

Internal Audit Report

Panorama Elementary
School Activity Funds

For the Period Ended April 30, 2024

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Internal Auditor's Report

We have examined the School Activity Funds (SAF) of Panorama Elementary School for the period of May 1, 2022, to April 30, 2024. Panorama Elementary School's principal is responsible for the administration of the SAF. Our responsibility is to express an opinion based on our examination.

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

There were no audit findings noted that resulted in a material deviation from Board of Education (BOE) policies and procedures and the requirements of the Accounting Procedures Manual for the School Activity Funds (APM).

In our opinion, the SAF referred to above has been administered in compliance with BOE policies and procedures and the APM, in all material respects, for the audit period ended April 30, 2024.



Janice Walters Semple, CPA
Director, Internal Audit

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SUMMARY

An audit of the school activity funds (SAF) for Panorama Elementary School was completed for the period May 1, 2022, to April 30, 2024. The audit was conducted as part of the annual audit plan.

The audit indicated that the school's financial activities and records were administered in accordance with the Accounting Procedures Manual for School Activity Funds (APM) and Board of Education (BOE) policies and procedures.

OBJECTIVES

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

SCOPE

The audit was based on our examination of selected bank statements, financial reports, cancelled checks, all voided checks and Monetary Transmittal Form (MTF) envelopes submitted for the period May 1, 2022, to April 30, 2024. Also, available receipts, disbursements and supporting documentation were reviewed for the said period.

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

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FINDINGS AND RECOMMENDATIONS

There was no reportable condition noted during this audit.

STATUS OF PRIOR AUDIT FINDINGS

The previous audit report for Panorama Elementary School was issued for the period ended April 30, 2022. The current principal was on staff during that audit; the current recordkeeping staff was also on staff during that audit. The previous audit report included 1 reportable condition, and there are no repeat findings in the current audit as indicated below:

Mismanagement of Disbursements: *This finding was not repeated in the current audit.*

ACKNOWLEDGEMENT

We would like to thank the principal and staff of Panorama Elementary for their cooperation and assistance extended during the audit.