



FLAGLER PALM COAST HIGH SCHOOL

5500 E. Highway 100, Palm Coast, Fl 32164

Ph. 386-437-7540 Fax 386-437-7546

Principal: Jacob Oliva

www.flaglerschools.com/fpchs

To: Ryan Andrews, Teacher

From: Jacob Oliva, Principal
Flagler Palm Coast High

Date: December 17, 2010

Re: Letter of Reprimand

This letter is notification of violations of standards, practices, and procedures as they pertain to school internal funds as stated in the Financial and Program Cost Accounting and Reporting for Florida Schools, chapter 7, section 1.4, paragraph:

- a) All money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold or other auditable records.
- b) Insofar as is practicable, all money should be collected in the school office. Collections made outside of the school office must be turned in to the school office no later than the next business day.

These policies were reviewed by FPC's Bookkeeper and Athletic Director in the coach's manual that you received during pre-planning on 08/19/2010. It is imperative that these procedures and policies are followed.

It was discovered through an internal audit that these policies were not followed. On 10/06/2010 you collected and deposited \$3,800 in checks. A parent brought concerns to the schools attention that not all money collected on that day was deposited. On 10/22/2010, when asked if all money was deposited, you stated that you had some in your classroom and produced \$980 along with missing receipts. After depositing the \$980, it was discovered that \$70 was still short and the difference was produced on 10/27/2010. Our records indicate that all money has been accounted for.

Consider this an official letter of reprimand. You are directed to cease such conduct immediately, and to adhere to the policies and procedures pertaining to internal funds. If this type of behavior continues, it will be recommended that further disciplinary action be sought after including possible suspension and/or even termination.

Upon receipt of a signed copy of this letter to the Human Resources Department, it will be placed in your personnel file.

Employee Signature

Date

12-17-10

Principal Signature

Date

12/17/10

Your signature merely signifies receipt of the documents and does not necessarily indicate agreement with the content of this document.