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CITY OF PETERSBURG, VIRGINIA  
PUBLIC SCHOOL ACTIVITY FUNDS  
CASH BASIS FINANCIAL STATEMENT  
YEAR ENDED JUNE 30, 2017

ROBINSON, FARMER, COX ASSOCIATES

*A PROFESSIONAL LIMITED LIABILITY COMPANY      CERTIFIED PUBLIC ACCOUNTANTS*

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CHARLOTTESVILLE   □   RICHMOND   □   LOUISA   □   FREDERICKSBURG   □   STAUNTON   □   BLACKSBURG



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# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

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## Independent Auditors' Report

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To the City of Petersburg School Board  
City of Petersburg, Virginia

### Report on the Financial Statement

We have audited the accompanying summary statement of cash receipts, disbursements and balances of City of Petersburg, Virginia School Activity Funds for the year ended June 30, 2017, and the related notes to the financial statement.

#### *Management's Responsibility for the Financial Statement*

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

#### *Auditors' Responsibility*

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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

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 City of Petersburg, Virginia School Activity Funds for the year ended June 30, 2017, in accordance with the cash basis of accounting as described in Note 1.

*Basis of Accounting*

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. The financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

*Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 8, 2017, on our consideration of City of Petersburg, Virginia 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* in considering City of Petersburg, Virginia School Activity Funds' internal control over financial reporting and compliance.

*Robinson, Farmer, Cox Associates*  
Charlottesville, Virginia  
September 8, 2017

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

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## Independent Auditors' 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 City of Petersburg School Board  
City of Petersburg, Virginia

We have audited, in accordance with the 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 the accompanying summary statement of cash receipts, disbursements and balances of City of Petersburg, Virginia School Activity Funds for the year ended June 30, 2017, and the related notes to the financial statement and have issued our report thereon dated September 8, 2017, which included a paragraph emphasizing that the financial statement is prepared on the cash basis, which is an other comprehensive basis of accounting.

### Internal Control over Financial Reporting

In planning and performing our audit of the financial statement, we considered City of Petersburg, Virginia School Activity Funds' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of City of Petersburg, Virginia School Activity Funds' internal control. Accordingly, we do not express an opinion on the effectiveness of City of Petersburg, Virginia School Activity Funds' internal control.

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 statement will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of Petersburg, Virginia School Activity Funds' financial statement is free from 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*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Robinson, Farmer, Cox Associates*  
Charlottesville, Virginia  
September 8, 2017

- Financial Statement -

PETERSBURG PUBLIC SCHOOLS

PUBLIC SCHOOL ACTIVITY FUNDS

Summary Statement of Cash Receipts, Disbursements, and Balances -- All Schools  
Year Ended June 30, 2017

Name of School	Cash Balance July 1, 2016	Cash Receipts	Cash Disburse- ments	Cash Balance June 30, 2017
AP Hill Elementary School	\$ 16,162.00	\$ 14,723.71	\$ 17,885.05	\$ 13,000.66
Blandford / Pittman Alternative School	1,437.19	212.88	1,037.85	612.22
Career and Technical	115,912.43	97,537.00	127,475.67	85,973.76
JEB Stuart Elementary School	14,968.60	26,394.76	23,566.60	17,796.76
Peabody Middle School	9,649.65	25,246.13	27,739.05	7,156.73
Petersburg High School	44,790.69	271,178.77	275,715.94	40,253.52
Robert E. Lee Elementary School	4,260.70	14,623.42	14,755.58	4,128.55
Vernon Johns Junior High School	228.90	-	228.90	-
Walnut Hill Elementary School	18,415.17	34,000.32	32,665.83	19,749.66
Westview Early Childhood Learning Center	8,989.40	4,847.90	7,241.28	6,596.02
Total all schools	\$ 234,814.73	\$ 488,764.89	\$ 528,311.75	\$ 195,267.88

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



CITY OF PETERSBURG, VIRGINIA

SCHOOL ACTIVITY FUNDS

Notes to Financial Statement

As of June 30, 2017

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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 City of Petersburg, 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.

CITY OF PETERSBURG, VIRGINIA

SCHOOL ACTIVITY FUNDS

Notes to Financial Statement  
As of June 30, 2017 (Continued)

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NOTE 2 - DEPOSITS: (Continued)

Restricted cash represents amounts that have been contributed for the creation of scholarship accounts or other explanation as detailed below:

<u>School</u>	<u>Restrictions</u>	<u>Amount</u>	<u>Total</u>
AP Hill Elementary	Donations - teachers	\$ 37.06	
	Donations - students	<u>1,139.32</u>	\$ 1,176.38
Robert E. Lee Elementary	Donations - students	\$ 3.02	
	Donations - Parent engagement	370.47	
	Donation - Wal-Mart	<u>5.62</u>	379.11
JEB Stuart Elementary	Donations - City Library	\$ 4.40	
	Donations - teachers	353.29	
	Donations - Parent engagement	370.00	
	Donations - teacher/student Ince	100.00	
	Donations - students	<u>251.05</u>	1,079
Walnut Hill Elementary	Donations - students		354.59
Petersburg High	Donations - students		<u>165.00</u>
Total			<u>\$ 3,153.82</u>

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

## Independent Auditors' Report on Supplementary Information

To the City of Petersburg School Board  
City of Petersburg, Virginia

Our audit was conducted for the purpose of forming an opinion on the financial statement. The supplementary information as listed in the table of contents is presented for 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*  
Charlottesville, Virginia  
September 8, 2017

- Supplementary Information -

PETERSBURG PUBLIC SCHOOLS

AP HILL ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
Library	\$ 11.08	\$ 782.20	\$ 728.24	\$ -	\$ 65.04
Textbook fees	60.00	-	-	-	60.00
Office	4,022.73	2,579.36	4,975.13	-	1,626.96
Field trips	8,875.82	4,058.00	3,080.00	(3,687.40)	6,166.42
Fundraising	-	4,208.55	2,721.45	(1,487.10)	-
Student welfare	326.64	1,372.60	4,161.87	5,297.52	2,834.89
Teachers welfare	1,200.67	-	293.70	-	906.97
Donations - teachers	37.06	-	-	-	37.06
Donations - parent engagement	-	776.00	-	(776.00)	-
Donations - students	-	911.00	547.68	776.00	1,139.32
Walmart parent involvement	1,500.00	-	1,376.98	(123.02)	-
Pictures	128.00	36.00	-	-	164.00
Totals	\$ 16,162.00	\$ 14,723.71	\$ 17,885.05	\$ -	\$ 13,000.66 *

\* Represented by cash on demand with:

Bank of Southside Virginia, Petersburg, Virginia

Checking

\$ 11,824.28

Restricted Cash:

Bank of Southside Virginia, Petersburg, Virginia

Checking

1,176.38

Total

13,000.66

PETERSBURG PUBLIC SCHOOLS

BLANDFORD / PITTMAN ALTERNATIVE SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
Pittman Alternative School Program for Mathematics and Humanities	\$ 825.04	\$ 212.88	\$ 425.70	\$ -	\$ 612.22 *
	612.15	-	612.15	-	-
Totals	\$ 1,437.19	\$ 212.88	\$ 1,037.85	\$ -	\$ 612.22 *

\* Represented by cash on demand with:

SunTrust Bank - Checking, Petersburg, Virginia \$ 612.22

PETERSBURG PUBLIC SCHOOLS

CAREER AND TECHNICAL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
CE / text	\$ 4,251.85	\$ 3,722.00	\$ 6,648.69	\$ -	\$ 1,325.16
CE / tuition	25,248.13	60,702.99	56,263.96	-	29,687.16
Industrial arts	415.90	-	-	-	415.90
Students welfare	2,790.50	3,233.39	6,148.76	648.00	523.13
FCCLA	115.92	1,080.00	278.00	(138.00)	779.92
Food service	298.57	322.00	356.99	-	263.58
GED fees	246.00	-	-	-	246.00
HOSA nurse	-	295.00	-	(96.00)	199.00
HOSA LPN	2,060.67	-	-	-	2,060.67
LPN text	23,130.03	10,485.00	18,237.10	-	15,377.93
LPN tuition	48,591.94	13,550.26	31,969.06	-	30,173.14
Office	26.02	80.82	77.80	-	29.04
Skills USA	5,479.32	4,065.54	6,716.37	(414.00)	2,414.49
YES	3,257.58	-	778.94	-	2,478.64
Totals	\$ <u>115,912.43</u>	\$ <u>97,537.00</u>	\$ <u>127,475.67</u>	\$ <u>-</u>	\$ <u>85,973.76</u> *

\* Represented by cash on demand with:

SunTrust Bank - Checking, Petersburg, Virginia	\$ 45,723.18
Virginia Commonwealth Bank - Money Market Savings, Petersburg, Virginia	<u>40,250.58</u>

Total	<u>\$ 85,973.76</u>
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PETERSBURG PUBLIC SCHOOLS

JEB STUART ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
Field trips	\$ 3,922.02	\$ 5,327.75	\$ 6,983.86	\$ -	\$ 2,265.91
Library	693.79	5,766.19	5,999.18	-	460.80
Office	164.12	50.00	129.84	-	84.28
SCA resale	1,624.05	-	-	-	1,624.05
CBI	34.00	-	-	-	34.00
Beta club	438.47	-	-	-	438.47
Donations - City Library	4.40	-	-	-	4.40
Donations - teachers	410.71	-	57.42	-	353.29
Donations - teacher/student Ince	-	100.00	-	-	100.00
Donations - students	251.05	-	-	-	251.05
Donations - Parent engagement	-	520.00	-	(150.00)	370.00
Pictures	1,860.48	2,620.50	20.00	(1,600.00)	2,860.98
Outdoor classroom	1,041.46	-	-	-	1,041.46
PBIS	-	552.35	950.57	657.43	259.21
Fundraising	3,014.27	6,609.60	5,425.61	(57.43)	4,140.83
Student welfare	548.00	1,788.80	1,256.99	150.00	1,229.81
Teachers welfare	961.78	3,059.57	2,743.13	1,000.00	2,278.22
Totals	\$ 14,968.60	\$ 26,394.76	\$ 23,566.60	\$ -	\$ 17,796.76 *

\* Represented by cash on demand with:

Bank of Southside Virginia, Petersburg, Virginia

Checking \$ 16,620.38

Restricted Cash:

Bank of Southside Virginia, Petersburg, Virginia

Checking 1,176.38

Total 17,796.76



PETERSBURG PUBLIC SCHOOLS

PEABODY MIDDLE SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
Boys basketball	\$ 1,446.26	\$ 1,593.31	\$ 441.83	\$ 342.00	\$ 2,939.74
Girls basketball	3,039.47	4,595.75	7,003.22	(632.00)	-
Concession sales	371.45	-	-	-	371.45
Band	-	1,210.00	944.96	(62.81)	202.23
SGA	806.04	-	648.08	(50.00)	107.96
Art club	50.00	1,942.00	1,477.29	(375.95)	138.76
Beta club	216.54	-	68.87	-	147.67
PBIS	328.96	-	-	-	328.96
SCA - student council	(150.00)	-	-	150.00	-
Pretty brown girls club	553.04	124.00	547.47	-	129.57
Men of distinction (mentoring)	39.49	-	-	-	39.49
Builders club	383.84	-	-	-	383.84
Cheerleaders	50.00	1,112.00	1,162.00	-	-
Field trips	157.45	4,695.00	4,179.70	(178.01)	494.74
Foreign language club	-	51.00	491.05	676.77	236.72
Library	217.82	-	-	-	217.82
Locker fees	-	150.00	150.00	-	-
Yearbooks	475.00	325.21	1,350.95	550.95	0.21
Office	6.53	6.50	-	-	13.03
Physical education	86.00	5,458.00	4,522.41	(120.00)	901.59
General	78.75	1,571.06	1,854.19	204.38	-
Teachers - welfare	-	-	279.96	279.96	-
Student - welfare	204.41	-	-	-	204.41
Student - snacks	0.78	-	-	-	0.78
FBLA	270.94	1,678.30	1,884.73	(34.51)	30.00
FCCLA	455.38	390.00	294.23	(313.39)	237.76
Technology student association	561.50	344.00	438.11	(437.39)	30.00
Totals	\$ 9,649.65	\$ 25,246.13	\$ 27,739.05	\$ -	\$ 7,156.73 *

\* Represented by cash on demand with:

Bank of Southside Virginia, Petersburg, Virginia

Checking

\$ 7,156.73

PETERSBURG PUBLIC SCHOOLS

PETERSBURG HIGH SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
General athletics	\$ 3,341.40	\$ 130,485.00	\$ 131,456.94	\$ (14.88)	\$ 2,354.58
Concession sales	9,700.37	16,442.82	17,118.52	(93.00)	8,931.67
Varsity football	991.21	700.00	1,941.00	250.00	0.21
Basketball - Lawson	2,341.00	1,021.00	2,092.25	-	1,269.75
Boys basketball	100.00	4,568.00	2,950.40	(653.00)	1,064.60
Boys tennis	682.30	-	-	-	682.30
Girls basketball	-	4,076.87	4,566.88	766.88	276.87
Track - boys	-	401.10	192.80	-	208.30
Baseball	559.59	1,001.10	810.35	-	750.34
Varsity volleyball	299.04	-	-	-	299.04
Girls softball	723.27	-	338.00	-	385.27
Wrestling	743.78	1,328.25	1,204.69	-	867.34
Band	1,585.71	20,575.26	20,555.57	(167.39)	1,438.01
Chorus	1,802.41	4,225.50	3,066.09	-	2,961.82
Cheerleaders	-	4,200.00	3,193.80	-	1,006.20
Drama club	376.84	-	-	-	376.84
Spanish club	134.92	-	-	-	134.92
Childcare	614.64	804.00	1,247.28	-	171.36
History club	78.56	-	-	-	78.56
JROTC	150.62	3,350.98	3,061.75	-	439.85
Dance	-	1,613.30	1,433.67	66.67	246.30
Key club	716.95	1,175.50	1,622.81	25.20	294.84
JVG	664.16	965.20	1,217.29	(110.20)	301.87
Majorettes	1,023.20	-	-	(1,023.20)	-
National honor society	195.75	724.00	768.05	-	151.70
SCA	161.69	143.30	201.93	-	103.06
Alumni	4,724.78	12,725.00	12,890.56	-	4,559.22
Technology student association	413.00	-	-	-	413.00
Technology student activities	6.44	-	-	-	6.44
Special studies	16.88	-	-	-	16.88
SPH (Loyal)	100.00	-	-	-	100.00
TMH (Seaborne)	1.76	-	-	-	1.76
Flag squad	271.90	2,569.42	2,750.74	1,123.92	1,214.50
Foreign travel	-	3,990.53	3,883.00	(107.00)	0.53

PETERSBURG PUBLIC SCHOOLS

PETERSBURG HIGH SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017 (continued)

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
Senior class	\$ 2,118.25	\$ 28,740.36	\$ 29,212.88	\$ 305.00	\$ 1,950.73
Family and consumer class	-	2,694.32	2,405.73	-	288.59
PSAT guidance	174.00	20.00	76.00	-	118.00
AP exams	463.00	-	251.95	-	211.05
Library	379.55	-	-	-	379.55
Locker fees	-	6.00	6.00	-	-
Office	56.77	84.97	88.42	(53.32)	-
Physical education	4,317.40	4,605.00	7,803.00	-	1,119.40
Com. Community trust	1.58	-	-	(1.58)	-
Students welfare	24.73	1,513.36	820.13	(715.21)	2.75
Teachers welfare	33.79	960.46	1,231.15	401.11	164.21
Student parking	-	986.00	986.00	-	-
Inclusion team	100.05	-	-	-	100.05
Donations - students	165.00	-	-	-	165.00
Summer school tuition	50.00	3,844.00	3,824.00	-	70.00
Textbook fees - lost	-	62.50	62.50	-	-
Transcripts	117.00	366.00	483.00	-	-
Fundraising - general	51.90	-	-	-	51.90
Driver education fees	-	2,100.00	2,100.00	-	-
COE	489.60	-	-	-	489.60
DECA	1,640.37	7,607.67	6,039.42	-	3,208.62
FBLA	1,429.93	485.00	1,761.39	-	153.54
FCCLA	655.60	17.00	-	-	672.60
Totals	\$ 44,790.69	\$ 271,178.77	\$ 275,715.94	\$ -	\$ 40,253.52 *

\* Represented by cash on demand with:

Bank of Southside Virginia, Petersburg, Virginia

Checking \$ 40,088.52

Restricted Cash:

Bank of Southside Virginia, Petersburg, Virginia

Checking 165.00

Total

40,253.52

PETERSBURG PUBLIC SCHOOLS

ROBERT E. LEE ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
Field trips	\$ 330.48	\$ 3,640.50	\$ 3,443.73	\$ -	\$ 527.26
CBI	100.00	-	-	-	100.00
Library	160.14	-	160.14	-	0.00
Office	1,584.36	463.80	961.88	(200.00)	886.28
Teachers welfare	94.17	600.00	1,324.36	1,074.40	444.21
Teachers - drinks	-	703.90	-	(703.90)	-
Fundraising	730.16	3,308.07	3,527.86	-	510.37
PBIS	913.32	3,525.93	3,589.17	-	850.08
Student welfare	157.79	192.22	289.27	370.50	431.24
Donations - students	184.66	519.00	1,329.64	629.00	3.02
Donations - Parent engagement	-	300.00	129.53	200.00	370.47
Donation - Wal-Mart	5.62	-	-	-	5.62
Pictures	-	1,370.00	-	(1,370.00)	-
<b>Totals</b>	<b>\$ 4,260.70</b>	<b>\$ 14,623.42</b>	<b>\$ 14,755.58</b>	<b>\$ -</b>	<b>\$ 4,128.55 *</b>

\* Represented by cash on demand with:

Bank of Southside Virginia, Petersburg, Virginia

Checking \$ 2,952.17

Restricted Cash:

Bank of Southside Virginia, Petersburg, Virginia

Checking 1,176.38

Total

4,128.55

PETERSBURG PUBLIC SCHOOLS

VERNON JOHNS JUNIOR HIGH SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
Student welfare	\$ 228.36	\$ -	\$ 228.36	\$ -	\$ -
Science club	0.54	-	0.54	-	-
Totals	\$ <u>228.90</u>	\$ <u>-</u>	\$ <u>228.90</u>	\$ <u>-</u>	\$ <u>-</u>

PETERSBURG PUBLIC SCHOOLS

WALNUT HILL ELEMENTARY SCHOOL  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
Band instruments	\$ 652.36	\$ 190.60	\$ 758.45	\$ -	\$ 84.51
Field trips	5,831.18	8,446.40	5,292.97	-	8,984.61
Library	3,601.67	4,633.51	3,826.89	-	4,408.29
Office	808.43	2,795.32	3,011.30	-	592.45
Postage	1.50	-	-	-	1.50
Teachers welfare	2.58	-	-	-	2.58
Fundraising	1,691.15	13,520.19	14,926.14	-	285.20
Donations - students	320.76	88.80	54.97	-	354.59
Art	728.97	1,980.00	1,148.13	-	1,560.84
Pictures	4,776.57	2,345.50	3,646.98	-	3,475.09
Totals	\$ 18,415.17	\$ 34,000.32	\$ 32,665.83	\$ -	\$ 19,749.66 *

\* Represented by cash on demand with:

Bank of Southside Virginia, Petersburg, Virginia

Checking \$ 18,573.28

Restricted Cash:

Bank of Southside Virginia, Petersburg, Virginia

Checking 1,176.38

Total 19,749.66

PETERSBURG PUBLIC SCHOOLS

WESTVIEW EARLY CHILDHOOD LEARNING CENTER  
ACTIVITY FUNDS

Statement of Cash Receipts, Disbursements, and Balances -- General Funds  
Year Ended June 30, 2017

Funds	Cash Balance July 1, 2016	Receipts	Disburse- ments	Inter- Account Transfers	Cash Balance June 30, 2017
Field trips	\$ 342.21	\$ -	\$ -	\$ -	\$ 342.21
Office	5,212.75	3,847.90	6,023.61	-	3,037.04
Beautification committee	27.28	-	-	-	27.28
Postage	109.96	-	-	-	109.96
Relay for life	481.00	-	-	-	481.00
Fundraising - field day	2,759.98	-	231.00	-	2,528.98
Teachers welfare	20.33	-	-	-	20.33
Student welfare	35.89	1,000.00	986.67	-	49.22
Totals	\$ <u>8,989.40</u>	\$ <u>4,847.90</u>	\$ <u>7,241.28</u>	\$ <u>-</u>	\$ <u>6,596.02</u> *

\* Represented by cash on demand with:

Bank of Southside Virginia, Petersburg, Virginia  
Checking

\$ 6,596.02

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

## Report of Audit Findings and Recommendations

Date: September 8, 2017

To the City of Petersburg School Board  
City of Petersburg, Virginia

This report is to follow up our recent audit of the cash basis financial statement of City of Petersburg, Virginia School Activity Funds for the year ended June 30, 2017. 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.

### AP Hill Elementary School

No findings or recommendations

### Blandford / Pittman Alternative School

No findings or recommendations

### Career and Technical

During our audit we noted several checks issued to the Principal which were approved and signed by the Principal. We recommend someone other than the check recipient approve reimbursements and sign checks written to themselves.

During our audit we noted several instances in which teacher receipts were not turned in to the Bookkeeper in a timely manner. We recommend Teachers remit receipts and funds to the Bookkeeper daily. The following examples were noted:

<u>Receipt Number</u>	<u>Received From</u>	<u>Teacher Receipt Date</u>	<u>Bookkeeper Receipt Date</u>	<u>Amount</u>
24331	Jeanne Maclin	5/17/2017	5/25/2017	\$ 40.00
24340	Jeanne Maclin	5/26/2017	6/1/2017	41.40

These findings and recommendations were discussed with the Bookkeeper on August 24, 2017.



**JEB Stuart Elementary School**

During our audit we noted an instance in which teacher receipts were not turned in to the Bookkeeper in a timely manner, reference receipt number 26421 which had underlying teacher receipts dated May 17 to May 19. We recommend Teachers issue receipts to students when collecting funds and remit receipts and funds to the Bookkeeper each day.

During our audit we noted several checks issued to the Principal which were approved and signed by the Principal. We recommend someone other than the check recipient approve reimbursements and sign checks written to themselves.

These findings and recommendations were discussed with the Bookkeeper on August 24, 2017.

**Peabody Middle School**

During the course of the audit, we noted several disbursements were made for purchases over \$1,000 and the required quotes were not documented for several items. We recommend that the School follow the purchasing policy and obtain and document estimates or quotes as necessary. The following exceptions were noted:

<u>Check Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
3059	10/3/2016	Coastal Enterprise	\$	1,419.00
3137	3/15/2017	Newton Bus Service		2,749.00

This finding and recommendation was discussed with the Bookkeeper on August 24, 2017.

**Petersburg High School**

During our audit we noted several instances in which teacher receipts were not turned in to the Bookkeeper to support amounts collected. We recommend Teachers issue receipts to students when collecting funds and remit receipts and funds to the Bookkeeper daily. The following examples were noted:

<u>Receipt Number</u>	<u>Received From</u>	<u>Teacher Receipt Date</u>	<u>Bookkeeper Receipt Date</u>	<u>Amount</u>
23421	Shannon Bryant	6-6-17 to 6-9-17	6/9/2017	\$ 105.00
23408	Alvin Gilchrist	6/1/2017	6/5/2017	20.00

This finding and recommendation was discussed with the Bookkeeper on August 24, 2017.

**Robert E. Lee Elementary School**

During the course of the audit, we noted several disbursements were made for purchases over \$1,000 and the required quotes were not documented for several items. We recommend that the School follow the purchasing policy and obtain and document estimates or quotes as necessary. The following exceptions were noted:

<u>Check Number</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
2803	4/7/2017	Winn Transportation	\$ 1,324.00
2817	6/1/2017	James Limousine Service	1,075.52
2820	6/13/2017	Colonial Amusement Rentals	1,150.00

This finding and recommendation was discussed with the Bookkeeper on August 23, 2017.

**Vernon Johns Junior High School**

During the course of our audit we were unable to obtain documentation support check number 1060 dated July 7, 2016 issued to the Bank of Southside Virginia to close the checking account. We recommend that the School obtain and retain sufficient documentation supporting checks written.

**Walnut Hill Elementary School**

During the course of our audit we noted check number 1571 issued to Kripsy Kreme on March 6, 2017 contained only the signature of the Assistant Principal. We recommend two signatures be obtained on all checks prior to their issuance.

During our audit we noted several checks issued to the Principal which were approved by the Principal, reference checks 1494 and 1537). We recommend someone other than the check recipient approve reimbursements checks written to themselves.

During our audit we noted that expenditure voucher for check number 1540 issued to the Assistant Principal was not approved by the Principal. We recommend someone other than the check recipient approve reimbursements checks written to themselves.

These findings and recommendations were discussed with the Bookkeeper on August 24, 2017.

**Westview Early Childhood Learning Center**

No findings or recommendations