IASBO ECA Conference

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SBOA Audit Services
Contact Information

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ECA Risk Report

State Board of Accounts
ECA Risk Report

State Board of Accounts

Cash Reconciliation

Enter the depositary balance, the cash on hand, deposits in transit and any reconciling items below. The bank statement used should be the same date as the closing date of the fund information.

<table>
<thead>
<tr>
<th>Depository Balance:</th>
<th>$10,142.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash On Hand (ADD):</td>
<td>$30.00</td>
</tr>
<tr>
<td>Deposits In Transit (ADD):</td>
<td>$20.00</td>
</tr>
<tr>
<td>Other Reconciling Items (ADD/DEDUCT):</td>
<td>$562.00</td>
</tr>
<tr>
<td>Total of Outstanding Check (DEDUCT):</td>
<td>$862.00</td>
</tr>
<tr>
<td>Balance:</td>
<td>$9,219.00</td>
</tr>
</tbody>
</table>

Outstanding Checks

Click here to Continue to Report Certificate

* Please make sure to save*

Select Unit > Select Year > Main Menu > Schedule of Balance, Receipts and Expenditures > Cash Reconciliation > Report Certificate > Review

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the Indiana Business Research Center at IU’s Kelley School of Business, with initial support from the Lilly Endowment and subsequent support from the State of Indiana.

Participating state agencies currently include the Indiana Department of Local Government Finance, the State Board of Accounts, the Indiana Education Employment Relations Board and the Indiana Gaming Commission.

Need Help? Email: Technical Support or the State Board of Accounts
Monthly Uploads

• State Examiner Directive 2018-1

• More efficient and less costly audits.
• Proactively identify problems.
Dates of Submission

• Monthly – by the 15th of each month
  • 45 days to submit information (January information in March).

• 1st month required: January 2019
Monthly Upload Requirements

1. Bank reconciliements
2. Approved board minutes – N/A for ECAs
3. Funds ledger, summarizing total receipts, disbursements, and balances by fund
Annual Upload Requirements

- Year-end bank statement
- Year-end outstanding check list
- Year-end investment statements
- Detail of receipt activity
- Detail of disbursement activity – N/A for manual records
- Current year salary resolution
- Annual vendor history report – N/A for manual records
Gateway

• https://gateway.ifionline.org/

• User Guide: https://gateway.ifionline.org/userguides/engagementguide
Gateway

• gateway@sboa.in.gov

• Submitter – ECA or Corporation Treasurer

• Editor – Complete Delegation form
  • http://www.in.gov/sboa/files/DelegationForm.pdf
Frequently Asked Questions

- **Approved Minutes**
  - Special Meetings

- **Future changes**
  - Machine Readable format

- **Direct Requests**

- **Repercussions**
Monthly Upload Questions?
SBOA Forms

- All ECA forms and records shall be prescribed or approved by the SBOA.

  As of April 1, 2014, the form approval process is detailed in the March 2014 School Administrator.

- The cost of prescribed or approved ECA records and the bond of the ECA treasurer shall be paid for from the General Fund of the School Corporation.

- ECA records shall be examined by SBOA as determined by the State Examiner.
ECA Audits

• SBOA preliminary plan
  • ECA with receipts greater than $1,000,000 will be examined during the school corporation audit by the assigned field examiners
    • For 2016 Report 76 ECAs

  • ECA with receipts between $1,000,000 - $100,000 will be examined by a centralized compliance process
    • For 2016 Report 682 ECAs
    • Will be done on a 4 year rotation coinciding with the School Corporation audit

  • ECA with receipts less than $100,000 and not having a specific risk identified will have Centralized review process
    • Approximately 10% of total statewide ECA activity
Frequently Asked ECA Questions

• Student Activity Funds
  • Used for the entire student body

• Ex: Field Trips, Convocations etc...
Frequently Asked ECA Questions

• Library Funds

• Exception: Reading Incentive Program (Scholastic)
Frequently Asked ECA Questions

• Fundraisers – Must have permission from School Board

• IC 36-1-8-11 – Credit card fees, $3
Frequently Asked ECA Questions

• Scholarships
  • Never write a check to an individual!

• School Corporation Records IC 20-40-14
  • 2700-2799 Scholarships in Chart of Accounts
Frequently Asked ECA Questions

• ECA Equipment and Uniform Purchases

• Allowable: equipment/uniforms...

• Not allowable: Gym class equipment...
Frequently Asked ECA Questions

• Vending Machines/Concessions

• At a minimum – yearly reconcilement of concessions/vending items.
Frequently Asked ECA Questions

• Outside Organizations

• No funds that are Educational in Nature
  • Other than School Lunch and Curricular Materials
  • Process in Chapter 6 page 3
  • Fees i.e. Parking fees
Frequently Asked ECA Questions

• Collecting Authority SA-8

• Attempts to make Sponsors more accountable
  • Feedback in December Bulletin needed!
Frequently Asked ECA Questions

- **Transferring Funds**
  - Includes graduating classes

- **IC 20-41-1-4**
  - Requires approval from:
    - 1. Majority of Members
    - 2. Sponsor (AD sponsor for athletic funds)
    - 3. Principal
    - 4. Treasurer
Internal Control Requirements

• Step 1:

Adopt the minimum internal control standards and train all personnel as required by IC 5-11-1-27

• Step 2:

Actually go through the process of developing an Internal Control System
IC 20-30-15-6: “When public schools are not in session, a governing body may employ personnel to supervise the following:

(1) Agricultural education club work
(2) Industrial education club
(3) Home economics education
(4) Music Activities
(5) Athletics...

(a) must be free and open to all individuals of school age residing in the attendance unit of the school corporation...”
Website Overview

https://www.in.gov/sboa/4449.htm
Questions?