

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

WILLIAM E. WILSON EDUCATION CENTER

CLARK COUNTY, INDIANA

July 1, 2011 to June 30, 2015



FILED
08/18/2016

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Pamela A. Clover	07-01-11 to 06-30-16
Executive Director	Dr. Philip Partenheimer	07-01-11 to 06-30-16
President of the Board of Directors	Dr. Kimberly A. Knott Dr. James Roberts	07-01-11 to 06-30-14 07-01-14 to 06-30-16



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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

TO: THE OFFICIALS OF THE WILLIAM E. WILSON EDUCATION CENTER, CLARK COUNTY, INDIANA

This report is supplemental to our examination report of the William E. Wilson Education Center (School Corporation), for the period from July 1, 2011 to June 30, 2015. It has been provided as a separate report so that the reader may easily identify any Examination Results and Comments that pertain to the School Corporation. It should be read in conjunction with our Financial Statements Examination Report of the School Corporation, which provides our opinion on the School Corporation's financial statements. 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 Examination 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 Examination Results and Comments, incorporated within this report, was not verified for accuracy.

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

May 25, 2016

WILLIAM E. WILSON EDUCATION CENTER
EXAMINATION RESULTS AND COMMENTS

CREDIT CARD PAYMENTS

The School Corporation submitted itemized receipts for items charged to the School Corporation's credit card each month to be approved by the governing Board. However, the monthly statements are not attached to the claims; therefore, it could not be determined if all of the charges on the credit card were being paid. Upon request, the School Corporation was able to provide online statements from October 2014 to April 2016. Based upon review of the credit card statements provided, it was determined that not all charges were being paid timely and some penalty and interest charges were incurred and paid by the School Corporation.

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)

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Additionally, officials and employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the governmental unit. Any penalties, interest, or other charges paid by the governmental unit may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

ERRORS ON CLAIMS

Disbursements made by electronic funds transfer were not assigned a check or voucher number and did not appear on the claims docket that was approved and signed by the governing Board.

Indiana Code 5-11-10-1.6 states in part:

". . . (b) As used in this section, 'claim' means a bill or an invoice submitted to a governmental entity for goods or services.

(c) The fiscal officer of a governmental entity may not draw a warrant or check for payment of a claim unless:

WILLIAM E. WILSON EDUCATION CENTER
EXAMINATION RESULTS AND COMMENTS
(Continued)

- (1) there is a fully itemized invoice or bill for the claim;
- (2) the invoice or bill is approved by the officer or person receiving the goods and services;
- (3) the invoice or bill is filed with the governmental entity's fiscal officer;
- (4) the fiscal officer audits and certifies before payment that the invoice or bill is true and correct; and
- (5) payment of the claim is allowed by the governmental entity's legislative body or the board or official having jurisdiction over allowance of payment of the claim. . . ."

OFFICIAL BOND

The Treasurer did not obtain an individual surety bond each year; but instead obtained continuation certificates each year since 2004.

Indiana Code 20-26-4-5(a) states:

"For each school year commencing July 1, the treasurer of each governing body and the governing body's school corporation and a deputy treasurer, if so appointed, shall give a bond for the faithful performance of the treasurer's and deputy treasurer's duties written by an insurance company licensed to do business in Indiana, in an amount determined by the governing body. The treasurer shall be responsible under the treasurer's bond for the acts of a deputy treasurer appointed as provided in section 1 of this chapter."

The State Board of Accounts is of the audit position a new bond should be obtained each year and continuation certificates should not be used in lieu of obtaining a new bond. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 8)

WILLIAM E. WILSON EDUCATION CENTER
EXIT CONFERENCE

The contents of this report were discussed on May 25, 2016, with Pamela A. Clover, Treasurer, and Dr. Philip Partenheimer, Executive Director.

The contents of this report were discussed via conference call on May 25, 2016, with Dr. James Roberts, President of the Board of Directors.