

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

SOUTH GIBSON SCHOOL CORPORATION

GIBSON COUNTY, INDIANA

July 1, 2013 to June 30, 2015



FILED
07/15/2016

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Elaine Tenbarge	01-01-13 to 12-31-16
Superintendent of Schools	Dr. Stacey Humbaugh	07-01-13 to 06-30-16
President of the School Board	Elizabeth Hirsch Tim Nurrenbern Michael Bengert Donald Steinmetz	01-01-13 to 12-31-13 01-01-14 to 12-31-14 01-01-15 to 12-31-15 01-01-16 to 12-31-16



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE SOUTH GIBSON SCHOOL CORPORATION, GIBSON COUNTY, INDIANA

This report is supplemental to our audit report of the South Gibson School Corporation (School Corporation), for the period from July 1, 2013 to June 30, 2015. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the School Corporation. It should be read in conjunction with our Financial Statement and Federal Single Audit Report of the School Corporation, which provides our opinions on the School Corporation's financial statement and federal program compliance. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Audit Results and Comments contained herein describe the identified reportable instances of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Any Official Response to the Audit Results and Comments, incorporated within this report, was not verified for accuracy.

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

May 16, 2016

SOUTH GIBSON SCHOOL CORPORATION
AUDIT RESULTS AND COMMENTS

SUPPORTING DOCUMENTATION

We noted the following deficiencies in the testing of disbursements:

- One travel claim tested had a reimbursement identified as lodging on an Expense Report supported by a PayPal receipt; the receipt did not identify specifically what was purchased. The claim also had a receipt for two lunch items, but the location, date, time, and who was in attendance could not be determined.
- One credit card claim was paid based on the credit card statement balance without an itemized receipt to provide supporting documentation to identify what was purchased.
- One claim reimbursing a bus driver for expenses was not properly itemized. Documentation attached was a generic, hand-written receipt with single dollar amount identified as fuel.

Due to the lack of supporting documentation we could not verify the validity of these disbursements.

Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for audit to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

EDUCATIONAL FEES

The School Corporation charged an educational fee for technology. The School Corporation did not obtain written guidance concerning whether fees are appropriate from the Corporation Attorney.

IC 20-26-4-1 concerning duties of the School Corporation Treasurer, states in part: "The treasurer is the official custodian of all funds of the school corporation and is responsible for the proper safeguarding and accounting for the funds . . ." Therefore, all grant monies and properly authorized fees at an individual building should be transferred to the School Corporation Central Office on a timely and regular basis for receipting into the appropriate school corporation fund. The School Corporation Attorney should provide written guidance concerning whether fees are appropriate in regards to Constitutional provisions. (Accounting and Uniform Compliance Guidelines Manual for Extra-Curricular Accounts, Chapter 6)

SOUTH GIBSON SCHOOL CORPORATION
EXIT CONFERENCE

The contents of this report were discussed on May 16, 2016, with Dr. Stacey Humbaugh, Superintendent of Schools; Timothy M. Armstrong, Assistant Superintendent of Schools; Janet McBee, School Board member; Elaine Tenbarger, Treasurer; and Sandy Edwards, Assistant Treasurer.