

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

**GAGE INDEPENDENT SCHOOL DISTRICT NO. I-39,
ELLIS COUNTY, OKLAHOMA**

JULY 1, 2015 TO APRIL 21, 2016

Audited by

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

BROKEN ARROW, OK

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
SCHOOL DISTRICT OFFICIALS
APRIL 21, 2016

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INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
APRIL 21, 2016

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APRIL 21, 2016

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SANDERS, BLEDSOE & HEWETT

CERTIFIED PUBLIC ACCOUNTANTS, LLP

INDEPENDENT AUDITOR'S REPORT

July 18, 2016

The Honorable Board of Education
Gage School District Number I-39
Gage, Ellis County, Oklahoma

Report on the Financial Statements

We have audited the accompanying combined fund type and account group financial statements – regulatory basis of the Gage School District Number I-39, Gage, Ellis County, Oklahoma (the District), as of and for the year ended April 21, 2016 (which is the last day of operation for this entity), 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, as described in Note 1, 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 April 21, 2016, 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 April 21, 2016, and the revenues collected and expenditures paid and encumbered for the year then ended on the regulatory basis of accounting described in Note 1.

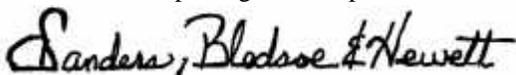
Other Matters

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 as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also 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 combined 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 July 18, 2016 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 to 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



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**

July 18, 2016

The Honorable Board of Education
Gage School District Number I-39
Gage, Ellis 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 Gage School District Number I-39, Gage, Ellis County, Oklahoma (District), as of and for the year ended April 21, 2016, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated July 18, 2016, 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, we did identify certain deficiencies in internal control, described in the accompanying schedule of audit results, as items 2016-1 and 2016-2, that we consider 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, 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of audit results as items, 2016-1 and 2016-2.

District's Response to Findings

The District's response to the findings identified in our audit (if submitted) are described in the attached corrective action plan. The District's responses were not subjected to the auditing procedures applied in the audit on the financial statements and accordingly, we 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 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.



Sanders, Bledsoe & Hewett
Certified Public Accountants, LLP

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
DISPOSITION OF PRIOR YEAR'S REPORTABLE CONDITIONS AND MATERIAL
INSTANCES OF NON-COMPLIANCE
APRIL 21, 2016

No prior year reportable conditions.

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
SCHEDULE OF AUDIT RESULTS
APRIL 21, 2016

Section 1 – Summary of Auditor’s Results:

1. A qualified opinion was issued on the financial statements with respect to the regulatory basis of accounting prescribed.
2. The audit disclosed significant deficiencies in the internal controls over financial reporting, 2016-1 and 2016-2, which were not considered material weaknesses.
3. The audit disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* described below as item 2016-1 and 2016-2.

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

FINDING 2016-1 - SEGREGATION OF DUTIES

Condition: The district has a general lack of segregation of duties resulting from a small number of employees performing functions that would normally be divided among employees were a larger number available. Currently, one individual performs many of the functions for treasurer, payroll, activity fund and accounts payable.

Criteria: A good system of internal control would provide for the proper segregation of entering information, processing information, issuing of checks and reconciling.

Cause / Effect: Due to a limited number of personnel available to perform the various accounting functions, there is an increased risk that errors or fraud may occur and not be detected in a timely manner.

Recommendation: Although this is an ongoing issue in small school districts, we recommend that board implement procedures to segregate key accounting functions, and determine the cost effectiveness of the possible hiring/assigning of personnel to help better segregate accounting functions.

FINDING 2016-2 – FINANCIAL MANAGEMENT

Condition: When reviewing the District's financial records, we made the following observations:

- The District did not adequately oversee appropriations in their accounting software. The child nutrition fund had original appropriations of \$70,807.08. However, at April 21, 2016, the child nutrition fund had obligations (through checks issued and reserve encumbrances) totaling \$72,681.86, which means appropriations were exceeded by \$1,874.78. It was noted that a Supplemental Form 307 was filed with the county after April 21, 2016 for \$1,874.78, which covered the total amount exceeded.
- The general fund had a negative fund balance of (\$38,739.71) as of April 21, 2016. However, approved appropriations were not exceeded during the year. The District sold some property which resulted in the general fund collecting an additional \$44,513.57 on May 11, 2016. This receipt would essentially eliminate the negative fund balance position, but did not occur until after the date of this audit report.

Criteria: It is a violation of state law for any appropriated fund to exceed the approved appropriation balance at any time during the fiscal year. In addition, Oklahoma Statutes state that it is unlawful for a school district to create or authorize creation of a deficit in any fund. (Reference: 70 O.S. 2011 § 5-157)

Cause / Effect: Reduced enrollment and decreases in funding contributed to the financial insolvency of the District. Management determined that due to the deficit general fund balance, the District would be unable to cover payroll expenses through the normal fiscal year-end of June 30, 2016. A vote was held for the annexation of the District into Fargo Public Schools. Taxpayers of the District approved the annexation effective April 22, 2016. In addition, due to the lack of implementation and/or the following of procedures, and a limited number of personnel available to properly segregate duties, there was an increase in the risk of misstatements in the financial statements, and the possibility that errors or irregularities may occur and not be detected within a timely period.

Recommendation: We recommend that the district enforce its current procedures and implement new procedures to address the aforementioned conditions. This would include ensuring that personnel responsible for financial management receive proper training in all areas.

We also recommend that all appropriation amounts be closely monitored at all times, and reviewed on a weekly basis to ensure that legal appropriation (budget) amounts are not ever exceeded during a fiscal year. Further, we recommend that each fiscal year be properly budgeted in order to assure that future fiscal years do not have to pay for prior year obligations.

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 COMBINED STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE -
 ALL FUND TYPES AND ACCOUNT GROUPS - REGULATORY BASIS
 APRIL 21, 2016

	GOVERNMENTAL FUND TYPES				FIDUCIARY	ACCOUNT	TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	FUND TYPES EXPENDABLE TRUSTS AND AGENCY FUNDS	GROUP GENERAL LONG-TERM DEBT	
<u>ASSETS</u>							
Cash	\$ 35,124	124,192	27,473	2,728	17,640		207,157
Investments					13,208		13,208
Amounts available in debt service						27,473	27,473
Amount to be provided for retirement of long-term debt						57,527	57,527
Total Assets	\$ 35,124	124,192	27,473	2,728	30,848	85,000	305,365
<u>LIABILITIES AND FUND BALANCE</u>							
Liabilities:							
Warrants payable	\$ 76,126	7,877					84,003
Funds held for school organizations					17,140		17,140
Long-term debt:							
Bonds payable						85,000	85,000
Total liabilities	76,126	7,877	0	0	17,140	85,000	186,143
Fund Balance:							
Restricted		116,315	27,473	2,728	13,708		160,224
Unassigned	(41,002)						(41,002)
Cash fund balances	(41,002)	116,315	27,473	2,728	13,708	0	119,222
Total Liabilities and Fund Balance	\$ 35,124	124,192	27,473	2,728	30,848	85,000	305,365

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

INDEPENDENT SCHOOL DISTRICT NO. 1-39, ELLIS COUNTY
 COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND CHANGES IN CASH FUND BALANCES
 - ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUSTS - REGULATORY BASIS
 FOR THE YEAR ENDED APRIL 21, 2016

	GOVERNMENTAL FUND TYPES				FIDUCIARY	TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUSTS	
Revenues Collected:						
Local sources	\$ 327,241	68,403	55,904			451,548
Intermediate sources	37,689					37,689
State sources	331,672	270	33			331,975
Federal sources	52,182	43,772				95,954
Interest earnings	876				46	922
Non-revenue receipts	1,089	10,820				11,909
Total revenues collected	<u>750,749</u>	<u>123,265</u>	<u>55,937</u>	<u>0</u>	<u>46</u>	<u>929,997</u>
Expenditures:						
Instruction	482,227					482,227
Support services	379,355	35,583		2,612		417,550
Operation of non-instructional services		72,682				72,682
Facilities acquisition & construction services		135				135
Other outlays:						
Debt service requirements			63,463			63,463
Correcting entry	129					129
Total expenditures	<u>861,711</u>	<u>108,400</u>	<u>63,463</u>	<u>2,612</u>	<u>0</u>	<u>1,036,186</u>
Excess of revenues collected over (under) expenditures before other financing sources (uses)	(110,962)	14,865	(7,526)	(2,612)	46	(106,189)
Other financing source (uses):						
Adjustments to prior year encumbrances	1,666	148				1,814
Adjust debt service to regulatory basis - note 8			32,121			32,121
Unidentified adjustment	(1,780)					(1,780)
Total other financing sources (uses)	<u>(114)</u>	<u>148</u>	<u>32,121</u>	<u>0</u>	<u>0</u>	<u>32,155</u>
Excess of revenues collected over (under) expenditures	(111,076)	15,013	24,595	(2,612)	46	(74,034)
Cash fund balances, beginning of year	<u>70,074</u>	<u>101,302</u>	<u>2,878</u>	<u>5,340</u>	<u>13,662</u>	<u>193,256</u>
Cash fund balances, end of year	<u>\$ (41,002)</u>	<u>116,315</u>	<u>27,473</u>	<u>2,728</u>	<u>13,708</u>	<u>119,222</u>

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

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND
 CHANGES IN CASH FUND BALANCES - BUDGETED GOVERNMENTAL FUND TYPES - REGULATORY BASIS
 FOR THE YEAR ENDED APRIL 21, 2016

	GENERAL FUND			
	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues Collected:				
Local sources	\$ 358,936	358,936	327,241	(31,695)
Intermediate sources	46,014	46,014	37,689	(8,325)
State sources	509,135	509,135	331,672	(177,463)
Federal sources	38,613	38,613	52,182	13,569
Interest earnings			876	876
Non-revenue receipts			1,089	1,089
Total revenues collected	952,698	952,698	750,749	(201,949)
Expenditures:				
Instruction			482,227	(482,227)
Support services			379,355	(379,355)
Other outlays:				
Correcting entry			129	(129)
Unbudgeted	1,022,772	1,022,772		1,022,772
Total expenditures	1,022,772	1,022,772	861,711	161,061
Excess of revenues collected over (under) expenditures before adjustments to prior year encumbrances	(70,074)	(70,074)	(110,962)	(40,888)
Other financing sources (uses):				
Adjustments to prior year encumbrances			1,666	1,666
Unidentified adjustment			(1,780)	(1,780)
Total other financing sources (uses)	0	0	(114)	(114)
Excess of revenues collected over (under) expenditures	(70,074)	(70,074)	(111,076)	(41,002)
Cash fund balance, beginning of year	70,074	70,074	70,074	0
Cash fund balance, end of year	\$ 0	0	(41,002)	(41,002)

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

INDEPENDENT SCHOOL DISTRICT NO.1-39, ELLIS COUNTY
 COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND
 CHANGES IN CASH FUND BALANCES - BUDGETED GOVERNMENTAL FUND TYPES - REGULATORY BASIS
 FOR THE YEAR ENDED APRIL 21, 2016

	SPECIAL REVENUE FUNDS			
	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues Collected:				
Local sources	\$ 52,614	52,614	68,403	15,789
State sources	759	759	270	(489)
Federal sources	35,674	37,549	43,772	6,223
Non-revenue receipts			10,820	10,820
Total revenues collected	89,047	90,922	123,265	32,343
Expenditures:				
Support services	119,542	119,542	35,583	83,959
Operation of non-instructional services	70,807	72,682	72,682	
Facilities acquisition & construction services			135	(135)
Total expenditures	190,349	192,224	108,400	83,824
Excess of revenues collected over (under) expenditures before adjustments to prior year encumbrances	(101,302)	(101,302)	14,865	116,167
Adjustments to prior year encumbrances	0	0	148	148
Excess of revenues collected over (under) expenditures	(101,302)	(101,302)	15,013	116,315
Cash fund balances, beginning of year	101,302	101,302	101,302	0
Cash fund balances, end of year	\$ 0	0	116,315	116,315

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

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND
 CHANGES IN CASH FUND BALANCES - BUDGETED GOVERNMENTAL FUND TYPES - REGULATORY BASIS
 FOR THE YEAR ENDED APRIL 21, 2016

	DEBT SERVICE FUND		
	Original/ Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues Collected:			
Local sources	\$ 52,012	55,904	3,892
State sources		33	33
Total revenues	<u>52,012</u>	<u>55,937</u>	<u>3,925</u>
Requirements:			
Bonds	52,000	60,000	(8,000)
Coupons	2,890	3,463	(573)
Total requirements	<u>54,890</u>	<u>63,463</u>	<u>(8,573)</u>
Excess of revenue collected over (under) expenditures before adjustments	(2,878)	(7,526)	(4,648)
Adjust debt service to regulatory basis - note 8	<u>0</u>	<u>32,121</u>	<u>32,121</u>
Excess of revenue collected over (under) expenditures	(2,878)	24,595	27,473
Cash fund balance, beginning of year	<u>2,878</u>	<u>2,878</u>	<u>0</u>
Cash fund balance, end of year	<u>\$ 0</u>	<u>27,473</u>	<u>27,473</u>

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

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of the Gage Public Schools Independent District, No. I-39 (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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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 2015-16 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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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 maintained a gifts and endowment fund during the 2015-16 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 (judgements 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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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.

The 2015-16 Estimate of Needs was amended by supplemental appropriations as follows:

<u>Fund</u>	<u>Total</u>
Child Nutrition	\$ 1,875

These amendments were approved by the county excise board.

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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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 April 21, 2016, 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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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 2015-16 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 April 21, 2016, were \$203,210, 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-39, ELLIS COUNTY
 NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
 FOR THE YEAR ENDED APRIL 21, 2016

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 April 21, 2016.

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 can be 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 building and transportation bonds payable. Debt service requirements for bonds are payable 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 April 21, 2016:

	Bonds Payable
Balance, July 1, 2015	\$ 145,000
Deductions	(60,000)
Balance April 21, 2016	\$ 85,000

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
 FOR THE YEAR ENDED APRIL 21, 2016

4. GENERAL LONG-TERM DEBT – cont'd

A brief description of the outstanding long-term debt at April 21, 2016, is set forth below:

	<u>Amount Outstanding</u>
<u>General Obligation Bonds:</u>	
Building Bonds, Series 2007, original issue \$210,000, interest rate of 4.0%, due in annual installments of \$25,000, final payment of \$25,000, due 7-01-17	\$ 50,000
Combined Purpose Bonds, Series 2012, original issue \$135,000, interest rate of 1.00% to 2.85%, due in annual installments of \$35,000, final payment of \$35,000, due 5-01-17	<u>35,000</u>
Total	<u>\$ 85,000</u>

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

Year Ending <u>June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2017	\$ 60,000	2,525	62,525
2018	<u>25,000</u>	<u>1,000</u>	<u>26,000</u>
Total	<u>\$ 85,000</u>	<u>3,525</u>	<u>88,525</u>

Interest paid on general long-term debt incurred during the 2015-16 fiscal year totaled \$3,963.

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

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 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 2015-16 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 5.12%.

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

5. EMPLOYEE RETIREMENT SYSTEM – cont'd

Annual Pension Cost

The District's total contributions for 2016, 2015 and 2014 were \$81,792, \$114,785 and \$95,269, respectively. Ten-year historical trend information is presented in the Teacher's Retirement System of Oklahoma Annual Report for the year ended April 21, 2016. 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 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, 2014 (the latest information available) was \$827,386

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.

The District 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 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 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.

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

6. RISK MANAGEMENT – cont'd

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 2015-16 fiscal year. The revised OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations, established uniform audit requirements for nonfederal entities which expended more than \$500,000 in federal awards.

The District did not fall under this threshold during the 2015-16 fiscal year, therefore, this schedule is not required and is for information purposes only.

Litigation

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

School Annexation

During the 2015-16 fiscal year, the Board of Education of the District approved a resolution to annex into the Fargo Public School District. This decision was made based upon current and projected enrollment numbers and a lack of sufficient funding from local, state and federal sources. Annexation was approved at an election held on April 5, 2016 and considered effective April 22, 2016. All revenues received after April 22, 2016, available cash on hand, and all previous debt and obligations incurred by the District becomes the property of Fargo Public Schools.

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

8. SINKING FUND BALANCE ADJUSTMENT

In previous years the sinking fund balance had been reported on the accrual basis. As of April 21, 2016, the District will report the sinking fund balance in accordance with the regulatory basis. The amount reported reflects necessary adjustment for this change.

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE -
 ALL SPECIAL REVENUE FUNDS - REGULATORY BASIS
 APRIL 21, 2016

	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash	\$ 103,328	20,864	124,192
<u>LIABILITIES AND FUND BALANCE</u>			
Liabilities:			
Warrants payable	\$ 2,276	5,601	7,877
Fund Balance:			
Restricted	101,052	15,263	116,315
Total Liabilities and Fund Balance	<u>\$ 103,328</u>	<u>20,864</u>	<u>124,192</u>

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 COMBINING STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND CHANGES
 IN CASH FUND BALANCES - ALL SPECIAL REVENUE FUNDS - REGULATORY BASIS
 FOR THE YEAR ENDED APRIL 21, 2016

	BUILDING FUND	CHILD NUTRITION FUND	TOTAL
Revenues Collected:			
Local sources	\$ 68,377	26	68,403
State sources	28	242	270
Federal sources		43,772	43,772
Non-revenue receipts	100	10,720	10,820
Total revenues collected	<u>68,505</u>	<u>54,760</u>	<u>123,265</u>
Expenditures:			
Support services	35,583		35,583
Operation of non-instructional services		72,682	72,682
Facilities acquisition & construction services	135		135
Total expenditures	<u>35,718</u>	<u>72,682</u>	<u>108,400</u>
Excess of revenues collected over (under) expenditures before adjustments to prior year encumbrances	32,787	(17,922)	14,865
Adjustments to prior year encumbrances	<u>0</u>	<u>148</u>	<u>148</u>
Excess of revenues collected over (under) expenditures	32,787	(17,774)	15,013
Cash fund balances, beginning of year	<u>68,265</u>	<u>33,037</u>	<u>101,302</u>
Cash fund balances, end of year	<u>\$ 101,052</u>	<u>15,263</u>	<u>116,315</u>

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS 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 APRIL 21, 2016

	BUILDING FUND			CHILD NUTRITION FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Revenues Collected:						
Local sources	\$ 51,277	51,277	68,377	\$ 1,337	1,337	26
State sources			28	759	759	242
Federal sources				35,674	37,549	43,772
Non-revenue receipts			100			10,720
Total revenues collected	<u>51,277</u>	<u>51,277</u>	<u>68,505</u>	<u>37,770</u>	<u>39,645</u>	<u>54,760</u>
Expenditures:						
Support services	119,542	119,542	35,583			
Operation of non-instructional services				70,807	72,682	72,682
Facilities acquisition & construction services			135			
Total expenditures	<u>119,542</u>	<u>119,542</u>	<u>35,718</u>	<u>70,807</u>	<u>72,682</u>	<u>72,682</u>
Excess of revenues collected over (under) expenditures before adjustments to prior year encumbrances	(68,265)	(68,265)	32,787	(33,037)	(33,037)	(17,922)
Adjustments to prior year encumbrances	0	0	0	0	0	148
Excess of revenues collected over (under) expenditures	(68,265)	(68,265)	32,787	(33,037)	(33,037)	(17,774)
Cash fund balances, beginning of year	68,265	68,265	68,265	33,037	33,037	33,037
Cash fund balances, end of year	<u>\$ 0</u>	<u>0</u>	<u>101,052</u>	<u>\$ 0</u>	<u>0</u>	<u>15,263</u>

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE -
 ALL CAPITAL PROJECTS FUNDS - REGULATORY BASIS
 APRIL 21, 2016

	2012 BUILDING BOND FUND	2012 TRANSP. BOND FUND	TOTAL
<u>ASSETS</u>	<u> </u>	<u> </u>	<u> </u>
Cash	\$ 2,728	0	2,728
	<u> </u>	<u> </u>	<u> </u>
<u>LIABILITIES AND FUND BALANCE</u>			
Fund Balance:			
Restricted	\$ 2,728	0	2,728
	<u> </u>	<u> </u>	<u> </u>

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 COMBINING STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND CHANGES
 IN CASH FUND BALANCES - ALL CAPITAL PROJECTS FUNDS - REGULATORY BASIS
 FOR THE YEAR ENDED APRIL 21, 2016

	<u>2012 BUILDING BOND FUND</u>	<u>2012 TRANSP. BOND FUND</u>	<u>TOTAL</u>
Revenues Collected:			
Local sources	\$ 0	0	0
Expenditures:			
Support services	<u> 1,750</u>	<u> 862</u>	<u> 2,612</u>
Excess of revenues collected over (under) expenditures	(1,750)	(862)	(2,612)
Cash fund balances, beginning of year	<u> 4,478</u>	<u> 862</u>	<u> 5,340</u>
Cash fund balances, end of year	<u><u> \$ 2,728</u></u>	<u><u> 0</u></u>	<u><u> 2,728</u></u>

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCE -
 ALL FIDUCIARY FUND TYPES - REGULATORY BASIS
 APRIL 21, 2016

	EXPENDABLE TRUST FUNDS GIFTS AND ENDOWMENTS FUND	AGENCY FUNDS SCHOOL ACTIVITY FUNDS	TOTAL
<u>ASSETS</u>			
Cash	\$ 500	17,140	17,640
Investments	13,208		13,208
Total Assets	\$ 13,708	17,140	30,848
<u>LIABILITIES AND FUND BALANCE</u>			
Liabilities:			
Funds held for school organizations	\$ 0	17,140	17,140
Fund Balance:			
Restricted	13,708	0	13,708
Total Liabilities and Fund Balance	\$ 13,708	17,140	30,848

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -
 ALL AGENCY FUNDS - REGULATORY BASIS
 FOR THE YEAR ENDED APRIL 21, 2016

	BALANCE 7-01-15	ADDITIONS	NET TRANSFERS	DEDUCTIONS	BALANCE 4-21-16
<u>ASSETS</u>					
Cash	\$ 29,303	40,218	0	52,381	17,140
<u>LIABILITIES</u>					
Funds held for school organizations:					
Athletics	\$ 9,182	2,658	150	2,005	9,985
Summer food service	221	0		221	0
Annual	4,218	5,371		9,237	352
Home ec. club	990	0		125	865
Pre k / kindergarten	79	0		79	0
Donations	200	200		0	400
Beta club	410	502	100	973	39
Gage elementary	371	460	(150)	621	60
Field trip	604	56		604	56
Parent outreach	42	0		0	42
Library	467	2,947		3,279	135
Lunch program refund	4,514	10,293		14,815	(8)
Miscellaneous account	273	28	28	17	312
National honor society	80	0		80	0
HS pep club	568	0		568	0
Music	572	15		587	0
JH pep club	166	0		166	0
Petty cash	28	0	(28)	0	0
FCA	48	0		48	0
Science club	801	969		1,547	223
Scholarship fund	430	0		0	430
Gage booster club	47	0		47	0
Student council	1,964	0		0	1,964
Rex Shafter Memorial	515	0		0	515
7th & 8th Humanities	384	0	(100)	284	0
Class of 2011	211	0	15	0	226
Class of 2012	33	33		0	66
Class of 2013	80	90		0	170
Class of 2014	293	0		0	293
Class of 2015	17	0	(15)	0	2
Class of 2016	1,008	12,812		13,493	327
Class of 2017	196	178		166	208
Class of 2018	207	100		0	307
Class of 2019	84	87		0	171
Not-categorical	0	3,419		3,419	0
Total Liabilities	\$ 29,303	40,218	0	52,381	17,140

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - REGULATORY BASIS
FOR THE YEAR ENDED APRIL 21, 2016

<u>Federal Grantor / Pass Through Grantor / Program Title</u>	<u>Federal CFDA Number</u>	<u>Federal Grantor's/ Pass-through No.</u>	<u>Program or Award Amount</u>	<u>Balance at 7/1/15</u>	<u>Revenue Collected</u>	<u>Total Expenditures</u>	<u>Balance at 4/21/16</u>
<u>U.S. Department of Education:</u>							
<u>Direct Programs:</u>							
Small, rural school achievement program	84.358A	S358A132269	\$ 13,705	0	13,705	13,705	0
<u>Passed Through State Department of Education:</u>							
Title I	84.010		46,898		23,671	27,486	3,815
Title I School Improvement	84.010		4,540				
Title I School Improvement 2014-15 - Note	84.010			6,250	6,250		
Title II part A	84.367		4,636		3,633	4,235	602
Title II, Part A 2014-15 - Note	84.367			4,922	4,922		
Sub Total			<u>56,074</u>	<u>11,172</u>	<u>38,476</u>	<u>31,721</u>	<u>4,417</u>
<u>U.S. Department of Agriculture:</u>							
<u>Passed Through State Department of Education</u>							
<u>Child Nutrition Programs:</u>							
School breakfast program	10.553				16,145	17,690	1,545
National school lunch program	10.555				26,283	18,136	2,394
Summer food program	10.559				1,344		
Sub Total					<u>43,772</u>	<u>35,826</u>	<u>3,939</u>
Total Federal Assistance			<u>\$ 69,779</u>	<u>\$ 11,172</u>	<u>95,953</u>	<u>81,252</u>	<u>8,356</u>

Note - These amounts represent expenditures for the prior fiscal year.

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
 STATEMENT OF STATUTORY, FIDELITY AND HONESTY BONDS
 FOR THE YEAR ENDED APRIL 21, 2016

BONDING COMPANY	POSITION COVERED	BOND NUMBER	COVERAGE AMOUNT	EFFECTIVE DATES
CNA Surety Co.	Superintendent	70115064	\$ 100,000	7/1/15 - 7/1/16
	Encumbrance Clerk	70115064	5,000	7/1/15 - 7/1/16
	Activity Fund Custodian	70115064	5,000	7/1/15 - 7/1/16
	Co-Activity Fund Custodian	70115064	5,000	7/1/15 - 7/1/16
	Treasurer	70115064	100,000	7/1/15 - 7/1/16
	Minutes Clerk	70115064	5,000	7/1/15 - 7/1/16
	Co-Minutes Clerk	70115064	5,000	7/1/15 - 7/1/16

INDEPENDENT SCHOOL DISTRICT NO. I-39, ELLIS COUNTY
SCHEDULE OF ACCOUNTANT'S PROFESSIONAL LIABILITY INSURANCE
AFFIDAVIT
JULY 1, 2015 TO APRIL 21, 2016

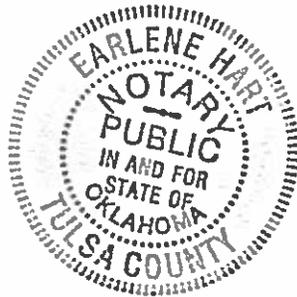
State of Oklahoma)
) ss
County of Tulsa)

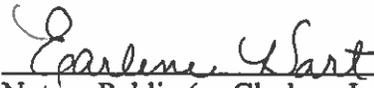
The undersigned auditing firm of lawful ages, being first duly sworn on oath says that said firm had in full force and effect Accountant's Professional Liability Insurance in accordance with the "Oklahoma Public School Audit Law" at the time of audit contract and during the entire audit engagement with Gage Public School for the audit year 2015-16.

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

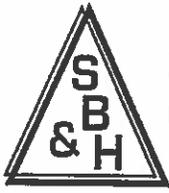
By  _____
Authorized Agent

Subscribed and sworn to before me
This 18th day of July, 2016



 _____
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

July 18, 2016

Mr. Greg Gregory, Supt.
Gage Public Schools
P.O. Box 60
Gage, Oklahoma 73843-0060

Dear Mr. Gregory:

Listed below are the audit exceptions and recommendations from the final audit work we performed for you, and are referred to in your audit report. 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 exception relayed to management which will be included in your audit report as a significant deficiency relating to the internal controls over financial reporting.

Segregation of Duties

The district has a general lack of segregation of duties resulting from a small number of employees performing functions that would normally be divided among employees were a larger number available. Currently, one individual performs many of the functions for treasurer, payroll, activity fund and accounts payable. Although this is an ongoing issue in small school districts, we recommend that board implement procedures to segregate key accounting functions, and determine the cost effectiveness of the possible hiring/assigning of personnel to help better segregate accounting functions.

Financial Management

When reviewing the District's financial records, we made the following observations:

- The District did not adequately oversee appropriations in their accounting software. The child nutrition fund had original appropriations of \$70,807.08. However, at April 21, 2016, the child nutrition fund had obligations (through checks issued and reserve encumbrances) totaling \$72,681.86, which means appropriations were exceeded by \$1,874.78. It was noted that a Form 307 was filed with the county after April 21, 2016 for \$1,874.78, which covered the total amount exceeded.

- The general fund had a negative fund balance of (\$38,739.71) as of April 21, 2016, however, approved appropriations were not exceeded during the year. The District sold some property which resulted in the general fund collecting an additional \$44,513.57 on May 11, 2016. This receipt would essentially eliminate the negative fund balance position, but did not occur until after the date of this audit report.

We recommend that the district enforce its current procedures and implement new procedures to address the aforementioned conditions. This would include ensuring that personnel responsible for financial management receive proper training in all areas.

We also recommend that all appropriation amounts be closely monitored at all times, and reviewed on a weekly basis to ensure that legal appropriation (budget) amounts are not ever exceeded during a fiscal year. Further, we recommend that each fiscal year be properly budgeted in order to assure that future fiscal years do not have to pay for prior year obligations.

The following section contains the exceptions relayed to management that are control deficiencies, which are not included, but which we feel need to be communicated to you so appropriate action may be taken to correct these deficiencies.

Federal Programs

We noted a few instances where the amount claimed and received by the District was different than the amount that ended up being coded to the specific project code on OCAS. The exceptions noted were:

<u>Program</u>	<u>Proj #</u>	<u>Claimed</u>	<u>Coded</u>	<u>Variance</u>
Title I School Imprv.	515	-	3,686.15	(3,686.15)
Small Rural School	588	13,705.00	13,700.32	4.68
Summer Food Prog.	766	1,343.52	-	1,343.52

We will show the amounts claimed on the audit, but this may result in the District having to explain these variances to the Okla. State Dept. of Education at a later date.

Child Nutrition

During our audit of the monthly claims for reimbursement, we observed that the number of free meals claimed on the monthly reimbursement did not agree with attached edit check worksheets for the months of October and March. The differences were deemed to be immaterial. We recommend that the District implement procedures to ensure that an

individual reviews, reconciles and initials the edit check worksheets and the monthly claims prior to submission for reimbursement.

Purchase Orders

We observed in our audit that purchase orders were not in date-purchase order number sequence, indicating that purchase orders are being completed after an invoice is received, and being dated to match the invoice date. We recommend that all District obligations be encumbered prior to the actual purchase of materials or services, as required by Oklahoma Statutes. Also, purchase orders should never be dated anything other than the actual date they are issued.

Treasurer Coding

We noted a few instances where the treasurer coded incoming revenue items to the incorrect revenue source code, and an instance where revenue was coded into the wrong fund. These items were all discovered during our revenue confirmation, and were communicated with management. We recommend that periodic checks of revenue coding be made during the school year, to ensure against coding errors at the end of the fiscal year.

Travel Reimbursements

We observed a few checks for trips where students and employees ate meals or stayed in hotel rooms. We recommend that when this type of travel is taken, a listing of all students (team roster) and employees be included that reconciles to the amount of meals purchased or the number of hotel rooms purchased. We also noted a couple of reimbursements that did not have itemized receipts. We recommend that all amounts reimbursed for travel have proper supporting documentation, which would include the purpose of the trip, the names of all employees attending the event/meal, and a detailed receipt indicating all items that are claimed for reimbursement.

Sincerely,



Eric M. Bledsoe

For

Sanders, Bledsoe & Hewett
Certified Public Accountants, LLP