# B46192

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

FINANCIAL STATEMENT AND FEDERAL SINGLE AUDIT REPORT OF

SOUTHWESTERN JEFFERSON COUNTY CONSOLIDATED SCHOOL CORPORATION JEFFERSON COUNTY, INDIANA

July 1, 2012 to June 30, 2014





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# SCHEDULE OF OFFICIALS

Office

**Official** 

Term

Treasurer

Superintendent of Schools

President of the School Board

Laura Boldery

Steve Telfer **Trevor Jones** 

Kevin Brierly Jodi Gray

07-01-12 to 06-30-16

07-01-12 to 06-30-15 07-01-15 to 06-30-18

01-01-12 to 12-31-14 01-01-15 to 12-31-16



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

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## INDEPENDENT AUDITOR'S REPORT

# TO: THE OFFICIALS OF THE SOUTHWESTERN JEFFERSON COUNTY CONSOLIDATED SCHOOL CORPORATION, JEFFERSON COUNTY, INDIANA

## **Report on the Financial Statement**

We have audited the accompanying financial statement of the Southwestern Jefferson County Consolidated School Corporation (School Corporation), which comprises the financial position and results of operations for the period of July 1, 2012 to June 30, 2014, and the related notes to the financial statement.

#### Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the financial reporting provisions of the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6). Management is responsible for and has determined that the regulatory basis of accounting, as established by the Indiana State Board of Accounts, is an acceptable basis of presentation. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of a financial statement that is free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on this financial statement 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 *Government Auditing Standards*, 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 statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School Corporation's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School Corporation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## INDEPENDENT AUDITOR'S REPORT (Continued)

## Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As discussed in Note 1 of the financial statement, the School Corporation prepares its financial statement on the prescribed basis of accounting that demonstrates compliance with the reporting requirements established by the Indiana State Board of Accounts as allowed by state statute (IC 5-11-1-6), which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

#### Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statement referred to above does not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position and results of operations of the School Corporation for the period of July 1, 2012 to June 30, 2014.

#### **Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statement referred to above presents fairly, in all material respects, the financial position and results of operations of the School Corporation for the period of July 1, 2012 to June 30, 2014, in accordance with the financial reporting provisions of the Indiana State Board of Accounts described in Note 1.

## **Other Matters**

#### Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the School Corporation's financial statement. 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, Audits of States, Local Governments, and Non-Profit Organizations,* and is not a required part of the financial statement. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statement. The information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other additional statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the financial statement taken as a whole.

#### Other Information

Our audit was conducted for the purpose of forming an opinion on the School Corporation's financial statement. The Combining Schedules of Receipts, Disbursements, Other Financing Sources (Uses), and Cash and Investment Balances - Regulatory Basis, Schedule of Payables and Receivables, Schedule of Leases and Debt, and Schedule of Capital Assets, as listed in the Table of Contents, are presented for additional analysis and are not required parts of the financial statement. They have not been subjected to the auditing procedures applied by us in the audit of the financial statement and, accordingly, we express no opinion on them.

## INDEPENDENT AUDITOR'S REPORT (Continued)

## Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued a report dated December 8, 2015, 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, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the School Corporation's internal control over financial reporting and compliance.

Paul D. Joyce Paul D. Joyce, CPA

State Examiner

December 8, 2015



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

# TO: THE OFFICIALS OF THE SOUTHWESTERN JEFFERSON COUNTY CONSOLIDATED SCHOOL CORPORATION, JEFFERSON COUNTY, INDIANA

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statement of the Southwestern Jefferson County Consolidated School Corporation (School Corporation), which comprises the financial position and results of operations for the period of July 1, 2012 to June 30, 2014, and the related notes to the financial statement, and have issued our report thereon dated December 8, 2015, wherein we noted the School Corporation followed accounting practices the Indiana State Board of Accounts prescribes rather than accounting principles generally accepted in the United States of America.

## **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statement, we considered the School Corporation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the School Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the School Corporation's internal control.

Our consideration of the internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statement will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs as item 2014-001 to be a material weakness.

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS (Continued)

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School Corporation's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as item 2014-001.

## Southwestern Jefferson County Consolidated School Corporation's Response to Findings

The School Corporation's response to the findings identified in our audit is described in the accompanying Corrective Action Plan. The School Corporation's response was not subjected to the auditing procedures applied in the audit of the financial statement and, accordingly, we express no opinion on it.

## **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School Corporation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School Corporation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Paul D. Joyce Paul D. Joyce, CPA State Examiner

December 8, 2015

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# FINANCIAL STATEMENT AND ACCOMPANYING NOTES

The financial statement and accompanying notes were approved by management of the School Corporation. The financial statement and notes are presented as intended by the School Corporation.

	In	Cash and vestments 07-01-12	 Receipts	Disl	bursements	Other Financing urces (Uses)	Cash and nvestments 06-30-13	 Receipts	Dis	sbursements	Fi	Other nancing ces (Uses)	In	Cash and vestments 06-30-14
General	\$	2,533,533	\$ 9,294,250	\$	8,571,189	\$ (13,372)	\$ 3,243,222	\$ 9,419,034	\$	10,305,967	\$	(400,299)	\$	1,955,990
Debt Service		301,416	397,755		421,939	-	277,232	164,299		429,159		-		12,372
Retirement/Severance Bond Debt Service		94,111	183,050		151,276	-	125,885	32,879		156,267		-		2,497
Capital Projects		403,629	1,011,687		1,143,929	3,627	275,014	430,050		807,310		(1,813)		(104,059)
School Transportation		752,516	1,222,128		972,572	-	1,002,072	542,627		938,943		(299,450)		306,306
School Bus Replacement		238,385	103,790		246,597	-	95,578	75,169		-		(50,000)		120,747
Rainy Day		300,000	-		-	-	300,000	-		-		700,000		1,000,000
Retirement/Severance Bond		98,000	-		42,000	-	56,000	-		49,000		-		7,000
School Lunch		323,428	652,530		640,560	-	335,398	698,257		723,761		-		309,894
Textbook Rental		60,909	131,696		85,061	-	107,544	154,875		90,743		-		171,676
Educational License Plates		3,152	1,669		3,135	(1,500)	186	113		150		-		149
5th Grade Mammoth Cave Trip		700	-		-	-	700	-		-		-		700
PSI lota Xi Sorority Music Gift		350	-		-	-	350	-		-		-		350
Donation Fund Various Awards		1,000	2,140		3,140	1,558	1,558	2,810		4,705		-		(337)
ISTEP		629			-	(58)	571	-		-		-		571
Desk Drawer Dollars Elementary		103	75		80	-	98	100		-		-		198
Special Vo-Ag Grounds Work		446	-		-	-	446	-		-		-		446
Youth Shelter YAR Gift		104	-		-	-	104	-		-		-		104
WHAS Crusade For Children			8,500		8,500	-		8,464		8,678		214		
Excess Section 125		16,974	10		-	-	16,984	-		-		-		16,984
Recycling Grant		258	-		-	-	258	-		14		-		244
Industrial Tech- Bottomley		155	-		-	-	155	-		-		-		155
Monsanto GT		-	-		-	-	-	10,000		9,782		-		218
Spirit's Fund Grant (Elem)		300	-		-	-	300	-		-		-		300
Delbert King Foundation		3,186	80		3,125	-	141	-		-		-		141
Walmart Clothes Closet Gift		4 005	5,000		- 910	-	5,000 695	-		1,006 310		-		3,994
Farmers Growing Communities		1,605	-		910	-		-		310		-		385
IKEC Donation Academics		1,000	-		-	-	1,000	-		-		-		1,000
Basketball / Softball Donations		1,003	-		-	-	1,003 1,278	-		-		-		1,003
Community Calf Project Gleaners Food Pantry		-	6,667 800		5,389 671	-	1,278	29,920 500		11,450 622		-		19,748 7
Lego Robotics		-	800		071	-	129	12,955		11,200		-		, 1,755
Coalition Substance Abuse		- 1,754	-		-	-	- 1,754	12,955		11,200		-		1,754
ECO 15 Final Phase		1,734	- 7,221		4,385	-	2,836	-		- 5,836		3,000		1,754
ECO 15 Final Finase ECO 15 Grant 2011-12		4,700	7,221		4,385	-	2,030	-		5,650		3,000		-
Save A Teacher		298,748	-		315,583	- 16,835	-	-		-		-		-
Walmart Special Ed Gift		290,740 786	-		515,565	10,035	786	-		-		-		786
Walmart Wrestling Gift		500	-		-	-	500	-		-		-		500
CPR Training Instruction		660	-		1,030	370	500	- 100		-		-		100
HS Media Arts Fees		203	-		1,030	570	203	100		-		-		203
Extra-Curricular Activities		203	-		- 1,182	- 1,166	203	- 1,352		- 1,230		-		121
		15	-		1,102	1,100	(1)	1,002		1,200		-		121

The notes to the financial statement are an integral part of this statement.

	Cash and Investments 07-01-12	Receipts	Disbursements	Other Financing Sources (Uses)	Cash and Investments 06-30-13	Receipts	Disbursements	Other Financing Sources (Uses)	Cash and Investments 06-30-14
Special Ed Gifts	593	-	_	_	593	_	593	-	_
Summer 2014 Programs	-	-	-	-	-	660	630	-	30
5th Grade Trips Stephan	1,044	-	-	-	1,044	-	-	-	1,044
Donation Thanksgiving Dinner	229	-	170	-	59	45	-	-	104
PSI Energy Savings	41,696	-	-	-	41,696	-	-	-	41,696
The NEA Foundation	-	4,500	4,373	1,596	1,723	500	1,723	-	500
Community Foundation GT	-	2,500	2,500	-	-,	-	-,	-	-
6th Grade Museum Trip Grant	98	-	-	-	98	300	374	-	24
High Ability	3,426	-	3,426	-	-	30,096	6,531	-	23,565
High Ability 2012-13	-	31,069	12,317	-	18,752	-	18,921	168	(1)
Instructional Support	300	-		-	300	-	-	-	300
Education Technology	-	119,086	120,900	-	(1,814)	44,790	42,976	-	-
Medicare Reimbursement	1,632	-	-	-	1,632	-	-	-	1,632
Secured Schools Safety	-	-	-	-	-	-	36,179	50,000	13,821
School Technology	8,695	4,491	2,486	-	10,700	5,186	-	-	15,886
Technology Plan Buddy	169	-	-	-	169	-	-	(33)	136
Performance Based Awards	985	-	-	-	985	-	-	-	985
Construction Common School	26,407	-	-	-	26.407	-	-	-	26,407
High School Construction	119,658	-	-	-	119,658	-	-	-	119,658
Tech Asst GT Livestock ISDA	-	994	1,000	6	-	-	-	-	-
Common School Loan 2013	-	-	-	-	-	58,920	77,017	-	(18,097)
eLearning Innovation Planning	-	30,000	16,677	(5,565)	7,758	· -	7,758	-	-
Excess PTRC Distributions	12,602	-	-	-	12,602	-	-	-	12,602
Title   2011-12	(34,337)	112,502	87,084	8,918	(1)	-	-	-	(1)
Title   2013-14	-	-	-	-	-	119,284	163,558	(615)	(44,889)
Title I 2010-11	8,918	-	-	(8,918)	-	-	-	-	-
Title I 2012-13	· -	180,752	201,637	-	(20,885)	77,587	57,319	615	(2)
Title V Part A 2009-10	3,812	, _	6,194	2,382	-	· -	-	-	-
Special Education Improvement Grant	· -	-	33,011	· -	(33,011)	69,997	36,986	-	-
Drug Free Schools	12,436	-	· -	-	12,436	· -	-	-	12,436
Medicaid Reimbursement - Federal	2,921	-	-	-	2,921	-	-	-	2,921
Title II-A FY11-12	(2,349)	55,720	35,378	(13,130)	4,863	-	4,863	-	· -
Title II-A FY12-13	-	-	13,306	13,306	-	6,727	11,253	-	(4,526)
Title II-A FY10-11	(3,742)	3,742	· -	· -	-	-	-	-	-
Payroll Deductions	-	2,021,632	2,021,632	-	-	2,249,635	2,249,635	-	0
Prepaid Food Collections	-	-	-	-	-	203,495	190,449	-	13,046
Education Jobs	(21,201)	86,582	58,885	(6,496)	-	-	-	-	-
		· · · ·	·						
Totals	\$ 5,628,250	5 15,682,618	\$ 15,247,929	\$ 725	\$ 6,063,664	\$ 14,450,726	\$ 16,462,898	\$ 1,787	\$ 4,053,279

The notes to the financial statement are an integral part of this statement.

## Note 1. 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 accompanying financial statement presents the financial information for the School Corporation.

## B. Basis of Accounting

The financial statement is reported on a regulatory basis of accounting prescribed by the Indiana State Board of Accounts in accordance with state statute (IC 5-11-1-6), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The basis of accounting involves the reporting of only cash and investments and the changes therein resulting from cash inflows (receipts) and cash outflows (disbursements) reported in the period in which they occurred.

The regulatory 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.

## C. Cash and Investments

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

## D. Receipts

Receipts are presented in the aggregate on the face of the financial statement. The aggregate receipts include the following sources:

Local sources which include taxes, revenue from local governmental units other than school corporations, transfer tuition, transportation fees, investment income, food services, School Corporation activities, revenue from community services activities, and other revenue from local sources.

Intermediate sources which include distributions from the County for fees collected for or on behalf of the School Corporation including educational license plate fees, congressional interest, riverboat distributions, and other similar fees.

State sources include distributions from the State of Indiana and are to be used by the School Corporation for various purposes. Included in state sources are unrestricted grants, restricted grants, revenue in lieu of taxes, and revenue for or on behalf of the School Corporation.

Federal sources include distributions from the federal government and are to be used by the School Corporation for various purposes. Included in federal sources are unrestricted grants, restricted grants, revenue in lieu of taxes, and revenue for or on behalf of the School Corporation.

Other receipts which include amounts received from various sources which include return of petty cash, return of cash change, insurance claims for losses, sale of securities, and other receipts not listed in another category above.

#### E. Disbursements

Disbursements are presented in the aggregate on the face of the financial statement. The aggregate disbursements include the following uses:

Instruction which includes outflows for regular programs, special programs, adult and continuing education programs, summer school programs, enrichment programs, remediation, and payments to other governmental units.

Support services which include outflows for support services related to students, instruction, general administration, and school administration. It also includes outflows for central services, operation and maintenance of plant services, and student transportation.

Noninstructional services which include outflows for food service operations and community service operations.

Facilities acquisition and construction which includes outflows for the acquisition, development, construction, and improvement of new and existing facilities.

Debt services which include fixed obligations resulting from financial transactions previously entered into by the School Corporation. It includes all expenditures for the reduction of the principal and interest of the School Corporation's general obligation indebtedness.

Nonprogrammed charges which include outflows for donations to foundations, securities purchased, indirect costs, scholarships, funds held temporarily for an authorized recipient, and self-insurance payments.

#### F. Other Financing Sources and Uses

Other financing sources and uses are presented in the aggregate on the face of the financial statement. The aggregate other financing sources and uses include the following:

Sale of capital assets which includes money received when land, buildings, or equipment owned by the School Corporation is sold.

Transfers in which includes money received by one fund as a result of transferring money from another fund. The transfers are used for cash flow purposes as provided by various statutory provisions.

Transfers out which includes money paid by one fund to another fund. The transfers are used for cash flow purposes as provided by various statutory provisions.

## G. Fund Accounting

Separate funds are established, maintained, and reported by the School Corporation. Each fund is used to account for money received from and used for specific sources and uses as determined by various regulations. Restrictions on some funds are set by statute while other funds are internally restricted by the School Corporation. The money accounted for in a specific fund may only be available for use for certain, legally restricted purposes. Additionally, some funds are used to account for assets held by the School Corporation in a trustee capacity as an agent of individuals, private organizations, other funds, or other governmental units and therefore the funds cannot be used for any expenditures of the unit itself.

## Note 2. Budgets

The operating budget is initially prepared and approved at the local level. The fiscal officer of the School Corporation submits a proposed operating budget to the governing board for the following calendar year. The budget is advertised as required by law. Prior to adopting the budget, the governing board conducts public hearings and obtains taxpayer comments. Prior to November 1, the governing board approves the budget for the next year. The budget for funds for which property taxes are levied or highway use taxes are received is subject to final approval by the Indiana Department of Local Government Finance.

## Note 3. Property Taxes

Property taxes levied are collected by the County Treasurer and are scheduled to be distributed to the School Corporation in June and December; however, situations can arise which would delay the distributions. 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 percent 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 normally become delinquent if not paid by May 10 and November 10, respectively.

## Note 4. Deposits and Investments

Deposits, made in accordance with state statute (IC 5-13), with financial institutions in the State of Indiana at year end should be entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution.

State statutes authorize the School Corporation to invest in securities including, but not limited to, federal government securities, repurchase agreements, and certain money market mutual funds. Certain other statutory restrictions apply to all investments made by local governmental units.

## Note 5. Risk Management

The School Corporation may be 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; medical benefits to employees, retirees, and dependents; and natural disasters.

These risks can be mitigated through the purchase of insurance, establishment of a self-insurance fund, and/or participation in a risk pool. The purchase of insurance transfers the risk to an independent third party. The establishment of a self-insurance fund allows the School Corporation to set aside money for claim settlements. The self-insurance fund would be included in the financial statement. The purpose of participation in a risk pool is to provide a medium for the funding and administration of the risks.

## Note 6. Pension Plans

## A. Public Employees' Retirement Fund

## Plan Description

The Indiana Public Employees' Retirement Fund (PERF) is a defined benefit pension plan. PERF is a cost-sharing multiple-employer public employee retirement system, which provides retirement benefits to plan members and beneficiaries. All full-time employees are eligible to participate in this defined benefit plan. State statutes (IC 5-10.2 and 5-10.3) govern, through the Indiana Public Retirement System (INPRS) 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 members' contributions, set by state statute at 3 percent of compensation, plus the interest credited to the member's account. The employer may elect to make the contributions on behalf of the member.

INPRS 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. That report may be obtained by contacting:

Indiana Public Retirement System One North Capitol, Suite 001 Indianapolis, IN 46204 Ph. (888) 526-1687

## Funding Policy and Annual Pension Cost

The contribution requirements of the plan members for PERF are established by the Board of Trustees of INPRS.

## B. Teachers' Retirement Fund

#### Plan Description

The Indiana Teachers' Retirement Fund (TRF) is 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 statute (IC 5-10.2) governs, through the Indiana Public Retirement System (INPRS) 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 members' contributions, set by state statute at 3 percent 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.

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

Indiana Public Retirement System One North Capitol, Suite 001 Indianapolis, IN 46204 Ph. (888) 286-3544

## Funding Policy and Annual Pension Cost

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.

## Note 7. Cash Balance Deficits

The financial statement contains some funds with deficits in cash. This is a result of the following:

Capital Projects (#0350). The June 30, 2014 cash balance shows a deficit of \$104,059 because the School Corporation did not receive its property taxes and excise taxes due in June 2014 until July 8, 2014. The total receipted into Capital Projects on that date was \$547,721.98.

Donation Fund Various Awards (#2030). The June 30, 2014 cash balance shows a deficit of \$337. This was due to an invoice being paid that overspent the fund. On August 11, 2014, a transfer of \$336.40 was made from General (#0100) to the Donation Fund Various Awards (#2030) to correct this deficit.

Common School Loan 2013 (#3902). The June 30, 2014 cash balance shows a deficit of \$18,097. This is a reimbursable fund. A receipt from the State Auditor was entered on July 8, 2014, in the amount of \$17,990. Another receipt was entered on August 11, 2014, as a transfer from General (#0100) to Common School Loan 2013 (#3902) in the amount of \$106.38 for overspending the fund.

Title I 2013-14 (#4101) is a Federal reimbursable fund. The reimbursements for expenditures made by the School Corporation were not received by June 30, 2014.

Title II-A FY12-13 (#6842) is a Federal reimbursable fund. The reimbursements for expenditures made by the School Corporation were not received by June 30, 2014.

## Note 8. Holding Corporations

The School Corporation has entered into a capital lease with Southwestern Jefferson County School 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, 2013 and 2014, totaled \$156,500 and \$155,000, respectively.

The School Corporation has entered into a capital lease with Southwestern Jefferson County Multi-School 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 will begin June 30, 2016.

## Note 9. Other Postemployment Benefits

The School Corporation provides to eligible retirees and their spouses the following benefit:

## Defined Contribution Healthcare Plan

## Plan Description

Anthem Blue Access (PPO) Healthcare Plan is a defined contribution healthcare plan administered by Hoosier Heartland School Trust. The plan provides medical insurance benefits to eligible retirees and their spouses. Indiana Code 5-10-8 assigns the authority to establish and amend benefit provisions to the School Corporation.

## Funding Policy

The contribution requirements of plan members for the Anthem Blue Access (PPO) Healthcare Plan are established by the School Corporation's governing board. Retirees are required to pay any portion of the insurance premium that is over \$2,100. These benefits pose a liability to the School Corporation for this year and in future years. Further information regarding the benefits can be obtained by contacting the School Corporation.

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## **OTHER INFORMATION - UNAUDITED**

The School Corporation's Financial Reports can be found on the Indiana Department of Education website: <u>http://mustang.doe.state.in.us/TRENDS/fin.cfm</u>. This website is maintained by the Indiana Department of Education. More current financial information is available from the School Corporation Treasurer's Office. Additionally, some financial information of the School Corporation can be found on the Gateway website: <u>https://gateway.ifionline.org/</u>.

Differences may be noted between the financial information presented in the financial statement contained in this report and the financial information presented in the Financial Reports of the School Corporation which are referenced above. These differences, if any, are due to adjustments made to the financial information during the course of the audit. This is a common occurrence in any financial statement audit. The financial information presented in this report is audited information, and the accuracy of such information can be determined by reading the opinion given in the Independent Auditor's Report.

The other information presented was approved by management of the School Corporation. It is presented as intended by the School Corporation.

	General		<u> </u>	Debt Service		Retirement/ Severance Bond Debt Service		Capital Projects	Tr	School ansportation	R	School Bus eplacement			Se	tirement/ verance Bond
Cash and investments - beginning	<u>\$ 2,5</u>	533,533	\$	301,416	\$	94,111	\$	403,629	\$	752,516	\$	238,385	\$	300,000	\$	98,000
Receipts: Local sources Intermediate sources		86,862 14		397,755 -		183,050 -		1,010,241 -		1,222,128		103,790		-		-
State sources Federal sources	9,2	204,094 3,280		-		-		-		-		-		-		-
Other		-		-				1,446		-						<u> </u>
Total receipts	9,2	294,250		397,755		183,050		1,011,687		1,222,128		103,790		-		-
Disbursements: Current:																
Instruction		63,387		-		-		-		-		-		-		28,000
Support services Noninstructional services		542,591 65,211		-		-		338,621		972,572		246,597		-		14,000
Facilities acquisition and construction		- 05,211		_		_		805,308		_		-		_		_
Debt services		-		421,939		151,276		-		-		-		-		-
Nonprogrammed charges				-				-		-		-				-
Total disbursements	8,5	571,189		421,939		151,276		1,143,929		972,572		246,597				42,000
Excess (deficiency) of receipts over	-			(04.404)		04 774		(100.0.40)		0.40 550		(1.10.007)				(40,000)
disbursements	/	23,061		(24,184)		31,774		(132,242)		249,556		(142,807)		-		(42,000)
Other financing sources (uses):																
Sale of capital assets		-		-		-		727		-		-		-		-
Transfers in Transfers out		7,565 (20,937)		-		-		2,900		-		-		-		-
Transfers out	(	(20,937)		-		-		-								-
Total other financing sources (uses)	(	(13,372)						3,627								<u> </u>
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses	7	709,689		(24,184)		31,774		(128,615)		249,556		(142,807)		-		(42,000)
5						<u> </u>										
Cash and investments - ending	\$ 3,2	243,222	\$	277,232	\$	125,885	\$	275,014	\$	1,002,072	\$	95,578	\$	300,000	\$	56,000

Donation Desk Educational 5th Grade PSI lota Xi Fund Drawer School Textbook License Mammoth Sorority Various Dollars Music Gift ISTEP Lunch Rental Plates Cave Trip Awards Elementary Cash and investments - beginning 323,428 60,909 3,152 \$ 700 350 1,000 629 \$ \$ \$ \$ \$ \$ \$ 103 Receipts: Local sources 243,381 71,410 1,500 2,140 75 -Intermediate sources 169 --6,434 State sources 60,286 ----Federal sources 402,715 . Other Total receipts 652,530 131,696 1,669 2,140 75 Disbursements: Current: Instruction 2,848 80 Support services 382 85,061 3,135 292 Noninstructional services 634,343 Facilities acquisition and construction 5,835 Debt services Nonprogrammed charges Total disbursements 640,560 85,061 3,135 3,140 80 Excess (deficiency) of receipts over disbursements 11,970 46,635 (1,466) (1,000)(5) Other financing sources (uses): Sale of capital assets ----Transfers in 1,558 \_ \_ --Transfers out (1,500) (58) --Total other financing sources (uses) (1,500)1,558 (58) Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses 11,970 46,635 (2,966)558 (58) (5) <u>571 </u>\$ Cash and investments - ending 335,398 107,544 186 700 350 1,558 98 \$ \$ 9

Special Youth WHAS Vo-Ag Shelter Crusade Excess Industrial Spirit's Grounds YAR For Section Recycling Tech-Monsanto Fund Grant (Elem) Gift Children 125 Grant Bottomley Work GT Cash and investments - beginning 446 \$ 16,974 \$ 258 \$ \$ 104 \$ \$ 155 \$ \$ 300 Receipts: Local sources 8,500 10 --Intermediate sources ----State sources ---Federal sources Other Total receipts 8,500 10 Disbursements: Current: Instruction 8,500 Support services Noninstructional services Facilities acquisition and construction Debt services Nonprogrammed charges Total disbursements 8,500 Excess (deficiency) of receipts over disbursements 10 Other financing sources (uses): Sale of capital assets --Transfers in \_ \_ Transfers out Total other financing sources (uses) Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses 10 Cash and investments - ending 446 104 258 155 300 \$ \$ \$ \$ \$

(Continued)

	Delbert King Foundation	Walmart Clothes Closet Gift	Farmers Growing Communities	IKEC Donation Academics	Basketball/ Softball Donations	Community Calf Project	Gleaners Food Pantry	Lego Robotics
Cash and investments - beginning	\$ 3,186	<u>\$</u> -	<u>\$ 1,605</u>	\$ 1,000	\$ 1,003	<u>\$</u> -	<u>\$</u> -	<u>\$</u>
Receipts: Local sources Intermediate sources	80	5,000	-	-	-	6,667	800	-
State sources Federal sources Other	-	-	-		-	-	-	- - -
Total receipts	80	5,000				6,667	800	
Disbursements: Current:								
Instruction Support services	434	-	910	-	-	5,389	671	-
Noninstructional services Facilities acquisition and construction Debt services	- -	-	-	-	- -	-	-	- -
Nonprogrammed charges	2,691							
Total disbursements	3,125		910			5,389	671	
Excess (deficiency) of receipts over disbursements	(3,045)	5,000	(910)			1,278	129	<u> </u>
Other financing sources (uses): Sale of capital assets Transfers in Transfers out	- - -	- - -	- - -	- - -	-	- - 	- - -	- - -
Total other financing sources (uses)								
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses	(3,045)	5,000	(910)			1,278	129	
Cash and investments - ending	\$ 141	\$ 5,000	\$ 695	<u>\$ 1,000</u>	\$ 1,003	\$ 1,278	<u>\$ 129</u>	<u>\$</u>

ECO 15 ECO 15 CPR HS Media Coalition Walmart Walmart Substance Final Grant Save A Special Wrestling Training Arts 2011-12 Ed Gift Gift Abuse Phase Teacher Instruction Fees Cash and investments - beginning 1,754 4,700 \$ 298,748 786 500 660 203 \$ \$ \$ \$ \$ \$ \$ -Receipts: Local sources 7,221 Intermediate sources ---State sources ---Federal sources Other Total receipts 7,221 Disbursements: Current: Instruction 4,700 315,583 -Support services 4,385 1,030 Noninstructional services Facilities acquisition and construction Debt services Nonprogrammed charges Total disbursements 4,385 4,700 315,583 1,030 Excess (deficiency) of receipts over disbursements 2,836 (4,700)(315,583) (1,030)Other financing sources (uses): Sale of capital assets --Transfers in 16,835 370 \_ -Transfers out -16,835 Total other financing sources (uses) 370 Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses 2,836 (4,700)(298, 748)(660) Cash and investments - ending 1,754 2,836 786 500 203 \$ \$ \$ \$ \$ \$ \$

Extra-Special Summer 5th Grade Donation PSI The Community Curricular Ed 2014 Trips Thanksgiving Energy NEA Foundation Activities Gifts Stephan Dinner Foundation GT Programs Savings Cash and investments - beginning 593 229 15 \$ \$ \$ 1,044 \$ \$ 41,696 \$ Receipts: Local sources 4,500 2,500 -Intermediate sources ----State sources \_ --Federal sources Other Total receipts 4,500 2,500 Disbursements: Current: Instruction 170 1,801 1,182 Support services 2,572 2,500 Noninstructional services Facilities acquisition and construction -Debt services Nonprogrammed charges Total disbursements 1,182 170 4,373 2,500 Excess (deficiency) of receipts over disbursements (1, 182)(170) 127 Other financing sources (uses): Sale of capital assets \_ -1,166 Transfers in 1,841 \_ \_ Transfers out (245) -Total other financing sources (uses) 1,166 1,596 Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses (1<u>70</u>) (16) 1,723 (1) \$ Cash and investments - ending 593 1,044 59 41,696 \$ \$ \$ \$

6th Grade High Secured Museum High Ability Instructional Education Medicare Schools School Ability 2012-13 Safety Trip Grant Support Technology Reimbursement Technology Cash and investments - beginning 98 \$ 300 1,632 8,695 3,426 \$ \$ \$ Receipts: Local sources -Intermediate sources -State sources 31,069 119,086 4,491 --Federal sources Other Total receipts 31,069 119,086 4,491 Disbursements: Current: Instruction 3,426 12,317 2,486 Support services 120,900 Noninstructional services Facilities acquisition and construction Debt services Nonprogrammed charges Total disbursements 3,426 12,317 120,900 2,486 Excess (deficiency) of receipts over disbursements (3,426) 18,752 (1,814) 2,005 Other financing sources (uses): Sale of capital assets --Transfers in 473 Transfers out (473) Total other financing sources (uses) Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses (3,426) 18,752 (1,814) 2,005 18,752 (<u>1,814</u>) <u>\$</u> 1,632 Cash and investments - ending 98 300 10,700 \$ \$ \$ 9

Tech Technology Performance Construction High Asst GT Common eLearning Excess Plan Based Common School Livestock School Innovation PTRC Buddy ISDA Loan 2013 Distributions Awards School Construction Planning Cash and investments - beginning 169 985 12,602 \$ \$ \$ 26,407 \$ 119,658 9 9 Receipts: Local sources -Intermediate sources --994 30,000 State sources \_ Federal sources Other Total receipts 994 30.000 Disbursements: Current: Instruction 1,000 Support services 16,677 Noninstructional services Facilities acquisition and construction Debt services Nonprogrammed charges 1,000 Total disbursements 16,677 Excess (deficiency) of receipts over disbursements (6) 13,323 Other financing sources (uses): Sale of capital assets --Transfers in 6 \_ Transfers out (5,565) -Total other financing sources (uses) 6 (5,565)Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses 7,758 7,7<u>58</u>\$ Cash and investments - ending 169 985 26,407 119,658 12,602 \$ \$ \$ 9

Special Title V Education Drug Medicaid Title I Title I Title I Title I Part A Improvement Free Reimbursement -2011-12 2013-14 2010-11 2012-13 2009-10 Grant Schools Federal Cash and investments - beginning 8,918 2,921 (34,337) S 9 S 9 3,812 \$ 12,436 \$ Receipts: Local sources Intermediate sources --State sources Federal sources 112.502 180.752 Other Total receipts 112,502 180,752 Disbursements: Current: Instruction 70,906 179,776 33,011 Support services 15,224 18,614 6,194 Noninstructional services 954 3,247 Facilities acquisition and construction Debt services Nonprogrammed charges 87,084 Total disbursements 201,637 6,194 33,011 Excess (deficiency) of receipts over disbursements 25,418 (20,885) (6,194) (33,011) Other financing sources (uses): Sale of capital assets ---Transfers in 8,918 2,382 -\_ Transfers out (8,918) --Total other financing sources (uses) 8,918 (8,918) 2,382 Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses 34,336 (8,918) (20,885) (3,812) (33,011) Cash and investments - ending (1) \$ (20,885) (33,011) 12,436 2,921 \$ \$ 9

Prepaid Title II-A Title II-A Title II-A Payroll Food Education FY 11-12 FY 12-13 FY 10-11 Deductions Collections Jobs Totals Cash and investments - beginning (21,201) \$ 5,628,250 \$ (2,349) \$ (3,742)\$ Receipts: Local sources 3,357,610 ---Intermediate sources 183 ---State sources 9,456,454 -Federal sources 55.720 3.742 86.582 845.293 Other 2,021,632 2,023,078 --Total receipts 55,720 3,742 2,021,632 86,582 15,682,618 Disbursements: Current: Instruction 8,870 13,306 58,885 6,716,456 Support services 26,508 4,419,037 Noninstructional services 703,755 Facilities acquisition and construction 811,143 -Debt services 573,215 2,021,632 2,024,323 Nonprogrammed charges Total disbursements 35,378 13,306 2,021,632 58,885 15,247,929 Excess (deficiency) of receipts over disbursements 20,342 (13, 306)3,742 27,697 434,689 Other financing sources (uses): Sale of capital assets 727 --Transfers in 176 13,306 57,497 \_ 1 Transfers out (13,306) (6,497) (57,499) (6,496) Total other financing sources (uses) (13,130) 13,306 725 Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses 7,212 3,742 21,201 435,414 Cash and investments - ending 4,863 6,063,664 \$ \$ \$ -

	General	Debt Service	Retirement/ Severance Bond Debt Service	Capital Projects	School Transportation	School Bus Replacement	Rainy Day	Retirement/ Severance Bond
Cash and investments - beginning	\$ 3,243,222	\$ 277,232	\$ 125,885	\$ 275,014	\$ 1,002,072	\$ 95,578	\$ 300,000	\$ 56,000
Receipts: Local sources Intermediate sources State sources Federal sources	161,295 31 9,257,708	164,299 - - -	32,879 - - -	430,050 - - -	542,320 - - -	75,169 - - -	- - -	-
Other					307			
Total receipts	9,419,034	164,299	32,879	430,050	542,627	75,169		
Disbursements: Current: Instruction Support services Noninstructional services Facilities acquisition and construction Debt services Nonprogrammed charges	6,910,141 2,853,187 102,572 440,067 -	- - - 429,159 -	- - - 156,267 -	- 161,356 - 645,954 - -	938,943 - - - -			35,000 14,000 - - -
Total disbursements	10,305,967	429,159	156,267	807,310	938,943			49,000
Excess (deficiency) of receipts over disbursements	(886,933)	(264,860)	(123,388)	(377,260)	(396,316)	75,169		(49,000)
Other financing sources (uses): Sale of capital assets Transfers in Transfers out	50 - (400,349)	-	-	1,187 - (3,000)	550 - (300,000)	- - (50,000)	700,000	-
Total other financing sources (uses)	(400,299)			(1,813)	(299,450)	(50,000)	700,000	
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses	(1,287,232)	(264,860)	(123,388)	(379,073)	(695,766)	25,169	700,000	(49,000)
Cash and investments - ending	\$ 1,955,990	\$ 12,372	\$ 2,497	\$ (104,059)	\$ 306,306	\$ 120,747	\$ 1,000,000	\$ 7,000

	School Lunch		Textbook Rental		Educational License Plates		th Grade Iammoth Cave Trip	PSI lota Xi Sorority Music Gift		Donation Fund Various Awards		 ISTEP	Desk Drawer Dollars Elementary		
Cash and investments - beginning	\$ 335,398	\$	107,544	<u>\$</u>	<u> </u>	<u>\$</u>	700	\$	350	\$	1,558	\$ 571	\$	ç	98
Receipts: Local sources Intermediate sources State sources Federal sources Other	230,590 - 6,566 461,101		92,989 - 60,786 - 1,100		- 113 -		- - -		- - -		2,810 - - -	- - -		10	00 - -
Total receipts	 - 698,257		154,875	-					<u> </u>		2,810	 <u> </u>		10	 00
Disbursements: Current: Instruction Support services Noninstructional services Facilities acquisition and construction Debt services Nonprogrammed charges	331 654,417 69,013 -		90,743	_	150 - - -		- - - - -		- - - - -		694 4,011 - -	 - - - - -			- - - - -
Total disbursements	 723,761		90,743	_	150						4,705	 			_
Excess (deficiency) of receipts over disbursements	 (25,504)		64,132	_	(37)						(1,895)	 		10	00
Other financing sources (uses): Sale of capital assets Transfers in Transfers out	 - - -		- - -	_	- - -		- - -		- - -		- - -	 - - -			-
Total other financing sources (uses)	 			_								 			_
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses	 (25,504)		64,132	_	(37)						(1,895)	 		10	<u>00</u>
Cash and investments - ending	\$ 309,894	\$	171,676	\$	5 149	\$	700	\$	350	\$	(337)	\$ 571	\$	19	98

Special Youth WHAS Vo-Ag Shelter Crusade Excess Industrial Spirit's Grounds YAR For Section Recycling Tech-Monsanto Fund Work Gift Children 125 Bottomley GT Grant (Elem) Grant Cash and investments - beginning 446 \$ 104 \$ 16,984 \$ 258 \$ 155 \$ 300 \$ -Receipts: Local sources 8,464 10,000 -. Intermediate sources -----. -State sources ----Federal sources --\_ -Other Total receipts 8,464 10,000 Disbursements: Current: Instruction 8,678 9,782 Support services 14 Noninstructional services Facilities acquisition and construction Debt services Nonprogrammed charges Total disbursements 8,678 14 9,782 Excess (deficiency) of receipts over disbursements (214) (14) 218 Other financing sources (uses): Sale of capital assets Transfers in 214 Transfers out Total other financing sources (uses) 214 Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses (14) 218 -16,984 Cash and investments - ending 446 104 244 218 300 155 \$ \$ \$ \$ \$ \$

(Continued)

	Delbert King Foundation	Walmart Clothes Closet Gift	Farmers Growing Communities	IKEC Donation Academics	Basketball/ Softball Donations	Community Calf Project	Gleaners Food Pantry	Lego Robotics
Cash and investments - beginning	<u>\$ 141</u>	\$ 5,000	<u>\$ 695</u>	\$ 1,000	<u>\$ 1,003</u>	\$ 1,278	<u>\$ 129</u>	<u>\$ -</u>
Receipts: Local sources Intermediate sources	-	-	-	-	-	16,916 -	500	12,955
State sources Federal sources Other	-	-			- - -	13,004	-	- - -
Total receipts						29,920	500	12,955
Disbursements: Current:								
Instruction	-	1,006	310	-	-	11,450	622	11,200
Support services Noninstructional services Facilities acquisition and construction	-	-	-	-	-	-	-	-
Debt services Nonprogrammed charges	-	-	-	-	-	-	-	-
Total disbursements		1,006	310			11,450	622	11,200
Excess (deficiency) of receipts over disbursements		(1,006)	(310)			18,470	(122)	1,755
Other financing sources (uses): Sale of capital assets Transfers in Transfers out	-	-	-	-	-	-	-	-
Total other financing sources (uses)								
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses		(1,006)	(310)			18,470	(122)	1,755
Cash and investments - ending	<u>\$ 141</u>	\$ 3,994	\$ 385	\$ 1,000	\$ 1,003	<u>\$ 19,748</u>	<u>\$7</u>	\$ 1,755

	Sul	balition ostance Nouse	F	CO 15 Final Phase		ECO 15 Grant 2011-12		Save A Teacher	Walmart Special Ed Gift			Walmart Wrestling Gift	stling Training			HS Media Arts Fees		
Cash and investments - beginning	\$	1,754	\$	2,836	\$	-	\$		\$	786	\$	500	<u>\$</u>		\$	2	203	
Receipts:														100				
Local sources Intermediate sources		-		-		-		-		-		-		100			-	
State sources		_		_		-		_		-		-		-			_	
Federal sources		-		-		-		-		-		-		-			-	
Other		-		-	_	_		-		-	_	-		-			-	
Total receipts		-		-	_	-		-		-	_			100				
Disbursements: Current:																		
Instruction		-		-		-		-		-		-		-			-	
Support services		-		5,836		-		-		-		-		-			-	
Noninstructional services		-		-		-		-		-		-		-			-	
Facilities acquisition and construction		-		-		-		-		-		-		-			-	
Debt services		-		-		-		-		-		-		-			-	
Nonprogrammed charges					_			-						-				
Total disbursements				5,836								-		-				
Excess (deficiency) of receipts over																		
disbursements		-		(5,836)		-		-		-		-		100			-	
				(0,000)	-													
Other financing sources (uses):																		
Sale of capital assets		-		-		-		-		-		-		-			-	
Transfers in		-		3,000		-		-		-		-		-			-	
Transfers out					-	-	_	-			_			-			_	
Total other financing sources (uses)				3,000														
				3,000													_	
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses		_		(2,836)						_	_			100			_	
Cash and investments - ending	\$	1,754	\$	-	\$	-	\$	-	\$	786	\$	500	\$	100	\$	2	203	
-		<u> </u>			-		=		_		É						_	

	Extra- Curricular Activities	Special Ed Gifts	Summer 2014 Programs	5th Grade Trips Stephan	Donation Thanksgiving Dinner	PSI Energy Savings	The NEA Foundation	Community Foundation GT
Cash and investments - beginning	<u>\$ (1</u> )	<u>\$                                    </u>	<u>\$</u> -	<u>\$ 1,044</u>	\$ 59	\$ 41,696	<u>\$ 1,723</u>	<u>\$</u>
Receipts: Local sources Intermediate sources State sources Federal sources Other	1,352 - - - -		660 - - -	- - - -	45 - - - -	- - - - -	500 - - -	- - - -
Total receipts	1,352		660		45		500	<u> </u>
Disbursements: Current: Instruction Support services Noninstructional services Facilities acquisition and construction Debt services Nonprogrammed charges	1,230 - - - -	593 - - - - -	630 - - - - -	- - - - -	- - - - -	- - - - -	1,723 - - -	- - - -
Total disbursements	1,230	593	630				1,723	
Excess (deficiency) of receipts over disbursements	122	(593)	30		45		(1,223)	<u> </u>
Other financing sources (uses): Sale of capital assets Transfers in Transfers out		-						
Total other financing sources (uses)					<u> </u>			
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses	122	(593)	30		45		(1,223)	
Cash and investments - ending	\$ 121	\$	\$ 30	\$ 1,044	\$ 104	\$ 41,696	\$ 500	<u>\$                                    </u>

	6th Grade Museum Trip Grant	High Ability	High Ability 2012-13	Instructional Support	Education Technology	Medicare Reimbursement	Secured Schools Safety	School Technology
Cash and investments - beginning	<u>\$98</u>	<u>\$ -</u>	<u>\$ 18,752</u>	<u>\$ 300</u>	<u>\$ (1,814</u> )	\$ 1,632	<u>\$</u> -	\$ 10,700
Receipts: Local sources Intermediate sources State sources Federal sources Other	300 - - -	- 30,096 - -	- - - -		- 44,790 -	- - - - -		5,186 - -
Total receipts		30,096			44,790			5,186
Disbursements: Current: Instruction Support services Noninstructional services Facilities acquisition and construction Debt services Nonprogrammed charges	374 - - - - -	6,531 - - - - -	18,921 - - - - -	- - - - -	42,976 - - - -	- - - - -	36,179 - - - - -	- - - - -
Total disbursements	374	6,531	18,921		42,976		36,179	
Excess (deficiency) of receipts over disbursements	(74)	23,565	(18,921)		1,814		(36,179)	5,186
Other financing sources (uses): Sale of capital assets Transfers in Transfers out			- 168 			- - -	50,000	- - -
Total other financing sources (uses)			168				50,000	<u> </u>
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses	(74)	23,565	(18,753)		1,814		13,821	5,186
Cash and investments - ending	<u>\$ 24</u>	\$ 23,565	<u>\$ (1</u> )	\$ 300	<u>\$</u> -	\$ 1,632	\$ 13,821	\$ 15,886

	Technology Plan Buddy		Performance Based Awards	Construction Common School	C	High School Construction	Tech Asst GT Livestock ISDA	 Common School Loan 2013	In	_earning novation Planning	Di	Excess PTRC stributions
Cash and investments - beginning	<u>\$ 16</u>	<u> 9</u>	\$ 985	\$ 26,407	\$	119,658	<u>\$</u>	\$ 	\$	7,758	\$	12,602
Receipts: Local sources Intermediate sources State sources Federal sources Other						-	-	- - 58,920 -		- - -		- - -
Total receipts		_		 				 58,920				
Disbursements: Current:								 				
Instruction Support services Noninstructional services Facilities acquisition and construction		-	-	- -		-	-	- 77,017 -		- 7,758 -		-
Debt services Nonprogrammed charges		-	- - -	 -		-		 -		- -		- - -
Total disbursements		-		 				 77,017		7,758		
Excess (deficiency) of receipts over disbursements		-	<u> </u>	 <u> </u>				 (18,097)		(7,758)		<u> </u>
Other financing sources (uses): Sale of capital assets Transfers in Transfers out	(3	- - 3 <u>3</u> )	- - -	 - - -		- - -	-	 - - -		- - -		- - -
Total other financing sources (uses)	(3	<u>33</u> )		 _		_		 _				
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses	(3	<u>33</u> )		 <u>-</u>				 (18,097)		(7,758)		<u>-</u>
Cash and investments - ending	<u>\$ 13</u>	36	\$ 985	\$ 26,407	\$	119,658	\$	\$ (18,097)	\$		\$	12,602

Special Title V Education Drug Medicaid Title I Title I Title I Title I Part A Improvement Free Reimbursement -2011-12 2013-14 2010-11 2012-13 2009-10 Grant Schools Federal Cash and investments - beginning (1) \$ (20,885) (33,011) \$ 12,436 2,921 \$ 9 \$ \$ \$ Receipts: Local sources ---Intermediate sources --. --State sources Federal sources 119,284 -77,587 69,997 -Other Total receipts 119,284 77,587 69,997 Disbursements: Current: Instruction 149,951 48,925 36,986 Support services 11,595 141 Noninstructional services 2,012 8,253 Facilities acquisition and construction Debt services Nonprogrammed charges Total disbursements 163,558 57,319 36,986 Excess (deficiency) of receipts over disbursements (44,274) 20,268 33,011 Other financing sources (uses): Sale of capital assets -Transfers in 615 -Transfers out (615) Total other financing sources (uses) (615) 615 Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses (44,889) 20,883 33,011 -Cash and investments - ending <u>(1)</u> \$ (2) \$ 12,436 2,921 (44,889) 9

	Title II-A FY 11-12	Title II-A FY 12-13	Title II-A FY 10-11	Payroll Deductions	Prepaid Food Collections	Education Jobs	Totals
Cash and investments - beginning	\$ 4,863	<u>\$ -</u>	<u>\$</u>	<u> </u>	<u>\$</u> -	\$	- \$ 6,063,664
Receipts:							
Local sources Intermediate sources	-	-	-		-		- 1,784,293 - 144
State sources	-	-			-		- 9,477,056
Federal sources	-	6,727			-		- 734,696
Other				2,249,635	203,495		- 2,454,537
Total receipts		6,727		2,249,635	203,495		- 14,450,726
Disbursements:							
Current:							
Instruction	-	-	-		-		- 7,287,973
Support services Noninstructional services	4,863	11,253	-		-		- 4,227,127 - 767,254
Facilities acquisition and construction	-	-			-		- 1,155,034
Debt services	-	-			-		- 585,426
Nonprogrammed charges			. <u> </u>	2,249,635	190,449		- 2,440,084
Total disbursements	4,863	11,253		2,249,635	190,449		- 16,462,898
Excess (deficiency) of receipts over							
disbursements	(4,863)	(4,526)		- 0	13,046		- (2,012,172)
Other financing sources (uses):							
Sale of capital assets	-	-			-		- 1,787
Transfers in	-	-	-		-		- 753,997
Transfers out							- (753,997)
Total other financing sources (uses)				<u> </u>			- 1,787
Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses	(4,863)	(4,526)		0	13,046		<u>- (2,010,385</u> )
Cash and investments - ending	<u>\$</u>	\$ (4,526)	\$	<u>\$</u> 0	\$ 13,046	\$	- \$ 4,053,279

#### SOUTHWESTERN JEFFERSON COUNTY CONSOLIDATED SCHOOL CORPORATION SCHEDULE OF PAYABLES AND RECEIVABLES June 30, 2014

Government or Enterprise	ccounts ayable	Accounts Receivable		
Governmental activities	\$ 297,642	\$	1,665,666	

#### SOUTHWESTERN JEFFERSON COUNTY CONSOLIDATED SCHOOL CORPORATION SCHEDULE OF LEASES AND DEBT June 30, 2014

Lessor	Purpose	Annual Lease Payment	Lease Beginning Date	Lease Ending Date
Governmental activities:				
SunTrust Equipment & Leasing	HVAC High School Energy Savings Loan	\$ 440,067	1/15/2009	7/15/2018
Southwestern Jefferson County School				
Building Corporation	2001 Elementary School Improvements	128,500	12/31/2002	12/31/2025
Southwestern Jefferson County Multi-				
School Building Corporation	Facility construction/renovation and equipment	 189,000	6/23/2014*	12/31/2029
Total of annual lease payments		\$ 757,567		

\*Semi-Annual lease payments begin June 30, 2016. The amount due annually varies between \$184,000 and \$401,000.

		Ending Principal	In	Principal and Interest Due Within One	
Туре	· ·		Balance		Year
Governmental activities:					
General obligation bonds	Retirement/Severance Bonds	\$	775,000	\$	150,748
Notes and loans payable	Common School Loan #A1608		107,181		24,830
Notes and loans payable	Common School Loan #A0478		2,370,710		251,295
Notes and loans payable	Common School Loan #A1742		121,700		25,955
Totals		\$	3,374,591	\$	452,828

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#### SOUTHWESTERN JEFFERSON COUNTY CONSOLIDATED SCHOOL CORPORATION SCHEDULE OF CAPITAL ASSETS June 30, 2014

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.

		Ending Balance
Governmental activities:		
Land	\$	2,125
Buildings		15,714,828
Improvements other than buildings		4,147,706
Machinery, equipment, and vehicles		2,927,398
Total capital assets	<u>\$</u>	22,792,057

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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 FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE

# TO: THE OFFICIALS OF THE SOUTHWESTERN JEFFERSON COUNTY CONSOLIDATED SCHOOL CORPORATION, JEFFERSON COUNTY, INDIANA

#### Report on Compliance for Each Major Federal Program

We have audited the Southwestern Jefferson County Consolidated School Corporation's (School Corporation) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that could have a direct and material effect on each of its major federal programs for the period of July 1, 2012 to June 30, 2014. 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.

#### Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

#### Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the School Corporation's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, 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 on compliance for each major federal program. However, our audit does not provide a legal determination of the School Corporation's compliance.

#### **Opinion on Each Major Federal Program**

In our opinion, the School Corporation complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the period of July 1, 2012 to June 30, 2014.

#### INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE (Continued)

#### **Other Matters**

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying Schedule of Findings and Questioned Costs as items 2014-002, 2014-003, 2014-004, 2014-005, 2014-006, 2014-007, and 2014-009. Our opinion on each major federal program is not modified with respect to these matters.

The School Corporation's response to the noncompliance findings identified in our audit is described in the accompanying Corrective Action Plan. The School Corporation's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

#### **Report on Internal Control Over Compliance**

Management of the School Corporation is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School Corporation's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School Corporation's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as items 2014-002, 2014-003, 2014-004, 2014-005, 2014-006, 2014-007, 2014-008, 2014-009, and 2014-010 to be material weaknesses.

The School Corporation's response to the internal control over compliance findings identified in our audit is described in the accompanying Corrective Action Plan. The School Corporation's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Paul D. Joyce

Paul D. Joyce, CPA State Examiner

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### SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND ACCOMPANYING NOTES

The Schedule of Expenditures of Federal Awards and accompanying notes presented were approved by management of the School Corporation. The schedule and notes are presented as intended by the School Corporation.

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#### SOUTHWESTERN JEFFERSON COUNTY CONSOLIDATED SCHOOL CORPORATION SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS For the Years Ended June 30, 2013 and 2014

Federal Grantor Agency Cluster Title/Program Title/Project Title	Pass-Through Entity or Direct Grant	Federal CFDA <u>Number</u>	Pass-Through Entity (or Other) Identifying Number	Total Federal Awards Expended 06-30-13	Total Federal Awards Expended 06-30-14
Department of Agriculture					
Child Nutrition Cluster School Breakfast Program FYE 6/30/2013 FYE 6/30/2014	Indiana Department of Education	10.553	FY 13 FY 14	\$ 95,888	\$- 115,061
Total - School Breakfast Program				95,888	115,061
National School Lunch Program FYE 6/30/2013 FYE 6/30/2014	Indiana Department of Education	10.555	FY 13 FY 14	353,861	- 390,392
Total - National School Lunch Program				353,861	390,392
Total - Child Nutrition Cluster				449,749	505,453
Total - Department of Agriculture				449,749	505,453
Department of Education					
Title I, Part A Cluster Title I Grants to Local Educational Agencies FY 11-12	Indiana Department of Education	84.010	12-4000	121,420	-
FY 12-13 FY 13-14			13-4000 14-4000	180,752	77,587 119,284
Total - Title I, Part A Cluster				302,172	196,871
Improving Teacher Quality State Grants SY 2010-11 SY 2011-12 SY 2012-13	Indiana Department of Education	84.367	10-4000 11-4000 12-4000	3,742 45,720	6,727
Total - Improving Teacher Quality State Grants				49,462	6,727
Education Jobs Fund FY 12-13	Indiana Department of Education	84.410	S410A100015	86,582	
Special Education Cluster (IDEA) Special Education_Grants to States Improvement Award 2013 IDEA Part B 611	Indiana Department of Education	84.027	A58-3-13DL-1493 14211-038-PN01 14212-038-PN01 14213-038-PN01 14214-038-PN01 99914-038-TA01	30,886 205,957 98,225 -	69,997 36,567 216,662 84,549 1,214
Total - Special Education_Grants to States				335,068	408,989
Special Education_Preschool Grants	Indiana Department of Education	84.173			
IDEA Part B 619			45711-038-PN01 45712-038-PN01 45713-038-PN01	3,008 5,717 28	- 2,974 8,563
Total Special Education_Preschool Grants				8,753	11,537
Total - Special Education Cluster (IDEA)				343,821	420,526
Total - Department of Education				782,037	624,124
Total federal awards expended				\$ 1,231,786	\$ 1,129,577

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

#### SOUTHWESTERN JEFFERSON COUNTY CONSOLIDATED SCHOOL CORPORATION NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

#### Note 1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the School Corporation and is presented in accordance with the cash and investment basis of accounting used in the preparation of the financial statement. Accordingly, the amount of federal awards expended is based on when the disbursement related to the award occurs except when the federal award is received on a reimbursement basis. In these instances the federal awards are considered expended when the reimbursement is received.

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 Indiana Code (IC 5-11-1-25), audits of school corporations shall be conducted biennially. Such audits shall include both years within the biennial period.

#### Note 2. Noncash Assistance

The School Corporation expended the following amount of noncash assistance for the years ending June 30, 2013 and 2014. This noncash assistance is also included in the federal expenditures presented in the schedule.

Program Title	Federal CFDA Number	 2013	 2014
National School Lunch Program	10.555	\$ 47,034	\$ 44,352

#### Section I - Summary of Auditor's Results

Financial Statement:

Type of auditor's report issued:	Adverse as to GAAP; Unmodified as to Regulatory Basis					
Internal control over financial reporting: Material weaknesses identified? Significant deficiencies identified?	yes none reported					
Noncompliance material to financial statement noted?	yes					
Federal Awards:						
Internal control over major programs: Material weaknesses identified? Significant deficiencies identified?	yes none reported					
Type of auditor's report issued on compliance for major programs:	Unmodified					
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133?	yes					
Identification of Major Programs:						
Name of Federal Program or Cluste	er					
Child Nutrition Cluster Title I, Part A Cluster Special Education Cluster (IDEA)						
Dollar threshold used to distinguish between Type A and Type	B programs: \$300,000					

Auditee qualified as low-risk auditee?

no

#### Section II - Financial Statement Findings

#### FINDING 2014-001 - PREPARATION OF THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The School Corporation did not have a proper system of internal control in place to prevent, or detect and correct, errors on the Schedule of Expenditures of Federal Awards (SEFA). The Treasurer prepares the SEFA and there was no evidence presented that the information was reviewed or approved by another individual prior to submission. The School Corporation should have proper controls in place over the preparation of the SEFA to ensure accurate reporting of federal awards. Without a proper system of internal control in place that operates effectively, material misstatements of the SEFA could remain undetected.

During the audit of the SEFA, we noted the following errors: the federal awards were understated by \$545,358 and \$452,959 for fiscal years ended June 30, 2013 and 2014, respectively. This was primarily the result of omitting the Child Nutrition Cluster from the SEFA. Audit adjustments were proposed, accepted by the School Corporation, and made to the SEFA presented in this report. These adjustments resulted in a presentation of the SEFA that is materially correct in relation to the financial statement.

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets, and all forms of information processing are necessary for proper internal control.

Controls over the receipting, disbursing, recording, and accounting for the financial activities are necessary to avoid substantial risk of invalid transactions, inaccurate records and financial statements, and incorrect decision making. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

OMB Circular A-133, Subpart C, section .300 states in part: "The auditee shall: . . . (d) Prepare appropriate financial statements, including the schedule of expenditures of Federal Awards in accordance with section .310."

OMB Circular A-133, Subpart C, section .310(b) states:

"<u>Schedule of expenditures of Federal awards</u>. The auditee shall also prepare a schedule of expenditures of Federal awards for the period covered by the auditee's financial statements. While not required, the auditee may choose to provide information requested by Federal award-ing agencies and pass-through entities to make the schedule easier to use. For example, when a Federal program has multiple award years, the auditee may list the amount of Federal awards expended for each award year separately. At a minimum, the schedule shall:

- (1) List individual Federal programs by Federal agency. For Federal programs included in a cluster of programs, list individual Federal programs within a cluster of programs. For R&D, total Federal awards expended shall be shown either by individual award or by Federal agency and major subdivision within the Federal agency. For example, the National Institutes of Health is a major subdivision in the Department of Health and Human Services.
- (2) For Federal awards received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity shall be included.
- (3) Provide total Federal awards expended for each individual Federal program and the CFDA number or other identifying number when the CFDA information is not available.
- (4) Include notes that describe the significant accounting policies used in preparing the schedule.
- (5) To the extent practical, pass-through entities should identify in the schedule the total amount provided to subrecipients from each Federal program.

(6) Include, in either the schedule or a note to the schedule, the value of the Federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year end. While not required, it is preferable to present this information in the schedule."

#### Section III - Federal Award Findings and Questioned Costs

#### FINDING 2014-002 - PROCUREMENT AND SUSPENSION AND DEBARMENT

Federal Agency: Department of Agriculture Federal Program: School Breakfast Program, National School Lunch Program CFDA Number: 10.553, 10.555 Federal Award Number and Year (or Other Identifying Number): FY 13, FY 14 Pass-Through Entity: Indiana Department of Education

Management of the School Corporation has not established an effective internal control system, which would include segregation of duties, related to the grant agreement and the Procurement and Suspension and Debarment compliance requirements. The failure to establish an effective internal control system places the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements.

The U.S. Department of Agriculture and U.S. Department of Education required the School Corporation to verify that awarded contracts exceeding \$25,000 were not with suspended or debarred entities. The School Corporation failed to provide evidence that a search of the Excluded Parties List Systems was conducted; that certification from the entity was collected, or that a clause or condition was added to the contract.

During the fiscal years ended June 30, 2013 and 2014, the School Corporation made food service purchases exceeding \$25,000 from four vendors each year. A search of the System of Award Manager Center website resulted in no active exclusions for any of these vendors.

An internal control system, including segregation of duties, should be designed and operate effectively to provide reasonable assurance that material noncompliance with the grant agreement or a compliance requirement of a federal program will be prevented, or detected and corrected, on a timely basis. In order to have an effective internal control system, it is important to have proper segregation of duties. This is accomplished by making sure proper oversight, reviews, and approvals take place and to have a separation of functions over certain activities related to the program. The fundamental premise of segregation of duties is that an individual or small group of individuals should not be in a position to initiate, approve, undertake, and review the same activity.

#### 2 CFR 180.300 states:

"What must I do before I enter into a covered transaction with another person at the next lower tier?

When you enter into a covered transaction with another person at the next lower tier, you must verify that the person with whom you intend to do business is not excluded or disqualified. You do this by:

- (a) Checking the EPLS; or
- (b) Collecting a certification from that person; or
- (c) Adding a clause or condition to the covered transaction with that person."

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

The failure to establish internal controls enabled material noncompliance to go undetected. Noncompliance with the grant agreement or the compliance requirements could result in the loss of federal funds to the School Corporation.

We recommended that the School Corporation's management establish controls, including segregation of duties, related to the grant agreement and the Procurement and Suspension and Debarment requirements of the program.

#### FINDING 2014-003 - SPECIAL TESTS AND PROVISIONS - PAID LUNCH EQUITY

Federal Agency: Department of Agriculture Federal Program: School Breakfast Program, National School Lunch Program CFDA Number: 10.553, 10.555 Federal Award Number and Year (or Other Identifying Number): FY 13, FY 14 Pass-Through Entity: Indiana Department of Education

Management of the School Corporation has not established an effective internal control system related to the grant agreement and the Paid Lunch Equity compliance requirements that have a direct and material effect on the program. The failure to establish an effective internal control system enabled noncompliance with the compliance requirement to remain undetected.

Paid Lunch Equity calculations were made by the Indiana Department of Education and accepted by the School Corporation for the 2012-13 and 2013-14 school years. These calculations indicated that paid lunch prices should be increased, but the school corporation did not increase prices to meet the requirements.

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

7 CFR 210.14(e) states in part:

"*Pricing paid lunches.* For each school year beginning July 1, 2011, school food authorities shall establish prices for paid lunches in accordance with this paragraph.

(1) Calculation procedures. Each school food authority shall:

(i) Determine the average price of paid lunches. The average shall be determined based on the total number of paid lunches claimed for the month of October in the previous school year, at each different price charged by the school food authority.

(ii) Calculate the difference between the per meal Federal reimbursement for paid and free lunches received by the school food authority in the previous school year (*i.e.*, the reimbursement difference);

(iii) Compare the average price of a paid lunch under paragraph (e)(1)(i) of this section to the difference between reimbursement rates under paragraph (e)(1)(ii) of this section

- (3) Average lunch price is lower than the reimbursement difference. When the average price from the prior school year is lower than the difference in reimbursement rates as determined in paragraph (e)(1)(iii) of this section, the school food authority shall establish an average price for the current school year that is not less than the average price charged in the previous school year as adjusted by a percentage equal to the sum obtained by adding:
  - (i) 2 percent; and

(ii) The percentage change in the Consumers Price Index for All Urban Consumers used to increase the Federal reimbursement rate under section 11 of the Act for the most recent school year for which data are available. The percentage to be used is found in the annual notice published in the FEDERAL REGISTER announcing the national average payment rates, from the prior year.

(4) Price Adjustments.

(i) *Maximum required price increase.* The maximum annual average price increase required under this paragraph shall not exceed ten cents.

(ii) *Rounding of paid lunch prices.* Any school food authority may round the adjusted price of the paid lunches down to the nearest five cents.

(iii) Optional price increases. A school food authority may increase the average price by more than ten cents . . .

(6) Additional considerations.

(i) In any given year, if a school food authority with an average price lower than the reimbursement difference is not required by paragraph (e)(4)(ii) of this section to increase its average price for paid lunches, the school food authority shall use the unrounded average price as the basis for calculations to meet paragraph (e)(3) of this section for the next school year."

The failure to establish internal controls enabled material noncompliance to go undetected. Noncompliance with the grant agreement or the compliance requirements could result in the loss of federal funds to the School Corporation.

We recommended that the School Corporation's management implement controls to ensure compliance with, and comply with, the requirements for Paid Lunch Equity.

#### FINDING 2014-004 - SPECIAL TESTS AND PROVISIONS - VERIFICATION OF FREE AND REDUCED PRICE APPLICATIONS

Federal Agency: Department of Agriculture Federal Program: School Breakfast Program, National School Lunch Program CFDA Number: 10.553, 10.555 Federal Award Number and Year (or Other Identifying Number): FY 13, FY 14 Pass-Through Entity: Indiana Department of Education

Management of the School Corporation has not established an effective internal control system related to the grant agreement and the verification of free and reduced price applications compliance requirements. The failure to establish an effective internal control system enabled noncompliance with the grant agreement and the compliance requirements to remain undetected.

The School Corporation did not properly determine income when performing verifications of free and reduced price applications for the 2013-14 school year. Of the eight applications verified by the School Corporation, we noted three instances in which changes were not properly made to the applicant's eligibility status. In two instances net pay was included in the income calculated, rather than gross pay. In one instance biweekly pay was included as weekly pay. As a result, some applicants were receiving benefits for which they were not eligible; while others were not receiving benefits for which they were eligible. Of the three instances noted, one applicant received free meals that should have received reduced price; one applicant received price meals that should have been full pay status; and one applicant received reduced price meals that should have received free meals.

7 CFR section 245.6a(f)(7) states: "*Eligibility changes*. Based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially...."

The School Corporation did not have controls in place to reduce the risk of noncompliance with Special Tests and Provisions.

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

The failure to establish internal controls enabled material noncompliance to go undetected. Noncompliance with the grant agreement or the compliance requirements that have a direct and material effect to the program could result in the loss of federal funding to the School Corporation.

We recommended that the School Corporation's management establish controls, including segregation of duties, related to the grant agreement and compliance requirements listed above.

#### FINDING 2014-005 - REPORTING

Federal Agency: Department of Agriculture Federal Program: School Breakfast Program, National School Lunch Program CFDA Number: 10.553, 10.555 Federal Award Number and Year (or Other Identifying Number): FY 13, FY 14 Pass-Through Entity: Indiana Department of Education

Management of the School Corporation has not established an effective internal control system related to the grant agreement and the Reporting compliance requirements. The failure to establish an effective internal control system enabled noncompliance with the grant agreement and the compliance requirements to remain undetected.

The Annual Financial Report filed by the School Corporation for the fiscal year ending June 30, 2013, did not properly report breakfast and lunch sales. A Prepaid Food Clearing account was not in use by the School Corporation in the fiscal year ending June 30, 2013. Prepaid food receipts were included in the sales figures reported. À la cart sales were reported as other income, instead of other food service.

The Annual Financial Report filed by the School Corporation for the fiscal year ending June 30, 2014, did not properly report à la cart sales of \$56,700 as other food service. The à la cart sales were included in the breakfast and lunch sales figures reported. The balance of Prepaid Food accounts at June 30, 2014, of \$13,046 was not reported.

The Verification Summary Report filed by the School Corporation for the fiscal year ending June 30, 2014, did not accurately report the results of the applications verified.

- 1. Eight applications were verified, but the School Corporation reported that ten applications were verified. Two applications were verified with direct verification and should not have been reported in this section of the report.
- 2. The results section of the report contained the following errors:

a. Four applicants were "responded, no change" but the School Corporation reported seven.

b. One applicant was "not responded, changed to paid," but the School Corporation reported two.

- 3. Two applications were direct verification, but the School Corporation reported eight.
- 4. The School Corporation reported 643 students received free or reduced meals, while the School Corporation's records presented for audit showed 746 students received free or reduced meals.

An internal control system should be designed and operate effectively to provide reasonable assurance that material noncompliance with the grant agreement or a compliance requirement of a federal program will be prevented, or detected and corrected, on a timely basis. In order to have an effective internal control system, it is important to have proper segregation of duties.

7 CFR 3016.20(b)(1) states: "*Financial reporting.* Accurate, current, and complete disclosure of the financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the grant or subgrant."

#### 7 CFR 245.6a(h) states:

"Verification reporting and recordkeeping requirements. By February 1, each local educational agency must report information related to its annual statutorily required verification activity, which excludes verification conducted in accordance with paragraph (c)(7) of this section, to the State agency in accordance with guidelines provided by FNS."

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

The failure to establish internal controls enabled material noncompliance to go undetected. Noncompliance with the grant agreement or the compliance requirements could result in the loss of federal funds to the School Corporation.

We recommended that the School Corporation's management establish controls, including segregation of duties, related to the grant agreement and the Reporting requirements of the program.

#### FINDING 2014-006 - ELIGIBILITY

Federal Agency: Department of Agriculture Federal Programs: School Breakfast Program, National School Lunch Program CFDA Numbers: 10.553, 10.555 Federal Award Number and Year (or Other Identifying Number): FY 13, FY 14 Pass-Through Entity: Indiana Department of Education

Management of the School Corporation has not established an effective internal control system related to the grant agreement and the Eligibility compliance requirements. The failure to establish an effective internal control system places the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements.

Internal controls over eligibility determinations at the School Corporation were not sufficient to prevent, or detect and correct, errors in the eligibility classification of the applicants.

The School Corporation did not properly determine the eligibility status for some students receiving free or reduced price meals. Forty applications received during the audit period were selected for review. Of the 40 applications reviewed, 7 had incorrect eligibility determinations. The following deficiencies were noted in the eligibility determination process:

 Eligibility for two applicants was determined using a different household size than was listed on the application, resulting in one applicant receiving free meals which should have been reduced price and one applicant receiving reduced price meals which should have been full paid status.

- 2. Eligibility based on income for four applicants was improperly determined, resulting in two applicants receiving reduced price meals that should have been full paid status, and two applicants receiving free meals that should have been reduced price.
- 3. One application containing a food stamp case number was improperly determined to be eligible for reduced price meals instead of free meals.

An internal control system should be designed and operate effectively to provide reasonable assurance that material noncompliance with the grant agreement or a compliance requirement of a federal program will be prevented, or detected and corrected, on a timely basis. In order to have an effective internal control system, it is important to have proper segregation of duties.

7 CFR 245.6(c) states in part:

"Determination of eligibility-

(1) Duration of eligibility. Except as otherwise specified in paragraph (c)(3) of this section, eligibility for free or reduced price meals, as determined through an approved application or by direct certification, must remain in effect for the entire school year and for up to 30 operating days into the subsequent school year. The local educational agency must determine household eligibility for free or reduced price meals either through direct certification or the application process at or about the beginning of the school year. The local educational agency must determine eligibility for free or reduced price meals when a household submits an application or if feasible, through direct certification, at any time during the school year.

7 CFR 245.3 states in part:

"(a) Each State agency, or FNSRO where applicable, shall by July 1 of each year announce family-size income standards to be used by local educational agencies, as defined in § 245.2, under the jurisdiction of such State agency, or FNSRO where applicable, in making eligibility determinations for free or reduced price meals and for free milk. Such family size income standards for free and reduced price meals and for free milk shall be in accordance with Income Eligibility Guidelines published by the Department by notice in the Federal Register.

(b) Each participating local educational agency and all participating schools under its jurisdiction must adhere to the eligibility criteria specified in this part. . . ."

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

The failure to establish internal controls enabled material noncompliance to go undetected. Noncompliance with the grant agreement or the compliance requirements could result in the loss of federal funds to the School Corporation.

We recommended that the School Corporation's management establish controls to ensure compliance, and comply with, the Eligibility compliance requirements of the program.

#### FINDING 2014-007 - CASH MANAGEMENT

Federal Agency: Department of Agriculture Federal Program: School Breakfast Program, National School Lunch Program CFDA Number: 10.553, 10.555 Federal Award Number and Year (or Other Identifying Number): FY 13, FY 14 Pass-Through Entity: Indiana Department of Education

Management of the School Corporation has not established an effective internal control system related to the grant agreement and the Cash Management compliance requirements. The failure to establish an effective internal control system places the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements.

The School Lunch fund balance of the School Corporation exceeded its three month average expenditures in all 24 months of the audit period. The three month average of expenditures for the fiscal year ending June 30, 2013, was \$192,168. The cash balance exceeded the three month average by between \$100,878 and \$151,514 each month. The three month average of expenditures for the fiscal year ending June 30, 2014, was \$217,128. The cash balance exceeded the three month average by between \$18,539 and \$93,375 each month.

Noncompliance with the Cash Management requirements occurred due to the lack of effective internal control procedures to ensure compliance.

An internal control system should be designed and operate effectively to provide reasonable assurance that material noncompliance with the grant agreement or a compliance requirement of a federal program will be prevented, or detected and corrected, on a timely basis. In order to have an effective internal control system, it is important to have proper segregation of duties.

7 CFR 210.14(b) states in part: "The school food authority shall limit its net cash resources to an amount that does not exceed 3 months average expenditures for its non-profit school food service . . ."

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

The failure to establish effective internal controls enabled material noncompliance to go undetected. Noncompliance with the grant agreement or the compliance requirements could result in the loss of federal funds to the School Corporation.

We recommended that the School Corporation's management establish controls, including segregation of duties, related to the grant agreement and the Cash Management requirements of the program.

#### FINDING 2014-008 - INTERNAL CONTROLS OVER TITLE I GRANTS TO LOCAL EDUCATIONAL AGENCIES

Federal Agency: Department of Education Federal Program: Title I Grants to Local Educational Agencies CFDA Number: 84.010 Federal Award Number and Year (or Other Identifying Number): 12-4000, 13-4000, 14-4000 Pass-Through Entity: Indiana Department of Education

Management of the School Corporation has not established an effective internal control system, which would include segregation of duties, related to the grant agreement and the following compliance requirements: Activities Allowed or Unallowed, Cash Management, Eligibility, Period of Availability of Federal Funds, Reporting, and Special Tests and Provisions.

<u>Activities Allowed or Unallowed</u>: Upon examination of the payroll docket, it was noted that the School Board approved payroll disbursements; however, the payroll docket did not identify the fund from which the employee was paid. The School Board's approval would not ensure that only employees performing Title I activities were paid from the program.

<u>Cash Management</u>: The Deputy Treasurer prepares and submits reimbursement requests. No evidence was presented to indicate that a control was in place to ensure that all costs submitted for reimbursement had been incurred and paid prior to requesting reimbursement.

<u>Eligibility</u>: The Deputy Treasurer prepares and submits the Real Time Report information used to determine eligibility. There is no control in place to ensure that the Real Time Reports are accurate prior to submission.

<u>Period of Availability of Federal Funds</u>: The Deputy Treasurer prepares and submits reimbursement requests. No evidence was presented to indicate that a control was in place to ensure that all costs submitted for reimbursement were incurred during the period of availability.

<u>Reporting</u>: The Deputy Treasurer prepares and submits reimbursement requests and Annual Expenditure Reports. There is no control in place to ensure that reimbursement requests and Annual Expenditure Reports are accurate prior to submission.

<u>Special Tests and Provisions</u>: The Title I Director is responsible for ensuring that the School Corporation's comprehensive needs assessment, comprehensive plan, and annual evaluation of the schoolwide program are completed. No evidence was presented to indicate that a control was in place to ensure that these items were completed.

The failure to establish an effective internal control system places the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements. A lack of segregation of duties within an internal control system could also allow noncompliance with compliance requirements and allow the misuse and mismanagement of federal funds and assets by not having proper oversight, reviews, and approvals over the activities of the program.

An internal control system, including segregation of duties, should be designed and operate effectively to provide reasonable assurance that material noncompliance with the grant agreement or a compliance requirement of a federal program will be prevented, or detected and corrected, on a timely basis. In order to have an effective internal control system, it is important to have proper segregation of duties. This is accomplished by making sure proper oversight, reviews, and approvals take place and to have a separation of

functions over certain activities related to the program. The fundamental premise of segregation of duties is that an individual or small group of individuals should not be in a position to initiate, approve, undertake, and review the same activity.

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

The failure to establish internal controls could enable material noncompliance to go undetected. Noncompliance with the grant agreement or the compliance requirements could result in the loss of federal funds to the School Corporation.

We recommended that the School Corporation's management establish controls, including segregation of duties, related to the grant agreement and compliance requirements listed above.

#### FINDING 2014-009 - ALLOWABLE COSTS/COST PRINCIPLES

Federal Agency: Department of Education Federal Program: Title I Grants to Local Educational Agencies CFDA Number: 84.010 Federal Award Number and Year (or Other Identifying Number): 12-4000, 13-4000, 14-4000 Pass-Through Entity: Indiana Department of Education

Management of the School Corporation has not established an effective internal control system related to the grant agreement and the Allowable Costs/Cost Principles compliance requirements. The failure to establish an effective internal control system places the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements.

The School Corporation did not have a system in place to ensure compliance with the OMB Circular A-87 regulations for time and effort reporting. Only one of the semiannual certification activity reports for employees paid from Title I funds for the fiscal years ended June 30, 2013 and 2014, was presented for audit.

An internal control system should be designed and operate effectively to provide reasonable assurance that material noncompliance with the grant agreement or a compliance requirement of a federal program will be prevented, or detected and corrected, on a timely basis. In order to have an effective internal control system, it is important to have proper segregation of duties.

OMB Circular A-87, Attachment B, Section 8(h), Compensation for personal services, states in part:

"Support of salaries and wages. These standards regarding time distribution are in addition to the standards for payroll documentation....

(3) Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semiannually will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.

- (4) Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:
  - (a) More than one Federal award,
  - (b) A Federal award and a non Federal award,
  - (c) An indirect cost activity and a direct cost activity,

(d) Two or more indirect activities which are allocated using different allocation bases, or

(e) An unallowable activity and a direct or indirect cost activity."

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

The failure to establish internal controls enabled material noncompliance to go undetected. Noncompliance with the grant agreement or the compliance requirements could result in the loss of federal funds to the School Corporation.

We recommended that the School Corporation's management establish policies and procedures to ensure compliance with the Allowable Costs/Cost Principles requirements of the program.

#### FINDING 2014-010 - INTERNAL CONTROL OVER SPECIAL EDUCATION CLUSTER (IDEA)

Federal Agency: Department of Education Federal Programs: Special Education\_Grants to States; Special Education\_Preschool Grants CFDA Numbers: 84.027, 84.173 Federal Award Number and Year (or Other Identifying Numbers): A58-3-13DL-1493, 14211-038-PN01, 14212-038-PN01, 14213-038-PN01, 14214-038-PN01, 99914-038-TA01, 45711-038-PN01, 45712-038-PN01,

Pass-Through Entity: Indiana Department of Education

Management of the School Corporation has not established an effective internal control system, which would include segregation of duties, related to the grant agreement and the following compliance requirements: Cash Management, Period of Availability of Federal Funds, and Reporting.

The School Corporation designated Madison Area Educational Special Services Unit (MAESSU) as the fiscal agent to receive and manage the funding of the Special Education programs. We noted the following deficiencies in the internal control system:

<u>Cash Management</u> - Requests for Reimbursement are prepared by MAESSU's Business Manager. There was no control in place to ensure that expenditures were paid prior to requesting reimbursement.

<u>Period of Availability of Federal Funds</u> - MAESSU's Business Manager monitors expenditures for compliance with Period of Availability of Federal Fund requirements. There was no control in place to ensure expenditures were incurred within the period of availability.

<u>Reporting</u> - The Requests for Reimbursement and Final Expenditure Reports are prepared and submitted by MAESSU's Business Manager. There was no control in place to ensure that the Requests for Reimbursement and Final Expenditure Reports were accurate prior to submission.

The failure to establish an effective internal control system places the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements. A lack of segregation of duties within an internal control system could also allow noncompliance with compliance requirements and allow the misuse and mismanagement of federal funds and assets by not having proper oversight, reviews, and approvals over the activities of the program.

An internal control system, including segregation of duties, should be designed and operate effectively to provide reasonable assurance that material noncompliance with the grant agreement or a compliance requirement of a federal program will be prevented, or detected and corrected, on a timely basis. In order to have an effective internal control system, it is important to have proper segregation of duties. This is accomplished by making sure proper oversight, reviews, and approvals take place and to have a separation of functions over certain activities related to the program. The fundamental premise of segregation of duties is that an individual or small group of individuals should not be in a position to initiate, approve, undertake, and review the same activity.

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

The failure to establish internal controls could enable material noncompliance to go undetected. Noncompliance with the grant agreement or the compliance requirements could result in the loss of federal funds to the School Corporation.

We recommended that the School Corporation's management establish controls, including segregation of duties, related to the grant agreement and compliance requirements listed above.

## AUDITEE PREPARED DOCUMENT

The subsequent document was provided by management of the School Corporation. The document is presented as intended by the School Corporation.

239 South Main Cross Street Hanover, Indiana 47243-9309 Administrative Office 812-866-6250 FAX 812-866-6256

<u>Superintendent</u> Trevor Jones

Assistant To Superintendent/ <u>Corporation Treasurer</u> Laura Boldery

December 3, 2015

**Corrective Action Plan** 

Board of School Trustees

Jodi Gray, President Michael Hicks, Vice-President Lacie Deputy, Secretary John Jones, Member Richard Stockdale, Member

CITIZENSHIP

### FINDING 2014-001. PREPARATION OF THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Internal controls continue to be a problem in all Governmental units due to a shortage of funds to a support extra personnel. We continue working on this issue.

Southwestern Jefferson County Consolidated School Corporation does provide the most reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations as reasonably possible.

We feel the segregation of duties and safeguarding controls over cash and all other assets and all forms of information processing are done to the best of our ability with the available staff.

Controls over the receipting, disbursing, recording and accounting for the financial activities are completed in the following manner. The Deputy Treasurer now does the recording of the Federal Grants. Previously, the Treasurer did all the Federal Grant accounting. Receipts are written by the Deputy Treasurer. I, Treasurer, personally sign and check every receipt before they are recorded. I have a Deputy Treasurer and an Assistant Treasurer. If I am absent the Assistant Treasurer signs each receipt for the Deputy Treasurer. Treasurer, Deputy Treasurer or Assistant Deputy make deposits daily.

Disbursing is done by checks written by Deputy Treasurer. Treasurer checks invoicing and personally signs all checks before processing and mailing. If Treasurer is absent the Assistant Treasurer signs each check personally. The same process is used for preparing the actual SEFA to insure it is correct.

The School Board is given a list of all checks and invoices being paid prior to monthly Board meetings. Questions concerning any invoices are asked and all checks are approved prior to payment being sent to vendors. Checks are then mailed after Board approval.

Accounting is done by both the Treasurer and Deputy Treasurer. The Deputy Treasurer does the daily accounting. The Treasurer does the monthly accounting, closing, and beginning the next month.

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery or Melissa May Title: Treasurer/Assistant to the Superintendent or Deputy Treasurer Phone: 812-866-6253 or 812-866-1235

Ladra Bolderv

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<u>Superintendent</u> Trevor Jones

Superintendent/

**Corporation Treasurer** 

Assistant To

Laura Boldery

December 3, 2015

**Corrective Action Plan** 

Board of School Trustees

Jodi Gray, President Michael Hicks, Vice-President Lacie Deputy, Secretary John Jones, Member Richard Stockdale, Member

Internal controls continue to be a problem in all Governmental units due to a shortage of funds to support extra personnel. We continue working on this issue.

FINDING 2014-002. PROCUREMENT AND SUSPENSION AND DEBARMENT

Southwestern Jefferson County Consolidated School Corporation does provide the most effective internal control system related to the grant agreement and the Procurement and Suspension and Debarment compliance requirements as we possibly can with limited staff.

Southwestern Jefferson County Consolidated School Corporation will correct the verification of awarded contracts exceeding \$25,000 for the School Breakfast and National School Lunch Programs. Beginning January 4, 2016 all awarded contracts exceeding \$25,000 will have evidence on file that the contracted entities were searched and not suspended or debarred. The Food Service Director will do a search of the System of Award Manager Center website. Contracts will not be awarded to any vendor appearing on the Excluded Parties List.

Segregation of duties will be designed and operated more effectively to provide reasonable assurance that material noncompliance with the grant agreement or a compliance requirement of a federal program will be prevented or detected and corrected on a timely basis. We have on staff the Food Service Director and her assistant in the same office. Each sees what the other works on. The daily receipts are done by cashiers. Money is checked by cashiers, given to Food Service Director and then deposited. A record is given to the Treasurer or Deputy Treasurer in the Administration Office. The recording is done by the Food Service Director for the individual schools. All school recording is done in the Administration Office's software program. Vendors are paid by purchase orders approved by the Food Service Director. The Corporation Treasurer or Deputy Treasurer records, writes and mails checks. Vouchers are checked and checks are signed by the other official in the Administration Office. All vouchers lists are sent to the School Board at least three days prior to meeting date. The School Board approves all vouchers and payrolls at the monthly Board meeting.

The Federal reporting for the School Breakfast Program and the National School Lunch Program is done by the Food Service Director. The daily reporting is done by the Deputy Treasurer in the Central Office. The monthly recording is done by the Corporation Treasurer.

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery or Wanda Spurgeon or Melissa May Title: Treasurer/Assistant to the Superintendent or Food Service Director or Deputy Treasurer Phone: 812-866-6253 or 812-866-6254 or 812-866-1235

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239 South Main Cross Street Hanover, Indiana 47243-9309 Administrative Office 812-866-6250 FAX 812-866-6256

<u>Superintendent</u> Trevor Jones

Assistant To Superintendent/ <u>Corporation Treasurer</u> Laura Boldery December 3, 2015

**Corrective Action Plan** 

### Board of School Trustees

Jodi Gray, President Michael Hicks, Vice-President Lacie Deputy, Secretary John Jones, Member Richard Stockdale, Member

## FINDING 2014-003. SPECIAL TESTS AND PROVISIONS

Internal controls continue to be a problem in all Governmental units due to a shortage of funds to support extra personnel. We continue working on this issue.

Southwestern Jefferson County Consolidated School Corporation will correct the paid lunch equity compliance requirements that have a direct and material effect on the National School Lunch Program and School Breakfast Program.

Effective January 4, 2016 paid lunch prices will be increased ten cents. The School Board approved this increase at the monthly meeting held on November 24, 2015. The School Board anticipates increasing the paid lunch prices another ten cents at the beginning of the 2016-2017 school year in August 2016. This will be continued, with School Board approval, until the difference between the per meal Federal reimbursement for paid and free lunches reaches the requirements for paid lunch equity.

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery or Wanda Spurgeon Title: Treasurer/Assistant to the Superintendent or Food Service Director Phone: 812-866-6253 or 812-866-6254

Wanda Spurgeon Laura Boldery Date

239 South Main Cross Street Hanover, Indiana 47243-9309 Administrative Office 812-866-6250 FAX 812-866-6256

<u>Superintendeni</u> **Trevor** Jones

Assistant To Superintendent/ Corporation Treasurer Laura Boldery

December 3, 2015 **Corrective Action Plan** 

**Board of School Trustees** 

Jodi Gray, President Michael Hicks, Vice-President Lacie Deputy, Secretary John Jones, Member Richard Stockdale, Member

## FINDING 2014-004. SPECIAL TESTS AND PROVISIONS

Internal controls continue to be a problem for all Governmental units due to a shortage of funds to support extra personnel. We continue working on this issue.

Southwestern Jefferson County Consolidated School Corporation will correct the verification of free and reduced price applications compliance requirements. The Food Service Director has worked on finding and correcting the errors in determining the income when performing verifications of free and reduced price applications. The problem has been seen since the change of applying on line. The Food Service Director was not checking each line that had been filled out. Since the Audit she has gone over all the applications. Some of the dependents were being shown in two places. That made them being counted twice when the calculate and send buttons were hit.

The School Food Director will make all necessary corrections immediately. Future applications will be double checked to try to keep this from happening again.

The School Food Director's Assistant will double check the applications to establish an effective internal control system. This will help to avoid noncompliance with the grant agreement and the compliance requirements to remain undetected.

The School Food Director will follow 7 CFR section 245.6a(f)(7): "Eligibility changes. Based on the verification activities, the local educational agency shall make appropriate modifications to the eligibility determinations made initially."

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery or Wanda Spurgeon Title: Treasurer/Assistant to the Superintendent or Food Service Director Phone: 812-866-6253 or 812-866-6254

Date

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239 South Main Cross Street Hanover, Indiana 47243-9309 Administrative Office 812-866-6250 FAX 812-866-6256

<u>Superintendent</u> Trevor Jones

Assistant To Superintendent/ <u>Corporation Treasurer</u> Laura Boldery December 3, 2015

**Corrective Action Plan** 

Board of School Trustees

Jodi Gray, President Michael Hicks, Vice-President Lacie Deputy, Secretary John Jones, Member

Richard Stockdale, Member

### FINDING 2014-005. REPORTING

Internal controls continue to be a problem for all Governmental units due to a shortage of funds to support extra personnel. We continue working on this issue.

Southwestern Jefferson County Consolidated School Corporation corrected the Prepaid Food Clearing account. The accounting for the National School Lunch Program and School Breakfast Program had been done in an extra-curricular account. State Board of Accounts recommended the accounting be done in the Administration Office accounts. At the time of the move we were unaware of how the Prepaid Food Clearing account was supposed to be set up. State Board of Accounts explained the procedure and it is being followed.

Ala cart sales will be reported as other food service instead of other income effective January 4, 2016. Every effort will be made to report the Ala cart sales correctly.

Application verifications will be closely monitored beginning immediately. Real Time reporting is done in the Administration Office by the Deputy Treasurer. Application verifications are done in the Extra-Curricular Office by the School Food Director. Beginning January 4, 2016 Real Time reports will be compared by printing a list of verified applicants. This will help with correct reporting as well as internal control.

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery or Wanda Spurgeon or Melissa May Title: Treasurer/Assistant to the Superintendent or Food Service Director or Deputy Treasurer Phone: 812-866-6253 or 812-866-6254 or 812-866-1235

Wanda Spurgeon Melissa May

239 South Main Cross Street Hanover, Indiana 47243-9309 Administrative Office 812-866-6250 FAX 812-866-6256

<u>Superintendent</u> Trevor Jones

Assistant To Superintendent/ <u>Corporation Treasurer</u> Laura Boldery December 3, 2015

**Corrective Action Plan** 

#### **Board of School Trustees**

Jodi Gray, President Michael Hicks, Vice-President Lacie Deputy, Secretary John Jones, Member Richard Stockdale, Member

#### FINDING 2014-006. Eligibility

Internal controls continue to be a problem for all Governmental units due to a shortage of funds to support extra personnel. We continue working on this issue.

Southwestern Jefferson County Consolidated School Corporation will correct the eligibility determinations to prevent, or detect and correct, errors in the eligibility classification of the applicants.

The Food Service Director together with her Assistant and someone in the Administration Office will be closely checking every application and changes will be made prior to submitting.

Food stamp case numbers will be properly determined to be eligible for free meals instead of reduced price meals.

Application verifications will be closely monitored beginning immediately. Real Time reporting is done in the Administration Office by the Deputy Treasurer. Application verifications are done in the Extra-Curricular Office by the School Food Director and Assistant. Beginning January 4, 2016 Real Time reports will be compared by printing a list of verified applicants. This will help with correct reporting as well as internal control.

The Eligibility compliance requirements will be followed as closely as possible beginning immediately.

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery, Wanda Spurgeon, Melissa May Title: Treasurer/Assistant to the Superintendent or Food Service Director or Deputy Treasurer Phone: 812-866-6253 or 812-866-6254 or 812-866-1235

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Laura Boldery	0	Wanda Spurgeon	Melissa May	Date

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<u>Superintendent</u> Trevor Jones

Assistant To Superintendent/ <u>Corporation Treasurer</u> Laura Boldery December 3, 2015

**Corrective Action Plan** 

Board of School Trustees

Jodi Gray, President Michael Hicks, Vice-President Lacie Deputy, Secretary John Jones, Member Richard Stockdale, Member

### FINDING 2014-007. CASH MANAGEMENT

Internal controls continue to be a problem for all Governmental units due to a shortage of funds to support extra personnel. We continue working on this issue.

Southwestern Jefferson County Consolidated School Corporation will correct the cafeteria cash balance immediately. The school food authority shall limit its net cash resources to an amount that does not exceed three months average expenditures for its non-profit school food service as stated by 7 CFR 210.14(b).

The Southwestern School Board approved some things to spend some of the cafeteria funds. Beginning January 4, 2016 all Southwestern students will be given a free breakfast. Maintenance employees will be charged to the cafeteria when working on cafeteria equipment and rooms.

The monthly cash balance will be closely monitored by the Food Service Director, Corporation Treasurer and Deputy Treasurer. Every effort will be made to maintain a cash balance not exceeding the three months average of expenditures at the end of any month.

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery, Wanda Spurgeon, Melissa May Title: Treasurer/Assistant to the Superintendent or Food Service Director or Deputy Treasurer Phone: 812-866-6253 or 812-866-6254 or 812-866-1235

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<u>Superintendent</u>		Board of School Trustees		
Trevor Jones				
	December 3, 2015	Jodi Gray, President		
Assistant To		Michael Hicks, Vice-President Lacie Deputy, Secretary		
Superintendent/	Corrective Action Plan			
Corporation Treasurer		John Jones, Member		
Laura Boldery		Richard Stockdale, Member		
FINDING 2014-008. INTERNAL CONTROLS OVER TITLE 1 GRANTS TO LOCAL EDUCATIONAL AGENCIES				

Activities Allowed or unallowed: To correct identifying the fund from which employees are paid beginning January 4, 2016 Southwestern School Board will be given the Payroll Distribution Report. This report is broken down by employees and by fund.

Cash Management: \_\_The Deputy Treasurer prepares and submits reimbursement requests. Reports are taken from our Komputrol Software Program showing what expenditures had been made prior to completing the reimbursement requests. Title I beginning balance, receipts, expenditures and ending balance are checked at the end of each month by the Treasurer. The reports must balance prior to asking for reimbursement. Reports are attached to the reimbursement requests and maintained in our files. We only ask for the amount on the fund report that shows in the red at the time of submitting. Beginning January 4, 2016 the Treasurer will check, approve and sign all reimbursements prior to filing. If the Treasurer fills out the reimbursement the Deputy or Assistant Treasurer will check, approve, and verify all reimbursements prior to filing.

Eligibility: The Deputy Treasurer prepares and submits the Real Time Report information used to determine eligibility. Beginning January 4, 2016 a report will be run with the names of eligible students. The report will be checked with the Real Time Report prior to submitting the report. Information for the Real Time report is gathered from the Harmony Program entered by each school.

Period of Availability of Federal Funds: The Deputy Treasurer prepares and submits reimbursement requests. We will continue sending in requests on the 15<sup>th</sup> and 30<sup>th</sup> of each month. We will continue to use balanced bookkeeping paper work with reimbursements. Treasurer closes out monthly reporting.

Reporting: The Deputy Treasurer prepares and submits reimbursement requests and Annual Expenditure Reports. We balance reports prior to submitting. Treasurer closes out monthly reporting. Another official who does not fill out the forms will review, approve, and verify reimbursement forms.

Special Tests and Provisions: The Title I Director, Elementary Principal, is responsible for ensuring that the School Corporation's assessment, comprehensive plan, and annual evaluation of the schoolwide program are completed. Beginning January 4, 2016 the Assistant Principal will sign and verify.

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery, Melissa May, Karla Gauger Title: Treasurer/Assistant to the Superintendent or Deputy Treasurer or Title | Director Phone: 812-866-6253 or 812-866-1235 or 812-866-6215 in Bolder

Laura Bolderv Date

**CHARACTER COUNTS!** Everywhere - All The Time RESPECT RESPONSIBILITY

TRUSTWORTHINESS

FAIRNESS

CARING

239 South Main Cross Street Hanover, Indiana 47243-9309 Administrative Office 812-866-6250 FAX 812-866-6256

<u>Superintendent</u> Trevor Jones

Assistant To Superintendent/ <u>Corporation Treasurer</u> Laura Boldery December 3, 2015

**Corrective Action Plan** 

Board of School Trustees

Jodi Gray, President Michael Hicks, Vice-President Lacie Deputy, Secretary John Jones, Member Richard Stockdale, Member

### FINDING 2014-009. ALLOWABLE COSTS/COST PRINCIPLES

Internal controls continue to be a problem for all Governmental units due to a shortage of funds to support extra personnel. We continue working on this issue.

Southwestern Jefferson County Consolidated School Corporation will put a system in place to ensure compliance with the Circular A-87 regulations for time and effort reporting. Beginning January 4, 2016 certification activity reports for employees paid from Title I funds will be completed in a timely manner.

Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. Payroll time sheets are signed by the Title I Director and employee. Beginning January 4, 2016 certification activity reports will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee and the payroll clerk. School Board approves all payrolls.

Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards beginning January 4, 2016. The reports will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. Payroll clerk will also sign time sheets.

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery, Karla Gauger, Linda Shepherd Title: Treasurer/Assistant to the Superintendent or Title I Director or Payroll Clerk Phone: 812-866-6253 or 812-866-6215 or 812-866-6252

Laura Boldery Date

CHARACTER COUNTS: Everywhere – All The Time TRUSTWORTHINESS RESPECT RESPONSIBILITY FAIRNESS CARING CETTZENSHIP

239 South Main Cross Street Hanover, Indiana 47243-9309 Administrative Office 812-866-6250 FAX 812-866-6256

<u>Superintendent</u> Trevor Jones

Assistant To Superintendent/ <u>Corporation Treasurer</u> Laura Boldery

December 3, 2015

**Corrective Action Plan** 

# Board of School Trustees

Jodi Gray, President Michael Hicks, Vice-President Lacie Deputy, Secretary John Jones, Member Richard Stockdale, Member

## FINDING 2014-010. INTERNAL CONTROL OVER SPECIAL EDUCATION CLUSTER (IDEA)

Internal controls continue to be a problem for all Governmental units due to a shortage of funds to support extra personnel. We continue working on this issue.

Southwestern Jefferson County Consolidated School Corporation designated Madison Special Services Unit (MAESSU) as the fiscal agent to receive and manage the funding of the Special Education programs.

<u>Cash Management</u>: Requests for reimbursements are prepared by MAESSU's Business Manager. The Business Manager began in October 2015 having the MAESSU Board sign reports.

<u>Period of Availability</u>: MAESSU's Business Manager monitors expenditures for compliance with Period of Availability of federal Fund requirements. The Business Manager began in October 2015 having the MAESSU Board sign reports.

<u>Reporting:</u> the Requests for Reimbursement and Final Expenditure Reports are prepared and submitted by MAESSU's Business Manager. The Business Manager began in October 2015 having the MAESSU Board sign reports.

Madison Special Services Unit will work towards maintaining internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on the Federal program as stated in OMB Circular A-133, Subpart C, section .300.

Southwestern Jefferson County Consolidated School Corporation has been assured by the MAESSU's Business Manager and Board that every effort will be maintained to accomplish fulfilling the requirements.

We will continue perfecting the internal control to the best of our ability. Everything possible is double checked prior to closing each month.

Contact Person: Laura Boldery, Trevor Jones Title: Treasurer/Assistant to the Superintendent or Superintendent & MAESSU Board Member Phone: 812-866-6253 or 812-866-6255

Laura Boldery Date

TRUSTWORTHINESS RESPECT

CHARACTER COUNTS! Everywhere – All The Time RESPONSIBILITY FAIRNESS

CARING CITIZENSHIP

### OTHER REPORTS

In addition to this report, other reports may have been issued for the School Corporation. All reports can be found on the Indiana State Board of Accounts' website: <u>http://www.in.gov/sboa/</u>.