

REPORT OF AUDIT  
BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

OFFICERS

DONNA NIGHTENGALE

PRESIDENT

AIMIE LEARNED

VICE-PRESIDENT

TRACY CARTER

CLERK

MARIE HOLBA

MEMBER

RUTH TIPS

MEMBER

RENA WHEATLEY, Noble County

TREASURER

DR. RUSTIN CLARK

SUPERINTENDENT

AUDIT BY

PATRICK W. CARROLL  
CERTIFIED PUBLIC ACCOUNTANT

CERTIFICATE #4081

BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

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BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

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## INDEPENDENT AUDITOR'S REPORT

The Honorable Board of Education  
Billings School District #I-2  
Noble County, Oklahoma

I have audited the accompanying combined fund type and account group financial statements-regulatory basis of the Billings School District #I-2, Noble County, Oklahoma, as of and for the year ended June 30, 2018, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education as described in Note 1, to meet the financial reporting requirements of the State of Oklahoma; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free of material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my adverse and qualified audit opinions.

### **Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described in Note 1 to the financial statement, to meet the financial reporting requirements of the Oklahoma State Department of Education, the financial statements are prepared by Billings School District #I-2, Noble County, Oklahoma on the basis of the financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

**Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In my opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statements referred to in the first paragraph do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the District as of June 30, 2018, or the revenues, expenses, and changes in net position and, where applicable, cash flows thereof for the year then ended.

**Basis for Qualified Opinion on Regulatory Basis of Accounting**

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.

**Qualified Opinion on Regulatory Basis of Accounting**

In my opinion, except for the effects of the matter described in the "Basis for Qualified Opinion on Regulatory Basis of Accounting" paragraph, 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 Billings School District #1-2, Noble County, Oklahoma, as of June 30, 2018, and the revenues collected and expenditures paid and encumbered for the year then ended, on the regulatory basis of accounting described in Note 1.

**Other Matters**

**Other Information**

My audit was conducted for the purpose of forming opinions on the fund type and account group financial statements-regulatory basis within the combined financial statements. The combining statements-regulatory basis 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 combined financial statements-regulatory basis of the District.

The combining statements-regulatory basis, and the other supplementary information, including 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. Such 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-regulatory basis and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the combining statements-regulatory basis, and the other supplementary information, including the schedule of expenditures of federal awards, are 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.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, I have also issued my report dated April 25, 2019 on my consideration of the District's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is to describe the scope of my 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* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in cursive script, reading "Chas. W. Carroll, P.A.", is written in dark ink.

Chas. W. Carroll, P.A.  
April 25, 2019

## EXHIBIT A

## LIABILITIES AND FUND BALANCES

## Liabilities:

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

**Billings School District No. 1-2, Noble County, Oklahoma**  
**Combined Statement of Revenues Collected, Expenditures Paid and Changes in Fund Balances**  
**Regulatory Basis - All Governmental Fund Types**  
**For the Year Ended June 30, 2018**

**EXHIBIT B**

	Governmental Fund Types				Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	June 30, 2018
<b>Revenue Collected:</b>					
Local Sources	\$ 472,792	\$ 67,033	\$ 57,523	\$ 45	\$ 597,392
Intermediate Sources	30,875	0	0	0	30,875
State Sources	246,416	456	4	0	246,876
Federal Sources	31,127	51,008	0	0	82,136
Non-Revenue Receipts	0	0	0	0	0
<b>Total Revenue Collected</b>	<b>\$ 781,210</b>	<b>\$ 118,497</b>	<b>\$ 57,527</b>	<b>\$ 45</b>	<b>\$ 957,279</b>
<b>Expenditures Paid:</b>					
Instruction	\$ 574,052	\$ 0	\$ 0	\$ 1,964	\$ 576,016
Support Services	289,659	61,945	0	0	351,604
Operation of Non-Instructional Services	11,668	59,194	0	0	70,862
Facilities Acquisition and Construction	8,933	0	0	0	8,933
Other Outlays	1,193	0	0	0	1,193
Other Uses	0	0	0	0	0
Repayments	0	0	0	0	0
Interest Paid on Warrants and Bank Charges	0	0	0	0	0
Debt Service:					
Principal Retirement	0	0	50,000	0	50,000
Interest and Fiscal Agent Fees	0	0	9,200	0	9,200
<b>Total Expenditures Paid</b>	<b>\$ 885,505</b>	<b>\$ 121,140</b>	<b>\$ 59,200</b>	<b>\$ 1,964</b>	<b>\$ 1,067,808</b>
<b>Excess of Revenues Collected Over (Under) Expenditures Paid Before Adjustments to Prior Year Encumbrances</b>	<b>\$ (104,295)</b>	<b>\$ (2,643)</b>	<b>\$ (1,673)</b>	<b>\$ (1,918)</b>	<b>\$ (110,530)</b>
<b>Adjustments to Prior Year Encumbrances</b>	<b>\$ 29,856</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 9,000</b>	<b>\$ 0</b>
<b>Other Financing Sources (Uses):</b>					
Estopped Warrants	\$ 569	\$ 0	\$ 0	\$ 0	\$ 569
Bond Proceeds	0	0	0	0	0
Transfers In	0	0	0	0	0
Transfers Out	0	0	0	0	0
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 569</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 569</b>
<b>Excess (Deficiency) of Revenue Collected Over Expenditures Paid and Other Financing Sources (Uses)</b>	<b>\$ (73,870)</b>	<b>\$ (2,643)</b>	<b>\$ (1,673)</b>	<b>\$ 7,082</b>	<b>\$ (71,105)</b>
<b>Fund Balance - Beginning of Year</b>	<b>19,074</b>	<b>23,576</b>	<b>3,915</b>	<b>8,107</b>	<b>54,672</b>
<b>Fund Balance - End of Year</b>	<b>\$ (54,796)</b>	<b>\$ 20,933</b>	<b>\$ 2,242</b>	<b>\$ 15,188</b>	<b>\$ (16,433)</b>

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

**Billings School District No. 1-2, Noble County, Oklahoma**  
**Combined Statement of Revenues Collected, Expenditures Paid, and Changes in Fund Balances**  
**Budget and Actual - Regulatory Basis - Budgeted Governmental Fund Types**  
**For the Year Ended June 30, 2018**

EXHIBIT C

	General Fund			Special Revenue Funds			Debt Service Fund		
	Original Budget	Final Budget	Actual	Original Budget	Final Budget	Actual	Original Budget	Final Budget	Actual
<b>Revenue Collected:</b>									
Local Sources	\$ 425,941	\$ 472,792	\$ 472,792	\$ 60,785	\$ 60,785	\$ 67,033	\$ 55,285	\$ 55,285	\$ 57,523
Intermediate Sources	26,983	30,874	30,875	0	0	0	0	0	0
State Sources	243,288	243,288	246,416	396	396	456	0	0	4
Federal Sources	59,340	65,739	31,127	40,407	40,407	51,008	0	0	0
Non-Revenue Receipts	0	0	0	0	0	0	0	0	0
<b>Total Revenue Collected</b>	<b>\$ 755,552</b>	<b>\$ 812,693</b>	<b>\$ 781,210</b>	<b>\$ 101,588</b>	<b>\$ 101,588</b>	<b>\$ 118,497</b>	<b>\$ 55,285</b>	<b>\$ 55,285</b>	<b>\$ 57,527</b>
<b>Expenditures Paid:</b>									
Instruction	\$ 774,625	\$ 861,873	\$ 574,052	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Support Services	0	0	289,659	65,908	65,908	61,945	0	0	0
Operation of Non-Instructional Services	0	0	11,668	62,689	62,689	59,194	0	0	0
Facilities Acquisition and Construction	0	0	8,933	0	0	0	0	0	0
Other Outlays	0	0	1,193	0	0	0	59,200	59,200	59,200
Other Uses	0	0	0	0	0	0	0	0	0
Repayments	0	0	0	0	0	0	0	0	0
Interest Paid on Warrants and Bank Charges	0	0	0	0	0	0	0	0	0
<b>Total Expenditures Paid</b>	<b>\$ 774,625</b>	<b>\$ 861,873</b>	<b>\$ 885,505</b>	<b>\$ 128,597</b>	<b>\$ 128,597</b>	<b>\$ 121,140</b>	<b>\$ 59,200</b>	<b>\$ 59,200</b>	<b>\$ 59,200</b>
<b>Excess of Revenues Collected Over (Under) Expenditures Paid Before Adjustments to Prior Year Encumbrances</b>	<b>\$ (19,074)</b>	<b>\$ (49,180)</b>	<b>\$ (104,295)</b>	<b>\$ (27,009)</b>	<b>\$ (27,009)</b>	<b>\$ (2,643)</b>	<b>\$ (3,915)</b>	<b>\$ (3,915)</b>	<b>\$ (1,673)</b>
<b>Adjustments to Prior Year Encumbrances</b>	<b>\$ 0</b>	<b>\$ 30,106</b>	<b>\$ 29,856</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Other Financing Sources (Uses):</b>									
Estopped Warrants	\$ 0	\$ 0	\$ 569	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Transfers In	0	0	0	3,432	3,432	0	0	0	0
Transfers Out	0	0	0	0	0	0	0	0	0
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 569</b>	<b>\$ 3,432</b>	<b>\$ 3,432</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Excess (Deficiency) of Revenue Collected Over Expenditures Paid and Other Financing Sources (Uses)</b>	<b>\$ (19,074)</b>	<b>\$ (19,073)</b>	<b>\$ (73,870)</b>	<b>\$ (23,576)</b>	<b>\$ (23,576)</b>	<b>\$ (2,643)</b>	<b>\$ (3,915)</b>	<b>\$ (3,915)</b>	<b>\$ (1,673)</b>
<b>Fund Balance - Beginning of Year</b>	<b>19,074</b>	<b>19,074</b>	<b>19,074</b>	<b>23,576</b>	<b>23,576</b>	<b>23,576</b>	<b>3,915</b>	<b>3,915</b>	<b>3,915</b>
<b>Fund Balance - End of Year</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ (54,796)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 20,933</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,242</b>

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

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

NOTES TO COMBINED FINANCIAL STATEMENTS

1. Significant Accounting Policies

The financial statements of the Billings School District #1-2 have been prepared in conformity with an other comprehensive basis of accounting required by Oklahoma Statutes. 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 oversight responsibility, especially financial interdependency. A second criterion used in evaluating potential component units is the scope of public service. 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

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.

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 two categories; governmental and fiduciary. Each category, in turn, is divided into separate "fund types".

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

NOTES TO COMBINED FINANCIAL STATEMENTS

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B. Fund Accounting (continued)

Fund Description

The following funds are utilized by the Billings School District #1-2.

Governmental Fund Types -

Fiduciary Fund Types -

General Fund  
Special Revenue Funds  
Debt Service Fund  
Capital Project Fund

Trust and Agency Fund

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 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 which includes the Child Nutrition Program.

Special Revenue Funds - The Special Revenue Funds are the District's Building Fund and Child Nutrition 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 the sale of foods and federal and state program reimbursements. Expenditures include costs associated with the daily operations of the district's nutrition program.

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 Project Fund - The Capital Project Funds are the District's Bond Funds and are 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.

NOTES TO COMBINED FINANCIAL STATEMENTS

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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 formal trust agreement, either a nonexpendable trust fund or an expendable trust fund is used. The terms "nonexpendable" and "expendable" refer to whether or not the District is under an obligation to maintain the trust principal. 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.

Agency Fund - The Agency Fund is the school Activity 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. The school Activity Funds can include money which is received from the sale of foods through a school Lunch Fund.

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. Inter-fund 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 (OSDE). 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 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.

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NOTES TO COMBINED FINANCIAL STATEMENTS

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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 requires 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 first 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.

A budget is legally adopted by the Board of Education for the General Fund, Special Revenue Funds, and Capital Project Funds that includes revenues and expenditures.

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting--under which purchase orders and other commitments of resources are recorded as expenditures of the applicable fund - is utilized in all governmental funds of the District.

The unencumbered balance of current fiscal year appropriations and the unexpended reserve appropriations of the previous fiscal year are lapsed and become a part of the beginning fund balance for the succeeding fiscal year.

E. Use of Estimates

The preparation of financial statements in conformity with the regulatory basis of accounting requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

F. Assets, Liabilities and Fund Equity

Cash, Cash Equivalents and Investments

All monies which are not invested in Certificate of Deposits or United States Treasury Funds are maintained in NOW Checking Accounts or Savings Accounts.

Inventories

The value of consumable inventories at June 30, 2018 is not material to the financial statements.

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
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NOTES TO COMBINED FINANCIAL STATEMENTS

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Fixed Assets and Property, Plant and Equipment

Property and equipment purchases are recorded as capital outlays in the accompanying statements of revenues, expenditures and changes in fund balances. The District does not maintain complete financial records of capital assets purchased which would include depreciation schedules; therefore, a General Fixed Asset Group of Accounts is not presented.

Compensated Absences

The District has elected not to present a liability for compensated absences.

Operating Leases

The District has elected not to present a liability for operating leases. All operating leases contain a mutual ratification clause for both parties; therefore, the District does not consider the obligation to be for a period extending beyond the current fiscal year.

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.

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 consists of bonds payable. Debt service requirements for bonds are payable solely from fund balance and future revenues of the debt service fund.

A principal and interest repayment schedule of the outstanding general obligation bond issues at June 30, 2018 is set forth below:

\$230,000.00 Transportation Bonds of June 2013

<u>Payment Date</u>	<u>Principal</u>	<u>Rate</u>	<u>Interest</u>	<u>Total</u>
1 Jan 19	\$ 0.00		\$ 1,800.00	\$ 1,800.00
1 Jul 19	60,000.00	2.000%	1,800.00	61,800.00
1 Jan 20	0.00		1,200.00	1,200.00
1 Jul 20	60,000.00		1,200.00	61,200.00
1 Jan 21	0.00		600.00	600.00
1 Jul 21	60,000.00	0.700%	600.00	100,350.00
	<u>\$180,000.00</u>		<u>\$ 7,200.00</u>	<u>\$ 187,200.00</u>

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

NOTES TO COMBINED FINANCIAL STATEMENTS

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General Long-Term Debt (continued)

b.) The District entered into a lease agreement as Lessee for financing the acquisition of LED Lighting Retrofit. This lease agreement qualifies as a capital lease, for accounting purposes, since title does not transfer until the end of the lease term and it has been recorded at the present value of the future minimum lease payments. This lease contains a clause which gives the District the ability to terminate the lease agreement at the end of each fiscal year. The District has an option to purchase at the end of the lease for \$47,841.76

Principal Amount	\$ 23,059.43
Payments to 6/30/18	<u>17,451.44</u>
Balance Outstanding	\$ <u>5,607.99</u>

<u>Payment Dates</u>	<u>Principal Payment</u>	<u>Interest Payment</u>	<u>Total Payment</u>
7/15/18 - 1/15/19	\$ <u>5,607.99</u>	\$ <u>977.68</u>	\$ <u>6,585.67</u>

Cash Fund Balance

Cash fund balance represents the funds not encumbered by purchase order, legal contracts, and outstanding warrants.

Safeguard of Deposits and Investments

The District's investments policies are governed by state statute. Permissible investments include direct obligations of the United States Government and Agencies; certificates of deposit of savings and loan associations, and bank and trust companies; and savings accounts or savings certificates of savings and loan associations, and trust companies. Collateral is required for demand deposits and certificates of deposit for all amounts not covered by federal deposit insurance. The District Treasurer is responsible for maintaining adequate coverage of all funds on deposit through security pledges approved by the Treasurer of the State of Oklahoma.

Deposits and Investments - Custodian Credit Risk - The District's cash deposits and investments at June 30, 2018, were completely insured or collateralized by federal deposit insurance, direct obligations of the U.S. Government, or securities held by the District or by its agent in the District's name. The District's cash deposits and investments at June 30, 2018 are classified in the following categories:

- (A) Insured by Federal Deposit Insurance.
- (B) Collateralized with securities held by the pledging financial institution's trust department or agent in the District's name.
- (C) Uncollateralized.

	<u>Category</u>			<u>BANK BALANCE</u>
	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	
Cash and cash equivalents	\$ 53,381.25	\$ 0.00	\$ 0.00	\$ 53,381.25
Investments	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	<u>\$ 53,381.25</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 53,381.25</u>

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

NOTES TO COMBINED FINANCIAL STATEMENTS

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G. 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.

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 ear-marked for these programs be expended only for the program for which the money is provided and 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 program. The State Department of Education requires that categorical educational program revenues be accounted for in the general fund.

Property Tax Revenue

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 the 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.

Inter-fund Transactions

Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursement to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the fund that is reimbursed. Any legally authorized transfers are treated as operating transfers and are included in the results of the Government Funds. Transfers between the Agency Funds (Activity Funds) and the Governmental Fund Types (General Fund) are shown as operating transfers into the Governmental Fund Types (General Fund) only. No transfer is shown out from the Agency Funds as they are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

NOTES TO COMBINED FINANCIAL STATEMENTS

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2. Risk Management

Liabilities Protection Plan

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; or acts of God. The District purchases commercial insurance to cover these risks, including general and auto liability, property damage, and public officials liability. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal year.

The School also participates in a risk pool for Workers' Compensation coverage in which there is a transfer or pooling risks amount the participants of that pool. In accordance with professional standards, the District reports the required contribution to the pool, net of refunds, as insurance expense. The risk pool is the Oklahoma School Assurance group (OSAG), an organization formed for the purpose of providing workers' compensation coverage to participating schools in the State of Oklahoma. In that capacity, OSAG is responsible for providing loss control services and certain fiscal activities, including obtaining contract arrangements for the underwriting, excess insurance agreements, claims processing, and legal defense for any and all claims submitted to them during the plan year. As a member of OSAG, the District is required to pay fees set by OSAG according to an established payment schedule. A portion of the fees paid by the District goes into a loss fund for the District. The fee for the loss fund is calculated by projecting losses based on the District's losses for the last five years. OSAG provides coverage in excess of the Loss Fund so the District's liability for claim loss is limited to the balance of the loss fund. If the District does not use their loss fund in three years, it is returned to them with no interest.

The District is also a member of the Oklahoma Public School Unemployment Compensation Program. In this program, the District is required to make a deposit based on past experience for potential unemployment claims. The funds for each District are kept separate. The money contributed by each District does not earn interest and is fully insured. If the District has claims in excess of the amount of their account, they would be liable for the excess.

Surety Bonds

The Noble County Treasurer is designated as the Official School District Treasurer and Depository and no additional surety bond is required other than the statutory provisions of that elected office.

Rustin Clark, Superintendent, is bonded with Western Surety Company, in the amount, of \$100,000.00. The bond number is 71693478, dated August 20, 2017 to August 20, 2018.

The District maintains a Public Employee Name Schedule Bond with CNA Surety Company. The bond number is 18308100, dated April 1, 2018 to April 1, 2019. The positions are as follows:

Altair Vazquez

Custodian of Activity Fund	\$ 34,500.00
Custodian of Lunch Fund	
Encumbrance Clerk	
Board Minutes Clerk	

3. Employee Retirement System

The District participates in the state-administered Oklahoma Teachers' Retirement System (the "System"), which is a cost-sharing, multiple-employer public employee retirement system (PERS). Under the System, contributions are made by the District, the State of Oklahoma, and the participating employees. Participation is required for all teachers and other certified employees and is optional for all other regular employees of public educational institutions who work at least 20 hours per week. A participant's date of membership is the date the first contribution is made to the System. The System is administered by a board of trustees which acts as a fiduciary for investing the funds and governing the administration of the System. The District has no responsibility or authority for the operation and administration of the System nor has it any liability, except for the current contribution requirements.

A participant with 5 years of creditable service may retire with a normal retirement allowance at the age of sixty-two or with reduced benefits as early as age fifty-five. 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 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 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 District and its employees, which are not actuarially determined, are established by statute and applied to the employee's earnings, plus employer-paid fringe benefits. The District is required by statute to contribute 9.50% of applicable compensation for the year ended June 30, 2018. An additional 7.80% of compensation is required for federal grants. The District is allowed by the Oklahoma Teachers Retirement System to make the required contributions on behalf of the participating members. The required contribution for participating member is 7% up to a maximum compensation level.

The total contributions for employees of Billings School District #I-2 covered by the System for the year 2018, 2017 and 2016 were \$84,153.80, \$81,838.08 and \$92,226.84, respectively.

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 the future years as a result of employee services performed to date and is adjusted for the effect of projected salary increases. There are no actuarial valuations performed on individual school districts.

The Oklahoma Teacher Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the System. The System issues an independent financial report, financial statements, and required supplementary information that may be obtained by writing to the Oklahoma Teachers' Retirement System, P.O. Box 53624, Oklahoma City, OK 73152 or by calling (405) 521-2387.

BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

NOTES TO COMBINED FINANCIAL STATEMENTS

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4. 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.

5. Subsequent Events

Management has evaluated subsequent events through April 25, 2019, which is the date the financial statements were available to be issued and has determined that no additional information needs to be added to the financial statement.

6. Budget Amendments

The General Fund Fund budget was amended three (3) times during the year by filing supplemental estimate forms with the County Clerk's office in the amount of \$87,247.79. This increased the original General Fund budget from \$774,625.29 to \$861,873.08.

**Billings School District No. 1-2, Noble County, Oklahoma**  
**Combining Statement of Assets, Liabilities and Fund Balances**  
**Regulatory Basis - All Special Revenue Funds**  
**June 30, 2018**

**SCHEDULE A-1**

<b><u>ASSETS</u></b>	<b>Building Fund</b>	<b>Child Nutrition Fund</b>	<b>Total June 30, 2018</b>
Cash and Cash Equivalents	\$ 10,203	\$ 10,757	\$ 20,961
Investments	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Assets</b>	<b><u>\$ 10,203</u></b>	<b><u>\$ 10,757</u></b>	<b><u>\$ 20,961</u></b>
<b><u>LIABILITIES AND FUND BALANCES</u></b>			
Liabilities:			
Warrants Payable	\$ 0	\$ 0	\$ 0
Reserve for Encumbrances	<u>27</u>	<u>0</u>	<u>27</u>
<b>Total Liabilities</b>	<b><u>\$ 27</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 27</u></b>
Fund Balances:			
Restricted	\$ 10,176	\$ 10,757	\$ 20,933
<b>Total Fund Balances</b>	<b><u>\$ 10,176</u></b>	<b><u>\$ 10,757</u></b>	<b><u>\$ 20,933</u></b>
<b>Total Liabilities and Fund Balances</b>	<b><u>\$ 10,203</u></b>	<b><u>\$ 10,757</u></b>	<b><u>\$ 20,961</u></b>

**Billings School District No. 1-2, Noble County, Oklahoma**  
**Combining Statement of Assets, Liabilities and Fund Balances**  
**Regulatory Basis - All Capital Project Funds**  
**June 30, 2018**

**SCHEDULE A-2**

	<b>Transportation Bond Fund #31</b>	<b>Building Bond Fund #32</b>	<b>Total June 30, 2018</b>
<b><u>ASSETS</u></b>			
Cash and Cash Equivalents	\$ 1,013	\$ 14,175	\$ 15,188
Investments	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Assets</i>	<u>\$ 1,013</u>	<u>\$ 14,175</u>	<u>\$ 15,188</u>
<b><u>LIABILITIES AND FUND BALANCES</u></b>			
Liabilities:			
Warrants Payable	\$ 0	\$ 0	\$ 0
Reserve for Encumbrances	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Liabilities</i>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Fund Balances:			
Restricted	<u>\$ 1,013</u>	<u>\$ 14,175</u>	<u>\$ 15,188</u>
<i>Total Fund Balances</i>	<u>\$ 1,013</u>	<u>\$ 14,175</u>	<u>\$ 15,188</u>
<i>Total Liabilities and Fund Balances</i>	<u>\$ 1,013</u>	<u>\$ 14,175</u>	<u>\$ 15,188</u>

**Billings School District No. 1-2, Noble County, Oklahoma**  
**Combining Statement of Revenues Collected, Expenditures Paid and Changes in Fund Balances**  
**Regulatory Basis - Special Revenue Funds**  
**For the Year Ended June 30, 2018**

**SCHEDULE B-1**

	<u>Building Fund</u>	<u>Child Nutrition Fund</u>	<u>Total June 30, 2018</u>
<b>Revenue Collected:</b>			
Local Sources	\$ 66,994	\$ 38	\$ 67,032
Intermediate Sources	0	0	0
State Sources	5	451	456
Federal Sources	0	51,008	51,008
Non-Revenue Receipts	0	0	0
<i>Total Revenue Collected</i>	<u>\$ 66,999</u>	<u>\$ 51,498</u>	<u>\$ 118,497</u>
<b>Expenditures Paid:</b>			
Instruction	\$ 0	\$ 0	\$ 0
Support Services	61,945	0	61,945
Operation of Non-Instructional Services	0	59,194	59,194
Facilities Acquisition and Construction	0	0	0
Other Outlays	0	0	0
Other Uses	0	0	0
Repayments	0	0	0
Interest Paid and Bank Charges	0	0	0
<i>Total Expenditures Paid</i>	<u>\$ 61,945</u>	<u>\$ 59,194</u>	<u>\$ 121,140</u>
<i>Excess of Revenues Collected Over (Under) Expenditures Paid Before Adjustments to Prior Year Encumbrances</i>	<u>\$ 5,053</u>	<u>\$ (7,697)</u>	<u>\$ (2,643)</u>
<b>Adjustments to Prior Year Encumbrances</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<b>Other Financing Sources (Uses):</b>			
Estopped Warrants	\$ 0	\$ 0	\$ 0
Transfers In	0	0	0
Transfers Out	0	0	0
<i>Total Other Financing Sources (Uses)</i>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<i>Excess (Deficiency) of Revenue Collected Over Expenditures Paid and Other Financing Sources (Uses)</i>	<u>\$ 5,053</u>	<u>\$ (7,697)</u>	<u>\$ (2,643)</u>
<i>Fund Balance - Beginning of Year</i>	<u>5,123</u>	<u>18,454</u>	<u>23,576</u>
<i>Fund Balance - End of Year</i>	<u><u>\$ 10,176</u></u>	<u><u>\$ 10,757</u></u>	<u><u>\$ 20,933</u></u>

**Billings School District No. 1-2, Noble County, Oklahoma**  
**Combining Statement of Revenues Collected, Expenditures Paid and Changes in Fund Balances**  
**Regulatory Basis - Capital Project Funds**  
**For the Year Ended June 30, 2018**

**SCHEDULE B-2**

	<b>Transportation Bond Fund #31</b>	<b>Building Bond Fund #32</b>	<b>Total June 30, 2018</b>
<b>Revenue Collected:</b>			
Local Sources	\$ 2	\$ 43	\$ 45
Intermediate Sources	0	0	0
State Sources	0	0	0
Federal Sources	0	0	0
Non-Revenue Receipts	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Revenue Collected</i>	\$ <u>2</u>	\$ <u>43</u>	\$ <u>45</u>
<b>Expenditures Paid:</b>			
Instruction	\$ 0	\$ 0	\$ 0
Support Services	0	0	0
Operation of Non-Instructional Services	0	0	0
Facilities Acquisition and Construction	0	1,964	1,964
Other Outlays	0	0	0
Other Uses	0	0	0
Repayments	0	0	0
Interest Paid and Bank Charges	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Expenditures Paid</i>	\$ <u>0</u>	\$ <u>1,964</u>	\$ <u>1,964</u>
<i>Excess of Revenues Collected Over (Under) Expenditures Paid Before Adjustments to Prior Year Encumbrances</i>	\$ <u>2</u>	\$ <u>(1,921)</u>	\$ <u>(1,918)</u>
<b>Adjustments to Prior Year Encumbrances</b>	\$ <u>0</u>	\$ <u>9,000</u>	\$ <u>9,000</u>
<b>Other Financing Sources (Uses):</b>			
Estopped Warrants	\$ 0	\$ 0	\$ 0
Transfers In	0	0	0
Transfers Out	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Other Financing Sources (Uses)</i>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
<i>Excess (Deficiency) of Revenue Collected Over Expenditures Paid and Other Financing Sources (Uses)</i>	\$ 2	\$ 7,079	\$ 7,082
<i>Fund Balance - Beginning of Year</i>	<u>1,011</u>	<u>7,096</u>	<u>8,107</u>
<i>Fund Balance - End of Year</i>	\$ <u><u>1,013</u></u>	\$ <u><u>14,175</u></u>	\$ <u><u>15,188</u></u>

**SCHEDULE C-1**

Building Fund			Child Nutrition Fund			Total	
	Original Budget	Final Budget	Actual	Original Budget	Final Budget	Actual	
Revenue Collected:							
Local Sources	\$ 60,785	\$ 60,785	\$ 66,994	\$ 0	\$ 0	\$ 38	\$ 60,785
Intermediate Sources	0	0	0	0	0	0	0
State Sources	0	0	5	396	396	451	396
Federal Sources	0	0	0	40,407	40,407	51,008	40,407
Non-Revenue Receipts	0	0	0	0	0	0	0
Total Revenue Collected	\$ 60,785	\$ 60,785	\$ 66,999	\$ 40,803	\$ 40,803	\$ 51,498	\$ 101,588
Expenditures Paid:							
Instruction	\$ 0	\$ 0	0	\$ 0	\$ 0	0	\$ 0
Support Services	65,908	65,908	61,945	0	0	0	65,908
Operation of Non-Instructional Services	0	0	0	62,689	62,689	59,194	62,689
Facilities Acquisition and Construction	0	0	0	0	0	0	0
Other Outlays	0	0	0	0	0	0	0
Other Uses	0	0	0	0	0	0	0
Repayments	0	0	0	0	0	0	0
Interest Paid	0	0	0	0	0	0	0
Total Expenditures Paid	\$ 65,908	\$ 65,908	\$ 61,945	\$ 62,689	\$ 62,689	\$ 59,194	\$ 128,597
Excess of Revenues Collected Over (Under)							\$ 121,140
Expenditures Paid Before Adjustments to Prior Year Encumbrances	\$ (5,123)	\$ (5,123)	5,053	\$ (21,886)	\$ (21,886)	(7,697)	\$ (27,009)
Adjustments to Prior Year Encumbrances	\$ 0	\$ 0	0	\$ 0	\$ 0	0	\$ 0
Other Financing Sources (Uses):							
Stopped Warrants	\$ 0	\$ 0	0	\$ 0	\$ 0	0	\$ 0
Transfers In	0	0	0	3,432	3,432	0	3,432
Transfers Out	0	0	0	0	0	0	0
Total Other Financing Sources (Uses)	\$ 0	\$ 0	0	\$ 3,432	\$ 3,432	0	\$ 3,432
Excess (Deficiency) of Revenue Collected Over Expenditures Paid and Other Financing Sources (Uses)	\$ (5,123)	\$ (5,123)	5,053	\$ (18,454)	\$ (18,454)	(7,697)	\$ (23,576)
Fund Balance - Beginning of Year	5,123	5,123	5,123	18,454	18,454	18,454	23,576
Fund Balance - End of Year	\$ 0	\$ 0	10,176	\$ 0	\$ 0	10,757	\$ 0
							\$ 20,933

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
ALLOCATIONS & EXPENDITURES  
07/01/17 TO 06/30/18

FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER	PROGRAM OR AWARD AMOUNT	CASH/(ACCRUED) OR DEFERRED		RECEIPTS OR REVENUE RECOGNIZED	DISBURSEMENTS/ EXPENDITURES	CASH/(ACCRUED) OR DEFERRED		INDIRECT COST
			REVENUE AT JULY 1, 2017	REVENUE AT JUNE 30, 2018			REVENUE AT JUNE 30, 2018	REVENUE AT JUNE 30, 2018	
U.S. Department of Education - Direct Programs									
84.060	561	\$4,000.00	\$0.00		\$0.00	\$4,000.00	(\$4,000.00)		\$0.00
84.358A	588	0.00	(10,392.90)		0.00	0.00	(10,392.90)		0.00
State Department of Education -									
84.010	511	32,073.65	(22,730.88)		22,730.88	21,934.28	(21,934.28)		0.00
84.367	541/586	0.00	(8,396.50)		8,396.50	0.00	0.00		0.00
84.027	621	17,805.82	0.00		0.00	17,805.82	(17,805.82)		0.00
84.173	641	681.78	0.00		0.00	681.78	(681.78)		0.00
Special Education Cluster			0.00		0.00	18,487.60	(18,487.60)		0.00
U.S. Department of Agriculture -									
Child Nutrition Cluster:									
10.555	763	25,732.36	31,332.77		25,732.36	39,185.98	17,879.15		0.00
10.553	764	12,857.66	13,428.10		12,857.66	5,528.55	20,757.21		0.00
10.559	766	12,418.20	0.00		12,418.20	11,016.69	1,401.51		0.00
Total Cash Assistance			44,760.87		51,008.22	55,731.22	40,037.87		0.00
10.565	N/A	3,418.48	0.00		3,418.48	3,418.48	0.00		0.00
Commodity Distribution (Non-Cash)			44,760.87		54,426.70	59,149.70	40,037.87		0.00
Total Child Nutrition Program									
TOTAL FEDERAL FINANCIAL ASSISTANCE			\$3,240.59		\$85,554.08	\$103,571.58	(\$14,776.91)		\$0.00

NOTE 1: The Schedule of Expenditures of Federal Awards was prepared using the same accounting policies used in preparing the District's financial statements. The District's policy is to recognize expenditures when encumbered (contracted for) rather than at the time the related fund liability is incurred.

NOTE 2: The District policy is to expend Child Nutrition federal, state and local revenues, in that order, during each fiscal year. If there are any unexpended federal or state funds remaining at the end of a fiscal year, those funds will be expended during the next fiscal year, prior to the utilization of current year funding.

NOTE 3: The amount shown as received and expended in the Child Nutrition Cluster for commodities represents a nonmonetary value of the food commodities received. Therefore, the total revenues and expenditures do not agree with the financial statements by this amount.

NOTE 4: Indirect Cost included in total expenditures

NOTE 5: The District has elected not to use the 10% de Minimis indirect cost rate allowed under the Uniform Guidance.

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
SCHOOL ACTIVITY FUND  
REVENUES, EXPENDITURES, AND BALANCES  
07/01/17 TO 06/30/18

SCHEDULE 2-00

<u>ACCOUNT</u>	<u>07/01/17</u>	<u>REVENUES</u>	<u>ADJUSTMENTS</u>	<u>TRANSFERS</u>	<u>EXPENDITURES</u>	<u>06/30/18</u>
NONCATEGORICAL FUNDS						
ATHLETIC ACCOUNT	\$0.00	\$16,071.07	\$0.00	\$0.00	\$739.79	\$15,331.28
SCHOOL ACTIVITY PROGRAM	4,000.58	0.00		(4,000.58)	0.00	0.00
FFA ACCOUNT	0.00	2,593.25	3.01	3,997.57	12,232.84	(5,639.01)
1ST GRADE	2,050.42	11,414.80	792.45	145.00	27,900.47	(13,497.80)
2ND GRADE	993.07	120.50			926.96	186.61
3RD GRADE	(0.00)	176.75			0.00	176.75
4TH GRADE	1,329.88	205.75			1,000.56	535.07
5TH GRADE	0.00	149.50			0.00	149.50
6TH GRADE	749.24	288.52			411.02	626.74
CLASS OF 2019	0.00	232.28			0.00	232.28
CLASS OF 2018	2,920.24	0.00		(2,920.24)	0.00	0.00
CLASS OF 2017	648.92	0.00	4.34	(4.34)	1,106.60	(457.68)
PRE-K	13.29	0.00	4.37	(17.66)	0.00	0.00
YEARBOOK	267.14	104.25		6.00	0.00	377.39
STUDENT COUNCIL	0.10	348.50		(0.10)	0.00	348.50
BOX TOPS	67.09	0.00		2,853.15	0.00	2,920.24
MISCELLANEOUS ACCOUNT	652.28	90.00			0.00	742.28
7TH GRADE	389.81	53.10		(132.89)	1,637.45	(1,327.43)
8TH GRADE	(0.00)	0.00		80.09	0.00	80.09
9TH GRADE	502.00	0.00			0.00	502.00
11TH GRADE	316.71	76.50			100.00	293.21
12TH GRADE	0.00	26.00			500.00	(474.00)
KINDERGARTEN	0.00	603.50			0.00	603.50
REFUND SUB ACCOUNT	0.00	359.05			829.94	(470.89)
	6.00	0.00		(6.00)	0.00	0.00
TOTALS	\$14,906.77	\$32,913.32	\$804.17	\$0.00	\$47,385.63	\$1,238.63

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
ALLOCATIONS & EXPENDITURES  
07/01/17 TO 06/30/18

FEDERAL CFDA NUMBER	PASS- THROUGH GRANTOR'S NUMBER	PROGRAM OR AWARD AMOUNT	CASH/(ACCRUED) OR DEFERRED REVENUE AT JULY 1, 2017	RECEIPTS OR REVENUE RECOGNIZED	DISBURSEMENTS/ EXPENDITURES	CASH/(ACCRUED) OR DEFERRED REVENUE AT JUNE 30, 2018	INDIRECT COST
<u>U.S. Department of Education -</u>							
<u>Direct Programs</u>							
Title VII Indian Ed	84.060	\$4,000.00	\$0.00	\$0.00	\$4,000.00	(\$4,000.00)	\$0.00
Title VI Part B REAP	84.358A	0.00	(10,392.90)	0.00	0.00	(10,392.90)	0.00
<u>State Department of Education -</u>							
Title I	84.010	32,073.65	(22,730.88)	22,730.88	21,934.28	(21,934.28)	0.00
Title II, Part A	84.367	0.00	(8,396.50)	8,396.50	0.00	0.00	0.00
IDEA-B Flow Through	84.027	17,805.82	0.00	0.00	17,805.82	(17,805.82)	0.00
IDEA-B Preschool	84.173	681.78	0.00	0.00	681.78	(681.78)	0.00
Special Education Cluster			0.00	0.00	18,487.60	(18,487.60)	0.00
<u>U.S. Department of Agriculture -</u>							
<u>Child Nutrition Cluster:</u>							
National School Lunch Program	10.555	25,732.36	31,332.77	25,732.36	39,185.98	17,879.15	0.00
School Breakfast Program	10.553	12,857.66	13,428.10	12,857.66	5,528.55	20,757.21	0.00
Summer Food Program	10.559	12,418.20	0.00	12,418.20	11,016.69	1,401.51	0.00
Total Cash Assistance			44,760.87	51,008.22	55,731.22	40,037.87	0.00
Commodity Distribution (Non-Cash)	10.565	3,418.48	0.00	3,418.48	3,418.48	0.00	0.00
Total Child Nutrition Program			44,760.87	54,426.70	59,149.70	40,037.87	0.00
TOTAL FEDERAL FINANCIAL ASSISTANCE			\$3,240.59	\$85,554.08	\$103,571.58	(\$14,776.91)	\$0.00

NOTE 1: The Schedule of Expenditures of Federal Awards was prepared using the same accounting policies used in preparing the District's financial statements. The District's policy is to recognize expenditures when encumbered (contracted for) rather than at the time the related fund liability is incurred.

NOTE 2: The District policy is to expend Child Nutrition federal, state and local revenues, in that order, during each fiscal year. If there are any unexpended federal or state funds remaining at the end of a fiscal year, those funds will be expended during the next fiscal year, prior to the utilization of current year funding.

NOTE 3: The amount shown as received and expended in the Child Nutrition Cluster for commodities represents a nonmonetary value of the food commodities received. Therefore, the total revenues and expenditures do not agree with the financial statements by this amount.

NOTE 4: Indirect Cost included in total expenditures

NOTE 5: The District has elected not to use the 10% de Minimis indirect cost rate allowed under the Uniform Guidance.

SCHEDULE 2-00

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
SCHOOL ACTIVITY FUND  
REVENUES, EXPENDITURES, AND BALANCES  
07/01/17 TO 06/30/18

ACCOUNT	07/01/17	REVENUES	ADJUSTMENTS	TRANSFERS	EXPENDITURES	06/30/18
NONCATEGORICAL FUNDS						
ATHLETIC ACCOUNT	\$0.00	\$16,071.07	\$0.00	\$0.00	\$739.79	\$15,331.28
SCHOOL ACTIVITY PROGRAM	4,000.58	0.00		(4,000.58)	0.00	0.00
FFA ACCOUNT	0.00	2,593.25	3.01	3,997.57	12,232.84	(5,639.01)
1ST GRADE	2,050.42	11,414.80	792.45	145.00	27,900.47	(13,497.80)
2ND GRADE	993.07	120.50			926.96	186.61
3RD GRADE	(0.00)	176.75			0.00	176.75
4TH GRADE	1,329.88	205.75			1,000.56	535.07
5TH GRADE	0.00	149.50			0.00	149.50
6TH GRADE	749.24	288.52			411.02	626.74
CLASS OF 2019	0.00	232.28			0.00	232.28
CLASS OF 2018	2,920.24	0.00		(2,920.24)	0.00	0.00
CLASS OF 2017	648.92	0.00	4.34	(4.34)	1,106.60	(457.68)
PRE-K	13.29	0.00	4.37	(17.66)	0.00	0.00
YEARBOOK	267.14	104.25		6.00	0.00	377.39
STUDENT COUNCIL	0.10	348.50		(0.10)	0.00	348.50
BOX TOPS	67.09	0.00		2,853.15	0.00	2,920.24
MISCELLANEOUS ACCOUNT	652.28	90.00			0.00	742.28
7TH GRADE	389.81	53.10		(132.89)	1,637.45	(1,327.43)
8TH GRADE	(0.00)	0.00		80.09	0.00	80.09
9TH GRADE	502.00	0.00			0.00	502.00
10TH GRADE	316.71	76.50			100.00	293.21
11TH GRADE	0.00	26.00			500.00	(474.00)
12TH GRADE	0.00	603.50			0.00	603.50
KINDERGARTEN	0.00	359.05			829.94	(470.89)
REFUND SUB ACCOUNT	6.00	0.00		(6.00)	0.00	0.00
TOTALS	\$14,906.77	\$32,913.32	\$804.17	\$0.00	\$47,385.63	\$1,238.63

BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
SCHOOL ACTIVITY FUND  
RECONCILIATION STATEMENT  
7/01/17 TO 06/30/18

SCHEDULE 2-01

DEPOSITORY

DETAIL

TOTALS

CASH

7,783.99

TOTAL DEPOSITORY

\$7,783.99

FUND

LEDGER BALANCE

1,238.63

ADD: 2017-18 OUTSTANDING

0.00

ADJ: ATHLETIC DEPOSITS NOT RECEIPTED

1,856.10

RECEIPT 15 NOT POSTED TO LEDGER

356.00

RECEIPT 18 NOT POSTED TO LEDGER

961.20

FFA DEPOSITS NOT RECEIPTED

4,227.50

MISCELLANEUS DEPOSITS NOT RECEIPTED

1,047.30

INTEREST NOT RECEIPTED

4.76

FFA RECEIPT 41-UNABLE TO RECONCILE TO DEPOSITS

(1,819.00)

LUNCH RECEIPT 60-UNABLE TO RECONCILE TO DEPOSITS

(20.00)

MISCELLANEOUS RECEIPT 81-UNABLE TO RECONCILE  
TO DEPOSITS

(44.50)

CHECK #416 FROM FFA NOT RECORDED

(24.00)

TOTAL DEPOSITORY

\$7,783.99

BILLINGS SCHOOL DISTRICT #1-2  
 NOBLE COUNTY - OKLAHOMA  
 SCHOOL ACTIVITY FUND  
 CASH STATEMENT  
 7/01/17 TO 06/30/18

SCHEDULE 2-02

	<u>TOTAL</u>	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>	<u>PRIOR</u>	<u>INVESTMENTS</u>
BEGINNING CASH AND INVESTMENTS	\$15,710.94	\$15,702.23	\$8.71	\$0.00	\$0.00	\$0.00
<u>REVENUES</u>						
DEPOSITS	41,261.43	41,261.43				
INTEREST	17.25	17.25				
REDEPOSITS	0.00	0.00				
CHECKS ESTOPPED	0.00	8.71	(8.71)			
TOTAL REVENUES	41,278.68	41,287.39	(8.71)	0.00	0.00	0.00
<u>EXPENDITURES</u>						
CHECKS PAID	49,205.63	49,205.63				
RETURNED CHECKS/FEEES	0.00	0.00				
CK PRNT CHGS	0.00	0.00				
TOTAL EXPENDITURES	49,205.63	49,205.63	0.00	0.00	0.00	0.00
ENDING BALANCES	\$7,783.99	\$7,783.99	\$0.00	\$0.00	\$0.00	\$0.00

# Chas. W. Carroll, P.A.

302 N. Independence  
Independence Tower - Suite 103  
Enid, Oklahoma 73701

Phone 580-234-5468  
Fax 580-234-5425

## INDEPENDENT AUDITOR'S 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  
Billings School District #I-2  
Noble County, Oklahoma

I have audited, 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, the accompanying fund type and account group financial statements, regulatory basis, of Billings School District #I-2, Noble County, Oklahoma, as listed in the Table of Contents as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collective comprise the District's combined financial statements, and have issued my report thereon dated April 25, 2019, which was adverse with respect to the presentation of the financial statements in conformity with the accounting principles generally accepted in the 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, my report was qualified for 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.

### **Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District's internal control.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, I identified certain deficiencies in internal control that I consider to be material weaknesses and significant deficiencies.

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 deficiency, or a combination of deficiencies, in internal control such that there reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. I consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 18-01, 18-02 and 18-03 to be material weaknesses.

## INTERNAL CONTROL/COMPLIANCE REPORT

Billings School District #1-2

Page Two

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. I consider the deficiencies described in the accompany schedule of findings and questioned costs as items 18-04, 18-05 and 18-06 to be significant deficiencies.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Response to Findings**

The District's response to the findings identified in my audit is described in the accompanying school's corrective action plan. I did not audit the District's response and, accordingly I express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance, Accordingly, this communication is not suitable for any other purpose.



Chas. W. Carroll, P.A.

April 25, 2019

BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

SCHEDULE OF FINDINGS  
JUNE 30, 2018

18-01 Finding

Statement of Condition - The District expended more from its General Fund than cash was available, during the 2017-18 fiscal year, in the amount of (\$54,796.32). Additionally, the District incurred \$23,631.75 indebtedness in excess of the appropriation available.

Criteria - Expenditures made by the District, with District funds, are for obligations made during the specific year. Obligations made in one year are not to be paid from the appropriation of the succeeding fiscal year.

In addition, no warrant or certificate of indebtedness shall be issued in excess of the estimate made and approved by the excise board for the purpose for such current fiscal year or in excess of the specific amount authorized for such purpose.

Cause/Effect of Condition - The funds being spent in excess of funds available was due to the failure of the District to present the warrants to the District Treasurer for registration and verification of available appropriation and funds, before presentation for payment.

The expenditures incurred in an amount greater than the original approved appropriation was caused by the encumbrance clerk entering an amount greater than was approved. The appropriation entered for all District funds was greater than the amount approved by the Board of Education and Excise Board. The only appropriated fund with expenditures in excess of appropriation was the General Fund.

These procedures are outlined in Oklahoma State Statute Title 62, Sec 3041.

Recommendation - I recommend the District inform and educate the administration and financial employees of the requirements of the Alternate System of Accounting. The District should contact legal counsel and the State Department of Education for corrective action.

18-02 Finding

Statement of Condition - An employee misappropriated funds for personal use.

Criteria - District monies are to be used for expenditures made on behalf of the District for goods or services rendered for the District.

Cause/Effect of Condition - An employee not following and circumventing school policies and procedures allowed for misappropriation of District funds through issuance of additional payroll checks, improper use of credit cards, purchase of personal items, including gasoline, access to cash receipts of school collections and unpaid meal charges in an amount exceeding \$10,000.00

Recommendation - The District needs to give additional training to all staff on procedures and install segregation of duties to all financial areas. The District should contract legal counsel for additional actions.

BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

SCHEDULE OF FINDINGS  
JUNE 30, 2018

18-03 Finding

Statement of Condition - The final payroll of the 2016-17 fiscal year, amounting to approximately \$19,866.30, for the Districts ten month employees, was reserved in the 2016-17 fiscal year, but was issued and paid from the 2017-18 fiscal year.

Criteria - Obligations made by the District are to be paid from appropriations of the fiscal year in which they are incurred.

Cause/Effect of Condition - While the expenditures were encumbered and authorized in the 2016-17 fiscal year, due to a change in personnel and data processing system, errors occurred. Do to a lack of procedures and internal control, warrants were not posted to the old system when issued and one month was posted to the new system, in the new fiscal period.

Recommendation - The District should establish internal control procedures for all expenditures, including payroll, and proper oversight from administration

18-04 Finding

Statement of Condition - Twenty-six (26) of 40 District purchase orders and nine (9) of 23 Activity Fund requisitions were dated after the invoice/order date indicating goods/services were ordered before being approved. Additionally, eight (8) of 23 Activity Fund purchases did not have an invoice available for verification.

Criteria - All expenditures are to have requisitions submitted prior to any order of goods or services are made, which includes a predetermined amount, all invoices or packing slips are to be signed by personnel receiving goods or services and invoices are required documentation before payment is made.

Cause/Effect of Condition - Employees are not following purchasing procedures, which could lead to unauthorized purchases being made.

Recommendation - I recommend all purchases be approved with a purchase order/requisition prior to items being ordered and be accompanied by an itemized, dated and signed invoice.

18-05 Finding

Statement of Condition - Pre-numbered receipts were not always utilized by activity fund sponsors.

Criteria - Pre-numbered activity fund receipts shall be issued for every sub-account for each fiscal year and every teacher in the school system should be informed that all monies are to be turned in to the School Activity Fund Custodian on a daily basis.

Cause/Effect of Condition - The District and employees were not following Oklahoma State Department of Education Activity Fund procedures, which could lead to loss of revenues, theft and incomplete record.

Recommendation - The District should be following all specific procedures established by the State Department of Education.

BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

SCHEDULE OF FINDINGS  
JUNE 30, 2018

18-06 Finding

Statement of Condition - It appears one employees was paid in excess of the contract amount.

Criteria - The District should only pay salary amounts as listed on employment contracts, extra duty contracts or board approved amounts or time sheet.

Cause/Effect of Condition - The District employee was paid \$1,000.00 as contract labor in addition to their regular salary.

Recommendation - All contracts for employment of, or related employee information worksheets for a teacher or administrator by a district board of education shall include all categories in a clear and concise format. (70-6-101.6)

BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

DISPOSITION OF PRIOR YEAR FINDINGS  
JUNE 30, 2018

17-01 Finding

Statement of Condition - The final payroll of the 2016-17 fiscal year, amounting to approximately \$19,866.30, for the Districts ten month employees, was reserved in the 2016-17 fiscal year, but was issued and paid from the 2017-18 fiscal year.

Criteria - Obligations made by the District are to be paid from appropriations of the fiscal year in which they are incurred.

Cause/Effect of Condition - While the expenditures were encumbered and authorized in the 2016-17 fiscal year, due to a change in personnel and data processing system, errors occurred. Do to a lack of procedures and internal control, warrants were not posted to the old system when issued and one month was posted to the new system, in the new fiscal period.

Recommendation - The District should establish internal control procedures for all expenditures, including payroll, and proper oversight from administration. The District should contact legal counsel and the State Department of Education for corrective actions.

Current Status - Occurred during the 2017-18 fiscal year.

17-02 Finding

Statement of Condition - Twenty (20) of 47 District purchase orders were dated after the invoice/order date indicating goods/services were ordered before being approved. Additionally, eight (8) of 47 District and three (3) of 26 Activity Fund purchases did not have an invoice available for verification, and ten (10) of 26 Activity Fund expenditures did not have a signature on the invoice.

Criteria - All expenditures are to have requisitions submitted prior to any order of goods or services are made, which includes a predetermined amount, all invoices or packing slips are to be signed by personnel receiving goods or services and invoices are required documentation before payment is made.

Cause/Effect of Condition - Employees are not following purchasing procedures, which could lead to unauthorized purchases being made.

Recommendation - I recommend all purchases be approved with a purchase order/requisition prior to items being ordered and be accompanied by an itemized, dated and signed invoice.

Current Status - This finding continued during the current year.

17-03 Finding

Statement of Condition In reviewing District expenditures I found six (6) instances where an expenditure was approved in the 2015-16 fiscal year, but the payment was made from the 2016-17 appropriations.

Criteria - Obligations made by the District are to be paid from appropriations of the fiscal year in which they are incurred.

BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

DISPOSITION OF PRIOR YEAR FINDINGS  
JUNE 30, 2018

17-03 Finding (continued)

Cause/Effect of Condition - The expenditure was not encumbered when the services were authorized and no reserve was established to pay for services from prior fiscal period. Since the expenditures were made from the incorrect fiscal year, the funds ending balance and beginning balance would have been decreased by the same amount. Also, the 2015-16 expenditures would have been increased and 2016-17 expenditures would have decreased by the same amount. At June 30 2017 the fund balance was correct.

Recommendation - I recommend that cut-off dates be established and purchase order procedures be followed to reserve encumbrances for year-end obligations. Also, a school district may issue a blanket purchase order for recurring purchases of goods or services if a maximum authorized amount for all purchases, pursuant to a blanket purchase order, is specified in the order and approved by the governing board.

Current Status - This finding continued during the current year.

17-04 Finding

Statement of Condition - Pre-numbered receipts were not always utilized by activity fund sponsors.

Criteria - Pre-numbered activity fund receipts shall be issued for every sub-account for each fiscal year and every teacher in the school system should be informed that all monies are to be turned in to the School Activity Fund Custodian on a daily basis.

Cause/Effect of Condition - The District and employees were not following Oklahoma State Department of Education Activity Fund procedures, which could lead to loss of revenues, theft and incomplete record.

Recommendation - The District should be following all specific procedures established by the State Department of Education.

Current Status - This finding continued during the current year

17-05 Finding

Statement of Condition - It appears several employees were paid in excess of the contract amount.

Criteria - The District should only pay salary amounts as listed on employment contracts, extra duty contracts or board approved amounts or time sheet.

Cause/Effect of Condition - Extra-duty or extracurricular salary amounts were not included with employee contracts or job description.

Recommendation - All contracts for employment of, or related employee information worksheets for a teacher or administrator by a district board of education shall include all categories in a clear and concise format. (70-6-101.6)

Current Status - This finding continued during the current year

BILLINGS SCHOOL DISTRICT #1-2  
NOBLE COUNTY - OKLAHOMA  
JULY 1, 2017 TO JUNE 30, 2018

PRIOR YEAR AUDIT EXCEPTIONS AND RECOMENDATIONS

All prior year audit exceptions have since been resolved unless they are presented in the current year audit exceptions and recommendations followed by "A similar exception was presented in the previous years audit report".

BILLINGS SCHOOL DISTRICT #I-2  
NOBLE COUNTY - OKLAHOMA  
SCHEDULE OF ACCOUNTANT'S PROFESSIONAL  
LIABILITY INSURANCE AFFIDAVIT  
JULY 1, 2017 TO JUNE 30, 2018

STATE OF OKLAHOMA )  
 )  
COUNTY OF GARFIELD )

The undersigned auditing firm of lawful age, being first duly sworn on oath says that said firm had in full force and effect Accountant' Professional Liability Insurance in accordance with the "Oklahoma Public School Audit Law" at the time of the audit contract and during the entire audit engagement with the Billings School District #I-2, Noble County, Oklahoma, for the audit year 2017-18.

Chas. W. Carroll, P.A.  
Auditing Firm

By: *Chas. W. Carroll*

Subscribed and sworn to before me this 29th day of April, 2019.

*Pam S. Melvin*  
Notary Public



My Commission expires January 29, 2020



# Billings Public Schools

P.O. Box 39 ∞ 311 North Central  
Billings, Oklahoma 74630



Billings Audit, June 30, 2018

## Response to Findings

### 18-01 More expenditures than cash and appropriations

The new accounts payroll clerk and in-house treasurer have both been trained on proper procedures which includes limits on annual spending and proper record-keeping. A live signature from the treasurer will also double-check all expenditures.

### 18-02 An employee misappropriated funds for personal use

With the addition of an in-house treasurer, an additional layer of security has been added. Charges have been filed against the employee who misappropriated the funds and the monetary loss has been turned in to the bonding company for the district to recover the lost money.

### 18-03 Payroll in wrong fiscal year

The new payroll clerk has been trained on proper procedures which includes ensuring that all expenditures are encumbered and paid from the same fiscal year. The district's new in-house treasurer will also double-check all expenditures to verify proper procedures have been followed.

Dr. Rustin Clark, Superintendent



# Billings Public Schools

P.O. Box 39 ∞ 311 North Central  
Billings, Oklahoma 74630



## 18-04 Purchase orders dated after invoice/order date

The new accounts payroll clerk and in-house treasurer have both been trained on proper purchasing procedures, including that all purchases must have prior approval before the purchase takes place and signed invoices must be included.

## 18-05 Receipts not always used by activity fund sponsors

All activity fund sponsors have been provided receipt books and trained in proper use during the before-school inservice, including the use of the pre-numbered receipt books.

## 18-06 One employee paid in excess of contract

All extra-duty or extracurricular salary amounts are now included with employee contracts which will ensure actual pay reflects what shows on the contracts.

Rustin Clark, Superintendent

Billings Public Schools

4/25/2019

Dr. Rustin Clark, Superintendent