

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

**HULBERT INDEPENDENT SCHOOL DISTRICT NO. I-16,  
CHEROKEE COUNTY, OKLAHOMA**

**JUNE 30, 2012**

Audited by

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

**BROKEN ARROW, OK**

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
SCHOOL DISTRICT OFFICIALS  
JUNE 30, 2012

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INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
JUNE 30, 2012

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JUNE 30, 2012

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**Combining Financial Statements – Regulatory Basis**

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## INDEPENDENT AUDITOR'S REPORT

The Honorable Board of Education  
Hulbert School District No. I-16  
Hulbert, Oklahoma

We have audited the accompanying fund type and account group financial statements of Hulbert School District No. I-16 (the District), Cherokee County, Oklahoma, as listed in the table of contents as combined financial statements, as of and for the year ended June 30, 2012. These financial statements are the responsibility of the District's management. 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 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 combined financial statements – regulatory basis are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined financial statements – regulatory basis. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall combined financial statement – regulatory basis presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, these financial statements were prepared in conformity with the accounting and financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education, which is a comprehensive basis of accounting other than generally accepted accounting principles. The effect on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States, although not reasonably determinable, are presumed to be material.

As also discussed in Note 1, the combined financial statements – regulatory basis referred to above do not include the general fixed assets account group. The amount that should be recorded in the general fixed assets account group is not known. If the general fixed assets account group had been included, the amount of the adjustments to the combined financial statements – regulatory basis is not known, but presumed to be material.

In our opinion, because the District's policy is to prepare its combined financial statements on the basis of accounting discussed in the third paragraph, and because of the omission of the general fixed assets account group as discussed in the fourth paragraph, the combined financial statements referred to in the first paragraph do not present fairly, the financial position of the District as of June 30, 2012, or the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States.

However, in our opinion, except for the omission of the general fixed assets account group as discussed in the fourth paragraph, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and equity arising from regulatory basis transactions of each fund type and account group of the District as of June 30, 2012, and the revenues collected, expenditures paid/expenses, and cash flows of each fund type, where applicable, for the year then ended on the regulatory basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 19, 2012, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the fund type and account group financial statements within the combined financial statements. The combining fund statements and schedules and other schedules as listed in the table of contents under other supplementary information are presented for purposes of additional analysis. This other supplementary information has been subjected to the auditing procedures applied in the audit of the fund type and account group financial statements within the combined financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole on the regulatory basis of accounting described in Note 1.

Our audit was performed for the purpose of forming an opinion on the combined financial statements – regulatory basis of the District taken as a whole. The accompanying 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 not a required part of the combined financial statements – regulatory basis. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements – regulatory basis and, in our opinion, is fairly stated, in all material respects, in relation to the combined financial statements – regulatory basis taken as a whole.



Sanders, Bledsoe & Hewett  
Certified Public Accountants, LLP

November 19, 2012

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STANDARDS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

The Honorable Board of Education  
Hulbert School District No. I-16  
Hulbert, Oklahoma

We have audited the combined financial statements – regulatory basis of Hulbert School District (the District) No. I-16, Hulbert, Oklahoma, as of and for the year ended June 30, 2012, which, except for the omission of the general fixed assets account group, have been prepared on a basis prescribed by the Oklahoma State Department of Education and have issued our report thereon dated November 19, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the District’s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a 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.

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

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the 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, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

We noted certain immaterial matters that we reported to management of the District in a separate letter dated November 19, 2012.

This report is intended solely for the information and use of management and is not intended to be, and should not be, used by anyone other than these specified parties.

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

November 19, 2012



**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO  
EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE  
IN ACCORDANCE WITH OMB CIRCULAR A-133**

The Honorable Board of Education  
Hulbert School District No. I-16  
Hulbert, Oklahoma

**Compliance**

We have audited Hulbert School District (the District) No. I-16, Hulbert, Oklahoma's, compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2012. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the District's management. Our responsibility is to express an opinion on the District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we consider necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the District's compliance with those requirements.

In our opinion, the District's complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2012.

### Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the District's internal control over compliance with the requirements that could have a direct and material effect on a major federal program to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

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

This report is intended solely for the information and use of the school board, management, the Oklahoma State Department of Education and the Federal Clearinghouse, and is not intended to be, and should not be, used by anyone other than these specified parties.



Sanders, Bledsoe & Hewett  
Certified Public Accountants, LLP

November 19, 2012

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
DISPOSITION OF PRIOR YEAR'S REPORTABLE CONDITIONS AND MATERIAL  
INSTANCES OF NON-COMPLIANCE  
JUNE 30, 2012

There were no prior year reportable conditions.

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
SCHEDULE OF AUDIT RESULTS, FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2012

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

1. A qualified opinion was issued on the financial statements with respect to the statutory basis of accounting prescribed.
2. The audit disclosed no significant deficiencies in the internal controls.
3. The audit disclosed no instances of noncompliance.
4. An unqualified opinion report was issued on the compliance of major programs.
5. The audit disclosed no significant deficiencies in the internal controls over major programs.
6. The audit disclosed no audit findings which are required to be reported under OMB Circular A-133 § 510(a).
7. The programs determined to be major were the Child Nutrition Programs (10.553, 10.555, 10.559), which was clustered in determination, and the 21<sup>st</sup> Century Grant (84.287), the Title I Programs (84.010, 84.389), the Rider Project (84.215f) which were not clustered.
8. The dollar threshold used to determine between Type A and Type B programs was \$300,000.
9. The auditee was determined not to be a low-risk auditee.

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

NONE

**Section 3** - Findings and questioned costs for federal programs:

NONE

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
 COMBINED STATEMENT OF ASSETS, LIABILITIES AND FUND EQUITY -  
 ALL FUND TYPES AND ACCOUNT GROUPS - REGULATORY BASIS  
 JUNE 30, 2012

	<u>GOVERNMENTAL FUND TYPES</u>			<u>FIDUCIARY FUND TYPES</u>	<u>ACCOUNT GROUP</u>	<u>TOTALS (MEMORANDUM ONLY)</u>
	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>	<u>AGENCY FUNDS</u>	<u>GENERAL LONG-TERM DEBT</u>	
<b>ASSETS</b>						
Cash	\$ 565,073	126,653	55,116	57,099		803,941
Amount to be provided for retirement of general long-term debt					138,644	138,644
<b>Total Assets</b>	<u>565,073</u>	<u>126,653</u>	<u>55,116</u>	<u>57,099</u>	<u>138,644</u>	<u>942,585</u>
<b>LIABILITIES AND FUND EQUITY</b>						
Liabilities:						
Warrants payable	\$ 78,746	98				78,844
Funds held for school organizations				57,099		57,099
Long-term debt:						
Capital lease					138,644	138,644
<b>Total liabilities</b>	<u>78,746</u>	<u>98</u>	<u>0</u>	<u>57,099</u>	<u>138,644</u>	<u>274,587</u>
Fund Equity:						
Cash fund balances	486,327	126,555	55,116	0	0	667,998
<b>Total Liabilities and Fund Equity</b>	<u>\$ 565,073</u>	<u>126,653</u>	<u>55,116</u>	<u>57,099</u>	<u>138,644</u>	<u>942,585</u>

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

INDEPENDENT SCHOOL DISTRICT NO. 1-16, CHEROKEE 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 JUNE 30, 2012

	<u>GOVERNMENTAL FUND TYPES</u>			TOTALS (MEMORANDUM ONLY)
	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>	
Revenues Collected:				
Local sources	\$ 494,550	125,627	987	621,164
Intermediate sources	64,327			64,327
State sources	2,928,157	4,086		2,932,243
Federal sources	1,205,305	242,537		1,447,842
Interest earnings	3,944			3,944
Return of Assets	86,155			86,155
Total revenues collected	<u>4,782,438</u>	<u>372,250</u>	<u>987</u>	<u>5,155,675</u>
Expenditures:				
Instruction	3,057,017			3,057,017
Support services	1,689,976	121,866		1,811,842
Operation of non-instructional services	99,421	178,795		278,216
Facilities acquisition & construction	64,514	5,976		70,490
Other outlays:				
Reimbursement	141	82,862		83,003
Clearing account	34,539			34,539
Other uses	60			60
Repayments	62	336		398
Fees and charges	2,356	3		2,359
Total expenditures	<u>4,948,086</u>	<u>389,838</u>	<u>0</u>	<u>5,337,924</u>
Excess of revenues collected over (under) expenditures before other financing sources (uses)	(165,648)	(17,588)	987	(182,249)
Other financing sources (uses):				
Adjustments to prior year encumbrances	<u>1,369</u>	<u>0</u>	<u>0</u>	<u>1,369</u>
Excess of revenues collected over (under) expenditures	(164,279)	(17,588)	987	(180,880)
Cash fund balances, beginning of year	<u>650,606</u>	<u>144,143</u>	<u>54,129</u>	<u>848,878</u>
Cash fund balances, end of year	<u>\$ 486,327</u>	<u>126,555</u>	<u>55,116</u>	<u>667,998</u>

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

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE 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, 2012

	GENERAL FUND			
	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues Collected:				
Local sources	\$ 366,692	403,592	494,550	90,958
Intermediate sources	59,569	59,569	64,327	4,758
State sources	2,779,263	2,858,149	2,928,157	70,008
Federal sources	539,901	1,065,083	1,205,305	140,222
Interest earnings			3,944	3,944
Non revenue receipts			86,155	86,155
Total revenues collected	<u>3,745,425</u>	<u>4,386,393</u>	<u>4,782,438</u>	<u>396,045</u>
Expenditures:				
Instruction	2,681,990	3,322,959	3,057,017	265,942
Support services	1,514,607	1,514,607	1,689,976	(175,369)
Operation of non-instructional services	99,531	99,531	99,421	110
Facilities acquisition & construction	64,625	64,625	64,514	111
Other outlays:				
Reimbursement	150	150	141	9
Clearing account	35,000	35,000	34,539	461
Other uses	65	65	60	5
Repayments	62	62	62	0
Fees and charges			2,356	(2,356)
Total expenditures	<u>4,396,030</u>	<u>5,036,999</u>	<u>4,948,086</u>	<u>88,913</u>
Excess of revenues collected over (under) expenditures before other financing sources (uses)	(650,605)	(650,606)	(165,648)	484,958
Other financing sources (uses):				
Adjustments to prior year encumbrances	<u>0</u>	<u>0</u>	<u>1,369</u>	<u>1,369</u>
Excess of revenue collected over (under) expenditures	(650,605)	(650,606)	(164,279)	486,327
Cash fund balance, beginning of year	<u>650,606</u>	<u>650,606</u>	<u>650,606</u>	<u>0</u>
Cash fund balance, end of year	<u>\$ 0</u>	<u>0</u>	<u>486,327</u>	<u>486,327</u>

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

INDEPENDENT SCHOOL DISTRICT NO. 1-16, CHEROKEE 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, 2012

	SPECIAL REVENUE FUND			Variance Favorable (Unfavorable)
	Original Budget	Final Budget	Actual	
Revenues Collected:				
Local sources	105,534	105,534	125,627	20,093
State sources	3,828	3,828	4,086	258
Federal sources	<u>177,308</u>	<u>240,308</u>	<u>242,537</u>	<u>2,229</u>
Total revenue	<u>286,670</u>	<u>349,670</u>	<u>372,250</u>	<u>22,580</u>
Expenditures:				
Support services	103,390	103,390	121,866	(18,476)
Operation of non-instructional services	179,945	179,945	178,795	1,150
Facilities acquisition & construction services	5,976	5,976	5,976	0
Other outlays:				
Reimbursements	82,862	82,862	82,862	0
Other uses	58,304	58,304		58,304
Repayments	336	336	336	0
Bank fees and charges		<u>63,000</u>	<u>3</u>	<u>62,997</u>
Total expenditures	<u>430,813</u>	<u>493,813</u>	<u>389,838</u>	<u>103,975</u>
Excess of revenues collected over (under) expenditures	(144,143)	(144,143)	(17,588)	126,555
Cash fund balances, beginning of year	<u>144,143</u>	<u>144,143</u>	<u>144,143</u>	<u>0</u>
Cash fund balances, end of year	<u>\$ 0</u>	<u>\$ 0</u>	<u>126,555</u>	<u>126,555</u>

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



INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
 COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES AND  
 CHANGES IN CASH FUND BALANCES - BUDGET AND ACTUAL -  
 BUDGETED GOVERNMENTAL FUND TYPES - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2012

	DEBT SERVICE FUND		
	Original/Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues Collected:			
Local sources	\$ 0	987	987
Requirements:			
Total expenditures	0	0	0
Excess of revenues collected over (under) expenditures	0	987	987
Cash fund balance, beginning of year	0	54,129	54,129
Cash fund balance, end of year	\$ 0	55,116	55,116

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

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The combined financial statements – regulatory basis of the Hulbert Public Schools Independent District No. I-16 (the “District”) has been prepared in conformity with another comprehensive basis of accounting required by Oklahoma Statutes. The more significant of the District’s accounting policies are described below.

**A. Reporting Entity**

The District is a corporate body for public purposes created under Title 70 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes. The District is part of the public school system of Oklahoma under the general direction and control of the State Board of Education and is financially dependent on State of Oklahoma support. The general operating authority for the public school system is the Oklahoma School Code contained in Title 70, Oklahoma Statutes.

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

In evaluating how to define the District, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic – but not the only – criterion for including a potential component unit within the reporting entity is the governing body’s ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the District and/or its citizens, or whether the activity is conducted within the geographic boundaries of the District and is generally available to its patrons. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the District is able to exercise oversight responsibilities. Based upon the application of these criteria, there are no potential component units included in the District’s reporting entity.

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

**B. Fund Accounting**

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

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

Funds are classified into 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.

Special Revenue Funds – Special revenue funds include the District’s building, co-op and child nutrition funds.

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.

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

**B. Fund Accounting - cont’d**

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 consists of those necessary to operate and maintain the joint programs. The District did not maintain this fund during the 2011-12 fiscal year.

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. The District’s child nutrition fund was operated through the general fund.

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.

**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 include the gifts and endowments fund, medical insurance fund, workers compensation fund and the insurance recovery fund. The District did not maintain the insurance recovery fund during the 2011-12 fiscal year.

Gifts and Endowments Fund – The gifts and endowments fund receives its assets by way of philanthropic foundations, individuals, or private

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

**B. Fund Accounting – cont’d**

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.

Medical Insurance Fund – The medical insurance fund accounts for revenues and expenditures for all types of self-funded medical insurance coverage.

Workers Compensation Fund – The workers compensation fund accounts for revenues and expenditures for workers compensation claims.

Insurance Recovery Fund – The insurance recovery fund accounts for all types of insurance recoveries, major reimbursements and reserves for property repairs and replacements.

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.

**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.

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

**C. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reports in the combined financial statements – regulatory basis. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental and expendable trust funds are accounted for using the regulatory basis of accounting. Revenues are recognized when they are received rather than earned. Under the regulatory basis of accounting, 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. Significant differences are as follows:

The District does not maintain its accounts on the modified accrual basis of accounting under which revenues are recorded when susceptible to accrual, i.e., both measurable and available, and expenditures are recorded when the liability is incurred, if measurable.

Revenues and expenditures are reported by the budget year until all encumbrances have been paid and unexpended appropriations are closed to the current year fund balance.

The general, building and child nutrition funds record purchases of supplies as expenditures rather than as assets to be expensed when used.

Encumbrances are reported as liabilities. Under accounting principles generally accepted in the United States, open encumbrances for which goods or services have not been received are reported as reservations of fund balances, since the commitments will be honored through subsequent year's budget appropriations.

The District has not maintained a record of general fixed assets and, accordingly, a statement of general fixed assets, as required by accounting principles generally accepted in the United States, is not included in the combined financial statements – regulatory basis.

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is not reported as an expenditure and a fund liability of the governmental fund that will pay it. In addition, the non-current portion of vested accumulated vacation is not recorded in the general long-term debt account group.

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

**D. Budgets and Budgetary Accounting**

Capital leases are recorded as expenditures. Under accounting principles generally accepted in the United States, capital leases are normally capitalized as a fixed asset and recorded in the general long-term debt account group.

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 2011-12 Estimate of Needs was amended by supplemental appropriations as follows:

<u>Fund</u>	<u>Total</u>
General	\$ 640,969
Building	\$ 63,000

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.

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

Cash – Cash consists of cash on hand, demand deposit accounts, and interest bearing checking accounts.

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

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

Investments – The District is allowed to invest in direct obligations of the United States government and agencies; certificates of deposit of savings and loan associations, banks and trust companies; savings accounts or savings certificates of savings and loan associations, and trust companies; and warrants, bonds or judgments of the District. All investments are recorded at cost, which approximates market value.

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

Fixed Assets and Property, Plant and Equipment – The General Fixed Assets Account Group is not presented.

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.

Unmatured Obligations – The unmatured obligations represent the total of all annual accruals for both principal and interest, based on the lengths of the bonds and/or judgments, less all principal and interest payments through the balance sheet date in accordance with the regulatory basis of accounting.

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



INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

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

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.

Cash Fund Balance – Cash fund balance represents the funds not encumbered by purchase orders, legal contracts, outstanding warrants and unmatured obligations.

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 - Revenues from intermediate sources are the amounts 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.

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.

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

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

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.

The aforementioned state revenues are apportioned to the District's 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.

An 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.

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.

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

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

F. Revenue and Expenditures – cont'd

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 – Consist 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.

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.

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

F. Revenue and Expenditures – cont'd

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 residual equity transfers during the 2011-12 fiscal year.

**2. CASH AND INVESTMENTS**

The District's investment policies are governed by state statute. Permissible investments include direct obligations of the United States government and agencies; certificates of deposit of savings and loan associations, banks and trust companies; savings accounts or savings certificates of savings and loan associations, banks, and trust companies; and warrants, bonds or judgments of the District.

Cash – The District's bank balance of deposits and cash pools at June 30, 2012, was \$803,941. Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. State statutes require collateral for amounts in excess of federally insured amounts. The District's policy requires collateral equal to 110% of the deposit amount for all deposits not covered by F.D.I.C. insurance. The bank balance was completely covered by federal depository insurance and by collateral held by the District's third party agent in the District's name.

Investments – At June 30, 2012, the District's did not maintain any investments.

*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.

*Credit risk – Investments* – Credit risk is the risk that the issuer or other counterparty to an investment will not fulfill its obligations. Investments held by the District in investment pools (sweep accounts) are considered unclassified as to custodial credit risk because they are not evidenced by securities that exist in physical or book entry form. The District does not have a formal policy limiting its exposure arising from concentration of investments.

**3. INTERFUND RECEIVABLES AND PAYABLES**

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

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
 NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2012

**4. GENERAL LONG-TERM DEBT**

State statutes prohibit the District from becoming indebted in an amount exceeding the revenue to be received for any fiscal year without approval by the District’s voters. Bond issues 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 capital leases. The following is a summary of long-term debt transactions of the District for the year ended June 30, 2012:

	Capital Leases
Balance, July 1, 2011	\$ 0
Additions	140,713
Retirements	(2,069)
Balance, June 30, 2012	\$ 138,644

A brief description of the outstanding long-term debt at June 30, 2012, is set forth below:

	<u>Amount Outstanding</u>
<u>Capital Leases:</u>	
Lease purchase for equipment, dated 6-7-12, in amount of \$140,713, interest rate 5.00%, payable in monthly principal and interest installments of \$2,655.83, final payment due 5-7-17	<u>\$ 138,644</u>

INDEPENDENT SCHOOL DISTRICT NO. I-16 , CHEROKEE COUNTY  
 NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2012

**5. EMPLOYEE RETIREMENT SYSTEM AND PLAN – cont’d**

The annual debt service requirements for the retirement of principal and interest are as follows:

Year Ending June 30,	Principal	Interest	Total
2013	\$ 25,512	6,353	31,865
2014	26,818	5,048	31,866
2015	28,190	3,676	31,866
2016	29,632	2,233	31,865
2017	28,492	717	29,209
Total	<u>\$ 138,644</u>	<u>18,027</u>	<u>156,671</u>

Interest paid on general long-term debt during the 2011-12 fiscal year totaled \$586.

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.

INDEPENDENT SCHOOL DISTRICT NO. I-16 , CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

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

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. For the 2011-12 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, the District is required to match the retirement paid on salaries that are funded with federal funds.

Annual Pension Cost

The District's total contributions for 2012, 2011 and 2010 were \$415,832, \$371,961, and \$363,975, respectively.

Ten-year historical trend information is presented in the Teacher's Retirement System of Oklahoma Annual Report for the year ended June 30, 2012. This information is useful in assessing the pension plan's accumulation of sufficient assets to pay pension benefits as they become due.

**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 is 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.

INDEPENDENT SCHOOL DISTRICT NO. I-16 , CHEROKEE COUNTY  
NOTES TO THE COMBINED FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

**7. CONTINGENCIES**

Schedule of Expenditure of Federal Awards

The schedule shows the federal awards received and expended by the District during the 2011-12 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 expend more than \$500,000 in federal awards.

Litigation

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



INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND EQUITY -  
 ALL SPECIAL REVENUE FUNDS - REGULATORY BASIS  
 JUNE 30, 2012

	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash	<u>\$ 50,682</u>	<u>75,971</u>	<u>126,653</u>
 <u>LIABILITIES AND FUND EQUITY</u>			
Liabilities:			
Warrants payable	\$ 65	33	98
Fund Equity:			
Cash fund balances	<u>50,617</u>	<u>75,938</u>	<u>126,555</u>
Total Liabilities and Fund Equity	<u>\$ 50,682</u>	<u>75,971</u>	<u>126,653</u>

INDEPENDENT SCHOOL DISTRICT NO. 1-16, CHEROKEE 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, 2012

	BUILDING FUND			CHILD NUTRITION FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Revenues Collected:						
Local sources	\$ 52,385	52,385	58,481	\$ 53,149	53,149	67,146
State sources				3,828	3,828	4,086
Federal sources		<u>63,000</u>	<u>63,000</u>	<u>177,308</u>	<u>177,308</u>	<u>179,537</u>
Total revenues collected	<u>52,385</u>	<u>115,385</u>	<u>121,481</u>	<u>234,285</u>	<u>234,285</u>	<u>250,769</u>
Expenditures:						
Support services	103,390	103,390	121,866			
Operation of non-instructional services				179,945	179,945	178,795
Facilities acquisition and construction services	5,976	5,976	5,976			
Other outlays:						
Reimbursements				82,862	82,862	82,862
Other uses				58,304	58,304	
Repayments				336	336	336
Bank fees and charges		<u>63,000</u>	<u>3</u>			
Total expenditures	<u>109,366</u>	<u>172,366</u>	<u>127,845</u>	<u>321,447</u>	<u>321,447</u>	<u>261,993</u>
Excess of revenues collected over (under) expenditures	(56,981)	(56,981)	(6,364)	(87,162)	(87,162)	(11,224)
Cash fund balances, beginning of year	<u>56,981</u>	<u>56,981</u>	<u>56,981</u>	<u>87,162</u>	<u>87,162</u>	<u>87,162</u>
Cash fund balances, end of year	<u>\$ 0</u>	<u>0</u>	<u>50,617</u>	<u>\$ 0</u>	<u>0</u>	<u>75,938</u>

INDEPENDENT SCHOOL DISTRICT NO. 1-16, CHEROKEE COUNTY  
 COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -  
 AGENCY FUNDS - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2012

	<u>BALANCE</u> 7-01-11	<u>ADDITIONS</u>	<u>NET</u> <u>TRANSFERS</u>	<u>DEDUCTIONS</u>	<u>BALANCE</u> 6-30-12
<b>ASSETS</b>					
Cash	\$ 80,653	330,804	0	354,358	57,099
<b>LIABILITIES</b>					
Funds held for school organizations:					
Annual	\$ 415	9,558		9,973	0
Athletics	1,911	35,834		36,910	835
Class of 2010	329	527		410	446
Class of 2014	4,647	2,742		1,490	5,899
Class of 2015	391	689		396	684
Class of 2011	968	3,167		2,574	1,561
Concessions	629	0		552	77
Football	118	4,854		3,871	1,101
Elementary athletics	3,197	2,332		2,516	3,013
FBLA	1,428	0		0	1,428
4-H	371	1,231		894	708
Elementary	3,019	55,296		49,213	9,102
Miscellaneous	26,709	40,333		64,535	2,507
National honor society	31	148		131	48
Junior high cheerleaders	302	7,322		5,156	2,468
Senior high cheerleaders	2,160	1,140		2,517	783
Student council	309	3,710		3,880	139
Technology	5,266	45		0	5,311
Speech / drama	67	0		60	7
Junior high honor society	98	34		101	31
Class of 2012	10,403	15,990		26,393	0
Class of 2013	3,743	24,078		20,772	7,049
Wrestling	2,286	11,264		11,572	1,978
Girls Basketball	402	8,130		8,170	362
Project Link	438	0		0	438
Track	766	40		780	26
Hulbert Indian club	38	23		60	1
FCCLA	247	0		0	247
Boys basketball	90	6,129		5,377	842
Softball	110	0		110	0
Baseball	302	503		788	17
Achieve	964	0		739	225
Volleyball	1,982	839		2,552	269
Vo-Aq	473	26,869		24,549	2,793
Fastpitch softball	339	1,448		1,697	90
Academics	1,439	150		540	1,049
Service club	524	5,371		5,047	848
Cross country	139	46		145	40
Nat'l technical honor society	35	320		295	60
Library	0	2,600		2,375	225
High School Activity	211	3,275		3,332	154
Golf	213	5,136		5,261	88
Drug free	3,144	38,912		38,887	3,169
Band	0	10,719		9,738	981
Total Liabilities	<u>\$ 80,653</u>	<u>330,804</u>	<u>0</u>	<u>354,358</u>	<u>57,099</u>

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2012

Federal Grantor / Pass Through Grantor / Program Title	Federal CFDA Number	Federal Grantor's/ Pass-through No.	Program or Award Amount	Balance at 7/1/11	Revenue Collected	Total Expenditures	Balance at 6/30/12
<u>U.S. Department of Education</u>							
<u>Direct Programs:</u>							
Indian Education	84.060a	S060A110787	\$ 66,003		66,003	66,003	
Indian Education 2010-11 - Note	84.060a	S060A100787		65,771	65,771		
Impact Aid Operations	84.041z	S041B-2012-4003	119,476		119,476	119,476	
Small Rural School Achievement 2010-11 - Note	84.358a	S358A101108		16,194	16,194		
*Rider Project	84.215f	Q215F100032		242,192	114,603	134,498	19,895
Sub Total			<u>427,671</u>	<u>81,965</u>	<u>382,047</u>	<u>319,977</u>	<u>19,895</u>
<u>Passed Through State Department of Education</u>							
*Title I	84.010		187,071		154,521	186,687	32,166
Title I, 2010-11 - Note	84.010			33,538	33,538		
*Title I, Carryover	84.010		18,878		18,878	18,878	
*Title I, ARRA	84.389			2,809	2,809		
Title II, Part A	84.367		75,229			75,229	75,229
Title II, Part D	84.318		572			572	572
<u>Special Education Programs:</u>							
IDEA-B, Flowthrough	84.027		122,876		122,876	122,876	
IDEA-B, Flowthrough 2010-11 - Note	84.027			121,700	121,700		
IDEA-B, Flowthrough, ARRA	84.391						
IDEA-B, Preschool	84.173		1,705		1,705	1,705	
IDEA-B, Preschool 2010-11 - Note	84.173			3,454	3,454		
State Fiscal Stabilization Fund	84.394			108,293	108,293		
*21st Century	84.287		295,982		191,009	277,041	86,032
21st Century 2010-11 - Note	84.287			76,986	76,986		
Sub Total			<u>702,313</u>	<u>346,780</u>	<u>835,769</u>	<u>682,988</u>	<u>193,999</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				37,911	37,911	
National school lunch program	10.555				139,253	139,253	
Summer food service	10.559				2,372	2,372	
Sub Total					<u>179,536</u>	<u>179,536</u>	
<u>Passed Through Department of Human Services:</u>							
Non-cash assistance - commodities							
National school lunch program	10.555				10,108	10,108	
<u>Other Federal Assistance:</u>							
Johnson O'Malley	15.130		16,124			16,124	16,124
Johnson O'Malley 2010-11 - Note	15.130			14,975	14,975		
Flood Control	12.106		1,492		1,492	1,492	
Medicaid	93.778		33,997		33,997	33,997	
Sub Total			<u>51,613</u>	<u>14,975</u>	<u>50,464</u>	<u>51,613</u>	<u>16,124</u>
Total Federal Assistance			<u>\$ 1,181,597</u>	<u>443,720</u>	<u>1,457,924</u>	<u>1,244,222</u>	<u>230,018</u>

Note - This revenue represents a reimbursement for prior year expenditures not received until the current year.

Note 1 - Commodities received by the District in the amount of \$10,108 were of a non-monetary nature and therefore the total revenue does not agree with the financial statements by this amount.

\* Major programs

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
 STATEMENT OF STATUTORY, FIDELITY AND HONESTY BONDS  
 FOR THE YEAR ENDED JUNE 30, 2012

<u>BONDING COMPANY</u>	<u>POSITION COVERED</u>	<u>BOND NUMBER</u>	<u>COVERAGE AMOUNT</u>	<u>EFFECTIVE DATES</u>
CNA Surety - Westen Surety Company	Treasurer	24915889	\$ 100,000	3/11/12-3/11/13
	Encumbrance Clerk	24915916	1,000	3/11/12-3/11/13
	Activity Fund	15534775	25,000	7/5/11-7/5/12
	Purchasing Agent	15325850	25,000	7/1/11-7/1/12
	Minutes Clerk	24915922	1,000	3/11/12-3/11/13
	Superintendent	70752097	100,000	7/1/11-7/1/12
	Child Nutrition	61102804	25,000	7/1/11-7/1/12

INDEPENDENT SCHOOL DISTRICT NO. I-16, CHEROKEE COUNTY  
SCHEDULE OF ACCOUNTANT'S PROFESSIONAL LIABILITY INSURANCE  
AFFIDAVIT  
JULY 1, 2011 TO JUNE 30, 2012

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 Hulbert Public Schools for the audit year 2011-12.

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 November, 2012

\_\_\_\_\_  
Notary Public (or Clerk or Judge)

My Commission Expires: 5-19-2016  
Commission No. 00008621

November 19, 2012

Dr. Marilyn DeWoody, Supt.  
Hulbert Public Schools  
PO Box 188  
Hulbert, OK 74441-0188

Dear Dr. DeWoody:

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 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.**

#### Competitive Bids

We observed during the review of the gymnasium, auditorium HVAC upgrade, and roofing project that the competitive bidding act was not complied with, as no records nor required documents for the project were presented for audit. We recommend when the District enters into a contract for the purpose of making any public improvements or repairs and maintenance that exceed \$50,000.00, that the District comply with all applicable requirements of the Competitive Bidding Act as required by Oklahoma Statutes. (Reference: 61 O.S. 2001 § 102)

#### Building Fund Appropriations

We observed during the audit that the applicable forms for adding supplemental appropriations were not properly completed in a timely manner. This resulted in the building fund expenditures exceeding approved appropriations for a period of time during the fiscal year, however, the District had an adequate amount of cash on hand to cover all of the expenditures made. We recommend that the District implement procedures to ensure that supplemental appropriation forms be completed and executed in a timely manner and that the appropriations ledger be reconciled periodically with expenditure reports to ensure that expenditures do not exceed approved appropriations at any time, in any fund, during the year as required by Oklahoma Statutes. (Reference: 62 O.S. 2001 § 310.02)

### Payroll

During our audit of the payroll we observed the following:

1. The extra duty amounts on the contracts did not always agree to the individual listed on the extra duty assignment sheet. The amounts which were paid appear to be correct, however, the individual did not always properly correspond to the assignment sheet. We recommend that each year the board approve all extra duty assignments with the corresponding amounts and as the board approves individuals to fill the extra duty assignments an extra duty contract be prepared that reconciles to the approved assignment sheet and board minutes.
2. Contracts for support personnel did not always agree with the support employee pay scale, (i.e. support contracts do not list the years of experience). Also, the number of days to work, on the contract, does not agree with the number of days on the support employee pay scale. We recommend that the support personnel contracts include the years of experience, days worked and hourly rate which are reconciled with the support employee pay scale.
3. Contracts are being paid at the beginning of the month instead of at the end of the month, which basically constitutes an advance payment, which is not allowable per Oklahoma statutes (Ref. 70 O.S. 2001 § 6-104-105) This is a practice that has been present in the district for several years which has not been corrected. After discussion with Superintendent, this item is being corrected in the current fiscal year.

### Appropriations

We observed during the audit that appropriation amounts for the general and special revenue funds were not properly broken out by the OCAS function codes as required by the Oklahoma State Department of Education. However, the District had an adequate amount of appropriations to cover all actual expenses. We recommend that budgeted appropriations be classified by the bold function expenditure codes, and that steps be taken to assure that expenditures do not exceed the budgeted amounts at year-end.

### Purchase Orders

1. Purchase orders were used in accordance with Oklahoma Statutes, however, they were not always encumbered against available appropriations prior to the obligations being incurred. We recommend that the District enforce its policies and procedures which require that purchase orders be encumbered prior to the obligation being incurred. (Reference: 70 O.S. 2001 5-135D) The exceptions are general fund purchase order numbers 285, 301, 323 and 327.
2. Of the purchase orders examined, some of the invoices were not signed as received by a district employee. We recommend that all invoices or delivery tickets be signed and dated when the merchandise is received, as required by Oklahoma Statutes. ( Reference: 62 O.S. 2001 § 310.1a and 70 O.S. 2001 § 5-135 C and E)



Purchase Orders – cont'd

3. During our review of credit card purchases a few did not appear to have itemized receipts attached for meals and other miscellaneous items. We recommend that all travel reimbursement claims be signed as approved by a supervisor, and that original, itemized receipts be accepted as adequate documentation.

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,

Jeffrey D. Hewett

For

Sanders, Bledsoe & Hewett  
Certified Public Accountants, LLP