

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

FEDERAL COMPLIANCE AUDIT REPORT

OF

JAY SCHOOL CORPORATION

JAY COUNTY, INDIANA

July 1, 2018 to June 30, 2020



**FILED**

03/31/2021



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Business Manager/Treasurer	Bradley DeRome	07-01-18 to 01-08-19
	Violet Current (interim)	01-09-19 to 03-03-19
	Tarina Morris	03-04-19 to 11-17-20
	Shannon Current (interim)	11-18-20 to 06-30-21
Superintendent of Schools	Jeremy Gulley	07-01-18 to 06-30-21
President of the School Board	Phil Ford	01-01-18 to 12-31-21



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statement of the Jay School Corporation (School Corporation), for the period of July 1, 2018 to June 30, 2020, and the related notes to the financial statement, which collectively comprise the School Corporation's financial statement and have issued our report thereon dated March 18, 2021, wherein we noted the School Corporation followed accounting practices the Indiana State Board of Accounts prescribes rather than accounting principles generally accepted in the United States of America.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statement, we considered the School Corporation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the School Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the School Corporation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School Corporation's financial statement will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*  
(Continued)

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the School Corporation's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School Corporation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School Corporation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
Paul D. Joyce, CPA  
State Examiner

March 18, 2021



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

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

**Report on Compliance for Each Major Federal Program**

We have audited the Jay School Corporation's (School Corporation) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the period of July 1, 2018 to June 30, 2020. The School Corporation's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the School Corporation's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School Corporation's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the School Corporation's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the School Corporation complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the period of July 1, 2018 to June 30, 2020.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE  
(Continued)

***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying Schedule of Findings and Questioned Costs as item 2020-001. Our opinion on each major federal program is not modified with respect to these matters.

The School Corporation's response to the noncompliance findings identified in our audit is described in the accompanying Corrective Action Plan. The School Corporation's response was not subjected to the auditing procedures applied in the audit of compliance, and, accordingly, we express no opinion on the response.

**Report on Internal Control over Compliance**

Management of the School Corporation is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School Corporation's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School Corporation's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies, and, therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control over compliance, as described in the accompanying Schedule of Findings and Questioned Costs as item 2020-001, that we consider to be material weaknesses.


The School Corporation's response to the internal control over compliance findings identified in our audit is described in the accompanying Corrective Action Plan. The School Corporation's response was not subjected to the auditing procedures applied in the audit of compliance, and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE  
(Continued)

**Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statement of the School Corporation, as of and for the period of July 1, 2018 to June 30, 2020, and the related notes to the financial statement. We issued our report thereon dated March 18, 2021, which contained a dual opinion on the financial statement. An adverse opinion was issued regarding the presentation in accordance with U.S. Generally Accepted Accounting Principles, and an unmodified opinion was issued regarding the presentation in accordance with the Regulatory Basis of Accounting. Our audit was conducted for the purpose of forming an opinion on the financial statement as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statement. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statement. The information has been subjected to the auditing procedures applied in the audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the financial statement as a whole.

  
Paul D. Joyce, CPA  
State Examiner

March 18, 2021

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## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND ACCOMPANYING NOTES

The Schedule of Expenditures of Federal Awards and accompanying notes presented were approved by management of the School Corporation. The schedule and notes are presented as intended by the School Corporation.

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JAY SCHOOL CORPORATION  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 For the Years Ended June 30, 2019 and 2020

Federal Grantor Agency Cluster Title/Program Title/Project Title	Pass-Through Entity or Direct Grant	Federal CFDA Number	Pass-Through Entity (or Other) Identifying Number	Passed Through to Subrecipient 06-30-19	Total Federal Awards Expended 06-30-19	Passed Through to Subrecipient 06-30-20	Total Federal Awards Expended 06-30-20
<b>Department of Agriculture</b>							
Child Nutrition Cluster							
School Breakfast Program	Indiana Department of Education	10.553					
School Breakfast			FY 2018-2019	\$ -	\$ 107,986	\$ -	\$ -
School Breakfast			FY 2019-2020	-	-	-	200,760
COVID-19 - School Breakfast Program	Indiana Department of Education	10.553					
COVID-19 School Breakfast Program			FY 2019-2020	-	-	-	19,170
Total - School Breakfast Program				-	107,986	-	219,930
National School Lunch Program							
School Lunch	Indiana Department of Education	10.555					
School Lunch			FY 2018-2019	-	629,940	-	-
School Lunch			FY 2019-2020	-	-	-	642,962
Commodities			FY 2018-2019	-	141,720	-	-
Commodities			FY 2019-2020	-	-	-	137,315
Sub-total - National School Lunch Program				-	771,660	-	780,277
COVID-19 - National School Lunch Program	Indiana Department of Education	10.555					
COVID-19 National School Lunch Program			FY 2019-2020	-	-	-	43,921
Total - National School Lunch Program				-	771,660	-	824,198
Summer Food Service Program for Children							
Summer Food Service	Indiana Department of Education	10.559					
Summer Food Service			FY 2018-2019	-	48,113	-	-
			FY 2019-2020	-	-	-	33,522
COVID-19 - Summer Food Service Program for Children	Indiana Department of Education	10.559					
COVID-19 Summer Food Service Program for Children			FY 2019-2020	-	-	-	730,938
Total - Summer Food Service Program for Children				-	48,113	-	764,460
Total - Child Nutrition Cluster				-	927,759	-	1,808,588
Child and Adult Care Food Program							
Child and Adult Care Food Program	Indiana Department of Education	10.558					
Child and Adult Care Food Program			FY 2019-2020	-	-	-	156,462
Total - Department of Agriculture				-	927,759	-	1,965,050
<b>Department of Education</b>							
Special Education Cluster (IDEA)							
Special Education Grants to States	Indiana Department of Education	84.027					
Special Ed 2017-18			18611-029-PN01	-	232,546	-	-
Special Ed 2018-19			19611-029-PN01	-	665,048	-	213,818
Special Ed 2019-20			20611-29-PN01	-	-	-	665,498
Total - Special Education Grants to States				-	897,594	-	879,316

JAY SCHOOL CORPORATION  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 For the Years Ended June 30, 2019 and 2020

Federal Grantor Agency Cluster Title/Program Title/Project Title	Pass-Through Entity or Direct Grant	Federal CFDA Number	Pass-Through Entity (or Other) Identifying Number	Passed Through to Subrecipient 06-30-19	Total Federal Awards Expended 06-30-19	Passed Through to Subrecipient 06-30-20	Total Federal Awards Expended 06-30-20
Special Education Preschool Grants	Indiana Department of Education	84.173					
Special Ed Preschool 2017-18			18619-029-PN01	-	9,203	-	-
Special Ed Preschool 2018-19			19619-029-PN01	-	31,048	-	10,666
Special Ed Preschool 2019-20			20619-29-PN01	-	-	-	42,097
Total - Special Education Preschool Grants				-	40,251	-	52,763
Total - Special Education Cluster (IDEA)				-	937,845	-	932,079
Adult Education - Basic Grants to States	Indiana Department of Workforce Development	84.002					
Adult Ed 2017-18			C-a-S-SA-425	-	1,483	-	-
Adult Ed 2018-19			V002A180014	-	16,379	-	23,665
Adult Ed 2019-20			V002A190014	-	-	-	17,873
Total - Adult Education - Basic Grants to States				-	17,862	-	41,538
Title I Grants to Local Educational Agencies	Indiana Department of Education	84.010					
Title I 2017-18			S010-A170014	-	325,221	-	-
Title I 2018-19			S010A180014	-	723,651	-	245,307
Title I 2019-20			S010A190014	-	-	-	688,968
Total - Title I Grants to Local Educational Agencies				-	1,048,872	-	934,275
Career and Technical Education -- Basic Grant to States	Bluffton-Harrison Metropolitan School District	84.048					
Perkins Grant 2017-18			19-4700-8445	-	41,317	-	-
Perkins Grant 2018-19			19A-4700-8445	-	-	-	17,600
Perkins Grant 2019-20			48-781-75	-	-	-	39,034
Total - Career and Technical Education -- Basic Grant to States				-	41,317	-	56,634
Rural Education	Indiana Department of Education	84.358					
FY 16 Rural and Low Income			S358B0160014	-	19,680	-	-
FY 17 Rural and Low Income			S358B0170014	-	50,500	-	8,018
FY 18 Rural and Low Income			5424A180015	-	20,483	-	46,742
FY 19 Rural and Low Income			S358B0190014	-	-	-	20,825
Total - Rural Education				-	90,663	-	75,585

JAY SCHOOL CORPORATION  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 For the Years Ended June 30, 2019 and 2020

Federal Grantor Agency Cluster Title/Program Title/Project Title	Pass-Through Entity or Direct Grant	Federal CFDA Number	Pass-Through Entity (or Other) Identifying Number	Passed Through to Subrecipient 06-30-19	Total Federal Awards Expended 06-30-19	Passed Through to Subrecipient 06-30-20	Total Federal Awards Expended 06-30-20
English Language Acquisition State Grants	Indiana Department of Education	84.365					
Title III 2017-18			01118-034-PN01	-	9,828	-	-
Title III 2018-19			S365A180014	-	4,445	-	12,529
Title III 2019-20			S365A190014	-	-	-	10,980
Total - English Language Acquisition State Grants				-	14,273	-	23,509
Supporting Effective Instruction State Grants	Indiana Department of Education	84.367					
Title II Part A 2016-17			S367A160013	-	10,901	-	-
Title II Part A 2017-18			S367A170013	-	88,983	-	16,977
Title II Part A 2018-19			S367A180013	-	36,034	-	97,760
Title II Part A 2019-20			S367A190013	-	-	-	33,950
Total - Supporting Effective Instruction State Grants				-	135,918	-	148,687
Education Innovation and Research REC N Cell Grant	University of Indianapolis	84.411					
			U411B190018	-	-	-	16,692
Student Support and Academic Enrichment Program Title IV Part A 2018-19	Indiana Department of Education	84.424					
			S424A180015	-	22,250	-	29,350
Total - Department of Education				-	2,309,000	-	2,258,349
<u>Department of Health and Human Services</u>							
Medicaid Cluster							
Medical Assistance Program	Indiana Department of Education	93.778					
MAC			FY 2019-2020	-	-	-	39,586
IEP			FY 2019-2020	-	-	-	16,827
Total - Medicaid Cluster				-	-	-	56,413
Total - Department of Health and Human Services				-	-	-	56,413
Total federal awards expended				\$ -	\$ 3,236,759	\$ -	\$ 4,279,812

The accompanying notes are an integral part of the Schedule of Expenditures of Federal Awards.

JAY SCHOOL CORPORATION  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

**Note 1. Summary of Significant Accounting Policies**

*A. Basis of Presentation*

The accompanying Schedule of Expenditures of Federal Awards (SEFA) includes the federal grant activity of the School Corporation under programs of the federal government for the years ended June 30, 2019 and 2020. The information in the SEFA is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the SEFA presents only a select portion of the operations of the School Corporation, it is not intended to and does not present the financial position of the School Corporation.

The Uniform Guidance requires an annual audit of nonfederal entities expending a total amount of federal awards equal to or in excess of \$750,000 in any fiscal year unless by constitution or statute a less frequent audit is required. In accordance with Indiana Code (IC 5-11-1-25), audits of school corporations shall be conducted biennially. Such audits shall include both years within the biennial period.

*B. Other Significant Accounting Policies*

Expenditures reported on the SEFA are reported on the cash basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, or the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement. When federal grants are received on a reimbursement basis, the federal awards are considered expended when the reimbursement is received.

**Note 2. Indirect Cost Rate**

The School Corporation has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

JAY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

**Section I - Summary of Auditor's Results**

Financial Statement:

Type of auditor's report issued:	Adverse as to GAAP; Unmodified as to Regulatory Basis
Internal control over financial reporting:	
Material weaknesses identified?	no
Significant deficiencies identified?	none reported
Noncompliance material to financial statement noted?	no

Federal Awards:

Internal control over major programs:	
Material weaknesses identified?	yes
Significant deficiencies identified?	none reported
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	yes

Identification of Major Programs and type of auditor's report issued on compliance for each:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>	<u>Opinion Issued</u>
84.010	Special Education Cluster (IDEA) Title I Grants to Local Educational Agencies	Unmodified Unmodified

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee?	no
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**Section II - Financial Statement Findings**

No matters are reportable.

**Section III - Federal Award Findings and Questioned Costs**

**FINDING 2020-001**

Subject: Title I Grants to Local Educational Agencies - Special Tests and Provisions - Annual Report Card, High School Graduation Rate  
 Federal Agency: Department of Education  
 Federal Program: Title I Grants to Local Educational Agencies  
 CFDA Number: 84.010  
 Federal Award Numbers and Years (or Other Identifying Numbers): S010-A170014, S010A180014  
 Pass-Through Entity: Indiana Department of Education  
 Compliance Requirement: Special Tests and Provisions - Annual Report Card, High School Graduation Rate  
 Audit Findings: Material Weakness, Other Matters

JAY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

*Condition and Context*

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

There was a lack of internal controls in place to ensure that real time enrollment reports accurately represented the student population of the School Corporation. For fiscal year 2018-2019, four of thirteen students tested lacked proper documentation to support their enrollment status. These reports were used for various statistical purposes.

The lack of internal controls and noncompliance were systemic issues during 2018-2019.

*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). . . ."

20 USC 7801(23)(B) states:

"To remove a student from a cohort, a school or local educational agency shall require documentation, or obtain documentation from the State educational agency, to confirm that the student has transferred out, emigrated to another country, or transferred to a prison or juvenile facility, or is deceased."

*Cause*

The School Corporation had not developed a system of internal controls that would have ensured compliance with the grant agreement and the compliance requirement 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 requirement listed above could have resulted in the loss of funds to the School Corporation.

*Questioned Costs*

There were no questioned costs identified.

JAY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

*Recommendation*

We recommended that the School Corporation's management establish an effective system of internal controls to ensure compliance and comply with the grant agreement and the Special Tests and Provisions - Annual Report Card, High School Graduation Rate compliance requirement.

*Views of Responsible Officials*

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

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#### AUDITEE-PREPARED DOCUMENTS

The subsequent documents were provided by management of the School Corporation. The documents are presented as intended by the School Corporation.

# The Jay School Corporation

1976 W Tyson Rd • P O Box 1239 • Portland, Indiana 47371-1511  
Phone (260) 726-9341 • Fax (260) 726-4959  
www.jayschools.k12.in.us

## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

### FINDING 2018-001

Fiscal year in which the finding initially occurred: 2018

Pass-Through Entity: Indiana Department of Education

Contact Person Responsible for Corrective Action: Shannon Current, Interim Business Manager

Contact Phone Number: 260-726-9341

#### Status of Audit Finding:

The Deputy Treasurer will prepare the financial data for the maintenance of effort (MOE). Once prepared, the Deputy Treasurer will give the MOE and all supporting documentation to the Business Manager. When verifying the MOE calculation for the Special Education Grant, the Business Manager will verify all supporting documentation matches the report. The Business Manager will make sure account numbers that are the same, with the exception of the location, are added together. The Business Manager will also pull the previous Special Education MOE and verify all account numbers used are being used on the current MOE. This will ensure the expenditure categories included in the MOE calculation are consistent from year to year.

Shannon Current  
(Signature)

Interim Business Manager  
(Title)

2/17/21  
(Date)

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**JAY**

LTC (Ret.) Jeremy Gulley, Superintendent  
Trent Paxson, Ed.S, Assistant Superintendent for Instruction

Shannon Current, Interim Business Manager/Treasurer  
Ann Van Horn, Special Education Director

# The Jay School Corporation

1976 W Tyson Rd • P O Box 1239 • Portland, Indiana 47371-1511  
Phone (260) 726-9341 • Fax (260) 726-4959  
www.jayschools.k12.in.us

## CORRECTIVE ACTION PLAN:

**FINDING 2020-001** (Auditor Assigned Reference Number)

**Contact Person Responsible for Corrective Action:** Trent Paxson, Assistant Superintendent  
**Contact Phone Number:** 260-726-9341

## Views of Responsible Official:

I believe this finding falls outside of the scope of Title I in relation to Jay County Jr-Sr High School due to the fact this school is not considered a Title I school. However, the requested changes will be made to fulfill the requirements of this audit.

## Description of Corrective Action Plan:

I have meet with Mr. Chad Dodd, Principal at Jay County Jr-Sr High School, and Mrs. Chelsea Aker, registrar at Jay County Jr-Sr High School. The following forms will be utilized for the documentation for students that leave/withdraw from Jay County Jr-Sr High School.

- Jay County Jr-Sr High School (1Withdrawal Form – (to be used in any withdrawal situation)
- PAX – Program of Academic Exchange – (form to be used for Foreign Exchange Students)
- Exit Interview – (form to be used for student withdrawal)
- Withdrawal to Non-Accredited Nonpublic School Located in Indiana

To establish an effective system of internal controls, every semester the registrar will be asked to provide me a written document that affirms all required documents have been completed and are on file.

**Anticipated Completion Date:** This corrective action plan will begin the spring semester of the 2020-2021 school year and continue thereafter.

Trent Paxson  
Assistant Superintendent  
March 16, 2021

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**JAY**

Mr. Jeremy Gulley, Superintendent  
Trent Paxson, Ed.S, Assistant Superintendent for Instruction

Shannon Current, Business Manager/Treasurer  
Ann Van Horn, Special Education Director

## OTHER REPORTS

In addition to this report, other reports may have been issued for the School Corporation. All reports can be found on the Indiana State Board of Accounts' website: <http://www.in.gov/sboa/>.