



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

OFFICE OF INSPECTOR GENERAL
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LUNG CHIU, CIG, CPA
INSPECTOR GENERAL

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MEMORANDUM

TO: Honorable Chair and Members of the School Board
Dr. Robert Avossa, Superintendent
Chair and Members of the Audit Committee

FROM: ^{KLC} Lung Chiu, Inspector General

DATE: February 22, 2017

SUBJECT: Transmittal of Final Investigative Report
Case # 16-507 Gove Elementary School

In accordance with School Board Policy 1.092(6)(d), we hereby transmit the above-referenced final report.

This report addresses allegations regarding the leasing of the facility at Gove Elementary School. The allegations included issues related to use of the facility by lessees prior to payment being presented, untimely approvals of lease agreements, inaccurate information regarding the use of the facility included in lease agreements, incorrect lessee information included in lease agreement, and improper distribution of lease payments to internal fund accounts.

The results of the investigation concluded the allegations were substantiated. Based on the information reviewed, there is an outstanding balance totaling \$1,548 that is owed to the school.

The OIG recommended the school collect any outstanding fees owed to the school and ensure proper corrections are made with regard to the allocation of lease payment deposits.

The report is finalized and will be posted on the Inspector General's website; www.palmbeachschools.org/inspectorgeneral.

Office of Inspector General

The School District of Palm Beach County

Case No. 16-507

Issue: Leasing

Location: Gove Elementary

INVESTIGATIVE REPORT

AUTHORITY

Policy 1.092 Inspector General (4)(a)(iv). The Office of Inspector General is authorized to initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent and eradicate fraud, waste, financial mismanagement, fiscal misconduct, and other abuses in District government.

This investigation was conducted by Veronica Rodriguez, Senior Investigator I.D. #200, in compliance with the *Quality Standards for Investigations, Principles and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

BACKGROUND

The Office of Inspector General (OIG) received a complaint in September 2016 regarding leasing procedures at Gove Elementary as it relates to lessees, Church without Walls (Church) and Joanne Hester. Specifically the complaint alleges:

1. The Church used the facility prior to presenting payment.
2. The lease for the month of September 2016 was submitted for approval after the facilities had already been used by the Church.
3. The Church used the facility on Wednesday evenings, although the lease did not include the use of Wednesday's.
4. Joanne Hester's lease was coded as "non-profit" and paid rates accordingly even though Ms. Hester's business is not considered non-profit.
5. Ms. Hester used the facility prior to presenting payment.
6. A lease payment was placed into the incorrect internal funds account.

DOCUMENTS REVIEWED

- *School Board Policy 7.18 Community Use of School Facilities*
- *Internal Accounts Manual Chapter 25, Facility Leasing*
- Lease Agreements for Gove Elementary on the Tririga System
- School Based Lease Training records for Gove Elementary Treasurer
- Florida Department of State Division of Corporations (Sunbiz.org)
- Office of Inspector General Internal Audit Conclusions for Gove Elementary School

INTERVIEWS CONDUCTED

- Joann Rivers, Treasurer
- Rosa Dawson, Technical Analyst
- Sheila Houston, Custodian
- Maurice Cromer, Pastor of Church without Walls

RESULTS OF REVIEW

OIG staff reviewed the lease agreements for Gove Elementary School in the Tririga System (System), a software that maintains leasing records for the District's schools. Records indicated there were 11 lease agreements in place for School Year 2016/17 as of December 2016.

Issue # 1: The Church used the facility prior to presenting payment.

Based on the date range of the records reviewed, the Church rented the facility during June thru November 2016. OIG staff determined lease payments were received after the fact, for the months of June thru September, as records reflected a deposit of \$4,024.80 on August 16, 2016. (See Exhibit 1) The description on the deposit stated "3 mths lease". Payment for the three months per the lease agreements totaled \$4,703.20 (See Exhibit 2), leaving a discrepancy of \$678.40. OIG staff asked Ms. Rivers, the person responsible for school leases, about the discrepancy. Ms. Rivers stated she did not realize there was a discrepancy but would speak with the Church pastor to obtain the funds owed. Records indicate the outstanding balance of \$678.40 was deposited December 9, 2016.

Payments for the use of the facility in September and November were deposited 18 and 24 business days, respectively, after the first day the Church used the facilities for those particular months.

School Board Policy 7.18 Community Use of School Facilities (7)(a) states: "Fees are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of the facility.." (See Exhibit 3)

The allegation regarding the use of the facility prior to presenting the lease payment is substantiated.

Issue # 2: The lease for the month of September 2016 was submitted for approval after the facilities had already been used by the Church.

Records indicated two lease agreements were created for the Church on September 7 and September 21, 2016 (See Exhibit 4). The lease agreements stated the first day of use of the facility were September 4 and September 7, 2016, respectively. Additionally, it should be noted the agreement created September 21, 2016 remains in "Review in Progress" status as of January 10, 2017.

OIG staff spoke to Ms. Rivers about the September 2016 lease for the Church. Ms. Rivers stated there were delays in creating and approving lease agreements due to the changes in

administration at the school. Records indicated Principal Garcia's last day was July 20, 2016; subsequently, Principal Roxanne Curtiss assumed responsibilities from August 18, 2016 thru October 19, 2016, and the current Principal, Kim Thomasson, commenced at the school October 24, 2016. While the transitions in administration may have caused delays in obtaining approvals for the leases, there was a Principal at the school at the times the leases were created.

Additionally, OIG staff spoke to Ms. Rosa Dawson, Technical Analyst, who stated that Leasing Coordinators are instructed during annual trainings on procedures regarding obtaining lease approvals if a Principal is unavailable. Ms. Dawson further stated Leasing Coordinators are to communicate with their respective regional office to ensure someone from the regional office is designated to approve the lease agreements in the interim.

School Board Policy 7.18 Community Use of School Facilities (3)(a) states: "The lease must be entered properly and completely, (including but not limited to dates, times of use and approvals) in the CAFM system (Tririga) and signed by all parties at least forty-eight (48) hours prior to the use of the facility."

The allegation regarding lease agreements submitted for approval after the facilities were used is substantiated.

Issue # 3: The Church used the facility on Wednesday evenings, although the lease did not include the use of Wednesday's.

Records indicated lease agreements for June thru August 2016 did not include the use of the facility by the Church on Wednesdays. OIG staff determined that for the months of September and October 2016, two separate lease agreements were created reflecting the use of the facility on Wednesday's.

OIG staff asked Ms. Rivers why there were separate lease agreements created for the Church reflecting usage on Wednesdays. Ms. Rivers stated custodian, Ms. Sheila Houston, brought it to her attention. We also asked Ms. Rivers if the Church used the facility on Wednesday's during the months of June thru August 2016. Ms. Rivers stated the Church had not used the facility and she also stated she confirmed it with Ms. Houston.

OIG staff spoke to Ms. Houston regarding the use of the facility by the Church. Ms. Houston stated she typically provides access to the Church. Ms. Houston was also asked if she recalled providing access to the Church during the summer months. Ms. Houston confirmed that she had provided access to the Church during the summer months. She also stated she clocked in/out when she provided the Church with access. Consequently, the OIG reviewed the time records for custodians Ms. Houston and Ms. Catherine Moss. Time records indicated either Ms. Houston or Ms. Moss clocked in around 6 PM and clocked out around 9 PM for the following dates that fell on Wednesdays:

June 8, 2016	July 13, 2016
June 15, 2016	July 20, 2016
June 22, 2016	July 27, 2016
June 29, 2016	August 3, 2016
July 6, 2016	August 10, 2016

Based on this information, the Church has an outstanding balance totaling \$1,548.00¹ for the use of the facility on the above dates.

School Board Policy 7.18 Community Use of School Facilities (7)(a) states: “Fees are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of the facility.”

OIG staff met with the Pastor of the Church, Maurice Cromer, to discuss the lease arrangements for his church. Mr. Cromer stated he has been leasing the facilities at Gove Elementary on Sundays and Wednesdays since approximately June 2015. Furthermore, Mr. Cromer confirmed he leased the facilities on Wednesday’s during the months of June thru August 2016. OIG staff requested from Mr. Cromer copies of payments made to the school as it relates to Church lease agreements. As of January 10, 2017, OIG staff has not received any records from Mr. Cromer.

The allegation regarding the use of the facility on Wednesday’s, although the lease did not include the use of Wednesday’s is substantiated.

Issue # 4: Joanne Hester’s lease was coded as “non-profit” and paid rates accordingly even though Ms. Hester’s business is not considered non-profit.

As of December 2, 2016, records indicated there were three lease agreements in the System related to Ms. Hester. Additionally, the three agreements were coded as “commercial” and reflected a commercial rate.

According to one of the previous Principal’s, Roxanne Curtiss, she inquired with Ms. Rivers regarding Ms. Hester’s September lease agreement coded as “non-profit”. Ms. Curtiss stated that Ms. Rivers revised the lease thereafter but payment reflected the “non-profit” fee versus “commercial” fee.

Records indicated deposits of payment for Ms. Hester’s September lease were made on September 6, 2016 and October 4, 2016. The October 4, 2016 deposit included a description of “remainder of Sept. lease Hester”.

OIG staff asked Ms. Rivers to provide details regarding the two deposits related to Ms. Hester’s September lease agreement. Ms. Rivers explained that Ms. Hester provided her with payment prior to the lease agreement being created and approved, and consequently the payment was

¹ Based on a total cost per day of \$154.80 for 10 Wednesdays. Cost per day assumes 2 hours at a rate of \$40.00 per hour plus tax and 2 hours of labor at a rate of \$35.00 per hour. Also assumes lessees are provided 30 minutes before and after for set-up and clean-up.

for a lesser amount. Ms. Rivers further explained that Ms. Hester returned to pay the remaining balance.

School Board Policy 7.18 Community Use of School Facilities (3)(a) states: "The lease must be entered properly and completely, (including but not limited to dates, times of use and approvals) in the CAFM system (Tririga) and signed by all parties at least forty-eight (48) hours prior to the use of the facility."

Although the lease agreement was corrected and fees were collected, the allegation related to Ms. Hester's lease is substantiated.

Issue # 5: Ms. Hester used the facility prior to presenting payment.

As stated in issue # 4, records reflected there were three lease agreements for Ms. Hester. In addition to the payment information discussed in issue # 4, one of the payments was deposited timely and the remaining payment was deposited 21 business days after Ms. Hester used the facility for that particular month.

School Board Policy 7.18 Community Use of School Facilities (7)(a) states: "Fees are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of the facility."

The allegation related to Ms. Hester using the facility prior to presenting payment is substantiated.

Issue # 6: A lease payment was placed into the incorrect internal funds account.

Records indicated a lease related payment deposited August 16, 2016 was distributed into the following accounts: (See Exhibit 1)

Account	Amount
Extra Services – Custodial	\$ 1820.00
Utilities	\$ 904.00
Florida Sales Tax	\$ 163.20
Administrative Courtesy	\$ 1137.60

The portion that was allocated to "Administrative Courtesy" should have been allocated to the facility rental account.

Internal Accounts Manual, Chapter 25 – Facility Leasing states: "payment from the lessee and complete a Monies Collected Report (PBSD 0180) listing the Accounts and Amounts to be credited to various internal accounts associated with school leasing activities."

On December 5, 2016 OIG staff discussed with Ms. Rivers the allocation of the August 16, 2016 deposit. Ms. Rivers reviewed the allocation of the deposit and acknowledged a portion was erroneously allocated to the Administrative Courtesy account. OIG staff advised Ms. Rivers to make the necessary corrections.

As of February 16, 2017, records do not reflect a correction to the allocation of the lease related payment deposited August 16, 2016.

School Board Policy 7.18 Community Use of School Facilities (7)(c) states: "The amounts collected shall be separated by the school for deposit into one of these appropriate internal fund accounts: extra services-custodial; extra services-other; Florida sales tax payable; rental facilities event insurance; rental income, and utilities-facilities rental (which is the District's share of the rental proceeds)."

This allegation related to a lease payment placed into the incorrect internal funds account is substantiated.

RECOMMENDATION

The OIG recommends the School: 1) collect any outstanding fees from the Church and 2) make the proper corrections with regard to the allocations for the lease payment that was deposited August 16, 2016.

FURTHER ACTION

The results of this investigation were referred to the Office of Professional Standards for necessary action.

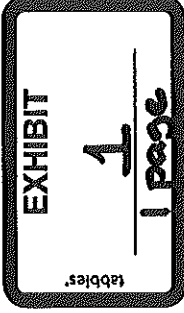
AFFECTED PARTY RESPONSES

In accordance with *School Board Policy 1.092 (6)(iv)*, a draft copy of this report was provided to Ms. Kim Thomasson and Ms. Joann Rivers, who were given an opportunity to respond. A response was received from Ms. Thomasson. See Exhibit 5. No response was received from Ms. Rivers.

Customized Transaction Report

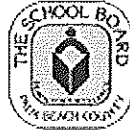
2016-2017

<u>Date</u>	<u>Transaction</u>	<u>Category</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Total</u>	<u>Clear Date</u>
08/16/2016	Deposit 634	Extra Services-Custodial 6-1500.00	3 mths lease	\$0.00	\$1,820.00	\$4,024.80	08/30/2016
08/16/2016	Deposit 634	Utilities 6-5500.00	3 mths lease	\$0.00	\$904.00	\$4,024.80	08/30/2016
08/16/2016	Deposit 634	Florida Sales Tax 6-1800.00	3 mths lease	\$0.00	\$163.20	\$4,024.80	08/30/2016
08/16/2016	Deposit 634	Administrative Courtesy 6-0200.00	3mths lease	\$0.00	\$1,137.60	\$4,024.80	08/30/2016
Grand Total:				\$0.00	\$4,024.80	Balance:	\$4,024.80



Gove Elementary Lease Information

Fiscal Year	School Name	Lessee Company	Lessee Company Type	Lease ID	Contract Name	Date Approved	Rental Status	Total Cost
	gove	Contains	Contains	Contains	Contains	More Than or E	Contains	
2017	Gove Elementary	<u>THE CHURCH WITHOUT WALLS MINISTRIES, INC</u>	<u>Non-Profit (Taxable)</u>	<u>LID - 2017 - 1241 - 1001</u>	<u>June The Church Without Walls Ministries Lease</u>		<u>Review In Progress</u>	<u>\$1,238.40</u>
2017	Gove Elementary	<u>THE CHURCH WITHOUT WALLS MINISTRIES, INC</u>	<u>Non-Profit (Taxable)</u>	<u>LID - 2017 - 1241 - 1002</u>	<u>July Church Without Walls Ministries Lease</u>		<u>Review In Progress</u>	<u>\$1,548.00</u>
2017	Gove Elementary			<u>LID - 2017 - 1241 - 1003</u>	<u>August The Church Without Walls Ministries</u>		<u>Draft</u>	<u>\$1,916.80</u>
								\$4,703.20



Book School Board Policies
 Section Ch. 7. Facilities and Operations
 Title Community Use of School Facilities
 Number 7.18
 Status Active
 Adopted July 25, 2012

The School Board recognizes that the use of school facilities by Community Organizations may be mutually beneficial to all parties involved. The Superintendent or designee shall manage and supervise the leasing process for the community use of the District's school facilities. Leasing activities at schools shall take place outside of regular school hours. By permitting community uses of school properties and facilities, it is not the intent of the School Board to create or open any Palm Beach County School District school, school property or facility as a public forum for expressive activity, nor is it the intent of the School Board to create a venue or forum for the expression of controversial subjects which are inconsistent with the educational mission and vision of the School Board and the community values or which could be perceived as bearing the imprimatur or endorsement of the School Board.

1. Definitions

- a. Non-profit Organizations shall include civic, religious, or community organizations that qualify as non-profit entities under the Internal Revenue Service Code and/or are Florida not-for-profit corporations and/or governmental entities.
- b. Commercial Organizations shall include all for-profit organizations and private individuals.
- c. Community Organizations shall include all non-profit and commercial organizations.
- d. School-Based Organizations shall mean those volunteer organizations generated by the existence of the school (e.g. booster clubs, student clubs, parent-teacher organizations or associations).
- e. Interlocal Agreement shall mean an agreement entered into by two or more governmental entities under the authority of and for the purposes set forth in Chapter 163, Florida Statutes.
- f. Cooperative Agreement Agencies shall mean not-for-profit organizations that have agreements with the School Board of Palm Beach County that benefit the children, schools and District.
- g. In-Kind Contribution shall mean payment in goods or services that benefit the school rather than payment in money.

2. Qualification and Fee Structure

- a. All qualified Community Organizations (refer to above definitions A, B and C), including those under an Interlocal Agreement as stated below in Paragraph V, shall be required to complete a lease agreement in the CAFM system. No lease is required for School-Based Organizations that maintain their funds in a school's internal account. The School Board recognizes cooperative activities with outside school-related organizations. These organizations are encouraged, appreciated and important to the work of the District. Outside school-related organizations shall be parent initiated and driven. District personnel may participate in outside school-related organizations; such activities of the District personnel shall be subject to the procedures established by the District according to appropriate internal controls and audit practices designed to limit the District's liability for collection and disbursement of the outside school-related organization's funds.

The following reports shall be on file with the school's principal for each outside school-related organization:

- i. Current financial statements; or



- ii. Annual independent audit prepared by a licensed Certified Public Accountant.
- b. The process and criteria for applying for a lease requires that the potential lessee:
 - i. Have the school complete the Computer Aided Facilities Management (CAFM) web based lease in Tririga.
 - ii. Provide the required additional documentation as identified in the CAFM lease program with the web based lease.
 - iii. Provide a copy of liability insurance policy in the amount of \$1,000,000.00, naming the School Board of Palm Beach County as a certificate holder and as an additional insured, with the Lease Agreement or purchase liability insurance from the School District.
 - iv. Potential Lessee must not be in default on a prior-lease payment with any District school. Potential Lessee must have fully compensated the District for any damage resulting from prior use.
- c. Applying for a lease does not obligate the District or school to agree to lease to that organization. In keeping with the express purpose of this Policy not to create or open schools as a public forum for expressive activity, Principals shall use their discretion by not approving Potential Lessees that are inconsistent with the educational mission and vision of the School Board and the community values.
- d. The school must retain, per the District's Retention Schedule, a fully executed lease agreement with all additional required documentation in its files accessible for inspection.
- e. The Superintendent or designee shall develop and present to the Board for its approval, whenever a change occurs, a District-wide rate schedule for the use of school facilities by Community Organizations on a non-profit and commercial basis. This rate schedule shall also determine the percentage of the school's portion and the District's portion of the fees received. The schedule shall be posted on the District's Planning and Real Estate Services website.
- f. All lease fees shall be governed by the District-wide rate schedule. Waivers of fees are governed by the attached Matrix that is incorporated herein as part of this policy. The Superintendent, or designee, however, may determine, depending upon the needs of the school and its students or the District-wide benefit, that the school's portion of the facility fees as stated on the rate schedule, or part thereof, may be waived, under the following conditions:
 - i. The lessee is a non-profit organization; and
 - ii. The facility shall be used for the benefit of the District's student population. Such benefits may include recreational activities, or providing students with the opportunity to engage in activities that are consistent with the District's mission and curriculum.
- g. This reduction of the fee must be properly calculated and documented.
- h. The District's portion of the facility fee cannot be waived, except as stated within the Matrix categories B, D, E and F.
- i. A school may receive an In-Kind Contribution, which reasonably reflects the value of the facility fee under the rate schedule. However, the school would still be responsible for all labor fees and the District's portion of the facility fee.
- j. Adequate liability insurance coverage is required under all lease agreements.

3. Execution of Leases

- a. Only the school Principal may execute a lease agreement. The CAFM lease agreement form is incorporated herein by reference as part of this Policy. The lease must be entered properly and completely, (including but not limited to dates, times of use and approvals) in the CAFM system (Tririga) and signed by all parties at least forty-eight (48) hours prior to the use of the facility.
- b. Only fees listed on the Board approved District-wide rate schedule may be charged under a lease agreement, unless a lesser amount is charged as per sub-paragraphs 2 (e) or 2 (f) above.
- c. No leases shall extend beyond the end of the fiscal year unless approved by the Superintendent, or designee for good cause shown.

4. Termination of Lease Agreements

The Superintendent, Principal or designated Assistant Principal as designees, may cancel leases upon twenty-four (24) hours written notice to the lessee or applicant, in the event of an emergency, school closing or for other good cause.

5. Interlocal Agreements Permitting Use of Board Facilities

- a. All Interlocal Agreements that provide for the use of School District facilities shall be approved by the School Board. Generally, governmental entities shall enter into an Interlocal Agreement with the District for use of school recreational facilities and their relationship shall be governed under the terms and conditions of the agreement.
- b. Parties using School District facilities under an Interlocal Agreement are required to carry adequate liability insurance unless the user is self-insured.
- c. Pursuant to Sections 101.71(5) and 1013.10, Florida Statutes, upon request of the Supervisor of Elections, the Board allows designated school sites and facilities for use as voting places in any primary, regular or special election.

6. Preparation of Food Products/Catering While Leasing

While leasing school facilities, food may be sold or served on campus only if prepared in the school kitchen under the supervision of the school cafeteria staff or if prepared in commercial conditions approved by the Health Department. If catered, a copy of the license or certificate must be provided to the school.

7. Payment Policy

- a. Fees are to be paid by check or credit card (no cash) at least forty-eight (48) hours prior to the use of a facility. Failure to pay the fee in this timely fashion may result in termination of the agreement without written notice. No cash shall be accepted. Payment for any use beyond the terms of the approved lease must be made within seven (7) business days of notice from the school to lessee.
- b. A school may receive an In-Kind Contribution, which reasonably reflects the value of the fee under the District-wide rate schedule. The School Principal must state the value of this In-Kind Contribution in the lease agreement form and this transaction must be properly documented.
- c. Payments shall be deposited promptly by the school with appropriate documentation as required by State Board of Education Rule 6A-1.001 and the Florida Department of Education publication titled, "Financial and Program Cost Accounting and Reporting for Florida Schools, (Redbook 2001)". The amounts collected shall be separated by the school for deposit into one of these appropriate internal fund accounts: extra services-custodial; extra services-other; Florida sales tax payable; rental facilities event insurance; rental income, and utilities-facilities rental (which is the District's share of the rental proceeds). In December and June of each school year the school transmits the Utility Fee account and Event Insurance Fee account funds collected during that semester to the District's Accounting Department.

8. Training

- a. The District shall provide training to relevant school staff as to the process used for the leasing of facilities and the provisions within this Policy.
- b. The Superintendent may issue bulletins consistent with the provisions of this Policy.

STATUTORY AUTHORITY:	Fla. Stat. §§ 1001.32(2); 1001.41 (1) & (2); 1001.42 (2), (21) & (26)
LAWS IMPLEMENTED:	Fla. Stat. §§ 1001.32(2); 1001.42 (2), (11) & (12); 1001.43(2), (4), & (5); 1013.10
HISTORY:	2/18/72; 7/20/77; 4/18/89; 6/6/84; 6/8/94; 10/25/96; 7/29/98; 7/7/2010; 7/25/2012



General

Lease ID LID - 2017 - 1241 - 1006 Revision 0 Status Issued

* Event Name September Church Without Walls Ministries Contract Creation Date 09/07/2016 * School Facility Gove Elementary

* Event Description A place where social gathering is taken place every Sunday of the week

Approval Date 09/29/2016 Fiscal Year 2017

****Detailed information should be entered into Notes & Documents.****

Lessee Company

Cost Summary

Name THE CHURCH WITHOUT WALLS MINISTRIES, INC

Lessee Type Non-Profit (Taxable) Sales Tax Ex

Liability Insurance F

Non-Profit Corporation Stat

Address 756 SE 4TH STREET

State FL

ESTIMATED COST

A. Room Cost \$640.00

B. Taxes \$38.40

C. Exterior Lighting \$.00

D. Event Insurance Cost \$.00

E. Labor Cost \$560.00

F. Total Cost (A+B+C+D+E) \$1,238.40

G. ILA Waiver \$.00

H. Effective Cost (F-G) \$1,238.40

Lessee Company Contacts

First Name	Last Name	Contact Phone	eMail
Maurice	Cromer	561-993-9394	

Reservations

Reservation ID	Reservation Type	Planned Start	Planned End	Status
1408841	Onetime	09/04/2016 09:30:00	09/04/2016 13:30:00	Issued
1408842	Onetime	09/11/2016 09:30:00	09/11/2016 13:30:00	Issued
1408843	Onetime	09/18/2016 09:30:00	09/18/2016 13:30:00	Issued
1408844	Onetime	09/25/2016 09:30:00	09/25/2016 13:30:00	Issued



Locations & Costs

Reservation ID	Space	Planned Start	Planned End	Room Cost	Ext Lighting Cost	Total Taxes	Insurance Cost	Labor Cost	Custodia Labor Cost
1408841	101	09/04/2016 09:30:00	09/04/2016 13:30:00	\$160.00	\$0.00	\$9.60	\$0.00	\$140.00	\$140.
1408842	101	09/11/2016 09:30:00	09/11/2016 13:30:00	\$160.00	\$0.00	\$9.60	\$0.00	\$140.00	\$140.
1408843	101	09/18/2016 09:30:00	09/18/2016 13:30:00	\$160.00	\$0.00	\$9.60	\$0.00	\$140.00	\$140.
1408844	101	09/25/2016 09:30:00	09/25/2016 13:30:00	\$160.00	\$0.00	\$9.60	\$0.00	\$140.00	\$140.

Manual Approvers (In Addition to Approval Requirements)

#	Person	Role	Use Roles From	Review Type
0				

Approval Review

!	Approval Status	#	Person	Review Status	Sent	Completed	Comment	Resolved Review Type
	Approved	1	Roxanne Curtiss	Approved	09/07/2016 10:30:09	09/20/2016 17:53:03	When was the check for this deposited? Please show me. Need Wednesday meetings paid for.	Approval Rule
	Approved	2	Rosa Dawson	Approved	09/20/2016 17:53:07	09/29/2016 10:14:31	9/29/2016 - thank you for the updated COI.	Approval Rule
	Approved	3	Angela Usher	Approved	09/29/2016 10:14:37	09/29/2016 14:40:36		Approval Rule

Responses

!	First Name	Last Name	Organization Name	Response Date
No data to display				

Comments

!	Comment Type	Created By	Reference Date	Comment
	Conversation	Joann Rivers	09/30/2016	Due to 1241 not having a principal(June, July, August, September) nor anyone at the time able to approve the leases, all payments and actions were delayed. Lessee also had to show proof of insurance still in existence.

Related Documents

Document Name	Document Number	Document Status	Revision	Revision Date	File Name
No data to display					

Rental Payment

Due Date	Payment Mode	Paid Date	Paid Amount	Status
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Normal

09/27/2016

\$1,238.40 Paid

Cost Summary

PAYMENTS

H. Effective Cost	\$1,238.40
I. Waiver Amount	\$.00
J. Actual Payment	\$1,238.40
K. Total Remaining	\$.00



General

Lease ID LID - 2017 - 1241 - 1008 Revision 0 Status Review In Progress

* Event Name The Church Without Walls Ministries Contract Creation Date 09/21/2016 * School Facility Gove Elementary

* Event Description A place where social gathering is taken place on every Wednesday afternoons

Approval Date Fiscal Year 2017

****Detailed information should be entered into Notes & Documents.****

Lessee Company

Cost Summary

Name	THE CHURCH WITHOUT WALLS MINISTRIES, INC	ESTIMATED COST	
Lessee Type	Non-Profit (Taxable)	A. Room Cost	\$240.00
Liability Insurance	<input checked="" type="checkbox"/>	B. Taxes	\$14.40
Non-Profit Corporation	<input checked="" type="checkbox"/>	C. Exterior Lighting	\$.00
Address	756 SE 4TH STREET	D. Event Insurance Cost	\$.00
State	FL	E. Labor Cost	\$.00
		F. Total Cost (A+B+C+D+E)	\$254.40
		G. ILA Waiver	\$.00
		H. Effective Cost (F-G)	\$254.40

Lessee Company Contacts

First Name	Last Name	Contact Phone	eMail
Maurice	Cromer	561-993-9394	

Reservations

Reservation ID	Reservation Type	Planned Start	Planned End	Status
1411901	Onetime	09/07/2016 07:30:00	09/07/2016 09:00:00	Draft
1411902	Onetime	09/14/2016 07:30:00	09/14/2016 09:00:00	Draft
1411903	Onetime	09/21/2016 07:30:00	09/21/2016 09:00:00	Draft
1411904	Onetime	09/28/2016 07:30:00	09/28/2016 09:00:00	Draft

Locations & Costs

Reservation ID	Space	Planned Start	Planned End	Room Cost	Ext Lighting Cost	Total Taxes	Insurance Cost	Labor Cost	Custodia Labor Cost
1411901	101	09/07/2016 07:30:00	09/07/2016 09:00:00	\$60.00	\$.00	\$3.60	\$.00	\$.00	\$.
1411902	101	09/14/2016 07:30:00	09/14/2016 09:00:00	\$60.00	\$.00	\$3.60	\$.00	\$.00	\$.
1411903	101	09/21/2016 07:30:00	09/21/2016 09:00:00	\$60.00	\$.00	\$3.60	\$.00	\$.00	\$.
1411904	101	09/28/2016 07:30:00	09/28/2016 09:00:00	\$60.00	\$.00	\$3.60	\$.00	\$.00	\$.

Manual Approvers (In Addition to Approval Requirements)

#	Person	Role	Use Roles From	Review Type
0				

Approval Review

!	Approval Status	#	Person	Review Status	Sent	Completed	Comment	Resolved Review Type
	Review In Progress	1	Roxanne Curtiss	Pending	09/21/2016 09:22:08			Approval Rule
	Review In Progress	2	Joyell Shaw	Pending				Approval Rule
	Review In Progress	2	Pamela Ford	Pending				Approval Rule
	Review In Progress	2	Phyllis Gilbert	Not TRIRIGA User	09/21/2016 09:22:08	09/21/2016 09:22:08		Approval Rule
	Review In Progress	2	Rosa Dawson	Pending				Approval Rule
	Review In Progress	3	Angela Usher	Pending				Approval Rule
	Review In Progress	3	Kristin Garrison	Pending				Approval Rule

Responses

!	First Name	Last Name	Organization Name	Response Date
No data to display				

Comments

!	Comment Type	Created By	Reference Date	Comment
No data to display				

Related Documents

Document Name	Document Number	Document Status	Revision	Revision Date	File Name
No data to display					

Rental Payment

Due Date	Payment Mode	Paid Date	Paid Amount	Status
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No data to display

Cost Summary

PAYMENTS

H. Effective Cost \$254.40

I. Waiver Amount \$.00

J. Actual Payment \$.00

K. Total Remaining \$254.40



Gove Elementary School
1000 S.E. Avenue G
Belle Glade, Fl. 33430
(561)993-8700 (Phone) – (561)993-8750 (Fax)

Kimberly Thomasson
PRINCIPAL

Sheila Galera
ASSISTANT PRINCIPAL

To: Lung Chu, Inspector General
From: Kim Thomasson, Principal *Kim Thomasson*
Date: February 13, 2017
Subject: Inspector General Case No. 16-478, and No. 16-507

In response to the above referenced cases, I would like it noted that I started as Principal of Gove Elementary School on October 24, 2016. I have worked with Professional Standards to take the appropriate administrative actions.

RECEIVED
FEB 13 2017
INSPECTOR GENERAL

