

ANNUAL FINANCIAL REPORT
DEPENDENT SCHOOL DISTRICT NO. 162
MAPLE PUBLIC SCHOOL DISTRICT
CANADIAN COUNTY, OKLAHOMA
JULY 1, 2011 TO JUNE 30, 2012

MAPLE PUBLIC SCHOOLS
DEPENDENT SCHOOL DISTRICT NO. 162
CANADIAN, COUNTY
JUNE 30, 2012

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT

COMBINED FINANCIAL STATEMENTS

- Combined Statement of Assets, Liabilities, and Equity – Regulatory Basis
All Fund Types and Account Groups
- Combined Statement of Revenues Collected, Expenditures, and Changes in Fund
Balances – Regulatory Basis – All Governmental Fund Types
- Combined Statement of Revenues, Expenditures and Changes in Fund Balances –
Budget and Actual – Regulatory Basis – Budgeted Governmental Fund Types
- Notes to Combined Financial Statements

OTHER SUPPLEMENTARY INFORMATION

- Combining Statements of Assets, Liabilities, and Fund Balances – Regulatory
Basis—All Special Revenue Funds
- Combining Statements of Revenues Collected, Expenditures, and Changes in
Fund Balances – Regulatory Basis – All Special Revenue Funds
- Combining Statement of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual – Regulatory Basis – All Special Revenue Funds
- Combining Statements of Assets, Liabilities, and Fund Balances – Regulatory
Basis—All Capital Project Funds
- Combining Statements of Revenues Collected, Expenditures, and Changes in
Fund Balances – Regulatory Basis – All Capital Project Funds
- Combining Statements of Assets, Liabilities, and Fund Balances – Regulatory
Basis—All Trust & Agency Funds
- Combining Statements of Revenues Collected, Expenditures, and Changes in
Fund Balances – Regulatory Basis – All Trust & Agency Funds
- Combining Statement of Changes in Cash Balances – Regulatory Basis – Activity
Funds
- Supporting Schedules
 - Schedule of Federal Awards Expended
 - Statutory, Fidelity, and Honesty Bonds

INTERNAL CONTROL AND COMPLIANCE REPORTS

- Report on the Internal Control and Compliance over Financial Reporting in
Accordance with Government Auditing Standards

ACCOUNTANTS' PROFESSIONAL LIABILITY INSURANCE AFFIDAVIT

MANAGEMENT LETTER COMMENTS/ MANAGEMENT'S RESPONSE

MAPLE PUBLIC SCHOOLS
DEPENDENT SCHOOL DISTRICT NO. 162
CANADIAN, COUNTY
JULY 1, 2011 TO JUNE 30, 2012

SCHOOL DISTRICT BOARD MEMBERS

David Bilderback
Scott Beard
John Newby

SUPERINTENDENT OF SCHOOL DISTRICT

Art Eccard

CLERK OF THE BOARD

John Newby

SCHOOL DISTRICT TREASURER

Carolyn Leck

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CERTIFIED PUBLIC ACCOUNTANTS
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INDEPENDENT AUDITOR'S REPORT

The Honorable Board of Education
Independent School District No. 162
Canadian County, Oklahoma

We have audited the accompanying combined fund type and account group financial statements-regulatory basis of Maple School District No. 162, Canadian County, Oklahoma, as listed in the table of contents as combined financial statements, as of and for the year ended June 30, 2012. These financial statements are the responsibility of Maple School District, No. 162, Canadian County, Oklahoma. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, these financial statements were prepared in conformity with the accounting and financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education, which is a comprehensive basis of accounting other than generally accepted accounting principles generally accepted in the United States of America. The effect on the financial statements resulting from the use of this regulatory basis of accounting and presentation as compared to accounting principles generally accepted in the United States of America cannot be reasonably determined, but is considered material.

In our opinion, because the District's policy is to prepare its combined financial statements on the basis of accounting discussed in the third paragraph, the combined financial statements referred to in the first paragraph do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Maple School District No. 162, Canadian County, Oklahoma as of June 30, 2012, and the respective changes in financial position thereof for the year then ended.

The financial statements referred to above do not include the general fixed asset account group, which is a departure from the regulatory basis of accounting prescribed or permitted by the Oklahoma State Department of Education noted above. The amount that should be recorded in the general fixed asset account group is not known.

However, in our opinion, except for the effects of the omission of the general fixed asset account group, the combined financial statements referred to in the first paragraph present fairly, in all material respects, the assets, liabilities and fund balances arising from regulatory basis transactions of each fund type and account group of Maple School District No. 162, Canadian County, Oklahoma as of June 30, 2012 and the revenues collected and expenditures paid and encumbered of each fund type for the year then ended, on the regulatory basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 11, 2012, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the fund type and account group financial statements within the combined financial statements. The combining fund statements and schedules and other schedules as listed in the table of contents under other supplementary information are presented for purposes of additional analysis and are not a required part of the District's combined financial statements. Also, the accompanying schedule of expenditures of Federal awards is presented for purposes of additional analysis as required by United States Office of Management and Budget's Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," and is also not a required part of the combined financial statements. This other supplementary information and the schedule of expenditures of Federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting records used to prepare the combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the fund type and account group financial statements within the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the combined financial statements taken as a whole on the regulatory basis of accounting described in Note 1.

This report is intended solely for the information and use of the Board of Education of Maple School District No. 162, the Oklahoma State Department of Education, and certain federal regulatory agencies; and is not intended to be, and should not be used, by anyone other than these specified parties.



Putnam & Company, PLLC

Edmond, Oklahoma
March 11, 2013

COMBINED FINANCIAL STATEMENTS

MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
COMBINED STATEMENT OF ASSETS AND LIABILITIES
(ALL FUND TYPES AND ACCOUNT GROUPS)
JUNE 30, 2012

	Governmental Fund Types				Fiduciary Fund Types	Totals
	General	Special Revenue	Capital Projects	Debt Service	Trust and Agency	(Memorandum Only)
<u>ASSETS</u>						
Cash and Cash Equivalents	\$257,465	98,481	1,497	3,954	37,450	398,847
Total Assets	<u>\$257,465</u>	<u>98,481</u>	<u>1,497</u>	<u>3,954</u>	<u>37,450</u>	<u>398,847</u>
<u>LIABILITIES</u>						
Warrants Payable	\$35,233	3,906			181	39,320
Total Liabilities	<u>35,233</u>	<u>3,906</u>	<u>0</u>	<u>0</u>	<u>181</u>	<u>39,320</u>
<u>FUND EQUITY</u>						
Fund Balances:						
Designated for Capital Projects			1,497			1,497
Designated for Debt Service				3,954		3,954
Designated for Student Activities					37,269	37,269
Reserved for Encumbrances	4,332	617				4,949
Fund Balance	<u>217,900</u>	<u>93,958</u>				<u>311,858</u>
Total Fund Balance	<u>222,232</u>	<u>94,575</u>	<u>1,497</u>	<u>3,954</u>	<u>37,269</u>	<u>359,527</u>
Total Liabilities and Fund Equity	<u>\$257,465</u>	<u>98,481</u>	<u>1,497</u>	<u>3,954</u>	<u>37,450</u>	<u>398,847</u>

The notes to the financial statements are an integral part of this statement.

MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
ALL GOVERNMENTAL FUND TYPES AND SIMILAR TRUST FUNDS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2012

	Governmental Fund Types				Fiduciary Fund Types		Totals
	General	Special Revenue	Capital Projects	Debt Service	Trust and Agency	(Memorandum Only)	
REVENUES:							
District Sources	\$676,327	152,903			281,006		1,110,236
Intermediate Sources	32,886						32,886
State Sources	184,009	1,236					185,245
Federal Sources	64,141	30,804					94,945
Total Revenues Collected	957,363	184,943	0	0	281,006		1,423,312
EXPENDITURES:							
Instruction	647,663				7,744		655,407
Support Services	263,379	68,128			49,872		381,379
Operation Non-Instruction Services	39,271	46,243			41,984		127,498
Facilities Acquisition & Construction Services		4,400			237,942		242,342
Other Outlays	1,154	983			3,925		6,062
Repayments	403				130		533
Total Expenditures	951,870	119,754	0	0	341,597		1,413,221
Revenues over (under) expenditures	5,493	65,189	0	0	(60,591)		10,091
OTHER FINANCING SOURCES (USES):							
Return of Assets	20,000	163			3,762		23,925
Total Other Financing Sources (Uses):	20,000	163	0	0	3,762		23,925
Revenue and Other Sources Over (Under) Expenditures and Other Uses	25,493	65,352	0	0	(56,829)		34,016
Fund Balance, Beginning of Year	192,407	28,606	1,497	3,954	94,098		320,562
Fund Balance, End of Year	\$217,900	93,958	1,497	3,954	37,269		354,578

The notes to the financial statements are an integral part of this statement.

MAPLE SCHOOL DISTRICT NO. 162
 CANADIAN COUNTY, OKLAHOMA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 BUDGET AND ACTUAL - GENERAL FUND AND BUDGETED SPECIAL REVENUE FUNDS - REGULATORY BASIS
 FOR THE YEAR ENDED JUNE 30, 2012

	General Fund			Special Revenue Funds		
	Original/ Final Budget	Actual	Variance Favorable (Unfavorable)	Original/ Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES:						
District Sources	\$1,136,338	676,327	(460,011)	185,565	152,903	(32,662)
Intermediate Sources	27,150	32,886	5,736			0
State Sources	208,875	184,009	(24,866)	1,203	1,236	33
Federal Sources	41,663	64,141	22,478	33,908	30,804	(3,104)
Total Revenues	1,414,026	957,363	(456,663)	220,676	184,943	(35,733)
EXPENDITURES :						
Instruction	1,302,226	647,663	654,563			0
Support Services	263,379	263,379	0	174,543	68,128	106,415
Operation of Non-Instruction Services	39,271	39,271	0	69,356	46,243	23,113
Facilities Acquisition & Construction Services			0	4,400	4,400	0
Other Outlays	1,154	1,154	0	983	983	0
Repayments	403	403	0			0
Total Expenditures	1,606,433	951,870	654,563	249,282	119,754	129,528
Revenues Over (Under) Expenditures	(192,407)	5,493	197,900	(28,606)	65,189	93,795
OTHER FINANCING SOURCES (USES):						
Return of Assets		20,000	20,000		163	163
Total Other Financing Sources (Uses):	0	20,000	20,000	0	163	163
Revenue and Other Sources Over (Under) Expenditures and Other Uses	(192,407)	25,493	217,900	(28,606)	65,352	93,958
Fund Balance, Beginning of Year	192,407	192,407	0	28,606	28,606	0
Fund Balance, End of Year	\$0	217,900	217,900	0	93,958	93,958

The notes to financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

**MAPLE SCHOOL DISTRICT NO. 162
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Maple Public Schools Independent District No. 162, Canadian County, Oklahoma (the "District") have been prepared in conformity with an other comprehensive basis of accounting as prescribed by the Oklahoma State Department of Education. The more significant of the District's accounting policies are described below.

A. Reporting Entity

The District is a corporate body for public purposes created under Title 70 of the Oklahoma statutes and accordingly is a separate entity for operating and financial reporting purposes.

The District is part of the public school system of Oklahoma under the general direction and control of the State Board of Education and is financially dependent on State of Oklahoma support. The general operating authority for the public school system is the Oklahoma School Code contained in Title 70, Oklahoma Statutes.

The governing body of the District is the Board of Education composed of elected members. The appointed superintendent is the executive officer of the District.

In evaluating how to define the district, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters.

A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the District and/or its citizens, or whether the activity is conducted within the geographic boundaries of the District and is generally available to its patrons.

A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the District is able to exercise oversight responsibilities.

Based upon the application of these criteria, there are no potential component units included in the District's reporting entity.

B. Fund Accounting and Description of Funds

The District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain district functions or activities.

MAPLE SCHOOL DISTRICT NO. 162
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012

B. Fund Accounting and Description of Funds – (continued)

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate “fund types.”

Governmental Fund Types

Governmental funds are used to account for all or most of a government’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds).

General Fund – The general fund is used to account for all financial transactions, except those required to be accounted for in another fund. Major revenue sources include state and local property taxes and state funding under the Foundation and Salary Incentive Aid program. Expenditures include all costs associated with the daily operations of the schools except for programs funded for building repairs and maintenance, school construction and debt service on bonds and other long-term debt. The general fund includes federal and state restricted monies that must be expended for specific programs.

Special Revenue Fund – The special revenue fund is the District’s Building Fund. The Building Fund consists of monies derived from property taxes levied for the purpose of erecting, remodeling, or repairing buildings and for purchasing furniture and equipment.

The Child Nutrition Fund derives monies from State, Federal and local sources.

Debt Service Fund – The debt service fund is the District’s Sinking Fund and is used to account for the accumulation of financial resources for the payment of general long-term debt principal, interest and related costs. The primary revenue sources are local property taxes levied specifically for debt service and interest earnings from temporary investments.

Capital Projects Fund – The capital projects fund is the District’s Bond Fund and is used to account for the proceeds of bond sales to be used exclusively for acquiring school sites, constructing and equipping new school facilities, renovating existing facilities, and acquiring transportation equipment.

Fiduciary Fund Types

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the District. When these assets are held under the terms of a trust agreement, trust funds are used for their accounting and reporting. Agency funds generally are used to account for assets that the District holds on behalf of others as their agent and do not involve measurement of results of operations.

MAPLE SCHOOL DISTRICT NO. 162
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012

Agency Fund – The Agency fund is the School Activities fund, which is used to account for monies, collected principally through fundraising efforts of the students and District-sponsored groups. The administration is responsible, under the authority of the Board, of collecting, disbursing and accounting for these activity funds.

Account Groups

Account groups are not funds and consist of a self-balancing set of accounts used only to establish accounting control over long-term debt and general fixed assets not accounted for in proprietary funds.

General Long-Term Debt Account Group – This account group was established to account for all long-term debt of the District, which is offset by the amount available in the debt service fund and the amount to be provided in future years to complete retirement of the debt principal. It is also used to account for liabilities for compensated absences and early retirement incentives, which are to be paid from funds provided in future years.

General Fixed Asset Account Group – This account group is used to account for property, plant, and equipment of the school district. The District does not have the information necessary to include this group in its combined financial statements.

Memorandum Only – Total Column - The total column on the general purpose financial statements is captioned “memorandum only” to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

C. Basis of Accounting and Presentation

The District prepares its financial statements in a presentation format that is prescribed by the Oklahoma State Department of Education. This format is essentially the generally accepted form of presentation used by state and local governments prior to the effective date of GASB Statement No. 34, *Basic Financial Statements-Management’s Discussion and Analysis-for State and Local Governments*. This format significantly differs from that required by GASB 34.

The basic financial statements are essentially prepared on a basis of cash receipts and disbursements modified as required by the regulations of the Oklahoma State Department of Education (OSDE) as follows:

- Encumbrances represented by purchase orders, contracts, and other commitments for the expenditure of monies and are recorded as expenditures when approved.
- Investments and inventories are recorded as assets when purchased.
- Capital assets in proprietary funds are recorded when acquired and depreciated over their useful lives.
- Warrants payable are recorded as liabilities when issued.
- Long-term debt is recorded when incurred.
- Accrued compensated absences are recorded as an expenditure and liability when the obligation is incurred.

MAPLE SCHOOL DISTRICT NO. 162
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012

C. Basis of Accounting and Presentation – (continued)

This regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable, or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred for governmental fund types; and, when revenues are earned and liabilities are incurred for proprietary fund types and trust funds.

D. Budgets and Budgetary Accounting

The District is required by state law to prepare an annual budget. A preliminary budget must be submitted to the Board of Education by December 31 for the fiscal year beginning the following July 1. If the preliminary budget requires an additional levy, the District must hold an election on the second Tuesday in February to approve the levy. If the preliminary budget does not require an additional levy, it becomes the legal budget. If an election is held and the taxes are approved, then the preliminary budget becomes the legal budget. If voters reject the additional taxes, the District must adopt a budget within the approved tax rate.

The District may upon approval by a majority of the electors of the District voting on the question make the ad valorem levy for emergency levy and local support levy permanent. Under current Oklahoma Statutes, a formal budget is required for all funds except for trust and agency funds. Budgets are presented for all funds that include the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories.

E. Assets, Liabilities, and Fund Equity

Cash and Cash Equivalents – For purposes of the statement of cash flows, the District considers all cash on hand, demand deposits, and highly liquid investments, with an original maturity of three months or less when purchased, to be cash and cash equivalents.

Investments – Investments consist of direct obligations of the United States Government and Agencies with maturities greater than three months when purchased. All investments are recorded at cost, which approximates market value.

Property Tax Revenues – The district is authorized by state law to levy property taxes, which consist of ad valorem taxes on real and personal property within the district. The county assessor, upon receipt of the certification of tax levies from the County Excise Board, extends the tax levies on the tax roll for submission to the County Treasurer prior to October 1. The county treasurer must commence tax collection within fifteen days of receipt of the tax rolls. The first half of taxes are due prior to January 1. The second half is due prior to April 1.

If the first payment is not made timely, the entire tax becomes due and payable on January 2. Second half taxes become delinquent on April 1 of the year following the year of assessment. If not paid by the following October 1, the property is offered for sale for the amount of taxes due. The owner has two years to redeem the property by paying the taxes and penalty owed. If at the end of two years the owner has not done so, the purchaser is issued a deed to the property.

MAPLE SCHOOL DISTRICT NO. 162
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012

E. Assets, Liabilities, and Fund Equity – (continued)

Inventories – The value of consumable inventories at June 30, 2012 is not material to the basic financial statements.

Capital Assets – The accounting treatment over capital assets (property, plant, and equipment) depends on whether the assets are used in governmental fund-type operations or proprietary fund-type operations. Fixed assets used in governmental fund-type operations (general fixed assets) are recorded for as capital outlay expenditures of the governmental fund-type upon acquisition and are recorded as property, plant, and equipment in the General Fixed Asset Account Group. Fixed assets used in proprietary fund-type operations are accounted for as property, plant, and equipment within the proprietary fund itself.

All fixed assets are valued at historical cost, or estimated cost if actual is unavailable, except for donated fixed assets, which are recorded at their estimated fair value at the date of donation.

Depreciation and accumulated depreciation are not reported against general fixed assets.

Compensated Absences – The district provides vacation and sick leave benefits in accordance with Oklahoma Statutes, which provides for annual sick leave and personal business days. Accrued vacation and sick leave benefits are not reflected in the financial statements because such statements are prepared on the regulatory basis of accounting. This practice differs from generally accepted accounting principles.

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. There are no amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources.

Long-Term Debt – Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in the debt service fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

Fund Balance – Fund balance represents the cash and investments not encumbered by purchase order, legal contracts, and outstanding warrants.

F. Revenue, Expenses, and Expenditures

State Revenues – Revenues from state sources for current operations are primarily governed by the state aid formula under the provisions of Article XVIII, Title 70, Oklahoma Statutes. The State Board of Education administers the allocation of state aid funds to school districts based on information accumulated from the districts.

**MAPLE SCHOOL DISTRICT NO. 162
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

F. Revenue, Expenses, and Expenditures – (continued)

After review and verification of reports and supporting documentation, the State Department of Education may adjust subsequent fiscal period allocations of money for prior year errors disclosed by review. Normally, such adjustments are treated as reductions or additions of revenue of the year when the adjustment is made.

The District receives revenue from the state to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for these programs be expended only for the program for which the money is provided. These rules also require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical programs. The State Department of Education requires that categorical educational program revenues be accounted for in the general fund.

Interfund Transactions – Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund or expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditure/expenses in the fund that is reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers.

2. DEPOSIT AND INVESTMENT RISKS

Custodial Credit Risk - The District's policy as it relates to custodial credit risk is to secure its uninsured deposits with collateral, valued at no more than market value, at least at a level of 100 percent of the uninsured deposits and accrued interest thereon. The investment policy and state law also limits acceptable collateral to U.S. Treasury and agency securities and direct debt obligations of the state, municipalities, counties, and school districts in the state of Oklahoma, surety bonds, and letters of credit. As required by Federal 12 U.S.C.A., Section 1823(e), all financial institutions pledging collateral to the District must have a written collateral agreement approved by the board of directors or loan committee.

At June 30, 2012, the District was not exposed to custodial credit as defined above.

Investment Credit Risk – The District's investment policy limits investments to those allowed in state law applicable to school districts as follows:

- a. Direct obligations of the U.S. Government, its agencies and instrumentalities to which the full faith and credit of the U.S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.
- b. Certificates of deposit or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.

**MAPLE SCHOOL DISTRICT NO. 162
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

Investment Credit Risk (continued) - Investment credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The District has no formal policy limiting investments based on credit rating, but discloses any such credit risk associated with their investments. Unless there is information to the contrary, obligations of the U.S. government or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk and do not require disclosure of credit quality.

Investment Interest Rate Risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The District’s investment policy limits investments to those with a short-term maturities, as a means of managing exposure to fair value losses arising from increasing interest rates. The District discloses its exposure to interest rate risk by disclosing the maturity dates of its various investments.

Concentration of Investment Credit Risk – Exposure to concentration of credit risk is considered to exist when investments in any one issuer represent a significant percent of total investments of the District (any over 5 percent are disclosed). Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from this consideration. The District’s investment policy requires diversification of investments..

At June 30, 2012, the District had no concentration of credit risk as defined above.

3. INTERFUND RECEIVABLES AND PAYABLES

There were no Interfund receivables or payables at June 30, 2012.

4. GENERAL LONG-TERM DEBT

State statutes prohibit the District from becoming indebted in an amount exceeding the revenue to be received for any fiscal year without approval by the District’s voters. Bond issues have been approved by the voters and issued by the District for various capital improvements. These bonds are required to be fully paid serially within 25 years from the date of issue.

General long-term debt of the District normally consists of bonds payable, obligations for compensated absences, early retirement incentive, and a capital lease. Debt service requirements for bonds are payable solely from fund balance and future revenues for the debt service fund.

**MAPLE SCHOOL DISTRICT NO. 162
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

5. EMPLOYEE RETIREMENT SYSTEM

Basis of Accounting

The Retirement System's financial statements are prepared in conformity with accounting principles generally accepted in the United States of America. The financial statements have also been prepared in compliance with the requirements of the Government Accounting Standards Board Statement No. 34.

The financial statements are prepared on the accrual basis of accounting, under which expenses are recorded when the liability is incurred, revenues are recorded in the accounting period they are earned and become measurable, and investment purchases and sales are recorded as of their trade dates. Member and employer contributions are recognized when due, pursuant to formal commitments. Benefits and refunds are recognized when due and payable.

The pension benefit obligation is a standardized disclosure measure of the present value of pension benefits. This pension valuation method reflects the present value of estimated pension benefits that will be paid in future years as a result of employee services performed to date and is adjusted for the effect of projected salary increases. Actuarial valuations are not performed on individual school districts. The nonfunded pension benefit obligation of the System, as determined as part of the latest actuarial valuation indicates a significant unfunded pension benefit obligation.

Funding Policy

A participant with five years of creditable service may retire with a normal retirement allowance at the age of sixty-two (62) or with reduced benefits as early as age fifty-five (55). The normal retirement allowance paid monthly for life and then to beneficiaries, if certain options are exercised, equals two percent of the average of the highest three earning years of contributory service multiplied by the number of years of credited service. A participant leaving employment before attaining retirement age, but completing ten years of service, may elect to vest his/her accumulated contributions and defer receipt of a retirement annuity until a later date. When a participant dies in active service and has completed ten years of credited service, the beneficiary is entitled to a death benefit of \$18,000.00 and the participant's contributions plus interest. If the beneficiary is a surviving spouse, the surviving spouse may, in lieu of the death benefit elect to receive, subject to the surviving spousal options, the participant's retirement benefits accrued at the time of death. The contribution rates for the Districts, which are not actuarially determined, and its employees are established by statute and applied to the employee's earnings, plus employer-paid fringe benefits. Employers' contribution of applicable employee earnings was 9.5% through June 30, 2012.

	<u>Total Payroll</u>	<u>Contributions</u>
2011-12	\$ 625,900.	\$ 59,461.
2010-11	\$ 631,709.	\$ 60,013.

MAPLE SCHOOL DISTRICT NO. 162
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2012

6. CONTINGENCIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the District expects such amounts, if any, to be immaterial.

7. RISK MANAGEMENT AND LITIGATION

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, employees' health and life, and natural disasters. The District manages these various risks of loss through the purchase of commercial insurance. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

8. SUBSEQUENT EVENTS

Subsequent events have been evaluated through March 11, 2013, which is the date the financial statements were issued.

OTHER SUPPLEMENTARY INFORMATION

**MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
COMBINING STATEMENT OF ASSETS AND LIABILITIES
SPECIAL REVENUE FUNDS - REGULATORY BASIS
JUNE 30, 2012**

	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>TOTALS (Memorandum Only)</u>
<u>ASSETS</u>			
Cash and Cash Equivalents	<u>\$69,863</u>	<u>28,618</u>	<u>98,481</u>
 Total Assets	 <u><u>\$69,863</u></u>	 <u><u>28,618</u></u>	 <u><u>98,481</u></u>
 <u>LIABILITIES AND FUND EQUITY</u>			
Liabilities:			
Warrants Outstanding	<u>\$3,906</u>	<u>0</u>	<u>3,906</u>
 Total Liabilities	 <u>3,906</u>	 <u>0</u>	 <u>3,906</u>
 Fund Equity:			
Reserved for Encumbrances	517	100	617
Fund Balance	<u>65,440</u>	<u>28,518</u>	<u>93,958</u>
 Total Fund Equity	 <u>65,957</u>	 <u>28,618</u>	 <u>94,575</u>
 Total Liabilities and Fund Equity	 <u><u>\$69,863</u></u>	 <u><u>28,618</u></u>	 <u><u>98,481</u></u>

The notes to the financial statements are an integral part of this statement.

**MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUNDS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2012**

	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>TOTALS (Memorandum Only)</u>
Revenues:			
District Sources			
Ad Valorem Taxes	\$95,171		95,171
Reimbursements	25,935		25,935
Student & Adult Lunches		31,797	31,797
State Sources	2	1,234	1,236
Federal Sources		30,804	30,804
Total Revenues Collected	<u>121,108</u>	<u>63,835</u>	<u>184,943</u>
Expenditures:			
Support Services	68,128		68,128
Operation of Non-Instruction Services		46,243	46,243
Facilities Acquisition & Construction Services	4,400		4,400
Other Outlays - Reimbursement		983	983
Total Expenditures	<u>72,528</u>	<u>47,226</u>	<u>119,754</u>
Other Financing Sources (Uses):			
Return of Assets	163		163
Total Other Financing Sources (Uses)	<u>163</u>	<u>0</u>	<u>163</u>
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	48,743	16,609	65,352
Fund Balance, Beginning of Year	<u>16,697</u>	<u>11,909</u>	<u>28,606</u>
Fund Balance, End of Year	<u><u>\$65,440</u></u>	<u><u>28,518</u></u>	<u><u>93,958</u></u>

The notes to the financial statements are an integral part of this statement.

MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - BUDGETED SPECIAL REVENUE FUNDS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2012

	Building Fund			Child Nutrition Fund		
	Original/ Final Budget	Actual	Variance Favorable (Unfavorable)	Original/ Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES:						
Local Sources	\$162,246	121,106	(41,140)	23,319	31,797	8,478
State Sources		2	2	1,203	1,234	31
Federal Sources			0	33,908	30,804	(3,104)
Total Revenues	162,246	121,108	(41,138)	58,430	63,835	5,405
EXPENDITURES :						
Support Services	174,543	68,128	106,415			0
Operation of Non-Instructional Services			0	69,356	46,243	23,113
Facilities Acquisition & Construction Services	4,400	4,400	0			0
Other Outlays			0	983	983	0
Total Expenditures	178,943	72,528	106,415	70,339	47,226	23,113
Revenues Over (Under) Expenditures	(16,697)	48,580	65,277	(11,909)	16,609	28,518
OTHER FINANCING SOURCES (USES):						
Return of Assets		163	163			0
Estopped Warrants			0			0
Total Other Financing Sources (Uses)	0	163	163	0	0	0
Revenue and Other Sources Over (Under) Expenditures and Other Uses	(16,697)	48,743	65,440	(11,909)	16,609	28,518
Fund Balance, Beginning of Year	16,697	16,697	0	11,909	11,909	0
Fund Balance, End of Year	\$0	65,440	65,440	0	28,518	28,518

The notes to financial statements are an integral part of this statement.

MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
COMBINING STATEMENT OF ASSETS AND LIABILITIES
CAPITAL PROJECT FUNDS - REGULATORY BASIS
JUNE 30, 2012

	<u>TRANSPORTATION BOND FUND</u>	<u>TOTALS (Memorandum Only)</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	<u>\$1,497</u>	<u>1,497</u>
Total Assets	<u><u>\$1,497</u></u>	<u><u>1,497</u></u>
<u>LIABILITIES AND FUND EQUITY</u>		
Liabilities:		
Warrants Outstanding	<u>\$0</u>	<u>0</u>
Total Liabilities	<u>0</u>	<u>0</u>
Fund Equity:		
Reserved for Encumbrances		0
Designated for Capital Projects	<u>1,497</u>	<u>1,497</u>
Total Fund Equity	<u>1,497</u>	<u>1,497</u>
Total Liabilities and Fund Equity	<u><u>\$1,497</u></u>	<u><u>1,497</u></u>

The notes to the financial statements are an integral part of this statement.

MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
CAPITAL PROJECT FUNDS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2012

	<u>TRANSPORTATION BOND FUND</u>	<u>TOTALS (Memorandum Only)</u>
Revenues:		
District Sources	<u>\$0</u>	<u>0</u>
Total Revenues Collected	<u>0</u>	<u>0</u>
Expenditures:		
Support Services	<u>0</u>	<u>0</u>
Total Expenditures	<u>0</u>	<u>0</u>
Other Financing Sources (Uses):		
Transfer Among Funds	<u>0</u>	<u>0</u>
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	0	0
Fund Balance, Beginning of Year	<u>1,497</u>	<u>1,497</u>
Fund Balance, End of Year	<u><u>\$1,497</u></u>	<u><u>1,497</u></u>

The notes to the financial statements are an integral part of this statement.

MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
COMBINING STATEMENT OF ASSETS AND LIABILITIES
TRUST & AGENCY FUNDS - REGULATORY BASIS
JUNE 30, 2012

	<u>ACTIVITY FUND</u>	<u>INSURANCE FUND</u>	<u>TOTALS (Memorandum Only)</u>
<u>ASSETS</u>			
Cash and Cash Equivalents	<u>\$37,450</u>	<u>0</u>	<u>37,450</u>
 Total Assets	 <u><u>\$37,450</u></u>	 <u><u>0</u></u>	 <u><u>37,450</u></u>
<u>LIABILITIES AND FUND EQUITY</u>			
Liabilities:			
Warrants Outstanding	<u>\$181</u>	<u>0</u>	<u>181</u>
 Total Liabilities	 <u>181</u>	 <u>0</u>	 <u>181</u>
 Fund Equity:			
Reserved for Encumbrances			0
Designated for Capital Projects	<u>37,269</u>	<u>0</u>	<u>37,269</u>
 Total Fund Equity	 <u>37,269</u>	 <u>0</u>	 <u>37,269</u>
 Total Liabilities and Fund Equity	 <u><u>\$37,450</u></u>	 <u><u>0</u></u>	 <u><u>37,450</u></u>

The notes to the financial statements are an integral part of this statement.

**MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
TRUST & AGENCY FUNDS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2012**

	ACTIVITY FUND	INSURANCE FUND	TOTALS (Memorandum Only)
Revenues:			
District Sources	\$64,104	216,902	281,006
 Total Revenues Collected	 64,104	 216,902	 281,006
 Expenditures:			
Instruction	4,173	3,571	7,744
Support Services	9,564	40,308	49,872
Operation of Non-Instructional Services	41,984		41,984
Facilities Acquisition & Construction Services		237,942	237,942
Other Outlays	3,762	163	3,925
Repayments		130	130
 Total Expenditures	 59,483	 282,114	 341,597
 Other Financing Sources (Uses):			
Return of Assets	3,762		3,762
 Total Other Financing Sources (Uses)	 3,762	 0	 3,762
 Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	8,383	(65,212)	(56,829)
 Fund Balance, Beginning of Year	 28,886	 65,212	 94,098
 Fund Balance, End of Year	 \$37,269	 0	 37,269

The notes to the financial statements are an integral part of this statement.

**MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
SCHOOL ACTIVITY FUNDS
RECEIPTS, TRANSFERS, DISBURSEMENTS AND SUBACCOUNT BALANCES
JULY 1, 2011 TO JUNE 30, 2012**

	Balance 07/01/11	Deposits	Transfers	Disbursed	Balance 06/30/12
Parents Club	\$13,542.83	47,833.32	(824.25)	41,289.73	19,262.17
Athletic	4,618.43	16,166.15		13,514.49	7,270.09
G/T Club	1,205.07	0.00		393.51	811.56
4-H	454.75	75.00		71.28	458.47
Computer Lab	1,507.45	594.00		585.68	1,515.77
Teacher Supplies	1,800.02	0.00		240.44	1,559.58
Maple Outdoor	2,947.18	625.40		0.00	3,572.58
STUCO	694.81	925.55	824.25	2,011.78	432.83
Gym Renovation	2,115.12	0.00		0.00	2,115.12
Maple Pre-School	0.00	0.00		0.00	0.00
Spirit Pep Club	0.00	0.00		0.00	0.00
AESP	0.00	1,646.93		1,376.49	270.44
TOTALS	<u>\$28,885.66</u>	<u>67,866.35</u>	<u>0.00</u>	<u>59,483.40</u>	<u>37,268.61</u>

The notes to the financial statements are an integral part of this statement.

**MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2012**

	Federal CFDA Number	Project Code	Program or Award Amount	Cash/ Beginning Balance at July 1, 2011	Federal Receipts	Federal Expenditures	Cash/ Ending Balance at June 30, 2012
<u>U.S. Department of Education:</u>							
Direct Programs							
Impact Aid	84.041	591	\$555.99		555.99		555.99
Indian Education	84.060	561	4,000.00		4,000.00	4,000.00	0.00
REAP	84.358B	588	23,153.00		23,153.00	3,053.00	20,100.00
Sub-total			27,708.99	0.00	27,708.99	7,053.00	20,655.99
<u>U.S. Department of Education</u>							
Passed through the Oklahoma Department of Education:							
Title I	84.010	511	14,289.55		6,446.75	9,029.00	(2,582.25)
Title II Part A - REAP	84.367	586	3,838.48		2,743.48	2,743.48	0.00
IDEA Flowthrough	84.027	621	31,910.85		25,153.70	25,153.70	0.00
IDEA Flowthrough - Prior Year	84.027	799		(1,002.76)	1,002.76		0.00
Preschool	84.173	641	3,718.22		811.25	811.25	0.00
Preschool - Prior Year	84.173	799		(274.00)	274.00		0.00
Sub-total			53,757.10	(1,276.76)	36,431.94	37,737.43	(2,582.25)
<u>U.S. Department of Agriculture:</u>							
Passed Through State Department of Education							
Donated Foods	10.550	385	4,643.04		4,521.27	4,521.27	0.00
Federal Breakfasts	10.553	764	9,183.57		9,183.57	9,183.57	0.00
Federal Lunches	10.555	763	21,620.55		21,620.55	21,620.55	0.00
Sub-total			35,447.16	0.00	35,325.39	35,325.39	0.00
Total Federal Assistance			\$116,913.25	(1,276.76)	99,466.32	80,115.82	18,073.74

Note A: Basis of Presentation - The Schedule of Expenditures of Federal Awards includes the federal grant activity of the Maple Public Schools District and is presented on another comprehensive basis of accounting conforming with the accounting practices prescribed or permitted by the Oklahoma State Department of Education which is a comprehensive basis of accounting other than generally accepted accounting principles. Under this method, expenditures are recognized when an approved purchase order is issued.

Note B: Commodities representing non-cash expenditures have been included in the Schedule of Federal Awards which is an exception to the prescribed basis of accounting.

The notes to the financial statements are an integral part of this statement.

**MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
SCHEDULE OF STATUTORY, FIDELITY, AND HONESTY BONDS
FOR THE YEAR ENDED JUNE 30, 2012**

Carolyn Leck – Treasurer

Employee Dishonesty Bond
ACCO-SIG
\$100,000 Limit
Effective July 1, 2011 to June 30, 2012

Public Officials Wrongful Acts
ACCO-SIG
\$2,000,000 Limit
Effective July 1, 2011 to June 30, 2012

Art Eccard – Superintendent

Employee Dishonesty Bond
The Ohio Casualty Insurance Company – Policy No. 1597444
\$100,000 Limit
Effective October 1, 2010 to October 1, 2011
October 1, 2011 to October 1, 2012

Jan Von Tungelin – Activity Fund
Susan Schroder – Activity Fund
Scott Beard – Board Member
Nelaine Monroe – Lunch Fund
Lana Spoon – Activity Fund
Barbara Johnson – Encumbrance Clerk, Minutes Clerk
David Bilderback – Board Member
Jerry Golden – Board Member

Employee Dishonesty Bond
The Ohio Casualty Insurance Company – Policy No. 1597444
\$10,000 Limit Each
Effective October 1, 2010 to October 1, 2011
October 1, 2011 to October 1, 2012

INTERNAL CONTROL AND COMPLIANCE REPORTS

PUTNAM & COMPANY, PLLC

CERTIFIED PUBLIC ACCOUNTANTS

169 S.E. 32ND

EDMOND, OKLAHOMA 73013

(405) 348-3800

Fax (405) 348-7965

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

The Honorable Board of Education
Maple School District No. 162
Canadian County, Oklahoma

We have audited the accompanying fund type and account group financial statements-regulatory basis of Maple School District No. 162, Canadian County, Oklahoma as listed in the Table of Contents, as of and for the year ended June 30, 2012, and have issued our report thereon dated March 11, 2013, which was adverse with respect to the presentation of the financial statements in conformity with accounting principles generally accepted in United States because the presentation followed the regulatory basis of accounting for Oklahoma school districts and did not conform to the presentation requirements of the Governmental Accounting Standards Board. However, our report was qualified due to a departure related to the omission of general fixed asset account groups with respect to the presentation of financial statements on the regulatory basis of accounting authorized by the Oklahoma State Board of Education. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Maple School District No. 162's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Maple School District No. 162's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Maple School District No. 162 internal controls over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a significant deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Maple School District No. 162's financial statements are free of material misstatement; we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of the Board of Education and management, all applicable Federal and State agencies, and those other governments from which Federal financial assistance was received, and is not intended to be, and should not be used, by anyone other than these specific parties.



Putnam & Company, PLLC

Edmond, Oklahoma
March 11, 2013

ACCOUNTANT'S PROFESSIONAL LIABILITY INSURANCE AFFIDAVIT

MANAGEMENT LETTER AND COMMENTS

PUTNAM & COMPANY, PLLC
CERTIFIED PUBLIC ACCOUNTANTS

169 S.E. 32ND
EDMOND, OKLAHOMA 73013
(405) 348-3800
Fax (405) 348-7965

March 11, 2013

The Honorable Board of Education
Maple School District No. 162
Canadian County, Oklahoma

We have audited financial statements of Maple School District No. 162, Canadian County, Oklahoma, as of and for the year ended June 30, 2012, as listed in the table of contents, and have issued our report thereon dated March 11, 2013. As a part of our audit, we made a study and evaluation of the District's system of internal accounting control to the extent we considered necessary solely to determine the nature, timing and extent of our auditing procedures. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole, and we do not express such an opinion.

However, during our audit we became aware of some matters that, while not involving material weaknesses in internal accounting control, are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated March 11, 2013 on the financial statements of Maple School District No. 162.

We will review the status of these comments during our next audit engagement. We would be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters or to assist you in implementing the recommendations.

We also wish to express our appreciation of the courteous attention and cooperation which we received from staff members during our engagement.

Sincerely,



Jerry W. Putnam

**MAPLE SCHOOL DISTRICT NO. 162
CANADIAN COUNTY, OKLAHOMA
MANAGEMENT LETTER COMMENTS
FOR THE YEAR ENDED JUNE 30, 2012**

PRIOR YEAR'S COMMENTS AND RECOMMENDATIONS

The prior year's comments have been addressed and resolved.

CURRENT YEAR'S COMMENTS AND RECOMMENDATIONS

Our review of the purchase orders indicated that in almost every instance the purchase orders were properly approved and supported with adequate documentation. However, we noted the following during our review:

<u>Findings</u>	<u>No. of Instances</u>
Prior Year Expense	1
Invoice Date Before P.O. Date	7
Paid From a Vendor's Statement	2
Inaccurate Math	1
Incomplete Documentation	2
Did Not Sign For Goods/Services	2
P.O. Not Available For Review	1
P.O. Not Approved	4

REVIEW OF ACTIVITY FUND TRANSACTIONS

We noted the following problems during our review of Activity Fund transactions:

<u>Findings</u>	<u>No. of Instances</u>
Did Not Sign For Goods/Services	2
Paid Sales Tax	1

The District's Activity Fund checks were signed only by the Superintendent. State statutes require duplicate signatures on all Activity Fund checks.

DISTRICT'S RESPONSE TO AUDIT COMMENTS/CORRECTIVE ACTION PLAN

The District is generally in agreement with the finding and recommendations above and will review current procedures in order to implement necessary changes.