

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

SUPPLEMENTAL COMPLIANCE REPORT
OF
JENNINGS COUNTY SCHOOL CORPORATION
JENNINGS COUNTY, INDIANA
July 1, 2015 to June 30, 2017



FILED
02/22/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Amber K. Fields	07-01-15 to 06-30-19
Superintendent of Schools	Dr. Terry Sargent Teresa A. Brown	07-01-15 to 06-30-17 07-01-17 to 06-30-19
President of the School Board	Steve Elmore	07-01-15 to 06-30-19



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE JENNINGS COUNTY SCHOOL
CORPORATION, JENNINGS COUNTY, INDIANA

This report is supplemental to our audit report of the Jennings County School Corporation (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 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

December 20, 2018

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS

FINDING 2017-001

Subject: Internal Controls over 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 2015-001.

Condition

There were deficiencies in the internal control system of the School Corporation related to financial transactions and reporting. The School Corporation had not separated incompatible activities related to receipts and cash and investments. The Deputy Treasurer was primarily responsible for issuing receipts, posting receipts, making bank deposits, and performing the monthly bank reconciliations. There was no documented oversight, review, or approval process to prevent, or detect and correct, errors.

Context

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

Cause

Management had not developed a proper system of internal control over receipts and cash and investments.

Effect

The failure to establish controls could have enabled material misstatements or irregularities to remain undetected.

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

Recommendation

We recommended that the School Corporation's management establish controls related to financial transactions and reporting.

Views of Responsible Officials

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

FINDING 2017-002

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 2015-002.

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 Treasurer was the person solely responsible for preparing and submitting the SEFA. There was no segregation of duties documented, such as an oversight, review, approval process, or other compensating control.

The SEFA contained the following errors:

1. The Adult Education - Basic Grants to States program was omitted, resulting in an understatement of \$142,564.
2. The Special Education Cluster (IDEA) was understated by \$115,706.
3. The Education for Homeless Children and Youth program was overstated by \$1,210.
4. The Social Security Disability Insurance program was omitted, resulting in an understatement of \$1,316.
5. The Child Nutrition Cluster was understated by \$612,781.
6. The National School Lunch Program Commodities were overstated by \$13,607.

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

Context

The lack of controls and noncompliance were systemic issues throughout the audit period.

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

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. . . ."

2 CFR 200.508 states in part: "The auditee must: . . . (b) Prepare appropriate financial statements, including the schedule of expenditures of Federal awards in accordance with § 200.510 financial statements. . . ."

2 CFR 200.510(b) states:

"*Schedule of expenditures of Federal awards*. The auditee must also prepare a schedule of expenditures of Federal awards for the period covered by the auditee's financial statements which must include the total Federal awards expended as determined in accordance with § 200.502 Basis for determining Federal awards expended. 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 Federal award years, the auditee may list the amount of Federal awards expended for each Federal award year separately. At a minimum, the schedule must:

- (1) List individual Federal programs by Federal agency. For a cluster of programs, provide the cluster name, list individual Federal programs within the cluster of programs, and provide the applicable Federal agency name. For R&D, total Federal awards expended must be shown either by individual Federal 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 must 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. For a cluster of programs also provide the total for the cluster.

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

- (4) Include the total amount provided to subrecipients from each Federal program.
- (5) For loan or loan guarantee programs described in § 200.502 Basis for determining Federal awards expended, paragraph (b), identify in the notes to the schedule the balances outstanding at the end of the audit period. This is in addition to including the total Federal awards expended for loan or loan guarantee programs in the schedule.
- (6) Include notes that describe that significant accounting policies used in preparing the schedule, and note whether or not the auditee elected to use the 10% de minimis cost rate as covered in § 200.414 Indirect (F&A) costs."

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 *Condition*.

Recommendation

We recommended that the School Corporation's management establish controls related to the SEFA.

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: Child Nutrition Cluster - Eligibility and Reporting
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): FY 15-16, FY 16-17
Pass-Through Entity: Indiana Department of Education
Compliance Requirements: Eligibility, Reporting
Audit Finding: Material Weakness

Condition

An effective internal control system, which would include segregation of duties, was not in place at the School Corporation in order to ensure compliance with the grant agreement and the compliance requirements listed above.

Eligibility

The determination of eligibility was made by one employee without a proper oversight, review, or approval process to ensure the determination was done accurately.

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

Reporting

One employee was responsible for completing and submitting the required reports, which included the Monthly Sponsor Claims, Verification Summary Report, and the Annual Financial Report, without a proper oversight, review, or approval process to ensure the reports were accurate prior to submission.

Context

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

Criteria

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 control 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 listed above.

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.

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

FINDING 2017-004

Subject: Child Nutrition Cluster - Program Income
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): FY 15-16, FY 16-17
Pass-Through Entity: Indiana Department of Education
Compliance Requirement: Program Income
Audit Findings: Material Weakness, Other Matters

Condition

An effective internal control system, which would include segregation of duties, was not in place at the School Corporation in order to ensure compliance with requirements related to the grant agreement and the Program Income compliance requirement.

The School Corporation established Fund #800, School Lunch Fund, to record all activity of the food service program. Food service program receipts as well as student prepayments were recorded directly to the fund. Student prepayments were required to be recorded in Fund #8400, Prepaid Food.

Context

The lack of controls and noncompliance were systemic issues throughout the audit period.

Criteria

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). . . ."

7 CFR 210.14(c) states:

"Financial assurances. The school food authority shall meet the requirements of the State agency for compliance with § 210.19(a) including any separation of records of nonprofit school food service from records of any other food service which may be operated by the school food authority as provided in paragraph (a) of this section."

7 CFR 210.14(f)(3) states: "All revenue from the sale of nonprogram foods shall accrue to the nonprofit school food service account of a participating school food authority."

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

7 CFR 220.7(e) states in part:

"Each school food authority approved to participate in the program shall enter into a written agreement with the State agency or the Department through the FNSRO, as applicable, that may be amended as necessary. . . . Such agreements shall provide that the School Food Authority shall, with respect to participating schools under its jurisdiction: . . .

- (12) Maintain a financial management system as prescribed by the State agency, or FNSRO where applicable; . . ."

Clearing Account Number 8400 - Prepaid Food has been established to account for prepaid food. The collections are to be receipted to 8410 with 8420 representing the transfers out of the clearing account and recognition in the appropriate revenue classifications (1611 to 1614 series) in the School Lunch Fund. The transfer should be made periodically and at the end of each month to appropriately classify meals (breakfast, lunch, etc.) when known (charged by student). (The School Bulletin and Uniform Compliance Guidelines, September 2008)

Cause

Management had not developed a system of internal control that would have ensured compliance with the Program Income compliance requirement.

Effect

The failure to establish an effective internal control system, which would include segregation of duties, enabled noncompliance with the Program Income compliance requirement.

Questioned Costs

There were no questioned costs identified.

Recommendation

We recommended that the School Corporation's management establish controls to ensure compliance with the grant agreement and the Program Income 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) - Reporting

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): 14214-072-PN01, 14215-072-PN01,
14216-066-PN01, 14217-066-PN01,
45715-072-PN01, 45716-072-PN01

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Reporting

Audit Finding: Material Weakness

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

Condition

An effective internal control system, which would include segregation of duties, was not in place at the School Corporation in order to ensure compliance with the grant agreement and the Reporting compliance requirement.

One employee was responsible for completing and submitting the Final Financial Report. There was no documented oversight, review, or approval process to ensure the report was accurate prior to submission.

Context

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

Criteria

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 related to the grant agreement and the Reporting compliance requirement.

Effect

The failure to establish an effective internal control system, which would include segregation of duties, placed the School Corporation at risk of noncompliance with the grant agreement and the Reporting compliance requirement.

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 Reporting compliance requirement.

Views of Responsible Officials

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

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

FINDING 2017-006

Subject: Title I Grants to Local Educational Agencies - Eligibility
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): 15-4015, 16-4015, 17-4015
Pass-Through Entity: Indiana Department of Education
Compliance Requirement: Eligibility
Audit Findings: Material Weakness, Modified Opinion

Repeat Finding

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

Condition

Eligibility - Group of Employees or Area of Service

The School Corporation had not designed or implemented adequate policies or procedures to ensure that the enrollment and poverty data for nonpublic schools reported in the grant applications was maintained and made available for audit. There was no segregation of duties, such as an oversight, review, or approval process to ensure compliance with the Eligibility compliance requirement related to the group of employees or area of service students.

Eligibility - Individuals

The School Corporation had not designed or implemented adequate policies or procedures to ensure that documentation was maintained and made available for audit to determine if all students receiving Title I benefits were eligible. No documentation was presented for audit for all three targeted schools for fiscal year 2016 and one of the three targeted schools for fiscal year 2017. There was no segregation of duties, such as an oversight, review, or approval process to ensure compliance with the Eligibility compliance requirement related to employee students.

Context

The lack of internal controls was a systemic issue throughout the audit period. The lack of adequate supporting documentation prevented the determination of the School Corporation's compliance with the Eligibility compliance requirement.

Criteria

2 CFR 200.303 states in part:

"The non-Federal entity must:

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

(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). . . ."

2 CFR 200.333 states in part:

"Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. . . ."

Cause

Management had not developed a system of internal controls to ensure that documentation to support compliance with the Eligibility compliance requirement was retained and made available for audit.

Effect

The failure to maintain and provide appropriate documentation prevented the determination of the School Corporation's compliance with the Eligibility compliance requirement.

Questioned Costs

There were no questioned costs identified.

Recommendation

We recommended that the School Corporation's management establish controls to ensure that documentation related to the Eligibility compliance requirement is maintained and made available for audit.

Views of Responsible Officials

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

FINDING 2017-007

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): 15-4015, 16-4015, 17-4015

Pass-Through Entity: Indiana Department of Education

Compliance Requirements: Cash Management, Period of Performance, Reporting, Special Tests and Provisions - Schoolwide Programs, Special Tests and Provisions - Comparability

Audit Finding: Material Weakness

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

Repeat Finding

This is a repeat finding from the immediately prior audit. The prior audit finding number was 2015-006.

Condition

An effective internal control system, which would include segregation of duties, was not in place at the School Corporation in order to ensure compliance with the grant agreement and the compliance requirements listed above.

Cash Management

The School Corporation had one employee primarily responsible for monitoring that program costs were paid by the entity prior to requesting reimbursement. There was no segregation of duties, such as an oversight, review, or approval process to ensure that program costs were paid prior to requesting reimbursement.

Period of Performance

The School Corporation had one employee primarily responsible for monitoring that expenditures were within the period of performance. There was no segregation of duties, such as an oversight, review, or approval process to ensure that program expenditures occurred within the period of performance.

Reporting

The School Corporation had one employee primarily responsible for completing and submitting the reimbursement request reports and the final expenditure report. There was no segregation of duties, such as an oversight, review, or approval process to ensure the reports were accurate prior to submission.

Special Tests and Provisions - Schoolwide Programs

The School Corporation had not designed or implemented adequate policies and procedures to ensure compliance with the schoolwide programs requirements. The School Corporation operated a schoolwide program at six of the eight schools within the district. Eligibility was based on the Average Daily Membership (ADM) and poverty levels. One employee was responsible for completing the Title I application and including the ADM and poverty levels. There was no segregation of duties, such as an oversight, review, or approval process to ensure the ADM and poverty level information was accurate prior to inclusion in the application.

Special Tests and Provisions - Comparability

The School Corporation had one employee primarily responsible for completing and submitting the required comparability reports. There was no segregation of duties, such as an oversight, review, or approval process to ensure the comparability reports were accurate prior to submission.

JENNINGS COUNTY SCHOOL CORPORATION
FEDERAL FINDINGS
(Continued)

Context

The lack of internal controls was a systemic issue throughout the audit period.

Criteria

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, which would include segregation of duties, placed the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements listed above.

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.

34 W. Main St, North Vernon, Indiana 47265

Ms. Teresa Brown, Superintendent

Phone: (812) 346-4483

Fax: (812) 352-8194

CORRECTIVE ACTION PLAN

FINDING 2017-001

Contact Person Responsible for Corrective Action: Amber Fields

Contact Phone Number: (812) 346-4483

Views of Responsible Official: We concur with the finding

Description of Corrective Action Plan: In 2017, after the 2013-15 Audit exit interview with the SBOA, the Business Office began the process of having the Accounts payable person (Dee Dee Lane) reviewing deposits and bank reconciliations. Dee Dee at this time began signing off on the bank reconciliations and balances after the review. This process will continue.

In addition issuing receipts, posting receipts, making bank deposits, cash and investments will be reviewed and signed off on by another person in the Business Office.

Anticipated Completion Date: Immediately

JCSC JENNINGS COUNTY SCHOOL CORPORATION

34 W. Main St, North Vernon, Indiana 47265

Ms. Teresa Brown, Superintendent

Phone: (812) 346-4483

Fax: (812) 352-8194

CORRECTIVE ACTION PLAN

FINDING 2017-002

Contact Person Responsible for Corrective Action: Amber Fields

Contact Phone Number: (812) 346-4483

Views of Responsible Official: We concur with the finding

Description of Corrective Action Plan: The Business Office has the Complete Guide to Gateway and Federal Grants printed off and will in the future refer to the guide when entering Federal Grant information into the Gateway System. The Treasurer (Amber Fields) and Deputy Treasurer (Myra Fischvogt) will both enter and review the information before submitting.

Anticipated Completion Date: Immediately

34 W. Main St, North Vernon, Indiana 47265

Ms. Teresa Brown, Superintendent

Phone: (812) 346-4483

Fax: (812) 352-8194

CORRECTIVE ACTION PLAN

FINDING 2017-003

Contact Person Responsible for Corrective Action: Amber Fields

Contact Phone Number: (812) 346-4483

Views of Responsible Official: We concur with the finding

Description of Corrective Action Plan:

Beginning with the 2018-19 FY, the Food Service Department will use a stamp that requires "Prepared By" and "Reviewed By" names for Free and Reduced Lunch eligibility, Monthly Sponsor Claims, Verification Summary Reports, and Annual Financial Reports. Reports will be prepared and reviewed for accuracy before submitting to the IDOE.

Anticipated Completion Date: Immediately

34 W. Main St, North Vernon, Indiana 47265

Ms. Teresa Brown, Superintendent

Phone: (812) 346-4483

Fax: (812) 352-8194

CORRECTIVE ACTION PLAN

FINDING 2017-004

Contact Person Responsible for Corrective Action: Amber Fields

Contact Phone Number: (812) 346-4483

Views of Responsible Officials: We concur with the finding

Description of Corrective Action Plan:

Beginning July 1, 2017, the Food Service Department/Business Office together created the fund #8400. All Lunch deposits all collected pre-paid lunch money is now deposited into the fund. From this point forward the Food Service Bookkeeper and the Business Office Bookkeeper will prepare and review deposits and balances utilizing "Prepared By" and "Reviewed By" signatures.

Anticipated Completion Date: Immediately

34 W. Main St, North Vernon, Indiana 47265

Ms. Teresa Brown, Superintendent

Phone: (812) 346-4483

Fax: (812) 352-8194

CORRECTIVE ACTION PLAN

FINDING 2017-005

Contact Person Responsible for Corrective Action: Amber Fields

Contact Phone Number: (812) 346-4483

Views of Responsible Officials: We concur with the finding

Description of Corrective Action Plan:

Beginning July 1, 2017, the Business Office will prepare Final Reports for Federal Special Ed Grants and sign off on Final reports. The Special Programs Director will sign off for review of the Final Reports of Federal Special Education Grants before they are turned into the state.

Anticipated Completion Date: Immediately

34 W. Main St, North Vernon, Indiana 47265

Ms. Teresa Brown, Superintendent

Phone: (812) 346-4483

Fax: (812) 352-8194

CORRECTIVE ACTION PLAN

FINDING 2017-006

Contact Person Responsible for Corrective Action: Amber Fields

Contact Phone Number: (812) 346-4483

Views of Responsible Officials: We concur with the finding

Description of Corrective Action Plan:

Beginning immediately, the employee of St. Mary's Catholic School will provide the eligibility information for all Title I students attending St. Mary's to the JCSC Title I Director. This information will be reviewed by the JCSC Title I Director and signed off on when approved.

In addition, any qualifying documents to show eligibility for a Title I student will be provided to the Title I Director and will then be sent the JCSC Superintendent for final approval.

Anticipated Completion Date: Immediately

34 W. Main St, North Vernon, Indiana 47265

Ms. Teresa Brown, Superintendent

Phone: (812) 346-4483

Fax: (812) 352-8194

CORRECTIVE ACTION PLAN

FINDING 2017-007

Contact Person Responsible for Corrective Action: Amber Fields

Contact Phone Number: (812) 346-4483

Views of Responsible Officials: We concur with the finding

Cash Management

Description of Corrective Action Plan:

Beginning July 1, 2017, the Business Office will prepare Reimbursements for Federal Title I Grants, and sign off on preparation of Reimbursements. The Title I Director will review and approve the Reimbursements prior to requesting the Reimbursement of Federal Title I funds.

Anticipated Completion Date: Immediately

Period of Performance

Description of Corrective Action Plan:

Beginning July 1, 2017, the Business Office will prepare Reimbursements for Federal Title I Grants, and ensure by reviewing and signing that all reimbursements were made during the period of performance. The Title I Director will review and approve the Reimbursements prior to requesting the Reimbursement of Federal Title I funds to ensure all reimbursements are within the Period of Performance.

Anticipated Completion Date: Immediately

Reporting

Description of Corrective Action Plan:

Beginning July 1, 2017, the Business Office will prepare Reimbursements for Federal Title I Grants, and ensure by reviewing and signing that all reimbursements and Final Reports are accurate prior to submission to the State IDOE. The Title I Director will review and approve the Reimbursements and Final Reports prior to requesting the Reimbursement of Federal Title I funds to ensure all reimbursements and Final Reports are accurate prior to submission to the State for Reimbursement.

Anticipated Completion Date: Immediately

JCSC JENNINGS COUNTY SCHOOL CORPORATION

34 W. Main St, North Vernon, Indiana 47265

Ms. Teresa Brown, Superintendent

Phone: (812) 346-4483

Fax: (812) 352-8194

Special Test and Provisions Schoolwide Programs

Description of Corrective Action Plan:

Beginning July 1, 2018, the Title I Director will prepare and review the Title I Application. The Superintendent will then review and sign off that the application is adequately implementing policies and procedures for the Title I Schoolwide Program requirement.

In addition, beginning July 1, 2018, the Title I Director will prepare and review the Title I Application by incorporating ADM and poverty level information. The Superintendent will then review and sign off that the application is adequately implementing policies and procedures for the Title I Schoolwide Program requirement by checking ADM and poverty level information.

Anticipated Completion Date: Immediately

Special Test and Provisions Comparability

Description of Corrective Action Plan:

Beginning July 1, 2018, the Title I Director will prepare and review the Title I Comparability Reports. The Superintendent will then review and sign off that the Comparability Reports are adequately implementing policies and procedures for the Title I Comparability requirements.

Anticipated Completion Date: Immediately

Amber Fields
(Signature)

Treasurer
(Title)

December 20, 2018
(Date)

JENNINGS COUNTY SCHOOL CORPORATION
EXIT CONFERENCE

The contents of this report were discussed on December 20, 2018, with Amber K. Fields, Treasurer; Teresa A. Brown, Superintendent of Schools; Steve Elmore, President of the School Board; and Myra Fischvogt, Deputy Treasurer.