

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

FEDERAL COMPLIANCE AUDIT REPORT

OF

ALEXANDRIA COMMUNITY SCHOOL CORPORATION

MADISON COUNTY, INDIANA

July 1, 2018 to June 30, 2020



**FILED**  
06/17/2021

*Reissued on August 23, 2021,  
to correct the Schedule of  
Findings and Questioned Costs  
and related reports.*



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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Business Manager/Treasurer	Cheryl Harvey	07-01-18 to 06-30-21
Superintendent of Schools	Dr. Melissa Brisco	07-01-18 to 06-30-21
President of the School Board	Penny Stevens Larry Oliver Amy Bair Kyle Williams	07-01-18 to 12-31-18 01-01-19 to 12-31-19 01-01-20 to 12-31-20 01-01-21 to 06-30-21



**STATE OF INDIANA**  
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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 ALEXANDRIA COMMUNITY SCHOOL  
CORPORATION, MADISON 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 Alexandria Community 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 April 21, 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, and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Questioned Costs as item 2020-001, that we consider to be a significant deficiency.

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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as item 2020-001.

***Alexandria Community School Corporation's Response to Findings***

The School Corporation's response to the 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 the financial statement, and, accordingly, we express no opinion on it.

***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

April 21, 2021, except for the Schedule of Expenditures  
of Federal Awards, for which the date is May 27, 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 ALEXANDRIA COMMUNITY SCHOOL CORPORATION, MADISON COUNTY, INDIANA

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

We have audited the Alexandria Community 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.

***Basis for Qualified Opinion on Special Education Cluster (IDEA)***

As described in items 2020-005 and 2020-006 in the accompanying Schedule of Findings and Questioned Costs, the School Corporation did not comply with requirements regarding Procurement and Suspension and Debarment that are applicable to its Special Education Cluster (IDEA). Compliance with such requirements is necessary, in our opinion, for the School Corporation to comply with the requirements applicable to that program.

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)

***Qualified Opinion on Special Education Cluster (IDEA)***

In our opinion, except for the noncompliance described in the *Basis for Qualified Opinion on Special Education Cluster (IDEA)* paragraph, 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 Special Education Cluster (IDEA) for the period of July 1, 2018 to June 30, 2020.

***Unmodified Opinion on Each of the Other Major Federal Programs***

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 other major federal programs identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs for the period of July 1, 2018 to June 30, 2020.

***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 2020-002. Our opinion on each major federal program is not modified with respect to these matters.

This report is replacing a previously issued report dated May 27, 2021, due to a change in the opinion over the Special Education Cluster (IDEA) major program from unmodified to qualified.

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.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph 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. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

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)

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. We consider the deficiencies in internal control over compliance, described in the accompanying Schedule of Findings and Questioned Costs as items 2020-003, 2020-004, 2020-005, and 2020-006, to be material weaknesses.


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. We consider the deficiencies in internal control over compliance, described in the accompanying Schedule of Findings and Questioned Costs as item 2020-002, to be a significant deficiency.

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.

**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 April 21, 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

May 27, 2021, except for opinion on the Special Education Cluster (IDEA), for which the date is August 19, 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.

ALEXANDRIA COMMUNITY 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
<u>Department of Agriculture</u>							
Child Nutrition Cluster							
School Breakfast Program	Indiana Department of Education	10.553					
Student Breakfast			FY18-19	\$ -	\$ 75,324	\$ -	\$ -
Student Breakfast			FY19-20	-	-	-	60,640
COVID-19 - School Breakfast Program	Indiana Department of Education	10.553					
FY 19-20 School Breakfast Program			FY19-20	-	-	-	4,559
Total - School Breakfast Program				-	75,324	-	65,199
National School Lunch Program							
Student Lunch	Indiana Department of Education	10.555					
Student Lunch			FY18-19	-	376,956	-	-
Commodities			FY19-20	-	-	-	286,272
			FY 18-19, FY 19-20	-	57,937	-	41,915
Sub-Total - National School Lunch Program				-	434,893	-	328,187
COVID-19 - National School Lunch Program	Indiana Department of Education	10.555					
FY 19-20 National School Lunch Program			FY19-20	-	-	-	21,661
Total - National School Lunch Program				-	434,893	-	349,848
Summer Food Service Program for Children							
Summer food svc for children	Indiana Department of Education	10.559					
Summer food svc for children			FY18-19	-	12,006	-	-
			FY19-20	-	-	-	11,571
COVID-19 - Summer Food Service Program for Children	Indiana Department of Education	10.559					
FY 2019-20 Summer Food Service Program			FY19-20	-	-	-	116,666
Total - Summer Food Service Program for Children				-	12,006	-	128,237
Total - Child Nutrition Cluster				-	522,223	-	543,284
Total - Department of Agriculture				-	522,223	-	543,284
<u>Department of Education</u>							
Special Education Cluster (IDEA)							
Special Education Grant to States	Indiana Department of Education	84.027					
Spec Ed Part B FY2018			18611-087-PN01	-	73,117	-	-
Spec Ed Part B FY 2019			19611-087-PN01	-	291,190	-	107,178
Spec Ed Part B FY 2020			20611-090-PN01	-	-	-	258,084
Total - Special Education Grants to States				-	364,307	-	365,262
Special Education Preschool Grants	Indiana Department of Education	84.173					
Spec Ed Preschool 2017-18			18619-087-PN01	-	4,367	-	-
Spec Ed Preschool 2018-19			19619-087-PN01	-	11,475	-	4,896
Spec Ed preschool 2019-20			20619-090-PN01	-	-	-	9,469
Total - Special Education Preschool Grants				-	15,842	-	14,365
Total - Special Education Cluster (IDEA)				-	380,149	-	379,627

ALEXANDRIA COMMUNITY 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
Title I Grants to Local Educational Agencies	Indiana Department of Education	84.010					
Title I 2017-18			S010A150014	-	103,212	-	-
Title I 2018-19			S010A180014	-	255,815	-	139,705
Title I 2020			S010A190014	-	-	-	243,184
Total - Title I Grants to Local Educational Agencies				-	359,027	-	382,889
Migrant Education State Grant Program	Indiana Department of Education	84.011					
Migrant 2017-19			38217-002-PN01	-	540,891	-	-
Migrant 2018-20			38218-003-PN01	-	337,170	-	1,000,386
Migrant Tech 2018-20			38218-004-PN01	-	227,844	-	360,587
Migrant Tech 2019-21			38219-004-PN01	-	-	-	93,816
Total - Migrant Education State Grant Program				-	1,105,905	-	1,454,789
Supporting Effective Instruction State Grants	Indiana Department of Education	84.367					
Title II 16-18			S367A160013	-	1,577	-	-
Title II 17-19			S367A170013	-	39,165	-	2,037
Title II 18-20			S367A180013	-	945	-	53,203
Title II 19-21			S367A190013	-	-	-	2,541
Total - Supporting Effective Instruction State Grants				-	41,687	-	57,781
Student Support and Academic Enrichment Program	Indiana Department of Education	84.424					
Title IV 18-20			S424A180015	-	14,333	-	9,711
Title IV 19-21			S424A190015	-	-	-	6,728
Total - Student Support and Academic Enrichment Program				-	14,333	-	16,439
Total - Department of Education				-	1,901,101	-	2,291,525
<b>Department of Health and Human Services</b>							
Medicaid Cluster							
Medical Assistance Program		93.778					
Medicaid - IEP	Family and Social Services Administration		FY 18-19, FY 19-20	-	25,481	-	4,882
Medicaid - MAC	Indiana Department of Education		FY 18-19, FY 19-20	-	16,923	-	13,573
Total - Medical Assistance Program				-	42,404	-	18,455
Total - Medicaid Cluster				-	42,404	-	18,455
Total - Department of Health and Human Services				-	42,404	-	18,455
Total federal awards expended				\$ -	\$ 2,465,728	\$ -	\$ 2,853,264

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

ALEXANDRIA COMMUNITY 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.

ALEXANDRIA COMMUNITY 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?	yes
Noncompliance material to financial statement noted?	yes

Federal Awards:

Internal control over major programs:	
Material weaknesses identified?	yes
Significant deficiencies identified?	yes
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:

CFDA Number	Name of Federal Program or Cluster	Opinion Issued
84.011	Child Nutrition Cluster Migrant Education State Grant Program Special Education Cluster (IDEA)	Unmodified Unmodified Qualified

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**

**FINDING 2020-001**

Subject: Preparation of the Schedule of Expenditures of Federal Awards  
Audit Findings: Significant Deficiency, Noncompliance

*Condition and Context*

The School Corporation had not established internal controls over the federal award information entered into the Indiana Gateway for Government Units (Gateway) financial reporting system, which was the source of the School Corporation's Schedule of Expenditures of Federal Awards (SEFA). The Business Manager/Treasurer prepared and entered the federal award information into Gateway with no oversight, review, or approval in place to prevent, or detect and correct, errors on the SEFA.

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

Due to the lack of internal controls, the SEFA presented for audit included the following errors:

1. The School Breakfast Program expenditures were understated by \$57,364 for fiscal year 2019-2020.
2. The Summer Food Service Program for Children expenditures were understated by \$11,571 for 2019-2020.
3. The Medical Assistance Program was omitted, which understated expenditures by \$42,404 for 2018-2019.

Audit adjustments were proposed, accepted by the School Corporation, and made to the SEFA presented in this report.

*Criteria*

The Indiana State Board of Accounts (SBOA) is required under Indiana Code 5-11-1-27(e) to define the acceptable minimum level of internal control standards. To provide clarifying guidance, the State Examiner compiled the standards contained in the manual, *Uniform Internal Control Standards for Indiana Political Subdivisions*. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. The standards include adequate control activities. According to this manual:

"Control activities are the actions and tools established through policies and procedures that help to detect, prevent, or reduce the identified risks that interfere with the achievement of objectives. Detection activities are designed to identify unfavorable events in a timely manner whereas prevention activities are designed to deter the occurrence of an unfavorable event. Examples of these activities include reconciliations, authorizations, approval processes, performance reviews, and verification processes.

An integral part of the control activity component is segregation of duties. . . .

There is an expectation of segregation of duties. If compensating controls are necessary, documentation should exist to identify both the areas where segregation of duties are not feasible or practical and the compensating controls implemented to mitigate the risk. . . ."

2 CFR 200.303 states in part:

"The non-Federal entity must:

- (a) Establish and maintain effective internal control . . ."

2 CFR 200.62 states in part:

"*Internal control over compliance requirements for Federal awards* means a process implemented by a non-Federal entity designed to provide reasonable assurance regarding the achievement of the following objectives for Federal awards:

- (a) Transactions are properly recorded and accounted for, in order to:
  - (1) Permit the preparation of reliable financial statements . . ."

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

2 CFR 200.508 states in part:

"The auditee must: . . .

- (b) Prepare appropriate financial statements, including the schedule of expenditures of Federal award in accordance with § 200.510 Financial statements. . . ."

2 CFR 200.510(b) states:

*"Schedule of expenditures of Federal awards.* The auditee must also prepare a schedule of expenditures of Federal awards for the period covered by the auditee's financial statements which must include the total Federal awards expended as determined in accordance with § 200.502 Basis for determining Federal awards expended. While not required, the auditee may choose to provide information requested by Federal awarding agencies and pass-through entities to make the schedule easier to use. For example, when a Federal program has multiple Federal award years, the auditee may list the amount of Federal awards expended for each Federal award year separately. At a minimum, the schedule must:

- (1) List individual Federal programs by Federal agency. For a cluster of programs, provide the cluster name, list individual Federal programs within the cluster of programs, and provide the applicable Federal agency name. For R&D, total Federal awards expended must be shown either by individual Federal award or by Federal agency and major subdivision within the Federal agency. For example, the National Institutes of Health is a major subdivision in the Department of Health and Human Services.
- (2) For Federal awards received as a subrecipient, the name of the pass-through entity and identifying number assigned by the pass-through entity must be included.
- (3) Provide total Federal awards expended for each individual Federal program and the CFDA number or other identifying number when the CFDA information is not available. For a cluster of programs also provide the total for the cluster.
- (4) Include the total amount provided to subrecipients from each Federal program.
- (5) For loan or loan guarantee programs described in § 200.502 Basis for determining Federal awards expended, paragraph (b), identify in the notes to the schedule the balances outstanding at the end of the audit period. This is in addition to including the total Federal awards expended for loan or loan guarantee programs in the schedule.
- (6) Include notes that describe that significant accounting policies used in preparing the schedule, and note whether or not the auditee elected to use the 10% de minimis cost rate as covered in § 200.414 Indirect (F&A) costs."

*Cause*

Management had not established a system of internal controls that would have ensured proper reporting of the SEFA.

*Effect*

Without a proper system of internal controls in place that operated effectively, material misstatements of the SEFA remained undetected. The SEFA contained the errors identified in the *Condition and Context*.

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

*Views of Responsible Officials*

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

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

**FINDING 2020-002**

Subject: Child Nutrition Cluster - Allowable Costs/Cost Principles, Program Income  
Federal Agency: Department of Agriculture  
Federal Programs: School Breakfast Program, COVID-19 - School Breakfast Program,  
National School Lunch Program, COVID-19 - National School  
Lunch Program, Summer Food Service Program for Children,  
COVID-19 - Summer Food Service Program for Children  
CFDA Numbers: 10.553, 10.555, 10.559  
Federal Award Numbers and Years (or Other Identifying Numbers): FY18-19, FY19-20  
Pass-Through Entity: Indiana Department of Education  
Compliance Requirements: Allowable Costs/Cost Principles, Program Income  
Audit Findings: Significant Deficiency, Other Matters

*Condition and Context*

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

The School Corporation paid a portion of the Administrative Assistant to the Superintendent of School's salary without proper documentation to support the percentage paid.

Payroll disbursements were allocated to the Child Nutrition Cluster based on a percentage of time spent working on the Child Nutrition program. There were no supporting time and effort documents for the amount paid from the federal programs. The unsupported salary paid from the programs was \$16,028 and \$17,250 in fiscal years 2018-2019 and 2019-2020, respectively.

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). . . ."

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

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 . . .
- (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. . . ."

2 CFR 200.307(e)(2) states in part: *"Addition. With prior approval of the Federal awarding agency . . . program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must be used for the purposes and under the conditions of the Federal award."*

*Cause*

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

*Effect*

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

*Questioned Costs*

Questioned costs of \$33,278 were identified.

*Recommendation*

We recommended that the School Corporation's management establish a system of internal controls, including segregation of duties, related to the grant agreement and the Allowable Costs/Cost Principles and Program Income compliance requirements.

*Views of Responsible Officials*

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

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

***FINDING 2020-003***

Subject: Child Nutrition Cluster - Procurement and Suspension and Debarment  
Federal Agency: Department of Agriculture  
Federal Programs: School Breakfast Program, COVID-19 - School Breakfast Program,  
National School Lunch Program, COVID-19 - National School  
Lunch Program, Summer Food Service Program for Children,  
COVID-19 - Summer Food Service Program for Children  
CFDA Numbers: 10.553, 10.555, 10.559  
Federal Award Numbers and Years (or Other Identifying Numbers): FY18-19, FY19-20  
Pass-Through Entity: Indiana Department of Education  
Compliance Requirement: Procurement and Suspension and Debarment  
Audit Finding: Material Weakness

*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 Procurement and Suspension and Debarment compliance requirement.

The School Corporation had not designed or implemented adequate policies and procedures to ensure that contracts were awarded in the appropriate manner. The School Corporation hired an outside vendor who performed all procedures related to the programs' contracts with no oversight, review, or approval.

The School Corporation had not designed or implemented adequate policies and procedures to ensure that vendors were not suspended or debarred. The Food Service Director performed procedures to determine the vendors used were not suspended or debarred from participation in federal award programs with no oversight, review, or approval.

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

*Criteria*

2 CFR 200.303 states in part:

"The non-Federal entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in 'Standards for Internal Control in the Federal Government' issued by the Comptroller General of the United States or the 'Internal Control Integrated Framework', issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). . . ."

*Cause*

Management had not developed a system of internal controls that would have ensured compliance with the Procurement and Suspension and Debarment compliance requirement.

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

*Effect*

The failure to establish an effective internal control system placed the School Corporation at risk of noncompliance with the grant agreement and the compliance requirements. A lack of segregation of duties within an internal control system could also allow noncompliance with compliance requirements and allow 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 a system of internal controls, including segregation of duties, 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 2020-004**

Subject: Special Education Cluster (IDEA) - Level of Effort

Federal Agency: Department of Education

Federal Programs: Special Education Grants to States, Special Education Preschool Grants

CFDA Numbers: 84.027, 84.173

Federal Award Numbers and Years (or Other Identifying Numbers): 18611-087-PN01, 19611-087-PN01,  
20611-090-PN01, 18619-087-PN01,  
19619-087-PN01, 20619-090-PN01

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Matching, Level of Effort, Earmarking

Audit Finding: Material Weakness

*Condition and Context*

An effective internal control system, which would include segregation of duties, was not in place at the School Corporation to ensure compliance with requirements related to the grant agreement and the Level of Effort - Maintenance of Effort requirements of the Matching, Level of Effort, Earmarking compliance requirement.

The Business Manager/Treasurer compiled, completed, and submitted the Level of Effort - Maintenance of Effort information to the Indiana Department of Education with no review, oversight, or approval.

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

*Criteria*

2 CFR 200.303 states in part:

"The non-Federal entity must:

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(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*

Management had not developed a system of internal controls that would have ensured compliance with the Level of Effort - Maintenance of Effort requirements of the Matching, Level of Effort, Earmarking compliance requirement.

*Effect*

The failure to establish an effective internal control system placed the School Corporation at risk of noncompliance with the grant agreement and the compliance requirement. A lack of segregation of duties within an internal control system could also allow noncompliance with the compliance requirement and allow 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, including segregation of duties, related to the grant agreement and Level of Effort - Maintenance of Effort requirements of the Matching, Level of Effort, Earmarking 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 2020-005**

Subject: Special Education Cluster (IDEA) - Procurement

Federal Agency: Department of Education

Federal Programs: Special Education Grants to States, Special Education Preschool Grants

CFDA Numbers: 84.027, 84.173

Federal Award Numbers and Years (or Other Identifying Numbers): 18611-087-PN01, 19611-087-PN01,  
20611-090-PN01, 18619-087-PN01,  
19619-087-PN01, 20619-090-PN01

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Procurement and Suspension and Debarment

Audit Findings: Material Weakness, Modified Opinion

*Repeat Finding*

This is a repeat finding from the immediately prior audit report. The prior audit finding number was 2018-003.

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

*Condition and Context*

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

*Procurement - Small Purchases*

The School Corporation did not establish proper internal controls over purchases that fall within the small purchases requirement, allowing noncompliance to go undetected. At least three price or rate quotes were not obtained from qualified sources and full and open competition was not provided.

*Procurement - Micro-Purchases*

The School Corporation also did not establish proper internal controls over purchases that fell within the micro-purchases requirement, allowing noncompliance to go undetected. Consideration was not given to the reasonableness of prices of all purchases made by this method, and full and open competition was not provided.

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 200.318 states in part:

"(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part. . . ."

- (i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. . . ."

2 CFR 200.320 states in part:

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

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§ 200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(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. . . ."

*Cause*

Management had not developed a system of internal controls that would have ensured compliance with the procurement requirements of the Procurement and Suspension and Debarment compliance requirement.

*Effect*

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

*Questioned Costs*

There were no questioned costs identified.

*Recommendation*

We recommended that the School Corporation's management establish a system of internal controls, including segregation of duties, to ensure compliance and comply with the grant agreement and procurement requirements of 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 2020-006**

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

Federal Agency: Department of Education

Federal Programs: Special Education Grants to States, Special Education Preschool Grants

CFDA Numbers: 84.027, 84.173

Federal Award Numbers and Years (or Other Identifying Numbers): 18611-087-PN01, 19611-087-PN01,  
20611-090-PN01, 18619-087-PN01,  
19619-087-PN01, 20619-090-PN01

Pass-Through Entity: Indiana Department of Education

Compliance Requirement: Procurement and Suspension and Debarment

Audit Findings: Material Weakness, Modified Opinion

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

*Condition and Context*

An effective internal control system, which would include segregation of duties, was not in place at the School Corporation to ensure compliance with requirements related to the grant agreement and the suspension and debarment requirements of the Procurement and Suspension and Debarment compliance requirement.

There were no internal controls to ensure that the School Corporation complied with suspension and debarment requirements for applicable vendors. As a result, the School Corporation did not verify that the three vendors subjected to the suspension and debarment requirements tested during the audit period were not suspended or debarred from participation in federal award program.

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

*Cause*

Management had not developed a system of internal controls that would have ensured compliance with the suspension and debarment requirements of the Procurement and Suspension and Debarment compliance requirement.

*Effect*

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

ALEXANDRIA COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
(Continued)

*Questioned Costs*

There were no questioned costs identified.

*Recommendation*

We recommended that the School Corporation's management establish a system of internal controls, including segregation of duties, to ensure compliance and comply with the grant agreement and the suspension and debarment requirements of 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.

#### AUDITEE-PREPARED DOCUMENTS

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

# Alexandria Community School Corporation

202 EAST WASHINGTON STREET

ALEXANDRIA, INDIANA 46001

Telephone: (765) 724-4496;

Fax: (765) 724-5049

Cheryl Harvey  
Business Manager/Treasurer

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## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

### FINDING 2018-001

Fiscal year in which the finding initially occurred: 2018  
Contact Person Responsible for Corrective Action: Cheryl Harvey  
Contact Phone Number: 765-724-4496

#### Status of Audit Finding:

We are now following the process and having the Business manager check and sign off on the report. We corrected this with the 19/20 SY

Cheryl Harvey  
(Signature)

Business Manager  
(Title)

01/18/2021  
(Date)

# Alexandria Community School Corporation

202 EAST WASHINGTON STREET

ALEXANDRIA, INDIANA 46001

Telephone: (765) 724-4496;

Fax: (765) 724-5049

Cheryl Harvey

Business Manager/Treasurer

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## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

### FINDING 2018-002

Fiscal year in which the finding initially occurred: 2018

Contact Person Responsible for Corrective Action: Cheryl Harvey

Contact Phone Number: 765-724-4496

#### Status of Audit Finding:

This had been taken care of during the 18/19 school year. We created a cost center for non-public school and all of their expenses are reported with that cost center. A report can be created for just that cost center which will then give us the total. When Special Ed director fills out report the Business Manager compares to her numbers on the report so that we have proper documentation.

*Cheryl Harvey*

\_\_\_\_\_  
(Signature)

Business Manager

\_\_\_\_\_  
(Title)

01/18/2021

\_\_\_\_\_  
(Date)

# Alexandria Community School Corporation

202 EAST WASHINGTON STREET

ALEXANDRIA, INDIANA 46001

Telephone: (765) 724-4496;

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Cheryl Harvey  
Business Manager/Treasurer

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## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

### FINDING 2018-003

Fiscal year in which the finding initially occurred: 2018  
Contact Person Responsible for Corrective Action: Cheryl Harvey  
Contact Phone Number: 765-724-4496

#### Status of Audit Finding:

We are still trying to get a handle on everyone following the guidelines for Federal Procurement rules. The Food Service Director is following the rules and we are working on the other departments. There has been a change of personnel which has slowed the process down. We will be continuing to correct this finding. The Business Manager will do more training.

Items under \$3500 will be purchased using the equitable distribution process  
Items \$3500-\$150,000 will be decided after getting at least 3 quotes or from State contract  
Items over \$150,000 will be purchased with a bidding process

Cheryl Harvey

(Signature)

Business Manager

(Title)

01/18/2021

(Date)

# Alexandria Community School Corporation

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202 E. Washington Street, Alexandria, IN 46001 (765) 724-4496 Fax (765) 724-5049

Cheryl Harvey, Business Manager

Dr. Melissa Brisco, Superintendent

## CORRECTIVE ACTION PLAN

### ***FINDING 2020-001***

Contact Person Responsible for Corrective Action: Cheryl Harvey  
Contact Phone Number: 765-724-4496

Views of Responsible Official: We concur with the finding

#### Description of Corrective Action Plan:

The Business Manager will print out the Gateway Annual Financial Report, including the federal grant worksheet, before submitting. Either the Deputy Treasurer or Superintendent will review and sign for approval. The Business Manager will then continue to submit in Gateway.

Anticipated Completion Date: Begin immediately

# Alexandria Community School Corporation

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202 E. Washington Street, Alexandria, IN 46001 (765) 724-4496 Fax (765) 724-5049

Cheryl Harvey, Business Manager

Dr. Melissa Brisco, Superintendent

## CORRECTIVE ACTION PLAN

### ***FINDING 2020-002***

Contact Person Responsible for Corrective Action: Cheryl Harvey  
Contact Phone Number: 765-724-4496

Views of Responsible Official: We concur with the finding

Description of Corrective Action Plan:

The corporation will keep a Time and Effort log for the time the Administrative Assistant spends on the Child Nutrition Duties and it will be approved by the Food Service Director

Anticipated Completion Date: Begin immediately

# Alexandria Community School Corporation

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202 E. Washington Street, Alexandria, IN 46001 (765) 724-4496 Fax (765) 724-5049

Cheryl Harvey, Business Manager

Dr. Melissa Brisco, Superintendent

## CORRECTIVE ACTION PLAN

### ***FINDING 2020-003***

Contact Person Responsible for Corrective Action: Cheryl Harvey  
Contact Phone Number: 765-724-4496

Views of Responsible Official: We concur with the finding

#### Description of Corrective Action Plan:

The Food Service Director will verify that the vendors we hired to do the bidding on contracts of certain Child Nutrition items are following the correct policies and procedures put in place. The Food Service Director will require documentation from the Vendor and verify and approve of the contracts procedures and choices. She will also have the School board verify and approve.

The Business Manager does check vendors periodically on the SAMS website to see if we have any vendors listed. This is not done often enough and was not documented. The Business Manager or Director of Exceptional Learners will document this prior to purchasing from a Vendor.

The Food Service Director will check for disbarment and suspension prior to having a purchase requisition created for any vendor she anticipates spending more than \$25,000 with. She will keep a log of all she has checked and when. When the requisition comes to the Business Manager for approval, she will verify that the vendor has been verified as being free of suspension and disbarment.

Anticipated Completion Date: Begin immediately

# Alexandria Community School Corporation

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202 E. Washington Street, Alexandria, IN 46001 (765) 724-4496 Fax (765) 724-5049

Cheryl Harvey, Business Manager

Dr. Melissa Brisco, Superintendent

## CORRECTIVE ACTION PLAN

### ***FINDING 2020-004***

Contact Person Responsible for Corrective Action: Cheryl Harvey  
Contact Phone Number: 765-724-4496

Views of Responsible Official: We concur with the finding

#### Description of Corrective Action Plan:

The Business Manager will print out the MOE report with calculations used to obtain the information on the report. The Special Ed Director will then verify and sign the report prior to submitting to the Indiana Department of Education.

Anticipated Completion Date: Begin immediately

# Alexandria Community School Corporation

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202 E. Washington Street, Alexandria, IN 46001 (765) 724-4496 Fax (765) 724-5049

Cheryl Harvey, Business Manager

Dr. Melissa Brisco, Superintendent

## CORRECTIVE ACTION PLAN

### ***FINDING 2020-005***

Contact Person Responsible for Corrective Action: Cheryl Harvey  
Contact Phone Number: 765-724-4496

Views of Responsible Official: We concur with the finding

#### Description of Corrective Action Plan:

We have had a turnover in the Director of Exceptional Learners position and the procurement procedures were not documented. The Auditor has explained the procedures to the Director and the procurement decisions and purchases will follow the procedures and be documented.

The Director of Exceptional Learners will keep a log of her procurement history. This will include Micro-Purchases, Small Purchases and any contracts that need to follow the Sealed Bids procedures. The Business Manager will review the purchases and the log sheet for accuracy and completion.

The Director of Exceptional Learners will be look at pricing from 3 vendors, if applicable for small purchases. She will also check other vendors for micro purchases in order to purchase from the most equitable vendor.

The AP clerk and Business Manager will verify the comparisons.

Anticipated Completion Date: Begin immediately

# Alexandria Community School Corporation

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202 E. Washington Street, Alexandria, IN 46001 (765) 724-4496 Fax (765) 724-5049

Cheryl Harvey, Business Manager

Dr. Melissa Brisco, Superintendent

## CORRECTIVE ACTION PLAN

### ***FINDING 2020-006***

Contact Person Responsible for Corrective Action: Cheryl Harvey  
Contact Phone Number: 765-724-4496

Views of Responsible Official: We concur with the finding

#### Description of Corrective Action Plan:

The Business Manager does check vendors periodically on the SAMS website to see if we have any vendors listed. This is not done often enough and was not documented. The Business Manager or Director of Exceptional Learners will document this prior to purchasing from a Vendor.

The Director of Exceptional Learners will check for disbarment and suspension prior to having a purchase requisition created for any vendor she anticipates spending more than \$25,000 with.. She will keep a log of all she has checked and when. When the requisition comes to the Business Manager for approval, she will verify that the vendor has been verified as being free of suspension and disbarment.

Anticipated Completion Date: Begin immediately

## 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/>.