



STATE OF INDIANA
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April 14, 2023

To: The Officials of the Vigo County School Corporation
Vigo County School Corporation
501 West Olive Street
West Terre Haute, IN 47885

This report is supplemental to the audit report of Vigo County School Corporation (School Corporation), for the period July 1, 2020 to June 30, 2022. 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/.

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 Vigo County School Corporation prepared by Crowe LLP, Independent Public Accountants, for the period July 1, 2020 to June 30, 2022. 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 page 3.

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

Tammy R. White, CPA
Deputy State Examiner

COMPLIANCE EXAMINATION OF
VIGO COUNTY SCHOOL CORPORATION
Vigo County, Indiana
July 1, 2020 to June 30, 2022

VIGO COUNTY SCHOOL CORPORATION

Vigo County, Indiana
July 1, 2020 to June 30, 2022

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VIGO COUNTY SCHOOL CORPORATION
SCHEDULE OF OFFICIALS
July 1, 2020 to June 30, 2022

<u>Office</u>	<u>Official</u>	<u>Term</u>
Treasurer	Donna Wilson	07-01-20 to 06-30-22
Superintendent of Schools	Robert Haworth	07-01-20 to 06-30-22
President of the School Board	Joseph Irwin III	07-01-20 to 12-31-20
	Jackie Lower	01-01-21 to 12-31-21
	Stacy Killion	01-01-22 to 06-30-22

INDEPENDENT ACCOUNTANT'S REPORT

To the Indiana State Board of Accounts and
Management of the Vigo County School Corporation

We have examined the Vigo County 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, 2020 to June 30, 2022. 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, 2020 to June 30, 2022, as described in items 2022-001 and 2022-002 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, 2020 to June 30, 2022.

Crowe LLP
Crowe LLP

Indianapolis, Indiana
March 24, 2023

VIGO COUNTY SCHOOL CORPORATION
SCHEDULE OF EXAMINATION FINDINGS AND RESULTS
July 1, 2020 to June 30, 2022

FINDING 2022-001: AVERAGE DAILY MEMBERSHIP (ADM) TESTING

Criteria: The Organizer is responsible for reporting ADM to the Indiana Department of Education (IDOE). The ADM Summary Report shall provide a written certification of ADM to properly document responsibility. The ADM Summary Report must be signed by the Superintendent/Principal/Director of Schools and the Trustee/Corporate Treasurer and be uploaded to IDOE for each reporting period in the fiscal year. Supporting documentation of enrollment and attendance/engagement information by grade and school must be maintained for audit. (Accounting and Uniform Compliance Guidelines Manual for Indiana Public Schools, Part 9).

Condition: During our testing, two students in our sample of 90 students were improperly included in the February 2021 and September 2021 counts. The students both withdrew from the school prior to the day of the count. Additionally, the School Corporation was not able to provide a birth certificate for one of the kindergarten students selected.

School officials must contact the Indiana Department of Education, Division of School Finance, to review the issues identified and determine if any steps to need to be taken to correct any attendance reporting or funding issues.

FINDING 2022-002: PREPAID SCHOOL LUNCH 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: During testing of the prepaid school lunch fund, it was noted that the Annual Financial Report did not agree to underlying records. The balance of the Prepaid School Lunch Fund at June 30, 2021 and 2022 was \$117,875 and \$96,511, respectively. Underlying records noted the total balance of prepaid school lunch accounts was \$110,622 and \$96,712 at June 30, 2021 and June 30, 2022, respectively.

VIGO COUNTY SCHOOL CORPORATION
EXIT CONFERENCE
July 1, 2020 to June 30, 2022

The contents of this report were discussed on March 24, 2023 with Kris Behnke, Financial Operations Manager – Food Services, Tom Lentes, Food Services Administrator, Jayne Virostko, Interim Director of Student Services, Teresa Stuckey, Executive Director of Elementary Education, Title I, and Communication, Cindy DeHart, Deputy Treasurer, Donna Wilson, Treasurer, Tom Balitewicz, Interim Superintendent, and Amy Lore, President of the School Board.