



December 15, 2022

**MEMORANDUM**

To: Elizabeth Saunders, Instructional Director  
Cluster 12

Tenika Fryson, Ed. D., Principal  
CMIT North Elementary Public Charter School

From: Michele Winston, CPA, Director  
Internal Audit

Re: Student Activity Funds Financial Audit as of July 31, 2022

An audit of the financial records **CMIT North Elementary Public Charter School** was completed for the period October 1, 2021 through July 31, 2022. The audit indicates that the school's financial records were in accordance with the requirements for the Accounting Procedures Manual for School Activity Funds (APM) and Board of Education policies and procedures.

An action plan response is not required since there were no findings reported during this audit. The results of the audit are included in the accompanying audit report.

cc: Juanita Miller, Ed. D., Board Chair  
Monica Goldson, Ed. D., Chief Executive Officer of Schools  
Members, Board of Education  
Mychael Dickerson, Chief of Staff  
Michael Herbtzman, Chief Financial Officer  
Michael Dougherty, CPA, Director, Financial Services  
Helen Coley, Ed. D., Chief, School Support and Leadership  
Monica Gaines, Ed. D, Charter School Liaison  
Joeday Newsom, Esq., Staff Director, Board of Education  
Robin Welsh, Director of Monitoring, Accountability and Compliance  
Katrina Greene, School Activity Funds Support Specialist  
Janice Walters-Semple, CPA, Supervisor Internal Audit  
Theodore Dzodzomenyo, Internal Auditor II

# Internal Audit Report

CMIT North Elementary Public Charter  
School  
School Activity Funds

For the Period Ended July 31, 2022

**CMIT North Elementary Public Charter School  
Internal Audit Report  
For Period Ended July 30, 2022**

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**CMIT North Elementary Public Charter School  
Internal Audit Report  
For Period Ended July 30, 2022**

Internal Auditor's Report

We have examined the School Activity Funds (SAF) of CMIT North Elementary Public Charter School for the period October 1, 2021 to July 31, 2022. CMIT North Elementary Public Charter 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.

Our examination disclosed that **there were no findings.**

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 period ended July 31, 2022.



Michele Winston, CPA  
Director, Internal Audit

**CMIT North Elementary Public Charter School  
Internal Audit Report  
For Period Ended July 30, 2022**

**SUMMARY**

Internal Audit completed an audit of the student activity funds (SAF) for CMIT North Elementary Public Charter School for the period October 1, 2021 to July 31, 2022. The audit was conducted as part of the annual audit plan.

This audit report includes that **there were no findings**. Details of the status of prior year findings are included.

**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 Accounting Procedures Manual for School Activity Funds (APM) and the Board of Education (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 August 1, 2015 to July 31, 2022. Also, available receipts, disbursements and supporting documentation were reviewed for the said period. Audit results were based on available documentation.

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.

**CMIT North Elementary Public Charter School  
Internal Audit Report  
For Period Ended July 30, 2022**

**STATUS OF PRIOR AUDIT FINDINGS**

The previous audit report for CMIT North Elementary Public Charter School was issued for the period ended September 30, 2021. During that time period, the principal and recordkeeping staff were in their current positions. There was **1** reported finding in the previous audit which is not repeated in this current report. The following findings were noted as a result of that audit and the current status is indicated.

**Administration of Sales Tax - *Condition was not noted during this audit***

**ACKNOWLEDGEMENT**

We would like to thank the principal and staff of **CMIT North Elementary Public Charter School** for their cooperation and assistance extended during the audit.