

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

SUPPLEMENTAL COMPLIANCE REPORT

OF

WARSAW COMMUNITY SCHOOLS

KOSCIUSKO COUNTY, INDIANA

July 1, 2018 to June 30, 2020



FILED

06/29/2021

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	April Fitterling Danielle Raber	07-01-18 to 10-20-19 10-21-19 to 06-30-21
Superintendent of Schools	Dr. David A. Hoffert	07-01-18 to 06-30-21
President of the School Board	Heather Reichenbach	07-01-18 to 06-30-21



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TO: THE OFFICIALS OF THE WARSAW COMMUNITY SCHOOLS, KOSCIUSKO COUNTY, INDIANA

This report is supplemental to our audit report of the Warsaw Community Schools (School Corporation), for the period from July 1, 2018 to June 30, 2020. It has been provided as a separate report so that the reader may easily identify any Audit Results and Comments that pertain to the School Corporation. It should be read in conjunction with our Financial Statement Audit Report of the School Corporation, which provides our opinions on the School Corporation's financial statement. This report may be found at www.in.gov/sboa/.

As authorized under Indiana Code 5-11-1, we performed procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Audit Result and Comment contained herein describes the identified reportable instance of noncompliance found as a result of these procedures. Our tests were not designed to identify all instances of noncompliance; therefore, noncompliance may exist that is unidentified.

Any Official Response to the Audit Result and Comment, incorporated within this report, was not verified for accuracy.

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

June 14, 2021

WARSAW COMMUNITY SCHOOLS
AUDIT RESULT AND COMMENT

PREPAID SCHOOL MEAL ACCOUNTS

Repeat Comment

A similar comment also appeared in prior Reports B49883, entitled *PREPAID SCHOOL MEAL ACCOUNTS*; and B52803, entitled *PREPAID LUNCH FUND*.

Condition and Context

The School Corporation receipted all food service collections into the Prepaid Lunch fund (8400). On a monthly basis, the School Corporation transferred an amount from fund 8400 to the School Lunch fund (800) to account for program income. However, charge amounts and cash transactions that went through the Prepaid Lunch fund were improperly omitted from the transfer for each month. In addition, the School Corporation had not reconciled monthly, the balance of fund 8400 with the total of the individual meal accounts (subsidiary records).

Criteria

At all times, the manual and/or computerized records, subsidiary ledgers, control ledger, and reconciled bank balance must agree. If the reconciled bank balance is less than the subsidiary or control ledgers, the amount needed to balance may be the personal obligation of the responsible official or employee. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 1)

When a student puts money into their individual meal account, it should not be considered income to the child nutrition program until that student goes through the lunch line and charges a meal to their account. Therefore, while money is in the student's individual account, the balance should not be included in Fund 800 School Lunch. A school should set up a clearing account with the fund number of 8400 Prepaid School Lunch Accounts which is included in Chapter 4 of the State Board of Accounts Uniform Compliance Guidelines for Indiana Public School Corporations. When a student brings in a deposit the receipt should be recorded to fund 8400 using receipt account 1630 Special Functions. After the student has charged meals, you should disburse the amount charged from 8400 using expenditure account 31900 Other Food Services and receipt this into fund 800 using the Food Services receipt accounts 1611-1623 at the time established in a written school policy to ensure accurate monthly reporting. At this point the receipts are considered program income and should be included on any reports that are required to be completed. Also, on a monthly basis it is required that the balance of the 8400 fund be reconciled with the total of the individual meal accounts. (The School Bulletin and Uniform Compliance Guidelines, February 2019)



OFFICIAL RESPONSE

Date: June 14, 2021

Indiana State Board of Accounts
302 West Washington St. Room E418
Indianapolis, IN 46204-2765

Re: Audit Result and Comment

This prior Audit Result and Comment was corrected and then with turnover we reverted back to just transferring the pre-paid amounts. This has already been corrected and reviewed with staff of the business department and food services. This will not be an issue going forward. We will transfer as the SBOA requests.

April Fitterling
Chief Financial Officer

WARSAW COMMUNITY SCHOOLS
EXIT CONFERENCE

The contents of this report were discussed on June 14, 2021, with Danielle Raber, Treasurer; April Fitterling, Chief Financial Officer; Dr. David A. Hoffert, Superintendent of Schools; and Heather Reichenbach, President of the School Board.