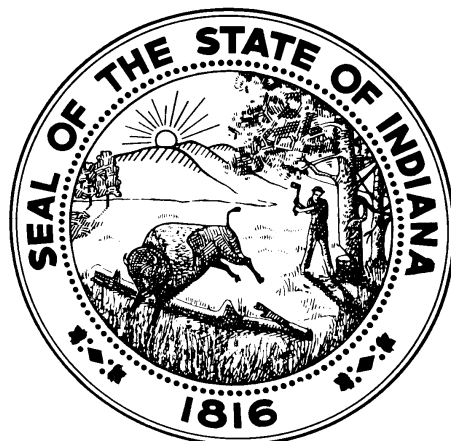


**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2769**

EXAMINATION REPORT  
OF

WARREN CENTRAL HIGH SCHOOL ATHLETIC DEPARTMENT  
METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP  
MARION COUNTY, INDIANA

March 24, 2005 to March 31, 2009



**FILED**

02/18/2010



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OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Business Manager	David Holt	07-01-04 to 06-30-10
Athletic Director	Doug Seagrave Marques Clayton	07-01-02 to 10-31-08 02-13-09 to 06-30-10
Superintendent of Schools	Dr. Peggy Hinckley	07-01-04 to 06-30-10
President of the School Board	Ann E. Mead Marlane R. Tisdale Susan P. Switzer Jay C. Wise Howard A. Dorsey, Jr. Luther C. Robinson	07-01-04 to 06-30-05 07-01-05 to 06-30-06 07-01-06 to 06-30-07 07-01-07 to 06-30-08 07-01-08 to 06-30-09 07-01-09 to 06-30-10
Athletic Department Secretary	Jackie Crowell	07-01-04 to 03-31-09



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
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TO: THE OFFICIALS OF METROPOLITAN SCHOOL DISTRICT  
OF WARREN TOWNSHIP, MARION COUNTY, INDIANA

We have examined the records of the Warren Central High School Athletic Department for the period March 24, 2005 through March 31, 2009, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Examination Results and Comments. The financial transactions of this office are reflected in the Audit Reports of the Metropolitan School District of Warren Township.

STATE BOARD OF ACCOUNTS

September 22, 2009

WARREN CENTRAL HIGH SCHOOL ATHLETIC DEPARTMENT  
METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP  
EXAMINATION RESULTS AND COMMENTS

INTERNAL CONTROLS

The Athletic Department policies for cash handling were not properly followed by Jackie Crowell, former Athletic Department Secretary, as scheduled below:

- A. Ticket sale reports were not completed for all revenue producing events.
- B. Ticket sale reports did not always contain proper signatures.
- C. Receipts were not always entered into the spreadsheet maintained by the former Athletic Department Secretary.
- D. Receipts were not always remitted to the High School Extra-Curricular Account (ECA) Treasurer.

Additionally, checks and balances were not in place to make sure that a deposit was made following every revenue producing event or that the proper amounts had been remitted. The ECA Treasurer could only verify that the deposit made agreed with money given to her by the former Athletic Department Secretary.

Each governmental unit is responsible for complying with the ordinances, resolutions, and policies it adopts. (Accounting and Uniform Compliance Guidelines Manual for Extra-Curricular Accounts, Chapter 7)

Governmental units should have internal controls in effect which provide reasonable assurance regarding the reliability of financial information and records, effectiveness and efficiency of operations, proper execution of management's objectives, and compliance with laws and regulations. Among other things, segregation of duties, safeguarding controls over cash and all other assets and all forms of information processing are necessary for proper internal control. (Accounting and Uniform Compliance Guidelines Manual for Extra-Curricular Accounts, Chapter 7)

DISCREPANCIES IN ATHLETIC GATE RECEIPTS

Jackie Crowell, former Athletic Department Secretary, failed to provide to the High School Extra-Curricular Account (ECA) Treasurer all collections received. The ECA Treasurer deposited amounts received which included uneven dollar amounts, even though ticket prices were for whole dollars. No explanation was offered as to why amounts other than whole dollars were receipted or deposited.

The Athletic Department Secretary maintained ledgers noting receipts for athletic collections, completed and signed deposit worksheets, and submitted the deposit worksheets with collections to the ECA Treasurer. Additionally, for each revenue producing event, ticket sale reports were supposed to be completed by the event workers and signed by the Athletic Department Secretary and included with the amount remitted to the Treasurer. However, completion of the ticket sale reports was not always done. A comparison was made between the ticket sale reports and the actual ticket stubs that had been retained for the events. Many discrepancies were found between actual ticket stubs and the ticket sale reports. Also, some ticket sale reports were found that did not have the required signatures of the event workers. Other ticket sale reports were found to have event worker signatures that did not match signatures on file. Finally, ticket stubs were found that were not reflected on a ticket sale report, nor was a remittance made to the ECA Treasurer. See the schedule below for a listing of the discrepancies noted.

WARREN CENTRAL HIGH SCHOOL ATHLETIC DEPARTMENT  
 METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP  
 EXAMINATION RESULTS AND COMMENTS  
 (Continued)

Funds misappropriated, diverted or unaccounted for through malfeasance, misfeasance, or non-feasance in office of any officer or employee may be the personal obligation of the responsible officer or employee. (Accounting and Uniform Compliance Guidelines Manual for Extra-Curricular Accounts, Chapter 7)

	Event Receipts Not Submitted to High School Treasurer
School Year:	
2004-2005	\$ 2,207.25
2005-2006	7,724.45
2006-2007	19,012.50
2007-2008	15,868.60
2008-2009	10,416.25
Total	\$ 55,229.05

Jackie Crowell, former Athletic Department Secretary, was requested to reimburse the Warren Central High School Athletic Department for discrepancies in athletic gate receipts listed above. (See Summary, page 9)

ACCOUNTABLE ITEMS

Records presented for examination indicated that pre-numbered tickets were used for admittance to athletic events. The minimum price tickets sold for was \$3. A total of 6,454 ticket stubs for the period July 1, 2004 to March 31, 2009, could not be accounted for by other means. Total amount not deposited from these missing tickets is shown in the following schedule:

	Missing Tickets
School Year:	
2005-2006, 1,611 missing tickets	\$ 4,883
2006-2007, 2,712 missing tickets	8,316
2007-2008, 1,884 missing tickets	5,652
2008-2009, 247 missing tickets	741
Total	\$ 19,542

Tickets, goods for sale, billings, and other collections are considered accountable items for which a corresponding deposit must be made in the bank accounts of the governmental unit.

The deposit ticket or attached documentation must provide a detailed listing of the deposit, which includes at a minimum, check numbers and corresponding names of the payors. (Accounting and Uniform Compliance Guidelines Manual for Extra-Curricular Accounts, Chapter 7)

Jackie Crowell, former Athletic Department Secretary, was requested to reimburse \$19,542 to the Warren Central High School Athletic Department for accountable items listed above. (See Summary, page 9)

WARREN CENTRAL HIGH SCHOOL ATHLETIC DEPARTMENT  
METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

ECA DEPOSITS

Receipts were not always remitted within a reasonable time to the High School Extra-Curricular Account (ECA) Treasurer. Receipts, when remitted, were held for periods in excess of one month before remitting.

IC 20-41-1-9 states in part: ". . . receipts shall be deposited without unreasonable delay."

Tickets, goods for sale, billings, and other collections are considered accountable items for which a corresponding deposit must be made in the bank accounts of the governmental unit.

The deposit ticket or attached documentation must provide a detailed listing of the deposit, which includes at a minimum, check numbers and corresponding names of the payors. (Accounting and Uniform Compliance Guidelines Manual for Extra-Curricular Accounts, Chapter 7)

DEPOSITS

Receipts given to the ECA Treasurer from the former Athletic Department Secretary were not always remitted in the form received. Amounts remitted included days with receipts that were not in whole dollar amounts. Tickets were always sold in whole dollar amounts.

IC 5-13-6-1(c) states in part: "Public funds deposited . . . shall be deposited in the same form in which they were received."

OFFICIAL BONDS

A public employees position schedule bond was obtained from The Ohio Casualty Insurance Company in the amount of \$5,000 for Jackie Crowell for the position of Secretary of the Athletic Department for the following terms:

07-01-04 to 07-01-05  
07-01-05 to 07-01-06  
07-01-06 to 07-01-07  
07-01-07 to 07-01-08  
07-01-08 to 07-01-09

Additionally, public employee dishonesty coverage was obtained from Indiana Insurance in the amount of \$25,000 for each employee for the following terms:

10-31-04 to 10-31-07  
10-31-07 to 10-31-10



WARREN CENTRAL HIGH SCHOOL ATHLETIC DEPARTMENT  
METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP  
EXAMINATION RESULTS AND COMMENTS  
(Continued)

AUDIT COSTS

Additional costs were incurred by the State of Indiana during the current examination due to investigating discrepancies in athletic gate receipts and accountable items by Jackie Crowell, former Athletic Department Secretary.

Audit costs incurred because of theft or shortage may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Extra-Curricular Accounts, Chapter 7)

WARREN CENTRAL HIGH SCHOOL ATHLETIC DEPARTMENT  
METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP  
EXIT CONFERENCE

The contents of this report were discussed on September 22, 2009, with Dr. Peggy Hinckley, Superintendent of Schools; Tony Burchett, Assistant to the Superintendent of Schools; Susan Downey, Athletic Director Secretary; Barb Guhl, Assistant Athletic Director; Marques Clayton, Athletic Director; Lisa Hedge, Accounting Manager; Susan Switzer, Vice President of the School Board; Tani Daniels, Treasurer of Warren Central High School; David Holt, Chief Financial Officer; and Richard Shepler, Principal Warren Central High School.

The contents of this report were discussed on September 22, 2009, with Jackie Crowell, former Athletic Department Secretary.

WARREN CENTRAL HIGH SCHOOL ATHLETIC DEPARTMENT  
METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP  
SUMMARY

	<u>Charges</u>	<u>Credits</u>	<u>Balance Due</u>
Jacki Crowell, former Athletic Department Secretary:			
Discrepancies in Athletic Gate Receipts, pages 4 and 5	\$ 55,229.05	\$	\$
Deposit made on March 26, 2009		3,220.00	
Deposit made on April 9, 2009		1,350.00	50,659.05
Accountable Items, page 5	<u>19,542.00</u>	<u>-</u>	<u>19,542.00</u>
Totals	<u>\$ 74,771.05</u>	<u>\$ 4,570.00</u>	<u>\$ 70,201.05</u>

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AFFIDAVIT

STATE OF INDIANA )  
                                  )  
Wayne COUNTY)

We, William K. Prybylla and Lisa K. Dungan, Field Examiners, being duly sworn on our oath, state that the foregoing report based on the official records of the Warren Central High School Athletic Department for the Metropolitan School District of Warren Township, Marion County, Indiana, for the period from March 24, 2005 to March 31, 2009, is true and correct to the best of our knowledge and belief.

William K. Prybylla  
Lisa K. Dungan  
Field Examiners

Subscribed and sworn to before me this 4<sup>th</sup> day of February, 2010.

Elizabeth J. Fuchs  
Notary Public

My Commission Expires: Oct 12, 2017  
County of Residence: WAYNE