

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

SUPPLEMENTAL COMPLIANCE REPORT
OF

BROWNSTOWN CENTRAL COMMUNITY
SCHOOL CORPORATION
JACKSON COUNTY, INDIANA

July 1, 2014 to June 30, 2016



FILED
06/01/2018

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Patsy A. Hess	07-01-14 to 06-30-18
Superintendent of Schools	James Terrell Greg Walker	07-01-14 to 12-31-14 01-01-15 to 12-31-18
President of the School Board	Mary Ann L. Spray	01-01-14 to 12-31-18



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE BROWNSTOWN CENTRAL COMMUNITY
SCHOOL CORPORATION, JACKSON COUNTY, INDIANA

This report is supplemental to our audit report of the Brownstown Central Community School Corporation (School Corporation), for the period from July 1, 2014 to June 30, 2016. It has been provided as a separate report so that the reader may easily identify any Federal Findings that pertain to the School Corporation. It should be read in conjunction with our Financial Statement and Federal Single Audit Report of the School Corporation, which provides our opinions on the School Corporation's financial statement and federal program compliance. This report may be found at www.in.gov/sboa/.

The Federal Findings, identified in the above referenced audit report, are included in this report.

Any Corrective Action Plan for the Federal Findings, incorporated within this report, was not verified for accuracy.

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

May 2, 2018

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
FEDERAL FINDINGS

FINDING 2016-001

Subject: Financial Transactions and Reporting
Audit Finding: Material Weakness

Repeat Finding

This is a repeat finding from the immediately prior audit. The prior audit finding number was 2014-001.

Condition

The School Corporation had not established and properly implemented an internal control system related to Receipts, Disbursements, and Cash and Investments of the School Lunch fund. An evaluation of the School Corporation's system of internal control had not been conducted. Management had not conducted a risk assessment related to the School Corporation's Financial Reporting and Transactions.

1. **Lack of Segregation of Duties:** The School Corporation had not separated incompatible activities related to Receipts, Disbursements, and Cash and Investments of the School Lunch fund. One individual was responsible for performing the reconciliation of the depository account balance with the record balance, preparing and making bank deposits, reconciling daily cash collections, recording receipt and disbursements transactions in the ledger, and preparing the financial information of the School Lunch fund for the Form 9.
2. **Monitoring of Controls:** The School Corporation had no process to identify or communicate corrective actions to improve controls. Effective internal controls over financial reporting required the School Corporation to monitor and assess the quality of the system of internal control.

Context

The lack of controls was a systemic issue, which occurred throughout the audit period.

Criteria

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

"Evaluations are used to determine whether each of the five components of internal control is present and functioning. These evaluations may be conducted on an ongoing or periodic basis. The criteria used are developed by the oversight body, elected officials, management, governing boards, or recognized standard-setting bodies or regulators. . . .

A baseline of the current state of the internal control system is compared against the original design of the internal control system. The baseline consists of issues and deficiencies identified in the internal control system. The results of the monitoring process are evaluated and documented. . . .

Management remediates identified issues. . . ."

Cause

Management of the School Corporation had not established a proper system of internal control.

Effect

The failure to establish controls could have enabled misstatements or irregularities to remain undetected. The failure to monitor the internal control system placed the School Corporation at risk that controls may not be either designed properly or operating effectively to provide reasonable assurance that controls would have prevented, or detected and corrected, misstatements in a timely manner.

Recommendation

We recommended that the School Corporation establish a system of internal controls related to Financial Transactions and Reporting for the School Lunch fund.

Views of Responsible Officials

For the views of responsible officials, refer to the Corrective Action Plan that is part of this report.

FINDING 2016-002

Subject: Preparation of the Schedule of Expenditures of Federal Awards

Audit Findings: Material Weakness, Noncompliance

Repeat Finding

This is a repeat finding from the immediately prior audit. The prior audit finding number was 2014-002.

Condition

The School Corporation did not have a proper system of internal control in place to prevent, or detect and correct, errors on the Schedule of Expenditures of Federal Awards (SEFA).

The School Corporation had not established effective internal controls over the federal award information entered into the Indiana Gateway for Government Units (Gateway), which was the source of the School Corporation's SEFA. One employee prepared the federal award information entered into Gateway without a control process in place to ensure its accuracy before submission.

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

Context

The SEFA contained the following errors:

1. The Child Nutrition Cluster expenditures were omitted for fiscal year 2015.
2. The Special Education Cluster (IDEA) expenditures were omitted for fiscal year 2015.
3. The Title I Grants to Local Educational Agencies expenditures were understated by \$57,931 for fiscal year 2015.
4. The Supporting Effective Instruction State Grants were understated by \$6,123 for fiscal year 2015.
5. One state grant was included on the SEFA that should not have been included.
6. Cluster titles, program and project titles, pass-through entity, and identifying numbers were not always correct or were missing.

Audit adjustments were proposed, accepted by the School Corporation, and made to the SEFA.

Criteria

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

OMB Circular A-133, Subpart C, section .300 states in part: "The auditee shall: . . . (d) Prepare appropriate financial statements, including the schedule of expenditures of Federal awards in accordance with § _____.310. . . ."

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

OMB Circular A-133, Subpart C, section .310(b) states:

"Schedule of expenditures of Federal awards. The auditee shall also prepare a schedule of expenditures of Federal awards for the period covered by the auditee's financial statements. While not required, the auditee may choose to provide information requested by Federal awarding agencies and pass-through entities to make the schedule easier to use. For example, when a Federal program has multiple award years, the auditee may list the amount of Federal awards expended for each award year separately. At a minimum, the schedule shall:

- (1) List individual Federal programs by Federal agency. For Federal programs included in a cluster of programs, list individual Federal programs within a cluster of programs. For R&D, total Federal awards expended shall be shown either by individual award or by Federal agency and major subdivision within the Federal agency. For example, the National Institutes of Health is a major subdivision in the Department of Health and Human Services.
- (2) For Federal awards received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity shall be included.
- (3) Provide total Federal awards expended for each individual Federal program and the CFDA number or other identifying number when the CFDA information is not available.
- (4) Include notes that describe the significant accounting policies used in preparing the schedule.
- (5) To the extent practical, pass-through entities should identify in the schedule the total amount provided to subrecipients from each Federal program.
- (6) Include, in either the schedule or a note to the schedule, the value of the Federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year end. While not required, it is preferable to present this information in the schedule."

Cause

Management had not established a system of internal control that would have ensured proper reporting of the SEFA.

Effect

Without a proper system of internal control in place that operated effectively, material misstatements of the SEFA remained undetected. The SEFA contained the errors identified in the *Context*.

Recommendation

We recommended that the School Corporation's management establish controls to prevent, or detect and correct, errors on the SEFA.

Views of Responsible Officials

For the views of responsible officials, refer to the Corrective Action Plan that is part of this report.

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

FINDING 2016-003

Subject: Child Nutrition Cluster - Internal Controls

Federal Agency: Department of Agriculture

Federal Programs: School Breakfast Program, National School Lunch Program

CFDA Numbers: 10.553, 10.555

Federal Award Numbers and Years (or Other Identifying Numbers): FY14-15, FY15-16

Pass-Through Entity: Indiana Department of Education

Compliance Requirements: Cash Management, Eligibility, Program Income, Reporting, Procurement and Suspension and Debarment, Special Tests and Provisions - Verification of Free and Reduced Price Applications (NSLP), Special Tests and Provisions - School Food Account, Special Tests and Provisions - Paid Lunch Equity

Audit Finding: Material Weakness

Condition

An effective internal control system was not in place at the School Corporation in order to ensure compliance with requirements related to the grant agreement and the following compliance requirements: Cash Management, Eligibility, Program Income, Reporting, Procurement and Suspension and Debarment, Special Tests and Provisions - Verification of Free and Reduced Price Applications (NSLP), Special Tests and Provisions - School Food Account, and Special Tests and Provisions - Paid Lunch Equity.

Cash Management

Management of the School Corporation had not established documented controls to ensure the School Lunch fund net cash resources did not exceed the three months average expenditures.

Eligibility

The School Corporation had not designed or implemented adequate policies and procedures to ensure that free and reduced price meal applications were accurately evaluated for eligibility. The application information was entered into the food service software, which automatically made the eligibility determination dependent on the information entered. There was no oversight or review to ensure the information entered into the food service software was accurate.

Program Income

The School Corporation had not established an effective internal control that would have ensured that correct amounts for program income were entered into the extracurricular school lunch's financial accounting system. The School Corporation did not review the monthly cafeteria sales reports for all of its schools to ensure that all program income was properly determined and recorded in the extracurricular school lunch's financial accounting system.

Reporting

The School Corporation had not designed or implemented adequate policies and procedures to ensure that the Annual Financial Reports, School Food Authority (SFA) Verification Collection Reports, and monthly Sponsor Claim (claim for reimbursement) were accurate prior to submission. One person prepared and submitted the reports. There was no segregation of duties, such as oversight, review, or approval process.

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

Procurement and Suspension and Debarment

The School Corporation was a member of a group purchasing organization and utilized the group purchasing organization for food service bids. The group purchasing organization administered the bidding process as well as verified that vendors were not suspended or debarred. The School Corporation's membership within the group purchasing organization enabled purchasing to be made from the winning bids. However, there were no controls in place to ensure the School Corporation and School Board formally approved the bids or awarded contracts to the successful bidders. An oversight, review, or approval process had not been established.

Special Tests and Provisions - Verification of Free and Reduced Price Applications (NSLP)

There was no documentation of an oversight or review process over the School Corporation's performance of verifications of the free and reduced price eligibility of households selected from a sample of applications that were approved for free and reduced price meals.

Special Tests and Provisions - School Food Account

The School Corporation had not established an effective internal control over verifying all revenue generated by the school food service was used to operate and improve its food services. One individual was responsible for recording the school lunch financial transactions and performing the reconciliation of the school lunch depository account balance with the record balance.

Special Tests and Provisions - Paid Lunch Equity

The School Corporation had not established an effective internal control over verifying the proper calculation and submission of paid lunch equity calculations to the Indiana Department of Education. One employee prepared and submitted paid lunch equity calculations to the Indiana Department of Education.

Context

The lack of properly designed and implemented controls was a systemic problem, which occurred throughout the audit period.

Criteria

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs. . . ."

2 CFR 200.303 states in part:

"The non-Federal entity must:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

award. These internal controls should be in compliance with guidance in 'Standards for Internal Control in the Federal Government' issued by the Comptroller General of the United States or the 'Internal Control Integrated Framework', issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). . . ."

Cause

Management had not developed a system of internal controls that segregated key functions.

Effect

The failure to establish an effective internal control system placed the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements. A lack of segregation of duties within an internal control system could have also allowed noncompliance with the compliance requirements and allowed the misuse and mismanagement of federal funds and assets by not having proper oversight, reviews, and approvals over the activities of the programs.

Questioned Costs

There were no questioned costs identified.

Recommendation

We recommended that the School Corporation's management establish controls, including segregation of duties, related to the grant agreement and the compliance requirements listed above.

Views of Responsible Officials

For the views of responsible officials, refer to the Corrective Action Plan that is part of this report.

FINDING 2016-004

Subject: Title I Grants to Local Educational Agencies - Internal Controls

Federal Agency: Department of Education

Federal Program: Title I Grants to Local Educational Agencies

CFDA Number: 84.010

Federal Award Numbers and Years (or Other Identifying Numbers): 13-3695, 14-3695, 15-3695

Pass-Through Entity: Indiana Department of Education

Compliance Requirements: Activities Allowed or Unallowed, Allowable
Costs/Cost Principles, Cash Management,
Eligibility, Period of Availability, Reporting

Audit Finding: Material Weakness

Repeat Finding

This is a repeat finding from the immediately prior audit regarding Activities Allowed or Unallowed, Cash Management, Eligibility, Period of Availability, and Reporting. The prior audit finding numbers were 2014-003 and 2014-004.

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

Condition

An effective internal control system was not in place at the School Corporation in order to ensure compliance with requirements related to the grant agreement and the following compliance requirements: Activities Allowed or Unallowed, Allowable Costs/Cost Principles, Cash Management, Eligibility, Period of Availability, and Reporting.

Activities Allowed or Unallowed

The Treasurer prepared and submitted the monthly Requests for Reimbursement. There were no controls in place to ensure all costs submitted for reimbursement were for activities allowed by the Title I Program.

Allowable Costs/Cost Principles

The Treasurer prepared and submitted the monthly Requests for Reimbursement. There were no controls in place to ensure all costs submitted for reimbursement were made in accordance with Allowable Costs/Cost Principles compliance requirement by the Title I Program.

Cash Management

The Treasurer prepared and submitted the monthly Requests for Reimbursement. There were no controls in place to ensure all costs submitted for reimbursement had been incurred and paid prior to the date of the request.

Eligibility

The Technology Technician prepared and submitted all of the Real Time Data Reports. There were no controls in place to ensure the accuracy of the data prior to submission.

Period of Availability

The Treasurer prepared and submitted the monthly Requests for Reimbursement. There were no controls in place to ensure all costs submitted for reimbursement were incurred during the period of availability.

Reporting

The Treasurer prepared and submitted the monthly Requests for Reimbursement and the Final Annual Expenditure Reports. There were no controls in place to ensure the Requests for Reimbursement or the Final Annual Expenditure Reports were accurate and complete.

Context

The lack of properly designed and implemented controls was a systemic problem, which occurred throughout the audit period.

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

Criteria

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs. . . ."

2 CFR 200.303 states in part:

"The non-Federal entity must:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in 'Standards for Internal Control in the Federal Government' issued by the Comptroller General of the United States or the 'Internal Control Integrated Framework', issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). . . ."

Cause

Management had not developed a system of internal controls that segregated key functions.

Effect

The failure to establish an effective internal control system placed the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements. A lack of segregation of duties within an internal control system could have also allowed noncompliance with the compliance requirements and allowed the misuse and mismanagement of federal funds and assets by not having proper oversight, reviews, and approvals over the activities of the program.

Questioned Costs

There were no questioned costs identified.

Recommendation

We recommended that the School Corporation's management establish controls, including segregation of duties, related to the grant agreement and the compliance requirements listed above.

Views of Responsible Officials

For the views of responsible officials, refer to the Corrective Action Plan that is part of this report.

BROWNSTOWN CENTRAL HIGH SCHOOL

500 North Elm Street
Brownstown, Indiana 47220

Joseph Sheffer
Principal
(812) 358-3453



Mark DeHart
Assistant Principal
Athletic Director
(812) 358-3453

CORRECTIVE ACTION PLAN

FINDING 2016-001

Contact Person Responsible for Corrective Action: Kayia Davis/Joe Sheffer
Contact Phone Number: 812-358-3453

Views of Responsible Official: We concur with the finding.

Description of Corrective Action Plan: Internal controls established to separate incompatible activities related to receipts, disbursements, cash and investments of School Lunch are as followed:

1. This is in reference to the Brownstown Central High School. The cashiers will enter money into students' accounts. A receipt will be written by the Lunch Fund Treasurer to the cashier at the time money is passed to the Treasurer for deposit into the Lunch Fund Account. The Lunch Fund Treasurer will print out a BCHS Bank Deposit Report containing a list of money entered into accounts by cashiers. This will be used when preparing the bank deposit. The Food Service Coordinator will sign off on report stating the report and bank deposit are in balance and money will then be taken to the bank for deposit by the Lunch Fund Treasurer. Upon completion of the deposit, a copy of the bank's deposit receipt will then be attached to the bank deposit report verified earlier by the Food Service Coordinator.
2. This is in reference to Brownstown Central Middle and Elementary School. The elementary and middle school will adopt a similar policy as the high school, with the exception of the cashiers. The Lunch Secretary will enter money into students' accounts. A second person will verify and initial the bank deposit report. The deposit will be brought to the High School to be verified by the Lunch Fund Treasurer and Food Service Coordinator.
3. This is in reference to all Financial Reports submitted for approval. The Lunch Fund Treasurer will prepare the financial reports, sign as the person preparing and submit them to the Food Service Coordinator. The Food Service Coordinator will then check and sign the reports indicating approval of the report before passing the information to the School Board or Corporation Treasurer.

Anticipated Completion Date: May 1, 2018

Kayia Davis
(Signature)

Lunch Fund Treasurer
(Title)

4-25-18
(Date)

Brownstown Central Community School Corporation

608 W. Commerce Street - Brownstown, IN 47220 - Telephone (812) 358-4271 - Fax (812) 358-5303

CORRECTIVE ACTION PLAN

Finding 2016-002 - PREPARATION OF THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Contact Person Responsible for Corrective Action: Patsy Hess, Treasurer
Contact Phone Number: 812-358-4271

Views of Responsible Official: We concur with the finding

Description of Corrective Action Plan:

Internal controls established to insure a proper system is in place to prevent, detect and correct errors on the Schedule of Expenditures of Federal Awards (SEFA).

1. The Corporation Treasurer will work with department heads to prepare the SEFA on Gateway. The Corporation Treasurer will supply the Business Manager with all information available in order to approve and verify the accuracy of the information and amounts on Gateway.
2. Corporation Treasurer will keep a list of all Federal programs received including the name of the pass-through entity and identifying numbers and CFDA number or other identifying number when the CFDA information is not available.

Anticipated Completion Date: May 1, 2018

Patsy Hess
(Signature)

Treasurer
(Title)

4-18-18
(Date)

BROWNSTOWN CENTRAL HIGH SCHOOL

500 North Elm Street
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Joseph Sheffer
Principal
(812) 358-3453



Mark DeHart
Assistant Principal
Athletic Director
(812) 358-3453

CORRECTIVE ACTION PLAN

FINDING 2016-003

Contact Person Responsible for Corrective Action: Kayia Davis/Joe Sheffer
Contact Phone Number: 812-358-3453

Views of Responsible Official: We concur with the finding.

Description of Corrective Action Plan:

Cash Management: The Lunch Fund Treasurer prepares the monthly board report. The Lunch Fund Treasurer and the Food Service Coordinator will review and sign this statement to verify the three-month average does not exceed the maximum allowable for a non-profit entity.

Eligibility: This is in reference to Free and Reduced Price Meal Applications. The Lunch Fund Treasurer will review and enter application information into the food service software, Harmony. A second person will then verify that the information and determination is accurate. Once the application is verified, that person will initial and date the application.

Program Income: This is in reference to the Program Income. The Food Service Director will review all monthly cafeteria sales reports and all supporting documentation for all schools to ensure that all program income is properly determined and recorded. The Food Service Coordinator and the Lunch Fund Treasurer will initial and date as proof of review.

Reporting: This is in reference to the Annual Financial Reports, School Food Authority Verification Collection Reports, and Monthly Sponsor Claim for Reimbursement forms. The Lunch Fund Treasurer will prepare all reports, then send to the Food Service Coordinator for review. The Lunch Fund Treasurer and the Food Service Coordinator will sign as proof of review.

Procurement, Suspension, and Debarment: This is in reference to Procurement, Suspension, and Debarment. Annually, the Food Service Coordinator will recommend to the School Board that the HPS membership be renewed. The Food Service Department will request a statement from HPS verifying that no vendors used have been suspended or debarred. Documentation will be kept in the Food Service Department.

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Verification of Free and Reduced Priced Applications: This is in reference to the Verification of Free and Reduced Priced Application Report. The Lunch Fund Treasurer will conduct the verification process, then submit the report to the Food Service Coordinator for review. The Treasurer and Food Service Coordinator will sign as proof of review.

School Food Account: This is in reference to the School Food Account. Monthly financial reports and supporting documentation will be submitted to the Food Service Coordinator for review. The Treasurer and the Food Service Coordinator will sign as proof of review.

Paid Lunch Equity: The Lunch Fund Treasurer will prepare the report and submit to the Food Service Coordinator for review. The Treasurer and the Food Service Coordinator will sign as proof of review.

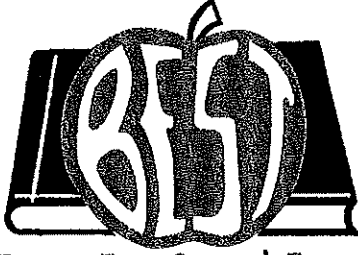
Anticipated Completion Date: May 1, 2018

Kayla Davis
(Signature)

Lunch Fund Treasurer
(Title)

4-25-18
(Date)

OUR MISSION . . .



BUILDING EVERY STUDENT'S TALENTS

BROWNSTOWN

Mrs. Chrystal Street
Principal

Mr. Mike Kelley
Asst. Principal

Mrs. Jill Miller
Guidance Counselor

ELEMENTARY • SCHOOL

CORRECTIVE ACTION PLAN

Finding 2016-004 – Internal Controls over Title 1 Grants to Local Educational Agencies

Contact Person Responsible for Corrective Action: Chrystal Street, Elementary Principal and Title 1 Director

Contact Phone Number: 812-358-3680

VIEWES OF RESPONSIBLE OFFICIAL: We concur with the finding

Description of Corrective Action Plan:

Internal controls established to insure the School in in compliance with the Grant Agreement and Compliance requirements.

1. The Title 1 Director will verify all information submitted to the technology technician in order to submit Real Time Report
2. Concerning expenditures and reporting, the Superintendent or Business Manager will verify all expenditures concerning Federal Grants and also verify all reimbursement requests prepared by the Corporation Treasurer to avoid substantial risk of invalid transactions.
3. The Title 1 Director will complete the Time/Effort and Semi Annual Certifications. The Superintendent and Treasurer will sign each copy. A copy of the reports will be kept in the Title 1 Files and a copy will be given to the Treasurer.
4. Title 1 Director will place the names of the Title 1 Employees in the Title 1 Grant Application folder.

Anticipated Completion Date: May 1, 2018

Chrystal Street
(Signature)

Principal / Title 1 Director
(Title)

4.26.18
(Date)

BROWNSTOWN CENTRAL COMMUNITY SCHOOL CORPORATION
EXIT CONFERENCE

The contents of this report were discussed on May 2, 2018, with Patsy A. Hess, Treasurer; Greg Walker, Superintendent of Schools; Mary Ann L. Spray, President of the School Board; Jade W. Peters, Business Manager; Joseph Sheffer, High School Principal; Chrystal Street, Principal/Title I Director; and Kayia Davis, Lunch Fund Treasurer.