

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

SUPPLEMENTAL COMPLIANCE REPORT
OF

BLUFFTON-HARRISON
METROPOLITAN SCHOOL DISTRICT
WELLS 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	Dr. Brad Yates Julie Meitzler	07-01-18 to 06-30-19 07-01-19 to 06-30-21
Superintendent of Schools	Wayne Barker Dr. Brad Yates	07-01-18 to 06-30-19 07-01-19 to 06-30-21
President of the School Board	Heath Schlagenhauf Mike Murray Julie A. Thompson	07-01-18 to 12-31-18 01-01-19 to 12-31-20 01-01-21 to 06-30-21



STATE OF INDIANA
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TO: THE OFFICIALS OF THE BLUFFTON-HARRISON METROPOLITAN
SCHOOL DISTRICT, WELLS COUNTY, INDIANA

This report is supplemental to our audit report of the Bluffton-Harrison Metropolitan School District (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

BLUFFTON-HARRISON METROPOLITAN SCHOOL DISTRICT
AUDIT RESULT AND COMMENT

AVERAGE DAILY MEMBERSHIP (ADM) - LACK OF RECORDS

Condition and Context

Enrollment documents were not available for audit for 3 of the 27 students tested. In addition, birth certificates were not available for audit for 3 of the 10 kindergarten and first grade students tested.

Criteria

Indiana Code 5-15-6-3 states:

"No financial records or records relating to financial records shall be destroyed until the earlier of the following actions:

- (1) The audit of the records by the state board of accounts has been completed, report filed, and any exceptions set out in the report satisfied.
- (2) The financial record or records have been copied or reproduced in accordance with a retention schedule or with the written consent of the administration."

Officials shall maintain records (enrollment cards, rosters, reporting forms, etc.) which substantiate the number of students claimed for ADM.

The building level official (Principal, Assistant Principal, etc.) is responsible for reporting ADM to the School Corporation Central Office, must provide a written certification of ADM to properly document responsibility. The certification must at a minimum include a statement detailing the names and location of the records used (these records must be retained for public inspection and audit) to substantiate ADM claimed. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, Chapter 9)

BLUFFTON-HARRISON METROPOLITAN SCHOOL DISTRICT
EXIT CONFERENCE

The contents of this report were discussed on June 14, 2021, with Dr. Brad Yates, Superintendent of Schools; Julie Meitzler, Treasurer; and Julie A. Thompson, President of the School Board.