

**DIXIE COUNTY DISTRICT SCHOOL  
BOARD**

---

Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students

and

Student Transportation

For the Fiscal Year Ended

June 30, 2008



## BOARD MEMBERS AND SUPERINTENDENT

Dixie County District School Board members and the Superintendent of Schools who served during the 2007-08 fiscal year are listed below:

	<i>District</i>
	<u>No.</u>
<i>David Keen</i>	<i>1</i>
<i>Timothy W. Alexander, Chair</i>	<i>2</i>
<i>Dwayne Rollison</i>	<i>3</i>
<i>Patrick W. Bell</i>	<i>4</i>
<i>Glenn Osteen, Vice Chair</i>	<i>5</i>

*Mr. Dennis Bennett, Superintendent*

The examination team leader was Jennifer Taylor, CPA, and the examination was supervised by J. David Hughes, CPA. Please address inquiries regarding this report to Joseph L. 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 and other audit reports prepared by the Auditor General can be obtained on our Web site [www.myflorida.com/audgen](http://www.myflorida.com/audgen); by telephone at (850) 487-9024; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.

Dixie County District School Board  
Full-Time Equivalent (FTE) Students and Student Transportation  
**TABLE OF CONTENTS**  
For the Fiscal Year Ended June 30, 2008

	<b>PAGE NO.</b>
<b>FULL-TIME EQUIVALENT (FTE) STUDENTS</b>	
Independent Auditor's Report .....	1
Schedule A – Populations, Samples, and Test Results .....	3
Schedule B – Effect of Audit Adjustments on Weighted FTE .....	5
Schedule C – Audit Adjustments by School.....	6
Schedule D – Findings and Audit Adjustments.....	7
Schedule E – Recommendations and Regulatory Citations .....	10
Notes to Schedules.....	12
<b>STUDENT TRANSPORTATION</b>	
Independent Auditor's Report .....	16
Schedule F – Populations, Samples, and Test Results .....	18
Schedule G – Findings and Audit Adjustments.....	19
Schedule H – Recommendations and Regulatory Citations.....	21
Notes to Schedules.....	22
<b>MANAGEMENT'S RESPONSE</b>	
Exhibit A - Management’s Response.....	23

Dixie County District School Board  
Full-Time Equivalent (FTE) Students and Student Transportation  
**LIST OF ABBREVIATIONS**  
For the Fiscal Year Ended June 30, 2008

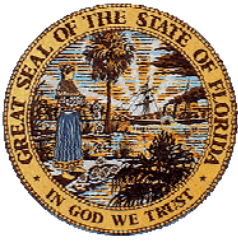
**IEP** – Individual Educational Plan

**ESE** – Exceptional Student Education

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

**PK** – Prekindergarten

**IDEA** – Individuals with Disabilities Education Act



DAVID W. MARTIN, CPA  
AUDITOR GENERAL

# AUDITOR GENERAL STATE OF FLORIDA

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



PHONE: 850-488-5534  
FAX: 850-488-6975

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

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

We have examined management's assertion, included in its representation letter dated July 1, 2008, that the Dixie County District School Board complied 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, 2008. 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 (AICPA) 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.

### Compliance

In our opinion, the Dixie 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, 2008.

The results of our examination disclosed noncompliance with the State requirements mentioned above. We considered this noncompliance in forming our opinion regarding management's assertion and it did not affect our opinion as stated above. All noncompliance disclosed by our examination procedures is discussed in SCHEDULE D. The impact of this noncompliance on the District's reported FTE is presented in SCHEDULE A, SCHEDULE B, SCHEDULE C, and SCHEDULE D.

### **Internal Control Over Compliance**

In accordance with attestation standards established by the AICPA and *Government Auditing Standards*, we are required to report significant deficiencies in internal control detected during our examination and identify those considered to be material weaknesses. The purpose of our examination was to express an opinion on the District's compliance with State requirements and did not include expressing an opinion on the District's related internal controls. Accordingly, we express no such opinion. Due to its limited purpose, our examination would not necessarily identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses.<sup>1</sup> The noncompliance mentioned above, while indicative of certain control deficiencies<sup>1</sup>, is not considered indicative of material weaknesses in the District's internal controls related to the determination and reporting of FTE. The findings, populations, samples, and exception totals that pertain to noncompliance are presented in SCHEDULE A and SCHEDULE D.

The District's written response to this examination has not been subjected to our examination procedures and, accordingly, we express no opinion on it.

Pursuant to Section 11.45(4), Florida Statutes, this report is a public record and its distribution is not limited. Attestation standards established by the AICPA require us to indicate that this report is intended solely for the information and use 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 applicable District management and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



David W. Martin, CPA  
October 13, 2008

---

<sup>1</sup> A control deficiency in the entity's internal control over compliance 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 noncompliance on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the aforementioned State requirements such that there is more than a remote likelihood that noncompliance that is more than inconsequential will not be prevented or detected by the entity's internal control. A material weakness is a significant deficiency, or combination of significant deficiencies, that results in a more than remote likelihood that material noncompliance will not be prevented or detected by the entity's internal control.

**SCHEDULE A**

Dixie County District School Board  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**POPULATIONS, SAMPLES, AND TEST RESULTS**  
 For the Fiscal Year Ended June 30, 2008

<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. Basic</b>						
Population <sup>3</sup>	4	100.00%	1,735	100.00%	1,540.5753	100.00%
Sample Size <sup>4</sup>	4	100.00%	47	2.71%	42.3988	2.75%
Students w/Exceptions	-	-	(0)	(0.00%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	.5750	-
<b>2. Basic with ESE Services</b>						
Population <sup>3</sup>	4	100.00%	512	100.00%	472.5960	100.00%
Sample Size <sup>4</sup>	4	100.00%	29	5.66%	25.0834	5.31%
Students w/Exceptions	-	-	(1)	(3.45%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	.0600	-
<b>3. ESOL</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%
Students w/Exceptions	-	-	(0)	(0.00%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	.0000	-
<b>4. ESE Support Levels 4 and 5</b>						
Population <sup>3</sup>	4	100.00%	27	100.00%	23.4820	100.00%
Sample Size <sup>4</sup>	4	100.00%	25	92.59%	19.4950	83.02%
Students w/Exceptions	-	-	(4)	(16.00%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	(1.1450)	-
<b>5. Career Education 9-12</b>						
Population <sup>3</sup>	1	100.00%	13	100.00%	78.4931	100.00%
Sample Size <sup>4</sup>	1	100.00%	10	76.92%	1.6002	2.04%
Students w/Exceptions	-	-	(0)	(0.00%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	(.0750)	-
-----						
<b>All Programs</b>						
Population <sup>3</sup>	4	100.00%	2,287	100.00%	2,115.1464	100.00%
Sample Size <sup>4</sup>	4	100.00%	111	4.85%	88.5774	4.19%
Students w/Exceptions	-	-	(5)	(4.50%)	-	-
Net Audit Adjustments <sup>5</sup>	-	-	-	-	(.5850)	-

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

**SCHEDULE A (Continued)**

Dixie County District School Board  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**POPULATIONS, SAMPLES, AND TEST RESULTS**  
 For the Fiscal Year Ended June 30, 2008

<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>Teachers</u>				
Population <sup>3</sup>	4	100.00%	32	100.00%
Sample Size <sup>4</sup>	4	100.00%	15	46.88%
Teachers w/Exceptions	-	-	(2)	(13.33%)

<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 Career Education). The population shown for the number of students is the total number of students in each program at the schools in our sample. Our Career Education sample was limited to 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, 2008. The population shown for teachers is the total number of teachers at schools in our sample who taught courses in ESE or Career Education or taught courses to LEP students. (See NOTE A5.)

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

<sup>5</sup> Our audit adjustments present the net effects of noncompliance disclosed by our examination procedures, including those related to our tests of teacher certification. Our audit adjustments generally reclassify reported FTE to Basic education, except for noncompliance involving a student's enrollment or attendance, in which case the reported FTE is taken to zero.

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



**SCHEDULE B**

Dixie County District School Board  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**EFFECT OF AUDIT ADJUSTMENTS ON WEIGHTED FTE**  
*(For Illustrative Purposes Only)*  
 For the Fiscal Year Ended June 30, 2008

<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>
103 Basic 9-12	.5750	1.066	.6130
111 Grades K-3 with ESE Services	.0600	1.048	.0629
113 Grades 9-12 with ESE Services	.0000	1.066	.0000
254 ESE Support Level 4	(1.0000)	3.625	(3.6250)
255 ESE Support Level 5	(.1450)	5.062	(.7340)
300 Career Education 9-12	<u>(.0750)</u>	1.119	<u>(.0832)</u>
Total	<u>(.5850)</u>		<u>(3.7670)</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

Dixie County District School Board  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**AUDIT ADJUSTMENTS BY SCHOOL**  
 For the Fiscal Year Ended June 30, 2008

<u>No. Program</u>	<u>Audit Adjustments<sup>1</sup></u>			<u>Total</u>
	<u>#0021</u>	<u>#0101</u>	<u>#0111</u>	
103 Basic 9-12	.5750	.....	.....	.5750
111 Grades K-3 with ESE Services	.....	.0600	.....	.0600
113 Grades 9-12 with ESE Services	.0000	.....	.....	.0000
254 ESE Support Level 4	(1.0000)	.....	.....	(1.0000)
255 ESE Support Level 5	.....	(.1250)	(.0200)	(.1450)
300 Career Education 9-12	<u>(.0750)</u>	<u>.....</u>	<u>.....</u>	<u>(.0750)</u>
Total	<u>(.5000)</u>	<u>(.0650)</u>	<u>(.0200)</u>	<u>(.5850)</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**

Dixie County District School Board  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2008

**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 Dixie 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, 2008. All noncompliance disclosed by our examination procedures is discussed below and requires management's attention and action, as recommended on page 10.

**Findings**

**Net Audit  
 Adjustments  
 (Unweighted FTE)**

*Our examination included the July and October 2007 surveys and the February and June 2008 surveys (see NOTE A5). Unless otherwise specifically stated, the findings and audit adjustments presented herein are for the October 2007 survey or the February 2008 survey or both. Accordingly, our findings do not mention specific surveys unless necessary for a complete understanding of the instances of noncompliance being disclosed.*

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

1. [Ref. 2101] One student was absent during the 11-day window of the reporting survey and should not have been included with the survey's results. We made the following audit adjustment:

113 Grades 9-12 with ESE Services	(.5000)	(.5000)
-----------------------------------	---------	---------

2. [Ref. 2102] The IEP for one ESE student was not signed by the student's parent and there was no evidence that the parent had been invited to the IEP meeting. We made the following audit adjustment:

103 Basic 9-12	.5000	
254 ESE Support Level 4	(.5000)	.0000

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

**SCHEDULE D (Continued)**

Dixie County District School Board  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2008

**Net Audit  
 Adjustments  
 (Unweighted FTE)**

**Findings**

**Dixie County High School (#0021)** (Continued)

3. [Ref. 2103] The Matrix of Services form for one ESE student was incomplete. The services to be provided under Domain E were not marked. We made the following audit adjustment:

113 Grades 9-12 with ESE Services	.5000	
254 ESE Support Level 4	(.5000)	.0000

4. [Ref. 2171] The out-of-field status of one teacher was not approved by the School Board on a timely basis. The teacher taught Drafting out-of-field during the school term covered by the February survey, but was not approved by the School Board until February 12, 2008, after the February survey. We also noted that the parents of the student concerned were not notified of the teacher's out-of-field status. We made the following audit adjustment:

103 Basic 9-12	.0750	
300 Career Education 9-12	(.0750)	.0000
		(.5000)

**James M. Anderson Elementary School (#0101)**

5. [Ref. 10101] One student's reporting in the Hospital and Homebound program in the February survey was not adequately supported. The physician's statement dated October 23, 2007, authorized homebound services for only the following month and did not cover the February survey. We also noted that the student was reported for 375 minutes of homebound instruction, but the student's IEP authorized only 360 minutes, and the homebound teacher's contact log documented only 180 minutes. We made the following audit adjustment:

111 Grades K-3 with ESE Services	.0600	
255 ESE Support Level 5	(.1250)	(.0650)
		(.0650)

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

**SCHEDULE D (Continued)**

Dixie County District School Board  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2008

**Net Audit  
 Adjustments  
 (Unweighted FTE)**

**Findings**

**Ruth Rains Middle School (#0111)**

6. [Ref. 11101] One student in the Hospital and Homebound program was reported incorrectly in the February survey for 360 minutes of home instruction. The instructor's contact log documented that the instructor met with the student no more than 300 minutes per week during February. We made the following audit adjustment:

255 ESE Support Level 5	(.0200)	(.0200)
		(.5850)

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

**SCHEDULE E**

Dixie County District School Board  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**RECOMMENDATIONS AND REGULATORY CITATIONS**  
For the Fiscal Year Ended June 30, 2008

**Recommendations**

**We recommend** that management exercise more care and take corrective action, as appropriate, to ensure that: (1) only enrolled students who were in attendance at least one day during an 11-day survey window are reported for FEFP funding; (2) all ESE-related documentation is complete and accurate; (3) the parents of ESE students are invited to IEP meetings; (4) students in the Hospital and Homebound program are reported for the correct amount of homebound instructional time; (5) teachers are appropriately certified or are approved by the School Board on a timely basis to teach out-of-field; and (6) parents are notified of a teacher’s out-of-field status.

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 FTE and FEFP.

**Regulatory Citations**

Reporting

- Section 1011.60, F.S. .... Minimum Requirements of the Florida Education Finance Program
- 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 2007-2008

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 2007-2008
- Comprehensive Management Information System: Automated Student Attendance Recordkeeping System

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

**SCHEDULE E (Continued)**

Dixie County District School Board  
 Florida Education Finance Program (FEFP)  
 Full-Time Equivalent (FTE) Students  
**RECOMMENDATIONS AND REGULATORY CITATIONS**  
 For the Fiscal Year Ended June 30, 2008

**Regulatory Citations** (Continued)Exceptional Education

- Section 1003.57, 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 Students with Disabilities
- 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 Modifications for Exceptional Students
- Rule 6A-6.0331, F.A.C. ....Identification and Determination of Eligibility of Exceptional Students for Specially Designed Instruction
- Rule 6A-6.0334, F.A.C. ....Temporary Assignment of Transferring Exceptional Students
- Rule 6A-6.03411, F.A.C. ....Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students
- Matrix of Services Handbook

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. ....Non-certificated Instructional Personnel
- Rule 6A-1.0503, F.A.C. ....Definition of Qualified Instructional Personnel
- Rule 6A-4.001, F.A.C. ....Instructional Personnel Certification
- Rule 6A-6.0907, F.A.C. ....Inservice Requirements for Personnel of Limited English Proficient Students

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

Dixie County District School Board  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2008

**NOTE A - SUMMARY**

A summary discussion of the significant features of the District, FEFP, FTE, and related areas follows:

**1. School District of Dixie County**

The District was established pursuant to Section 1001.30, Florida Statutes, to provide public educational services for the residents of Dixie County, Florida. Those services are provided primarily to students attending kindergarten through high school, but also to adults seeking career education-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 Dixie County. For the fiscal year ended June 30, 2008, the District operated four schools, reported 2,115.1464 unweighted FTE, and received approximately \$8.6 million in State funding 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 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.



Dixie County District School Board  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2008

**NOTE A - SUMMARY** (Continued)

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

The funding provided by FEFP 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. 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 FEFP Funds**

The amount of State and local FEFP funds is calculated by the Department of Education by multiplying the number of unweighted FTE 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 FEFP 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 2007-2008 school year were conducted during and for the following weeks: survey one was performed for July 9-13, 2007; survey two was performed for October 8-12, 2007; survey three was performed for February 4-8, 2008; and survey four was performed for June 9-13, 2008.

Dixie County District School Board  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2008

**NOTE A - SUMMARY** (Continued)

**6. Educational Programs**

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) ESOL; (3) ESE; and (4) Career Education (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

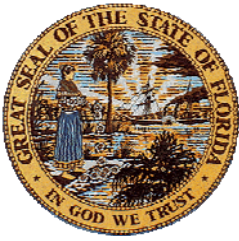
**NOTE B - SAMPLING**

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, 2008. 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 FEFP. The following schools were in our sample:

Dixie County District School Board  
Florida Education Finance Program (FEFP)  
Full-Time Equivalent (FTE) Students  
**NOTES TO SCHEDULES**  
For the Fiscal Year Ended June 30, 2008

**NOTE B - SAMPLING** (Continued)

<u>School Name/Description</u>	<u>Finding Number(s)</u>
1. Dixie County High School	1 through 4
2. Old Town Elementary School	NA
3. James M. Anderson Elementary School	5
4. Ruth Rains Middle School	6



DAVID W. MARTIN, CPA  
AUDITOR GENERAL

# AUDITOR GENERAL STATE OF FLORIDA

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



PHONE: 850-488-5534  
FAX: 850-488-6975

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

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

We have examined management's assertion, included in its representation letter dated July 1, 2008, that the Dixie 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, 2008. 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 (AICPA) 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.

### Compliance

In our opinion, the Dixie 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, 2008.

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

### **Internal Control Over Compliance**

In accordance with attestation standards established by the AICPA and *Government Auditing Standards*, we are required to report significant deficiencies in internal control detected during our examination and identify those considered to be material weaknesses. The purpose of our examination was to express an opinion on the District's compliance with State requirements and did not include expressing an opinion on the District's related internal controls. Accordingly, we express no such opinion. Due to its limited purpose, our examination would not necessarily identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses.<sup>1</sup> The noncompliance mentioned above, while indicative of certain control deficiencies<sup>1</sup>, is not considered indicative of material weaknesses in the District's internal controls related to the classification and reporting of transported students. The findings, populations, samples, and exception totals that pertain to noncompliance are presented in SCHEDULE F and SCHEDULE G.

The District's written response to this examination has not been subjected to our examination procedures, and accordingly, we express no opinion on it.

Pursuant to Section 11.45(4), Florida Statutes, this report is a public record and its distribution is not limited. Attestation standards established by the AICPA require us to indicate that this report is intended solely for the information and use 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 applicable District management and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



David W. Martin, CPA  
October 13, 2008

---

<sup>1</sup>*A control deficiency in the entity's internal control over compliance 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 noncompliance on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to comply with the aforementioned State requirements such that there is more than a remote likelihood that noncompliance that is more than inconsequential will not be prevented or detected by the entity's internal control. A material weakness is a significant deficiency, or combination of significant deficiencies, that results in a more than remote likelihood that material noncompliance will not be prevented or detected by the entity's internal control.*

**SCHEDULE F**

Dixie County District School Board  
 Student Transportation  
**POPULATIONS, SAMPLES, AND TEST RESULTS**  
 For the Fiscal Year Ended June 30, 2008

<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>	50	100.00%	2,437	100.00%
Sample <sup>2</sup>	-	-	128	5.25%
Sample Students w/ Exceptions	-	-	4	(3.13%)
Non-Sample Students w/ Exceptions	-	-	27	1.11%
Net Audit Adjustments	-	-	18	.74%

---

<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, 2008. The District reported 2,437 students in the following ridership categories: 45 in IDEA (K-12), Weighted; 4 in IDEA (PK), Weighted; 39 in IDEA (PK), Unweighted; 9 in Teenage Parents and Infants; and 2,340 in Two Miles or More. The District also reported operating a total of 50 buses. (IDEA stands for Individuals with Disabilities Education Act.)

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

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

**SCHEDULE G**

Dixie County District School Board  
 Student Transportation  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2008

**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 Dixie 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, 2008. All noncompliance disclosed by our examination procedures is discussed below and requires management's attention and action, as recommended on page 21.

**Students  
 Transported  
 Net Audit  
 Adjustments**

**Findings**

*Our examination procedures included both general tests and detailed tests. Our general tests included inquiries concerning the District's transportation of students and verification that a bus driver's report existed for each bus reported in a survey. Our detailed tests involved verification of the specific ridership categories reported for students sampled from the October and February surveys. Adjusted students who were in more than one survey are accounted for by survey. For example, a student sampled twice (i.e., once for the October survey and once for the February survey) will be presented in our findings as two sample students.*

1. [Ref. 52] Three students were reported incorrectly in Two Miles or More. The students lived less than two miles from school and should not have been reported for State transportation funding. We made the following audit adjustment:

**October 2007 Survey**

Two Miles or More ( <i>Sample Students</i> )	(3)	(3)
--	-----	-----

2. [Ref. 53] One student was reported incorrectly in Teenage Parents and Infants in the October survey. The student was in first grade, lived less than two miles from school, and should not have been reported for State transportation funding. We made the following audit adjustment:

**October 2007 Survey**

Teen Parents and Infants ( <i>Sample Student</i> )	(1)	(1)
--	-----	-----

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

**SCHEDULE G (Continued)**

Dixie County District School Board  
 Student Transportation  
**FINDINGS AND AUDIT ADJUSTMENTS**  
 For the Fiscal Year Ended June 30, 2008

**Students  
 Transported  
 Net Audit  
 Adjustments**

**Findings**

3. [Ref. 54] Twenty-seven PK students (25 in the October survey and 2 in the February survey) were not properly reported. All of the 25 students in the October survey should have been reported in IDEA (PK), Unweighted, but 24 were not reported for funding and 1 was reported incorrectly in Two Miles or More. The 2 students in the February survey were not enrolled in school and did not have IEPs for that survey; consequently, they should not have been reported for State transportation funding. We made the following audit adjustments:

**October 2007 Survey**

IDEA (PK), Unweighted ( <i>Non-Sample Students</i> )	24	
IDEA (PK), Unweighted ( <i>Non-Sample Student</i> )	1	
Two Miles or More ( <i>Non-Sample Student</i> )	(1)	

**February 2008 Survey**

IDEA (PK), Unweighted ( <i>Non-Sample Students</i> )	(2)	<u>22</u>
--	-----	-----------

**Net Audit Adjustments**

18

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



SCHEDULE H

Dixie County District School Board  
Student Transportation  
**RECOMMENDATIONS AND REGULATORY CITATIONS**  
For the Fiscal Year Ended June 30, 2008

**Recommendations**

**We recommend** that management exercise more care and take corrective action, as appropriate, to ensure that: (1) students reported in Two Miles or More live at least two miles from their respective schools; (2) students are reported in Teenage Parents and Infants only if eligible for that category; and (3) eligible PK students are reported in IDEA (PK), Unweighted.

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.*

Dixie County District School Board  
 Student Transportation  
**NOTES TO SCHEDULES**  
 For the Fiscal Year Ended June 30, 2008

**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 Career Education or ESE 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 Dixie County**

For the fiscal year ended June 30, 2008, the District received approximately \$571,000 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 2007	0	0
October 2007	25	1,214
February 2008	25	1,223
June 2008	<u>0</u>	<u>0</u>
Total	<u>50</u>	<u>2,437</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

**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, 2008. 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.

EXHIBIT – A  
MANAGEMENT’S RESPONSE

**DIXIE DISTRICT SCHOOLS**

Post Office Box 890  
Cross City, Florida 32628-0890  
Phone (352) 498-6131  
FAX (352) 498-1308  
Dennis W. Bennett, Superintendent

*Our schools will provide a quality learning environment by providing opportunities through educational planning and community partnerships that ensures student success.*

Chairman of Board  
Timothy Alexander  
Vice Chairman of Board  
Glenn Osteen



Board Members  
Patrick Bell  
David Keen  
Dwayne Rollison

October 20, 2008

David W. Martin, CPA  
Auditor General  
Claude Pepper Building, Room 412C  
111 West Madison Street  
Tallahassee, Florida 32399-1450

ATTN: Joe Williams (Section 321)

Dear Sir:

Listed below are the responses to the report on the examination of full-time equivalent (FTE) students and student transportation as reported by Dixie District Schools under the Florida Education Finance Program (FEFP) for the fiscal year that ended June 30, 2008.

Response to Findings:

Reference #2101	Dixie County High School (0021)	We agree with findings
Reference #2102	Dixie County High School (0021)	We agree with findings
Reference #2103	Dixie County High School (0021)	We agree with findings
Reference #2171	Dixie County High School (0021)	We agree with findings
Reference #10101	Anderson Elementary School (0101)	We agree with findings
Reference #11101	Ruth Rains Middle School (0111)	We agree with findings
Reference #52	Transportation	We agree with findings
Reference #53	Transportation	We agree with findings
Reference #54	Transportation	We agree with findings

Please contact my office if any additional information is needed.

Respectfully,

Dennis W. Bennett  
Superintendent

DWB/sm

*An affirmative/equal opportunity employer*