

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

COMPLIANCE EXAMINATION REPORT

OF

ELKHART & ST. JOSEPH COUNTIES HEAD START CONSORTIUM

ST. JOSEPH COUNTY, INDIANA

July 1, 2021 to June 30, 2022



**FILED**  
04/16/2024



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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April 16, 2024

To: The Officials of the Elkhart & St. Joseph Counties Head Start Consortium  
Elkhart & St. Joseph Counties Head Start Consortium  
St. Joseph County, Indiana

This report is supplemental to the audit report of the Elkhart & St. Joseph Counties Head Start Consortium (Consortium), for the period from July 1, 2021 to June 30, 2022. It has been provided as a separate report so that the reader may easily identify any Examination Findings that pertain to the Consortium. It should be read in conjunction with the financial statement audit report of the Consortium, which provides an opinion on the Consortium'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 Consortium 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 the Elkhart & St. Joseph Counties Head Start Consortium prepared by Crowe LLP, Independent Public Accountants, for the period July 1, 2021 to June 30, 2022. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the Indiana State Board of Accounts.

We call your attention to the finding in the report on page 3.

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  
ELKHART AND ST. JOSEPH  
COUNTIES HEAD START CONSORTIUM**

St. Joseph County, Indiana  
July 1, 2021 to June 30, 2022

ELKHART AND ST. JOSEPH COUNTIES HEAD START CONSORTIUM

St. Joseph County, Indiana  
July 1, 2021 to June 30, 2022

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ELKHART AND ST. JOSEPH COUNTIES HEAD START CONSORTIUM  
SCHEDULE OF OFFICIALS  
July 1, 2021 to June 30, 2022

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<u>Office</u>	<u>Official</u>	<u>Term</u>
Executive Director	Dr. Kathy Guajardo	07-01-21 to 06-30-22
Board President	Jane Allen	07-01-21 to 06-30-22

## INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and  
Management of Elkhart and St. Joseph Counties Head Start Consortium

We have examined Elkhart and St. Joseph Counties Head Start Consortium's ("Unit") compliance with the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Special Districts* during the period July 1, 2021 to June 30, 2022. Management of the Unit is responsible for the Unit's compliance with the specified requirements. Our responsibility is to express an opinion on the Unit'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 Unit complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Unit 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 Unit's compliance with specified requirements.

Our examination disclosed material noncompliance with the *Accounting and Uniform Compliance Guidelines Manual For Special Districts* applicable to the Unit during the period July 1, 2021 to June 30, 2022, as described in item 2022-001 on the following Schedule of Examination Findings and Results.

In our opinion, except for the material noncompliance described in the preceding paragraph, the Unit complied, in all material respects, with the aforementioned requirements during the period July 1, 2021 to June 30, 2022.

*Crowe LLP*  
Crowe LLP

Indianapolis, Indiana  
March 27, 2024

ELKHART AND ST. JOSEPH COUNTIES HEAD START CONSORTIUM  
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS  
July 1, 2021 to June 30, 2022

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**FINDING 2022-001: OVERDRAWN CASH BALANCES**

**Criteria:** Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual For Special Districts 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, we noted the following funds with a cash balance below zero, which are not grant related funds, as June 30, 2022.

<b>Fund</b>	<b>Amount Overdrawn June 30, 2022</b>
FEE Base	\$ 4,914
Other Program	103,951

ELKHART AND ST. JOSEPH COUNTIES HEAD START CONSORTIUM  
EXIT CONFERENCE  
July 1, 2021 to June 30, 2022

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The contents of this report were discussed on March 26, 2024 with Kathy Guajardo, Executive Director, Brenda Overton, Accountant, Anthony Harris, Consultant, Perry Davis, Consultant, Amy Fox, Outside Counsel, Scot Croner, Board Member, and Byron Sanders, Board Member.