

The background features a large, faint watermark of the seal of the State Board of Accountants for Indiana. The seal is circular and contains the text "STATE BOARD OF ACCOUNTANTS" around the perimeter and "INDIANA" in the center. It also depicts a central figure holding a scale and a sword, surrounded by stars.

# IASBO Region 3

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(GTAC)**

## Contact Information



- Website - <https://www.in.gov/sboa/political-subdivisions/schools/>
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- Extracurricular engagements
  - ECA with Receipts > \$1,000,000 will be examined **during the School Corporation audit.**
  - ECA with Receipts < \$1,000,000 will be examined **during a centralized review process.**

## Ticket Sales



- Chapter 2 of the Accounting and Uniform Compliance Guidelines Manual for Extracurricular Accounts
- Tickets
  - Serially prenumbered tickets should be used for all athletic and other extracurricular activities and events for which admission is charged
  - Part is given to the person paying, and part is retained by the school
  - All tickets should be retained for audit
  - Tickets for each price group should be different colors and/or different in their series numbers

## Ticket Sales (Continued)



- Form SA-4 (Ticket Sales)
  - The treasurer should be responsible for the proper accounting of all tickets
  - The treasurer should keep a record of...
    - The number purchased
    - The number issued for sale
    - The number returned
  - Once cash is deposited with the treasurer, the treasurer's receipt issued should include
    - The number of tickets issued to the seller
    - The number of tickets returned unsold
    - The balance remitted in cash
  - All tickets (including free or reduced) must be listed and accounted for on the SA-4 Ticket Sales Form

### TICKET SALES

SCHOOL \_\_\_\_\_  
GAME \_\_\_\_\_  
OTHER \_\_\_\_\_

TOWN OR CITY \_\_\_\_\_  
DATE \_\_\_\_\_  
ACTIVITY \_\_\_\_\_

TICKETS								
KIND	ISSUED		RETURNED		TICKETS SOLD	PRICE	TOTAL AMOUNT SALES	
	SERIAL NO.	AMT.	SERIAL NO.	AMT.				
TOTAL								

SAMPLE

Made by \_\_\_\_\_  
(Title)

Verified and Approved by \_\_\_\_\_  
(Official or Sponsor)

ORIGINAL

## School Audit Schedules



- **178 Schools** on this audit cycle required to be finished by March (if federal).
  - Audit Period: July 1, 2022 to June 30, 2024
  - Scheduled to start **in late November/Early December.**
  - 97 schools contracted-out for this period.

## SBOA Contracted Audits – What to Expect



- Email from **SBOA Director of Procured Audits - Jennifer Marshall**
- Communication with the audit firm
  - Engagement Letter
  - The audit firm will send this to you - please sign and return as requested.
- List of items needed
- The audit firm will have access to information you entered in Gateway.
- Link to firm's upload portal



## SBOA Contracted Audits – What to Expect



- Please be responsive to audit requests.
- If you will not be able to electronically provide requested documents, please contact [procuredaudits@sboa.in.gov](mailto:procuredaudits@sboa.in.gov)
- Upon completion of the audit the firm will schedule an exit conference. The report will be reviewed and approved by SBOA prior to being finalized and posted on our website as a public report.
- State Examiner Joyce requests your full cooperation with representatives of the contracted audit firm just as you have always given our field examiners.
- Please feel free to contact Jennifer Marshall or a member of the procured audits team at [procuredaudits@sboa.in.gov](mailto:procuredaudits@sboa.in.gov) or [schools.townships@sboa.in.gov](mailto:schools.townships@sboa.in.gov) with any questions you may have at any time.

## SBOA Fees – IC 5-11-4-3



- Taxing Unit Rate: \$395/day
- Full Cost Rate\*: \$968/day
  - \*The full cost rate is the amount we would need to bill to each unit of government to be fully funded
- Processing Fee: \$35/day
- Technology Fee: \$55/day
  
- CPA firm rates are higher than our full-cost.
  
- **We are subsidizing these audits.**
  - Amount SBOA pays to CPA firm:
    - (CPA firm rate - SBOA Full Cost) = SBOA cost.

# How to Prepare for an Audit Compliance Procedures to Expect



- **AFR/100-R/Monthly Uploads/Annual Uploads** (accurate, complete, timely)
- **Internal Controls** (Adoption/Training/Certification)
- **IC 5-11-1-27 Reports**
- **Approved Depositories**
- **Capital Assets** (policy, listing, inventory)
- **Prepaid School Lunch** (8400 established, meal charge policy)
- **Average Daily Membership** (engagement policy, certification)

## How to Prepare for an Audit Entrance Conference



- Explanation of the objective of engagement.
  - Testing for assurance (opinion issued), limited compliance etc...
- Explanation of Management's responsibilities
- Informing management of fees, records to be requested, estimated timeline of engagement etc...
- **Please ask any questions** if you are not clear on anything the examiner provides or requires!

# How to Prepare for an Audit What We Will Ask For



- Resolutions
- Contracts
- Financial Records
- Reconcilements with Supporting Documentation
- Register of Investments
- Debt Documents
- Capital Asset Records
- Payroll Records
- Receipt/Disbursement Supporting Documentation

## How to Prepare for an Audit Pre-Audit Checklist



- Before an audit starts be sure to have the following things in order:
  1. Monthly bank accounts **reconciled**.
  2. Make sure all **schedules are complete** (capital asset listing, investments, inventory etc...).
  3. **Supporting documentation** for expenses are in an **orderly** fashion.
  4. Check that **employee pay was correct**.
    - Withholding filings (W-2/941/WH3), salary schedules, and entries in the ledger to paychecks and contracts.
  5. Verify **policies are updated**.
  6. Come with a list of questions!

## How to Prepare for an Audit Tips



- During the year track restricted grants, gifts, donations etc...
- Keep internal control documentation and supporting documentation together.
- Respond quickly to inquiries – smaller audit bill.
- Establish an ‘auditor’ file:
  - Could include: regulatory agency correspondence, contracts, lawsuits, reconciliations...

## How to Prepare for an Audit What else should I do?



- **ASK QUESTIONS!!**
- HB 1031 (2017) – repeat comments have consequences.
  - Make sure to get an idea on how to fix problems before the examiner leaves.
    - If not, contact us at [schools.townships@sboa.in.gov](mailto:schools.townships@sboa.in.gov)
- Implement fixes immediately!
  - 2-year audit cycles – a comment could only pertain to one year, overshadows compliant years.



# How to Prepare for an Audit

## What should I not do?



- Panic!
- Be afraid to ask questions.
- Try not to look at an audit as something to complicate your life!
  - An audit is an irreplaceable tool to ensure your finances are in order.
  - The auditor should be viewed as a resource, not an adversary.

## How to Prepare for an Audit Exit Conference



- Draft report provided and discussed.
- Official given chance to respond to comments (Form 4) – 10 days.
- Official's term, email and physical addresses verified.
- Again, please ask any questions if you are not clear on anything the examiner talks about!
  - In an exit conference there really shouldn't be any surprises!

## Curricular Materials Fund



- Effective until 1-1-2025
- IC 20-40-22-9
  - Each public school shall establish a separate curricular materials fund (Fund 900)
    - Rental of curricular materials to nonpublic schools
    - Fees collected under IC 20-26-12-1(b) for lost or significantly damaged curricular materials
    - Distribution received from the Department of Education

## Curricular Materials Fund



- HB 1120
- Non-code Provision
  - Any balance in a public school's curricular materials fund established under IC 20-40-22-9 shall be transferred to the education fund of the school corporation that maintains the school on or before December 31, 2024

## Education Fund



- Effective 1-1-25
- IC 20-40-22-10
  - Curricular materials distribution shall be deposited in the education fund of the school corporation
  - Money received from the curricular materials fund under this chapter by a public school may be used only for the costs of curricular materials and shall not be subject to collective bargaining
  - The state board of accounts may take action, including the establishment of an account code for the funds into which distributions are deposited under this section, to track expenditures of money distributed for curricular materials.

# Chart of Accounts



- Receipt codes
    - <https://www.in.gov/sboa/files/SCHMAN05-2024Updated71824jw-1.pdf>
  - Expenditure codes
    - <https://www.in.gov/sboa/files/SCHMAN06-2024Updated71824jw-1.pdf>
  - Object codes
    - <https://www.in.gov/sboa/files/SCHMAN08-2024Updated71824jw.pdf>
- <https://www.in.gov/sboa/files/2024-June-School-Bulletin-1THJW.pdf>

## Monthly and Annual Engagement Uploads



- State Examiner Directive 2018-1
- Amended October 30, 2023
- Changes effective starting with December 2023 monthly and 2023 annual files
  - December 2023 Monthly file upload due February 15, 2024
  - Annual upload for the year ending June 30, 2024

[https://www.in.gov/sboa/files/Directive\\_2018-1\\_Monthly\\_Uploads\\_10\\_30\\_2023.pdf](https://www.in.gov/sboa/files/Directive_2018-1_Monthly_Uploads_10_30_2023.pdf)

## Monthly Upload Amendments



- Corporation
  - No changes to monthly upload requirements
- Extra-Curricular Accounts
  - Bank Statement
    - Include entire statement
  - Outstanding Check Lists
    - Detail that supports the total amount of outstanding checks reported in the bank reconciliation



# Annual Uploads



- New Requirements
  - Register of Investments
  - Detail of Receipts by fund and account
  - Detail of Disbursements by fund and account
  - Accounts Payable/Accounts Receivable Schedule Support
  - Direct Federal Grant Agreements/Award Letters and Amendments initiated during the year
  - Agreements for Subawards made to Subrecipients for all Federal Grants initiated during the year
  - Personnel Policy (upload once and then only in future years if updated)
  - Capital Asset Ledger (GAAP and ACFR units only)

# Prepaid School Lunch



- When a student puts money into their 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
- The money in the student's individual account should not be included in Fund 800 School Lunch
- Fund 8400 Prepaid School Lunch is to be established to account for the individual student lunch balances
- Receipt funds into fund 8400 Prepaid School Lunch using receipt code 1630 – Special Functions
- After student has charged meals, the school corporation should disburse the amount charged from fund 8400 Prepaid School Lunch using expenditure code 31900 Other Food Services
- Receipt accounts 1611-1623 are the be used to receipt the funds into the School Lunch Fund (800)
- The balance of the Prepaid School Lunch Fund is to be reconciled with the total of the individual meal accounts at least monthly

<https://www.in.gov/sboa/files/2019-February-School-Bulletin.pdf>

## Commodities – Reporting



- Commodities are a form of federal non-cash assistance; therefore, they are required to be reported on the SEFA
- How to determine the amount to report on the SEFA:
  - Step 1: Log in with your credentials on CNPWeb
  - Step 2: Click on “FDP” Food Distribution Program
  - Step 3: Click on “Continue”
  - Step 4: Select the program year you want to obtain data for
  - Step 5: Click on “Summary” in the top left corner of your screen
  - Step 6: Click on “R/A Summary Tab”
  - Step 7: Click on the “Entitlement” tab

# Recipient Agency Summary

Indianapolis Public Schools (5385)

Applications	Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Current Year	Prior Year	Total Entitlement	Entitlement Used	Remaining Balance	No Charge Used	Bonus Used
1,313,674.02	0.00	1,313,674.02	1,339,671.05	-25,997.03	173,740.05	3,156.42



## Recipient Agency Allocations

Allocation Code	Allocation Date	Entitlement Used	No Charge Used	Bonus Used	Action
SVY103269	9/16/2016	1,770.00	0.00	0.00	<a href="#">View</a>
SVY103304	10/07/2016	4,034.04	0.00	0.00	<a href="#">View</a>
SVY103313	10/14/2016	578.36	0.00	0.00	<a href="#">View</a>
SVY103353	11/03/2016	1,770.00	0.00	0.00	<a href="#">View</a>
SVY103432	1/06/2017	3,169.34	0.00	0.00	<a href="#">View</a>
SVY103515	2/01/2017	14,605.68	0.00	0.00	<a href="#">View</a>
SVY103526	2/10/2017	1,770.00	0.00	0.00	<a href="#">View</a>
Bonus103560	3/02/2017	0.00	0.00	808.00	<a href="#">View</a>
SVY103631	3/03/2017	6,358.13	0.00	0.00	<a href="#">View</a>
SVY103748	3/09/2017	1,409.32	0.00	0.00	<a href="#">View</a>
SVY103749	3/09/2017	13,196.36	0.00	0.00	<a href="#">View</a>
Alloc103772	3/30/2017	0.00	3,371.96	0.00	<a href="#">View</a>
Req106643	5/04/2017	0.00	35,599.80	0.00	<a href="#">View</a>
Req106644	5/04/2017	0.00	933.10	0.00	<a href="#">View</a>



## Commodities - Reporting



- Only use the numbers BELOW the “Recipient Agency Allocations”
- The amount to be reported on the SEFA for each year is the sum of the “Entitlement Used,” “No Charge Used,” and “Bonus Used” columns.
- Additional Resource:  
<https://www.in.gov/sboa/files/2018-March-School-Bulletin.pdf> - pp. 7-8

## Resources



User Guide - <https://gateway.ifionline.org/userguides/AFRguide>

### Bulletin Articles

OPEB - <https://www.in.gov/sboa/files/2020-September-School-Bulletin.pdf> (page 4)

Commodities - <https://www.in.gov/sboa/files/2018-March-School-Bulletin.pdf> (page 7 -8)

Commodities - <https://www.in.gov/sboa/files/2019-June-School-Bulletin.pdf> (page 6)

### State Examiner Directive

2018-1 (Amended October 2023) –  
[https://www.in.gov/sboa/files/Directive\\_2018-1\\_Monthly\\_Uploads\\_10\\_30\\_2023.pdf](https://www.in.gov/sboa/files/Directive_2018-1_Monthly_Uploads_10_30_2023.pdf)

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Questions?

