

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

COMPLIANCE EXAMINATION REPORT

OF

NORTH WEST HENDRICKS SCHOOL CORPORATION

HENDRICKS COUNTY, INDIANA

July 1, 2021 to June 30, 2023



**FILED**

03/25/2024



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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March 25, 2024

To: The Officials of North West Hendricks School Corporation  
North West Hendricks School Corporation  
Hendricks County, Indiana

This report is supplemental to the audit report of North West Hendricks School Corporation (School Corporation), for the period July 1, 2021 to June 30, 2023. It has been provided as a separate report so that the reader may easily identify any Examination Findings that pertain to the School Corporation. It should be read in conjunction with the financial statement audit report of the School Corporation, which provides an opinion on the School Corporation's financial statements. This report may be found at [www.in.gov/sboa/](http://www.in.gov/sboa/).

As authorized under Indiana Code 5-11-1, we engaged private examiners under our review to perform the audit of the School Corporation and perform procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Findings and Results contained herein describe the identified reportable instances of noncompliance found as a result of these procedures.

We have reviewed the Supplemental Audit Report for North West Hendricks School Corporation prepared by Crowe LLP, Independent Public Accountants, for the period July 1, 2021 to June 30, 2023. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the State Board of Accounts.

We call your attention to the findings in the report on pages 3 and 4.

The report is filed with this letter in our office as a matter of public record.

A handwritten signature in black ink that reads 'Tammy R. White'.

Tammy R. White, CPA  
Deputy State Examiner

**COMPLIANCE EXAMINATION OF**  
NORTH WEST HENDRICKS SCHOOL CORPORATION  
Hendricks County, Indiana  
July 1, 2021 through June 30, 2023

NORTH WEST HENDRICKS SCHOOL CORPORATION

Hendricks County, Indiana  
July 1, 2021 through June 30, 2023

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NORTH WEST HENDRICKS SCHOOL CORPORATION  
SCHEDULE OF OFFICIALS  
July 1, 2021 through June 30, 2023

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<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Kristina James	07-01-21 to 06-30-23
Superintendent of Schools	Dr. Scott Syverson	07-01-21 to 06-30-23
President of the School Board	Brad Williams Joe Brooks	01-01-21 to 12-31-22 01-01-23 to 12-31-24

## INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and  
Management of the North West Hendricks School Corporation

We have examined the North West Hendricks School Corporation ("School Corporation") compliance with the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Indiana Public School Corporations* during the period July 1, 2021 through June 30, 2023. Management of the School Corporation is responsible for the School Corporation's compliance with the specified requirements. Our responsibility is to express an opinion on the School Corporation's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the School Corporation complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the School Corporation complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our qualified opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the School Corporation's compliance with specified requirements.

Our examination disclosed material noncompliance with the *Accounting and Uniform Compliance Guidelines Manual For Indiana Public School Corporations* applicable to the School Corporation during the period July 1, 2021 through June 30, 2023, as described in items 2023-001 through 2023-003 on the following Schedule of Examination Findings and Results.

In our opinion, except for the material noncompliance described in the preceding paragraph, the School Corporation complied, in all material respects, with the aforementioned requirements during the period July 1, 2021 through June 30, 2023.



Crowe LLP

Indianapolis, Indiana  
March 18, 2024

NORTH WEST HENDRICKS SCHOOL CORPORATION  
 SCHEDULE OF EXAMINATION FINDINGS AND RESULTS  
 July 1, 2021 through June 30, 2023

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**FINDING 2023-001: OVERDRAWN CASH BALANCES**

**Criteria:** Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual For Indiana Public School Corporations states in part, “The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the unit.”

**Condition:** During testing of cash fund balances, we noted the following funds that were not cost-reimbursement grant based with a cash balance below zero as of June 30, 2022 or June 30, 2023:

Fund	Amount Overdrawn June 30, 2022	Amount Overdrawn June 30, 2023
Federal Taxes	\$ 30,125	\$ -
Social Security Teaching	21,642	-
Health Insurance	33,204	38,383
Social Security Non Teach	5,855	-
Dental Health Insurance	6,830	7,146
Individual Life	31	-

The same finding also appeared in prior Report B60483.

**FINDING 2023-002: PREPAID SCHOOL LUNCH CLEARING FUND (8400) RECONCILIATION**

**Criteria:** When a student puts money into their individual meal account, it should not be considered income to the child nutrition program until that student goes through the lunch line and charges a meal to their account. Therefore, while money is in the student’s individual account, the balance should not be included in Fund 800 School Lunch. A school should set up a clearing account with the fund number of 8400 Prepaid School Lunch Accounts which is included in Chapter 4 of the State Board of Accounts Uniform Compliance Guidelines for Indiana Public School Corporations. When a student brings in a deposit the receipt should be recorded to Fund 8400 using receipt account 1630 Special Functions. After the student has charged meals, you should disburse the amount charged from Fund 8400 using expenditure account 31900 Other Food Services and receipt this into Fund 800 using the Food Services receipt accounts 1611-1623 at the time established in a written school policy to ensure accurate monthly reporting. At this point the receipts are considered program income and should be included on any reports that are required to be completed. Also, on a monthly basis it is required that the balance of Fund 8400 be reconciled with the total of the individual meal accounts. (The School Bulletin and Uniform Compliance Guidelines, February 2019).

**Condition:** The School Corporation's Prepaid School Lunch Accounts fund (fund number 8400) balance at June 30, 2022, and June 30, 2023, did not reconcile to the subsidiary records of student account balances. At June 30, 2022, the Prepaid School Lunch Accounts fund had a fund ledger balance of \$33,241 compared to the subsidiary records which showed a balance of \$55,253. At June 30, 2023, the Prepaid School Lunch Accounts fund had a fund ledger balance of \$34,487 compared to the subsidiary records which showed a balance of \$55,248.

The same finding also appeared in prior Report B60483.

NORTH WEST HENDRICKS SCHOOL CORPORATION  
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS  
July 1, 2021 through June 30, 2023

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**FINDING 2023-003: GATEWAY UPLOADS**

**Criteria:** The Indiana State Board of Accounts (SBOA) Directive 2018-1 states in part, " Beginning with July 2018 files, which will be due September 15, 2018, all cities, towns, townships, libraries, and special districts will use the Upload App to upload files containing financial and governmental unit information on Gateway to allow the State Board of Accounts (SBOA) to conduct audit planning and audit processes prior to on-site work at a unit. This remote process will provide for more efficient data processing and save audit costs for our clients.

The following files and governmental unit information are required to be uploaded monthly by all units:

- Bank Reconcilements, Bank Statements, and Outstanding Check Lists
- Approved Board Minutes
- Funds Ledger, summarizing total receipts, disbursements, and beginning and ending balances by fund.

The following files and governmental unit information are required to be uploaded annually by all units:

- Detail of Receipts for the year
- Detail of Disbursements for the year
- Current year Salary Ordinance (or Schedule)
- Annual Vendor History Report
- Annual Payroll History Report, without social security numbers
- Annual Funds Ledger, summarizing year-to-date total receipts, year-to-date disbursements, and beginning and ending balances by fund

**Condition:** During testing, we noted the following bank reconciliations were prepared in a timely manner, but not uploaded to Gateway within 45 days after month-end as required.

<b>Month</b>	<b>Submission Date</b>
July 2021	11/18/2021
August 2021	11/18/2021
September 2021	11/18/2021
December 2021	5/12/2022
January 2022	5/12/2022
February 2022	5/12/2022
May 2022	2/9/2023
June 2022	2/9/2023
July 2022	2/9/2023
August 2022	2/9/2023
September 2022	2/9/2023
October 2022	2/9/2023
November 2022	2/9/2023
March 2023	8/8/2023
April 2023	8/8/2023
May 2023	8/8/2023

We also noted the Approved Salary Schedule, Annual Payroll History Report, and the School Lunch Prepaid Account Balance Report was not uploaded for 2022 and 2023.

The same finding also appeared in prior Report B60483.

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NORTH WEST HENDRICKS SCHOOL CORPORATION  
EXIT CONFERENCE  
July 1, 2021 through June 30, 2023

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The contents of this report were discussed on March 18, 2024 with Kristina James, Treasurer, David Hobaugh, Assistant Superintendent and Chief Financial Officer, Dr. Scott Syverson, Superintendent, and Joe Brooks, School Board President.