



CRAWFORD HIGH SCHOOL

Associated Student Body Audit Report

September 30, 2011

Introduction

The Office of Audits and Investigations performed an audit of the Associated Student Body (ASB) financial operations at Crawford High School for the period July 1, 2010 through June 30, 2011 at the request of the Area Superintendent.

Crawford High school is composed of four small high schools. Crawford School of Community Health and Medical Practices (CHAMPS); Crawford School of Invention and Design Educational Academy (IDEA); Crawford School of Law and Business (LAB); and Crawford School of Multimedia and Visual Arts School (MVAS). Each school has its own principal and the principal at CHAMPS was assigned to oversee the ASB financial operations in fiscal year 2010-2011.

Student body funds are funds that have been earned or received by the students as a group. These funds are held in the name of the student body organization for the benefit of the student body as a whole. The Superintendent shall have the responsibility and authority to implement all policies and regulations pertaining to the supervision and administration of student activity funds in accordance with established policies and regulations of the Board of Education. The Principal, as trustee, is directly responsible for the conduct of student financial activities. The ASB Advisor, under the Principal's direction is responsible for all student activities, clubs, fund-raisers and specific additional duties outlined in district procedures. The Financial Clerk, under the Principal's direction and supervision, is responsible for all handling of cash in connections with these activities.

The Crawford High School ASB checking and other asset accounts as of June 30, 2011, had a balance of \$183,889.01. The ASB General Fund constitutes a balance of \$30,490.11 of this total. Approximately \$192,555.00 was deposited and \$245,824.00 was withdrawn between July 1, 2010 and June 30, 2011 through the Crawford High School ASB accounts.

The enrollment as of June 17, 2011 for all four schools was 1,187 students.

Audit Scope and Objectives

- To audit financial records from July 1, 2010 through June 30, 2011.
- To ensure adequate internal controls are in force.
- To determine if ASB accounts and activities are in accordance with district procedures.
- To determine that expenditures have adequate supporting documentation.
- To determine that record keeping is sufficient to assure efficient and accurate accounting.

Audit Findings Summary

1. The Football Club advisor destroyed district official records when he ripped apart the Football Club Constitution in the presence of the former Principal, Athletic Director and the Financial Clerk.
2. The audit determined an unaccounted sales income from the Student Stores (IDEA, LAB and MVAS) totaling \$9,145.37.
3. The audit determined an unaccounted sales income from the sale of Spirit Packs totaling \$435.00.
4. The Football Club's account was used to pay for coaches uniforms totaling \$580.11.
5. Duplicate payment of an employee's request for reimbursement amounting to \$219.80.
6. Collections from lost book totaling \$124.92 were not receipted and not timely deposited to the Finance Office.
7. Two employees were over reimbursed totaling \$33.00.
8. Some disbursements were not supported by required documentation.
9. Several ASB requisitions did not have the proper signatures that are required to authorize the purchase, violating District Administrative Procedure No. 2437.
10. ASB funds were used to purchase gift cards totaling \$95.00.
11. The Student body fund was used to purchase equipment without the approval of the Area Superintendent.
12. The beginning inventory of merchandise on hand for locks was not reliable due to the absence of a beginning inventory count.
13. Approval forms for non-district organization conducting fund-raisers were not created, as required by district procedure.
14. Revenue potentials were not prepared for any fundraising activities, as required by district procedure.
15. There are 26 inactive trust/club accounts as of June 30, 2011 having balances totaling \$12,294.38. These accounts require review by the Principal and the student council, as required by district procedure, to determine their need for incorporation into the ASB General Fund.
16. Trust/Clubs were not properly managed and controlled in violation of District Procedure No. 6240.
17. Three bids were not solicited in making a selection for a photographer.

Conclusion

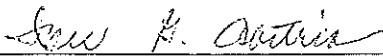
Based on the audit scope and results of tests performed, the ASB operations at Crawford High School disclosed some exceptions to administration; these exceptions showed a failure to comply to district policy and procedure designed to protect the interests of the students and integrity of the ASB.

The unaccounted sales income for the student stores (IDEA, MVAS and LAB) and the use of student body money for the benefit of the faculty are of significant concern.

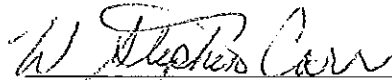
Some Student Body requisitions did not contain the signature of the Principal, Advisor or Sponsor and authorized student officer of the organization as required by the California Education Code and School District Administrative Procedures. Appropriate supporting documentation was not maintained at the school for some of the ASB payments.

Our audit of the student body fund also disclosed a need to improve controls in some areas to ensure that all funds are accounted for, all disbursements are proper, and the staff comply with accounting and reporting requirements. We believe that if the recommendations are implemented the ASB operations will meet district standards of operation.

We appreciate the help, courtesy and cooperation extended by the Financial Clerk during the examination.



Ines G. Abitria
Operations Auditor



W. Stephen Carr
Director, Office of Internal Audit

Audit Findings and Recommendation

1. **The Football Club advisor destroyed district official records when he ripped apart the Football Club Constitution in the presence of the former Principal, Athletic Director and the Financial Clerk.**

The Football Club Constitution was torn into four pieces by the Football Club Advisor during a meeting with the Principal, Athletic Director and the Financial Clerk because the advisor is denying that he is the Football Club advisor even though he signed the Club Constitution as the advisor.

- **District Administrative Procedure No. 6240 states “The school club’s faculty advisor must be approved by the principal. No school club shall be approved or be permitted to function on school premises without a faculty advisor. Such advisory assistance is entirely voluntary on part of the employee; however, once advisory assistance is accepted, the employee assumes responsibility for supervision of the club’s activities as required by law and district regulations. A faculty advisor acts under delegated authority of the principal.”**

Willful destruction of district records is an act of insubordination. Documents needed for audit purposes are not to be destroyed or defaced. Appropriate action by the administration is necessary owing to the willful destruction of official district records.

Recommendation

The Football Club needs a new faculty advisor who would assume responsibility for the supervision of the club’s activities.

2. **The audit determined an unaccounted sales income from the Student Stores (IDEA, LAB and MVAS) totaling \$9,145.37.**

Our analysis of the Student Stores operations for the period July 1, 2010 through June 30, 2011, resulted in a total unaccounted sales income of \$9,145.37 as follows:

| School | Total Sales per Books | Total Sales per Audit | Unaccounted Sales Income |
|--------|-----------------------|-----------------------|--------------------------|
| IDEA | \$6,062.23 | \$7,921.50 | \$1,859.27 |
| LAB | \$2,279.90 | \$4,106.50 | \$1,826.60 |
| MVAS | \$11,277.00 | \$16,736.50 | \$5,459.50 |
| Totals | \$19,619.13 | \$28,764.50 | \$9,145.37 |

The difference between the actual income and the income received disclose a lack of supervision of the students and monitoring of the expected income.

The above chart indicates that the student stores of the three schools are not being well managed. Student store must be supervised by the ASB Advisor. The sales income recorded in the books must be reconciled with the physical inventory. Any discrepancies must be investigated and explained in writing and acknowledged by the Principal.

Recommendation

We require that physical inventories of the student store be conducted at least quarterly to improve internal controls. The inventory listing is to contain a description, unit cost, quantity, and extended value. This information is necessary in order to analyze sales activity, profits, and to determine if merchandise has been lost or stolen.

We also recommend that the school maintain only one student store for the entire complex and be properly supervised by the ASB Advisor.

3. **The audit determined an unaccounted sales income from the sale of Spirit Packs totaling \$435.00.**

The Football Club sold Spirit Packs consisting of a practice T-shirt, Jersey and Shorts without preparing a revenue potential form to determine whether the event would secure revenues in excess of expenditures. These items were controlled by the Athletic Director and the Football Coach. The audit revealed that there was \$435.00 unaccounted sales income computed of as follows:

| | Total | T-Shirt | Jersey | Shorts |
|----------------------------------|----------|----------|----------|----------|
| Total Goods Available for Sale | 160 | 60 | 50 | 50 |
| Less: Ending Inventory-9/10/2011 | 79 | 10 | 30 | 39 |
| Total Good Sold | 81 | 50 | 20 | 11 |
| Selling Price | | \$10.00 | \$15.00 | \$10.00 |
| Total Sales Income per Audit | \$910.00 | \$500.00 | \$300.00 | \$110.00 |
| Total Sales per Books | \$475.00 | | | |
| Total Unaccounted sales Income | \$435.00 | | | |

At the conclusion of the fund-raising, a revenue potential analysis must be completed showing the projected revenue and expenses versus the actual revenue and expenses of the fund-raising event. Any discrepancies between the actual and projected revenues must be explained in writing by the club and acknowledge by the principal. In this case, revenue totaling \$435.00 is missing.

Recommendation

The principal is to explain in writing the unaccounted sales income of \$435.00. This explanation must be on file in the Finance Office as well as being included in the response to this finding.

4. **The Football Club's account was used to pay for coaches uniforms totaling \$580.11.**

In reviewing the fund-raising conducted by the Football Club, we noticed that the invoice from Sportland Team Sports included several items that were not part of the spirit packs nor are they goods used by students. These items were 10 Pullover Hooded Sweatshirt, 10 Adult Polo Shirts and 10 Sweatpants. The school conducted a physical inventory on September 10, 2011 showing only 4 Sweatshirts and 3 Polo Shirts remaining.

| | Pullover Hooded Sweatshirt | Adult Polo Shirt | Sweatpants |
|----------------------------------|----------------------------------|---------------------|------------|
| Purchases | 10 | 10 | 10 |
| Less: Ending Inventory-9/10/2011 | 4 | 3 | 0 |
| Total Good Unaccounted | 6 | 7 | 10 |

No money was deposited into the Football Club account for the distribution of these goods. There was also no selling price assigned to these goods - indicating that they were not being sold.

- District Administrative Procedure No. 2225 states “Under no circumstances shall student body money be expensed for the benefit of the faculty.”

Student body funds are not to be used for the benefit of the faculty.

Recommendation

The principal is to explain in writing as to the disposition of the items purchased. The explanation must be on file in the Finance Office and included in the response to this finding.

The Football club account is to be reimbursed for the value of the distributed goods.

5. Duplicate payment of an employee’s request for reimbursement amounting to \$219.80.

The advisor of the Class of 2011 was reimbursed twice in the amount of \$219.80 from the account 2011-Class of 2011 as follows:

| Date | Check No. | Vendor | Amount | Supporting Document |
|----------|-----------|------------------|----------|---------------------|
| 05/04/11 | 4599 | Oriental Trading | \$219.80 | Order confirmation |
| 05/18/11 | 4675 | Oriental Trading | \$219.80 | Invoice |

The duplicate reimbursement happened because the advisor submitted two separate Student Body Requisitions using an order confirmation and then resubmitted the invoice on another requisition.

The Financial Clerk is to ensure that proper documentation for disbursements exists before issuing a check and the site administrator should adequately review supporting documentation for completeness and propriety before attaching their signature on the check.

Original receipts or invoices are to support all payments and not photocopies or facsimile of invoices, statements, packing lists or order forms to prevent duplicate payments. Supporting documents such as invoices and receipts are essential parts of sound accounting practice and required internal control.

As of the audit date, the school received a check for \$219.80 from the advisor of the Class of 2011.

Recommendation

The Financial Clerk is to follow the accounting procedures of paying only on original receipts to prevent this type of duplicate payments.

6. **Collections from lost book totaling \$124.92 were not receipted and not timely deposited to the Finance Office.**

Our review of the lost book collections revealed that the Librarian is collecting money without issuing a supplementary receipt. Collections were held in the library and not turned over to the Finance Office for deposit before the close of the school.

- **District Administrative Procedure No. 2235 states “All financial transactions made in any school must pass through the school office. School shall issue receipts for all money collected.”**

We were not able to determine that all collections were accounted for due to lack of internal control such as the issuance of a supplementary receipt.

All collections must be turned over to the Financial Clerk on a daily basis for deposit to the District’s authorized bank.

Recommendation

All moneys collected must be deposited with the school’s financial clerk. Staff receiving monies shall issue a supplementary receipt for all moneys collected and all collections must be turned over to the financial clerk for deposit along with the supplementary receipt book.

7. **Two employees were over reimbursed totaling \$33.00.**

Two checks issued to reimburse employees were written for the wrong amount. As a result, the employees were over reimbursed as follows:

| Date | Check No. | Paid | Should be | Over Payment |
|--------------------------|-----------|----------|-----------|--------------|
| 09/17/10 | 3945 | \$274.16 | \$254.44 | \$19.72 |
| 09/17/10 | 3936 | 634.68 | 621.40 | 13.28 |
| Total Over Reimbursement | | | | \$33.00 |

The receipts submitted for reimbursement for check no. 3945 included personal items. The person submitting the requisition crossed out these items but failed to subtract all of his personal items. The financial clerk also failed to review the mathematical accuracy of the receipts before issuing a check.

The amount of the actual receipt submitted for reimbursement for check no. 3936 was different from the amount written on the student body requisition. The financial clerk failed to review the amount of the invoice and paid the person using the wrong amount.

Recommendation

The Financial Clerk needs to collect the amount of \$33.00 from the employees who were overpaid and deposit the money back to the appropriate accounts. The Financial Clerk also needs to review invoices or receipts for mathematical errors and amounts before payment.

We also recommend that receipts should not include personal purchases to prevent errors.

8. Some disbursements were not supported by required documentation.

Our verification of expenditures from July 1, 2010 through June 30, 2011, reveals that supporting documents of expenditures totaling \$3,120.52 were inadequate. The following expenditures were not supported by original vendor invoices or cash register receipts.

| Date | Check No. | Account | Amount | Supporting Document |
|---|-----------|--------------------------------|------------|-----------------------|
| 09/17/2010 | 3935 | 2200 MVAS ASB | \$259.38 | Order confirmation |
| 09/24/2010 | 3962 | 2200 MVAS ASB | 247.78 | Order form |
| 12/07/2010 | 4150 | 2302 Lady Colts Volleyball | 64.81 | Facsimile |
| 01/14/2011 | 4250 | 2200 MVAS ASB | 257.14 | Facsimile |
| 01/26/2011 | 4316 | 2100 IDEA ASB | 97.86 | Order form |
| 02/09/2011 | 4369 | 2510 SOS Clearing | 646.00 | Photocopy |
| 03/16/2011 | 4452 | 2200 MVAS ASB | 250.40 | Order confirmation |
| 04/18/2011 | 4540 | 2200 MVAS ASB | 274.36 | Order confirmation |
| 04/18/2011 | 4556 | 2011 Class of 2011 | 108.88 | Packing list |
| 04/18/2011 | 4559 | 2200 MVAS ASB | 137.69 | Packing list |
| 04/19/2011 | 4565 | 2138 Badminton club | 418.74 | Facsimile |
| 05/04/2011 | 4599 | 2011 Class of 2011 | 219.80 | Order confirmation |
| 06/14/2011 | 4865 | 2100 IDEA ASB | 34.80 | Order acknowledgement |
| 06/21/2011 | 4872 | 2415 Center for Social Justice | 102.88 | Credit card slip |
| Total Expenditure with Inadequate Support | | | \$3,120.52 | |

Supporting documents such as invoices and receipts are essential parts of sound accounting practice and required internal control. Original receipts or invoices are to support all payments and not photocopies or facsimile of invoices, statements, packing lists or order forms.

Recommendations

Internal Audit recommends that the school institute the practice of paying on original invoice. Also, establish a practice of retaining documentation as a basic accounting practice, for audit purposes and to validate activity.

9. Several ASB requisitions did not have the proper signatures that are required to authorize the purchase, violating District Administrative Procedure No. 2437.

The audit revealed that 116 checks representing (12%) of the total student body requisitions tested did not have the required approval signatures of either the Principal, ASB student representative, the ASB advisor or sponsor and Financial Clerk as follows:

| Missing Signatures on ASB Requisition by: | Number of Transactions |
|---|------------------------|
| Principal | 71 |
| Advisor or sponsor | 25 |
| Financial clerk | 12 |
| ASB advisor/sponsor, principal and financial clerk | 3 |
| ASB advisor and principal | 2 |
| ASB student representative and financial clerk | 2 |
| ASB advisor/sponsor, student representative and financial clerk | 1 |
| Total Number of Transactions without Proper Signatures | 116 |

- District Administrative Procedure No. 2437 states: "Student body requisition is a serially numbered, original internal control form which must be completed as authorization for drawing a student body check. Approval of a representative of the student body organization, the ASB advisor or sponsor, and the Principal is required."

The principal who was responsible for approving the ASB requisitions refused to sign any ASB financial documents starting February 2011. As a result, a large number of ASB requisitions did not have the approval signature of the principal. A conflict existed, the site having multiple principals, as to which principal would have the responsibility, the financial Clerk paid to keep obligations current. The Financial Clerk should not have processed payment without first contacting support function or higher authority.

Prior to any purchase, a student body requisition is to be completed and approved by a student body organization representative, and the principal. ASB expenditure requests shall be submitted on student body requisition signed by originator of the request, the Financial Clerk, the ASB representative, the ASB advisor/sponsor, and the Principal. The Financial Clerk's signature certifies that request is authorized and funds are available.

Recommendation

The Financial clerk is not to assume authority but is to use the support function and higher authority when conflicts affect the ability to perform the ASB function.

10. ASB funds were used to purchase gift cards totaling \$95.00.

Our review of the disbursements for the period July 1, 2010 through June 30, 2011, revealed the following inappropriate expenditures:

| Date | Check No. | Account | Description | Amount |
|----------------------------|-----------|-------------------------------|--|---------|
| 10/26/2010 | 4051 | 2011 Class of 2011 | 2 gift cards for 2011 election poll expenses | \$50.00 |
| 01/14/2011 | 4253 | 2314 Math Club | 2 Starbucks card-Student vs. staff game | 10.00 |
| 06/08/2011 | 4726 | 2211 Class of 2011 Leadership | 3 Starbucks card | 30.00 |
| 06/21/2011 | 4880 | 2312 Health Club | 1 gift card | 5.00 |
| Total Gift Cards Purchased | | | | \$95.00 |

Gift cards are not an allowable use of ASB funds because they are considered a gift of public funds.

ASB funds must not be used to purchase gift cards regardless of the intent for use.

Recommendation

The Principal creates a practice advising staff of the requirement not to purchase gift cards with any district or ASB funds. The ASB Financial clerk is to not pay for purchase cards.

11. The student body fund was used to purchase equipment without the approval of the Area Superintendent.

The audit revealed that the student body fund was used to purchase equipment for speakers totaling \$1,291.83 without securing the approval of the Area Superintendent.

- **District Administrative Procedure No. 2225 states that “Student body funds may not be used to make capital improvements or purchase equipment without approval of Area Superintendent.”**

Approval by the Area Superintendent is required in order to guard against the purchase of substandard equipment which the school district could not maintain at equitable cost and to ascertain that the primary purpose of a purchase is to benefit the student activity program.

Recommendation

The school is to establish a practice that secures the approval of the Area Superintendent before any purchase of equipment.

12. The beginning inventory of merchandise on hand for locks was not reliable due to the absence of a beginning inventory count.

We were not able to test the reasonableness of the locks sales as of June 30, 2011 due to the absence of a physical inventory at the end of the prior year. As a result auditors could not provide a reliable estimate of sales for the period under audit, ensure that sales were all accounted for, or verify that the physical inventory balance reconciled with the book

balance at any given time.

- **District Administrative Procedure No. 2360 states “At close of every school year, each student body activity shall take an inventory of all merchandise on hand which was purchased for resale, including shop materials.”**

At the close of every school year, each student body activity shall take an inventory of all merchandise on hand which was purchased for resale, such as P.E. clothes, locks, including shop materials. Advisor or financial clerk is responsible for supervising annual inventory count, and making an accurate inventory of merchandise for sale, which will serve as a benchmark for subsequent inventories.

Recommendation

Internal Audit requires that the school institute the practice to perform annual audits to comply with district procedure. Procedures are needed by the principal to monitor and assure adherence to the established practice.

13. **Approval forms for non-district organization conducting fund-raisers were not created, as required by district procedure.**

The Crawford Foundation conducted fundraisers without the written approval from the principal.

- **District Administrative Procedure 9325 B.4.a. states that Generally, solicitation on behalf of a school is prohibited by Education Code Section 51521, which states: “No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtain the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards”.**
- **District Administrative Procedure 9325 B.4.b. states that “Exception: The prohibition contained in B.4.a. shall not apply to any solicitation receiving prior approval of the superintendent as the governing board’s designee or of the superintendent’s designee.”**

Approval of the Principal must be received prior to initiation of any fund-raising activities at a school by a non district organization. The fund raising approval form must be kept on file at the school site to document compliance with district procedure.

Recommendation

The Principal is to approve fund-raisers prior to initiation to comply with district procedure.

- 14. Revenue potentials were not prepared for any fundraising activities, as required by district procedure.**

Fundraising activities were conducted without satisfying the requirement of pre-determining whether the event will secure revenues in excess of expenditures.

A "Revenue Potential" form is completed prior to conducting any fund raising activity. At the conclusion of the fund-raiser, the form must be finalized to compare projected earnings to actual earnings and have variances analyzed. The completed form is to be filed in the finance office.

District Procedure 6240 addresses the need for and presents an example of the Revenue Potential Form. The requirement for and instructions on completion of the Revenue Potential form is also presented in the ASB Handbook.

Recommendation

The Principal institute a practice that assures the Revenue Potential Form is completed and filed prior to the approval of fundraising activities.

- 15. There are 26 inactive trust/club accounts as of June 30, 2011 having balances totaling \$12,294.38. These accounts require review by the Principal and the student council, as required by district procedure, to determine their need for incorporation into the ASB General Fund. (Attachment I)**

The review of several trust/club accounts revealed a total of 26 accounts that were inactive and still carried in the ASB books.

- **District Administrative Procedure No. 2225 states that "All balances remaining in the trust account of any club or organization that has been inactive for one year shall be reviewed by the Principal (or designee) and the student council, and subject to extenuating circumstances, shall be transferred to the Student Body General Fund. Such action shall be recorded in the minutes of a student council meeting."**

Recommendation

The Principal (or designee) and the ASB council review the inactive accounts listed in Attachment I. If the club or trust accounts are to be disbanded, the balances of the inactive accounts are transferred to the ASB General Fund.

- 16. Trust/Clubs were not properly managed and controlled in violation of District Procedure No. 6240.**

Our review of the recorded Trust/Clubs in the ASB books showed the following deficiencies:

- a. **Approved constitutions and by-laws or statement of purpose for some trust/club accounts were not on file in the financial office. (Attachment II)**

As a result, we could not establish the validity of trust/club accounts, nor the purpose for which these trust/club accounts were organized and carried on the student body books.

- **District Administrative Procedure No. 6240 states "A charter, constitution or statement of purpose and objectives, and membership requirements must be approved by the student governing body and by the Principal. A copy must be on file in the school office".**

- b. **The faculty advisors of several clubs did not complete the "Club Advisor Checklists." (Attachment III)**

Our review of the Trust/Clubs revealed that the faculty advisors of several clubs did not complete the "Club Advisor Checklists" as required by District Procedure No. 6240.

- **District Administrative Procedure No. 6240 states "Advisor acknowledges receipt of "Club Advisor Checklist". A signed copy of the "Club Advisor Checklist" must be on file in the school's financial office."**

This will ensure that the faculty advisors are aware of their responsibilities as an advisor.

- c. **Several school clubs did not have the "Request for Organization of a School Club." (Attachment IV)**

Our review of the school clubs revealed that several school clubs did not have the "Request for Organization of a School Club" on file.

- **District Administrative Procedure No. 6240 states "Every proposed student club desiring district authorization must apply to the student governing body of the school".**

"Accountability and responsibility for supervision and control of school clubs rests with the Principal, who operates under delegated authority of the superintendent and the Board of Education."

Recommendations

- a. We recommend that the site administrator:
Enforce the requirement to have club sponsors submit to the Student Body Finance Office the constitution and by-laws of the clubs or class that they are sponsoring.

Ensure that clubs or classes without the required constitution and by-laws are not allowed to use the trust account of the student body fund.

Require that a copy of the charter, constitution or statement of purpose and objectives is

on file in the finance office.

- b. The Principal institutes a practice that distributes the "Club Advisor Checklist" forms to all faculty advisors and requires that they acknowledge receipt of the "Club Advisor Checklist." Require that a copy of the "Club Advisor Checklist" is kept on file in the finance office.
- c. The Principal approve or disapprove each request for organization of a school club, per District Administrative Procedure No. 6240, and obtain approval by the ASB for all clubs. Require that a copy of the approval is kept on file in the finance office.

17. Three bids were not solicited in making a selection for a photographer.

In fiscal year 2010-2011, three (3) bids were not solicited by the principal's designee in hiring a photographer.

- **District Administrative Procedure No. 4938 states "Senior High Schools. Principal designates one or more school representatives to coordinate scheduling of all senior and faculty portraits. Designee solicits bid in writing or by telephone from at least three (3) qualified bidders able to offer best prices consistent with quality, delivery, and service."**

Recommendations

The Principal's designee is to solicit three (3) bids to comply with district procedure no. 4938.

Crawford High School ASB
Inactive Accounts
As of June 30, 2011

| Accounts | Balance as of June 30, 2011 |
|---|--------------------------------|
| 2048G MVAS - Target Grant | \$12.09 |
| 2049 IDEA Target Grant | 10.00 |
| 2050 MVAS Price Family Charitable Fund Grant | 1,000.00 |
| 2055 Science & Math Initiative Program | 1,741.66 |
| 2068 Baseball Scholarship | 300.00 |
| 2077 AP Fees from Other Sources | 611.00 |
| 2080 L. Goldhammer Schol. 1080 | 1,108.58 |
| 2083 Class of 69 Schol. 1083 | 76.08 |
| 2085 Van Buskirk Memorial Fund | 45.00 |
| 2086 Staff Scholarship Fund | 1,249.78 |
| 2087 Cal Fed Scholarship | 4.50 |
| 2088 Rolando Woman's Scholarship | 2,200.00 |
| 2089 Chemistry Scholarship | 500.00 |
| 2091 Nancy & Bailey Scholarship | 500.00 |
| 2094T Erik Flores-Exceptional Student Scholarship | 350.00 |
| 2105 IDEA Student Motivational Account | 0.62 |
| 2210 MVAS Student Incentives/Awards | 200.00 |
| 2235C Journalism/MVAS | 246.20 |
| 2301T CHAMPs Social Club | 32.30 |
| 2381T CHAMPs Cash Award-Community Ser. Hrs. | 76.89 |
| 2382 Cheese Club | 37.63 |
| 2385 Environmental Club | 82.00 |
| 2390T CHAMPs AWARDS & PRIZES | 388.07 |
| 2394 Basketball Club, Boys | 95.00 |
| 2405C WRESTLING-Take Down Club | 426.98 |
| 2406 Wrestling Donation Account | 1,000.00 |
| | \$12,294.38 |

Crawford High School ASB
Missing Club Constitution
For the Period July 1, 2010 through June 30, 2011

| Accounts |
|-------------------------------------|
| 2011T CLASS OF 2011 |
| 2014 Class of 2014 |
| 2181T 510 Cafe |
| 2201 MVAS Leadership Club |
| 2235C Journalism/MVAS |
| 2326C BASKETBALL, Lady Colts |
| 2336C Varsity Basketball Club, Boys |
| 2394 Basketball Club, Boys |
| 2431C GOLF CLUB, Boys |
| 2433C Girls Golf Team |

Crawford High School ASB
Missing Advisor Checklist
For the Period July 1, 2010 through June 30, 2011

| Accounts |
|--------------------------------------|
| 2011T CLASS OF 2011 |
| 2013T Class of 2013 |
| 2014 Class of 2014 |
| 2001 Letterman Jacket Club |
| 2104 IDEA Leadership |
| 2175C Vietnamese/Chinese Association |
| 2200MVA MVAS ASB |
| 2266C Centaur Club/MVAS |
| 2211 Class of 2011 Leadership |
| 2263 Football Club |
| 2401 LAB Leadership |
| 2156C CSF |
| 2306 AP Psychology |
| 2181T 510 Cafe |
| 2201 MVAS Leadership Club |
| 2235C Journalism/MVAS |
| 2326C BASKETBALL, Lady Colts |
| 2336C Varsity Basketball Club, Boys |
| 2394 Basketball Club, Boys |
| 2405C WRESTLING-Take Down Club |
| 2431C GOLF CLUB, Boys |
| 2433C Girls Golf Team |

Crawford High School ASB
 Missing Request for Organization of a School Club
 For the Period July 1, 2010 through June 30, 2011

| Accounts |
|--------------------------------------|
| 2012T Class of 2012 |
| 2013T Class of 2013 |
| 2014 Class of 2014 |
| 2001 Letterman Jacket Club |
| 2100IDE IDEA ASB |
| 2103C Adventure Club |
| 2104 IDEA Leadership |
| 2110 Tennis Club |
| 2138C Badminton Club |
| 2156C CSF |
| 2175C Vietnamese/Chinese Association |
| 2181T 510 Cafe |
| 2185 Spanish Club |
| 2130 Music Club |
| 2157 Circle Of Friends |
| 2165 Youth 4 Change |
| 2201 MVAS Leadership Club |
| 2264C Future Educators of America |
| 2268C Art Club/Black/MVAS |
| 2272C GARDEN CLUB |
| 2211 Class of 2011 Leadership |
| 2235C Journalism/MVAS |
| 2263 Football Club |
| 2302 Lady Colts Volleyball |
| 2304 CHAMPs Leadership |
| 2305C JROTC/Champs |
| 2314 MATH CLUB 304 |
| 2324C Baseball Colts Club |
| 2326C BASKETBALL, Lady Colts |
| 2336C Varsity Basketball Club, Boys |
| 2352C Day Hikers Club |
| 2367C Auroras |
| 2379C SOFTBALL, Lady Colts |
| 2394 Basketball Club, Boys |
| 2398C Peerhelpers |
| 2312 Health Club |
| 2375 Points of Interest |
| 2392 International College Bound |
| 2399 Key Club |
| 2400LAB Law & Buisness ASB |
| 2401 LAB Leadership |
| 2405C WRESLING-Take Down Club |
| 2410C Junior Achievement |
| 2422C Diamonds in the Rough |
| 2431C GOLF CLUB, Boys |
| 2433C Girls Golf Team |
| 2447C Mecha |
| 2415 Center for Social Justice |
| 2424 Jr. Achievement Class |



SAN DIEGO UNIFIED SCHOOL DISTRICT

CRAWFORD EDUCATIONAL COMPLEX
4191 Colts Way, San Diego, CA 92115
(619) 583-2500



Emma Martinez,
Principal Complex Operations

MEMORANDUM

TO: Audit Department
FROM: Dr. Emma Martinez, Principal-Operations *EM Martinez*
DATE: November 3, 2011
SUBJECT: Response to ASB Audit Findings

Please find the response to the ASB Audit findings in the following pages.

1. The Football Club advisor ripped apart the Football Club Constitution in the presence of the Athletic Director and the Financial Clerk.

District Administrative Procedure No. 6240 will be followed, all club advisors have been advised and a new faculty advisor has assumed the responsibility of the club activities.

2. The audit determined an unaccounted sales income from the Student Stores totaling \$9,145.37.

ASB advisors have been informed of the findings. The small school student stores have been closed and the school will maintain only one student store for the entire complex. Quarterly inventory will be completed by the finance clerk.

3. The audit determined an unaccounted sales income from the sale of Spirit Packs totaling \$435.00.

The principal and the Athletic Director are new to the campus and can't explain the unaccounted sales income. Both are committed to completing revenue potential analysis for each fund-raising event and will keep a file of the analysis in the financial office.

4. The Football Club's account was used to pay for coaches uniforms totaling \$580.11.

The principal and the Athletic Director are new to the campus and can't explain the unaccounted sales income. Every effort will be made to determine who received the goods and every attempt will be made to reimburse the Football Club for lost income.

5. Duplicate payment of an employee's request for reimbursement amounting to \$219.80.

The Financial Clerk has been given instruction to follow accounting procedures of paying only original receipts and the funds have been returned to the account.

6. Collections from lost book totaling \$124.92 were not receipted and not timely deposited to the Finance Office.

All staff has been instructed to turn in all money collected to the financial office and all collections will be turned over to the financial clerk for deposit.

7. Two employees were over reimbursed totaling \$33.00.

All staff has been informed not to include personal items to receipts for reimbursement. The amount of \$33.00 has been collected from the staff members and credited to the proper accounts.

8. Some disbursements were not supported by required documentation.

All staff has been informed that reimbursement will be made on original receipts only and the financial clerk has been instructed to pay on original invoices. All documents will be retained.

9. Several ASB requisitions did not have the proper signatures that are required to authorize the purchase, violating District Administrative Procedure No. 2437.

The principal will assume the authority and checks will be issued once all proper signatures have been attained.

10. ASB funds were used to purchase gift cards totaling \$95.00.

All staff members have been advised that the purchase of gift cards with district or ASB funds will not be allowed.

11. The student body fund was used to purchase equipment without the approval of the Area Superintendent.

The school will secure the approval of the Area Superintendent before the purchase of equipment.

12. The beginning inventory of merchandise on hand for locks was not reliable due to the absence of a beginning inventory count.

Financial Clerk and Principal follow District procedure in conducting end of school year inventory.

13. Approval forms for non-district organization conducting fund-raisers were not created, as required by district procedure.

A system is in place where all fund-raiser requests are submitted to the principal for approval. No fund raisers will be held without principal approval.

14. Revenue potentials were not prepared for any fundraising activities, as required by district procedure.

A system is in place where a "Revenue Potential" form is completed and filed prior to the approval of any fundraising activity.

15. There are 26 inactive trust/club accounts as of June 30, 2011 having balances totaling \$12,294.38. These accounts require review by the Principal and the student council, as required by district procedure, to determine their need for incorporation into the ASB General Fund.

The principal has requested the ASB council to review the inactive accounts and motion to transfer the balances to the General ASB fund.

16. Trust/Clubs were not properly managed and controlled in violation of District Procedure No. 6240.-

All constitutions will be approved by the Principal and filed with the finance office. The Principal, ASB Advisor and financial clerk have created a "Club Advisor Checklist" that must accompany all "Requests for Organization of a School Club."

17. Three bids were not solicited in making a selection for a photographer.

The Principal has designated the ASB Advisor to solicit three (3) bids for the senior pictures prior to hiring a photographer.