

**TED TOOMER, Ed.D., ASSOCIATE SUPERINTENDENT**  
**OFFICE OF ASSOCIATE SUPERINTENDENT**

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**DATE:**            October 17, 2023

**TO:**                Joris Jabouin, Chief Auditor  
Office of the Chief Auditor

**FROM:**           Ted Toomer, Ed.D.   
Associate Superintendent, Non-Traditional Schools

**SUBJECT:        ATHLETICS & STUDENT ACTIVITIES DEPARTMENT PAYROLL AUDIT RESPONSE –  
FISCAL YEAR 20222023**

This correspondence comes in response to the findings for the internal audit conducted for Athletics & Student Activities Department during the specific dates. I have read the audit report and the director's response in their entirety.

My office will implement the actions below with the director and the payroll processor.

- I will reiterate the significances of these findings to the director and include the payroll processes and documentation during regular visits to the department.
- Any future audit exceptions will be appropriately reflected in the director's annual evaluation.

The Office of the Associate Superintendent takes these findings seriously. I will ensure the director receives training and support while monitoring this area closely in their department. The corrective actions will be implemented and reviewed as indicated above. I may be reached at 754-321-3803 for additional information.

TT:smr

**C:**                Patricia Brown, Director, Athletics & Student Activities