance of \$18 and E5090- Lost/Damaged Textbook had a balance of \$0. I carried those balances and remitted all funds in both of those accounts by June 25, 2012. Please reference check #4026 dated 6/25/2012. Please find that I am within correct practice of the “Financial Guidelines Manual” and did adhere to this policy.
- Bookkeeper’s Response: I will make note of this. It was a complete oversight of making the receipt out to the destination of funds verses that remitted them for the Book Fair. As for the School Store, the SCA students do not have time to count the money and complete a deposit form before they hand it in every morning. Please keep in mind this is an elementary level school store. Therefore, I count it, deposit it, and just make the receipt out to the School Store as no person actually counted out the deposit before turning it in. However, to correct this finding for future deposits, I will make all School Store deposit slips out to the SCA chair person.
- Bookkeeper’s Response: All of these checks were reimbursement for instructional supplies or grade level expenses made by a parent or staff member. It was an oversight of mine to reimburse the total with tax included. Please note none of these checks individually were over \$100. In the future, I will be more diligent when performing reimbursements and not reimburse any tax that is paid. We do utilize our tax exempt status for school purchases. I will remind staff and parents requesting reimbursement that they are to do so as well. And that any tax paid will be at their own expense, it will not be reimbursed. Please note the following amounts of each check reimbursement and tax amount paid.

Check#3928 - Total Reimbursement \$83.31, tax paid \$0.85

Check#3951 - Total Reimbursement \$10.73, tax paid \$0.26

Check#3985 - Total Reimbursement \$36.62, tax paid \$1.74

- Bookkeeper’s Response: I was unaware of this \$2 adjustment as of June 30, 2012. I am not sure if an adjustment was entered twice by accident, causing the offset or if this was system error. Finance had to help correct the issue with this referenced \$2 adjustment during the fall of 12/13 school year. We have since resolved the issue.
- Bookkeeper’s Response: The unrelated disbursement was to help pay for new computers in our computer lab. The funds were raised by students (picture money) and used for students. I will be more diligent next time and transfer the funds to a more appropriate account before disbursing and using, rather than directly from the fundraiser account.

Dale City Elementary School

Repeat of Prior Year Finding

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #10588 lacked supporting documentation.

### Repeat of Prior Year 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 these accounts be grouped with the appropriate group of accounts (i.e. clearing).

### Current Year Findings

At June 30, 2012 the school had several checks that had 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", building use fees are to be remitted monthly to PWCS and all funds should be remitted by the end of the fiscal year. The building use account had a balance of \$120 at June 30, 2012 and thus the school did not adhere to this policy.

During our audit, we noted check # 10558 was signed by only one authorized signer. We recommend all checks contain the signature of two authorized signatories.

### Current Year Recommendations

During our audit, we noted unrelated disbursements made from the fundraiser 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.

It was noted that the school's bank account has not been reported as a public deposit account. We recommend that all accounts be collateralized in accordance with the Virginia Security for Public Deposits Act.

### ***MANAGEMENT'S RESPONSE***

- Supporting documentation of Check #10588 was found to be attached to the payment voucher.
- The two accounts not assigned to any normal accounts were transferred from the Manatee system and were deleted last September from this system.
- Outstanding checks for more than one year have been added back to the proper accounts.
- All Clearing Accounts (E-Accounts) will be forwarded to SBM accounts at the end of each fiscal year.
- Check #10558 was signed by only one authorized person, the principal. Future checks will contain two authorized signatures.
- Only activity directly related to the Fundraiser Account will be disbursed from that account. Transfers have been made to the proper activity accounts.
- Wells Fargo was notified regarding the school's bank account be reported as a public deposit account. They will make the change.

## Dumfries Elementary School

### Current Year Findings

According to the “Financial Guidelines Manual”, lost library book fees are to be remitted semi-annually to PWCS. The school remitted the funds in June 2012 and thus did not adhere to this policy.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

### Current Year 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. instructional).

### **MANAGEMENT’S RESPONSE**

- It was noted we did not adhere to the policy regarding lost library book fees. This process has been started and will be corrected from this point forward.
- It was noted the PTA Data Accumulation Form was not on hand. It was in the folder with the Co-Op Activities Form. I have attached a copy for your review.
- It was noted by the auditor that there were two accounts not assigned to any normal account classes. I looked at our reports and found the accounts that have no group codes assigned. I will group the accounts with the appropriate group of accounts.

## Suella Ellis Elementary School

### Repeat of Prior Year 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.

### Current Year Finding

During our audit, it was determined that several receipts (#1997, #2046, #2134, and #2151) 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.

### **MANAGEMENT’S RESPONSE**

The following actions have been taken and implemented:

- Lost Library Book fees are to be remitted semi-annually to PWCS. Future: Lost Library book fees will be remitted to PWCS semi-annually.
- Receipts (#1997, #2046, #2134, and #2151) were not deposited in a timely fashion. Future: Will be sure to deposit daily \$25 if collected or at a minimum, deposited on Friday.

## Enterprise Elementary School

### Current Year Findings

It was noted during our audit that sales tax was paid on check #8827 for purchases exceeding \$100. 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.

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.

### Current Year Recommendation

During our audit, we noted one unrelated disbursement made from the book fair 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.

### **MANAGEMENT'S RESPONSE**

- Sales tax paid on purchases in excess of \$100. This reimbursement was made from our Social Committee, which is a collection of staff funds. After this reimbursement was made, my bookkeeper, Mrs. Dodge was made aware that no sales tax is to be paid, even from this account. No other sales tax has been paid from any Student Activity Fund Account, since this occurred. Corrective action has been taken.
- Lost Book Fees were not remitted semi-annually. Although, funds were remitted, they were only remitted once, at the end of the school year. Corrective action was taken to ensure that these remittances will be made semi-annually. The first remittance was completed during FY13, 12/15/12, as directed by the financial guidelines.
- Unrelated disbursement was made from the book fair account. Upon review of the records, the only disbursements made were for payment of the book fair sales and also to Prince William County Public Schools to transfer the funds from this account to our Site Based Funds for the purchase of library books. Mrs. Dodge will transfer any funds from this account to a separate Student Activity Fund account, prior to submitting to Prince William County Public Schools to make any purchases of library books.

## Featherstone Elementary School

### Current Year Finding

It was noted during our audit that sales tax was paid on check #8416 for purchases exceeding \$100. 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.

### **MANAGEMENT'S RESPONSE**

- In the future, we will assure that sales tax is not included in the reimbursement amount.



## Fitzgerald Elementary School

### Repeat of Prior Year 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.

### Current Year Findings

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. We noted 13 of the 27 checks issued, lacked adequate supporting documentation.

During our audit, we noted check #5192 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 the fall book fair receipts for the entire fair were posted to the general ledger on one day although the funds were deposited daily. In addition, the book fair deposits were prepared and deposited at the bank by the librarian. We also determined that the spring book fair receipts were all deposited at the conclusion of the fair rather than as the funds were collected. Furthermore, the spring book fair deposit in the amount of \$5,158.40 was not posted to the accounting system. The error was discovered when the bank reconciliation was completed and the deposit was posted as an adjustment. No cash transmittal form or other supporting documentation was provided to support the amount deposited. 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 noted numerous 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.

As a result of our audit, it appears that the bookkeeper is not correctly posting the deposits to the school's general ledger. On several occasions, we noted the bank validated deposit slips did not reflect the same information as the deposit report. This made determining whether a specific receipt was included in a particular deposit very difficult. The amount of the deposit per the school's deposit report should agree to the amount of funds deposited to the bank for that day.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

### Current Year Recommendations

During our audit, we noted unrelated disbursements made from the pictures and faculty coke 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.

Numerous transfers and adjustments were not approved by the principal. We recommend that any transfers or adjustments be approved by the principal.

## **MANAGEMENT'S RESPONSE**

I have reviewed the audit findings from our August 31, 2012 audit completed by the audit firm of Robinson, Farmer, Cox Associates (RFC). I was a new principal to Fannie W. Fitzgerald Elementary effective July 1, 2012 school year. I will however, provide you with what I have in place to ensure this does not occur again.

- 13 of 27 checks issued lacked supporting documentation-I have talked with the new bookkeeper and checks will not be signed by the principal unless supporting documentation has been provided.
- Check #5192 lacked principal's approval. I will approve all financial transactions that take place within the school.
- Fall book fair receipts were posted on one day. Deposits were prepared by the librarian. I spoke to the book fair coordinator and all deposits will be made on a daily basis. They are to be submitted to the bookkeeper daily and she will complete the deposits and post on the same day per the "Financial Guideline Manual."
- Receipts were not accompanied by transmittal forms. I have discussed this with the new bookkeeper and all receipts from individuals will be accompanied by a cash transmittal form.
- The bookkeeper is not correctly posting deposits to the school's general ledger. I have discussed this with our new bookkeeper and all deposits noted in our school general ledger will match the bank deposit form. Deposits will be made on a daily basis when funds are collected and posted the same day per our "Financial Guideline Manual."
- The PTA / Booster Club data accumulation form was not on hand during the audit. Our PTSO has submitted their Fundraising form to us and my bookkeeper has a copy on file. I have also shared with our PTSO treasurer the expectations of financial documentation and that we need to have it for our next audit in a timely manner.
- I have hired a new bookkeeper effective December 4, 2012 who has 15 years of experience in Prince William County as a bookkeeper. She and I have reviewed these findings collaboratively and I will work with her to ensure the regulations are followed.

### **Forest Park High School**

#### **Current Year Findings**

During our audit, it was determined that numerous receipts (#13694, #13799, #13804, and #14444) 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 it was determined that the athletic, lacrosse, crew and choral booster club PTA data documentation forms were not fully completed (left blank) or understood by these booster clubs.

#### **Current Year Recommendation**

During our audit, we noted unrelated disbursements made from the pictures 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.

## **MANAGEMENT'S RESPONSE**

- Funds are always safely secured. Receipts will be posted as received and then deposited to the bank on a daily basis.
- Forest Park High School will insure all booster organizations (volunteer parents), the activities director, and bookkeeper are trained on the proper completion of these annual audit forms.
- Based on audit recommendations, Forest Park High School will utilize the picture account as a profit account only and will transfer funds to proper accounts accordingly to make purchases as needed.
- Forest Park High School will continue to strive for excellence on their annual Student Activity Fund Audit.

### **Freedom High School**

#### **Repeat of Prior Year Finding**

During our audit, it was determined that the yearbook lost approximately \$2,200 during fiscal year 2012. 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.

#### **Current Year Findings**

We noted instances where teachers were holding funds for up to two weeks before remitting the funds to the bookkeeper. As a result, the funds were not deposited 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.

According to the "Financial Guidelines Manual," lost library book and lost textbook fees are to be remitted semi-annually to PWCS. The school remitted the funds in June 2012 and thus did not adhere to this policy.

According to the "Financial Guidelines Manual," building use fees are to be remitted monthly to PWCS. Building use fees for February-April 2012 were not remitted until May 2012 and thus the school did not adhere to this policy.

It was noted during our audit that sales tax was paid on check #4548 for purchases exceeding \$100. 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.

## **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. We do have a new yearbook sponsor who is motivating students to be involved in the yearbook process.
- After the auditors were finished with the audit, an email was sent to teacher regarding holding funds. I explained to her, according to the "Financial Guideline Manual," deposits must be made daily.

- Starting July 1, fees collected for lost library books and lost textbooks are sent to Finance. The E Accounts are cleared monthly.
- After the auditors were finished with the audit, an email was sent to our building use coordinator. I explained to him, according to the “Financial Guidelines Manual,” building use fees and reports must be remitted to Risk Management on a monthly basis.
- Sales tax was paid on a purchase to Staples. This was an oversight by my bookkeeper by not giving the Staples Reward card to the teacher making the purchase.

## Gainesville Middle School

### Current Year Finding

It was noted during our audit that receipts #2516 and #3836 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.

### **MANAGEMENT’S RESPONSE**

- The deposit slip for receipt #2516 was turned in at the close of business on Thursday, September 8, 2011. The funds were stored safely in a locked safe. On September 9, PWCS had a code red closure due to hurricane flooding. When school reopened on Monday, September 12 the funds were deposited. The deposit slip for receipt 3836 was turned in at the close of business on Friday, March 30, 2012. The funds were stored safely in a locked safe. The following week was Spring Break. When the school reopened on Monday, April 9, 2012 the funds were deposited. Due to class schedules, Student Activity funds are periodically turned in at the close of business. We make every attempt to deposit funds in a timely manner when staffing schedules allow. All funds are stored in a safe at all times.

## Garfield High School

### Current Year Finding

During our audit we discovered that receipts #22009-#22105 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.

### **MANAGEMENT’S RESPONSE**

- Action: The above “out of sequence” receipt numbers on the audit finding are incorrect. The numbers that they are referring to are #22099-#22105. The receipts are not out of order, these receipts are Transmodus funds that were entered utilizing the correct order and month as part of my March reconciliation, however, in the future they should be entered as adjustments and not deposits.

## Glenkirk Elementary School

### Current Year Findings

According to the “Financial Guidelines Manual,” building use fees are to be remitted monthly to PWCS and all funds should be remitted by the end of the fiscal year. Building use fees were not consistently remitted to PWCS monthly and thus the school did not adhere to this policy.

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.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This Form is a required part of our audit and should be available for examination.

### Repeat of Prior Year Recommendation

The school paid over \$700 in bank service charges in FY 12. We recommend the school check with its bank to see if this charge can be eliminated.

### **MANAGEMENT’S RESPONSE**

- All Building Use funds are being submitted monthly.
- All Lost Books funds are being submitted by semester. We do have a question, however, about what to do when the book is found and we make a reimbursement which puts the fund into the negative.
- Last year’s report has been filed and this year’s will be also.
- We changed banks at the beginning of the year and no longer have those fees.

## Mills E. Godwin Middle School

### Current Year Finding

According to the “Financial Guidelines Manual,” E-script funds should be remitted annually to PWCS. The school had a balance of \$373.84 in the E-script account.

### Current Year Recommendation

According to the “Financial Guidelines Manual,” the school’s portion of building use revenue should be transferred to the building use local account. At June 30, 2012, the building use clearing account had a balance of \$535.93 which represented the school’s 25% portion of the building use revenue.

### **MANAGEMENT’S RESPONSE**

- We agree that the \$373.84 in the E-Script account should have been transferred to Godwin’s site-based accounts by June 30, 2012 by the previous bookkeeper before she retired. This transfer was made August 15, 2012 by the current bookkeeper. The money increased the school’s general instructional supply budget for FY13.

- We agree that the \$535.93, which represented the school's 25% portion of the building use revenue, should have been transferred to Godwin's site-based accounts by June 30, 2012 by the previous bookkeeper before she retired. This transfer was made August 15, 2012 by the current bookkeeper. The money increased the school's repair and building maintenance budget for FY 2013 and was later used to assist in buying new cafeteria tables.

### Governor School

No findings or recommendations.

### Graham Park Middle School

#### Current Year Finding

We discovered several checks on the school's June 30, 2012 outstanding check list that had been voided. We recommend clearing the check transaction along with the void transaction when they occur rather than allowing these transactions to be "outstanding" on the bank reconciliation.

#### Current Year Recommendation

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

### ***MANAGEMENT'S RESPONSE***

- The above finding is stated incorrectly. There was only one outstanding check on the June 30, 2012 statement that needed to be voided, check #3501 in the amount of \$119.99. This check has been voided.
- The school is now receiving images of checks with each bank statement.

### Samuel L. Gravely Elementary School

#### Repeat of Prior Year Findings

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.

According to the "Financial Guidelines Manual," lost library book and lost textbook fees are to be remitted semi-annually to PWCS. The school remitted the funds in June 2012 and thus did not adhere to this policy.

#### Current Year Findings

During our audit, we noted unrelated disbursements made from the pictures, 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.

We noted one instance where a teacher held funds for six days before remitting the funds to the bookkeeper. As a result, the funds were not deposited 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.

### ***MANAGEMENT'S RESPONSE***

- All checks are fully supported by adequate documentation by the bookkeeper, presented for the principal to approve and sign. During the audit, the auditor selected two checks for which he was not able to find the supporting documentation. The bookkeeper explained to him that she keeps two sets of documents, one with full documentation for the school file and audit, and an additional set, not complete, for her use and quick reference. She pointed out to him that he had selected the latter copy, she proceeded to show him the full documentation and he assured her that he would correct his notes and findings.
- School year 2011-12 was Mrs. Gildner's bookkeeper's first year with PWCS. She was not aware of the regulation related to the lost library books and lost textbooks. Mrs. Salzano, principal, had not reminded her of this regulation. The funds were remitted before the end of the school year and the closing of the books. A correction has been made for school year 2012-13 and a remittance has already taken place.
- We have reviewed the recommendations related to disbursements from the picture, faculty Coke, and book fair account and are taking corrective measures for 2012-13.
- The deposit was apparently misplaced by the teacher, found and submitted later. We are aware of PWCS policies in this regard and will do everything in our power to adhere to them and prevent any further deposit delays. Teachers are reminded in the staff handbook and in meetings of the guidelines for collection and submission of money to the bookkeeper in a timely manner.

### **Henderson Elementary School**

#### **Repeat of Prior Year Finding**

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #5342 lacked supporting documentation.

#### **Current Year Findings**

It was noted during our audit that sales tax was reimbursed to an individual on check #5342 for purchase exceeding \$100. 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.

On the school's June 30, 2012 bank reconciliation there was an outstanding deposit of \$128.50 that was dated 2/1/2012. It is unclear why this deposit has not cleared the bank. This outstanding deposit should be investigated and resolved. It is imperative that bank reconciliations prepared on a monthly basis are accurate and agree with the school's financial report.

#### **Repeat of Prior Year Recommendation**

During our audit we noted unrelated disbursements made from the coke 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.

## Current Year Recommendation

During our audit, it was noted that several 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***

- Check #5342 reimbursed a staff member for items for the school cafeteria and social committee. Supporting receipts were attached to the check when the audit was performed.
- In the future, we will utilize the tax exempt form for all purchases and will not reimburse for tax.
- The outstanding deposit of \$128.50 was deposited on February 1, 2012. The bank is investigating this matter
- We will transfer all profits to other accounts prior to utilizing the funds for the children.
- Revised Cash Transmittal forms have been given to each teacher. The principal has spoken to staff about dating and signing all forms.

## C.D. Hylton High School

No findings or recommendations.

## Independent Hill School

### Current Year Finding

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***

- Corrective Action - Outstanding checks will be written off and added back to the school's cash balance.

## Kerrydale Elementary School

### Repeat of Prior Year Finding for Sixth Consecutive Year

During our audit, adequate supporting documentation was not on hand for check #9234. It is imperative that all invoices are approved by the principal or his designee and supporting documentation examined before any check is issued.

### Repeat of Other Prior Year Findings

The school's bank reconciliation for July 2011 was prepared over 30 days after the close of the month. We also noted that no reconciliation for the month of August 2011 was provided with the audit documentation. 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 to PWCS semi-annually and in total by the end of the fiscal year. The school had \$24 on hand at June 30, 2012.

#### Repeat of Prior Year 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.

#### Current Year Finding

According to the "Financial Guidelines Manual," accounts should not end the year with a deficit balance. The school's faculty hospitality, school store, and school office accounts had deficit balances at June 30, 2012. 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 Recommendation

During our audit, we noted unrelated disbursements made from the pictures, book fair, and yearbook 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**

- Check #9234 was issued to the Science Museum of Richmond for the 5<sup>th</sup> grade field trip. In the month before the trip the students deposited money with Kerrydale to cover the entry to the museum and their portion for the buses to take them to the museum. The day before the trip, the 5<sup>th</sup> grade teachers would make a count of the students going on the trip, ensure that the students have paid for the trip, and send an email to the bookkeeper indicating the amount needed for the trip. The bookkeeper ensured that there were adequate funds in the field trip accounts and prepared a check for the field trip. The email was attached as supporting documentation and the check was presented to the principal for review and signature. In the future, the Science Museum of Richmond will be contacted by the bookkeeper to make arrangements for supporting documentation to be obtained for the field trip.
- The bookkeeper has been instructed that bank reconciliations, such as the July 2011, must be done on a timely basis. As for the bank reconciliation for August 2011, the bookkeeper did not have the bank statement and this was not realized until the September bank reconciliation. The bookkeeper obtained a copy from the bank and contacted Linda Kincheloe in Finance for instructions on how to handle this missing bank statement. There was no activity in the month of August so he was instructed to print the appropriate reports that would normally be attached to the bank reconciliation submit a copy of the bank statements and reports to Finance.
- The bookkeeper was instructed to remit the \$24 to PWCS.
- A review of receipts and transmittal forms disclosed only one receipt that did not have the date of receipt written on the transmittal form. The bookkeeper has been instructed to have the date of receipt indicated on all of the transmittal forms.

- The transfers referenced in this finding were made by the bookkeeper. However, in preparing the June bank reconciliation and information for the audit, the transfers were included in the bank reconciliation for July. The bookkeeper is instructed to ensure that the year-end transfers are done so that they are reflected in the June bank reconciliations.
- In the future, Kerrydale will provide additional documentation from transferring profits to other accounts to make purchases as needed.

## Kilby Elementary School

### 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 #9633 lacked supporting documentation.

According to the “Financial Guidelines Manual,” purchases exceeding \$3,000 require three quotations from competing vendors. During our audit we noted check #9686 and check #9687 both exceeded the threshold requiring quotations, but none were obtained.

Check #9673 consisted of a reimbursement for gift cards purchased. There was no sign-out sheet to indicate to whom the gift card had been distributed. We recommend that all gift card purchases contain documentation as to the recipient of the card.

During our audit we noted the school spent approximately \$9,000 with one vendor (a contractor) for the purchase of a piano and landscaping work. These purchases appear to be inappropriate use of school activity funds as the school had no surplus of building use funds to spend towards improvements. Funds were transferred from the picture, book fair, SCA, and yearbook accounts to fund these purchases.

### ***MANAGEMENT’S RESPONSE***

- All checks will have proper documentation before they are processed for payments. This documentation will be reviewed for accuracy prior to principal signature.
- All purchases will be conducted according the “Financial Guideline Manual” and Prince William County School policies. Three quotes will be acquired for any purchases exceeding \$3,000.
- The school will create a sign out sheet and maintain proper documentation to indicate who received the gift card and the purpose.
- All purchases done through school activity funds will be conducted according to the “Financial Guidelines Manual” and Prince William County School policies. This process will be monitored by the school principal, who makes all final approvals.

## Martin Luther King Elementary School

### Repeat of Prior Year Finding

According to the "Financial Guidelines Manual," accounts should not end the year with a deficit balance. The school's faculty water account had a deficit balance of \$14.70 at June 30, 2012. 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

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #5085 and check #5088 lacked supporting documentation. In addition, we could not locate any documentation for check #5102 during our audit.

During our audit of cash receipts it was discovered that receipt #5254 was not deposited timely. According to the "Financial Guidelines Manual," deposits should be made daily if \$25 is accumulated and at a minimum on Friday.

### ***MANAGEMENT'S RESPONSE***

- The items noted on the external audit findings for the fiscal year 2012 are three checks without proper receipts and a deposit that was not made in a timely fashion. All checks had receipts in the file for the appropriate activity. The deposit has a written explanation regarding the cause for the slow deposit.
- Check #5085 - 3<sup>rd</sup> grade field trip (invoice was located in the activity file).
- Check #5088 - 1<sup>st</sup> grade field trip.
- Check #5102 - Explanation from parent as to the purpose of the check was attached to the check (Not invoicable).
- Check #5254 - the deposit that was slow getting into the bank had written explanation on the deposit slip as to the reason.
- Negative balance - the bookkeeper was out for longer than expected for a medical procedure and cleared accounts when she returned.
- Corrective Action: Checks: to make sure the invoices are attached and initialed by the principal before checks are issued.
- Deposits: To make sure the deposits are made the same day they are received if they are more than \$25 or on a day before a weekend or break.
- Negative balance: schedule time to do the roll before June 30 cutoff date.

## Lake Ridge Elementary School

### Repeat of Prior Year Findings

We noted three 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 and lost textbook fees are to be remitted semi-annually to PWCS. The school did not adhere to this policy.

### Current Year Findings

During our audit it was determined that the PTO data documentation form was not fully completed as all items on the form had not been remitted to the school.

During our audit of cash receipts it was discovered that receipt #3766, #3773, #3967, #4045 and #4174 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.

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. We could not locate any documentation for check #5311 during our audit.

It was noted during our audit, that the school had three accounts with deficit balances at June 30, 2012. 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.

### ***MANAGEMENT'S RESPONSE***

- PTO Documentation: The bookkeeper will continue to request the documentation needed from the PTO on a regular basis.
- Cash Receipts: The bookkeeper will work harder to adhere to the "Financial Guidelines Manual's" requirements for timely deposits of cash receipts.
- Check Documentation: The auditors noted that they could not find any documentation for check #5311 during their audit. However, the bookkeeper does not issue any checks without adequate documentation attached. Every check issued by the school has a payment voucher, invoice/contract, and price quotes, if applicable, attached to the check stub as was the case with the check in question.
- Deficit Account Balances: The bookkeeper will ensure that transfers are made so that accounts will not have a deficit balance at the end of the year.

## Lake Ridge Middle School

No findings or recommendations.

## Leesylvania Elementary School

### Current Year Findings

The amount reported on the Scholastic book fair sales reports and what was posted on the school's general ledger differ by \$328. Receipts are more 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.

During our audit of cash receipts it was discovered that receipt #11155, #11332, and #11401 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.

It was noted during our audit that sales tax was reimbursed to an individual on check #5090 and #5110 on purchases in excess of \$100. 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.

During our audit, we noted that check #5115 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.

According to the "Financial Guidelines Manual," building use fees are to be remitted monthly to PWCS. Building use fees for November 2011-June 2012 were not remitted until June 2012 and thus the school did not adhere to this policy.

### **MANAGEMENT'S RESPONSE**

- The report indicated the book fair account held more money than indicated by the book fair receipts in the amount of \$328.00. Change for the book fair in the amount of \$300, check #5097, was written from the library account and the library account was not reimbursed for that amount. A transfer should have been done. The remaining \$28 overage was a combination of (2) checks that totaled \$24.49, that were returned to the school, months after the book fair by Scholastic, they were found in the back of one of the registers. This leaves a total of \$3.51 over for the book fair.
- In reviewing the (3) receipts that were not deposited in a timely manner, #11155, #11332 and #11401, I have found that on many occasions the teachers fill out their deposit slips, but often the deposits do not make it to the bookkeeper's office in the same day. This is something that is being addressed, reminding the teachers to not keep money in their classrooms overnight and to send down whatever they collect daily to the bookkeeper in accordance with regulation.
- The bookkeeper and I are aware of not reimbursing for sales tax. This was an oversight and will be monitored more diligently in the future. The forms for tax exemption are readily available in the bookkeeper's office and the staff has been reminded.
- Check #5115 (change for a school event) was one of many checks done for change. All other checks have adhered to the policy of 2 signatures different from the payee. Given the date of the check and that the assistant principal was attending the AP Leadership Academy; better planning will be implemented in the future when the need for change arises.
- The last finding, not remitting building use fees monthly as per "Financial Guidelines Manual," has been addressed and will be followed this year.

## Loch Lomond Elementary School

### Repeat of Prior Year 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.

### Current Year Findings

During our audit of cash receipts, it was discovered that receipt #5951 was not deposited timely. According to the "Financial Guidelines Manual," deposits should be made daily if \$25 is accumulated and at a minimum on Friday.

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #12531 and check #12563 lacked supporting documentation. In addition, we could not locate any documentation for check #12184 during our audit.

During our audit, it was determined that the PTO data documentation form was not fully completed as all items on the form had not been remitted to the school.

### Repeat of Prior Year 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**

- After researching deposit #5951, dated 11/10/11, in the amount of \$17, it was below the minimum \$25 daily deposit guideline. A notation on the deposit slip stated that Friday the 11<sup>th</sup> was Veterans Day and included a three day holiday weekend. The deposit was turned into the bookkeeper at the close of business on Thursday the 10<sup>th</sup> and deposited upon returning from the three day weekend on the 14<sup>th</sup> of November.
- Check #12531- Gunston Hall Board of Regents-\$370.00 - 4<sup>th</sup> grade field trip. Upon researching, the receipt received was not a formal receipt. In the future we will make sure that we request additional formal receipts and documentation.

Check #12563-Prince William County Schools-\$1,621.00. Upon researching, the check was written in order to transfer funds to instructional materials. A copy of the email between Linda Kincheloe and our bookkeeper was attached for the auditors which gives a breakdown of the check along with the check request purpose line.

Check #12184-Scholastic Book Fairs, Inc.-\$230.65. We're unable to locate documentation and have contacted Scholastic Book Fairs for a duplicate invoice.

- We will obtain completed documentation from the PTO.
- We have made the corrections by selecting a print group for the Robotics/Lego club account.

## Fred Lynn Middle School

No findings or recommendations.

## Thurgood Marshall Elementary School

### Repeat of Prior Year Finding

During our audit, we noted check #4924 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.

### Current Year Finding

During our audit, it was determined that the receipts reported on the school's spring book fair sales report and the receipts reported on the general ledger differ by \$339.29. 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 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 Scholastic Inc. matches what is recorded in the school's general ledger.

### **MANAGEMENT'S RESPONSE**

- It is Marshall's practice that the principal reviews all requests for payment and checks are not issued unless she has approved the expense. The lack of signature was an oversight and will be more closely monitored.
- When the auditor pointed out this discrepancy to the bookkeeper during our in-school audit, she immediately pulled the receipts and reports and identified the error. All cash and receipts from the book fair were in balance. The \$339.29 discrepancy occurred due to the wrong deposit amount being reported to Scholastic. The bookkeeper contacted Melanie R. Fisher, Accounts Receivable Coordinator at Scholastic. Comparing the tape receipts at her immediate disposal she arranged for a check to be issued to Marshall in the amount of \$249.14. During the book fair, we experienced machine errors that were reported to Felcial Gant, our book fair representative. We were instructed to submit the amount of cash collected which would be different from the tape receipt. The remaining \$90.15 will be reimbursed by Scholastic after they verify this amount was due to machine errors. The bookkeeper will monitor and verify to the principal when all movies are received by Marshall Elementary School. The original discrepancy amount will be fully accounted for and will be returned to Marshall. To prevent this error from happening in the future, the bookkeeper and librarian will review and verify the amounts posted on the report before submitting the report to Scholastic.

## E.H Marsteller Middle School

### Current Year Finding

It was noted during our audit that receipt #14056 and #14109 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.

### Current Year Recommendations

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

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, 2012 was \$207,345.54.

During our audit, we noted unrelated disbursements posted to the school's yearbook account and gym locks 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 then be transferred to appropriate funds and used for authorized purposes.

#### ***MANAGEMENT'S RESPONSE***

- The one finding with regard to two deposits that weren't made in a timely manner. The deposits will be made daily if the total amount collected is \$25 or over.
- A deposit slip form including the deposit date line and a signature line will be uploaded to a shared drive for easy access and consistency for the employees.
- Further consideration will be given towards the investment of a portion of our idle cash in to a money market account or certificate of deposit.
- Continued care will be taken to ensure that transactions are related to the account to which they are posted.

#### **Marumsco Hills Elementary School**

##### **Repeat of Prior Year 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.

#### ***MANAGEMENT'S RESPONSE***

- In accordance with the audit report and the "Financial Guidelines Manual," lost library book fees will be remitted semi-annually to PWCS

#### **Christa McAuliffe Elementary School**

##### **Current Year Findings**

During our audit, we noted check #5827 and check #5753 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.

We recommend that all checks be supported by adequate documentation approved by the principal before being processed for payment. We noted check #5804, #5831, #5832, and #5769 lacked adequate supporting documentation during our audit.

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.



### Current Year Recommendation

During our audit, we noted unrelated disbursements made from the book fair account. 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**

- #5753 dated 8/29/11, principal inadvertently missed signing requisition form.  
  
#5827 dated 6/21/11, principal inadvertently missed signing requisition form but the attached copy of the invoice was signed by the principal. In the future, extra care will be taken to make sure the principal or her designee will sign the Check Requisition sheet.
- #5769, #5804, #5831 and #5832 - All documentation was in the file, but not noted by auditor.
- Unrelated disbursements made from the book fair account. All transactions made from the account were first cleared with Linda Kincheloe because the bookkeeper was new in her position. All monies were used for the library, their cash register for change and reimbursement of library purchases with the credit card.

### Minnieville Elementary School

#### Current Year Findings

According to the "Financial Guidelines Manual," lost library 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 PTO data documentation form was not fully completed as all items on the form had not been remitted to the school.

### **MANAGEMENT'S RESPONSE**

- This is in response to the audit findings for our school in August 2012. Regarding the library fee's the guidelines have been reviewed and will be initiated this school year.
- The PTO data documentation for not completing will be brought to the PTO's attention and corrected.

### Montclair Elementary School

No findings or recommendations.

### Mountain View Elementary School

No findings or recommendations.

## George P. Mullen Elementary School

### Repeat of Prior Year Finding

It was noted during our audit that the school had one account with a deficit balance at June 30, 2012. 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 account management utilized to avoid the over spending of accounts.

### Current Year Finding

It was noted during our audit that sales tax was reimbursed to an individual on check #4428 on a purchase in excess of \$100. 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.

### **MANAGEMENT'S RESPONSE**

- There was a deficit balance of \$78 in an account on June 30, 2012. Since we have funds in some of our Fundraiser Accounts, we should have transferred funds into the C Accounts to create a zero balance. In the future, we will make sure that all accounts end the year without a deficit balance. We will review the accounts prior to June 30 to ensure that no accounts have deficit balances. We have read the "Financial Guidelines Manual" and will ensure that they are followed in the future.
- The bookkeeper accidentally included tax in a refund check to a teacher. All staff members have been instructed of our tax exemption status and the paperwork that they should present at the time of purchase. This was an oversight that will not occur in the future.

## Neabsco Elementary School

### Current Year Finding

We recommend that all checks be supported by approved adequate supporting documentation. We could not locate any documentation for check #13378 during our audit.

### **MANAGEMENT'S RESPONSE**

- It was recommended by Robinson, Farmer, Cox Associates that all checks be supported by approved adequate supporting documentation. It was noted that there was no documentation for check #13378 found during their August audit. Supporting documentation for all other checks was present. It has been our practice to maintain supporting documentation for all checks written from our Student Activity Funds. This is an isolated occurrence. We will continue our practice to maintain appropriate documentation.

## New Directions Alternative School

No findings or recommendations.

## New Dominion Alternative School

### Current Year Finding

It was noted during our audit that the school office account had a deficit balance at June 30, 2012. 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 account management utilized to avoid the over spending of accounts.

### **MANAGEMENT'S RESPONSE**

- New Dominion will, in the future, make sure all accounts have a least a \$0 balance at the end of each month. This only happened because we were under the impression that it worked like our counsel report where, as long as we had money in the account, the sub-accounts would have a negative balance. We will work to ensure this is corrected on a monthly basis. If there is anything else that I need to do on my part, please let me know, and I will work to ensure that it is completed in a timely manner.

## Nokesville Elementary School

### Current Year Findings

It was noted during our audit that sales tax was reimbursed to an individual on check #3095 and #3151 for purchases in excess of \$100. 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.

During our audit, we noted that check #3092 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.

According to the "Financial Guidelines Manual," E-script funds should be remitted annually to PWCS. The school had a balance of \$11.95 in the E-script account.

It was noted during our audit that the school store account had a deficit balance at June 30, 2012. 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 account management utilized to avoid the over spending of accounts.

### **MANAGEMENT'S RESPONSE**

- In the future, the bookkeeper will not reimburse sales tax to individuals.
- In the future, the bookkeeper will not sign checks that were made out to bookkeeper.
- At year end, the bookkeeper will remit e-script account funds to PWCS.
- The school store account ended in a deficit but had inventory. The bookkeeper will make sure in the future that inventory log is submitted along with the audit material.

## Occoquan Elementary School

### Current Year Findings

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

We recommend that all checks be supported by approved adequate supporting documentation. Check #5027 lacked adequate documentation.

### Current Year 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. Profit relating from these activities can be transferred to appropriate accounts and used for authorized purposes.

It was noted that the school's bank account has not been reported as a public deposit account. We recommend that all accounts be collateralized in accordance with the Virginia Security for Public Deposits Act.

### ***MANAGEMENT'S RESPONSE***

- Per our conversation with Mr. Wallingford on January 16<sup>th</sup> - I clarified the PTA fund issue and as soon as the new PTA is established that line item will be taken care of, the PTA finances and funds have been an ongoing discussion with you. Again, PTA was dissolved due to inability to provide current and accurate audit information.
- The second item has been taken care of with the correct paperwork being put in the right place for check #5027, this issue was addressed and resolved January 16 with the bookkeeper.
- A further recommendation was related to our school bank account, we had sought additional information and guidance from the Finance office with this, my bookkeeper will have that outcome.
- Signature for Audit required by principal and bookkeeper will be provided upon the return of bookkeeper.

## Old Bridge Elementary School

### Current Year Findings

It was noted during our audit that the school had several accounts with deficit balances at June 30, 2012. 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. We could not locate any documentation for check #1814 written for \$3,900, during our audit.

## ***MANAGEMENT'S RESPONSE***

- According to the "Financial Guideline Manual," funds should not end the year with a deficit balance. To address this finding we will transfer funds to any funds with a deficit balance at year end. We will also better manage funds to avoid over spending in a given area.
- It was also noted check #1814 written for \$3,900 did not have the supporting documents. These documents were kept with the field trip documents in order to request a refund for one full bus. Bookkeeper acknowledges that she should have made a copy to remain with the financials. I am attaching copies of the documentation for check #1814 written to Jett Enterprises for the charter buses to transport our fourth grade students to Jamestown. Your recommendations are duly noted.
- We have read and signed the Fund Management procedures from the "Financial Guidelines Manual."

## **Osborn Park Senior High School**

### **Current Year Findings**

During our audit of cash receipts, it was discovered that one receipt for yearbook sales (#950043) was not deposited timely. It appears this is due to the staff person not remitting the funds on time. According to the "Financial Guidelines Manual," deposits should be made daily if \$25 is accumulated and at a minimum on Friday.

The school is allowed to keep profits from five building rental activities of the school. We were unable to obtain a breakdown that reconciled the amount of building use funds kept by the school versus the amount remitted to PWCS.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

## ***MANAGEMENT'S RESPONSE***

- The deposit slip was prepared; however, the cash had not been remitted. The funds were submitted at a later date and the prepared deposit slip was used. Our corrective action is to more closely monitor the deposit date listed on deposit slips.
- At the time of the audit, it was determined that one of the five identified building rental profits was non-profit. Therefore, OPHS identified another rental activity to be kept at the school level. The funds from this activity were previously submitted to PWC Central Office and a request was made to refund OPHS for this activity. The appropriate documentation for the building rental activities has been submitted to PWCS Finance Office for the auditor's review.
- At the time of the audit, our PTSO was inactive. The positions of president and treasurer were vacant. Despite multiple attempts during the 2011-12 school year to communicate with the former president via phone, email, mail and home visits, we were unable to secure this documentation. Late in August the former president delivered all financial documentation which has been sent forward to the PWCS Finance Office to share with the activity fund auditors. Our corrective action is to request this documentation on a twice annual basis.

## Rosa Parks Elementary School

### Current Year Findings

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.

According to the "Financial Guidelines Manual," purchases exceeding \$3,000 require three quotations from competing vendors. During our audit, we noted check #2550 exceeded the threshold requiring quotations but none were obtained.

We recommend that all checks be supported by approved adequate supporting documentation. Check #1425 lacked adequate documentation.

### **MANAGEMENT'S RESPONSE**

- On January 28, 2013, the check was written off and added back to the school's funds.
- According to the "Financial Guidelines Manual," I did acquire three appropriate quotes when needed and they were filed in a different folder. I am enclosing the three quotes that were obtained at that time.
- I had requested a receipt when the check was sent for the T-Shirts; however, a receipt was not received. Request for the receipt was attempted several times.

## Parkside Middle School

### Current Year Findings

During our audit, we noted that check #3672 was made out to the principal and also signed by the principal. We recommend that checks be signed by an authorized individual other than the payee.

We recommend that all checks be supported by adequate approved supporting documentation. Check #3676 and #3670 lacked adequate documentation. Additionally, check #3672 was a manual check.

We noted check #3684 was signed by only the principal. We recommend all checks contain the signature of two authorized signatories.

It was determined that receipt #5042 was 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.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

On the school's June 30, 2012 bank reconciliation there were several uncleared adjustments totaling \$12,107.28 (per the bookkeeper according to a computer glitch that had the effect of overstating the school's cash balance as these adjustments were listed as outstanding checks. 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 numerous outstanding checks that were over one year old on its June 30, 2012 bank reconciliation. These checks should be written off and added back to the school's cash balance 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. The school was maintaining a balance in these accounts at June 30, 2012.

### Current Year Recommendations

During our audit, 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.

We noted numerous unrelated disbursements posted to the school's tech fundraiser 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**

- On 8/30/11, Parkside MS had no employed bookkeeper, therefore the signors on the account were the principal and the assistant principal. The check was written for a change fund for Spirit wear sales. The check was addressed to the principal as an oversight and not intentional.
- For check #3670: All documentation is presented, however, on the Purchase Request form the Requestor accidentally signed where the principal would have signed approval. It is extremely likely that a verbal approval was conveyed to Lisa McKinley (who was working between two schools while Parkside had no employed bookkeeper). A Purchase Order was approved and forwarded in AMS by the principal.
- For check #3676: This check was processed by the Roper and unfortunately did not have documentation signed by the principal. I am sure it was all done with verbal approval which should have been documented.
- As to timeline, Lisa McKinley was working between two schools. It is most likely that the check may have been awaiting the assistant principal's signature, was separated and mailed in error.
- During this timeline Parkside had no employed bookkeeper and the assistant principal was responsible for making all bank deposits. Deposit recording was later entered by a Roper or Lisa McKinley from either verbal or written information that was provided to them.
- Unfortunately this is accurate and an oversight by the bookkeeper.
- This was addressed with the assistance of Briana Morgan in Finance after the year end processes had been performed.
- Unfortunately this was not performed prior to the year end process but was completed afterwards.
- The referenced deposit transmittals occurred during the timeline that Parkside was without a bookkeeper. All staff has been instructed to include this information.

- Fund title may be misleading but it was confirmed by both the principal and previous bookkeeper that the fundraising and purchasing are directly related. Only expenditure from the fund last year was check #3670. It was addressed to Pro Acoustics for the Yamaha Sound system for the stage and cafeteria. The other posting into the fund was a deposit from the PTO for half of the expenditure cost.

## **Patriot High School**

### **Current Year Findings**

During our audit of cash receipts, it was discovered that receipts #293 and #755 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.

During our audit we noted several instances where detailed itemized receipts were not on hand to support payments made by credit card, only the credit card signature slip. Detailed supporting documentation should be reviewed and approved before a check is issued for payment. Additionally, we noted the payment of sales tax in the amount of \$22 on one reimbursement, check #123. The school should utilize its certificate of exemption form whenever possible.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

### ***MANAGEMENT’S RESPONSE***

Thank you for providing a comprehensive review and audit of our 2012 Student Activity Funds. The following are procedures that we will address in the future with regard to audit recommendations:

- Meal and food expenses will have complete itemized receipts, especially during out of town travel.
- Internet sales must be tax exempt, or a Tax Exempt Certificate will be provided to vendor for a reversal of charges.
- All deposits should be in a timely manner- daily, if over \$25. If there is any suspicion of the holding of funds, it will be documented with principal signed letter to auditors.

## **John F. Pattie, Sr. Elementary School**

### **Current Year Findings**

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. It was noted during our audit that the school’s clearing account had a deficit balance at June 30, 2012.

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



During our audit we noted check #10080 was issued to an individual for a needy family. According to the “Financial Guidelines Manual,” funds solicited to help needy families may be forwarded to a local non-profit organization or gift cards may be purchased and provided to the families. Checks are not to be written directly to the individual(s) involved.

#### Repeat of Prior Year 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**

The following actions have been taken in regards to the four findings.

- We have referred to the “Financial Guidelines Manual” for clarification, and in future will follow these guidelines provided on page 72.
- The deposit slip procedures have been reviewed with all staff and classroom teachers will complete all portions of the deposit slips prior to submitting to the bookkeeper.
- We received special permission from you to hold a special fundraiser for a needy family whose home was destroyed by fire. Per the recommendation of Linda Kincheloe, and approval from Level Associate, she created a new fund, Community Fundraiser C3775 that was initiated for this purpose. In the future, if money is collected for a needy family, a gift card will be purchased rather than providing a check, per page 75 of the “Financial Guidelines Manual.”
- With the help of Linda Kincheloe, she has been able to locate the amount in question from 2009 that is not assigned to any of the normal account classes. The bookkeeper is working with Ms. Kincheloe to transfer the money to the appropriate account. Mrs. Hayes (bookkeeper) will continue to refer to the “Financial Guidelines Manual” for direction. In the event further clarification is required, she will request assistance and implement the information offered to her from the Office of Financial Services. We appreciate the assistance that Financial Services has given us with our questions and concerns.

#### Penn Elementary School

No findings or recommendations.

#### Pennington Traditional School

##### Current Year Finding

During our audit of cash receipts, it was discovered that receipt #4780 was not deposited timely. According to the “Financial Guidelines Manual,” deposits should be made daily if \$25 is accumulated and at a minimum on Friday.

#### **MANAGEMENT’S RESPONSE**

- In accordance with this audit finding, we will implement the following:

Going forward deposits will be made in a timely manner by following the procedures set forth on page 27 of the PWCS “Financial Guidelines Manual”.

## Piney Branch Elementary School

### Current Year Findings

In reviewing the school's financial report, we noted that the payment for the school's book fair was posted to the Library General account. We recommend that all activity related to the book fair be recorded in the book fair account and then any profit remaining be transferred to an appropriate account for future use.

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 approximately \$316.22. 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 Scholastic. 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 Scholastic matches what is recorded in the school's general ledger.

We noted several instances where receipts were not remitted to the bookkeeper in a timely manner by staff. Funds collected by staff should be remitted to the bookkeeper on a daily basis. Additionally, we noted instances where receipts were not posted to the accounting system in numerical order. Receipts should be posted to the accounting system when received.

### ***MANAGEMENT'S RESPONSE***

- It was noted that payment for the school's book fair was posted to the Library General account. In order to appropriately account for the funds a Book Fair Account has been made and then if there are remaining funds we will transfer it to the appropriate account for future use as recommended.
- During the audit, there was a difference in the school's book fair sales report and the receipts in the ledger. To prevent this from happening again, the bookkeeper and librarian will reconcile receipts together to make sure that what is reported to Scholastic matches what is recorded in the school's general ledger. The school is researching the past book fair from last spring with Scholastic to determine if the school is due a refund from the company.
- There were several instances where receipts were not remitted to the bookkeeper in a timely manner by staff. Staff has received training on how to remit funds to the bookkeeper. Each teacher has a folder in which they collect funds, record which student gave funds for the day and the amount and this is to be turned into the bookkeeper each morning. The bookkeeper has also been instructed to post all receipts to the accounting system in numerical order when received.

## Mary Porter Traditional School

### Current Year Finding

We recommend that all checks be supported by approved adequate supporting documentation. Check #2305 lacked adequate documentation.

## ***MANAGEMENT'S RESPONSE***

- The following corrective actions will be implemented as a result of the auditor's findings: Audit had one finding concerning supporting documentation for Check #2305. This check was written to Domino's Pizza for student's intramural team year end game. Pizza was delivered without a receipt. After several attempts to retain a receipt, an e-mail was written for documentation of lost receipt. This e-mail was the documentation with the check. We will always try to retain a receipt for check documentation.

### **Potomac Middle School**

#### **Repeat of Prior Year Finding**

According to the "Financial Guidelines Manual," lost library book fees are to be remitted semi-annually to PWCS. The school remitted these fees at the end of the fiscal year.

#### **Current Year Findings**

During our audit, we noted check #1976 and #2076 was signed by only the principal. We recommend all checks contain two authorized signatures.

The school had three outstanding checks that were over one year old on its June 30, 2012 bank reconciliation. These checks should be written off and added back to the school's cash balance as soon as possible.

During our audit, we noted numerous receipts that were written out of numerical sequence and deposited to the bank before a receipt was issued. Additionally, no documentation could be located to support receipt #3821. Receipts should be recorded to the general ledger and deposited in accordance with PWCS policy.

During our audit, we noted check #1936, #1951, #2076 and #2143 lacked the principal's approval. It is imperative that documentation is approved by the principal or his designee before any check is issued. Additionally, we recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #1932, #1934 and #2004 lacked detailed supporting documentation.

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 \$580 of transfers into its faculty accounts.

During our audit, we noted that check #1951, #1946 and #1980 were made out to the bookkeeper and were also signed by the bookkeeper. We recommend that checks be signed by an authorized individual other than the payee.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

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 approximately \$1,064. 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 Scholastic. 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 Scholastic matches what is recorded in the school's general ledger.

All transfers and adjustments were not approved by the principal. We recommend that any transfers or adjustments be approved by the principal.

### Current Year Recommendation

In reviewing the school's financial report, we noted that the receipts and payments for the school's book fair account were posted to the Library General account. We recommend that all activity related to the book fair be recorded in the book fair account and then any profit received may be transferred to the Library General account for future use. Additionally, the picture commission was not posted to the Picture Commission account. Finally, we noted unrelated disbursements from the faculty coke account.

### ***MANAGEMENT'S RESPONSE***

- As the newly appointed Principal of Potomac Middle School and the newly assigned Bookkeeper as of July 1, 2012, we have reviewed the audit finding and will provide the following responses as an indicator of what we will do to ensure there is no repeat of the concerns identified in this audit of School Activities Funds for the year ending June 30, 2012. As the newly appointed principal, I accept the transfer of the concerns noted and will ensure more accurate accounting and fiscal responsibility will be more evident in future years.
- Review of lost library book fees will be remitted NLT 2/15/2013 and June 15, 2013.
- I am aware that all checks must have two authorized signatures. All checks are to be signed by the principal and bookkeeper. In the event the principal or bookkeeper is unavailable, two authorized designees have been assigned. However, they must still have the approval of the principal beforehand.
- I understand that all checks outstanding in excess of 6 months should be voided.
- Receipts will be entered as I receive them and deposited daily to the bank account in amounts excess of \$25 and any funds less than that on Friday.
- I understand that all checks must be approved by the principal prior to the issuance of the check, and that all checks must have documentation for their purpose. Before checks are printed, a check requisition along with supporting documents, are to be submitted to the principal for approval and a signature along with the corresponding date of signage.
- It is understood that a maximum of \$300 can be transferred from non faculty account to faculty accounts.
- Checks payable to the bookkeeper will be signed by two other authorized signatories.
- The bookkeeper is working with the finance office to resolve this issue.
- The PTA Booster Club Data Accumulation form was not complete during the audit and was completed at a later date and forwarded to the auditors. We will be sure to have this information in a timely fashion. Please also note that the PTSO was not very active in 2011-2012 school year. Therefore, with limited membership, it was not fully operational.

- Book Fair monies will be reconciled with the librarian and bookkeeper prior to submitting payment. Monies collected from Book Fairs will be deposited to the Book Fair Account C3290.00. Additionally, the current principal and bookkeeper will request an explanation and clarification as to why this may have happened.
- All transfers and adjustment will have prior approval from the principal along with supporting documentation.
- It is understood that Picture Commission proceeds should be deposited to the correct account C3555.00. It is also understood that money collected from Faculty Coke F6015.00 should be used to benefit faculty.
- Please note that copies of all obtainable documents as they relate to the identified concerns are also available for review at your request. If you have any further questions in regards to responses provided, please do not hesitate to contact me directly.

### 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 \$15,000 during fiscal year 2012. 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, 2012. 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.

#### Repeat of Prior Year Findings

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #31727 lacked detailed supporting documentation to support a meal reimbursement paid to a staff member.

Likewise, revenues collected by the school for parking totaled \$18,000, but only \$10,000 was remitted to PWCS. Additionally, several clearing account balances were transferred into the site based reimbursement account then disbursed to PWCS in large checks which made it difficult to determine if all fees had been remitted properly.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This Form is a required part of our audit and should be available for examination.

#### Current Year Findings

During our audit, it was determined that check #31504 was written to "cash". Checks for change funds should be written to the custodian of the change funds and not to "cash". This procedure will minimize the risk of unauthorized cashing of the check.

We noted several instances where receipts were not remitted to the bookkeeper in a timely manner by staff. Funds collected by staff should be remitted to the bookkeeper on a daily basis. Additionally, receipt #22167 lacked a standard cash transmittal form.

### Current Year Recommendation

During our audit, we noted picture commission posted to the principal's discretionary 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***

After careful review of the FY 2011-2012 Student Activity Fund Audit please find the following response for Potomac High School:

- The deficit in the yearbook account has been discussed by Lisa McKinley the new bookkeeper and me. The production cost and purchase amount of the yearbooks has been reviewed and changed to try and make sure that the yearbooks will not be sold at loss this year.
- The deficit in several accounts at June 30, 2012 has been discussed by Mrs. McKinley, Mr. Stearns (Athletic Director), and I. During the 2011-2012 year a plan was started to bring down these deficit issue in these accounts.
- The adequate documentation and approval for the process of payments has been discussed with Mrs. McKinley to insure Potomac High School will follow the Financial Guideline Manual.
- The PTA/Booster Club Data Accumulation Form has been discussed with Mrs. McKinley to make sure that the form is available during the audit each year.
- The appropriate custodian of the change fund was discussed with Mrs. McKinley so that there will be no checks written to cash in the future.
- The collection of receipts and funds collected has been brought to the entire staff's attention so that both will be turned in, in a timely manner with a standard cash transmittal form.
- The picture commission checks were discussed with Mrs. McKinley to be posted to the appropriate account in order to avoid skewing the financial results.
- If you have any questions, please contact my office.

### Potomac View Elementary School

#### Repeat of Prior Year 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 2012 after September 2011 by the school.

#### Current Year Finding

We recommend that all checks be supported by approved adequate supporting documentation. We could not locate any supporting documentation for Check #10612 or #10659.

## ***MANAGEMENT'S RESPONSE***

- The balance in the lost library books will be remitted today, at the mid semester break, and will be done again at the end of June to comply with the "Financial Guidelines Manual" of remitting these fines on a semi-annual basis. Attached is a copy of the check #10858 for \$203.56 for lost library books for this half of the year.
- Check #10612 has proper documentation attached to it. The contract/invoice for Theatre IV signed by me is attached to the documentation of the check. Check #10659 cannot be found. We have a new bookkeeper this year and she has searched for this check, but has not been successful in locating it.

### **Ronald Reagan Middle School**

#### **Current Year Finding**

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

#### **Current Year Recommendation**

It was noted that the school's bank account has not been reported as a public deposit account. We recommend that all accounts be collateralized in accordance with the Virginia Security for Public Deposits Act.

## ***MANAGEMENT'S RESPONSE***

In response to the findings and recommendations from our FY 2011-2012 Student Activity Funds Audit, the following corrective actions will be taken:

- It was noted by the auditor that several receipts were written to "Faculty" instead of individuals remitting funds. At the time of collection of these funds, we had limited staffing due to the opening of our new school; therefore, all funds were collected and deposited by the bookkeeper. It has been our practice since the school year commenced that all funds are collected and deposited by the individual remitting the funds to the bookkeeper. This will continue to be our practice.
- It was recommended by the auditor that the school's bank account be collateralized and reported as a public deposit account. We will correspond with SunTrust Bank to make this adjustment.

### **Rippon Middle School**

#### **Repeat of Prior Year Finding**

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

#### **Current Year Findings**

During our audit it was determined that the PTO data documentation form was not fully completed as all items on the form had not been remitted to the school.

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #25567 and check #25534 lacked sufficient supporting documentation.

### ***MANAGEMENT'S RESPONSE***

- This was an oversight on our part. Throughout the year, we receive monies for lost/damaged books. Often books are found and returned at a later date, or we have to replace the books. The refunds and purchases are made with the collected money. We did transfer the money in this account to PWCS at the end of the year. It was an oversight on our part at mid-year because it is a continual working account. If I may ask- if a book is found, and the money has already been submitted to PWCS at mid-year, we have been told the money has to be refunded from the principal's school account. If we do not receive any additional book funds for the year, how are we reimbursed for this money? Our internal account paid for the book, and now we are paying a second time for the book if the account is depleted of funds.
- The PTSO went through a major change last year. The treasurer left prior to the winter holiday, and no formal replacement was made. The PTSO tried all summer to have an audit completed, but there were no CPA's available to complete this process. There is a clause in the by-laws that indicated a committee can be formed of PTSO members to complete a review of the books. This has been completed and a report was submitted to the PTSO. This information and all required information will be available for this year's school audit.
- Check #25534 was written to Books Are Fun. The company did not provide receipts to customers last year; however, the company now provides receipts and all purchases made are duly documented.
- Check #25567 was written to PWCS to clear the lost textbook account. All paperwork was correctly completed, but during the audit, the check could not be located. The check was misfiled, but has been found.

### **River Oaks Elementary School**

#### **Repeat of Prior Year 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 adhere to this policy.

#### **Current Year Finding**

We recommend that all checks be supported by adequate documentation and approved by the principal before they are processed for payment. Check #4205 lacked sufficient supporting documentation. In addition, we could not locate any documentation for check #4207 during our audit.

#### **Repeat of Prior Year 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.



## Current Year 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 these accounts be grouped with the appropriate group of accounts (i.e. clearing).

### **MANAGEMENT'S RESPONSE**

This memo is to serve as the official response to the River Oaks Elementary 2012 Student Activity Funds Audit.

- A check was written to PWCS at the end of the school year, for clearing both accounts. Going forward, checks will be written twice per year when the accounts have a balance following the PWCS financial guidelines.
- The invoice for check #4205 was mistakenly attached to the computer check journal for that check. This error has been corrected.
- Supporting documentation for check #4207 was in the correct place, however the River Oaks Check Request form was not there. The computer check journal was in the correct file. The River Oaks Check Request will be located and matched up with the supporting documentation.
- Three checks were written from the picture account. Two checks were for reimbursements for items for the School Safety Patrol Program, and one check was for a school wide assembly. Going forward, an account will be created for the Safety Patrol program. We will also clarify with the PWCS Financial Department, which account to transfer money to when paying for a school wide event.
- Regarding Faculty Coke Fund: All checks written from the Faculty Coke Fund were for faculty sponsored events or reimbursements to site based for charges to the school credit card.
- We will contact PWCS Finance Department to clarify which accounts are not attached to normal account classes.

## Rockledge Elementary School

### Current Year Finding

During our audit, we noted check #5367 and #5398 had only one authorized signature. We recommend all checks contain two authorized signatures.

### Current Year Recommendations

It was noted that the school's bank account has not been reported as a public deposit account. We recommend that all accounts be collateralized in accordance with the Virginia Security for Public Deposits Act.

During our audit, we noted unrelated disbursements posted to the school store 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 school store can be transferred to the appropriate account and used for authorized purposes.

## ***MANAGEMENT'S RESPONSE***

- In response to the finding of two checks with only one authorized signature, I will ensure that all checks have two authorized signatures.
- In response to the recommendation that our school's bank account be reported as a public deposit account, that all accounts be collateralized in accordance with the VA Security for Public Deposits Act: I have been in touch with TD Bank of Dale City and they have forwarded my request to their government agent. This was something they could handle in house.
- In response to the note that unrelated posts were made to the school store, I will ensure that transactions are related to the account to which they are posted. Profits from the school store will be transferred to the appropriate accounts and used for authorized purposes.

### **Herbert J. Saunders Middle School**

#### **Repeat of Prior Year Findings**

It was noted during our audit that the school had several accounts that had a deficit balance at June 30, 2012. 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 account management utilized to avoid the over spending of accounts.

During our audit, it was determined that the yearbook lost approximately \$685 during fiscal year 2012. 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.

#### **Current Year Finding**

During our audit it was determined that the PTO data documentation form was not fully completed as all items on the form had not been remitted to the school.

#### **Current Year Recommendation**

During our audit, we noted unrelated receipts and disbursements posted to the faculty coke account. We recommend that transactions be related to the account to which they are posted to avoid skewing the financial results of the account.

## ***MANAGEMENT'S RESPONSE***

- We will monitor all accounts closely and make the necessary transfers to cover any deficit balances prior to year end June 30 in accordance to the "Financial Guidelines Manual." We will also make every effort to avoid overspending the accounts.
- We will continue to review the yearbook account. We have reduced the number of yearbooks ordered for FY 2013 and we will price yearbooks to ensure they are profitable.
- In the future, school administration and bookkeeper will make every effort to obtain proper documentation from PTSO as stated in the guidelines for PTO/Booster Clubs.
- The bookkeeper will adhere to "Financial Guidelines Manual," receipts and disbursements will be posted to the proper accounts.

## Signal Hill Elementary School

### Current Year Findings

During our audit we noted that receipts from the school book fair were not receipted in the name of the librarian but of the bookkeeper. We recommend that funds be remitted and receipts given to the individual who gives the receipts to the bookkeeper and not receipted in the name of the bookkeeper.

During our audit it was determined that the PTO data documentation form was not fully completed as all items on the form had not been remitted to the school.

### Repeat of Prior Year Recommendation

During our audit, we noted unrelated disbursements posted to the book fair and 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 the book fair and pictures can be transferred to the appropriate account and used for authorized purposes.

### Current Year Recommendation

It was noted that the school's bank account has not been reported as a public deposit account. We recommend that all accounts be collateralized in accordance with the Virginia Security for Public Deposits Act.

## ***MANAGEMENT'S RESPONSE***

- In the future the bookkeeper will make sure that the receipts from the school book fair are receipted in the name of the librarian or library media assistant.
- The PTO/PTA documentation was not included in the audit since the reports were not given to the school at the time of the audit.
- In the future only related expenses will be paid from the pictures accounts and funds will be transferred to the appropriate accounts. In reference to the book fair account, we are disputing these charges. The disbursements made out of this account were for petty cash (book fair) and to pay vendors invoices related to the book fair.
- The bookkeeper went to the bank and requested to have the school's accounts reported as a public deposit account.

## Sinclair Elementary School

### Repeat of Prior Year Finding

According to the "Financial Guidelines Manual," lost library book fees are to be remitted semi-annually to PWCS. The library book fees were remitted to PWCS at the end of the school year.

### Current Year Findings

It was noted during our audit that the spirit wear account had a deficit balance at June 30, 2012. 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 account management utilized to avoid the over spending of accounts.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This Form is a required part of our audit and should be available for examination.

#### ***MANAGEMENT'S RESPONSE***

- During the 2011-12 school year, Sinclair's bookkeeper resigned in January. There was a period of over a month when we had no bookkeeper during the hiring process. The new bookkeeper then had to be trained in the system and regulation that PWCS utilized and, because the training is at times dependent on one person and their availability, this took additional times of a couple months. Once the bookkeeper was trained, I informed her that the funds needed to be transferred before the end of the year. We have another new bookkeeper who is now in the process of being trained over a lengthy period of time and I have brought this to her attention.
- The new bookkeeper has been apprised of this as well and will correct any deficits prior to year's end.
- The PTO did complete the form with our former bookkeeper. It should have been in the paperwork. We are hunting for our copy but to date haven't found it in the files. The new bookkeeper is aware of the requirement and will ensure it is in the proper place.

#### **Springwoods Elementary School**

No findings or recommendations.

#### **Stonewall Middle School**

##### **Current Year Finding**

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

#### ***MANAGEMENT'S RESPONSE***

##### **Current Year Finding**

- The PTA/Booster Club Data Accumulation Form was requested numerous times from the PTA starting in May of 2012 by the bookkeeper. The bookkeeper was unable to get the form completed and returned until after the deadline set by the auditor. The completed Form was faxed to the auditor as soon as it was received from the PTO in September, which was too late to be included in the report. I will inform the PTA of the importance of completing this form and given to the school before the audit so it can be included with the schools records for examination by the auditors.

#### **Stonewall Jackson High School**

##### **Current Year Finding**

During our audit, it was determined that the yearbook lost approximately \$2,900 during fiscal year 2012. 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.

## **MANAGEMENT'S RESPONSE**

- Stonewall Jackson has adjusted the number of yearbooks ordered based on fluctuations in student enrollment. We were impacted by the opening of a new school and the economy.

### **Sudley Elementary School**

#### **Repeat of Prior Year 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.

#### **Current Year Findings**

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

During the year the school voided check #2898. However, the check was not labeled "VOID" or mutilated to prevent use. All void checks should be marked or the signature portion removed to prevent unauthorized use.

#### **Repeat of Prior Year Recommendation**

During our audit, we noted unrelated disbursements (payment for the book fair) posted to the library 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 activity can be transferred to the appropriate account and used for authorized purposes.

#### **Current Year Recommendations**

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).

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**

- Remitted fees, check #2901 for \$195.00 on 10/20/11, check #2938 for \$385.00 on 5/17/12 and check #2946 for \$31.00 on 6/18/12. There was around \$9.00 left in account. Collected and deposited \$24.26. Check #2946 was sent to finance but not deposited and cleared from the lost library account in time to reflect the debit in that account leaving a balance of \$63.85. The Financial Guidelines Manual was followed but maintaining a \$0-\$25 balance proved to be challenging.
- Check #2914 was printed upside down. Checks will be marked in the future.
- The Accumulation Form was given to the PTA but never filled out and returned. Ms. Moody can answer any question in regards to the PTA.
- Need more information. Error cannot be found.

- Need more information. The only account code added was Robotics. It's the only "A" in the group.
- Started phasing in new forms and in the process some of the old ones did not have the date received written in. New forms have that information and are in use.

### Swans Creek Elementary School

#### Current Year Findings

We recommend that all checks be supported by adequate documentation and approved by the principal before being processed for payment. We noted check #2299 lacked adequate supporting documentation during our audit.

It was noted during our audit that the robotics and school store accounts had a deficit balance at June 30, 2012. 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 account management utilized to avoid the over spending of funds.

Check #2332 consisted of a reimbursement for gift cards purchased. There was no sign out sheet to indicate to whom the gift card had been distributed. We recommend that all gift card purchases contain documentation as to the recipient of the card.

#### **MANAGEMENT'S RESPONSE**

#### Current Year Findings

As a result of the recent audit of the Student Activity Funds at Swans Creek Elementary, the following actions/explanations have been taken:

- The bookkeeper will insure that adequate supporting documentation is provided for all payments. Regarding check #2299 to Belvedere Plantation, the invoice was inadvertently attached to the refund deposit slip instead of the check request.
- The Robotics account will be reconciled in order to eliminate the deficit balance. According to the financial guidelines, the school store account is allowed to have a deficit balance at the end of the year if there is sufficient inventory on hand to offset the deficit balance. At the end of the school year, the school store balance was -\$180.50 with an inventory on hand of \$340.75 which offsets the deficit balance.
- Check #2332 was a reimbursement for gift cards purchased from the Faculty Sunshine fund to be given out at the Staff Holiday party as "Secret Santa" gifts. We are no longer purchasing gift cards for that purpose since the recipients are unknown.

### Triangle Elementary School

#### Current Year Findings

During our audit, we noted that check #9846 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.

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 \$700 of transfers into its faculty accounts for the year.

The PTA/Booster Club Data Accumulation Form was not on hand during our audit. This form is a required part of our audit and should be available for examination.

### Current Year Recommendation

It was noted that the school’s bank account has not been reported as a public deposit account. We recommend that all accounts be collateralized in accordance with the Virginia Security for Public Deposits Act.

### **MANAGEMENT’S RESPONSE**

- A third signer will be added to the school’s bank account. In the future, the bookkeeper or anyone else on the account will not sign their own checks for reimbursement.
- Regarding the transfer made from a non faculty account to a faculty account, this transaction was done from the PTO Account. In October 2011, with the help of school administration, Triangle PTO voted on and instated an executive board. However, the organization struggled to evolve. The PTO did several fund raisers during the year with limited success but did not have their own bank account setup. Therefore, funds raised by the PTO were deposited into Student Activity Funds’ account #42850 based on the Finance Department’s recommendation.
- In December 2011, the PTO Board voted to donate \$700 to the teacher and staff appreciation dinner. Since their funds were in the school’s student activity account, the bookkeeper had no choice but to make a transfer from PTO account to the faculty fund account. The PTO dissolved completely before the end of the school year. All funds remaining in the PTO account were distributed equally to grade level student activity accounts.
- Triangle’s staff and school administration worked diligently to support parent’s efforts to form a PTO, however, due to circumstances beyond our control, the PTO struggled and dissolved before the end of the school year. Every effort will be made in the future to make sure PTO adheres to Prince William County School’s regulations regarding PTO /Booster Clubs. Especially the PTO/Booster Club data accumulation form as required for audit.
- The audit’s current year recommendation for 2011-2012 finding is for Triangle Elementary School’s bank account to be collateralized in accordance with the Virginia Security for Public Deposits Act. We will work with the Finance Department and follow their recommendations.

### Tyler Elementary School

#### Current Year Findings

According to the “Financial Guidelines Manual,” lost library book fees are to be remitted semi-annually to PWCS. These fees were remitted to PWCS at the end of the year by the school.

It was noted during our audit that sales tax was reimbursed to an individual on check #1673 and #1680 for purchases in excess of \$100. 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.

During our audit we noticed two occasions where receipts were deposited to the bank before being posted to the accounting system. We recommend that receipts be posted to the accounting system, balanced with the school's deposit report and then deposited to the bank.

### Current Year 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**

- I have met and reviewed this requirement with my bookkeeper. Additionally, she has added to her GroupWise calendar a reminder to submit these fees semi-annually.
- I have reviewed and made myself more knowledgeable of the requirements regarding tax exemptions. I will no longer approve reimbursement requests that include sales tax.
- I have reviewed with my bookkeeper the requirement to:
  - a) First, post deposits to the accounting system
  - b) Second, balance the deposit with the school's deposit report
  - c) Finally, make deposit at bank
- We will no longer write checks from the book fair account, even if the check is to pay Scholastic Inc., the book fair vendor. Profits will be transferred to an appropriate account and used for authorized purposes.

### Vaughan Elementary School

#### Repeat of Prior Year Finding

According to the "Financial Guidelines Manual," lost library book fees are to be remitted semi-annually to PWCS. The school remitted the fees only at year end.

#### Current Year Findings

We noted that receipt #9167 was not accompanied by a transmittal form. All receipts for collections from individuals remitting funds to the bookkeeper should be accompanied by a cash transmittal form.

During our audit, it was determined that the yearbook lost approximately \$700 during fiscal year 2012. 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.

#### Repeat of Prior Year Recommendation

During our audit, we noted unrelated disbursements posted to the book fair and school store 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.



## Current Year 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**

- It was noted the lost library fees were not remitted semi annually to PWCS during FY2012. We will ensure in the future that lost library book fees will be remitted semi-annually to PWCS. It was also noted that receipt #9167 was not accompanied by a transmittal form. We will ensure in the future that all receipts from individual remitting funds to the bookkeeper will have a cash transmittal form.
- The audit also determined the yearbook lost approximately \$700 during fiscal year 2012. We will investigate the reason for the loss and in the future we will price yearbooks to cover all costs associated with the purchase of the yearbook.
- We will follow your recommendations regarding the unrelated disbursements posted to book fair and school store accounts and we will ensure that disbursement transactions be related to the appropriate accounts. We will follow the recommendation that all transmittal forms will be dated by the individual remitting the funds.

## Victory Elementary School

### Current Year Findings

During our audit of cash receipts it was discovered that receipts #3211-#3221 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.

During our audit, we noted that check #1503 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.

### **MANAGEMENT'S RESPONSE**

- Receipts #3211-3221 were not deposited prior to Spring Break. Funds were kept locked up in office and were deposited immediately upon return to school following break. In the future deposits will be made daily if \$25 is accumulated and at a minimum on Friday.
- The check made out to bookkeeper and signed by the bookkeeper was for Book Fair start up cash. The check was taken directly to bank to obtain change. Funds were re-deposited back into the account upon completion of Book Fair. In the future all checks will be signed by an authorized individual other than the payee.

## Westgate Elementary School

### Repeat of Prior Year 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.

### Current Year Finding

We noted that receipt #461 was not accompanied by a transmittal form. All receipts for collections from individuals remitting funds to the bookkeeper should be accompanied by a cash transmittal form.

### Current Year Recommendation

It was noted that the school's bank account has not been reported as a public deposit account. We recommend that all accounts be collateralized in accordance with the Virginia Security for Public Deposits Act.

### ***MANAGEMENT'S RESPONSE***

- Lost library book fees need to be remitted semi-annually. West Gate did not adhere to this policy last year. The fees were remitted at the end of the fiscal year but not in January. A reminder has currently been put into place that ensures that the fees will be remitted twice yearly.
- Receipt #461 was not accompanied by a transmittal form for the collection of funds that were remitted to the bookkeeper. These funds were given directly to the bookkeeper and deposited into the social fund. Staff members were making a contribution towards a gift for the principal who was leaving the county. It was the understanding of the bookkeeper that receipts did not need to be written out of staff members who were donating their own personal money for a gift. Faculty funds are not associated with the students funds in any way.

### Westridge Elementary School

#### Current Year Finding

The amount reported on the Scholastic book fair sales reports and what was posted on the school's general ledger differ by \$976 and \$887 for the school's fall and spring book fairs, respectively. Receipts are more in the general ledger than on the Scholastic sales form. It is recommended that the school bookkeeper and librarian investigate this difference and reconcile receipts to ensure what is reported to Scholastic matches what is recorded in the school's general ledger.

### ***MANAGEMENT'S RESPONSE***

- The amount reported on the Scholastic book fair sales report was different than the money deposited/posted for the fall and spring book fairs. This was brought to the attention of Risk Management and Glenn Cash was the investigator assigned to look into this matter. Mr. Cash indicated that the problem was not with the bookkeeper. The bookkeeper deposited the amount of money she was given by library staff. It was undetermined as to what exactly happened to cause these discrepancies.
- We will be having one book fair this year in the spring. Only staff members will be collecting the money at the book fair to ensure proper handling of the funds. Also, as a staff, we have instituted a new money monitoring system. Receipts are given for in-house transactions and cafeteria money is taken directly by the student to the cafeteria.

## Mary Williams Elementary School

### Current Year 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.

### Current Year Recommendation

During our audit, we noted unrelated disbursements posted to the faculty vending 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.

### **MANAGEMENT'S RESPONSE**

- A remittance of library book fees will be submitted semi-annually per the "Financial Guidelines Manual."

## T. Clay Wood Elementary School

### Current Year Findings

According to the "Financial Guidelines Manual," lost library book fees are to be remitted semi-annually to PWCS. The school did not remit any fees to PWCS during FY 12 and thus did not adhere to this policy.

It was noted during our audit that the JavaSmart and faculty spirit wear account had a deficit balance at June 30, 2012. 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 account management utilized to avoid the over spending of accounts.

The PTA/Booster Club Data Accumulation Form was not complete during our audit. This form is a required part of our audit and should be completed in its entirety and available for examination.

### Current Year Recommendations

In reviewing the school's financial report we noted seventeen 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. instructional, fundraising).

The school's bank does not send the school copies of its cancelled checks. We recommend the school request from the bank, copies of its cancelled checks to be sent with its bank statement.

### **MANAGEMENT'S RESPONSE**

- The lost library book fees were used during the year to replace the books in the library. In the future we will not purchase from this account. We will instead remit funds semi-annually to PWCS and use purchase orders to replace lost library books.

- When we opened T. Clay Wood in the 2011/2012 school year, we started the school off with a coffee machine from JavaSmart with intentions of breaking even and providing this benefit to our staff. However, it was not profitable and very few staff seemed to use the machine. Instead of continually losing money on this service, we terminated this contract on 5/29/12. To avoid this discrepancy on future audits, we will transfer funds to cover deficit. The .77 cent balance in the spirit wear account will be covered. The 4<sup>th</sup> grade activity account had a zero balance, so we are not sure of the issue.
- The essential information was complete on the PTO Data Accumulation Form, but the top part with our name and signature was omitted. We apologize for any confusion but all financial information was recorded. This will not happen again.
- All the accounts that do not have print groups have been corrected and we will set up all accounts in the future correctly.
- We are now receiving canceled checks with our bank statements.

### Woodbine Preschool

#### Current Year Recommendation

During our audit, we noted that the bookkeeper was responsible for receiving and opening the bank statements and also prepared the monthly bank reconciliation. In order to enhance internal controls, we recommend having a person (the principal) who is independent of the reconciliation process receive, open and approve the bank statements.

#### ***MANAGEMENT'S RESPONSE***

- All bank statements will be opened by the principal or building administrator.

### Woodbridge Middle School

#### Repeat of Prior Year Findings

At June 30, 2012 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. In FY 2012, a total of approximately \$20,825 was collected from a church with only \$8,281 remitted to PWCS. This represents 40% of current year collections. We recommend the school remit the required building use funds to PWCS.

#### Current Year Finding

At June 30, 2012 the school had a deposit in transit listed for \$99 on its bank reconciliation. This deposit cleared the bank on March 13, 2012 and thus should not have been a reconciling item on the bank statement. The deposit was also recorded twice in the general ledger. Additionally, the school had an uncleared adjustment on its June 30, 2012 bank reconciliations. These adjustments should be investigated and cleared as soon as possible.

### Repeat of Prior Recommendation

In reviewing the school's financial report we noted numerous 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**

The following is our response to the Activity Funds Audit conducted by Robinson, Farmer, Cox Associates in August, 2012:

- Each month this check continued to show up on my monthly report, and each month I attempted to void the check. BlueBear always gave me a message stating, "Check has been voided." I emailed Linda Kincheloe regarding the issue and it was resolved.
- The auditor who conducted my audit commented that this issue was resolved from the previous year. Therefore, this finding is false. The prior year Woodbridge Middle School did not have a bookkeeper for a good part of the year and building use fees were not submitted as required. However, this was taken care of in August, 2011 and all fees were submitted as soon as they were collected. A copy of the Account Analysis Detail Report is attached to verify that fees were submitted and not held by the school. We request that this finding be removed from our audit.
- This deposit was entered and posted twice in error and was never voided. The deposit was voided in August, 2012 and is no longer on the bank reconciliation report.
- Linda Kincheloe set the account classes up in August, 2012 as soon as I notified her that the auditor had noted this finding. Account classes are now complete and accurate.

### Woodbridge Senior High School

#### Current Year Finding

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

### **MANAGEMENT'S RESPONSE**

- As a result of the findings for the audit we will make sure all E Accounts will be remitted semi-annually to Prince William County Schools.

### Yorkshire Elementary School

#### Current Year 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.

## **MANAGEMENT'S RESPONSE**

- The “Financial Guidelines Manual” suggests that fees collected for lost library books be remitted semi-annually to PWCS. However, we have found that during the course of the year we have several students return books that they have previously paid for. When this happens, a refund check is issued for the amount paid for the book. If the account was cleared in the middle of the year, this could result in the accounts having a negative balance. For this reason, we prefer to wait until the end of the year to remit the balance in the account to our site-based PWCS library account.
- At the end of FY11, my bookkeeper was unable to make the transfer. She inadvertently closed the books for the month of June before making the transfer. At that point it was not possible to transfer the funds. The balance from FY11 was carried in the account through FY12, and all funds remaining in the account at the end of the year were submitted to PWCS in June 2012.