



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B61213

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

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

April 12, 2023

To: The Officials of the Wawasee Community School Corporation  
Wawasee Community School Corporation  
801 S. Sycamore Street  
Syracuse, IN 46567

This report is supplemental to the audit report of Wawasee Community School Corporation (School Corporation), for the period July 1, 2019 to June 30, 2021. It has been provided as a separate report so that the reader may easily identify any Examination Findings that pertain to the School Corporation. It should be read in conjunction with the financial statement audit report of the School Corporation, which provides an opinion on the School Corporation's financial statements. This report may be found at [www.in.gov/sboa/](http://www.in.gov/sboa/).

As authorized under Indiana Code 5-11-1, we engaged private examiners under our review to perform the audit of the School Corporation and perform procedures to determine compliance with applicable Indiana laws and uniform compliance guidelines established by the Indiana State Board of Accounts. The Examination Findings and Results contained herein describe the identified reportable instances of noncompliance found as a result of these procedures.

We have reviewed the Supplemental Audit Report for Wawasee Community School Corporation prepared by Crowe LLP, Independent Public Accountants, for the period July 1, 2019 to June 30, 2021. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the State Board of Accounts.

We call your attention to the findings in the report on pages 3 and 4.

The report is filed with this letter in our office as a matter of public record.

A handwritten signature in black ink that reads 'Tammy R. White'.

Tammy R. White, CPA  
Deputy State Examiner

**COMPLIANCE EXAMINATION OF**  
WAWASEE COMMUNITY SCHOOL CORPORATION  
Kosciusko County, Indiana  
July 1, 2019 to June 30, 2021

WAWASEE COMMUNITY SCHOOL CORPORATION

Kosciusko County, Indiana  
July 1, 2019 to June 30, 2021

CONTENTS

SCHEDULE OF OFFICIALS .....	1
INDEPENDENT ACCOUNTANT'S REPORT .....	2
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS:	
2021-001: OVERDRAWN CASH BALANCES .....	3
2021-002: PREPAID SCHOOL MEAL ACCOUNTS .....	3
2021-003: CAPITAL ASSETS .....	3
2021-004: INTERNAL CONTROLS - TRAINING .....	4
2021-005: SUPPORTING DOCUMENTATION.....	4
EXIT CONFERENCE .....	5

WAWASEE COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF OFFICIALS  
July 1, 2019 to June 30, 2021

---

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	James Flecker	07-01-19 to 06-30-21
Superintendent of Schools	Dr. Thomas R. Edington Dr. Stephen Troyer	07-01-19 to 12-31-20 01-01-21 to 06-30-21
President of the School Board	Rebecca L. Linnemeier Don Bokhart	07-01-17 to 12-31-20 01-01-21 to 12-31-24

## INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and  
Management of the Wawasee Community School Corporation

We have examined the Wawasee Community School Corporation ("School Corporation") compliance with the Indiana State Board of Accounts' *Accounting and Uniform Compliance Guidelines Manual For Indiana Public School Corporations* during the period July 1, 2019 to June 30, 2021. Management of the School Corporation is responsible for the School Corporation's compliance with the specified requirements. Our responsibility is to express an opinion on the School Corporation's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the School Corporation complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the School Corporation complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our qualified opinion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the School Corporation's compliance with specified requirements.

Our examination disclosed material noncompliance with the *Accounting and Uniform Compliance Guidelines Manual For Indiana Public School Corporations* applicable to the School Corporation during the period July 1, 2019 to June 30, 2021, as described in items 2021-001 through 2021-005 on the following Schedule of Examination Findings and Results.

In our opinion, except for the material noncompliance described in the preceding paragraph, the School Corporation complied, in all material respects, with the aforementioned requirements during the period July 1, 2019 to June 30, 2021.

  
Crowe LLP

Indianapolis, Indiana  
March 31, 2023

WAWASEE COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS  
July 1, 2019 to June 30, 2021

---

**FINDING 2021-001: OVERDRAWN CASH BALANCES**

**Criteria:** Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual For Indiana Public School Corporations states in part, “The cash balance of any fund may not be reduced below zero. Routinely overdrawn funds could be an indicator of serious financial problems which should be investigated by the unit.”

**Condition:** During testing of fund balances, we noted the following funds with a cash balance below zero, which are not grant related, as of June 30, 2020 and June 30, 2021:

<u>Fund</u>	<u>Amount Overdrawn June 30, 2020</u>	<u>Amount Overdrawn June 30, 2021</u>
<b>Curricular Materials</b>	\$ 63,254	\$ 404,804
<b>Early Child Initiatives</b>	-	23

**FINDING 2021-002: PREPAID SCHOOL MEAL ACCOUNTS**

**Criteria:** Prepaid school meals should not be considered income to the child nutrition program until students are charged a meal to their account. When a student deposits money into their school account the balance of their individual account it should not be included in Fund 800 School Lunch. The school should have a clearing account with the fund number 8400 Prepaid School Lunch Accounts, which is included in Chapter 5 of the State Board of Accounts Uniform Compliance Guidelines for Indiana Public School Corporations. The student deposits for school meals into their account should be recorded to fund 8400 using receipt account 1630 Special Functions. Once the student is charged meals, disburse that amount using expenditure account 31900 Other Food Services from fund 8400 and receipt this into fund 800 using the Food and Serviced receipt accounts 1611-1623 at the time established in a written policy to ensure accurate monthly reporting. The receipt at this point is considered program income and should be reported as such.

It is also a requirement that the balance of fund 8400 to be reconciled on a monthly basis to the individual meal accounts. (The School Bulletin and Uniform Compliance Guidelines, February 2019).

**Condition:** A monthly reconciliation between Fund 8400, Prepaid Meals fund, and the detailed records by student was not presented for the audit. At June 30, 2021 and 2020, Fund 8400 had an ending balance of \$46,838 and \$87,035, respectively.

**FINDING 2021-003: CAPITAL ASSETS**

**Criteria:** Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual states in part, “Every unit must have a complete detail listing of all capital assets owned which reflects their acquisition value. Capital Asset Ledger (Form 369) has been prescribed for this purpose. A complete physical inventory must be taken at least every two years, unless more stringent requirements exist, to verify account balances carried in the accounting records.”

**Condition:** During testing of capital assets, we noted the Unit did not have a detail listing of capital assets owned by the unit which agreed to amounts reported to Gateway. We noted that a physical inventory is not taken at least every two years.

WAWASEE COMMUNITY SCHOOL CORPORATION  
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS  
July 1, 2019 to June 30, 2021

---

**FINDING 2021-004: INTERNAL CONTROLS – TRAINING**

**Criteria:** Indiana Code 5-11-1-27(h) states in part, *“After June 30, 2016, the fiscal officer of a political subdivision shall certify in writing that: . . . (2) personnel, who are not otherwise on leave status, have received training as required by subsection (g)(2).”*

**Condition:** During testing, we noted that the Unit did not have any supporting documentation to establish the Unit met the minimum standards for training set in Indiana Code 5-11-1-27(h).

**FINDING 2021-005: SUPPORTING DOCUMENTATION**

**Criteria:** Chapter 1 of the Accounting and Uniform Compliance Guidelines Manual states in part, *“Supporting documentation such as receipts, canceled checks, tickets, invoices, bills, contracts, and other public records must be available for examination to provide supporting information for the validity and accountability of monies disbursed. Payments without supporting documentation may be the personal obligation of the responsible official or employee.”*

**Condition:** During testing of payroll disbursements, we noted 6 instances, in a sample of 10 employees selected, in which supporting documentation to support rate of pay for time period selected could not be located for audit.

WAWASEE COMMUNITY SCHOOL CORPORATION  
EXIT CONFERENCE  
July 1, 2019 to June 30, 2021

---

The contents of this report were discussed on March 31, 2023 with Rachel Moore, Treasurer, Dr. Stephen Troyer, Superintendent, and Don Bokhart, President of the School Board.