

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

SCHOOL CITY OF HOBART

LAKE COUNTY, INDIANA

July 1, 2016 to June 30, 2018



FILED
03/27/2019

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Dawn Powers	07-01-16 to 06-30-19
Business Manager	Ted Zembala	07-01-16 to 06-30-19
Superintendent of Schools	Dr. Peggy Buffington	07-01-16 to 06-30-19
President of the School Board	Terry Butler	07-01-16 to 12-31-19



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF THE SCHOOL CITY OF HOBART, LAKE COUNTY, INDIANA

This report is supplemental to our audit report of the School City of Hobart (School Corporation), for the period from July 1, 2016 to June 30, 2018. 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

February 19, 2019

SCHOOL CITY OF HOBART
FEDERAL FINDINGS

FINDING 2018-001

Subject: Internal Controls over Financial Transactions and Reporting
Audit Finding: Material Weakness

Condition

There was a deficiency in the internal control system of the School Corporation related to financial transactions and reporting of payroll disbursements.

The School Corporation designed controls over payroll disbursements, but they were not properly implemented. The Business Manager reviewed the payroll disbursements; however, he did not review to ensure that the employees were paid the correct amounts from the proper fund.

Context

The lack of properly implemented 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 of the School Corporation had not properly implemented a system of internal control that segregated key functions.

Effect

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

Recommendation

We recommended that the School Corporation properly implement a system of internal control related to financial transactions and reporting of payroll disbursements.

SCHOOL CITY OF HOBART
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 2018-002

Subject: Child Nutrition Cluster - Activities Allowed or Unallowed,
Allowable Costs/Cost Principles, Program Income

Federal Agency: Department of Agriculture

Federal Programs: School Breakfast Program, National School Lunch Program,
Summer Food Service Program for Children

CFDA Numbers: 10.553, 10.555, 10.559

Federal Award Numbers and Years (or Other Identifying Numbers): SY 2016-2017, SY 2017-2018

Pass-Through Entity: Indiana Department of Education

Compliance Requirements: Activities Allowed or Unallowed, Allowable Costs/Cost
Principles, Program Income

Audit Findings: Material Weakness, Modified Opinion

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 compliance requirements listed above.

The Food Service Director signed the accounts payable vouchers and the gross attendance worksheets indicating that the purchases and payroll were for allowable activities, were allowable costs, and were a proper use of program income. However, the control was not effective as it did not ensure that only those accounts payable vouchers or food service employees' payroll approved by the Food Service Director were recorded in the School Lunch fund.

The following disbursements recorded in the School Lunch fund failed to comply with the compliance requirements listed above.

1. A School Corporation maintenance employee also worked as a courier who took food service deposits to the bank and delivered the mail. The School Corporation allocated the salary of this employee 10 percent to the School Lunch fund, 10 percent to the Transportation fund, and 80 percent to the General fund. There was no documentation to support how the School Corporation determined the percentages for this employee. The employee's timesheets did not include the actual time spent for food service activities.
2. The School Corporation allocated an invoice for one trash removal vendor 75 percent to the School Lunch fund and 25 percent to the Maintenance fund. There was no documentation to support how the School Corporation determined the percentages for this vendor.

These errors resulted in known questioned costs of \$39,442. When the sample errors noted above were projected to the population as a whole, additional likely errors of \$7,308 were identified.

Context

The lack of controls was a systemic issue throughout the audit period. The noncompliance was isolated to the maintenance employee and the trash removal vendor noted above.

SCHOOL CITY OF HOBART
FEDERAL FINDINGS
(Continued)

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). . . ."

2 CFR 200.403 states in part:

"Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

- (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- (b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items. . . .
- (g) Be adequately documented. . . ."

2 CFR 200.430(i) states in part:

"*Standards for Documentation of Personnel Expenses* (1) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.

These records must:

- (i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (ii) Be incorporated into the official records of the non-Federal entity;
- (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities (for IHE, this per the IHE's definition of IBS); . . .
- (vii) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity. . . ."

7 CFR 210.14(a) states in part: ". . . Revenues received by the nonprofit school food service are to be used only for the operation or improvement of such food service, *except that*, such revenues shall not be used to purchase land or buildings, unless otherwise approved by FNS, or to construct buildings. . . ."

SCHOOL CITY OF HOBART
FEDERAL FINDINGS
(Continued)

Cause

The School Corporation's management had not developed an effective system of internal control to ensure compliance with the grant agreement and the compliance requirements listed above.

Effect

The failure to establish an effective internal control system enabled material noncompliance to go undetected. Noncompliance with the grant agreement and the compliance requirements listed above could have resulted in the loss of federal funds to the School Corporation.

Questioned Costs

Known questioned costs of \$39,442 were identified as detailed in the *Condition*.

Recommendation

We recommended that the School Corporation's management establish controls to ensure compliance and comply with 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 2018-003

Subject: Child Nutrition Cluster - Procurement

Federal Agency: Department of Agriculture

Federal Programs: School Breakfast Program, National School Lunch Program,
Summer Food Service Program for Children

CFDA Numbers: 10.553, 10.555, 10.559

Federal Award Numbers and Years (or Other Identifying Numbers): SY 2016-2017, SY 2017-2018

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Procurement and Suspension and Debarment

Audit Findings: Material Weakness, Modified Opinion

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 procurement compliance requirements.

The School Corporation did not always obtain price and rate quotes from an adequate number of sources for purchases of goods or services exceeding \$3,500, which fell under the small purchase procedures. The School Corporation also did not document the rationale for the method of procurement, especially when a noncompetitive proposal method was used.

The School Corporation had a contract for purchases of goods or services exceeding \$3,500 for beverages from one vendor. The contract had an original term of five years ending August 31, 2016, or at such time when the purchases met or exceeded a volume threshold. As of June 30, 2018, the School Corporation had not exceeded the volume threshold; therefore, the contract was automatically extended. According to state statute, a contract for supplies may be entered into for a period not to exceed four years.

SCHOOL CITY OF HOBART
FEDERAL FINDINGS
(Continued)

Context

The lack of controls was a systemic issue throughout the audit period. The noncompliance was isolated to the vendors tested under the small purchase procedures.

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). . . ."

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. . . ."

Indiana Code 5-22-17-3 states in part:

"(a) This section does not apply to a discounted contractual arrangement for services or supplies funded through a designated leasing entity.

(b) Subject to subsections (c) through (e) and section 5 of this chapter, a contract for supplies may be entered into for a period not to exceed four (4) years. . . ."

Cause

The School Corporation's management had not developed a system of internal control that would have ensured compliance with the procurement requirements.

Effect

The failure to establish an effective internal control system enabled material noncompliance to go undetected. Noncompliance with the grant agreement and the procurement requirements could have resulted in the loss of federal funds to the School Corporation.

Questioned Costs

There were no questioned costs identified.

SCHOOL CITY OF HOBART
FEDERAL FINDINGS
(Continued)

Recommendation

We recommended that the School Corporation's management establish controls related to the grant agreement and the Procurement and Suspension and Debarment 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 2018-004

Subject: Child Nutrition Cluster - Reporting

Federal Agency: Department of Agriculture

Federal Programs: School Breakfast Program, National School Lunch Program,
Summer Food Service Program for Children

CFDA Numbers: 10.553, 10.555, 10.559

Federal Award Numbers and Years (or Other Identifying Numbers): SY 2016-2017, SY 2017-2018

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Reporting

Audit Findings: Material Weakness, Other Matters

Repeat Finding

This is a repeat finding from the immediately prior audit. The prior audit finding number was 2016-002.

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 Reporting compliance requirement.

The Food Service Director prepared and submitted the Monthly Sponsor Claims (claims for reimbursement) and Annual Financial Reports without a proper system of oversight or review.

The School Corporation did not comply with the reporting requirements. The September 2017 and December 2017 claims for reimbursement were not filed timely. The Indiana Department of Education (IDOE) allowed a one-time exception for the September 2017 claim. However, the December 2017 claim was not accepted by IDOE.

Context

The lack of controls was a systemic issue throughout the audit period. The noncompliance was isolated to the September 2017 and December 2017 claims for reimbursement.

Criteria

2 CFR 200.303 states in part:

"The non-Federal entity must:

SCHOOL CITY OF HOBART
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). . . ."

7 CFR 210.8(b) states in part:

"Monthly claims. To be entitled to reimbursement under this part, each school food authority shall submit to the State agency, a monthly Claim for Reimbursement, as described in paragraph (c) of this section.

(1) *Submission timeframes.* A final Claim for Reimbursement shall be postmarked or submitted to the State agency not later than 60 days following the last day of the full month covered by the claim. State agencies may establish shorter deadlines at their discretion. Claims not postmarked and/or submitted within 60 days shall not be paid with Program funds unless otherwise authorized by FNS. . . ."

Cause

The School Corporation's management had not developed a system of internal control that would have ensured compliance with the reporting requirements.

Effect

The failure to establish an effective internal control system enabled material noncompliance to go undetected. Noncompliance with the grant agreement and the Reporting compliance requirement resulted in the loss of approximately \$98,735 in 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 and comply with 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.

SCHOOL CITY OF HOBART
FEDERAL FINDINGS
(Continued)

FINDING 2018-005

Subject: National School Lunch Program - Special Tests and Provisions - Paid Lunch Equity
Federal Agency: Department of Agriculture
Federal Program: National School Lunch Program
CFDA Number: 10.555
Federal Award Numbers and Years (or Other Identifying Numbers): SY 2016-2017, SY 2017-2018
Pass-Through Entity: Indiana Department of Education
Compliance Requirement: 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 Special Tests and Provisions - Paid Lunch Equity compliance requirement.

The Food Service Director completed the paid lunch equity calculation without an oversight or review process to ensure the accuracy of the calculation.

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 paid lunch equity requirements.

Effect

The failure to establish an effective internal control system placed the School Corporation at risk of noncompliance with the grant agreement and the paid lunch equity 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.

SCHOOL CITY OF HOBART
FEDERAL FINDINGS
(Continued)

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 Special Tests and Provisions - Paid Lunch Equity 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 2018-006

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): S010A150014, S010A160014,
S010A170014

Pass-Through Entity: Indiana Department of Education

Compliance Requirements: Cash Management, Eligibility, Reporting, Special Tests and Provisions -
Annual Report Card, High School Graduation Rate

Audit Finding: Material Weakness

Repeat Finding

This is a repeat finding from the immediately prior audit regarding Cash Management, Reporting, and Special Tests and Provisions - Annual Report Card, High School Graduation Rate. The prior audit finding numbers were 2016-003 and 2016-004.

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 compliance requirements listed above.

Cash Management and Reporting

The reimbursement requests were completed by the Treasurer without evidence of a proper system of oversight or review prior to submission.

Eligibility

The School Corporation had not established procedures to ensure that the State of Indiana's pre-populated public and poverty enrollment figures reported on the Eligible Schools Summary page of the Title I application page were reflective of the School Corporation's records. An oversight or review process over the reported enrollment figures had not been established.

SCHOOL CITY OF HOBART
FEDERAL FINDINGS
(Continued)

Special Tests and Provisions - Annual Report Card, High School Graduation Rate

A checklist was designed to ensure that adequate documentation was obtained before the removal of a student from the cohort. The checklist was not implemented consistently throughout the audit period.

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

The School Corporation's management had not developed or implemented a system of internal control to ensure compliance with the grant agreement and the compliance requirements listed above.

Effect

The failure to establish a proper internal control system placed the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements listed above. 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

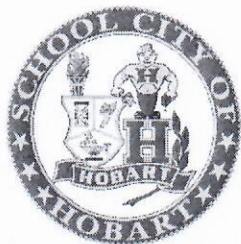
There were no questioned costs identified.

Recommendation

We recommended that the School Corporation's management establish controls to ensure compliance with the compliance requirements listed above.

View of Responsible Officials

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



SCHOOL CITY OF HOBART

32 East 7th Street, Hobart, IN 46342
Phone: 219-942-8885 Fax: 219-942-0081
<http://www.hobart.k12.in.us>

"Building College and Career Ready Brickies"

ADMINISTRATION

Dr. Peggy Buffington, Ph.D.
Superintendent

Ted Zembala
Business Manager

Jonathan Mock
Director of Human Resources
& Compliance

Deborah Matthys
Director of Curriculum &
Instruction

Sara Gutierrez
Director of Early Learning &
Education

Danielle Adams
Director of Guidance Services

Tim Krieg
Director of College & Careers

Russell Mellon
Director of Information
Technology Services

Christopher King
Director of Technology

Felix Perry
Director of Support Services

Lisa Wilkison
Director of Transportation

Nancy Smith
Food Service Director

Jamie Sullivan
Coordinator of Student
Health Services

Peter Goerges
School Legal Counsel

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Board Attorney



CORRECTIVE ACTION PLAN

FINDING 2018-001

Contact Person Responsible for Corrective Action: Ted J. Zembala/Business Manager,
Contact Phone Number: (219) 945-0250

Views of Responsible Official:

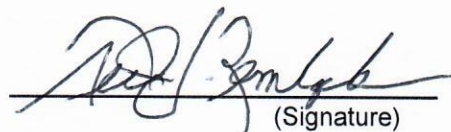
We concur with the finding.

Description of Corrective Action Plan:

The school corporation will develop a process to reduce the possibility of an employee being paid out of the wrong fund. The plan will include a verification of the budget account code when an employee is initially hired. The budget account code will include the fund, account, object, and location. The second part of the plan will be to monitor and approve any changes made to an employee's budget account code.

The school corporation will create a process to review and verify receipts into the self-insurance fund.

Anticipated Completion Date: 04/01/2019


(Signature)

Business Manager

(Title)

02/19/2019

(Date)

The School City of Hobart does not discriminate on the basis of race, creed, sex, color, national origin, religion, age, sexual orientation, marital status, genetic information, or disability, including limited English proficiency.



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Russell Mellon
Director of Information
Technology Services

Christopher King
Director of Technology

Felix Perry
Director of Support Services

Lisa Wilkison
Director of Transportation

Nancy Smith
Food Service Director

Larry Juzwicki
Director of School Safety

Regina Guarnero
Coordinator of Student Health
Services

Peter Goerges
School Legal Counsel

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Board Attorney



CORRECTIVE ACTION PLAN

FINDING 2018-002

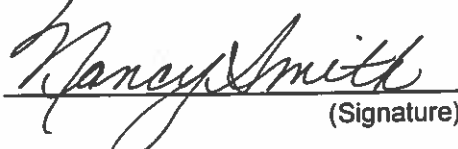
Contact Person Responsible for Corrective Action: Nancy Smith
Contact Phone Number: 219-947-2413 x 8955

Views of Responsible Official: We concur with the finding.

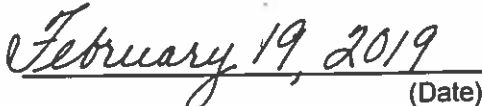
Description of Corrective Action Plan:

1. The School Lunch Fund will no longer pay a portion of the courier/maintenance person's salary until such time a documentation process can be set in place to accurately account for time spent working for Food Services.
2. The School Lunch Fund will no longer be charged for waste removal until such time an accurate and verifiable percentage calculation can be made.

Anticipated Completion Date: Beginning March 1, 2019


(Signature)


(Title)


(Date)

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Member

Karen J. Robbins
Member

Donald H. Rogers
Member

Stuart B. Schultz
Member

William Longer
Board Attorney



CORRECTIVE ACTION PLAN

FINDING 2018-003

Contact Person Responsible for Corrective Action: Nancy Smith
Contact Phone Number: 219-947-2413 x 8955

Views of Responsible Official: We concur with the finding

Description of Corrective Action Plan:

When making purchases of \$3,500 or more from one vendor, quotes will be collected from at least three sources to offer fair and open competition of our business. Proper documentation of how the vendor was chosen will be kept.

Anticipated Completion Date: March 1, 2019

Nancy Smith
(Signature)

Director of Food Services
(Title)

February 19, 2019
(Date)

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Technology Services

Christopher King
Director of Technology

Felix Perry
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Lisa Wilkison
Director of Transportation

Nancy Smith
Food Service Director

Larry Juzwicki
Director of School Safety

Regina Guarnero
Coordinator of Student Health
Services

Peter Goerges
School Legal Counsel

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CORRECTIVE ACTION PLAN

FINDING 2018-004

Contact Person Responsible for Corrective Action: Nancy Smith
Contact Phone Number: 219-947-2413 x 8955

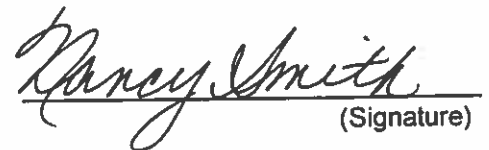
Views of Responsible Official: We concur with the finding.


Description of Corrective Action Plan:

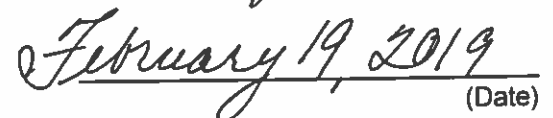
The Monthly Sponsor Claims and the Annual Financial Report is prepared and submitted by the Director of Food services and reviewed by the assistant in order to be compliant and have proper system of review. Both the preparer and the reviewer initial and date the documents being submitted.

Monthly binders now include a checklist of all documents that should be stored together for review and audit purposes. This process will ensure that all required work is included in the monthly report packet and is completed in a timely manner and missing work will not go undetected.

Anticipated Completion Date: March 1, 2019


(Signature)


(Title)


(Date)

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SCHOOL CITY OF HOBART

32 East 7th Street, Hobart, IN 46342
Phone: 219-942-8885 Fax: 219-942-0081
<http://www.hobart.k12.in.us>

"Building College and Career Ready Brickies"

ADMINISTRATION

Dr. Peggy Buffington, Ph.D.
Superintendent

Ted Zembala
Business Manager

Jonathan Mock
Director of Human Resources
& Compliance

Deborah Matthys
Director of Curriculum &
Instruction

Sara Gutierrez
Director of Early Learning &
Education

Danielle Adams
Director of Guidance Services
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William Longer
Board Attorney



CORRECTIVE ACTION PLAN

FINDING 2018-005

Contact Person Responsible for Corrective Action: Nancy Smith
Contact Phone Number: 219-947-2413 x 8955

Views of Responsible Official: We concur with the finding

Description of Corrective Action Plan:

The process of completing the Paid Lunch Equity Tool will be that the director will complete the calculations and the assistant will review the calculation for accuracy. The source documents will be kept on file with the PLE tool and submitted to the school board for approval.

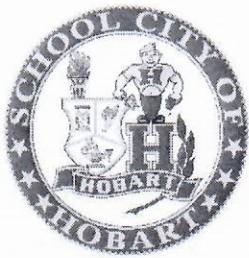
Anticipated Completion Date: March 1, 2019

Nancy Smith
(Signature)

Director of Food Services
(Title)

February 19, 2019
(Date)

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Board Attorney



CORRECTIVE ACTION PLAN

FINDING 2018-006

Cash Management and Reporting

Contact Person Responsible for Corrective Action: Ted J. Zembala
Contact Phone Number: (219) 945-0250

Views of Responsible Official:

The treasurer was directed to make every effort to submit reimbursement requests on a monthly basis. Normally, the business manager reviews and approves the reports prior to submission. In the event the business manager was not available to sign the report, the treasurer was directed to submit the reimbursement request that was then subsequently reviewed by the business manager for accuracy. This was considered a good business practice since any delay in submitting a reimbursement request could impede regular and consistent cash flow resulting in increased fund deficits.

Description of Corrective Action Plan:

The treasurer shall not submit a request for reimbursement without prior review and approval by the business manager.

Anticipated Completion Date: 03/01/2019

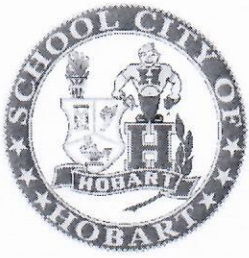
(Signature)

Business Manager

(Title)

2/19/2019

(Date)



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Board Attorney



CORRECTIVE ACTION PLAN

FINDING 2018-006

Eligibility

Contact Person Responsible for Corrective Action: Ted J. Zembala
Contact Phone Number: (219) 945-0250

Views of Responsible Official:

The Indiana Department of Education populates the Enrollment and Poverty numbers on the Title I Application Eligibility Schools Summary page. These are protected fields and cannot be changed by the school corporation. The School Corporation was unaware that it should be reviewing the accuracy of the enrollment and poverty numbers and to provide evidence of a review.

Description of Corrective Action Plan:

The Indiana Department of Education shall be contacted regarding the source document(s) their office uses in arriving at the enrollment and poverty numbers on the Title I Eligibility Schools Summary page. We will also inquire as to the availability of the reports to be used for the review. The ability of the school corporation to review the accuracy of the enrollment and poverty numbers will rely on the information received from these inquiries. The school corporation will also inquire how to access enrollment and poverty number details from a non-public school if the non-public school participates in the Title I program.

Anticipated Completion Date: 06/30/2019

(Signature)

(Title)

(Date)



HOBART HIGH SCHOOL



2211 East 10th Street, Hobart, IN 46342
Phone: (219) 942-8521 Fax: (219) 942-3326

Brett Munden, Co-Principal Misty Scheuneman, Co-Principal
Colleen Newell, Assistant Principal Tracy Brumley, Dean of Students
Craig Osika, Dean of Students Matt Whiteman, Dean of Students

College & Career Ready

CORRECTIVE ACTION PLAN

FINDING 2018-006

Contact Person Responsible for Corrective Action: Brett Munden / Misty Scheuneman
Contact Phone Number: 219-942-8521

Views of Responsible Official:

Hobart High School was required to create a better procedure for processing student withdraws and student transfers as a result of a previous audit. A corrective action plan of utilizing a detailed checklist that requires a signature for internal control was implemented as a result of that audit. During a site visit at Hobart High School on January 10, 2019, it was found that there were examples of the checklist not be utilized correctly before the audit period was completed on June 30, 2018. We would concur with this finding because the Corrective Action Plan was not fully implemented until after June 30, 2018. As the new Co-Principal of Hobart High School beginning July 1, 2018, I can attest that the Corrective Action Plan has been fully implemented beginning August 1, 2018.

Description of Corrective Action Plan:
(Please see attached checklist and signature card)

The Corrective Action Plan consists of a detailed checklist that the person processing the student withdraw / transfer follows as a guide to ensure proper recording and reporting take place. Appropriate boxes are checked, and once completed, a signature is required on the Student Withdraw Verification card (attached to the file).

Anticipated Completion Date: August 1, 2018

BHML / Misty Sch
(Signature)

Co-Principals Hobart High School
(Title)

2/19/2019



HOBART HIGH SCHOOL

2211 East 10th Street, Hobart, IN 46342
Phone: (219) 942-8521 Fax: (219) 942-3326



Brett Munden, Co-Principal
Misty Scheuneman, Co-Principal

College & Career Ready

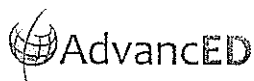
The following procedures have been put in place for ensuring all cohort changes / mobility coding / student withdraws are done correctly. Secretary will use this as a check off form to ensure completion of all steps.

1. Parent comes in to withdraw (Will attend another school / homeschool)

- Parent completes Student Withdrawal Form BP 5130 F4.
- Parent signs and secretary completes the HHS Withdraw Checkout List Form
- Secretary ensures books / technology has been returned. (Books placed in teacher's box)
- Secretary scans and uploads BP 5130 F4 to Skyward
- Secretary prints out current grades and current class schedule from Skyward and puts in student's cumulative file.
- Secretary officially withdraws student using appropriate code.
- Secretary sends an email to ALL STAFF with the student's name and that they have been withdrawn.
- Secretary completes student withdraw verification and staples to inside of students cumulative file.
- Secretary gives file to principal to review.
- File is returned to proper location in the cumulative file room.

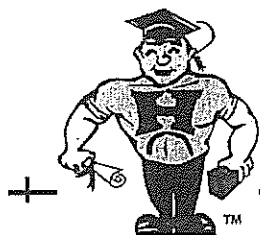
2. Request of Records is sent from new school.

- Secretary scans and uploads the official records request document to Skyward.
- Secretary ensures books / technology has been returned. (Books placed in teacher's box)
- Secretary prints out current grades and current class schedule from Skyward and puts in student's cumulative file.
- Secretary officially withdraws student using appropriate code.
- Secretary sends an email to ALL STAFF with the student's name and that they have been withdrawn.
- Secretary completes student withdraw verification and staples to inside of students cumulative file.
- Secretary gives file to principal to review.
- File is returned to proper location in the cumulative file room.



HOBART HIGH SCHOOL

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College & Career Ready

3. Student and Parent request an Exit Interview for student to earn GED.

- Parent completes Student Withdrawal Form BP 5130 F4.
- Parent signs and secretary completes the HHS Withdraw Checkout List Form
- Secretary ensures books / technology has been returned. (Books placed in teacher's box)
- Secretary prints out current grades and current class schedule from Skyward and puts in student's cumulative file.
- Secretary scans and uploads BP 5130 F4 to Skyward
- Exit Interview with Principal is set up.
- Principal Reviews DOE Hardship PPT.
- Official Exit Interview form is signed by Principal and Superintendent
- Copy of Exit Interview paperwork is uploaded to Skyward
- Secretary officially withdraws student using appropriate code.
- Secretary sends an email to ALL STAFF with the student's name and that they have been withdrawn
- Secretary completes student withdraw verification and staples to inside of students cumulative file.
- Secretary gives file to principal to review.
- File is returned to proper location in the cumulative file room.



Student Withdraw Verification

(Staple to inside of student's cumulative file)

Student Name: _____

Date of Withdraw: _____

Method of Documentation (Check One)

By checking below-- you are verifying that you are including this documentation in the student's file

----- Student withdrawn by parent (paper included)

----- Record request received from new school

----- Student Exit Interview completed for GED (dropout)

----- Student reported to Missing Student Clearing House

Verified By: _____

SCHOOL CITY OF HOBART
AUDIT RESULT AND COMMENT

OVERDRAWN CASH BALANCES

The financial statement 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, 2017, and June 30, 2018:

Fund	Amount Overdrawn	
	06-30-17	06-30-18
Clearing Accounts	\$ 7,483	\$ 6,007
Prepaid Food	-	4,216

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 Indiana Public School Corporations, Chapter 1)



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OVERDRAWN CASH BALANCES

Comment: The clearing accounts were overdrawn by \$7,483 for the period ended 06/30/2017 and \$6,007 for the period ended 06/30/2018.

Response:

The reported deficit amounts are in reference to clearing fund 8000. Over the years, the school corporation has developed tools to data-mine financial transactions. By using these tools during the audit, the school corporation was able to discover and correct erroneous financial transactions that affected fund 8000. In 1999 a new clearing fund was established to track Section 125 transactions. Some of those transactions continued to be charged to fund 8000 so they were corrected. In 2011 there was a reduction in staff in the business department. The remaining staff needed to do the work of those that left. Several health insurance transactions that should have been charged to the general fund were charged to the fund 8000. These were corrected. Also in 2011 it was discovered that deduction was paid twice. Several months after this transaction, a refund check was sent to the school corporation. This refund was deposited in the general fund but should have been receipted into fund 8000. An example of how this was discovered is attached.

These corrections were made in December 2018. Clearing fund 8000 went from a beginning December 2018 cash deficit of \$5,277.21 to a \$30,082.35 cash surplus.


(Signature)

Business Manager

(Title)

02/24/2019

(Date)

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ACCOUNT	(Multiple Items)		
ACCOUNTDESC	(All)		
Sum of AMOUNT	EFFECTIVEDATE	TRANTYPE	
Years		2	5
1992	Oct	10,254.22	10,254.22
	Nov	10,254.22	10,254.22
	Dec	10,254.22	10,254.22
1992 Total		30,762.66	30,762.66
1993	Jan	10,254.22	10,254.22
	Feb	10,254.22	10,254.22
	Mar	10,221.22	10,221.22
	Apr	10,278.32	10,276.32
	May	77.00	77.00
	Oct	10,897.80	10,897.80
	Nov	10,932.44	10,932.44
	Dec	10,863.16	10,863.16
1993 Total		73,778.38	73,776.38
1994	Jan	10,863.16	10,863.16
	Feb	10,863.16	10,863.16
	Mar	11,126.48	11,126.48
	Apr	11,160.45	11,160.45
	Oct	11,229.12	11,229.12
	Nov	11,229.12	11,229.12
	Dec	11,229.12	11,229.12
1994 Total		77,700.61	77,700.61
1995	Jan	11,229.12	11,229.12
	Feb	11,229.12	11,229.12
	Mar	16,843.68	16,843.68
	Apr	5,656.45	5,656.45
	May	109.56	109.56
	Jun	328.68	328.68
	Oct	5,532.84	5,532.84
	Nov	10,966.02	10,966.02
	Dec	16,465.64	16,465.64
1995 Total		78,361.11	78,361.11
1996	Jan	10,867.29	10,867.29
	Feb	10,868.22	10,868.22
	Mar	10,868.22	10,868.22
	Apr	10,855.19	10,855.19
	Oct	5,607.96	5,607.96
	Nov	16,903.22	16,903.22
	Dec	11,295.26	11,295.26
1996 Total		77,265.36	77,265.36
1997	Jan	11,295.26	11,295.26
	Feb	11,321.71	11,321.71
	Mar	11,314.16	11,314.16
	Apr	11,381.90	11,381.90
	May	79.35	
	Jun	26.40	105.75
	Oct	11,680.64	11,680.64
	Nov	11,764.31	11,764.31
	Dec	11,660.18	11,660.18
1997 Total		80,523.91	80,523.91
1998	Jan	11,590.76	11,590.76
	Feb	11,646.32	11,646.32
	Mar	11,708.81	11,708.81
	Apr	11,822.94	11,822.94
	May	145.80	
	Jun	48.60	194.40
	Oct	11,716.34	11,716.34
	Nov	11,716.34	
	Dec	11,716.34	23,432.68
1998 Total		82,112.25	82,112.25
1999	Jan	11,716.34	11,716.34
	Feb	11,760.98	11,760.98
	Mar	11,743.12	11,743.12
	Apr	11,758.03	11,758.03
	May	31.25	31.25
	Oct	11,874.66	11,874.66
	Nov	11,801.94	11,801.94
	Dec	11,786.51	11,786.51
1999 Total		82,472.83	82,472.83
2000	Jan	11,771.08	11,771.08
	Feb	11,818.30	11,818.30
	Mar	17,947.92	17,947.92
	Apr	5,910.36	5,910.36
	Oct	6,402.01	6,402.01
	Nov	12,763.72	12,763.72
	Dec	12,599.64	12,599.64
2000 Total		79,213.03	79,213.03
2001	Jan	12,511.28	12,511.28
	Feb	12,444.53	12,444.53
	Mar	18,566.67	18,566.67
	Apr	12,371.21	12,371.21
	Oct	6,779.34	6,779.34
	Nov	13,012.68	13,012.68
	Dec	12,973.68	12,973.68
2001 Total		88,659.39	88,659.39
2002	Jan	13,012.68	13,012.68
	Feb	12,985.78	12,985.78
	Mar	19,321.32	19,321.32
	Apr	12,919.72	12,919.72
	Oct	6,704.58	6,704.58
	Nov	13,369.01	13,369.01
	Dec	13,288.71	13,288.71
2002 Total		91,601.80	91,601.80
2003	Jan	19,872.84	19,872.84
	Feb	13,328.86	13,328.86
	Mar	13,369.01	13,369.01
	Apr	13,392.84	13,392.84
	Oct	13,564.94	
	Nov	13,660.62	27,225.56
	Dec	13,455.08	13,455.08
2003 Total		100,644.19	100,644.19

ACCOUN...	ACCOUNT
Teachers D...	09431
Teachers D...	09432
*Debt Serv ...	09441
*Direction o ...	09442
*Drug Free ...	09451
*Gifted and ...	09452
*High Ability...	09453
*Maintenan...	09461

2004	Jan	13,465.15	13,465.15
	Feb	13,495.90	13,495.90
	Mar	13,372.54	13,372.54
	Apr	13,393.12	
	May		13,393.12
	Oct	14,188.32	14,188.32
	Nov	14,012.64	14,012.64
	Dec	14,054.64	14,054.64
2004 Total		95,982.31	95,982.31
2005	Jan	14,012.64	14,012.64
	Feb	14,012.64	14,012.64
	Mar	14,012.64	14,012.64
	Apr	13,886.48	13,886.48
	Oct	7,084.37	7,084.37
	Nov	14,040.58	14,040.58
	Dec	14,083.30	14,083.30
2005 Total		91,132.65	91,132.65
2006	Jan	14,151.96	14,151.96
	Feb	14,220.62	14,220.62
	Mar	21,416.37	21,416.37
	Apr	14,122.28	14,122.28
	Oct	7,696.60	7,696.60
	Nov	15,349.48	15,349.48
	Dec	15,305.76	15,305.76
2006 Total		102,263.07	102,263.07
2007	Jan	15,326.65	15,326.65
	Feb	15,347.54	15,347.54
	Mar	23,177.01	23,177.01
	Apr	15,437.64	15,437.64
	Oct	7,717.83	7,717.83
	Nov	15,301.32	15,301.32
	Dec	15,256.54	15,256.54
2007 Total		107,564.53	107,564.53
2008	Jan	15,211.76	15,211.76
	Feb	22,877.97	22,877.97
	Mar	15,162.32	15,162.32
	Apr	15,100.90	15,100.90
	Oct	16,281.29	16,281.29
	Nov	16,226.30	16,226.30
	Dec	16,270.37	16,270.37
2008 Total		117,130.91	117,130.91
2009	Jan	16,361.67	16,361.67
	Feb	16,407.32	16,407.32
	Mar	16,407.32	16,407.32
	Apr	16,382.25	16,382.25
	Oct	17,873.64	17,873.64
	Nov	17,980.53	17,980.53
	Dec	17,943.24	17,943.24
2009 Total		119,355.97	119,355.97
2010	Jan	17,943.24	17,943.24
	Feb	18,338.43	18,338.43
	Mar	18,885.62	18,885.62
	Apr	18,798.05	18,798.05
	Oct	18,209.57	18,209.57
	Nov	18,239.88	18,239.88
	Dec	18,201.36	18,201.36
2010 Total		128,616.15	128,616.15
2011	Jan	18,245.76	18,245.76
	Feb	18,325.33	18,325.33
	Mar	18,300.48	18,300.48
	Apr	18,152.75	18,300.48
	May		18,152.75
	Oct	18,617.00	18,617.00
	Nov	18,580.62	18,580.62
	Dec	18,492.38	18,492.38
2011 Total		128,714.32	147,014.80
2012	Jan	18,440.52	18,440.52
	Feb	18,440.52	18,440.52
	Mar	27,557.06	
	Apr	9,203.52	36,760.58
	Oct	17,141.52	17,141.52
	Nov	17,127.48	17,127.48
	Dec	17,088.12	17,088.12
2012 Total		124,998.74	124,998.74
2013	Jan	17,038.98	17,038.98
	Feb	17,019.95	17,019.95
	Mar	25,669.47	25,669.47
	Apr	8,588.53	8,588.53
	Oct	8,802.86	8,802.86
	Nov	17,238.36	17,238.36
	Dec	17,343.22	17,343.22
2013 Total		111,701.37	111,701.37
2014	Jan	25,857.54	
	Feb	17,238.36	25,857.54
	Mar	17,238.36	34,476.72
	Apr	17,235.45	17,235.45
2014 Total		77,569.71	77,569.71
2018	Dec	18,300.48	
2018 Total		18,300.48	
Grand Total		2,166,425.73	2,166,423.73

ACCOUNT (Multiple Items)
ACCOUNTDESC (All)

Sum of AMOUNT	EFFECTIVEDATE	TRANTYPE	2	5
1992	Oct		205.80	205.80
	Nov		205.80	205.80
	Dec		205.80	205.80
1992 Total			617.40	617.40
1993	Jan		205.80	205.80
	Feb		205.80	205.80
	Mar		204.94	204.94
	Apr		200.00	202.00
	May		2.00	2.00
	Oct		229.84	229.84
	Nov		230.70	230.70
	Dec		228.98	228.98
1993 Total			1,508.06	1,510.06
1994	Jan		228.98	228.98
	Feb		228.98	228.98
	Mar		235.46	235.46
	Apr		231.36	231.36
	Oct		198.92	198.92
	Nov		198.92	198.92
	Dec		198.92	198.92
1994 Total			1,521.54	1,521.54
1995	Jan		198.92	198.92
	Feb		198.92	198.92
	Mar		298.38	298.38
	Apr		96.36	96.36
	May		2.68	2.68
	Jun		8.04	8.04
	Oct		100.62	100.62
	Nov		198.66	198.66
	Dec		298.42	298.42
1995 Total			1,401.00	1,401.00
1996	Jan		196.08	196.08
	Feb		196.08	196.08
	Mar		196.08	196.08
	Apr		191.54	191.54
	Oct		193.50	193.50
	Nov		584.50	584.50
	Dec		391.00	391.00
1996 Total			1,948.78	1,948.78
1997	Jan		391.00	391.00
	Feb		391.00	391.00
	Mar		389.28	389.28
	Apr		383.72	383.72
	Oct		418.08	418.08
	Nov		422.20	422.20
	Dec		417.04	417.04
1997 Total			2,812.32	2,812.32
1998	Jan		413.60	413.60
	Feb		416.32	416.32
	Mar		419.40	419.40
	Apr		415.28	415.28
	May		7.20	
	Jun		2.40	9.60
	Oct		426.56	426.56
	Nov		419.68	
	Dec		423.12	842.80
1998 Total			2,943.56	2,943.56
1999	Jan		423.12	423.12
	Feb		421.40	421.40
	Mar		419.68	419.68
	Apr		409.92	409.92
	Oct		356.04	356.04
	Nov		356.04	356.04
	Dec		354.32	354.32
1999 Total			2,740.52	2,740.52
2000	Jan		352.60	352.60
	Feb		352.60	352.60
	Mar		527.18	527.18
	Apr		164.82	164.82
	Oct		200.36	200.36
	Nov		413.68	413.68
	Dec		408.96	408.96
2000 Total			2,420.20	2,420.20
2001	Jan		404.24	404.24
	Feb		397.80	397.80
	Mar		592.20	592.20
	Apr		385.68	385.68
	Oct		181.28	181.28
	Nov		362.56	362.56
	Dec		362.56	362.56
2001 Total			2,686.32	2,686.32
2002	Jan		362.56	362.56
	Feb		360.16	360.16
	Mar		531.48	531.48
	Apr		346.08	346.08
	Oct		184.04	184.04
	Nov		366.36	366.36
	Dec		364.64	364.64
2002 Total			2,515.32	2,515.32
2003	Jan		550.40	550.40
	Feb		368.08	368.08
	Mar		368.08	368.08
	Apr		359.60	359.60
	Oct		382.96	
	Nov		382.96	765.92
	Dec		380.38	380.38
2003 Total			2,792.46	2,792.46
2004	Jan		379.52	379.52
	Feb		379.52	379.52
	Mar		377.80	377.80

ACCOUN...	ACCOUNT
Pac Dues D...	09311
Pac Dues R...	09312
*Debt Serv ...	09321
*Direction o...	09322
*Drug Free ...	09331
*Gifted and ...	09332
*High Ability...	09341
*Maintenan...	09342

2004	Apr	366.46	
	May		366.46
	Oct	395.88	395.88
	Nov	382.12	382.12
	Dec	387.28	387.28
2004 Total		2,668.58	2,668.58
2005	Jan	385.56	385.56
	Feb	385.56	385.56
	Mar	385.56	385.56
	Apr	371.72	371.72
	Oct	218.44	218.44
	Nov	431.72	431.72
	Dec	433.44	433.44
2005 Total		2,612.00	2,612.00
2006	Jan	437.72	437.72
	Feb	442.00	442.00
	Mar	666.44	666.44
	Apr	428.72	428.72
	Oct	222.74	222.74
	Nov	423.12	423.12
	Dec	428.28	428.28
2006 Total		3,049.02	3,049.02
2007	Jan	428.28	428.28
	Feb	428.28	428.28
	Mar	649.62	649.62
	Apr	423.12	423.12
	Oct	224.60	224.60
	Nov	444.04	444.04
	Dec	442.32	442.32
2007 Total		3,040.26	3,040.26
2008	Jan	440.60	440.60
	Feb	667.32	667.32
	Mar	440.44	440.44
	Apr	429.84	429.84
	Oct	438.73	438.73
	Nov	441.52	441.52
	Dec	444.18	444.18
2008 Total		3,302.63	3,302.63
2009	Jan	449.33	449.33
	Feb	452.76	452.76
	Mar	452.76	452.76
	Apr	444.16	444.16
	Oct	430.00	430.00
	Nov	434.38	434.38
	Dec	437.04	437.04
2009 Total		3,100.43	3,100.43
2010	Jan	437.04	437.04
	Feb	446.40	446.40
	Mar	463.18	463.18
	Apr	456.60	456.60
	Oct	486.76	486.76
	Nov	485.51	485.51
	Dec	491.10	491.10
2010 Total		3,266.59	3,266.59
2011	Jan	492.82	492.82
	Feb	488.82	488.82
	Mar	487.10	487.10
	Apr	472.69	487.10
	May		472.69
	Oct	442.04	442.04
	Nov	442.04	442.04
	Dec	440.32	440.32
2011 Total		3,265.83	3,752.93
2012	Jan	438.60	438.60
	Feb	438.60	438.60
	Mar	654.46	
	Apr	209.18	863.64
	Oct	420.93	420.93
	Nov	420.46	420.46
	Dec	420.46	420.46
2012 Total		3,002.69	3,002.69
2013	Jan	420.45	420.45
	Feb	422.16	422.16
	Mar	634.10	634.10
	Apr	202.48	202.48
	Oct	226.18	226.18
	Nov	442.04	442.04
	Dec	445.48	445.48
2013 Total		2,792.89	2,792.89
2014	Jan	663.06	
	Feb	442.04	663.06
	Mar	442.04	884.08
	Apr	431.76	431.76
2014 Total		1,978.90	1,978.90
2018	Dec	487.10	
2018 Total		487.10	
Grand Total		58,474.40	58,476.40

Summary of Receipts and Expenditures as of 12-31-2018

School City Of Hobart

	Trans/Invest Receipts	Receipts	Trans/Invest Expenditures	Expenditures	Balance
8000 Clearing Accounts for 07-01-2018 thru 12-31-2018					
Previous	0.00	1,964,776.99	0.00	1,970,054.20	(5,277.21)
Current	0.00	433,359.64	0.00	398,000.08	
Year to Date	0.00	2,398,136.63	0.00	2,368,054.28	30,082.35



SCHOOL CITY OF HOBART

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<http://www.hobart.k12.in.us>

"Building College and Career Ready Brickies"

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Dr. Peggy Buffington, Ph.D.
Superintendent

Ted Zembala
Business Manager

Jonathan Mock
Director of Human Resources
& Compliance

Deborah Mathtys
Director of Curriculum &
Instruction

Sara Gutierrez
Director of Early Learning &
Education

Danielle Adams
Director of Guidance Services

Tim Krieg
Director of College & Careers

Russell Mellon
Director of Information
Technology Services

Christopher King
Director of Technology

Felix Perry
Director of Support Services

Lisa Wilkison
Director of Transportation

Nancy Smith
Food Service Director

Larry Juzwicki
Director of School Safety

Regina Guarnero
Coordinator of Student Health
Services

Peter Goerges
School Legal Counsel

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Member

Stuart B. Schultz
Member

William Longor
Board Attorney



Contact Person Responsible: Nancy Smith
Contact Phone Number: 219-947-2413 x 8955

Deficit in Food Service In-Trust

The in-trust clearing fund for food service patron accounts showed a deficit in May 2018 due to student accounts with negative balances being more than student accounts with positive balances. The negative accounts have been turned over for collections. If the debt is determined uncollectable then procedures outlined in board policy regarding bad debt will be followed.

Nancy Smith
(Signature)

Director of Food Services

(Title)

March 1, 2019

(Date)

The School City of Hobart does not discriminate on the basis of race, creed, sex, color, national origin, religion, age, sexual orientation, marital status, genetic information, or disability, including limited English proficiency.

SCHOOL CITY OF HOBART
EXIT CONFERENCE

The contents of this report were discussed on February 19, 2019, with Dawn Powers, Treasurer; Ted Zembala, Business Manager; Dr. Peggy Buffington, Superintendent of Schools; Nancy Smith, Food Service Director; and Terry Butler, President of the School Board.