

**FINANCIAL STATEMENTS – REGULATORY BASIS  
AND REPORTS OF INDEPENDENT AUDITOR**

**FT. TOWSON INDEPENDENT SCHOOL DISTRICT NO. 1-2,  
CHOCTAW COUNTY, OKLAHOMA**

**JUNE 30, 2018**

Audited by

**SANDERS, BLEDSOE & HEWETT  
CERTIFIED PUBLIC ACCOUNTANTS, LLP**

**BROKEN ARROW, OK**

INDEPENDENT SCHOOL DISTRICT NO. 1-2, CHOCTAW COUNTY  
SCHOOL DISTRICT OFFICIALS  
JUNE 30, 2018

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**SCHOOL DISTRICT TREASURER**

Jimmie Sue Miller

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
JUNE 30, 2018

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JUNE 30, 2018

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# SANDERS, BLEDSOE & HEWETT

CERTIFIED PUBLIC ACCOUNTANTS, LLP

## INDEPENDENT AUDITOR'S REPORT

October 19, 2018

The Honorable Board of Education  
Fort Towson School District Number I-2  
Fort Towson, Choctaw County, Oklahoma

### Report on the Financial Statements

We have audited the accompanying combined fund type and account group financial statements – regulatory basis of the Fort Towson School District Number I-2, Fort Towson, Choctaw County, Oklahoma (the District), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements 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 financial reporting provisions of the Oklahoma State Department of Education to meet 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 from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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 the standards applicable to financial audits contained in *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 from 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, we 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.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

As discussed in Note 1, the financial statements are prepared by the District, on the basis of the financial reporting provisions of the Oklahoma State Department of Education, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the requirements of the Oklahoma State Department of Education. 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 reasonable determined, are presumed to be material.

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

In our opinion, because 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, the changes in its financial position, or, where applicable, its cash flows 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 by the Oklahoma State Department of Education. The amount that should be recorded in the general fixed asset account group is not known.

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

In our opinion, except for the effects of the matter described in the “Basis for Qualified Opinion on Regulatory Basis of Accounting” paragraph, the financial statements referred to in the first paragraph present fairly, in all material respects, the assets, liabilities and fund balance arising from regulatory basis transactions of each fund type and account group of the District, 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**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District’s basic financial statements. The combining statements – regulatory basis, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The combining statements – regulatory basis and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements – regulatory basis and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 2018 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 and 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* in considering the District’s internal control over financial reporting and compliance.



Sanders, Bledsoe & Hewett  
Certified Public Accountants, LLP

Broken Arrow, OK



# SANDERS, BLEDSOE & HEWETT

CERTIFIED PUBLIC ACCOUNTANTS, LLP

**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**

October 19, 2018

The Honorable Board of Education  
Fort Towson School District Number I-2  
Fort Towson, Choctaw County, Oklahoma

We 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 within the combined financial statements of the Fort Towson School District Number I-2, Fort Towson, Choctaw County, Oklahoma (District), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 19, 2018, which was adverse with respect to the presentation of the financial statements in conformity with 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, our report was qualified for the omission of the general fixed asset account group 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 our audit of the financial statements, we 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 our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, we do not express an opinion on the effectiveness of District's internal control.

*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 deficiency, or a 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. 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.

Our 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statements 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*.

## **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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Sanders, Bledsoe & Hewett". The signature is written in a cursive, flowing style.

Sanders, Bledsoe & Hewett  
Certified Public Accountants, LLP

Broken Arrow, OK



INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
DISPOSITION OF PRIOR YEAR'S SIGNIFICANT DEFICIENCIES AND  
MATERIAL INSTANCES OF NON-COMPLIANCE  
JUNE 30, 2018

There were no prior year significant deficiencies.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
SCHEDULE OF AUDIT RESULTS  
JUNE 30, 2018

**Section 1** – Summary of Auditor’s Results:

1. An adverse opinion was issued on the combined financial statements in conformity with generally accepted accounting principles, and a qualified opinion was issued for the omission of the general fixed asset account group on the combined financial statements in conformity with a regulatory basis of accounting prescribed by the Oklahoma State Department of Education.
2. The audit disclosed no significant deficiencies in the internal controls over financial reporting which were considered to be material weaknesses.
3. The audit disclosed no instances of noncompliance which were material to the financial statements.

**Section 2** – Findings relating to the financial statements required to be reported in accordance with GAGAS:

NONE

INDEPENDENT SCHOOL DISTRICT NO. 1-2, CHOCTAW COUNTY  
 COMBINED STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE -  
 ALL FUND TYPES AND ACCOUNT GROUPS - REGULATORY BASIS  
 JUNE 30, 2018

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPES	ACCOUNT GROUP	TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	AGENCY FUNDS	GENERAL LONG-TERM DEBT	
<u>ASSETS</u>							
Cash	\$ 720,375	96,834	63,471	145,536	103,019		1,129,235
Amounts available in debt service						63,471	63,471
Amounts to be provided for retirement of long-term debt						306,753	306,753
Total Assets	<u>\$ 720,375</u>	<u>96,834</u>	<u>63,471</u>	<u>145,536</u>	<u>103,019</u>	<u>370,224</u>	<u>1,499,459</u>
<u>LIABILITIES AND FUND BALANCE</u>							
Liabilities:							
Warrants payable	\$ 224,342	14,200					238,542
Encumbrances	22,327	864		1,282			24,473
Funds held for school organizations					103,019		103,019
Long-term debt:							
Bonds payable						290,000	290,000
Capital leases						80,224	80,224
Total liabilities	<u>246,669</u>	<u>15,064</u>	<u>0</u>	<u>1,282</u>	<u>103,019</u>	<u>370,224</u>	<u>736,258</u>
Fund Balance:							
Restricted		81,770	63,471	144,254			289,495
Unassigned	473,706						473,706
Cash fund balances	<u>473,706</u>	<u>81,770</u>	<u>63,471</u>	<u>144,254</u>	<u>0</u>	<u>0</u>	<u>763,201</u>
Total Liabilities and Fund Balance	<u>\$ 720,375</u>	<u>96,834</u>	<u>63,471</u>	<u>145,536</u>	<u>103,019</u>	<u>370,224</u>	<u>1,499,459</u>

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

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
 COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND  
 CHANGES IN CASH FUND BALANCES - BUDGETED GOVERNMENTAL FUND TYPES - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2018

	GOVERNMENTAL FUND TYPES				TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	
Revenues collected:					
Local sources	\$ 627,441	82,044	87,116		796,601
Intermediate sources	57,598				57,598
State sources	1,909,578	31,772			1,941,350
Federal sources	602,650	138,813			741,463
Interest earnings	8,679	163			8,842
Non-revenue receipts	18,543	5,777			24,320
Total revenues collected	<u>3,224,489</u>	<u>258,569</u>	<u>87,116</u>	<u>0</u>	<u>3,570,174</u>
Expenditures:					
Instruction	1,862,264	101,259		40,786	2,004,309
Support services	1,001,880	55,993		1,282	1,059,155
Operation of non-instructional services	12,703	85,529			98,232
Facilities acquisition & construction services	600			52,913	53,513
Other outlays:					
Debt service requirements			102,750		102,750
Correcting entry	16,773				16,773
Total expenditures	<u>2,894,220</u>	<u>242,781</u>	<u>102,750</u>	<u>94,981</u>	<u>3,334,732</u>
Excess of revenues collected over (under) expenditures before other financing sources (uses)	330,269	15,788	(15,634)	(94,981)	235,442
Other financing sources (uses):					
Adjustments to prior year encumbrances	2,221	75	0	0	2,296
Excess of revenues collected over (under) expenditures	332,490	15,863	(15,634)	(94,981)	237,738
Cash fund balances, beginning of year	141,216	65,907	79,105	239,235	525,463
Cash fund balances, end of year	<u>\$ 473,706</u>	<u>81,770</u>	<u>63,471</u>	<u>144,254</u>	<u>763,201</u>

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

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
 COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND  
 CHANGES IN CASH FUND BALANCES - BUDGETED GOVERNMENTAL FUND TYPES - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2018

	GENERAL FUND			
	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues Collected:				
Local sources	\$ 524,838	524,838	627,441	102,603
Intermediate sources	69,047	69,047	57,598	(11,449)
State sources	1,920,502	1,920,502	1,909,578	(10,924)
Federal sources	448,707	448,707	602,650	153,943
Interest earnings			8,679	8,679
Non-revenue receipts			18,543	18,543
Total revenues collected	2,963,094	2,963,094	3,224,489	261,395
Expenditures:				
Instruction	2,072,354	2,072,354	1,862,264	210,090
Support services	1,001,880	1,001,880	1,001,880	
Operation of non-instruction services	12,703	12,703	12,703	
Facilities acquisition & construction services	600	600	600	
Other outlays:				
Correcting entry	16,773	16,773	16,773	
Total expenditures	3,104,310	3,104,310	2,894,220	210,090
Excess of revenues collected over (under) expenditures before adjustments	(141,216)	(141,216)	330,269	471,485
Adjustments to prior year encumbrances	0	0	2,221	2,221
Excess of revenues collected over (under) expenditures	(141,216)	(141,216)	332,490	473,706
Cash fund balance, beginning of year	141,216	141,216	141,216	0
Cash fund balance, end of year	\$ 0	0	473,706	473,706

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

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
 COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND  
 CHANGES IN CASH FUND BALANCES - BUDGETED GOVERNMENTAL FUND TYPES - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2018

	SPECIAL REVENUE FUNDS			
	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues Collected:				
Local sources	\$ 74,977	74,977	82,044	7,067
State sources	22,025	22,025	31,772	9,747
Federal sources	192,486	192,486	138,813	(53,673)
Interest earnings			163	163
Non-revenue receipts			5,777	5,777
Total revenues collected	289,488	289,488	258,569	(30,919)
Expenditures:				
Instruction	149,062	149,062	101,259	47,803
Support services	120,804	120,804	55,993	64,811
Operation of non-instructional services	85,529	85,529	85,529	
Total expenditures	355,395	355,395	242,781	112,614
Excess of revenues collected over (under) expenditures before adjustments to prior year encumbrances	(65,907)	(65,907)	15,788	81,695
Adjustments to prior year encumbrances	0	0	75	75
Excess of revenues collected over (under) expenditures	(65,907)	(65,907)	15,863	81,770
Cash fund balances, beginning of year	65,907	65,907	65,907	0
Cash fund balances, end of year	\$ 0	0	81,770	81,770

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

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
 COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND  
 CHANGES IN CASH FUND BALANCES - BUDGETED GOVERNMENTAL FUND TYPES - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2018

	DEBT SERVICE FUND		
	Original/Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues Collected:			
Local sources	\$ 83,779	87,116	3,337
Requirements:			
Bonds	77,000	95,000	(18,000)
Coupons	7,592	7,750	(158)
Total requirements	84,592	102,750	(18,158)
Excess of revenue collected over (under) expenditures	(813)	(15,634)	(14,821)
Cash fund balance, beginning of year	79,105	79,105	0
Cash fund balance, end of year	\$ 78,292	63,471	(14,821)

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

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying financial statements of the Ft. Towson Public Schools Independent District, No. I-2 (the “District”), have been prepared in conformity with another comprehensive basis of accounting prescribed by the Oklahoma State Department of Education as authorized by Oklahoma Statutes. Accordingly, the accompanying financial statements are not intended to present financial position and results of operations in conformity with the accounting principles generally accepted in the United States of America. The District’s accounting policies are described in the following notes that are an integral part of the District’s financial statements.

**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 five elected members. The appointed superintendent is the executive officer of the District. The Board, constituting an on-going entity, is the level of government, which has governance responsibilities over all activities, related to public elementary and secondary school education within the jurisdiction of the local independent school district. The District receives funding from local, state and federal government sources and must comply with the requirements of these funding source entities. However, the District is not included in any other governmental “reporting entity” as defined in Section 2100, Codification of Governmental Accounting and Financial Reporting Standards, since Board members are elected by the public and have decision making authority, the power to designate management, the responsibility to significantly influence operations and primary accountability for fiscal matters.

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



INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd**

A. Reporting Entity – cont'd

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. Measurement Focus

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 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 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.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont’d**

B. Measurement Focus - cont’d

Special Revenue Funds – Special revenue funds account for revenue sources that are restricted to expenditures for specific purposes. The special revenue funds typically include the building, co-op and child nutrition funds. The district did not maintain a co-op fund during the 2017-18 fiscal year.

Building Fund – The building fund consists mainly of monies derived from property taxes levied for the purpose of erecting, remodeling, repairing, or maintaining school buildings and for purchasing furniture, equipment and computer software to be used on or for school district property, for paying energy and utility costs, for purchasing telecommunications services, for paying fire and casualty insurance premiums for school facilities, for purchasing security systems, and for paying salaries of security personnel.

Co-op Fund – The co-op fund is established when the boards of education of two or more school districts enter into cooperative agreements and maintain joint programs. The revenues necessary to operate a cooperative program can come from federal, state, or local sources, including the individual contributions of participating school districts. The expenditures for this fund would consist of those necessary to operate and maintain the joint programs.

Child Nutrition Fund - The child nutrition fund consists of monies derived from federal and state financial assistance and food sales. This fund is used to account for the various nutrition programs provided to students.

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 (including judgments) 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.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont’d**

B. Measurement Focus – cont’d

**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. The terms “non-expendable” 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 operation.

Expendable Trust Funds – Expendable trust funds typically include the gifts and endowments fund. The District did not maintain a gifts and endowments fund during the 2017-18 fiscal year.

Gifts and Endowments Fund – The gifts and endowments fund receives its assets by way of philanthropic foundations, individuals, or private organizations for which no repayment or special service to the contributor is expected. This fund is used to promote the general welfare of the District.

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

**Account Groups**

An account group is not a fund and consists of a self-balancing set of accounts used only to establish accounting control over long-term debt and fixed assets.

General Long-Term Debt Account Group – This account group is established to account for all the 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 other liabilities (judgments and lease purchases) which are to be paid from funds provided in future years.

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

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont’d**

B. Measurement Focus – cont’d

**Memorandum Only - Total Column**

The total column on the combined financial statements – regulatory basis is captioned “memorandum only” to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with accounting principles generally accepted in the United States. 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* with certain modifications. This format differs significantly from that required by GASB 34.

The financial statements are essentially prepared on the 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 are recorded as expenditures when approved.
- Investments are recorded as assets when purchased.
- Inventories of school supplies are recorded as expenditures and not as inventory assets.
- Warrants payable are recorded as liabilities when issued.
- Long-term debt is recorded in the General Long-Term Debt Account Group and not in the basic financial statements.
- Compensated absences are recorded as expenditures when paid and not recorded as a liability.
- Fixed assets are recorded in the General Fixed Asset Account Group and not in the basic financial statements. Fixed assets are not depreciated.

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.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont’d**

C. Basis of Accounting and Presentation – cont’d

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All governmental type funds are accounted for using the regulatory basis of accounting. Revenues are recognized when they are received rather than earned and expenditures are generally recognized when encumbered/reserved rather than at the time the related fund liability is incurred. These practices differ from accounting principles generally accepted in the United States.

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 all funds (with the exception of the trust and agency 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. Unencumbered appropriations lapse at the end of each fiscal year. While the Debt Service Fund is a governmental fund, a comparison of budget to actual schedule is presented in the financial statements, although the board can exercise no control of the revenue sources for this fund (except interest earnings), and no control over its expenditures.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd**

**E. Assets, Liabilities and Fund Equity**

Cash and cash equivalents – The District considers all cash on hand, demand deposit accounts, and highly liquid investments, with an original maturity of three months or less when purchased, to be cash and cash equivalents.

Investments – The District considers investments of direct obligations of the United States government and agencies, certificates of deposits, savings accounts or savings certificates with maturities of greater than three months. All investments are recorded at cost, which approximates market value.

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

Fixed Assets and Property, Plant and Equipment – The District has not maintained a record of general fixed assets, and, accordingly, a General Fixed Assets Account Group required by the regulatory basis of accounting prescribed by the Oklahoma State Department of Education is not included in the financial statements. General fixed assets purchased are recorded as expenditures in the various funds at the time of purchase.

Warrants Payable – Warrants are issued to meet the obligations for goods and services provided to the District. The District recognizes a liability for the amount of outstanding warrants that have yet to be redeemed by the District's treasurer.

Encumbrances – Encumbrances represent commitments related to purchase orders, contracts, other commitments for expenditures or resources, and goods or services received by the District for which a warrant has not been issued. An expenditure is recorded and a liability is recognized for outstanding encumbrances at year end in accordance with the regulatory basis of accounting. While the regulatory basis that is used for the Debt Service Fund approximates full accrual accounting, the accruals recorded are reported to meet regulatory requirements, as opposed to the requirements of generally accepted accounting principles.

Compensated Absences – The District provides vacation and sick leave benefits in accordance with Title 70 of the Oklahoma Statutes, Article 6-104, which provides for annual sick leave and personal business days. District policy allows certified employees to accumulate such days to a maximum number of days. Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources had not been reported as an expenditure of the governmental fund that will pay it since the financial statements have been prepared on the regulatory basis of accounting. This practice differs from generally accepted accounting principles.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont’d**

E. Assets, Liabilities and Fund Equity – cont’d

Funds Held for School Organizations – Funds held for school organizations represent the funds received or collected from students or other cocurricular and extracurricular activities conducted in the District, control over which is exercised by the board of education. These funds are credited to the account maintained for the benefit of each particular activity within the school activity fund.

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.

Fund Balance – In the fund financial statements, governmental funds report the hierarchy of fund balances. The hierarchy is based primarily on the degree of spending constraints placed upon use of resources for specific purposes versus availability of appropriation. An important distinction that is made in reporting fund balance is between amounts that are considered *nonspendable* (i.e., fund balance associated with assets that are not in spendable form, such as inventories or prepaid items, long-term portions of loans and notes receivable, or items that are legally required to be maintained intact (such as the corpus of a permanent fund)) and those that are *spendable* (such as fund balance associated with cash, investments or receivables).

Amount in the spendable fund balance category are further classified as *restricted*, *committed*, *assigned* or *unassigned*, as appropriate.

***Restricted*** fund balance represents amounts that are constrained either externally by creditors (such as debt covenants), grantors, contributors or laws or regulations of other governments; or by law, through constitutional provisions or enabling legislation.

***Committed*** fund balance represents amounts that are useable only for specific purposes by formal action of the government’s highest level of decision-making authority. Such amounts are not subject to legal enforceability (like restricted amounts), but cannot be used for any other purpose unless the government removes or changes the limitation by taking action similar to that which imposed the commitment.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd**

E. Assets, Liabilities and Fund Equity – cont'd

*Assigned* fund balance represents amounts that are intended to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by the governing body itself, or a subordinated high-level body or official who the governing body has delegated the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining spendable amounts (except negative balances) that are reported in governmental funds other than the general fund, that are neither restricted nor committed, and amounts in the general fund that are intended to be used for specific purposes in accordance with the provisions of the standard.

*Unassigned* fund balance is the residual classification for the general fund. It represents the amounts that have not been assigned to other funds, and that have not been restricted, committed, or assigned to specific purposes within the general fund.

F. Revenue and Expenditures

Local Revenues – Revenue from local sources is the money generated from within the boundaries of the District and available to the District for its use. 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. These property taxes are distributed to the District's general, building and sinking funds based on the levies approved for each fund. The County Assessor, upon receipt of the certification of tax levies from the county excise board, extends the tax levies on the tax rolls 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 is due prior to January 1. The second half is due prior to April 1. If the first payment is not made in a timely manner, 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. Other local sources of revenues include tuition, fees, rentals, disposals, commissions and reimbursements.

Intermediate Revenues - Revenue from intermediate sources is the amount of money from funds collected by an intermediate administrative unit, or a political subdivision between the District and the state, and distributed to Districts in amounts that differ in proportion to those which are collected within such systems.



INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont’d**

**F. Revenue and Expenditures – cont’d**

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 from or additions to the 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 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 programs. The State Department of Education requires that categorical educational program revenues be accounted for in the general fund.

Federal Revenues – Federal revenues consist of revenues from the federal government in the form of operating grants or entitlements. An operating grant is a contribution to be used for a specific purpose, activity or facility. A grant may be received either directly from the federal government or indirectly as a passthrough from another government, such as the state. Entitlement is the amount of payment to which the District is entitled pursuant to an allocation formula contained in applicable statutes. The majority of the federal revenues received by the District are apportioned to the general fund. The District maintains a separate child nutrition fund and the federal revenues received for the child nutrition programs are apportioned there.

Non-Monetary Transactions – The District receives commodities from the U.S. Department of Agriculture. The value of these commodities has been included in the Schedule of Expenditures of Federal Awards; however, they have not been included in the financial statements as either revenue or expense since they are not reported under the regulatory basis of accounting.

Interest Earnings – Represent compensation for the use of financial sources over a period of time.

Non-Revenue Receipts – Non-revenue receipts represent receipts deposited into a fund that are not new revenues to the District, but the return of assets.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd**

**F. Revenue and Expenditures – cont'd**

Instruction Expenditures – Instruction expenditures include the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location, such as a home or hospital, and in other learning situations, such as those involving cocurricular activities. It may also be provided through some other approved medium, such as television, radio, telephone and correspondence. Included here are the activities of teacher assistants of any type (clerks, graders, teaching machines, etc.) which assist in the instructional process. The activities of tutors, translators and interpreters would be recorded here. Department chairpersons who teach for any portion of time are included here. Tuition/transfer fees paid to other LEAs would be included here.

Support Services Expenditures – Support services expenditures provide administrative, technical (such as guidance and health) and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

Operation of Non-Instructional Services Expenditures – Activities concerned with providing non-instructional services to students, staff or the community.

Facilities Acquisition and Construction Services Expenditures – Consists of activities involved with the acquisition of land and buildings; remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites.

Other Outlays Expenditures – A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These are classified as Other Outlays. These include debt service payments (principal and interest).

Other Uses Expenditures – This includes scholarships provided by private gifts and endowments; student aid and staff awards supported by outside revenue sources (i.e., foundations). Also, expenditures for self-funded employee benefit programs administered either by the District or a third party administrator.

Repayment Expenditures – Repayment expenditures represent checks/warrants issued to outside agencies for refund or restricted revenue previously received for overpayment, non-qualified expenditures and other refunds to be repaid from District funds.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont’d**

**F. Revenue and Expenditures – cont’d**

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 expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers. There were no interfund transfers made during the 2017-18 fiscal year.

**2. CASH AND INVESTMENTS**

Custodial Credit Risk – Custodial credit risk is the risk that in the event of a bank failure, the District’s deposits may not be returned to the District. The District’s cash deposits and investments at June 30, 2018, were \$1,129,235, at financial institutions, and were completely insured or collateralized by federal depository insurance, direct obligations of the U.S. Government, or securities held by the District or by its agent in the District’s name.

Investment Interest Rate Risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair market value of an investment. Due to the required liquidity for those investments, these funds have no defined maturity dates. The District does not have a formal policy that limits investment maturities as a means of managing its exposure to fair value losses from increasing interest rates.

Investment Credit risk – Credit risk is the risk that the issuer or other counterparty to an investment will not fulfill its obligations. The District does not have a formal policy limiting its investment choices, other than the limitation of state law as follows:

- Direct obligations of the U.S. Government, its agencies and instrument 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.
- 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.
- With certain limitation, negotiable certificates of deposit, prime bankers acceptances, prime commercial paper and repurchase agreements with certain limitations.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
 NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2018

**2. CASH AND INVESTMENTS – cont’d**

- County, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipation notes of public trusts whose beneficiary is a county, municipality or school district.
- Notes or bonds secured by mortgage or trust deed insured by the Federal Housing Administrator and debentures issued by the Federal Housing Administrator, and in obligations of the National Mortgage Association.
- Money market funds regulated by the SEC and in which investments consist of the investments mentioned in the previous bullet items.

*Concentration of Investment Credit Risk* – The District places no limit on the amount it may invest in any one issuer.

**3. INTERFUND RECEIVABLES AND PAYABLES**

There were no interfund receivables or payables at June 30, 2018.

**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 of the date of issue.

General long-term debt of the District consists of bonds payable and capital leases. Debt service requirements for bonds are paid solely from the fund balance and the future revenues of the debt service fund.

The following is a summary of the long-term debt transactions of the District for the year ended June 30, 2018:

	Bonds Payable	Capital Leases	Totals
Balance, July 1, 2017	\$ 385,000	162,758	547,758
Retirements	(95,000)	(82,534)	(177,534)
Balance, June 30, 2018	\$ 290,000	80,224	370,224

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**4. GENERAL LONG-TERM DEBT – cont'd**

A brief description of the outstanding long-term debt at June 30, 2018 is set forth below:

	<u>Amount Outstanding</u>
<u>General Obligation Bonds:</u>	
Building Bonds, Series 2016, original issue \$385,000, interest rate of 1.00-3.00%, due in three annual installments of \$95,000, and a final installment of \$100,000, due 5-1-21	\$ 290,000
<u>Capital Leases:</u>	
Lease purchase with De Lage Landen for a bus, dated 10-21-16, for \$85,000, @3.4% interest, due in annual principal and interest installments of \$29,285, final payment due 3-1-19	28,579
Lease purchase with First United Bank for a bus, dated 8-28-12 and revised 11/30/15, for \$60,500, @2.5% interest, due in annual principal and interest installments of \$21,199, final payment due 8-28-18	20,675
Lease purchase with First United Bank for a truck, dated 12-22-16, for \$38,061, @3.5% interest, due in annual principal and interest installments of \$8,442, final payment due 12-1-21	<u>30,970</u>
 Total	 <u>\$ 370,224</u>

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
 NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2018

**4. GENERAL LONG-TERM DEBT – cont’d**

The annual debt service requirements for the retirement of the bonds and capital leases, including the payment of principal and interest are as follows:

Year Ending June 30	Principal	Interest	Total
2019	\$ 151,597	9,129	160,726
2020	102,603	6,213	108,816
2021	107,872	3,570	111,442
2022	8,152	289	8,441
Total	<u>\$ 370,224</u>	<u>19,201</u>	<u>389,425</u>

Interest paid on general long-term debt during the 2017-18 fiscal year totaled \$12,240.

**5. EMPLOYEE RETIREMENT SYSTEM**

Description of Plan

The District participates in the state-administered Oklahoma Teachers’ Retirement System, which is a cost sharing, multiple-employer defined benefit public employee retirement system (PERS), which is administered by the Board of Trustees of the Oklahoma Teachers’ Retirement System (the “System”). The System provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Title 70 Section 17 of the Oklahoma Statutes establishes benefit provisions and may be amended only through legislative action. The Oklahoma Teachers’ Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the System. That report 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.

Basis of Accounting

The System’s financial statements are prepared using the cash basis of accounting, except for accruals of interest income. Plan member contributions are recognized in the period in which the contributions are made. Benefits and refunds are recognized when paid. 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

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**5. EMPLOYEE RETIREMENT SYSTEM – cont'd**

and is adjusted for the effect of projected salary increases. There are no actuarial valuations performed on individual school districts. The System has an under-funded pension benefit obligation as determined as part of the latest actuarial valuation.

Funding Policy

The District, the State of Oklahoma, and the participating employee make contributions. The contribution rates for the District and its employees are established by and may be amended by Oklahoma Statutes. The rates are not actuarially determined. The rates are applied to the employee's earnings plus employer-paid fringe benefits. The required contribution for the participating members is 7.0% of compensation. Contributions received by the System from the State of Oklahoma are used to offset required employer contributions by the local school district. For the 2017-18 fiscal year, the District contributed 9.5% and the State of Oklahoma contributed the remaining amount during the year. The District is allowed by Oklahoma Teachers' Retirement System to make the required contributions on behalf of the participating members. In addition, if a member's salary is paid in part by federal or private funds, the contribution on that portion of the salary paid by those funds must be matched by the District at 7.80%.

Annual Pension Cost

The District's total contributions for 2018, 2017, and 2016 were \$243,779, \$244,153, and \$283,499, respectively. Ten-year historical trend information is presented in the Teacher's Retirement System of Oklahoma Annual Report for the year ended June 30, 2018. This information is useful in assessing the pension plan's accumulation of sufficient assets to pay pension benefits as they become due. Please visit [www.ok.gov/TRS](http://www.ok.gov/TRS) for all plan information.

GASB Statement 68 became effective for fiscal years beginning after June 15, 2014, and significantly changes pension accounting and financial reporting for governmental employers who participate in a pension plan, such as the System, and who prepare published financial statements on an accrual basis using Generally Accepted Accounting Principles. Since the District does not prepare and present their financial statements on an accrual basis, the net pension amount is not required to be presented on the audited financial statements. The amount of calculated pension liability for the District at June 30, 2017 was \$3,378,697.

**6. RISK MANAGEMENT**

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 risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**6. RISK MANAGEMENT** – cont'd

The School participates in a risk pool for Workers' Compensation coverage in which there is a transfer or pooling of risks among the participants of that pool. In accordance with GASB No. 10, the School 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 it 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 school'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 its loss fund in three years, it is returned to the District with no interest.

The District is also a member of the Oklahoma Public Schools Unemployment Compensation Program. In this program the District is required to contribute 1.6% of its taxable payroll for unemployment insurance. The funds for each District are kept separate and Districts can contribute more than 1.6% of their payroll if they elect to. The money contributed by each District earns interest and is fully insured. If the District has claims in excess of the amount in its account, it will be liable for the excess.

**7. CONTINGENCIES**

Federal Grants

Amounts received or receivable from grant 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 amounts, 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.

Schedule of Expenditure of Federal Awards

The schedule shows the federal awards received and expended by the District during the 2017-18 fiscal year. The revised Uniform Guidance Audits of States, Local Governments and Non-Profit Organizations, established uniform audit requirements for nonfederal entities which expended more than \$750,000 in federal awards.

The School did not fall under this threshold during the 2017-18 fiscal year, therefore, this schedule is not required and is for information purposes only.



INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

**7. CONTINGENCIES – cont'd**

Litigation

School officials are not aware of any pending or threatened litigation, claims or assessments or unasserted claims or assessments against the District.

Commitments

During the 2014-15 audit, District management informed us of an ongoing dispute with one of its vendors, Omega Technology Center, Inc. Omega has been the District's technology service provider relating to e-rate funding from the Universal Service Administrative Company (USAC) via the School & Libraries Program (SLP). During a Payment Quality Assurance (PQA) audit and an on-site visit by USAC auditors, they were unable to locate some of the equipment for which the District received e-rate funding. Omega had invoiced the District and USAC \$57,917 for equipment and installation. USAC has notified the District of the violation and is seeking the recovery of disbursed funds in the amount of \$52,125.30, the portion paid by SLP. During the 2016-17 fiscal year, the District's Board of Education approved a payment plan with USAC to repay these funds. As of June 30, 2018, the District has paid \$47,281 of the outstanding balance and is making monthly payments of \$1,956 until paid in full.

INDEPENDENT SCHOOL DISTRICT NO. 1-2, CHOCTAW COUNTY  
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE -  
 ALL SPECIAL REVENUE FUNDS - REGULATORY BASIS  
 JUNE 30, 2018

	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash	\$ 78,118	18,716	96,834
<u>LIABILITIES AND FUND BALANCE</u>			
Liabilities:			
Warrants payable	\$ 4,681	9,519	14,200
Encumbrances	864		864
Total Liabilities	<u>5,545</u>	<u>9,519</u>	<u>15,064</u>
Fund Balance:			
Restricted	<u>72,573</u>	<u>9,197</u>	<u>81,770</u>
Total Liabilities and Fund Balance	<u>\$ 78,118</u>	<u>18,716</u>	<u>96,834</u>

INDEPENDENT SCHOOL DISTRICT NO. 1-2, CHOCTAW COUNTY  
 COMBINING STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND CHANGES  
 IN CASH FUND BALANCES - ALL SPECIAL REVENUE FUNDS - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2018

	BUILDING FUND	CHILD NUTRITION FUND	TOTAL
Revenues Collected:			
Local sources	\$ 82,044		82,044
State sources	8,130	23,642	31,772
Federal sources		138,813	138,813
Interest earnings		163	163
Non-revenue receipts		5,777	5,777
Total revenues collected	<u>90,174</u>	<u>168,395</u>	<u>258,569</u>
Expenditures:			
Instruction	7,445	93,814	101,259
Support services	55,993		55,993
Operation of non-instructional services		85,529	85,529
Total expenditures	<u>63,438</u>	<u>179,343</u>	<u>242,781</u>
Excess of revenues collected over (under) expenditures before adjustments to prior year encumbrances	26,736	(10,948)	15,788
Adjustments to prior year encumbrances	<u>10</u>	<u>65</u>	<u>75</u>
Excess of revenues collected over (under) expenditures	26,746	(10,883)	15,863
Cash fund balances, beginning of year	<u>45,827</u>	<u>20,080</u>	<u>65,907</u>
Cash fund balances, end of year	<u>\$ 72,573</u>	<u>9,197</u>	<u>81,770</u>

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
 COMBINING STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND CHANGES  
 IN CASH FUND BALANCES - BUDGET AND ACTUAL COMPARISON  
 ALL SPECIAL REVENUE FUNDS - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2018

	BUILDING FUND			CHILD NUTRITION FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Revenues Collected:						
Local sources	\$ 74,977	74,977	82,044	\$		
State sources			8,130	22,025	22,025	23,642
Federal sources				192,486	192,486	138,813
Interest earnings						163
Non-revenue receipts						5,777
Total revenues collected	<u>74,977</u>	<u>74,977</u>	<u>90,174</u>	<u>214,511</u>	<u>214,511</u>	<u>168,395</u>
Expenditures:						
Instruction			7,445	149,062	149,062	93,814
Support services	120,804	120,804	55,993			
Operation of non-instructional services				85,529	85,529	85,529
Total expenditures	<u>120,804</u>	<u>120,804</u>	<u>63,438</u>	<u>234,591</u>	<u>234,591</u>	<u>179,343</u>
Excess of revenues collected over (under) expenditures before adjustments to prior year encumbrances	(45,827)	(45,827)	26,736	(20,080)	(20,080)	(10,948)
Adjustment to prior year encumbrances	<u>0</u>	<u>0</u>	<u>10</u>	<u>0</u>	<u>0</u>	<u>65</u>
Excess of revenues collected over (under) expenditures	(45,827)	(45,827)	26,746	(20,080)	(20,080)	(10,883)
Cash fund balances, beginning of year	<u>45,827</u>	<u>45,827</u>	<u>45,827</u>	<u>20,080</u>	<u>20,080</u>	<u>20,080</u>
Cash fund balances, end of year	<u>\$ 0</u>	<u>0</u>	<u>72,573</u>	<u>\$ 0</u>	<u>0</u>	<u>9,197</u>

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
 COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -  
 AGENCY FUNDS - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2018

	BALANCE 7-01-17	ADDITIONS	NET ADJUSTMENTS	DEDUCTIONS	BALANCE 6-30-18
<b>ASSETS</b>					
Cash	\$ 110,612	178,629	1,466	187,688	103,019
<b>LIABILITIES</b>					
<i>Funds held for school organizations:</i>					
Summer food service	\$ 0	104		0	104
General activity	2,167	26,021	1,505	29,023	670
FFA	18,233	46,362		53,653	10,942
FCCLA	4,325	2,165		5,263	1,227
Camp Goddard	1,101	11,228		11,863	466
Cap and Gown fund	1	740		740	1
Class of 1945 scholarship	75	0		0	75
Library	868	6,630		4,040	3,458
Class of 2020	6,416	1,158		62	7,512
Student council	615	1,677		1,631	661
Livestock booster club	3,552	19,907	300	18,147	5,612
Flower fund	397	450		847	0
High School Cheer	1,415	4,741	(170)	5,737	249
Yearbook	5,860	2,800		3,421	5,239
CD	2,729	0		0	2,729
Class of 2028	470	2,738		2,409	799
Fill the bus	1,780	0		194	1,586
Elementary girls basketball	0	1,551		1,496	55
General fund refund	0	1,895		1,770	125
Elementary activities	0	787		710	77
Girls Basketball	592	5,001	(340)	3,243	2,010
Boys baseball	313	7,348		7,122	539
TSA	1,750	0		0	1,750
Child nutrition refund	400	5,377		5,777	0
Class of 1946 scholarship	105	0		0	105
Elementary basketball	127	287		317	97
Class of 2016	315	0		0	315
Class of 2017	269	0		0	269
Jr/Sr High School	519	35		0	554
Class of 2018	3,388	1,864		5,252	0
Elementary Cheer	432	513	170	383	732
Class of 2019	7,693	1,784		3,950	5,527
Speech & Drama	3,296	493		2,775	1,014
4-H	9,335	2,618	(300)	1,167	10,486
Class of 2021	5,943	447		136	6,254
Class of 2022	3,173	1,163		191	4,145
Class of 2023	4,981	398		61	5,318
Class of 2024	6,268	1,164		196	7,236
Box Tops for Education	469	129		349	249
Girls Softball	2,479	6,389		7,512	1,356
Boys Basketball	989	1,201		743	1,447
History Club	675	0		0	675
Class of 2025	3,569	908		79	4,398
Class of 2031	0	1,236		647	589
Science Club	888	109		550	447
Class of 2026	2,218	4,811		3,959	3,070
Book Club	666	0		0	666
JH Cheer	0	671		515	156
Class of 2027	2,107	719		61	2,765
Class of 2029	159	2,006		1,035	1,130
Class of 2030	295	1,004		662	637
Unidentified Adjustment	(2,805)	0	301	0	(2,504)
<b>Total Liabilities</b>	<b>\$110,612</b>	<b>178,629</b>	<b>1,466</b>	<b>187,688</b>	<b>103,019</b>

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2018

Federal Grantor / Pass Through Grantor / Program Title	Federal CFDA Number	Federal Grantor's/ Pass-through No.	Program or Award Amount	Balance at 7/1/2017	Revenue Collected	Total Expenditures	Balance at 6/30/2018
<u>U.S. Department of Education</u>							
Indian Education	84.060a	S060A170380	\$ 32,140		32,140	32,140	
Indian Education - 2016-17 - Note	84.060a	S060A160380		20,015	20,015		
Impact Aid	84.041	S041B20183946	80,014		80,014	76,678	
Impact Aid - Disabled	84.041	S041B20183946	9,728		9,728	9,728	
Small, rural school ach program	84.358a	S358A173792	23,734		23,734	23,734	
Small, rural school ach program carryover	84.358a	S358A162610		17,174	17,174		
Small, rural school ach program carryover	84.358a	S358A152610		1,602	1,602		
Sub Total			<u>145,616</u>	<u>38,791</u>	<u>184,407</u>	<u>142,280</u>	<u>0</u>
<u>Passed Through State Department of Education:</u>							
Title I Basic program	84.010		149,952		147,887	147,887	
Title I Basic program - 2016-17 - Note	84.010			122,361	122,361		
Title I, School Improvement	84.010		36,796		12,110	12,110	
Title II, Part A	84.367		35,016		25,977	25,977	
Title II, Part A - 2016-17 - Note	84.367			11,043	11,043		
<u>Special Education:</u>							
IDEA-B Flow Through	84.027		90,558		89,495	89,495	
IDEA-B Preschool	84.173		2,231		2,231	2,231	
Sub Total			<u>314,553</u>	<u>133,404</u>	<u>411,104</u>	<u>277,700</u>	<u>0</u>
<u>U.S. Department of Agriculture</u>							
<u>Passed Through State Department of Education:</u>							
<u>Child Nutrition Programs:</u>							
National school lunch program	10.555				44,774	26,650	
School breakfast program	10.553				90,600	129,225	
Summer food program	10.559				3,439	1,154	
Sub Total					<u>138,813</u>	<u>157,029</u>	
<u>Passed Through Department of Human Services:</u>							
<u>Non-cash assistance - commodities - Note 3</u>							
National school lunch program	10.555				11,895	11,895	
<u>Other Federal Assistance:</u>							
Johnson O'Malley	15.130		7,020			7,019	7,019
Johnson O'Malley - 2016-17 - Note	15.130			7,140	7,140		
Sub Total			<u>7,020</u>	<u>7,140</u>	<u>7,140</u>	<u>7,019</u>	<u>7,019</u>
Total Federal Assistance			<u>\$ 467,189</u>	<u>179,335</u>	<u>753,359</u>	<u>595,923</u>	<u>7,019</u>

Note - These amounts represent reimbursements for prior year expenditures which were not received until the current fiscal year.

Note 1 - Basis of Presentation - The accompanying schedule of expenditures of federal awards includes the federal activity of the District for the year ended June 30, 2018. This information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the District, it is not intended and does

Note 2 - Summary of Significant Accounting Policies - Expenditures reported on this schedule are reported on the regulatory basis of accounting consistent with the preparation of the combined financial statements except as noted in Note 3. Expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The District has elected not to use the 10 percent de minimus indirect cost rate allowed under the Uniform Guidance.

Note 3 - Non-Monetary Assistance - Commodities received by the District in the amount of \$11,895 were of a non-monetary nature and therefore the total revenue does not agree with the financial statements

INDEPENDENT SCHOOL DISTRICT NO. I-2, CHOCTAW COUNTY  
STATEMENT OF STATUTORY, FIDELITY AND HONESTY BONDS  
FOR THE YEAR ENDED JUNE 30, 2018

BONDING COMPANY	POSITION COVERED	BOND NUMBER	COVERAGE AMOUNT	EFFECTIVE DATES
Old Republic Surety Company -	Treasurer / Minutes Clerk	LPO2103651	\$ 100,000	8/30/17 - 8/30/18
	Encumbrance/Payroll Clerk	LPO2082693	5,000	11/7/17 - 11/7/18
	Deputy Treasurer / AF Custodian	LSM0593912	25,000	2/1/18 - 2/1/19
	Superintendent (Caughern)	LSM0989771	100,000	6/30/17 - 6/30/18

INDEPENDENT SCHOOL DISTRICT NO. 1-2, CHOCTAW COUNTY  
SCHEDULE OF ACCOUNTANT'S PROFESSIONAL LIABILITY INSURANCE  
AFFIDAVIT  
JULY 1, 2017 TO JUNE 30, 2018

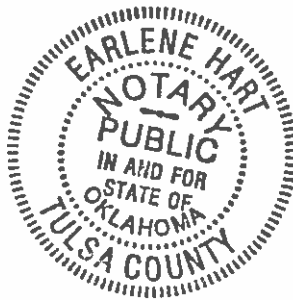
State of Oklahoma            )  
  ) ss  
County of Tulsa             )

The undersigned auditing firm of lawful ages, being first duly sworn on oath says that said firm had in full force and effect Accountant's Professional Liability Insurance in accordance with the "Oklahoma Public School Audit Law" at the time of audit contract and during the entire audit engagement with Fort Towson Public Schools for the audit year 2017-18.

Sanders, Bledsoe & Hewett,  
Certified Public Accountants, LLP  
Auditing Firm

By   
Authorized Agent

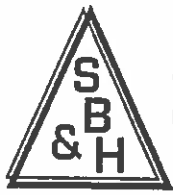
Subscribed and sworn to before me  
This 19<sup>th</sup> day of October, 2018



  
Notary Public (or Clerk or Judge)

My Commission Expires: 5-19-2020  
Commission No. 00008621





**SANDERS, BLEDSOE & HEWETT**  
CERTIFIED PUBLIC ACCOUNTANTS, LLP

Stephen H. Sanders, CPA  
Eric M. Bledsoe, CPA  
Jeffrey D. Hewett, CPA

P.O. BOX 1310 • 101 N. MAIN ST. • BROKEN ARROW, OK 74013 • (918) 449-9991 • (800) 522-3831 • FAX (918) 449-9779

October 19, 2018

Mr. Phil Hall, Supt.  
Fort Towson Public Schools  
P.O. Box 39  
Fort Towson, Oklahoma 74735

Dear Mr. Hall:

Listed below are the observations and recommendations from the final audit work we performed for you. Please review them very carefully, along with the review copy of your audit report. If you have questions or desire additional information, please call us so that any discrepancies may be resolved.

**The following section contains the observations relayed to management that are control deficiencies, which we feel need to be communicated to you so appropriate action may be taken to correct these deficiencies. These items are not included in your audit report, as they are not considered material or immaterial in nature. They are simply observations of some minor findings that could evolve into immaterial or material findings if not addressed or corrected.**

Lack of Segregation of Duties

The inherent limitations resulting from a small number of employees performing functions that would normally be divided among employees were a larger number available prevent a proper segregation of accounting functions which is necessary in order to assure adequate internal accounting controls. This is normally an issue in small to medium size school districts, especially in the areas of cash collections and disbursements.

Superintendent Travel

We observed during the audit that that purchase orders for the previous Superintendent's travel, meals and lodging did not provide sufficient detail as to the purposes for the reimbursements. We recommend that claims for reimbursement for travel, meals and lodging provide the proper itemization and documentation, as required by the State Department of Education:

- A. Proper itemization shall include the following:
1. dates entering and ending travel status;

### Superintendent Travel (cont'd)

2. points of travel;
3. mileage to and from destination(s) when personally owned vehicle is used;
4. amount per mile reimbursed;
5. air, bus or train fares when public transportation is used;
6. parking fees, taxi fares, car rentals and turnpike fees;
7. meals or per diem rate established by the board of education;
8. registration fees and meeting expenses;
9. motel and hotel expense;
10. other school business expenses such as telephone calls, tips, etc., which properly occur during the time and claimant is in travel status.

B. Proper documentation shall consist of receipts to be attached to the travel claim for the following items listed thereon:

1. air, bus or train fares and car rentals;
2. meals, unless payment is made on a per diem basis established by the board;
3. hotel or motel accommodations;
4. other travel related expenses when applicable;
5. registration fees and meeting expenses.

We also recommend that more detailed support be maintained for travel expenses (e.g., an explanation regarding the purpose of both the trip and of the expenditures, which employee or board member's meals are being purchased, etc.), as required by the State Department of Education.

### Activity Funds

1. We observed during the audit that the custodian's activity ledger was not properly reconciled to the reconciled bank balance at the end of each month. We recommend, at the end of each month, that all deposits in transit and all checks outstanding be clearly identified and detailed on each reconciliation, and that a list of outstanding checks, giving numbers and amounts, be included. We also recommend that the bank statements be reconciled with the custodian's ledger at the end of each month.
2. The deposit sheets for athletic events did include the corresponding tickets, but there was no place on the form to record the beginning and ending ticket numbers. We recommend that this information be recorded on the form for every event that requires tickets.
3. We observed during the audit that activity fund checks were issued in January, February and March 2018 were not countersigned. We recommend that all checks be signed and countersigned as required by Oklahoma Statutes. (Reference: 70 O.S. § 5-129)

#### Activity Funds (cont'd)

4. We observed during the audit that there were several checks issued to First United Bank for gate and concession stand start-up cash. We recommend discontinuance of this practice because we find no statutory authority to support it. The proper procedure for obtaining "cash" for change at school activities is to issue a check to a specific individual, who then has the responsibility to return the cash to the activity fund custodian. Upon receiving the change after the school function that required it is over, the activity fund custodian should identify it as "change" and it should be coded/deposited apart from other monies collected by the custodian.
5. We noted check number 24 was issued to an individual in the amount of \$1,000 for the purchase of a smoker. However, there was no supporting documentation for this purchase. In a case where a purchase is made to an individual for goods or services, a non-commercial vendors claim should be completed, where the goods and services are explained, and then signed by both the individual and a responsible school official.
6. Activity fund check number 77 was issued to the FFA Director in the amount of \$4,577.68. This was for reimbursement of travel expenses while attending the National FFA Convention in Tennessee with students. However, this check issued for meals, event tickets and lodging did not provide proper supporting documentation as to the purposes for the reimbursements. We recommend that claims for reimbursement for travel, meals and lodging provide the proper itemization and documentation, as required by the State Department of Education, such as air, bus or train fares and car expenses, fuel, meals, hotel or motel accommodations, registration fees and meeting expenses. No travel item should ever be reimbursed without an itemized invoice indicating what amount was paid by the employee. Also, travel claims should include a listing of students/employees attending each event.
7. We observed that activity fund check number 174, in the amount of \$1,389.12 was paid from the statement and not the invoice. We recommend that the original, itemized invoices be obtained and attached to the requisition for support and that the checks be prepared based on these invoices

#### Signed as Received

Many of the appropriated fund and activity fund invoices were not signed as received. We recommend that all invoices or delivery tickets be signed and dated when the merchandise is received, or when services have been rendered, by a school official that is taking responsibility for the goods or services being received.

We take this opportunity to thank you and your professional staff for the outstanding cooperation and invaluable assistance you gave us during our recent onsite audit work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric M. Bledsoe', with a long horizontal flourish extending to the right.

Eric M. Bledsoe

For

Sanders, Bledsoe & Hewett  
Certified Public Accountants, LLP