



**AUDITOR GENERAL**  
WILLIAM O. MONROE, CPA



**UNION COUNTY DISTRICT SCHOOL BOARD**  
**FLORIDA EDUCATION FINANCE PROGRAM (FEFP)**  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**AND**  
**STUDENT TRANSPORTATION**

For the Fiscal Year Ended June 30, 2005

The governing body of the District is the District School Board, which is composed of five elected members. The executive officer of the Board is the elected Superintendent of Schools. The Board members and Superintendent of Schools who served during the examination period were: Sue R. Whitehead; Alvin A. Griffis; Marsan Carr, Vice-Chair to 11-15-04, Chair from 11-16-04; Allen Parrish, Vice-Chair from 11-16-04; Sandra R. Floyd, Chair to 11-15-04; and Carlton Faulk, Superintendent.

This examination was conducted by Jeremy A. Riggins, CPA, and supervised by J. David Hughes, CPA. Please address inquiries regarding this report to Joe Williams, CPA, Audit Manager, via e-mail at [joewilliams@aud.state.fl.us](mailto:joewilliams@aud.state.fl.us) or by telephone at (850) 414-9941.

This report, as well as other audit reports prepared by the Auditor General, can be obtained on our Web site (<http://www.state.fl.us/audgen>); by telephone at (850) 487-9024; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.

Union County District School Board  
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For the Fiscal Year Ended June 30, 2005

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Union County District School Board  
**LIST OF ABBREVIATIONS**  
For the Fiscal Year Ended June 30, 2005

**IEP** – Individual Educational Plan

**EP** – Educational Plan

**ESE** – Exceptional Student Education

**ESOL** – English for Speakers of Other Languages

**PK** – Prekindergarten

**OJT** – On-the-Job Training

**IDEA** – Individuals with Disabilities Education Act



WILLIAM O. MONROE, CPA  
AUDITOR GENERAL

# AUDITOR GENERAL STATE OF FLORIDA

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The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## INDEPENDENT AUDITOR'S REPORT UNION COUNTY DISTRICT SCHOOL BOARD FULL-TIME EQUIVALENT (FTE) STUDENTS

We have examined management's assertion, included in its representation letter dated May 17, 2006, that the Union County District School Board complied with the State requirements governing the determination and reporting of the number of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) for the fiscal year ended June 30, 2005. These requirements are found primarily in Sections 1011.60, 1011.61, and 1011.62, Florida Statutes; State Board of Education Rules, Chapter 6A-1, Florida Administrative Code; and the *FTE General Instructions* issued by the Department of Education. As discussed in the representation letter, management is responsible for the District's compliance with State requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

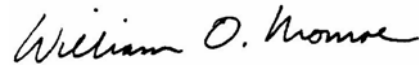
Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the District's compliance with the aforementioned State requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. The legal determination of the District's compliance with these requirements is, however, ultimately the responsibility of the Department of Education.

In our opinion, the Union County District School Board complied, in all material respects, with State requirements governing the determination and reporting of the number of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) for the fiscal year ended June 30, 2005.

The results of our examination disclosed instances of noncompliance with the State requirements mentioned above. We considered these instances of noncompliance in forming our opinion regarding management's assertion and these items did not affect our opinion as stated above. All of the instances of noncompliance disclosed by our examination procedures are discussed in SCHEDULE D. The impact of those instances of noncompliance on the District's reported number of full-time equivalent (FTE) students is presented in SCHEDULE A, SCHEDULE B, SCHEDULE C, and SCHEDULE D.

This report is intended for the information of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the State Board of Education, the Department of Education, and the Union County District School Board. Copies of this report are available pursuant to Section 11.45(4)(c), Florida Statutes, and its distribution is not limited.

Respectfully submitted,

A handwritten signature in black ink that reads "William O. Monroe". The signature is written in a cursive style.

William O. Monroe, CPA

June 12, 2006

**SCHEDULE A**

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**POPULATIONS, SAMPLES, AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2005

<u>Description<sup>1</sup></u>	<u>Number of Schools</u>	<u>% of Pop.</u>	<u>Number of Students (w/Exceptions)</u>	<u>% of Pop. (Sample)</u>	<u>Number of Unweighted FTE<sup>2</sup></u>	<u>% of Pop. (Sample)</u>
<b>1. <u>Basic</u></b>						
Population <sup>3</sup>	5	100.00%	1,814	100.00%	1,639.6358	100.00%
Sample Size <sup>4</sup>	4	80.00%	75	4.13%	66.1048	4.03%
Net Audit Adjustments <sup>5</sup>	-	-	(4)	(5.33%)	5.5892	-
<b>2. <u>English for Speakers of Other Languages (ESOL)</u></b>						
Population <sup>3</sup>	0	0.00%	0	0.00%	.0000	0.00%
Sample Size <sup>4</sup>	0	0.00%	0	0.00%	.0000	0.00%
Net Audit Adjustments <sup>5</sup>	-	-	(0)	(0.00%)	.0000	-
<b>3. <u>Exceptional - Basic with ESE Services</u></b>						
Population <sup>3</sup>	5	100.00%	458	100.00%	419.1763	100.00%
Sample Size <sup>4</sup>	4	80.00%	54	11.79%	48.5188	11.57%
Net Audit Adjustments <sup>5</sup>	-	-	(4)	(7.41%)	(.7799)	-
<b>4. <u>Exceptional - ESE Support Levels 4 and 5</u></b>						
Population <sup>3</sup>	4	100.00%	32	100.00%	23.4856	100.00%
Sample Size <sup>4</sup>	4	100.00%	30	93.75%	21.9580	93.50%
Net Audit Adjustments <sup>5</sup>	-	-	(21)	(70.00%)	(1.2668)	-
<b>5. <u>Vocational 9-12 On-the-Job Training (OJT)</u></b>						
Population <sup>3</sup>	2	100.00%	26	100.00%	9.2558	100.00%
Sample Size <sup>4</sup>	1	50.00%	12	46.15%	4.7404	51.22%
Net Audit Adjustments <sup>5</sup>	-	-	(2)	(16.67%)	(.6553)	-
<b>6. <u>Vocational 9-12 (Excluding OJT)</u></b>						
Population <sup>3</sup>	2	100.00%	-	-	76.7945	100.00%
Sample Size <sup>4</sup>	0	0.00%	-	-	0.0000	0.00%
Net Audit Adjustments <sup>5</sup>	-	-	-	-	.0000	-
-----						
<b><u>All Programs</u></b>						
Population <sup>3</sup>	5	100.00%	2,330	100.00%	2,168.3480	100.00%
Sample Size <sup>4</sup>	4	80.00%	171	7.34%	141.3220	6.52%
Net Audit Adjustments <sup>5</sup>	-	-	(31)	(18.13%)	2.8872	2.04%

*The accompanying notes are an integral part of this schedule.*

SCHEDULE A (Continued)

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**POPULATIONS, SAMPLES, AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2005

<u>Description</u> <sup>1</sup>	<u>Number of Schools</u>	<u>% of Pop.</u>	<u>Number of Teachers (w/Exceptions)</u>	<u>% of Pop. (Sample)</u>	<u>Number of Unweighted FTE</u> <sup>2</sup>
<u>Teacher Certification</u>					
Population	5	100.00%	37	100.00%	-
Sample Size <sup>4</sup>	4	80.00%	16	43.24%	-
Net Audit Adjustments <sup>5</sup>	-	-	(2)	(12.50%)	-
Basic	-	-	-	-	.6010
ESE Support Levels 4 and 5	-	-	-	-	(.1220)
Vocational 9-12	-	-	-	-	(.4790)
					<u>.0000</u>
<u>Non-Sampled Students (See Finding No. 5)</u>					
<u>Net Audit Adjustments</u> <sup>5</sup>					
Basic	-	-	-	-	.4051
ESE Support Levels 4 and 5	-	-	-	-	.1835
Vocational 9-12	-	-	-	-	.0069
					<u>.5955</u>
<b>Net Audit Adjustments</b>					<u><b>3.4827</b></u>

<sup>1</sup> See NOTE A6.

<sup>2</sup> Unweighted full-time equivalent (FTE) students represents FTE prior to the application of the applicable cost factor for each program. (See SCHEDULE B and NOTE A4.)

<sup>3</sup> The population shown for the number of schools is the total number of schools in the District which offered the courses in the program specified (i.e., Basic, ESOL, ESE, and Vocational). The population shown for the number of students is the total number of students in each program at the schools in our sample. Our Vocational sample was limited to only those students who participated in OJT. The population shown for full-time equivalent (FTE) students is the total FTE for all of the District's schools (sample schools plus nonsample schools) as reported for each survey conducted for the fiscal year ended June 30, 2005. The population shown for teachers is the total number of teachers at schools in our sample who taught courses in ESE or Vocational education or taught courses to LEP students. (See NOTE A5.)

<sup>4</sup> See NOTE B.

<sup>5</sup> Our audit adjustments generally reclassify reported FTE to Basic education for all exceptions except for those involving a student's attendance or enrollment (the audit adjustments for which take the reported FTE to zero).

*The accompanying notes are an integral part of this schedule.*



SCHEDULE B

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**EFFECT OF AUDIT ADJUSTMENTS ON WEIGHTED FTE**  
*(For Illustrative Purposes Only)*  
 For the Fiscal Year Ended June 30, 2005

<u>No. Program</u> <sup>1</sup>	<u>Net Audit Adjustment</u> <sup>2</sup>	<u>Cost Factor</u>	<u>Weighted FTE</u> <sup>3</sup>
102 Basic 4-8	1.8940	1.000	1.8940
103 Basic 9-12	4.7013	1.132	5.3219
113 Grades 9-12 with ESE Services	(.7799)	1.132	(.8828)
254 ESE Support Level 4	(.7053)	3.948	(2.7845)
255 ESE Support Level 5	(.5000)	5.591	(2.7955)
300 Vocational 9-12	<u>(1.1274)</u>	1.187	<u>(1.3382)</u>
Total	<u>3.4827</u>		<u>(.5851)</u>

<sup>1</sup> See NOTE A6.

<sup>2</sup> These adjustments are for unweighted FTE. (See SCHEDULE C.)

<sup>3</sup> Weighted FTE adjustments are presented for illustrative purposes only; they do not take special program caps or allocation factors into consideration and are not intended to indicate the FTE used to compute the dollar value of audit adjustments. That computation is the responsibility of the Department of Education. (See NOTE A4.)

***The accompanying notes are an integral part of this schedule.***

SCHEDULE C

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**AUDIT ADJUSTMENTS BY SCHOOL**  
 For the Fiscal Year Ended June 30, 2005

<u>No.</u> <u>Program</u>	<u>Audit Adjustments<sup>1</sup></u>			<u>Total</u>
	<u>#0021</u>	<u>#0022</u>	<u>#7021</u>	
102 Basic 4-8	.....	.....	1.8940	1.8940
103 Basic 9-12	1.5917	.....	3.1096	4.7013
113 Grades 9-12 with ESE Services	(1.5000)	.....	.7201	(.7799)
254 ESE Support Level 4	.....	.5000	(1.2053)	(.7053)
255 ESE Support Level 5	.....	(.5000)	.....	(.5000)
300 Vocational 9-12	<u>(.2250)</u>	<u>.....</u>	<u>(.9024)</u>	<u>(1.1274)</u>
Total	<u>(.1333)</u>	<u>.0000</u>	<u>3.6160</u>	<u>3.4827</u>

<sup>1</sup> These adjustments are for unweighted FTE. (See NOTE A4.)

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D**

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS  
 FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2005

**Overview**

Management is responsible for determining and reporting the number of full-time equivalent (FTE) students under the Florida Education Finance Program (FEFP) in compliance with State requirements. These requirements are found primarily in Sections 1011.60, 1011.61, and 1011.62, Florida Statutes; State Board of Education Rules, Chapter 6A-1, Florida Administrative Code; and the *FTE General Instructions* issued by the Department of Education. The Union County District School Board complied, in all material respects, with State requirements governing the determination and reporting of FTE for the fiscal year ended June 30, 2005. All of the instances of noncompliance disclosed by our examination procedures are discussed below and require management's attention and action, as recommended on page 11.

**Findings**

**Net Audit  
 Adjustment  
 (Unweighted FTE)**

**Union County High School (#0021)**

1. [Ref. 2101] One student's course schedule in the October survey was underreported by .0833 FTE due to an isolated data processing error. We made the following audit adjustments:

103 Basic 9-12	.0917	
300 Vocational 9-12	(.0084)	.0833

2. [Ref. 2102] The EPs for three ESE Gifted students in the October survey were not prepared until November 5, 2004, after the October survey. We made the following audit adjustments:

103 Basic 9-12	1.5000	
113 Grades 9-12 with ESE Services	(1.5000)	.0000

3. [Ref. 2103] The supporting timecard for one student in OJT was missing and could not be located for the October survey week. (The timecard provided to us covered up to October 5, 2004, prior to the October survey week.) We made the following audit adjustment:

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE D (Continued)**

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS  
 FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2005

<u>Findings</u>	<u>Net Audit Adjustment (Unweighted FTE)</u>
<b><u>Union County High School (#0021)</u></b> (Continued)	
300 Vocational 9-12	(.2166)
	(.2166)
	(.1333)
<b><u>Lake Butler Middle School (#0022)</u></b>	
4. [Ref. 2201] <u>One ESE student was not reported in accordance with the student's Matrix of Services form. We made the following audit adjustments:</u>	
254 ESE Support Level 4	.5000
255 ESE Support Level 5	(.5000)
	.0000
	.0000
<b><u>Eckerd Comprehensive Youth Treatment Center (#7021)</u></b>	
5. [Ref. 702101] <u>Thirty students in the July and June surveys (22 of whom were in our sample) were reported for an incorrect number of days-in-term. The students in the July survey were reported for a 20-day term and the students in the June survey were reported for a 5-day term. They should have been reported for a 22-day term and a 38-day term, respectively. We also noted the following exceptions involving 13 of the 30 students and all four surveys.</u>	
a. <u>The Matrix of Services forms for six students, and the IEPs for five of those six, were missing and could not be located. We also noted that the course schedule for one of the students was not reported entirely in ESE, as it should have been.</u>	
b. <u>Two students were not reported in accordance with their Matrix of Services forms.</u>	
c. <u>The course schedules for four ESE students were reported incorrectly in both ESE and Basic education. The course schedules for ESE students should be reported entirely in ESE.</u>	

*The accompanying notes are an integral part of this schedule.*

SCHEDULE D (Continued)

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2005

**Net Audit  
 Adjustment  
 (Unweighted FTE)**

Findings

Eckerd Comprehensive Youth Treatment Center (#7021) (Continued)

- d. The course schedule for one student in ESE was incorrectly omitted from the October survey due to an isolated data processing error.

We made the following audit adjustments:

102 Basic 4-8	1.8940	
103 Basic 9-12	2.5086	
113 Grades 9-12 with ESE Services	.7201	
254 ESE Support Level 4	(1.1663)	
300 Vocational 9-12	(.3404)	3.6160

- 6. [Ref. 702102] The course schedule for one ESE student in the February survey was reported incorrectly in both ESE and Vocational education. The course schedules for ESE students should be reported entirely in ESE. We made the following audit adjustments:

254 ESE Support Level 4	.0830	
300 Vocational 9-12	(.0830)	.0000

- 7. [Ref. 702170] The parents of the students taught Agriculture by one out-of-field teacher were not notified of the teacher's out-of-field status. We made the following audit adjustments:

103 Basic 9-12	.2690	
254 ESE Support Level 4	(.1220)	
300 Vocational 9-12	(.1470)	.0000

- 8. [Ref. 702171] One teacher in the February survey was not properly certified and was not approved by the School Board to teach out-of-field. The teacher held certification in ESE, but taught courses which required certification in Agriculture. We also noted that the parents of the students taught by this teacher were not notified of the teacher's out-of-field status. We made the following audit adjustments:

*The accompanying notes are an integral part of this schedule.*

SCHEDULE D (Continued)

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2005

<u>Findings</u>		<u>Net Audit Adjustment (Unweighted FTE)</u>
<u>Eckerd Comprehensive Youth Treatment Center (#7021) (Continued)</u>		
103 Basic 9-12	.3320	
300 Vocational 9-12	<u>(.3320)</u>	<u>.0000</u>
		<u>3.6160</u>
		<u>3.4827</u>

*The accompanying notes are an integral part of this schedule.*

SCHEDULE E

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS  
RECOMMENDATIONS AND REGULATORY CITATIONS**  
For the Fiscal Year Ended June 30, 2005

Recommendations

**We recommend** that management exercise more care and take corrective action, as appropriate, to ensure that: (1) only eligible students, who were in attendance and membership during survey, are reported for State funding; (2) timecards for students in OJT programs are properly completed and retained in readily accessible files; (3) students are reported in the proper funding categories and have adequate documentation to support their reporting, particularly with regard to students in ESE programs; (4) teachers are properly certified or, if out-of-field, have timely School Board approval to teach out-of-field; and (5) the parents of students taught by out-of-field teachers are properly notified of the teachers' out-of-field status prior to the survey concerned.

The absence of statements in this report regarding practices and procedures followed by the District should not be construed as acceptance, approval, or endorsement of those practices and procedures. Additionally, the specific nature of this report does not limit or lessen the District's obligation to comply with all State requirements governing full-time equivalent (FTE) students and the Florida Education Finance Program (FEFP).

Regulatory Citations

Reporting

- Section 1011.60, F.S. ....Minimum Requirements of Florida Education Finance Program (FEFP)
- Section 1011.61, F.S. ....Definitions
- Section 1011.62, F.S. ....Funds for Operation of Schools
- Rule 6A-1.0451, F.A.C. ....FEFP Student Membership Surveys
- Rule 6A-1.04513, F.A.C. ....Maintaining Auditable FTE Records
- FTE General Instructions 2004-2005

Attendance

- Section 1003.23, F.S. ....Attendance Records and Reports
- Rules 6A-1.044(3)&(6)(c), F.A.C. ..Pupil Attendance Records
- Rule 6A-1.04513, F.A.C. ....Maintaining Auditable FTE Records
- FTE General Instructions 2004-2005
- Comprehensive Management Information System: Automated Student Attendance Recordkeeping System

Vocational On-the-Job Attendance

- Rule 6A-1.044(6)(c), F.A.C. ....Pupil Attendance Records

*The accompanying notes are an integral part of this schedule.*

SCHEDULE E (Continued)

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS  
RECOMMENDATIONS AND REGULATORY CITATIONS**  
For the Fiscal Year Ended June 30, 2005

Regulatory Citations (Continued)

Exceptional Education

- Section 1003.57(5), F.S. ....Exceptional Students Instruction
- Section 1011.62, F.S. ....Funds for Operation of Schools
- Section 1011.62(1)(e), F.S. ....Funding Model for Exceptional Student Education Programs
- Rule 6A-6.03028, F.A.C. ....Development of Individual Educational Plans for Exceptional Students
- Rule 6A-6.03029, F.A.C. ....Development of Family Support Plans for Children with Disabilities Ages Birth Through Five Years
- Rule 6A-6.0312, F.A.C. ....Course Modification for Exceptional Students
- Rule 6A-6.0331, F.A.C. ....Identification and Assignment of Exceptional Students to Special Programs
- Rule 6A-6.0334, F.A.C. ....Temporary Assignment of Transferring Exceptional Students
- Rule 6A-6.03411, F.A.C. ....Special Programs and Procedures for Exceptional Students

Vocational On-the-Job Funding Hours

- Rule 6A-6.055(3), F.A.C. ....Definitions of Terms in Vocational Education Program
- FTE General Instructions 2004-2005

Teacher Certification

- Section 1003.56, F.S. ....English Language Instruction for Limited English Proficient Students
- Section 1011.62(1)(g), F.S. ....Education for Speakers of Other Languages
- Section 1012.42(2), F.S. ....Teacher Teaching Out-of-Field; Notification Requirements
- Section 1012.55, F.S. ....Positions for Which Certificates Required
- Rule 6A-1.0502, F.A.C. ....Noncertificated Instructional Personnel
- Rule 6A-1.0503, F.A.C. ....Qualified Instructional Personnel
- Rule 6A-4.001, F.A.C. ....Instructional Personnel Certification

*The accompanying notes are an integral part of this schedule.*



SCHEDULE F

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**SUMMARY OF MANAGEMENT'S RESPONSE**  
For the Fiscal Year Ended June 30, 2005

*Management agreed with our findings and recommendations.*

*A copy of management's response may be found beginning on page 27 of this report.*

*The accompanying notes are an integral part of this schedule.*

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2005

**NOTE A - SUMMARY**

A summary discussion of the significant features of the District, the Florida Education Finance Program (FEFP), full-time equivalent (FTE) students, and related areas follows:

**1. School District of Union County**

The District was established pursuant to Section 1001.30, Florida Statutes, to provide public educational services for the residents of Union County, Florida. Those services are provided primarily to students attending kindergarten through high school, but also to adults seeking vocational-type training. The District is part of the State system of public education under the general direction and control of the State Board of Education. The geographic boundaries of the District are those of Union County. For the fiscal year ended June 30, 2005, the District operated five schools, reported 2,168.3480 unweighted full-time equivalent (FTE) students, and received approximately \$9 million in State funding under the Florida Education Finance Program (FEFP) for those FTE. The primary sources of funding for the District are funds from FEFP, local ad valorem taxes, and Federal grants and donations.

**2. Florida Education Finance Program (FEFP)**

Florida school districts receive State funding through the Florida Education Finance Program (FEFP), which was established by the Florida Legislature in 1973. It is the intent of the law "to guarantee to each student in the Florida public school system the availability of programs and services appropriate to his educational needs which are substantially equal to those available to any similar student notwithstanding geographic differences and varying local economic factors." To provide equalization of educational opportunity in Florida, the FEFP formula recognizes (1) varying local property tax bases, (2) varying program cost factors, (3) district cost differentials, and (4) differences in per student cost for equivalent educational programs due to sparsity and dispersion of student population.

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2005

**NOTE A - SUMMARY** (Continued)

**3. Full-Time Equivalent (FTE) Students**

The funding provided by FEEP is based upon the numbers of individual students participating in particular educational programs. A numerical value is assigned to each student according to the student's hours and days of attendance in those programs. The individual student thus becomes equated to a numerical value known as an FTE (full-time equivalent) student. For example, for kindergarten through third grade, one FTE is defined as one student in membership in a program or a group of programs for 20 hours per week for 180 days; for grade levels four through twelve, one FTE is defined as one student in membership in a program or a group of programs for 25 hours per week for 180 days.

**4. Calculation of FEEP Funds**

The amount of State and local FEEP funds is calculated by the Department of Education by multiplying the number of unweighted full-time equivalent (FTE) students in each educational program by the specific cost factor of each program to obtain weighted FTEs. Weighted FTEs are multiplied by the base student allocation amount and that product is multiplied by the appropriate cost differential factor. Various adjustments are then added to this product to obtain the total State and local FEEP dollars. All cost factors, the base student allocation amount, cost differential factors, and various adjustment figures are established by the Florida Legislature.

**5. FTE Surveys**

FTE is determined and reported during the school year by means of four FTE membership surveys, which are conducted under the direction of district and school management. Each survey is a sampling of FTE membership for a period of one week. The surveys for the 2004-2005 school year were conducted during and for the following weeks: survey one was performed for July 12-16, 2004; survey two was performed for October 11-15, 2004; survey three was performed for February 7-11, 2005; and survey four was performed for June 13-17, 2005.

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**NOTES TO SCHEDULES**  
 For the Fiscal Year Ended June 30, 2005

**NOTE A - SUMMARY** (Continued)

**6. Educational Programs**

The Florida Education Finance Program (FEFP) funds ten specific programs under which instruction may be provided as authorized by the Florida Legislature. The general program titles under which these specific programs fall are as follows: (1) Basic; (2) English for Speakers of Other Languages (ESOL); (3) Exceptional; and (4) Vocational (9-12).

**7. Statutes and Rules**

The following statutes and rules are of significance to the administration of Florida public education:

- Chapter 1000, F.S. .... K-20 General Provisions
- Chapter 1001, F.S. .... K-20 Governance
- Chapter 1002, F.S. .... Student and Parental Rights and Educational Choices
- Chapter 1003, F.S. .... Public K-12 Education
- Chapter 1006, F.S. .... Support for Learning
- Chapter 1007, F.S. .... Articulation and Access
- Chapter 1010, F.S. .... Financial Matters
- Chapter 1011, F.S. .... Planning and Budgeting
- Chapter 1012, F.S. .... Personnel
- Chapter 6A-1, F.A.C. .... Finance and Administration
- Chapter 6A-4, F.A.C. .... Certification
- Chapter 6A-6, F.A.C. .... Special Programs I

**NOTE B - SAMPLING**

Our examination procedures provided for the selection of samples of schools, students, and teachers, using statistical and judgmental methods, for testing FTE reported to the Department of Education for the fiscal year ended June 30, 2005. Our sampling process was designed to facilitate the performance of appropriate examination procedures to test the District's compliance with State requirements governing FTE and the Florida Education Finance Program (FEFP). The following schools were in our sample:

Union County District School Board  
**FULL-TIME EQUIVALENT (FTE) STUDENTS**  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2005

**NOTE B - SAMPLING** (Continued)

<u>School Name/Description</u>	<u>Finding Number(s)</u>
1. Union County High School	1 through 3
2. Lake Butler Middle School	4
3. Lake Butler Elementary School	NA
4. Eckerd Comprehensive Youth Treatment Center	5 through 8



WILLIAM O. MONROE, CPA  
AUDITOR GENERAL

# AUDITOR GENERAL STATE OF FLORIDA

G74 Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450



850/488-5534/SC 278-5534  
Fax: 488-6975/SC 278-6975

The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## INDEPENDENT AUDITOR'S REPORT UNION COUNTY DISTRICT SCHOOL BOARD STUDENT TRANSPORTATION

We have examined management's assertion, included in its representation letter dated May 17, 2006, that the Union County District School Board complied with State requirements governing the determination and reporting of the number of students transported for the fiscal year ended June 30, 2005. These requirements are found primarily in Chapter 1006 Part I, E., and Section 1011.68, Florida Statutes; State Board of Education Rules, Chapter 6A-3, Florida Administrative Code; and the *Student Transportation General Instructions* issued by the Department of Education. As discussed in the representation letter, management is responsible for the District's compliance with State requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

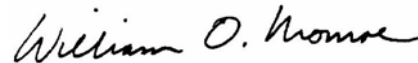
Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the District's compliance with the aforementioned State requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. The legal determination of the District's compliance with these requirements is, however, ultimately the responsibility of the Department of Education.

In our opinion, the Union County District School Board complied, in all material respects, with State requirements governing the determination and reporting of the number of students transported for the fiscal year ended June 30, 2005.

The results of our examination disclosed instances of noncompliance with the State requirements mentioned above. We considered these instances of noncompliance in forming our opinion regarding management's assertion and these items did not affect our opinion as stated above. All of the instances of noncompliance disclosed by our examination procedures are discussed in SCHEDULE B. The impact of those instances of noncompliance on the District's reported number of transported students is presented in SCHEDULE A and SCHEDULE B.

This report is intended for the information of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the State Board of Education, the Department of Education, and the Union County District School Board. Copies of this report are available pursuant to Section 11.45(4)(c), Florida Statutes, and its distribution is not limited.

Respectfully submitted,

A handwritten signature in cursive script that reads "William O. Monroe".

William O. Monroe, CPA  
June 12, 2006

**SCHEDULE A**

Union County District School Board  
**STUDENT TRANSPORTATION**  
**POPULATIONS, SAMPLES, AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2005

<u>Description</u>	<u>Number of Vehicles</u>	<u>% of Pop.</u>	<u>No. of Students Transp.</u>	<u>% of Pop. (Sample)</u>
Population <sup>1</sup>	44	100.00%	2,339	100.00%
Sample <sup>2</sup>	20	45.45%	100	4.28%
<u>General Tests</u>				
Net Audit Adjustments	-	-	(3)	NM
<u>Detailed Tests</u>				
Students w/ Exceptions	-	-	1	(1.00%)
Net Audit Adjustments	-	-	(1)	(1.00%)
<u>General and Detailed Tests</u>				
Total Net Audit Adjustments	-	-	(4)	NM

NM - Not Meaningful

<sup>1</sup> The population figures for students are the totals of the figures reported for each survey conducted for the fiscal year ended June 30, 2005. The District reported 2,339 students in the following ridership categories: 16 in IDEA (K-12), Weighted; 46 in IDEA (PK), Unweighted; and 2,277 in Two Miles or More. The District also reported operating a total of 44 vehicles (42 buses and 2 passenger cars).

<sup>2</sup> See NOTE B.

*The accompanying notes are an integral part of this schedule.*



**SCHEDULE B**

Union County District School Board  
**STUDENT TRANSPORTATION**  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2005

**Overview**

Management is responsible for determining and reporting the number of students transported in compliance with State requirements. These requirements are found primarily in Chapter 1006 Part I, E., and Section 1011.68, Florida Statutes; State Board of Education Rules, Chapter 6A-3, Florida Administrative Code; and the *Student Transportation General Instructions* issued by the Department of Education. The Union County District School Board complied, in all material respects, with State requirements governing the determination and reporting of students transported for the fiscal year ended June 30, 2005. All of the instances of noncompliance disclosed by our examination procedures are discussed below and require management's attention and action, as recommended on page 23.

**Students  
 Transported  
 Net Audit  
 Adjustment**

**Findings**

*Our examination procedures included both general tests and detailed tests. For our general tests, we made inquiries concerning the District's transportation of students and reconciled the District's reported ridership totals for the fiscal year ended June 30, 2005, to the supporting records. Our general tests disclosed the instances of noncompliance discussed in finding No. 1. Our detailed tests of the specific ridership categories for students sampled from the October and February surveys disclosed the instances of noncompliance discussed in finding No. 2.*

**General Tests**

1. [Ref. 51] Our reconciliation of the District's reported ridership for the October and February surveys to the supporting records disclosed certain posting and clerical errors for which we made the following audit adjustments:

**October 2004 Survey**

**90 Days-in-Term**

IDEA (PK), Unweighted	1	
Two Miles or More	(5)	

**February 2005 Survey**

**90 Days-in-Term**

IDEA (PK), Unweighted	1	(3)
-----------------------	---	-----

<b>Net Audit Adjustments from General Tests</b>		<b>(3)</b>
---	--	------------

*The accompanying notes are an integral part of this schedule.*

**SCHEDULE B (Continued)**

Union County District School Board  
**STUDENT TRANSPORTATION**  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2005

**Students  
 Transported  
 Net Audit  
 Adjustment**

**Findings**

**Detailed Tests**

2. [Ref. 52] One student in the February survey was reported incorrectly in Two Miles or More. The student lived less than two miles from school and was not eligible to be reported for State transportation funding. We made the following audit adjustment:

**February 2005 Survey**

90 Days-in-Term

Two Miles or More

(1)

(1)

**Net Audit Adjustments from Detailed Tests**

(1)

*The accompanying notes are an integral part of this schedule.*

SCHEDULE C

Union County District School Board  
**STUDENT TRANSPORTATION**  
**RECOMMENDATIONS AND REGULATORY CITATIONS**  
For the Fiscal Year Ended June 30, 2005

Recommendations

**We recommend** that management exercise more care to ensure that: (1) the District’s reported ridership is in agreement with the supporting records; and (2) the distance from home to school, for students classified in Two Miles or More, is verified prior to those students being reported for State transportation funding.

The absence of statements in this report regarding practices and procedures followed by the District should not be construed as acceptance, approval, or endorsement of those practices and procedures. Additionally, the specific nature of this report does not limit or lessen the District's obligation to comply with all State requirements governing student transportation.

Regulatory Citations

- Chapter 1006, Part I, E., F.S. ....Transportation of Public K-12 Students
- Section 1011.68, F.S. ....Funds for Student Transportation
- Chapter 6A-3, F.A.C. ....Transportation
- Student Transportation General Instructions

*The accompanying notes are an integral part of this schedule.*

SCHEDULE D

Union County District School Board  
**STUDENTS TRANSPORTATION**  
**SUMMARY OF MANAGEMENT'S RESPONSE**  
For the Fiscal Year Ended June 30, 2005

*Management agreed with our findings and recommendations.*

*A copy of management's response may be found beginning on page 27 of this report.*

*The accompanying notes are an integral part of this schedule.*

Union County District School Board  
**STUDENT TRANSPORTATION**  
**NOTES TO SCHEDULES**  
 For the Fiscal Year Ended June 30, 2005

**NOTE A - SUMMARY**

A summary discussion of the significant features of student transportation and related areas follows:

**1. Student Eligibility**

Any student who is transported by bus must meet one or more of the following conditions in order to be eligible for State transportation funding: live two or more miles from school, be physically handicapped, be a Vocational or Exceptional student who is transported from one school center to another where appropriate programs are provided, or meet the criteria for hazardous walking specified in Section 1006.23(4), Florida Statutes.

**2. Transportation in Union County**

For the fiscal year ended June 30, 2005, the District received approximately \$463,116 in State transportation funding. The District’s transportation reporting by survey was as follows:

<u>Survey Period</u>	<u>No. of Vehicles</u>	<u>No. of Students</u>
July 2004	0	0
October 2004	22	1,166
February 2005	22	1,173
June 2005	<u>0</u>	<u>0</u>
Total	<u>44</u>	<u>2,339</u>

**3. Statutes and Rules**

The following statutes and rules are of significance to the District’s administration of student transportation:

- Chapter 1006, Part I, E., F.S. ....Transportation of Public K-12 Students
- Section 1011.68, F.S. ....Funds for Student Transportation
- Chapter 6A-3, F.A.C. ....Transportation

Union County District School Board  
**STUDENT TRANSPORTATION**  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2005

**NOTE B - SAMPLING**

Our examination procedures provided for the selection of samples of buses and students, using statistical and judgmental methods, for testing the number of students transported as reported to the Department of Education for the fiscal year ended June 30, 2005. Our sampling process was designed to facilitate the performance of appropriate examination procedures to test the District's compliance with State requirements governing students transported.

**MANAGEMENT'S RESPONSE**



**THE SCHOOL BOARD OF UNION COUNTY**

*The Future Is Ours*  
 55 SW Sixth Street  
 Lake Butler, Florida 32054  
 (386) 496-2045

FAX (386) 496-2580

SUNCOM 823-2045

July 10, 2006

CARLTON FAULK  
 Superintendent

Mr. William O. Monroe  
 Auditor General  
 State of Florida  
 Room, 412C, Claude Pepper Building  
 111 West Main Madison Street  
 Tallahassee, FL 32399-1450

Dear Mr. Monroe:

ALLEN PARRISH  
 District 1

I am writing this letter on behalf of the Union County School Board. It is our official response to the Report on the Examination of Full-time Equivalent (FTE) Students and Student Transportation, as reported by the Union County District School Board for the fiscal year ended June 30, 2005.

ALVIN GRIFFIS  
 District 2

**1. SCHEDULE F – PAGE 13 – FULL TIME EQUIVALENT (FTE) STUDENTS SUMMARY OF MANAGEMENT'S RESPONSE.**

The district will hold follow-up meetings with each facility to go over their findings. Individualized in-service will be held in the fall of 2006 to cover corrective actions needed by each facility.

MARSAN CARR  
 District 3

**2. SCHEDULE D – PAGE 24 – STUDENTS TRANSPORTATION SUMMARY OF MANAGEMENT'S RESPONSE**

The district will exercise greater care when reporting student rider ship, thus guaranteeing accuracy when recording and reporting data.

SANDRA FLOYD  
 District 4

**3. MANAGEMENT'S RESPONSE – PAGE 27**

It was a pleasure to work with Mr. Alex Riggins, representing your office. Mr. Riggins was informative, helpful, kind, and knowledgeable. We were able to discuss matters with him and gain clarification when necessary. Mr. Riggins is a credit to his profession. We thank you for the service provided to our district by your office.

SUE WHITEHEAD  
 District 5

ALL SCHOOLS FULLY ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
 Affirmative action/equal opportunity employer

July 10, 2006  
Mr. William O. Monroe  
Page 2  
Re: Response to Audit

Sincerely,



Carlton Faulk  
Superintendent of Schools

CFda

cc: file