

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE

MORGAN COUNTY, INDIANA

July 1, 2021 to June 30, 2023



FILED

03/05/2024

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Whitney Kuszmaul	07-01-21 to 06-30-24
Superintendent of Schools	William Robertson Eric Bowlen	07-01-21 to 06-30-22 07-01-22 to 06-30-24
President of the School Board	Don Lipps Jacque Deckard Matthew Hankins	07-01-21 to 01-17-23 01-18-23 to 01-09-24 01-10-24 to 12-31-24



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE METROPOLITAN SCHOOL DISTRICT
OF MARTINSVILLE , MORGAN COUNTY, INDIANA

This report is supplemental to the audit report of the Metropolitan School District of Martinsville (School Corporation), for the period from July 1, 2021 to June 30, 2023. 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 the Financial Statement Audit Report of the School Corporation, which provides our opinions on the School Corporation's financial statement. 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.

Beth Kelley, CPA, CFE
Deputy State Examiner

February 20, 2024

METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE
AUDIT RESULTS AND COMMENTS

AVERAGE DAILY MEMBERSHIP (ADM) - LACK OF RECORDS

Condition and Context

The School Corporation was unable to provide a report, or other documentation for the February 1, 2022 Average Daily Membership count that identified the number of virtual and brick and mortar students. The report provided did identify the total number of students.

Additionally, 2 of 63 virtual students tested were missing supporting documentation (birth certificates) to verify they were age 5 before entering kindergarten, or under the age of 22 when enrolled in grade 12.

Criteria

Indiana Code 5-15-6-3 states:

"No financial records or records relating to financial records shall be destroyed until the earlier of the following actions:

1. The audit of the records by the state board of accounts has been completed, report filed, and any exceptions set out in the report satisfied.
2. The financial record or records have been copied or reproduced in accordance with a retention schedule or with the written consent of the administration."

Officials shall maintain records (enrollment cards, rosters, reporting forms, etc.) which substantiate the number of students claimed for ADM.

The building level official (Principal, Assistant Principal, etc.) is responsible for reporting ADM to the School Corporation Central Office, must provide a written certification of ADM to properly document responsibility. The certification must at a minimum include a statement detailing the names and location of the records used (these records must be retained for public inspection and audit) to substantiate ADM claimed. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

CONTRACTS

Condition and Context

The School Corporation did not provide a signed contract for the Bell Academy ventilation improvement project. Only the bid/quote documentation of \$1,178,375 was used to base the amount and scope of the project.

Criteria

Payments made or received for contractual services must be supported by a written contract. Each unit is responsible for complying with the provisions of its contracts. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 1)

METROPOLITIAN SCHOOL DISTRICT OF MARTINSVILLE
EXIT CONFERENCE

The contents of this report were discussed on February 20, 2024, with Whitney Kuzmaul, Treasurer; Eric Bowlen, Superintendent of Schools; and Matthew Hankins, President of the School Board.