

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

GREATER CLARK COUNTY SCHOOLS

CLARK COUNTY, INDIANA

July 1, 2015 to June 30, 2017



FILED
02/20/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chief Financial Officer/Treasurer	Dr. Thomas Dykiel	07-01-15 to 06-30-19
Superintendent of Schools	Dr. Andrew T. Melin	07-01-15 to 06-30-19
President of the School Board	Mark Pavey Christina Gilkey Teresa Bottorff-Perkins	07-01-15 to 12-31-16 01-01-17 to 12-31-17 01-01-18 to 12-31-18



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE GREATER CLARK COUNTY SCHOOLS, CLARK COUNTY, INDIANA

This report is supplemental to our audit report of the Greater Clark County Schools (School Corporation), for the period from July 1, 2015 to June 30, 2017. It has been provided as a separate report so that the reader may easily identify any Federal Findings and Audit Results and Comments 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 and should be viewed in conjunction with the Audit Result and Comment as described below.

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 Result and Comment contained herein describes the identified reportable instance 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 Corrective Action Plan for the Federal Findings and Official Response to the Audit Result and Comment, incorporated within this report, were not verified for accuracy.

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

December 19, 2018

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS

FINDING 2017-001

Subject: School Breakfast Program and National School Lunch Program - Internal Controls over Cash Management, Eligibility, and Special Tests and Provisions - Paid Lunch Equity

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): FY16, FY17

Pass-Through Entity: Indiana Department of Education

Compliance Requirements: Cash Management, Eligibility, Special Tests and Provisions - Paid Lunch Equity

Audit Finding: Material Weakness

Repeat Finding

This is a repeat finding from the immediately prior report. The prior audit finding numbers were 2015-002 and 2015-003.

Condition

An effective internal control system was not in place at the School Corporation to ensure compliance with requirements related to the grant agreement and the following compliance requirements: Cash Management, Eligibility, and Special Tests and Provisions - Paid Lunch Equity.

Cash Management

The School Corporation established the control that the Chief Financial Officer (CFO) would maintain a spreadsheet to document the balance of the School Lunch fund and the comparison to the three of the last twelve months' average expenditures. However, during the 2015-2016 school year, the spreadsheet maintained by the CFO did not contain evidence that the CFO was comparing the balance to the three months' average expenditures.

Eligibility

The federal income guidelines used to determine eligibility were uploaded into the school lunch software by the School Corporation's software vendor. The Confidential Clerical Secretary reviewed the guidelines that were uploaded to ensure that they were correct; however, there was no documentation of this review.

Special Tests and Provisions - Paid Lunch Equity (National School Lunch Program only)

The School Corporation established the control that the Food Service Director would complete the Paid Lunch Equity calculation and it would be reviewed by the CFO. However, there was no documentation of the review by the CFO to ensure the process for determining paid lunch equity was completed properly.

Context

The lack of controls over Cash Management was a systemic issue for the 2015-2016 school year. The lack of controls over Eligibility and Special Tests and Provisions - Paid Lunch Equity was a systemic issue throughout the audit period.

GREATER CLARK COUNTY SCHOOLS
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 to ensure compliance with the compliance requirements listed above.

Effect

The failure to establish an effective internal control system placed the School Corporation at risk of noncompliance with the grant agreement and the Cash Management, Eligibility, and Special Tests and Provisions - Paid Lunch Equity 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 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.

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

FINDING 2017-002

Subject: Title I Grants to Local Educational Agencies - Allowable Costs/
Cost Principles, Special Tests and Provisions - Comparability
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): 15-1010, 16-1010, 17-1010
Pass-Through Entity: Indiana Department of Education
Compliance Requirements: Allowable Costs/Cost Principles, Special Tests and Provisions - Comparability
Audit Finding: Material Weakness

Repeat Finding

This is a repeat finding from the immediately prior audit. The prior audit finding numbers were 2015-006 and 2015-008.

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: Allowable Costs/Cost Principles and Special Tests and Provisions - Comparability.

Allowable Costs/Cost Principals

Semi-Annual Certifications were prepared by the Title I Director's executive assistant and then certified by either the building principal or the Title I Director. However, there is no indication on the certifications that someone other than the certifying official prepared the forms. Therefore, we were unable to verify that the control was properly implemented.

Special Tests and Provisions - Comparability

The Title I Director was solely responsible for completing and submitting the required Comparability Reports. There was no oversight or approval process in place to ensure that Comparability Reports were accurate.

Context

This was a systemic issue 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. . . ."

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

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 to ensure compliance with the compliance requirements listed above.

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 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 2017-003

Subject: Title I Grants to Local Educational Agencies - Special Tests and Provisions - Annual Report Card/High School Graduation Rate

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): 15-1010, 16-1010, 17-1010

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Special Tests and Provisions - Annual Report Card/High School Graduation Rate

Audit Findings: Material Weakness, Other Matters

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

Repeat Finding

This is a repeat finding from the immediately prior audit. The prior audit finding number was 2015-009.

Condition

An effective internal control system was not in place at the School Corporation to ensure compliance with requirements related to the grant agreement and the Special Tests and Provisions - Annual Report Card/High School Graduation Rate compliance requirement.

An effective internal control system was not in place to ensure that documentation supporting the removal of students from graduation cohorts meets the requirements of the pass-through entity.

For five of eighteen students tested, the records request document was not signed by an official of the receiving school. These five students all transferred out of state. All five requests were on an official document/letterhead, with contact names and numbers, but the document was not signed as required.

For eight of eighteen students tested, the student's STN was not included on the documentation as required. Seven of the eight were removed by parents for homeschooling, and the remaining student was a foreign exchange student returning to his home country.

Context

This was a systemic issue 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 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). . . ."

34 CFR 200.34(b)(3) states in part:

"To remove a student from the cohort, a school or LEA must confirm in writing that the student—

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

- (i) Transferred out, . . .
- (ii) Emigrated to another country;
- (iii) Transferred to a prison or juvenile facility after an adjudication of delinquency, . . .
- (iv) Is deceased."

2 CFR 200.207(a) states in part: "The Federal awarding agency or pass-through entity may impose additional specific award conditions as needed. . . ."

Indiana Department of Education's 2014 Graduation Rate Audit, Guidance & Information for Schools, Chapter 6 states in part: "Each piece of documentation provided must be clearly labeled with the student's STN and first and last name to be considered by the DOE."

Indiana Department of Education's 2014 Graduation Rate Audit, Guidance & Information for Schools, Chapter 6 lists required documentation for students who transferred out of state as: "On the receiving school's official letterhead: Signed transcript request or signed acknowledgement of enrollment."

Cause

Management of the School Corporation had not established an effective internal control system that would have ensured that the requirements over the Special Tests and Provisions - Annual Report Card/Graduation Rate were met.

Effect

The failure to establish internal controls enabled noncompliance to go undetected. The failure to comply with the grant agreement and the compliance requirement could have resulted in the loss of federal funds to the School Corporation.

Questioned Costs

There were no questioned costs identified.

Recommendation

We recommended that the School Corporation's management establish controls to ensure compliance with the Special Tests and Provisions - Annual Report Card/High School Graduation Rate compliance requirement.

Views of Responsible Officials

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

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

FINDING 2017-004

Subject: Title I Grants to Local Educational Agencies - Special Tests and Provisions - Assessment System Security
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): 15-1010, 16-1010, 17-1010
Pass-Through Entity: Indiana Department of Education
Compliance Requirement: Special Tests and Provisions - Assessment System Security
Audit Findings: Material Weakness, Other Matters

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 Special Tests and Provisions - Assessment System Security compliance requirement.

An effective internal control system was not in place to ensure that a written test security policy, describing the School Corporation's policies and procedures for ensuring the security of assessment testing, was properly developed and implemented.

The School Corporation had a written test security policy that detailed who was responsible for each area of assessment test security and integrity. However, it did not provide a description of the procedures or plan that were in place to meet all of the assessment system security requirements.

Context

This was a systemic issue 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 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). . . ."

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

2 CFR 200.207(a) states in part: "The Federal awarding agency or pass-through entity may impose additional specific award conditions as needed. . . ."

Indiana Assessment Program Manual, Chapter 10, Section 9, Part D states in part:

"Locally developed written Test Security Policies should include, but not be limited to, the following:

A description of the entity's procedures/plan to"

Cause

Management of the School Corporation had not established an effective internal control system that would have ensured that the requirements over the Special Tests and Provisions - Assessment System Security were met.

Effect

The failure to establish internal controls enabled noncompliance to go undetected. The failure to comply with the grant agreement and the compliance requirement could have resulted in the loss of federal funds to the School Corporation.

Questioned Costs

There were no questioned costs identified.

Recommendation

We recommended that the School Corporation's management establish controls to ensure compliance with the Special Tests and Provisions - Assessment System Security compliance requirement.

Views of Responsible Officials

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

FINDING 2017-005

Subject: Special Education Cluster (IDEA) - Procurement and Suspension and Debarment

Federal Agency: Department of Education

Federal Programs: Special Education_Grants to States, Special Education_Preschool Grants

CFDA Numbers: 84.027, 84.173

Federal Award Numbers and Years (or Other Identifying Numbers): 14214-022-PN01, 45714-022-PN01,
99914-022-PN01, 14215-022-PN01,
45715-022-PN01, 14216-020-PN01,
45716-020-PN01, 14217-022-PN01,
45717-020-PN01

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Procurement and Suspension and Debarment

Audit Findings: Material Weakness, Other Matters

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

Condition

The School Corporation was a member of the Clark County Special Education Co-Op (Co-Op), a special education cooperative. The Co-Op operated the special education programs on behalf of the School Corporation.

An effective internal control system was not in place at the Co-Op and there was no oversight by the School Corporation during the 2015-2016 and 2016-2017 school years in order to ensure compliance with requirements related to the grant agreement and the Procurement and Suspension and Debarment compliance requirement.

The Co-Op did not have internal controls in place to ensure the purchasing method used complied with the small purchases procurement method as described in the grant requirements.

The Co-Op did not present evidence that an adequate number of quotes were obtained for small purchases with estimated costs above \$3,500. Multiple personal service contracts were entered into without evidence of price or rate quotations being obtained.

In addition, a policy was not set up to verify suspension and debarment so that the contracts that were entered into on behalf of the Co-Op were not made with non-federal entities or individuals excluded from or ineligible for participation in federal assistance programs or activities.

Context

Documentation was not presented that would indicate that an adequate number of price or rate quotations were requested for personal service contracts prior to entering into contracts under grants 14215-022-PN01 and 14216-022-PN01. Through a discussion with the Special Education Director, it was determined that a process for procurement was not set in place by the Co-Op.

The School Corporation also did not verify that the vendors for the personal services contracts were not suspended or debarred prior to awarding the contracts.

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). . . ."

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

34 CFR 80.36(d) states in part:

"Methods of procurement to be followed—

- (1) *Procurement by small purchase procedures.* Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources. . . ."

2 CFR 200.320 states in part:

"The non-Federal Entity must use one of the following methods of procurement. . . .

- (b) *Procurement by small purchase procedures.* Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. . . ."

2 CFR 180.300 states:

"When you enter into a covered transaction with another person at the next lower tier, you must verify that the person with whom you intend to do business is not excluded or disqualified.

You do this by:

- (a) Checking the SAM Exclusions; or
- (b) Collecting a certification from that person; or
- (c) Adding a clause or condition to the covered transaction with that person."

Cause

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

Effect

The failure to establish an effective internal control system enabled the School Corporation to be in noncompliance with the Procurement and Suspension and Debarment compliance requirement and the grant agreement.

Questioned Costs

There were no questioned costs identified.

Recommendation

We recommended that the School Corporation's management develop and implement procedures and establish controls to ensure compliance with the grant agreement and the Procurement and Suspension and Debarment compliance requirement.

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

Views of Responsible Officials

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

FINDING 2017-006

Subject: Supporting Effective Instruction State Grants - Allowable Costs/Cost Principles

Federal Agency: Department of Education

Federal Programs: Supporting Effective Instruction State Grants (formerly
Improving Teacher Quality State Grants)

CFDA Numbers: 84.367

Federal Award Numbers and Years (or Other Identifying Numbers): 14-1010, S367A140013,
S367A150013,
S367A160013

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Allowable Costs/Cost Principles

Audit Finding: Material Weakness

Repeat Finding

This is a repeat finding from the immediately prior audit. The prior audit finding number was 2015-005.

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 Allowable Costs/Cost Principles compliance requirement.

Semi-Annual Certifications were prepared by the Title II Director's executive assistant and then certified by either the building principal or the Title II Director. However, there is no indication on the certifications that someone other than the certifying official prepared the forms. Therefore, we were unable to verify that the control was properly implemented.

Context

The lack of controls was a systemic issue, 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. . . ."

GREATER CLARK COUNTY SCHOOLS
FEDERAL FINDINGS
(Continued)

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 to ensure compliance with the compliance requirement listed above.

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 requirement. A lack of segregation of duties within an internal control system could have also allowed noncompliance with the compliance requirement 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 related to the grant agreement and the compliance requirement listed above.

Views of Responsible Officials

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

CORRECTIVE ACTION PLAN

FINDING 2017-001

Contact Person Responsible for Corrective Action: Dr. Thomas J. Dykiel
Contact Phone Number: 812-288-4802 x 50121

Views of Responsible Official:

We concur with the findings.

Description of Corrective Action Plan:

The Chief Financial Officer will show evidence of comparing the cash balance to the three months average expenditures to stay in compliance with the Federal Program.

The Confidential Clerical Secretary for food service reviews and will document the review performed to ensure that the Federal income guidelines uploaded into the school lunch software program by the School Corporation's software vendor are correct.

Monthly, the Food Service Director will meet with the Chief Financial Officer to determine the compliance with the Paid Lunch Equity Requirement and documentation will be developed for future audits. The Confidential Secretary will document the review of the Federal Guidelines to the information provided by the software vendor.

Both Confidential Secretaries will be involved in the verification of Free/Reduced Price Applications and document it with both of their signatures. Additional training will be given to both Confidential Secretaries to verify that they are using all available income in their determination of eligibility.

Anticipated Completion Date:

This was completed after the last audit but carried forward into this audit period.



Thomas J. Dykiel, Ed.D.
Chief Financial Officer
December 10, 2018



Thomas J. Dykiel, Ed.D. | Chief Financial Officer

Administration Building | 2112 Utica-Sellersburg Road | Jeffersonville, IN 47130
812.288.4802 extension 50121 | tdykiel@gccschools.com

CORRECTIVE ACTION PLAN

FINDING 2017-002

Contact Person Responsible for Corrective Action: Dr. Thomas J. Dykiel
Contact Phone Number: 812-288-4802 x 50121

Views of Responsible Official:

We concur with the findings.

Description of Corrective Action Plan:

Additional training has been completed to make sure that we have separation of duties. The Comparability Reports and Time and Effort Logs are being signed off by the Superintendent.

Anticipated Completion Date:

This was completed after the last audit but carried forward into this audit period.

Thomas J. Dykiel, Ed.D.
Chief Financial Officer
December 10, 2018

CORRECTIVE ACTION PLAN

FINDING 2017-003

Contact Person Responsible for Corrective Action: Dr. Thomas J. Dykiel
Contact Phone Number: 812-288-4802 x 50121

Views of Responsible Official:

We concur with the findings.

Description of Corrective Action Plan:

Signatures will be requested, but after three attempts, we will stop sending a request. Schools have been instructed to include STN on the documentation with students leave the district.

Anticipated Completion Date:

This was completed after the last audit but carried forward into this audit period.



Thomas J. Dykiel, Ed.D.
Chief Financial Officer
December 10, 2018

CORRECTIVE ACTION PLAN

FINDING 2017-004

Contact Person Responsible for Corrective Action: Dr. Thomas J. Dykiel
Contact Phone Number: 812-288-4802 x 50121

Views of Responsible Official:

We concur with the findings.

Description of Corrective Action Plan:

All employees who could have access to the testing booklets have viewed the information sent out by the State. The testing coordinator has been instructed to create and provide a description of the procedures of the plan.

Anticipated Completion Date:

This was completed in November 2018 at an Administrative Council Meeting.



Thomas J. Dykiel, Ed.D.
Chief Financial Officer
December 10, 2018

CORRECTIVE ACTION PLAN

FINDING 2017-005

Contact Person Responsible for Corrective Action: Dr. Thomas J. Dykiel

Contact Phone Number: 812-288-4802 X50121

Views of Responsible Official:

We concur with the findings.

Description of Corrective Action Plan:

The Co-Op came to an end in 2017. Instructions have been given to the Special Education Director and all other directors to make sure that they have the proper documentation on personal service contracts showing price quotations. Small purchases over \$3,500 will have 2 competitive quotes. The director and his administrative assistant have been notified of this to have effective internal control system in place to ensure compliance with requirements of the grant and also with the Procurement and Suspension and Debarment compliance requirement. We will begin checking to make sure that vendors aren't suspended or disbarred.

Anticipated Completion Date:

This will be completed by January 1, 2019..



(Signature)

CFO

(Title)

12/12/18

(Date)

CORRECTIVE ACTION PLAN

FINDING 2017-006

Contact Person Responsible for Corrective Action: Dr. Thomas J. Dykiel
Contact Phone Number: 812-288-4802 x 50121

Views of Responsible Official:

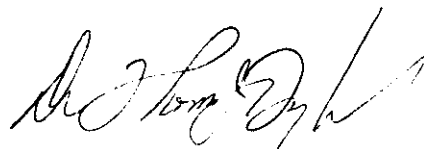
We concur with the findings.

Description of Corrective Action Plan:

Semi-Annual Certifications prepared by the Executive Assistant will have their initials on the form showing that they have prepared them. Instructions have been given to the department to comply with this request.

Anticipated Completion Date:

January 1, 2019.



Thomas J. Dykiel, Ed.D.
Chief Financial Officer
December 10, 2018

GREATER CLARK COUNTY SCHOOLS
AUDIT RESULT AND COMMENT

OVERDRAWN CASH BALANCES

A similar comment also appeared in prior Reports B44195 and B47203.

The financial statements presented in the Financial Statement and Federal Single Audit Report of the School Corporation included the following funds with overdrawn cash balances at June 30:

Fund	Amount Overdrawn	
	June 30, 2016	June 30, 2017
Construction	\$ (23,691)	\$ -
School Lunch	(146,294)	(191,015)
Prepaid Meals	(1,754)	(58,083)

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. (Accounting and Uniform Compliance Guidelines Manual for Schools, Chapter 1)

GREATER CLARK COUNTY SCHOOLS
EXIT CONFERENCE

The contents of this report were discussed on December 19, 2018, with Dr. Andrew T. Melin, Superintendent of Schools; Dr. Thomas Dykiel, Chief Financial Officer/Treasurer; and Teresa Bottorff-Perkins, President of the School Board.