

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

SPENCER-OWEN COMMUNITY SCHOOLS

OWEN COUNTY, INDIANA

July 1, 2016 to June 30, 2018



**FILED**

05/23/2019



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SCHEDULE OF OFFICIALS

| <u>Office</u>                    | <u>Official</u>                              | <u>Term</u>  |
|----------------------------------|--|--|
| Treasurer                        | Darla Thomas                                 | 07-01-16 to 06-30-19   |
| Superintendent<br>of Schools     | Dr. Chad S. Briggs                           | 07-01-16 to 06-30-19   |
| President of the<br>School Board | Kevin Cooper<br>Rick Smeltzer<br>Chad Cooper | 07-01-16 to 12-31-16<br>01-01-17 to 12-31-18<br>01-01-19 to 12-31-19 |



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513  
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TO: THE OFFICIALS OF THE SPENCER-OWEN COMMUNITY SCHOOLS, OWEN COUNTY, INDIANA

This report is supplemental to our audit report of the Spencer-Owen Community Schools (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 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](http://www.in.gov/sboa).

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

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

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

May 2, 2019

SPENCER-OWEN COMMUNITY SCHOOLS  
FEDERAL FINDINGS

***FINDING 2018-001***

Subject: Title I Grants to Local Educational Agencies - Allowable Costs/Cost Principles  
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): SO10A150014, SO10A160014,  
SO10A170014  
Pass-Through Entity: Indiana Department of Education  
Compliance Requirement: Allowable Costs/Cost Principles  
Audit Findings: Material Weakness, Other Matters

*Condition*

An effective internal control system was not in place at the School Corporation in order to ensure compliance with requirements related to the grant agreement and the Allowable Costs/Cost Principles compliance requirement.

The Curriculum Director was paid 100 percent from the Title I grant which was supported by Semi-Annual Certifications. The Curriculum Director was under a teacher contract with an administrative contract addendum. The contract details the Curriculum Director duties as follows: develop curriculum requirements for the School Corporation, including training, responsible for ISTEP testing, summer programs, all local, state and federal grants, assist with corporation budget, assume responsibilities of the Superintendent of Schools in the absence of the Superintendent of Schools, and oversee the building administrators, technology, special education, and Hoosier Hills. The contract does not state any Title I duties or that official title as a Title I Director.

*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). . . ."

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:

SPENCER-OWEN COMMUNITY SCHOOLS  
FEDERAL FINDINGS  
(Continued)

- (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 officials 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 amount specific activities or cost objectives if the employee works on more than on 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. . . ."

*Cause*

Management had not developed a system on internal controls that would have ensured compliance with the grant agreement and the Allowable Costs/Cost Principles compliance requirement.

*Effect*

The failure to establish an effective internal control system enabled noncompliance with the grant agreement and the Allowable Costs/Cost Principles compliance requirement.

*Questioned Costs*

There were no questioned costs identified.

*Recommendation*

We recommended that the School Corporation's management establish a system of internal controls to ensure compliance with the grant agreement and Allowable Costs/Cost Principles compliance requirement.

*Views of Responsible Officials*

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

**FINDING 2018-002**

Subject: Title I Grants to Local Educational Agencies - Procurement and Suspension and Debarment  
Federal Agency: Department of Education  
Federal Program: Title I Grants to Local Educational Agencies  
CFDA Number: 84.010  
Federal Award Number and Years (or Other Identifying Numbers): SO10A150014, SO10A160014,  
SO10A170014

Pass-Through Entity: Indiana Department of Education  
Compliance Requirement: Procurement and Suspension and Debarment  
Audit Findings: Material Weakness, Other Matters

SPENCER-OWEN COMMUNITY SCHOOLS  
FEDERAL FINDINGS  
(Continued)

*Condition*

An effective internal control system was not in place at the School Corporation in order to ensure compliance with requirements related to the grant agreement and the Procurement and Suspension and Debarment compliance requirement.

*Suspension and Debarment*

The School Corporation did not have a policy regarding suspension and debarment. There were no procedures performed to verify that vendors were not suspended or debarred from participation in federal programs before a contract was signed. Two vendors received payments over \$25,000 without verification that they were not suspended or debarred from participation in the federal program.

*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). . . ."

2 CFR 180.300 states:

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

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

*Cause*

The School Corporation had not established and implemented effective internal controls to ensure compliance with the grant agreement and the Procurement and Suspension and Debarment compliance requirement.

SPENCER-OWEN COMMUNITY SCHOOLS  
FEDERAL FINDINGS  
(Continued)

*Effect*

The failure to establish an effective internal control system enabled material noncompliance to remain undetected. Noncompliance with the grant agreement and the Procurement and Suspension and Debarment compliance requirement could have resulted in the loss of federal funds to the School Corporation.

*Questioned Costs*

There were no questioned costs identified.

*Recommendation*

We recommended that the School Corporation's management establish a system of internal controls to ensure compliance with 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, which is part of this report.

**FINDING 2018-003**

Subject: Title I Grants to Local Educational Agencies - Special

Tests and Provisions - Assessment System Security

Federal Agency: Department of Education

Federal Program: Title I Grants to Local Educational Agencies

CFDA Number: 84.010

Federal Award Numbers and Years (or Other Identifying Numbers): SO10A150014, SO10A160014,  
SO10A170014

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Special Tests and Provisions - Assessment System Security

Audit Findings: Material Weakness, Other Matters

*Condition*

The School Corporation had not established an effective internal control system related to the grant agreement and the Special Tests and Provisions - Assessment System Security compliance requirement. The School Corporation had adopted a test security policy, but not all of the required employees had a signed security agreement on file.

*Context*

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

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

The administrative regulation 511 IAC 5-5-5 states in part: . . .

"(b) Any individual who administers, handles, or has access to secure test materials at the school or school corporation shall complete assessment training and sign a testing security and integrity agreement to remain on file in the appropriate building-level office each year."

*Cause*

The School Corporation had not established a system of internal control that would have ensured compliance with the grant agreement and the Special Tests and Provisions - Assessment System Security compliance requirement.

*Effect*

The failure to establish an effective internal control system enabled material noncompliance to remain undetected. Noncompliance with the grant agreement and the Special Tests and Provisions - Assessment System Security compliance requirement could have resulted in the loss of federal funds to the School Corporation.

*Questioned Costs*

There were no questioned costs identified.

*Recommendation*

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

*Views of Responsible Officials*

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

SPENCER-OWEN COMMUNITY SCHOOLS  
FEDERAL FINDINGS  
(Continued)

***FINDING 2018-004***

Subject: Child Nutrition Cluster - Internal Controls  
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): FY2016-2017, FY2017-2018  
Pass-Through Entity: Indiana Department of Education  
Compliance Requirements: Cash Management, Special Tests and Provisions - Verification  
of Free and Reduced Price Applications (NSLP)  
Audit Finding: Material Weakness

*Repeat Finding*

This is a repeat finding from the immediately prior audit report. 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 following compliance requirements:

*Cash Management*

The School Corporation has not designed or implemented adequate controls, policies, or procedures to ensure that the monthly cash balances (net cash resources) of the School Lunch fund did not exceed three months average expenditures. There was no oversight, review, or monitoring of the net cash resources of the School Lunch fund.

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

The School Corporation had not designed or implemented adequate controls, policies, or procedures to ensure that free and reduced price meal applications were verified for accuracy. There was no segregation of duties, such as an oversight, review, or an approval process to ensure the verification process was completed correctly.

*Context*

The lack of controls was a systemic issue throughout the audit period for the Cash Management compliance requirement. The lack of controls over the Special Tests and Provisions - Verification of Free and Reduced Price Applications (NSLP) compliance requirement was isolated to fiscal year 2016-2017.

*Criteria*

2 CFR 200.303 states in part:

"The non-Federal entity must:

SPENCER-OWEN COMMUNITY SCHOOLS  
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). . . ."

*Cause*

The School Corporation's management had not developed a system of internal controls that segregated key functions.

*Effect*

The failure to establish an effective internal control system placed the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements 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 programs.

*Questioned Costs*

There were no questioned costs identified.

*Recommendation*

We recommended that the School Corporation's management establish a system of internal controls related to the grant agreement and the compliance requirements listed above.

*Views of Responsible Officials*

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

***FINDING 2018-005***

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): FY2016-2017, FY2017-2018

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 report. The prior audit finding number was 2016-002.

SPENCER-OWEN COMMUNITY SCHOOLS  
FEDERAL FINDINGS  
(Continued)

*Condition*

An effective internal control system was not in place at the School Corporation in order to ensure compliance with requirements related to the grant agreement and the Reporting compliance requirement.

The Annual Financial Reports (AFR) filed for fiscal years 2016-2017 and 2017-2018 did not agree with the School Corporation's financial records. The Verification Summary Reports for 2016-2017 and 2017-2018 did not agree with the School Corporation's food service system reports.

The Food Service Director was solely responsible for preparing and submitting the AFRs and Verification Summary Reports. There was no segregation of duties, such as an oversight, review, or approval process to ensure that the information submitted was complete and accurate.

*Context*

The lack of internal 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). . . ."

2 CFR 200.302(b) states in part:

"The financial management system of each non-Federal entity must provide for the following:

. . .

- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§ 200.327 Financial reporting and 200.328 Monitoring and reporting program performance. . . ."

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

Indiana Department of Education's *General Instructions: Annual Financial Report* states:

"All data reported is on a School Food Authority basis. It should include all financial transactions from July 1 through June 30, thereby accurately reflecting the financial position of the School Food Service Fund as of June 30. Accurate supporting documentation must be maintained by appropriate accounting officials whether consolidated Corporation-level accounting is used, or one or more Extra-Curricular accounts at separate schools are used.

SPENCER-OWEN COMMUNITY SCHOOLS  
FEDERAL FINDINGS  
(Continued)

The income total and expense total boxes should agree exactly with total revenues and total expenditures recorded in the SFA's accounting records. All expenses need to be allocated appropriately to all existing programs."

7 CFR 245.6a(h) states in part:

*"Verification reporting and recordkeeping requirements.* By February 1, each local educational agency must report information related to its annual statutorily required verification activity, which excludes verification conducted in accordance with paragraph (c)(7) of this section, to the State agency in accordance with guidelines provided by FNS. . . . All verified applications must be readily retrievable on an individual school basis and include all documents submitted by the household for the purpose of confirming eligibility, reproductions of those documents, or annotations made by the determining official which indicate which documents were submitted by the household and the date of submission. All relevant correspondence between the households selected for verification and the school or local educational agency must be retained. Local educational agencies are encouraged to collect and report any or all verification data elements before the required dates."

*Cause*

Management had not developed a system of internal controls that would have ensured compliance with the grant agreement and the Reporting compliance requirement.

*Effect*

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

*Questioned Costs*

There were no questioned costs identified.

*Recommendation*

We recommended that the School Corporation's management establish a system of internal 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.

**FINDING 2018-006**

Subject: School Breakfast Program, National School Lunch Program - Eligibility

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): FY2016-2017, FY2017-2018

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Eligibility

Audit Findings: Material Weakness, Modified Opinion

SPENCER-OWEN COMMUNITY SCHOOLS  
FEDERAL FINDINGS  
(Continued)

*Repeat Finding*

This is a repeat finding from the immediately prior audit report. The prior audit finding number was 2016-004.

*Condition*

The School Corporation had not established an effective internal control system related to the grant agreement and the Eligibility compliance requirement. The School Corporation did not have a control procedure in place to ensure the accuracy of the eligibility determinations.

The School Corporation did not maintain a list of students from the state whose eligibility was directly certified for fiscal year 2016-2017. Therefore, students coded in the food service system as direct certifications could not be verified. Additionally, individuals' information was not input correctly into the system for two applications tested from 2016-2017. This resulted in an incorrect eligibility determination for the students.

*Context*

The lack of controls and noncompliance were isolated to 2016-2017.

*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 200.333 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. . . ."

7 CFR 245.6(c)(4) states:

"*Calculating income.* The local educational agency must use the income information provided by the household on the application to calculate the household's total current income. When a household submits an application containing complete documentation, as defined in § 245.2, and the household's total current income is at or below the eligibility limits specified in the Income Eligibility Guidelines as defined in § 245.2, the children in that household must be approved for free or reduced price benefits, as applicable."

SPENCER-OWEN COMMUNITY SCHOOLS  
FEDERAL FINDINGS  
(Continued)

*Cause*

The School Corporation had not developed a system of internal controls to ensure compliance with the grant agreement and the Eligibility compliance requirement.

*Effect*

The failure to establish an effective internal control system enabled noncompliance to remain undetected. Noncompliance with the grant agreement and the Eligibility compliance requirement could have resulted in the loss of federal funds to the School Corporation.

*Questioned Costs*

There were no questioned costs identified.

*Recommendation*

We recommended that the School Corporation's management establish a system of internal controls to ensure compliance with the grant agreement and the Eligibility compliance requirement.

*Views of Responsible Officials*

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

# Spencer-Owen Community Schools

205 East Hillside Avenue, Spencer, Indiana 47460 Phone 812-829-2233 Fax 812-829-6614

*"All Spencer-Owen Community Schools students will learn, achieve, and succeed."*

## **Board Members:**

Chad Cooper, *President*  
Amber Willen, *Vice President*  
Rick Smeltzer, *Secretary*  
Larry Hight, *Secretary Pro Tem*  
Sonia Brinson  
Jack White  
Lew Moke

## **Administration:**

Dr. Chad S. Briggs, *Superintendent*  
Brock Beeman, *Curriculum Director*

## CORRECTIVE ACTION PLAN

FINDING 2018-001

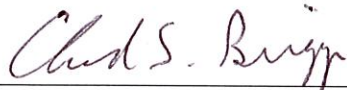
Contact Person Responsible for Corrective Action: Dr. Chad Briggs, Superintendent  
Contact Phone Number: 812-829-2233

Views of Responsible Official: Spencer-Owen Community Schools concurs with the finding.

Description of Corrective Action Plan:

*Contracted pay for the Curriculum Director will be split between Title I and the Operation Fund according to the percentage of work involved with each duty. A time and effort log will be completed monthly. The Curriculum Director's Contract Addendum will detail the time worked in Title I.*

Anticipated Completion Date: June 30, 2019



Dr. Chad Briggs, Superintendent

May 2, 2019



Darla Thomas, Treasurer

May 2, 2019

# Spencer-Owen Community Schools

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Sonia Brinson  
Jack White  
Lew Moke

## **Administration:**

Dr. Chad S. Briggs, *Superintendent*  
Brock Beeman, *Curriculum Director*

## CORRECTIVE ACTION PLAN

FINDING 2018-002

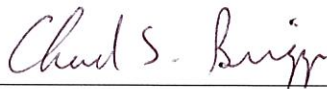
Contact Person Responsible for Corrective Action: Dr. Chad Briggs, Superintendent  
Contact Phone Number: 812-829-2233

Views of Responsible Official: Spencer-Owen Community Schools concurs with the finding.

Description of Corrective Action Plan:

*The Corporation Treasurer and/or Deputy Treasurer will obtain information from The System for Award Management (SAM) to assure all vendors paid \$25,000 and above with federal dollars are active. We will not purchase from any vendor suspended or debarred from participation in the federal program. Spencer-Owen Community Schools will begin the process of preparing a suspension and debarment policy.*

Anticipated Completion date: June 30, 2019



Dr. Chad Briggs, Superintendent

May 2, 2019



Darla Thomas, Treasurer

May 2, 2019

# Spencer-Owen Community Schools

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Jack White  
Lew Moke

## **Administration:**

Dr. Chad S. Briggs, *Superintendent*  
Brock Beeman, *Curriculum Director*

## CORRECTIVE ACTION PLAN

FINDING 2018-003

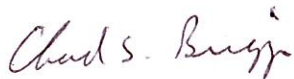
Contact Person Responsible for Corrective Action: Dr. Chad Briggs, Superintendent  
Contact Phone Number: 812-829-2233

Views of Responsible Official: Spencer-Owen Community Schools concurs with the finding.

Description of Corrective Action Plan:

*Spencer-Owen Community Schools followed the 2018-2019 ruling to monitor signed security agreements. Principals verified all their staff signed the security agreement and Central Office continued to update the staff roster during the school year. We plan to follow this same ruling in the future until changed or updated.*

Anticipated Completion date: July 1, 2018



Dr. Chad Briggs, Superintendent

May 2, 2019



Darla Thomas, Treasurer

May 2, 2019

# Spencer-Owen Community Schools

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Larry Hight, *Secretary Pro Tem*  
Sonia Brinson  
Jack White  
Lew Moke

**Administration:**

Dr. Chad S. Briggs, *Superintendent*  
Brock Beeman, *Curriculum Director*

## CORRECTIVE ACTION PLAN

FINDING 2018-004

Contact Person Responsible for Corrective Action: Dr. Chad Briggs, Superintendent  
Contract Phone Number: 812-829-2233

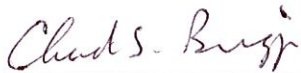
Views of Responsible Official: Spencer-Owen Community Schools concurs with the finding.

Description of Corrective Action Plan:

*Cash Management – The school corporation will engage controls to ensure the monthly cash balance of the School Lunch fund does not exceed the average expenditure for three months.*

*Special Tests and Provisions – Verification of Free and Reduced Price Applications (NSLP) – The school corporation engaged controls to ensure free and reduced meal applications were verified during the second year of this audit and will continue this control.*

Anticipated Completion Date: June 30, 2018



Dr. Chad Briggs, Superintendent

May 2, 2019



Darla Thomas, Treasurer

May 2, 2019

# Spencer-Owen Community Schools

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## **Board Members:**

Chad Cooper, *President*  
Amber Willen, *Vice President*  
Rick Smeltzer, *Secretary*  
Larry Hight, *Secretary Pro Tem*  
Sonia Brinson  
Jack White  
Lew Moke

## **Administration:**

Dr. Chad S. Briggs, *Superintendent*  
Brock Beeman, *Curriculum Director*

## CORRECTIVE ACTION PLAN

FINDING 2018-005

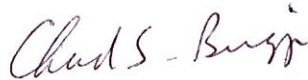
Contact Person Responsible for Corrective Action: Dr. Chad Briggs, Superintendent  
Contact Phone Number: 812-829-2233

Views of Responsible Official: Spencer-Owen Community Schools concurs with the finding.

Description of Corrective Action Plan:

*Food Service (Aramark) contract obligation revenue will be reported on the Annual Financial Report if received by the school corporation in the future.*

Anticipated Completion Date: July 1, 2018



Dr. Chad Briggs, Superintendent

May 2, 2018



Darla Thomas, Treasurer

May 2, 2018

# Spencer-Owen Community Schools

205 East Hillside Avenue, Spencer, Indiana 47460 Phone 812-829-2233 Fax 812-829-6614

*"All Spencer-Owen Community Schools students will learn, achieve, and succeed."*

## **Board Members:**

Chad Cooper, *President*  
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Rick Smeltzer, *Secretary*  
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Sonia Brinson  
Jack White  
Lew Moke

## **Administration:**

Dr. Chad S. Briggs, *Superintendent*  
Brock Beeman, *Curriculum Director*

## CORRECTIVE ACTION PLAN

FINDING 2018-006

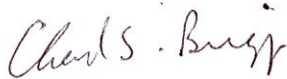
Contact Person Responsible for Corrective Action: Dr. Chad Briggs, Superintendent  
Contact Phone Number: 812-829-2233

Views of Responsible Official: Spencer-Owen Community Schools concurs with the finding.

Description of Corrective Action Plan:

*Student eligibility from direct certification will be entered into the food service software by the Technology and Food Service Reporting Assistant. This will ensure balance between the state and our local food service program. A list of direct certifications received from the state will be maintained for audit evidence.*

Anticipated Completion Date: July 1, 2018



Dr. Chad Briggs, Superintendent

May 2, 2019



Darla Thomas, Treasurer

May 2019

SPENCER-OWEN COMMUNITY SCHOOLS  
EXIT CONFERENCE

The contents of this report were discussed on May 2, 2019, with Dr. Chad S. Briggs, Superintendent of Schools; Darla Thomas, Treasurer; LaDonna Fisher, Deputy Treasurer; Brock Beeman, Curriculum Director; and Amber Willen, Vice President of the School Board.