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# STATE BOARD OF ACCOUNTS 302 West Washington Street Room E418 INDIANAPOLIS, INDIANA 46204-2769

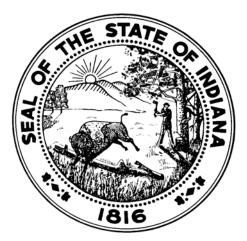
AUDIT REPORT

OF

GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT

DEKALB COUNTY, INDIANA

July 1, 2004 to June 30, 2006





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# SCHEDULE OF OFFICIALS

<u>Office</u>

**Official** 

Monte S. Van Gessel

Term

Treasurer

Superintendent of Schools

President of the School Board

Unicial

07-01-04 to 01-12-07 01-15-07 to 06-30-07

Alan C. Middleton

Pam Good

Suzanne M. Stafford Jerry Weller 07-01-04 to 06-30-05 07-01-06 to 06-30-07

07-01-04 to 06-30-07



STATE BOARD OF ACCOUNTS 302 WEST WASHINGTON STREET ROOM E418 INDIANAPOLIS, INDIANA 46204-2769

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# INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS AND SUPPLEMENTARY SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

# TO: THE OFFICIALS OF THE GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT, DEKALB COUNTY, INDIANA

STATE OF INDIANA AN EQUAL OPPORTUNITY EMPLOYER

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Garrett-Keyser-Butler Community School District (School Corporation), as of and for the years ended June 30, 2005 and 2006, which collectively comprise the School Corporation's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the School Corporation's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As discussed in Note I, the School Corporation prepares its financial statements on the prescribed basis of accounting that demonstrates compliance with the cash and investment basis and budget laws of the State of Indiana, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash and investment balances of the governmental activities, each major fund, and the aggregate remaining fund information of the School Corporation as of June 30, 2005 and 2006, and the respective cash receipts and cash disbursements during the years then ended on the basis of accounting described in Note I.

In accordance with <u>Government Auditing Standards</u>, we have also issued a report dated January 22, 2007, on our consideration of the School Corporation's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. Our report on compliance and on internal control over financial reporting should be read along with this report.

# INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS AND SUPPLEMENTARY SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (Continued)

Our audit was performed for the purpose of forming an opinion on the basic financial statements of the School Corporation taken as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, <u>Audits of States, Local Governments, and Non-Profit Organizations</u>, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

The Schedule of Funding Progress, as listed in the table of contents, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The School Corporation has not presented Management's Discussion and Analysis or Budgetary Comparison Schedules that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic financial statements.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School Corporation's basic financial statements. The Schedule of Capital Assets, and Schedule of Long-Term Debt are presented for additional analysis and are not a required part of the basic financial statements. The Schedule of Capital Assets and Schedule of Long-Term Debt have not been subjected to the auditing procedures applied by us in the audit of the basic financial statements and, accordingly, we express no opinion on them.

STATE BOARD OF ACCOUNTS

January 22, 2007



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# INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

# TO: THE OFFICIALS OF THE GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT, DEKALB COUNTY, INDIANA

**STATE OF INDIANA** AN EQUAL OPPORTUNITY EMPLOYER

We have audited the financial statements of the Garrett-Keyser-Butler Community School District (School Corporation), as of and for the years ended June 30, 2005 and 2006, and have issued our report thereon dated January 22, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States.

# Compliance

As part of obtaining reasonable assurance about whether the School Corporation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under <u>Government Auditing</u> <u>Standards</u>.

# Internal Control Over Financial Reporting

In planning and performing our audit, we considered the School Corporation's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the School Corporation's management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the State Board of Accounts and of the office examined.

STATE BOARD OF ACCOUNTS

January 22, 2007

## GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF CASH AND INVESTMENTS June 30, 2005

Assets	Governmental Activities	
Current assets: Cash and investments	\$	174,479
Restricted assets: Cash and investments		368
Total assets	\$	174,847
Net Assets		
Restricted for: Debt service	\$	368
Unrestricted		174,479
Total net assets	\$	174,847

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF CASH AND INVESTMENTS June 30, 2006

Assets	Governmental Activities		
Current assets: Cash and investments	\$	410,178	
Restricted assets: Cash and investments		(61,212)	
Total assets	\$	348,966	
Net Assets			
Restricted for: Debt service	\$	(61,212)	
Unrestricted		410,178	
Total net assets	\$	348,966	

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF CASH ACTIVITIES For the Year Ended June 30, 2005

		Program	Receipts	Net (Disbursement) Receipts
Functions/Programs	Disbursements	Charges for Services	Operating Grants and Contributions	Total
Governmental activities: Instruction Support services Community services Nonprogrammed charges Debt service	\$ 7,548,981 8,260,333 150,968 862,219 6,947,835	\$ - 421,705 - -	\$	\$ (7,491,000) (7,538,321) (150,968) (862,219) (6,947,835)
Total governmental activities	<u>\$ 23,770,336</u>	\$ 421,705	\$ 358,288	(22,990,343)
	Bonds and loar	ntributions not restri ns y, adjustments, and nings		6,080,999 2,082,584 6,549,112 2,211,342 4,050,000 462,652 16,170 1,430,379
	Total general	receipts and transf	fers	22,883,238
	Change in	cash and investme	ents	(107,105)
	Net assets - beginr	ning		281,952
	Net assets - ending	9		\$ 174,847

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF CASH ACTIVITIES For the Year Ended June 30, 2006

				Net
		Program	Receipts	(Disbursement) Receipts
Functions/Programs	Disbursements	Charges for Services	Operating Grants and Contributions	Total
Governmental activities: Instruction Support services Community services Nonprogrammed charges Debt service	\$ 7,949,548 8,424,537 157,969 552,118 3,894,511	\$ - 411,250 - -	\$ 69,156 349,475 - - -	\$ (7,880,392) (7,663,812) (157,969) (552,118) (3,894,511)
Total governmental activities	<u>\$ 20,978,683</u>	\$ 411,250	\$ 418,631	(20,148,802)
	General receipts: Property taxes Other local sou State aid Grants and con Bonds and loa Sale of propert Investment ear Transfers: Intergovernme	5,407,747 1,520,198 6,955,267 2,117,219 2,475,000 94,752 41,733 1,711,005		
	Total genera	I receipts and transf	fers	20,322,921
	Change in	cash and investme	ents	174,119
	Net assets - beginning			
	Net assets - ending	g		\$ 348,966

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES GOVERNMENTAL FUNDS For The Year Ended June 30, 2005

					Retirement/ Severance				
		Transportation	Schoool	Debt	Debt	Capital	School Bus		
	General	Operating	Lunch	Service	Service	Projects	Replacement	Other	Totals
Receipts:									
Local sources	\$ 3,484,185	\$ 636,670	\$ 349,933	\$ 1,868,319	\$ 165,797	\$ 1,009,482	\$ 71,471	\$ 1,015,062	\$ 8,600,919
Intermediate sources	67	-	-	-	-	-	-	469	536
State sources	6,525,258	-	11,255	-	-	-	-	385,803	6,922,316
Federal sources	-	-	237,670	-	-	-	-	1,958,757	2,196,427
Bonds and loans	3,365,300	115,000	-	340,000	80,700	139,000	10,000	-	4,050,000
Sale of property, adjustments and refunds	131,964	97,285	360	-	-	1,841	-	231,204	462,654
Intergovernmental transfers								1,430,379	1,430,379
Total receipts	13,506,774	848,955	599,218	2,208,319	246,497	1,150,323	81,471	5,021,674	23,663,231
Disbursements:									
Current:									
Instruction	4,516,882	-	-	-	-	-	-	3,032,099	7,548,981
Support services	4,556,603	588,691	610,263	-	-	906,855	36,954	1,560,967	8,260,333
Community services	140,109	-	-	-	-	-	-	10,859	150,968
Nonprogrammed charges	297,634	220	-	94,959	70	365	25	468,946	862,219
Debt services	4,175,000	135,000		2,206,130	166,705	265,000			6,947,835
Total disbursements	13,686,228	723,911	610,263	2,301,089	166,775	1,172,220	36,979	5,072,871	23,770,336
Total disbursements	13,000,220	/23,911	010,203	2,301,069	100,775	1,172,220	30,979	5,072,671	23,770,330
Excess (deficiency) of total receipts									
over (under) total disbursements	(179,454)	125,044	(11,045)	(92,770)	79,722	(21,897)	44,492	(51,197)	(107,105)
Cash and investments - beginning	(271,871)	(125,014)	67,173	93,131	(79,715)	22,360	(44,511)	620,399	281,952
Cash and investments - beginning	(2/1,0/1)	(125,014)	07,173	93,131	(19,715)	22,300	(44,511)	020,399	201,932
Cash and investments - ending	\$ (451,325)	\$ 30	\$ 56,128	<u>\$ 361</u>	\$ 7	\$ 463	<u>\$ (19</u> )	\$ 569,202	\$ 174,847

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CASH AND INVESTMENT BALANCES GOVERNMENTAL FUNDS For The Year Ended June 30, 2006

					Retirement/				
		Transportation	Schoool	Debt	Severance Debt	Capital	School Bus		
	General	Operating	Lunch	Service	Service	Projects	Replacement	Other	Totals
Receipts:									
Local sources	\$ 3,137,052	\$ 554,204	\$ 331.317	\$ 1,517,942	\$ 196,217	\$ 681.535	\$ 65,641	\$ 896.510	\$ 7.380.418
Intermediate sources	134	-	-	-	-	-	-	375	509
State sources	6,907,398	-	10,948	-	-	-	-	229,090	7,147,436
Federal sources	6,750	-	261,009	-	-	-	-	2,075,921	2,343,680
Bonds and loans	2,234,000	-	-	241,000	-	-	-	-	2,475,000
Sale of property, adjustments and refunds	37,388	18,492	1,711	-	-	145	-	37,018	94,754
Intergovernmental transfers	-		-	-				1,711,005	1,711,005
Total receipts	12,322,722	572,696	604,985	1,758,942	196,217	681,680	65,641	4,949,919	21,152,802
Disbursements:									
Current:									
Instruction	4,894,278	-	-	-	-	-	-	3,055,270	7,949,548
Support services	4,969,465	609,061	628,747	-	-	600,728	76,114	1,540,422	8,424,537
Community services	149,663	-	-	-	-	-	-	8,306	157,969
Nonprogrammed charges	279,938	-	-	26,528	-	-	-	245,652	552,118
Debt services	1,640,300	115,000		1,732,431	257,780	139,000	10,000		3,894,511
Total disbursements	11,933,644	724,061	628,747	1,758,959	257,780	739,728	86,114	4,849,650	20,978,683
Excess (deficiency) of total receipts									
over (under) total disbursements	389,078	(151,365)	(23,762)	(17)	(61,563)	(58,048)	(20,473)	100,269	174,119
Cash and investments - beginning	(451,325)	30	56,128	361	7	463	(19)	569,202	174,847
Cash and investments - ending	\$ (62,247)	\$ (151,335)	\$ 32,366	\$ 344	\$ (61,556)	\$ (57,585)	\$ (20,492)	\$ 669,471	\$ 348,966
						-			

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH AND INVESTMENTS FIDUCIARY FUND For The Year Ended June 30, 2005

	-	Pension ust Funds
Deductions: Support services	\$	120,588
Deficiency of total additions under total deductions		(120,588)
Cash and investments - beginning		239,769
Cash and investments - ending	\$	119,181

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH AND INVESTMENTS FIDUCIARY FUND For The Year Ended June 30, 2006

	Pension Trust Funds		
Deductions:	¢	110 101	
Support services	<u>Þ</u>	119,181	
Deficiency of total additions			
Under total deductions		(119,181)	
Cash and investments - beginning		119,181	
Cash and investments - ending	\$		

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF CASH AND INVESTMENTS FIDUCIARY FUNDS June 30, 2005

Assets	-	Pension Ist Funds	 Agency Funds
Cash and investments	\$	119,181	\$ 10,732
Net Assets			
Held in trust for employee benefits and other purposes	\$	119,181	

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT STATEMENT OF CASH AND INVESTMENTS FIDUCIARY FUNDS June 30, 2006

Assets	ency unds
Cash and investments	\$ 11,013

# I. Summary of Significant Accounting Policies

# A. Reporting Entity

School Corporation, as used herein, shall include, but is not limited to, school townships, school towns, school cities, consolidated school corporations, joint schools, metropolitan school districts, township school districts, county schools, united schools, school districts, cooperatives, educational service centers, community schools, community school corporations, and charter schools.

The School Corporation was established under the laws of the State of Indiana. The School Corporation operates under a Board of School Trustees form of government and provides educational services.

The School Corporation's financial reporting entity is composed of the following:

# Primary Government

In determining the financial reporting entity, the School Corporation complies with the provisions of GASB Statement No. 14, *The Financial Reporting Entity*.

#### Joint Ventures

The School Corporation is a participant with other interested school corporations in DeKalb, LaGrange, Noble and Steuben Counties in a joint venture to operate the Four County Area Vocational Cooperative (Co-op) which was created to provide vocational instruction for children. The School Corporation is obligated by contract to remit an amount annually to supplement the Co-op. The School Corporation is the administrator for the Co-op. The Co-op's financial transactions are accounted for in several special revenue funds on the records of the School Corporation.

The School Corporation is a participant with other interested school corporations in DeKalb, LaGrange, Noble and Steuben Counties in a joint venture to operate the Northeast Indiana Special Education Cooperative (Co-op) which was created to provide programs and services for children with exceptional needs. The School Corporation is obligated by contract to remit an amount annually to supplement the Co-op. Complete financial statements for the Co-op can be obtained from DeKalb Eastern Community School District, 300 East Washington Street, Butler, IN 46721.

# Related Organizations

The School Corporation's officials are also responsible for appointing the members of the boards of other organizations, but the School Corporation's accountability for these organizations does not extend beyond making the appointments. The School Corporation appoints the board members of the Garrett Public Library.

# B. Government-Wide and Fund Financial Statements

#### Government-Wide Financial Statements

The Statement of Activities and Net Assets – Cash and Investment Basis displays information about the reporting government as a whole. It includes all funds of the reporting entity except for fiduciary

funds. The statement distinguishes between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. However, there are no business-type activities to report at this time.

#### Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, liabilities, fund equity, receipts, and disbursements. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. However, at this time, the School Corporation has not established any proprietary funds.

The School Corporation reports the following major governmental funds:

The general fund is the primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The transportation operating fund accounts for financial resources for the transportation of school children to and from school.

The school lunch fund accounts for receipts and disbursements concerning the school lunch program.

The debt service fund accounts for debt from funds borrowed or advanced for the purchase or lease of school buildings, school buses, judgments against the corporation, equipment or capital construction, and interest on emergency and temporary loans.

The retirement/severance debt service fund accounts for repayment of debt to finance retirement/ severance benefits.

The capital projects fund accounts for planned construction, repair, replacement or remodeling; and the purchase, lease, upgrade, maintenance, or repair of computer equipment.

The school bus replacement fund is used to account for receipts and disbursements concerning the acquisition and disposal of school buses.

Additionally, the School Corporation reports the following fund types:

The pension trust fund accounts for receipts and disbursements concerning retirement/severance benefits as was previously authorized by statute. This fund was eliminated during the audit period.

Agency funds account for assets held by the School Corporation as an agent for payroll taxes and serve as control of accounts for certain cash transactions during the time they are a liability to the School Corporation.

# C. Measurement Focus and Basis of Accounting

The government-wide, governmental fund, proprietary fund and fiduciary fund financial statements are reported using the basis of accounting that demonstrates compliance with the cash and investment basis and budget laws of the State of Indiana, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

The cash and investment basis of accounting differs from accounting principles generally accepted in the United States of America in that receipts are recognized when received in cash rather than when earned and disbursements are recognized when paid rather than when a liability is incurred. Investment transactions are not presented on the financial statements.

If the School Corporation utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting, while the fund financial statements for proprietary fund types would use the accrual basis of accounting. All government-wide financials would be presented on the accrual basis of accounting.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities are provided to people outside the government (enterprise funds) or other departments or agencies primarily within the government (internal service funds). The School Corporation does not have any proprietary funds.

When both restricted and unrestricted resources are available for use, the School Corporation's policy is to use restricted resources first, then unrestricted resources as they are needed.

# D. Assets and Cash and Investment Balances

1. Cash and Investments

Investments are stated at cost. Any changes in fair value of the investments are reported as interest receipts in the year of the sale of the investment.

2. Property Taxes

Property taxes levied are collected by the County Treasurer and are distributed to the School Corporation in June and in December. State statute (IC 6-1.1-17-16) requires the Indiana Department of Local Government Finance to establish property tax rates and levies by February 15. These rates were based upon the preceding year's March 1 (lien date) assessed valuations adjusted for various tax credits. Taxable property is assessed at 100% of the true tax value (determined in accordance with rules and regulations adopted by the Indiana Department of Local Government Finance). Taxes may be paid in two equal installments which become delinquent if not paid by May 10 and November 10, respectively.

- 3. Compensated Absences
  - a. Sick Leave

Certified School Corporation employees earn sick leave at the rate of 10 days for the first year of employment and from 7 to 9 days for each succeeding year based upon the number of sick days accumulated. Unused sick leave may be accumulated to a maximum of 210 days.

Noncertified School Corporation employees earn sick leave at the rate of 10 days for the first year of employment and 7 days for each succeeding year. Unused sick leave may be accumulated to a maximum of 150 days. Accumulated sick leave is paid to employees through cash payments at a rate of \$30 per day upon retirement.

b. Vacation Leave

Nonteaching or administrative and noncertified School Corporation employees earn vacation leave at rates from 10 days to 20 days per year based upon the number of years of service. One year of vacation leave may be carried forward to the next year. Accumulated vacation leave is paid to employees through cash payments upon retirement.

c. Personal Leave

School Corporation employees earn personal leave at the rate of 2 days per year. Unused personal days are paid out in June of each year.

2. Capital Assets

Capital assets arising from cash transactions acquired for use in governmental or proprietary fund operations are accounted for as capital outlay disbursements of the fund upon acquisition.

3. Long-Term Debt

Long-term debt arising from cash basis transactions of governmental and proprietary funds is not reported as liabilities in the basic financial statements. The debt proceeds are reported as other financing sources (bonds and loans) and payment of principal and interest reported as disbursements.

4. Equity Classification

#### **Government-Wide Statements**

Equity is classified as net assets and displayed in two components:

- a. Restricted net assets Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or (2) law through constitutional provisions or enabling legislation.
- b. Unrestricted net assets All other net assets that do not meet the definition of "restricted."

It is the School Corporation's policy to first use restricted net assets prior to the use of unrestricted net assets when a disbursement is incurred for purposes for which both restricted and unrestricted net assets are available.

## Fund Financial Statements

Governmental fund equity is classified as fund balance. Proprietary fund equity is classified the same as in the government-wide statements.

E. Receipts and Disbursements

#### Program Receipts

Amounts reported as program receipts include (1) charges to customers or applicants for goods, services, or privileges provided, and (2) operating grants and contributions. Internally dedicated resources are reported as general receipts rather than as program receipts. Likewise, general receipts include all taxes.

F. Internal and Interfund Balances and Activities

In the process of aggregating the financial information for the government-wide Statement of Activities and Net Assets – Cash and Investment Basis, some amounts reported as interfund activity and balances in the fund financial statements have been eliminated or reclassified.

# Fund Financial Statements

- 1. Interfund services Sales or purchases of goods and services between funds are reported as receipts and disbursements.
- 2. Interfund reimbursements Repayments from funds responsible for certain disbursements to the funds that initially paid for them are reported as reimbursements.
- 3. Interfund transfers Flow of assets from one fund to another where repayment is not expected is reported as transfers in and out.

#### **Government-Wide Financial Statements**

Interfund activity and balances, if any, are eliminated or reclassified in the government-wide financial statements as follows:

 Internal activities – Amounts reported as interfund transfers in the fund financial statements are eliminated in the government-wide Statement of Activities and Net Assets – Cash and Investment Basis except for the net amount of transfers between governmental and business-type activities, which are reported as Transfers – Internal Activities. The effects of interfund services between funds, if any, are not eliminated in the Statement of Activities and Net Assets – Cash and Investment Basis.

- 2. Primary government and component unit activity and balances Resource flows between the primary government and the discretely-presented component unit are reported as if they were external transactions and are classified separately from internal balances and activities within the primary government.
- II. Stewardship, Compliance and Accountability
  - A. Budgetary Information

Annual budgets are adopted on the cash basis, which is not consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at calendar year end.

Prior to the first required publication, the fiscal officer of the School Corporation submits to the governing board a proposed operating budget for the year commencing the following July 1. Prior to adoption, the budget is advertised and public hearings are conducted by the governing board to obtain taxpayer comments. In September of each year, the governing board, through the passage of a resolution, approves the budget for the next year. Copies of the budget resolution and the advertisement for funds for which property taxes are levied or highway use taxes are received are sent to the Indiana Department of Local Government Finance. The budget becomes legally enacted after the fiscal officer of the School Corporation receives approval of the Indiana Department of Local Government Finance.

The School Corporation's management cannot transfer budgeted appropriations between object classifications of a budget without approval of the governing board. The Indiana Department of Local Government Finance must approve any revisions to the appropriations for any fund or any department of the General Fund. The legal level of budgetary control is by object and department within the fund for the General Fund and by object within the fund for all other budgeted funds.

B. Cash and Investment Balance Deficits

At June 30, 2005 and 2006, the following fund reported deficits in cash and investments, which are violations of the Uniform Compliance Guidelines as referenced in state statute:

Fund	2004	2005
Fund General Transportation operating Retirement debt service Capital projects School bus replacement Textbook rental Vocational carryover Vocational administration 2004 Adult and continuing education Vocational administration 2005	2004 \$ (451,325) - - (19) (84,905) (405,547) (82,480) (21,496) -	
Building trades houses	-	(132,662)

Cash and investment deficits arose primarily because of the underestimate of current requirements.

# III. Detailed Notes on All Funds

## Deposits and Investments

#### Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. Indiana Code 5-13-8-1 allows a political subdivision of the State of Indiana to deposit public funds in a financial institution only if the financial institution is a depository eligible to receive state funds and has a principal office or branch that qualifies to receive public funds of the political subdivision. The bank balances were insured by the Federal Deposit Insurance Corporation or the Public Deposit Insurance Fund, which covers all public funds held in approved depositories.

#### IV. Other Information

#### A. Risk Management

The School Corporation is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; and natural disasters.

The risks of torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; and natural disasters are covered by commercial insurance from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage for the past three years. There were no significant reductions in insurance by major category of risk.

B. Holding Corporation

The School Corporation has entered into a capital lease with Garrett-Keyser-Butler Building Corporation (the lessor). The lessor was organized as a not-for-profit corporation pursuant to state statute for the purpose of financing and constructing or reconstructing facilities for lease to the School Corporation. The lessor has been determined to be a related party of the School Corporation. Lease payments during the years ended June 30, 2005 and 2006, totaled \$2,129,880 and \$1,337,668 respectively.

- C. Pension Plans
  - 1. Agent Multiple-Employer and Single-Employer Defined Benefit Pension Plan
    - a. Public Employees' Retirement Fund

#### Plan Description

The School Corporation contributes to the Indiana Public Employees' Retirement Fund (PERF), a defined benefit pension plan. PERF is an agent multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in the defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the PERF Board, most requirements of the system

and give the School Corporation authority to contribute to the plan. The PERF retirement benefit consists of the pension provided by employer contributions plus an annuity provided by the member's annuity savings account. The annuity savings account consists of member's contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

PERF administers the plan and issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. The report may be obtained by contacting:

> Public Employees' Retirement Fund Harrison Building, Room 800 143 West Market Street Indianapolis, IN 46204 Ph. (317) 233-4162

#### Funding Policy and Annual Pension Cost

The contribution requirements of plan members for PERF are established by the Board of Trustees of PERF. The School Corporation's annual pension cost and related information, as provided by the actuary, is presented in this note.

# Actuarial Information for the Above Plan

		PERF
Annual required contribution Interest on net pension obligation Adjustment to annual required	\$	125,823 (12,350)
contribution		14,074
Annual pension cost		127,547
Contributions made		156,564
Decrease in net		
pension obligation Net pension obligation,		(29,017)
beginning of year		(170,342)
Net pension obligation, end of year	\$	(199,359)
chu ur year	φ	(199,009)

	PERF
Contribution rates: School Corporation	5.75%
Plan members Actuarial valuation date	3% 07-01-05
Actuarial cost method	Entry age
Amortization method	Level percentage
	of projected
	payroll, closed
Amortization period	40 years
Amortization period	
(from date)	07-01-97
Asset valuation method	75% of expected
	actuarial value
	plus 25% of market value
	market value
Actuarial Assumptions	
Investment rate of return	7.25%
Projected future salary incre	ases:
Total	5%
Attributed to inflation	4%
Attributed to merit/senio	5
Cost-of-living adjustments	2%
Three Veer Trend I	aformation

#### Three Year Trend Information

	Year Ending	Annual ision Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
PERF	06-30-03 06-30-04 06-30-05	\$ 154,976 110,298 127,547	91% 139% 142%	\$ (126,986) (170,342) (199,359)

# 2. Cost-Sharing Multiple-Employer Defined Benefit Pension Plan

# Teachers' Retirement Fund

# Plan Description

The School Corporation contributes to the Indiana Teachers' Retirement Fund (TRF), a defined benefit pension plan. TRF is a cost-sharing multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All employees engaged in teaching or in the supervision of teaching in the public schools of the State of Indiana are eligible to participate in TRF. State statue (IC 5-10.2) governs, through the TRF Board, most requirements of the system and gives the School Corporation authority to contribute to the plan. The TRF retirement benefit consists of the pension provided by employer contributions plus an

annuity provided by the member's annuity savings account. The annuity savings account consists of member's contributions, set by state statute at 3% of compensation, plus the interest credited to the member's account. The School Corporation may elect to make the contributions on behalf of the member.

TRF issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole and for its participants. That report may be obtained by contacting:

Teachers' Retirement Fund 150 West Market Street Indianapolis, IN 46204 Ph. (317) 232-3860

#### Funding Policy and Annual Pension Costs

The School Corporation contributes the employer's share to TRF for certified employees employed under a federally funded program and all the certified employees hired after July 1, 1995. The School Corporation currently receives partial funding, through the school funding formula, from the State of Indiana for this contribution. The employer's share of contributions for certified personnel who are not employed under a federally funded program and were hired before July 1, 1995, is considered to be an obligation of, and is paid by, the State of Indiana.

The School Corporation is to contribute at an actuarially determined rate. The current rate has been actuarially determined under the entry age normal cost method to be 6.82% of covered wages. The School Corporation's required contributions to the plan for the fiscal years ended June 30, 2006, 2005, and 2004, were \$210,877, \$195,583, and \$186,057, respectively. The School Corporation actually contributed 100% of the required contribution for each of the fiscal years.

# GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF FUNDING PROGRESS

		Public En	nploy	yees' Retirem	ent F	und		
Actuarial Valuation Date	 Actuarial Value of Assets (a)	 Actuarial Accrued Liability (AAL) (b)	As	Excess of ssets Over Jnfunded) AAL (a-b)	R	nded atio a/b)	 Covered Payroll (c)	Excess (Unfunded) AAL as a Percentage of Covered Payroll ((a-b)/c)
07-01-03 07-01-04 07-01-05	\$ 1,906,016 1,979,632 2,101,982	\$ 1,888,117 2,127,662 2,454,650	\$	17,899 (148,030) (352,668)	9	)1% 3% 6%	\$ 2,238,176 2,312,077 2,422,200	1% (6%) (15%)

# Public Employees' Retirement Fund

#### GARRETT KEYSER BUTLER COMMUNITY SCHOOL DISTRICT SUPPLEMENTARY INFORMATION SCHEDULE OF CAPITAL ASSETS June 30, 2006

Capital assets are reported at actual or estimated historical cost based on appraisals or deflated current replacement cost. Contributed or donated assets are reported at estimated fair value at the time received.

Primary Government	Ending Balance
Governmental activities:	
Capital assets, not being depreciated:	
Land	\$ 785,373
Buildings	23,378,412
Improvements other than buildings	2,343,338
Machinery and equipment	1,719,316
Transportation equipment	2,477,398
Total governmental activities, capital	
assets not being depreciated	<u>\$ 30,703,837</u>

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT SUPPLEMENTARY INFORMATION SCHEDULE OF LONG-TERM DEBT June 30, 2006

Description of Debt	 Ending Balance	 Due Within One Year
Governmental activities:		
Temporary loans payable	\$ 900,000	\$ 900,000
Capital leases:		
School building improvements	12,945,000	380,000
Common school loans	188,816	62,225
Bonds payable:		
General obligation bonds:		
2004 Pension bond	 1,240,000	 60,000
Total governmental activities long-term debt	\$ 15,273,816	\$ 1,402,225

# GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT AUDIT RESULT AND COMMENT

# **OVERDRAWN FUND BALANCES**

The following funds were overdrawn as shown below at June 30, 2006:

General	\$ (62,247)
Transportation Operating	(131,335)
Retirement Debt Service	(57,585)
Capital Projects	(61,556)
School Bus Replacement	(20,492)
Textbook Rental	(115,695)
Vocational Carryover	(540,500)
Vocational Administration 2004	(72,444)
Adult and Continuing Education	(19,658)
Vocational Administration 2005	(66,115)
Building Trades Houses	(132,662)

A similar comment appeared in the prior Report B24911.

The balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the governmental unit. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

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# SUPPLEMENTAL AUDIT OF

# FEDERAL AWARDS



STATE BOARD OF ACCOUNTS 302 WEST WASHINGTON STREET ROOM E418 INDIANAPOLIS, INDIANA 46204-2769

> Telephone: (317) 232-2513 Fax: (317) 232-4711 Web Site: www.in.gov/sboa

# INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

# TO: THE OFFICIALS OF THE GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT, DEKALB COUNTY, INDIANA

**STATE OF INDIANA** AN EQUAL OPPORTUNITY EMPLOYER

# Compliance

We have audited the compliance of the Garrett-Keyser-Butler Community School District (School Corporation) with the types of compliance requirements described in the <u>U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement</u> that are applicable to each of its major federal programs for the years ended June 30, 2005 and 2006. The School Corporation's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the School Corporation's management. Our responsibility is to express an opinion on the School Corporation's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States; and OMB Circular A-133, <u>Audits of States, Local Governments</u>, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School Corporation's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the School Corporation's compliance with those requirements.

In our opinion, the School Corporation complied in all material respects with the requirements referred to above that are applicable to each of its major federal programs for the years ended June 30, 2005 and 2006.

#### Internal Control Over Compliance

The management of the School Corporation is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the School Corporation's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

# INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133 (Continued)

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the School Corporation's management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the State Board of Accounts and of the office examined.

STATE BOARD OF ACCOUNTS

January 22, 2007

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS For The Years Ended June 30, 2005 and 2006

Federal Grantor Agency/Pass-Through Entity Cluster Title/Program Title/Project Title	Federal CFDA Number	Pass-Through Entity (or Other) Identifying Number	Total Federal Awards Expended 06-30-05	Total Federal Awards Expended 06-30-06	
U.S. DEPARTMENT OF AGRICULTURE					
Pass-Through Indiana Department of Education					
Child Nutrition Cluster	40 550		¢ 45.000	¢ 54.750	
School Breakfast Program National School Lunch Program	10.553 10.555		\$ 45,833 236,241	\$	
National School Eurich Program	10.555		230,241	200,775	
Total for Cluster			282,074	312,534	
Child and Adult Care Food Program	10.558		51,382	67,465	
Total for federal grantor agency			333,456	379,999	
U.S. DEPARTMENT OF LABOR					
Pass-Through Indiana Department of Education					
One Stop Career Initiative	17.257				
English Works		SY 04/05	22,203	-	
Finishing First		SY 04/05	1,080		
Total for federal grantor agency			23,283		
U.S. DEPARTMENT OF EDUCATION					
Pass-Through Indiana Department of Education					
Adult Education - State Grant Program	84.002				
		SY 04/05	137,267	-	
		SY 05/06		264,694	
Total for program			137,267	264,694	
Title I Grants to Local Education Agencies	84.010				
		04-1820	17,982	-	
		05-1820	89,663	11,928	
		06-1820		88,355	
Total for program			107,645	100,283	
			107,045	100,203	
Vocational Education - Basic Grant to States	84.048				
		04-4700-09-1820	34,268	-	
		05-4700-09-1820	266,028	88,677	
		06-4700-09-1820		240,906	
Total for program			300,296	329,583	
			<u> </u>	,	
Safe and Drug Free Schools and Communities - State Grant	84.186	04-146	149	-	
		05-146	1,205	5,394	
		06-146		1,315	
			4	0.700	
Total for program			1,354	6,709	

The accompanying notes are an integral part of the Schedule of Expenditures of Federal Awards.

#### GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS For The Years Ended June 30, 2005 and 2006 (Continued)

Federal Grantor Agency/Pass-Through Entity Cluster Title/Program Title/Project Title	Federal CFDA Number	Pass-Through Entity (or Other) Identifying Number	Total Federal Awards Expended 06-30-05	Total Federal Awards Expended 06-30-06
U.S. DEPARTMENT OF EDUCATION (continued) Pass-Through Indiana Department of Education (continued) Innovative Education Program Strategies	84.298	2004 2005 2006	2,607 3,540	5,220 4,892
Total for program			6,147	10,112
Education Technology State Grants	84.318	SY 04/05 SY 05/06	644	- 1,392
Total for program			644	1,392
Improving Teacher Quality State Grants	84.367	SY 03/04 SY 04/05 SY 05/06	37,379 53,420 	- 1,263 16,716
Total for program			90,799	17,979
Total for federal grantor agency			644,152	730,752
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Direct Grant Head Start	93.600			
		Head Start 2004 Head Start 2005 Head Start 2006 Early Head Start 2004 Early Head Start 2005 Early Head Start 2006	473,500 458,900 - 152,500 130,126	510,600 465,793 177,016 123,447
Total for federal grantor agency			1,215,026	1,276,856
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE Pass-Through Indiana Department of Education Serve America	94.004	SY 04/05	4,000	-
Total for federal grantor agency			4,000	
Total federal awards expended			<u>\$ 2,219,917</u>	\$ 2,387,607

The accompanying notes are an integral part of the Schedule of Expenditures of Federal Awards.

# GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

#### I. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Garrett-Keyser-Butler Community School District (School Corporation) and is presented in accordance with the requirements of OMB Circular A-133, <u>Audits of States, Local Governments, and Non-Profit</u> <u>Organizations</u>. Accordingly, the amount of federal awards expended is based on when the activity related to the award occurs. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Circular A-133 requires an annual audit of nonfederal entities expending a total amount of federal awards equal to or in excess of \$500,000 in any fiscal year unless by constitution or statute a less frequent audit is required. In accordance with the Indiana Code (IC 5-11-1 et seq.), audits of school corporations shall be conducted biennially. Such audits shall include both years within the biennial period.

#### II. Noncash Assistance

The School Corporation expended the following amount of noncash assistance for the years ending June 30, 2005 and 2006. This noncash assistance is also included in the federal expenditures presented in the schedule.

Program Title	Federal CFDA Number	2005	2006
School Breakfast Program	10.553	\$ 7,215	\$ 9,053
National School Lunch Program	10.555	37,188	42,471

# GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT SCHEDULE OF FINDINGS AND QUESTIONED COSTS

# Section I – Summary of Auditor's Results

#### Financial Statements:

Type of auditor's report issued: Unqualified	
Internal control over financial reporting: Material weaknesses identified? Reportable conditions identified that are not considered to be	no
material weaknesses?	none reported
Noncompliance material to financial statements noted?	no
Federal Awards:	
Internal control over major programs: Material weaknesses identified? Reportable conditions identified that are not considered to be	no
material weaknesses?	none reported
Type of auditor's report issued on compliance for major programs: Unqu	alified
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?	no
Identification of Major Programs:	

CFDA

Number	Name of Federal Program or Cluster
84.002 84.048	Child Nutrition Cluster Adult Education State Grant Program Vocational Education Basic Grant to States

Dollar threshold used to distinguish between Type A and Type B programs: \$300,000

Auditee qualified as low-risk auditee?

yes

# Section II – Financial Statement Findings

No matters are reportable.

# Section III – Federal Award Findings and Questioned Costs

No matters are reportable.

# GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

No matters are reportable.

# GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL DISTRICT EXIT CONFERENCE

The contents of this report were discussed on January 22, 2007, with Alan C. Middleton, Superintendent of Schools. The officials concurred with our audit findings.