

**ANNUAL FINANCIAL REPORT  
WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
JULY 1, 2010 TO JUNE 30, 2011**

**AUDITED BY  
KERRY JOHN PATTEN, C.P.A.**

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
SCHOOL DISTRICT OFFICIALS  
JUNE 30, 2011**

**Board of Education**

President	Chris Pickup
Vice-President	Stephanie Cox
Clerk	Eliza Carroll

**Superintendent of Schools**

Rita Bradshaw

**School District Treasurer**

Kenneth Fields to 3/7/11  
And  
Beverly Squirrel from 3/7/11

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
JUNE 30, 2011**

**TABLE OF CONTENTS**

	Page
Report of Independent Auditor .....	1
<b>Combined Financial Statements</b>	
Combined Statement of Assets, Liabilities and Fund Balances – All Fund Types and Account Groups – Regulatory Basis.....	2
Combined Statement of Revenues Collected, Expenditures Paid and Changes in Fund Balances – All Governmental Fund Types Regulatory Basis .....	3
Combined Statement of Revenues Collected, Expenditures Paid and Changes in Fund Balances – Budget and Actual – Regulatory Basis General Fund and Special Revenue Fund .....	4
Notes to the Financial Statements .....	5
<b>Combining Financial Statements</b>	
Combining Statement of Assets, Liabilities and Fund Balances – Special Revenue Fund – Regulatory Basis .....	14
Combining Statement of Revenues Collected, Expenditures Paid and Changes in Fund Balances – Special Revenue Fund Regulatory Basis .....	15
Combining Statement of Assets, Liabilities and Fund Balances – Fiduciary Fund – Regulatory Basis .....	16
<b>Supporting Schedules</b>	
Budgetary Comparison Schedule – Regulatory Basis Building Fund.....	17
Schedule of Expenditures of Federal Awards .....	18
Notes To The Schedule of Federal Awards.....	20
School Activity Fund – Receipts, Transfers, Disbursements and Sub-account Balances .....	21
<b>Reports Required by <i>Government Auditing Standards</i></b>	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i> .....	22
Schedule of Findings .....	23
Summary of Prior Audit Findings .....	24
Schedule of Comments .....	25
Schedule of Accountant's Professional Liability Insurance Affidavit .....	29

# KERRY JOHN PATTEN, C.P.A.

2101 N. Willow Ave.  
Broken Arrow, OK 74012  
Phone Number (918) 250-8838  
FAX Number (918) 250-9853



## Independent Auditor's Report

The Honorable Board of Education  
Wickliffe School District No. C-35  
Mayes County, Oklahoma

I have audited the accompanying fund type and account group financial statements of the Wickliffe School District No. C-35, Mayes County, Oklahoma, as listed in the table of contents, as combined financial statements as of and for the year ended June 30, 2011. These financial statements are the responsibility of the Wickliffe School District's management. My responsibility is to express an opinion on these financial statements based on my audit.

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

As discussed in Note 1 (C), 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 accounting principles generally accepted in the United States of America.

In my opinion, 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 Wickliffe School District No. C-35, Mayes County, Oklahoma, as of June 30, 2011, and the revenues collected and expenditures paid/expenses for the year then ended on the regulatory basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, I have also issued my report dated January 9, 2012, on my consideration of the Wickliffe School District's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

My audit was conducted for the purpose of forming an opinion on the combined financial statements of Wickliffe School District No. C-35. The combining financial statements and supporting schedules are presented for purposes of additional analysis and are not a required part of the combined financial statements. The combining financial statements and supporting schedules and the Schedule of Expenditures of Federal Awards have been subjected to the auditing procedures applied in the audit of the combined financial statements and, in my opinion, are fairly stated in all material respects in relation to the combined financial statements taken as a whole on the regulatory basis of accounting described in Note 1.

This report is intended solely for the information and use of the Board of Education of Wickliffe School District No. C-35, Mayes County, Oklahoma, Oklahoma State Department of Education, and certain federal regulatory agencies, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Kerry John Patten".

Kerry John Patten, C.P.A.  
January 9, 2012

**WICKLIFFE SCHOOL DISTRICT NO. C-35**  
**COMBINED STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES**  
**ALL FUND TYPES AND ACCOUNT GROUPS - REGULATORY BASIS**  
**JUNE 30, 2011**

	Governmental Fund Types		Fiduciary Fund Types
	General	Special Revenue	Trust and Agency
<b><u>ASSETS</u></b>			
Cash	\$ 187,579.53	\$ 15,867.04	\$ 11,132.81
Investments	140,102.64	-	-
<b>Total assets</b>	<b>\$ 327,682.17</b>	<b>\$ 15,867.04</b>	<b>\$ 11,132.81</b>
<b><u>LIABILITIES</u></b>			
<b>Liabilities:</b>			
Outstanding warrants	\$ 17,223.98	\$ 473.73	\$ 30.00
Encumbrances	2,804.55	-	-
<b>Total liabilities</b>	<b>\$ 20,028.53</b>	<b>\$ 473.73</b>	<b>\$ 30.00</b>
<b>Fund balances:</b>			
Designated for capital projects	\$ -	\$ -	\$ -
Designated for debt service	-	-	-
Cash fund balances	307,653.64	15,393.31	11,102.81
<b>Total fund balances</b>	<b>\$ 307,653.64</b>	<b>\$ 15,393.31</b>	<b>\$ 11,102.81</b>
<b>Total liabilities and fund balances</b>	<b>\$ 327,682.17</b>	<b>\$ 15,867.04</b>	<b>\$ 11,132.81</b>

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

Total  
(Memorandum  
Only)

---

June 30, 2011

---

\$ 214,579.38  
140,102.64

---

\$ 354,682.02

---

---

\$ 17,727.71  
2,804.55

---

\$ 20,532.26

---

\$ -  
-  
334,149.76

---

\$ 334,149.76

---

\$ 354,682.02

---

---

**WICKLIFFE SCHOOL DISTRICT NO. C-35**  
**COMBINED STATEMENT OF REVENUES COLLECTED, EXPENDITURES PAID AND**  
**CHANGES IN FUND BALANCES**  
**ALL GOVERNMENTAL FUND TYPES - REGULATORY BASIS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Governmental Fund Types		Total (Memorandum Only)
	General	Special Revenue	June 30, 2011
<b>Revenues collected:</b>			
Local sources	\$ 68,828.39	\$ 8,743.61	\$ 77,572.00
Intermediate sources	23,495.71	-	23,495.71
State sources	802,677.36	1.46	802,678.82
Federal sources	500,289.20	-	500,289.20
<b>Total revenues collected</b>	<b>\$ 1,395,290.66</b>	<b>\$ 8,745.07</b>	<b>\$ 1,404,035.73</b>
<b>Expenditures paid:</b>			
Instruction	\$ 648,438.17	\$ -	\$ 648,438.17
Support services	555,855.23	23,321.50	579,176.73
Non-instructional services	121,693.93	-	121,693.93
Capital outlay	-	-	-
Other outlays	16,850.08	-	16,850.08
Repayments	6.00	-	6.00
<b>Total expenditures paid</b>	<b>\$ 1,342,843.41</b>	<b>\$ 23,321.50</b>	<b>\$ 1,366,164.91</b>
<b>Excess of revenues collected over (under)</b> <b>expenses paid before adjustments to</b> <b>prior year encumbrances</b>	<b>\$ 52,447.25</b>	<b>\$ (14,576.43)</b>	<b>\$ 37,870.82</b>
<b>Adjustments to prior year encumbrances</b>	<b>\$ 3.89</b>	<b>\$ -</b>	<b>\$ 3.89</b>
<b>Other financing sources (uses):</b>			
Bond sale proceeds	\$ -	\$ -	\$ -
Operating transfers in/(out)	-	-	-
Bank charges	-	-	-
<b>Total other financing sources (uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (deficiency) of revenue collected</b> <b>over expenditures paid and other</b> <b>financing sources (uses)</b>	<b>\$ 52,451.14</b>	<b>\$ (14,576.43)</b>	<b>\$ 37,874.71</b>
<b>Fund balances, beginning of year</b>	<b>\$ 255,202.50</b>	<b>\$ 29,969.74</b>	<b>\$ 285,172.24</b>
<b>Fund balances, end of year</b>	<b>\$ 307,653.64</b>	<b>\$ 15,393.31</b>	<b>\$ 323,046.95</b>

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

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
 BUDGETED GOVERNMENTAL FUND TYPES - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2011**

	General Fund		
	Original Budget	Final Budget	Actual
<b>Revenues collected:</b>			
Local sources	\$ 55,162.10	\$ 55,162.10	\$ 68,828.39
Intermediate sources	19,066.06	19,066.06	23,495.71
State sources	831,444.17	831,444.17	802,677.36
Federal sources	192,982.12	192,982.12	500,289.20
<b>Total revenues collected</b>	<b>\$ 1,098,654.45</b>	<b>\$ 1,098,654.45</b>	<b>\$ 1,395,290.66</b>
<b>Expenditures paid:</b>			
Instruction	\$ 671,941.95	\$ 671,941.95	\$ 648,438.17
Support services	544,267.92	544,267.92	555,855.23
Non-instructional services	118,870.61	118,870.61	121,693.93
Capital outlay	-	-	-
Other outlays	18,776.47	18,776.47	16,850.08
Repayments	-	-	6.00
<b>Total expenditures paid</b>	<b>\$ 1,353,856.95</b>	<b>\$ 1,353,856.95</b>	<b>\$ 1,342,843.41</b>
<b>Excess of revenues collected over (under) expenses paid before adjustments to prior year encumbrances</b>	<b>\$ (255,202.50)</b>	<b>\$ (255,202.50)</b>	<b>\$ 52,447.25</b>
<b>Adjustments to prior year encumbrances</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3.89</b>
<b>Other financing sources (uses):</b>			
Operating transfers in/out	\$ -	\$ -	\$ -
Bank Charges	-	-	-
<b>Total other financing sources (uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (deficiency) of revenue collected over expenditures paid and other financing sources (uses)</b>	<b>\$ (255,202.50)</b>	<b>\$ (255,202.50)</b>	<b>\$ 52,451.14</b>
<b>Cash fund balance beginning of year</b>	<b>\$ 255,202.50</b>	<b>\$ 255,202.50</b>	<b>\$ 255,202.50</b>
<b>Cash fund balance end of year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 307,653.64</b>

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



**Special Revenue Fund**

<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
\$ 7,240.25	\$ 7,240.25	\$ 8,743.61
-	-	-
-	-	1.46
-	-	-
<u>\$ 7,240.25</u>	<u>\$ 7,240.25</u>	<u>\$ 8,745.07</u>
\$ -	\$ -	\$ -
37,209.99	37,209.99	23,321.50
-	-	-
-	-	-
-	-	-
<u>\$ 37,209.99</u>	<u>\$ 37,209.99</u>	<u>\$ 23,321.50</u>
\$ (29,969.74)	\$ (29,969.74)	\$ (14,576.43)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ -	\$ -
-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ (29,969.74)	\$ (29,969.74)	\$ (14,576.43)
<u>\$ 29,969.74</u>	<u>\$ 29,969.74</u>	<u>\$ 29,969.74</u>
<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 15,393.31</u></u>

**NOTES TO THE FINANCIAL STATEMENTS**

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**1. Summary of Significant Accounting Policies**

The accompanying financial statements of the Wickliffe School District No. C-35 (the "District") conform to the regulatory basis of accounting, which is an other comprehensive basis of accounting prescribed by the Oklahoma State Department of Education and conforms to the system of accounting authorized by the State of Oklahoma. Accordingly, the accompanying financial statements are not intended to present financial position and results of operations in conformity with 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 the State of Oklahoma. 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. These statements present only the activities of the District.

**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 an independent accounting entity with a self-balancing set of accounts. The account groups are financial reporting devices designed to provide accountability for certain assets and liabilities that are not recorded directly in the funds.

Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types." The District has the following fund types and account groups:

**Governmental Funds**

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 project funds), and the servicing of general long-term debt (debt service funds). 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 (Statutory) basis of accounting. All revenues from all sources, including property taxes, entitlements, grants, and shared revenues are recognized when they are received, rather than earned. Expenditures are generally recognized when encumbered or reserved, rather than at the time the related liability is incurred. Unmatured interest for debt service is recognized when due and certain compensated absences and claims and judgments are recognized when the obligations are expected to be liquidated

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**Summary of Significant Accounting Policies (continued)**

with expendable, available financial resources. Fiduciary type funds are accounted for using the cash basis of accounting. These practices differ from generally accepted accounting principles.

**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 local property taxes and federal and state funding. 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. The District's cafeteria operations are reported as part of the general fund.

**Special Revenue Fund** – The special revenue funds are used for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**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 technology center property, for paying energy and utility costs, for purchasing telecommunications services, for paying fire and casualty insurance premiums for center facilities, for purchasing security systems, and for paying salaries of security personnel.

**Fiduciary Funds**

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

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

**Account Groups**

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

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

**C. Basis of Accounting and Presentation**

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

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**Summary of Significant Accounting Policies (continued)**

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

- Encumbrances represented by purchase orders, contracts, and other commitments for the expenditure of monies and are recorded as expenditures when approved.
- Investments are recorded as assets when purchased.
- Warrants payable are recorded as liabilities when issued.
- Long-term debt is recorded when incurred.
- Compensated absences are recorded as an expenditure and liability when the obligation is paid.
- Inventories of supplies are recorded as expenditures rather than assets.
- A General Fixed Asset Account Group is not required by the State Department of Education's regulatory basis of accounting.

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

**D. Budgets and Budgetary Accounting**

Prior to July 1 each year, the governing board of the school district prepares a verified application showing the needs of the school district and submits the application to the County Excise Board, who makes temporary appropriations for lawful current expenses of the school district. The temporary appropriations are merged with the annual appropriations when the annual budget for the school district is finally approved.

Prior to October 1 each year, the school Board of Education must make a financial statement, showing the true fiscal condition of the school as of the close of the previous fiscal year ended June 30, along with an itemized statement of estimated needs and probable income from all sources for the fiscal year.

A budget is legally adopted by the Board of Education for the general fund and special revenue fund(s) of the school district.

Encumbrances represent commitments 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. Under Oklahoma Law, unencumbered appropriations lapse at the end of the year.

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

**Memorandum Only – Total Column**

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

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

**Investments** – State statutes govern the District's investment policy. Permissible investments include direct obligations of the United States Government and Agencies; certificates of deposit of savings and loan associations, and bank and trust companies; and savings accounts or savings certificates of savings and loan associations, and trust companies. Collateral is required for demand deposits and certificates of deposit for all amounts not covered by federal deposit insurance. Investments are stated at cost.

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**Summary of Significant Accounting Policies (continued)**

**Inventories** – Inventories consist of minimal amounts of expendable supplies held for consumption. The value of consumable inventories at year-end is not material to the District's financial statements. The costs of inventories are recorded as expenditures when encumbered and purchased, rather than when consumed.

**Compensated Absences** – Vested or accumulated vacation leave that is expected to be liquidated with expendable, available financial resources is reported as expenditure and a fund liability of the governmental fund that will pay it. There are no amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable, available financial resources. Vested or accumulated vacation leave of proprietary funds is recorded as an expense and liability of those funds as the benefits accrue to employees.

No liability is recorded for non-vesting accumulating rights to receive such pay benefits. Vested accumulated rights to receive sick pay benefits have been reported in the general long-term debt account group since none of the vested sick leave is expected to be liquidated with expendable, available financial resources.

**Fixed Assets** – The District has not maintained a record of its general fixed assets, and, accordingly, a General Fixed Asset Account Group is not included in the financial statements. General fixed assets purchased are recorded as expenditures in the various funds at the time of purchase.

**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.

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

**F. Revenues, Expenses and Expenditures**

**Local Revenues** – Revenue from local sources is revenue produced within the school district, which includes ad valorem taxes. It is available for current educational expenses and for other purposes authorized by the school board.

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

If the first payment is not made timely, the entire tax becomes due and payable on January 2. Second half taxes become delinquent on April 1 of the year following the year of assessment. If not paid by the following Oct. 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.

**Intermediate Revenues** – Revenue from intermediate sources is revenue from funds collected by an intermediate administrative unit or political sub-division, such as a county or municipality, and redistributed to the school district.

**State Revenues** – Revenue 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.

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**Summary of Significant Accounting Policies (continued)**

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

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

**Federal Revenues** – Revenue from Federal sources is money originating from the Federal government and made available to the school district either as direct grants or under various programs passed-through the State Department of Education.

The Federal government also makes payments to school districts whose revenues are adversely affected by the presence of Federal activities. Although these payments are made in consideration of lost property tax revenue, the Oklahoma State Department of Education advocates classifying such amounts as revenue from Federal sources.

**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 co curricular activities. It may also be provided through some other approved medium, such as television, radio, telephone and correspondence. Examples of expenditures that might be included here are the activities of teacher assistant 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 objective of instruction, community services and enterprise programs, rather than as entities within them.

**Operation of Non-Instructional Services Expenditures** – Activities concerned with providing non-instructional services to students, staff, and 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 improvement 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 overpayments, 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.

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**Summary of Significant Accounting Policies (continued)**

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.

**Budgetary Information**

Under current Oklahoma Statutes, a formal Estimate of Needs (Budget) is required for all funds except for trust and agency funds. Budgets are presented for all funds that include the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories. The annual Estimate of Needs, when approved by the Board and subsequently filed with the County Clerk and approved by the County Excise Board, becomes the legal budget. Supplemental appropriations, if required, were made during the year and are reflected on the budget vs. actual presentations shown included in supporting schedules.

**2. Deposit Categories of Credit Risk**

Collateral is required for demand deposits and certificates of deposit for all amounts not covered by federal deposit insurance. The District's investment policies are governed by state statute. Permissible investments include:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the government is pledged.
2. Obligations to the payment of which the full faith and credit of the state is pledged.
3. Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies.
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation.
5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 of this section including obligations of the United States, its agencies and instrumentalities, and where collateral has been deposited with a trustee of custodian bank in an irrevocable trust or escrow account established for such purposes.
6. County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value.
7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items listed above.
8. Warrants, bonds or judgments of the school district.
9. Qualified pooled investment programs, the investments of which consist of those items specified above, as well as obligations of the United States agencies and instrumentalities, regardless of the size of the district's budget. To be qualified, a pooled investment program for school funds must be governed through an Interlocal cooperative agreement formed pursuant to Title 70 Section 5-117b, and the program must competitively select its investment advisors and other professionals. Any pooled investment program must be approved by the Board of Education.



**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**Deposit Categories of Credit Risk (continued)**

The District's investment policy allows the treasurer to invest in direct obligations of the United States government, certificates of deposit of banks secured by acceptable collateral, or in savings accounts or savings certificates of savings and loan associations, when fully insured by the Federal Savings and Loan Insurance Corporation.

**Custodial Credit Risk:**

Deposits and Investments - The District's demand deposits are required by law to be collateralized by the amount that is not federally insured.

Securities pledged as collateral are held by a third party or Federal Reserve Bank. Joint custody safekeeping receipts are held in the name of the depositing institution, but are pledged to the District. The security cannot be released, substituted, or sold without the School Treasurer's approval and release of the security.

Certificates of deposit are collateralized at least by the amount not federally insured. As of June 30, 2011, the District had no deposits exposed to custodial credit risk.

The District's investments consist of direct obligations of the U.S. government and agencies' securities.

**Interest Rate Risk:**

Investments are made based upon prevailing market conditions at the time of the transaction with the intent to hold the instrument until maturity. However, the District has no formal written policy addressing interest rate risk.

**Credit Risk:**

The District has no formal written policy addressing credit risk.

At June 30, 2011, the District has no investments that are not guaranteed by the full faith and credit of the United States Government.

**3. 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.

At June 30, 2011, the Wickliffe School District had not incurred any long-term debt under these provisions.

**4. Lease Commitments**

The District had the following lease purchase agreement for a 53 passenger bus in effect at June 30, 2011.

Year ending June 30,	Annual Payments
2012	\$ 27,592.90
2013	27,592.90
Total	\$ 55,185.80

Payments include interest.

The lease payments are appropriated annually from school district funds. No liability is reflected in the financial statements for the above lease commitments.

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**5. Employee Retirement System**

Description of Plan

The District participates in the state-administered Oklahoma Teachers' Retirement System. The System, which is a cost-sharing multiple-employer public employee retirement system, which is a defined benefit pension plan covering all employees of the public school system. The supervising authority for the management and operation of the System is a 13-member Board of Trustees, which acts as a fiduciary for investment of the funds and the application of plan interpretations. The System provides retirement and disability benefits, annual cost of living adjustments, death benefits and other benefits to plan members and beneficiaries. Oklahoma State Statutes establish 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. The report may be obtained by writing to the Oklahoma Teachers' Retirement System, P.O. Box 53624, Oklahoma City, Oklahoma 73152.

Basis of Accounting

The System's financial statements are prepared in conformity with accounting principles generally accepted in the United States of America. The financial statements have also been prepared in compliance with the requirements of the Government Accounting Standards Board Statement No. 34. The financial statements are prepared on the accrual basis of accounting, under which expenses are recorded when the liability is incurred, revenues are recorded in the accounting period they are earned and become measurable, and investment purchases and sales are recorded as of their trade dates. Member and employer contributions are recognized when due, pursuant to formal commitments. Benefits and refunds are recognized when due and payable.

The pension benefit obligation is a standardized disclosure measure of the present value of pension benefits. This pension valuation method reflects the present value of estimated pension benefits that will be paid in future years as a result of employee services performed to date and is adjusted for the effect of projected salary increases. There are no actuarial valuations performed on individual school districts. The nonfunded pension benefit obligation of the System, as determined as part of the latest actuarial valuation dated June 30, 2011, is as follows:

		<u>Dollars in Millions</u>
Actuarial Accrued Liability	\$	17,561.
Actuarial Value of Assets		<u>9,961.</u>
Unfunded Actuarial Accrued Liability	\$	<u>7,600.</u>

Funding Policy

A participant with five years of creditable service may retire with a normal retirement allowance at the age of sixty-two (62) or with reduced benefits as early as age fifty-five (55). The normal retirement allowance paid monthly for life and then to beneficiaries, if certain options are exercised, equals two percent of the average of the highest three earning years of contributory service multiplied by the number of years of credited service. Retiring members may count up to 120 days of unused accumulated sick leave toward an additional year of service credit. A participant leaving employment before attaining retirement age, but completing ten years of service, may elect to vest his accumulated contributions and defer receipt of a retirement annuity until a later date. When a participant dies in active service and has completed ten years of credited service, the beneficiary is entitled to a death benefit of \$18,000.00 and the participant's contributions plus interest. If the beneficiary is a surviving spouse, the surviving spouse may, in lieu of the death benefit, elect to receive, subject to the surviving spousal options, the participant's retirement benefits accrued at the time of death. The contribution rates for the Districts, which are not actuarially determined, and its employees are established by statute and applied to the employee's earnings, plus employer-paid fringe benefits. The employers' contribution rate is 9.5%. Employees contribute 7.0% of covered compensation.

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE FINANCIAL STATEMENTS – REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**Employee Retirement System (continued)**

**Annual Pension Cost**

The District's contribution to the System for the year ending June 30, 2011, was \$89,163.58. The District's total payroll for fiscal year 2010-11 amounted to \$787,927.78.

**6. Litigation**

The District is contingently liable for lawsuits and other claims in the ordinary course of its operations. The settlement of such contingencies under the budgetary process would require appropriation of revenues yet to be realized, and would not materially affect the financial position of the District at June 30, 2011.

**7. Contingent Liabilities**

The District receives significant financial assistance from the United States government in the form of grants and other federal assistance. Entitlement to the resources is generally conditioned upon compliance with terms and conditions of the grant agreements and applicable federal regulations, including the expenditure of the resources for eligible purposes. Substantially, all grants are subject to financial and compliance audits by the grantors. Any disallowances as a result of these audits become a liability of the District. The District estimates that no material liabilities will result from such audits.

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

The School also participates in a risk pool for Workers' Compensation coverage in which there is transfer or pooling of risks among the participants of that pool. In accordance with GASB No. 10, the School reports the required contribution to the pool, net of refunds, as insurance expense. The risk pool is the Oklahoma School Assurance Group (OSAG), an organization formed for the purpose of providing workers' compensation coverage to participating schools in the State of Oklahoma. In that capacity, OSAG is responsible for providing loss control services and certain fiscal activities, including obtaining contract arrangements for the underwriting, excess insurance agreements, claims processing, and legal defense for any and all claims submitted to them during the plan year. As a member of OSAG, the District is required to pay fees set by OSAG according to an established payment schedule. A portion of the fees paid by the District goes into a loss fund for the District. The fee for the loss fund is calculated by projecting losses based on the schools losses for the last five years. OSAG provides coverage in excess of the Loss Fund, so the District's liability for claim loss is limited to the balance of the loss fund. If the District does not use their loss fund in three years, it is returned to them with no interest.

**9. Surety Bonds**

The District has a Public Official Position Schedule Bond with CNA Western Surety Bond Company, bond number 18277481. It covers two secretaries, principal, activity fund custodian, encumbrance clerk, and minutes clerk for the penal sum of \$1,000.00. This bond also covers the superintendent for the penal sum of \$100,000.00 for the term of August 15, 2010, to August 15, 2011.

The District also has a Public Official Bond with Old Republic Surety Company, bond number 2050356. It covers the treasurer for the penal sum of \$100,000.00 for the term of March 1, 2010, to March 1, 2011.

**10. Retirement Incentive Program**

The District has an Early Retirement Incentive Program for active, regular full-time employees of the District with 25 years of creditable service, the last five (5) years of which must be consecutive service as a full-time employee. In order for the benefit to be automatically approved, the employee must notify the Superintendent between March 1 and April 1 for retirement to be effective at the end of the employee's current contract. The benefit shall be a one-time payment equal to 75% of the full-time employee's salary, not to exceed \$10,000.00 on or before June 30 of the year retirement becomes effective. The payment shall be made by check through payroll. The employee and the District will pay FICA.

**COMBINING FINANCIAL STATEMENTS**

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES  
 SPECIAL REVENUE FUND - REGULATORY BASIS  
 JUNE 30, 2011**

	<u>Building Fund</u>
<b><u>ASSETS</u></b>	
Cash	\$ 15,867.04
Investments	-
	<hr/>
Total assets	\$ 15,867.04
	<hr/> <hr/>
<b><u>LIABILITIES AND FUND BALANCES</u></b>	
Liabilities:	
Outstanding warrants	\$ 473.73
Encumbrances	-
	<hr/>
Total liabilities	\$ 473.73
	<hr/> <hr/>
Fund balances	\$ 15,393.31
	<hr/> <hr/>
Total liabilities and fund balances	\$ 15,867.04
	<hr/> <hr/>

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
 COMBINING STATEMENT OF REVENUES COLLECTED, EXPENDITURES  
 PAID AND CHANGES IN FUND BALANCES  
 SPECIAL REVENUE FUND - REGULATORY BASIS  
 FOR THE YEAR ENDED JUNE 30, 2011**

	Building Fund
Revenues collected:	
Local sources	\$ 8,743.61
Intermediate sources	-
State sources	1.46
Federal sources	-
Total revenue collected	\$ 8,745.07
Expenditures paid:	
Instruction	\$ -
Support services	23,321.50
Non-instructional services	-
Capital outlay	-
Other outlays	-
Other uses	-
Total expenditures paid	\$ 23,321.50
Excess of revenues collected over (under) expenses paid before adjustments to prior year encumbrances	\$ (14,576.43)
Adjustments to prior year encumbrances	\$ -
Other financing sources (uses):	
Bond Sale Proceeds	\$ -
Operating transfers in/(out)	-
Bank charges	-
Total other financing sources (uses)	\$ -
Excess of revenues and other sources over (under) expenditures and other uses	\$ (14,576.43)
Fund balances, beginning of year	\$ 29,969.74
Fund balances, end of year	\$ 15,393.31

**WICKLIFFE SCHOOL DISTRICT NO. C-35**  
**COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES**  
**FIDUCIARY FUND - REGULATORY BASIS**  
**JUNE 30, 2011**

Agency Fund

Activity Fund

ASSETS

Cash	\$	11,132.81
Investments		-
Due from other funds		-
		<hr/>
Total assets	\$	<u><u>11,132.81</u></u>

LIABILITIES AND FUND BALANCES

Liabilities:		
Outstanding warrants	\$	30.00
Due to other funds		-
		<hr/>
Total liabilities	\$	<u>30.00</u>
Fund balances:		
Unreserved/undesignated	\$	<u>11,102.81</u>
Total liabilities and fund balances	\$	<u><u>11,132.81</u></u>

**SUPPORTING SCHEDULES**



**WICKLIFFE SCHOOL DISTRICT NO. C-35**  
**BUDGETARY COMPARISON SCHEDULE - REGULATORY BASIS**  
**BUILDING FUND**  
**FOR THE YEAR ENDED JUNE 30, 2011**

	Original Budget	Final Budget	Actual	Variance with Final Budget Favorable (Unfavorable)
Fund balances, beginning of year	\$ 29,969.74	\$ 29,969.74	\$ 29,969.74	\$ -
<b>Revenues collected:</b>				
Local sources	\$ 7,240.25	\$ 7,240.25	\$ 8,743.61	\$ 1,503.36
Intermediate sources	-	-	-	-
State sources	-	-	1.46	1.46
Federal sources	-	-	-	-
	\$ 7,240.25	\$ 7,240.25	\$ 8,745.07	\$ 1,504.82
<b>Expenditures paid:</b>				
Instruction	\$ -	\$ -	\$ -	\$ -
Support services	37,209.99	37,209.99	23,321.50	13,888.49
Non-instructional services	-	-	-	-
Capital outlay	-	-	-	-
Other outlays	-	-	-	-
Other uses	-	-	-	-
	\$ 37,209.99	\$ 37,209.99	\$ 23,321.50	\$ 13,888.49
Excess of revenues collected over (under) expenses paid before adjustments to prior year encumbrances	\$ -	\$ -	\$ 15,393.31	\$ 15,393.31
Adjustments to prior year encumbrances			-	
<b>Other financing sources (uses):</b>				
Operating transfers in/out			\$ -	
Bank charges			-	
			\$ -	
Total other financing sources (uses)			\$ -	
Cash fund balance end of year			\$ 15,393.31	

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
SCHEDULE OF FEDERAL AWARDS EXPENDED  
FOR THE YEAR ENDED JUNE 30, 2011**

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA #	Grantor's Number
<u>U.S. Department of Education</u>		
Direct Programs:		
<u>2010-2011 Programs</u>		
Title VIII, Impact Aid Operations	84.041	S041B-2011-4281
Small Rural School Achievement Program	84.358A	S358A102970
Title VII, Indian Education	84.060A	S060A100072
Sub-Total		
Passed-Through State Department of Education:		
<u>2009-2010 Programs</u>		
Title II D - Enhancing Education Through Tech	84.318X	N/A
ARRA IDEA-B Flow Through	84.391A	N/A
Sub-Total		
<u>2010-2011 Programs</u>		
Title I	84.010	N/A
ARRA-Title I	84.389	N/A
ARRA, Title II D Educ Through Tech	84.386	N/A
ARRA IDEA-B Flow Through	84.391A	N/A
IDEA-B Flow Through	84.027	N/A
IDEA-B Preschool	84.173	N/A
ARRA Education Stabilization Fund	84.394	N/A
Title II, Part A Training & Recruiting Fund	84.367	N/A
Title II, Part D, Enhancing Education Through Tech	84.318X	N/A
ARRA, Textbook	84.397	Project 787
ARRA Preschool	84.392A	N/A
Sub-Total		

The accompanying notes are an integral part of this schedule.  
(continued)

Balance at July 1, 2010	Receipts	Expenditures	Balance at June 30, 2011
\$ 58,714.05	\$ 237,136.65	\$ 43,754.63	\$ 252,096.07
-	18,893.00	18,893.00	-
-	24,352.00	24,352.00	-
<u>\$ 58,714.05</u>	<u>\$ 280,381.65</u>	<u>\$ 86,999.63</u>	<u>\$ 252,096.07</u>
\$ (468.13)	\$ 468.13	\$ -	\$ -
(7,194.79)	7,194.79	-	-
<u>\$ (7,662.92)</u>	<u>\$ 7,662.92</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ 36,797.32	\$ 49,231.79	\$ (12,434.47)
-	2,751.72	2,751.72	-
-	-	11,838.00	(11,838.00)
-	9,468.37	12,484.93	(3,016.56)
-	31,260.84	31,260.84	-
-	1,908.21	1,908.21	-
-	35,953.00	35,953.00	-
-	-	8,094.60	(8,094.60)
-	7,434.00	39,870.48	(32,436.48)
1,470.37	-	1,470.37	-
-	-	432.60	(432.60)
<u>\$ 1,470.37</u>	<u>\$ 125,573.46</u>	<u>\$ 195,296.54</u>	<u>\$ (68,252.71)</u>

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
SCHEDULE OF FEDERAL AWARDS EXPENDED  
FOR THE YEAR ENDED JUNE 30, 2011**

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA #</u>	<u>Grantor's Number</u>
<u>U.S. Department of Labor</u>		
Direct Programs:		
<u>2010-2011 Programs</u>		
ARRA Cobra Co-Payment	17.151	N/A
Sub-Total		
 <u>U. S. Department of Agriculture</u>		
Passed-Through State Department of Education:		
Child Nutrition Cluster:		
Non-Cash Assistance (Commodities):		
National School Lunch Program	10.555	N/A
Non-Cash Assistance Sub-Total		
Cash Assistance:		
School Breakfast Program	10.553	N/A
National School Lunch Program	10.555	N/A
Summer Food Service Program for Children	10.559	N/A
Cash Assistance Sub- Total		
Sub- Total for Child Nutrition Cluster		
 <u>Other Federal Assistance</u>		
<u>2010-2011 Programs</u>		
Flood Control	12.112	N/A
Johnson O'Malley	15.130	N/A
Sub-Total		
 <b>TOTAL FEDERAL ASSISTANCE</b>		

The accompanying notes are an integral part of this schedule.

Balance at July 1, 2010	Receipts	Expenditures	Balance at June 30, 2011
\$ -	\$ 2,687.41	\$ 2,687.41	\$ -
\$ -	\$ 2,687.41	\$ 2,687.41	\$ -
\$ -	\$ 4,867.02	\$ 4,867.02	\$ -
\$ -	\$ 4,867.02	\$ 4,867.02	\$ -
\$ -	\$ 29,200.62	\$ 29,200.62	\$ -
-	50,054.62	50,054.62	-
-	-	3,009.40	(3,009.40)
\$ -	\$ 79,255.24	\$ 82,264.64	\$ (3,009.40)
\$ -	\$ 84,122.26	\$ 87,131.66	\$ (3,009.40)
\$ -	\$ 228.52	\$ 228.52	\$ -
-	4,500.00	4,500.00	-
\$ -	\$ 4,728.52	\$ 4,728.52	\$ -
\$ 52,521.50	\$ 505,156.22	\$ 376,843.76	\$ 180,833.96

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

1. For all federal programs, the District uses the fund types prescribed by the Oklahoma State Department of Education and conforms to the system of accounting authorized by the State of Oklahoma. General and Building Funds are used to account for resources restricted, or designated for, specific purposes by a grantor. Federal and state financial assistance generally is accounted for in the General and Building Fund.
2. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Governmental Fund types are accounted for using a current financial measurement focus. All federal grant funds were accounted for in the General Fund, which is Governmental Fund types. With this measurement focus, only current assets and current liabilities and the fund balance are included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets.

The Regulatory Basis of Accounting is used for the Governmental Fund types and Agency funds. This basis of accounting recognizes revenue from all sources when they are received. Federal grant funds are considered to be recognized when encumbered or reserved to the extent of expenditures made under the provisions of the grant.

3. Positive amounts listed in the either "Balance at July 1, 2010" or "Balance at June 30, 2011" column represent funds received by the school and not yet expended or coded to the program. Negative amounts represent expenditures which have been claimed, but the revenue not yet collected.
4. The District received donated foods through the Federal Food Distribution Program (10.550). At June 30, 2011, the school maintained an immaterial amount of food commodities inventory. Per the Regulatory Basis of Accounting, the commodities received and used are not recognized as revenue or expenditures in the school's Financial Statements.
5. Reconciliation of the Revenue shown on the *Schedule of Expenditures of Federal Awards* to Statement of Revenue, Expenditures and Changes in Fund Balance is as follows:

Schedule of Expenditures of Federal Awards	Revenue
Total Federal Assistance	\$ 505,156.22
Less Commodities	<u>(4,867.02)</u>
Reconciled Total	<u>\$ 500,289.20</u>
Statement of Revenue, Expenditures & Changes in Fund Balance:	
General Fund	\$ 500,289.20
Building Fund	<u>-</u>
Total per Federal Statement of Revenue, Expenditures, And Changes in Fund Balance	<u>\$ 500,289.20</u>

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
SCHOOL ACTIVITY FUND  
RECEIPTS, TRANSFERS, DISBURSEMENTS AND SUB-ACCOUNT BALANCES  
FOR THE YEAR ENDED JUNE 30, 2011**

Activities	Balance 7-1-10	Deposited	Net Transfers/ Adjustments	Disbursed	Balance 6-30-11
Concession	\$ 2,745.37	\$ 7,797.73	\$ -	\$ 6,442.97	\$ 4,100.13
Eighth Grade Fund	458.10	2,603.66	-	2,626.46	435.30
Christmas Fund	1,066.10	6,882.96	-	6,077.50	1,871.56
Library Fund	1,409.59	-	-	-	1,409.59
Cheerleaders	908.97	1,229.00	-	1,886.67	251.30
Athletics	560.16	4,874.10	-	4,944.47	489.79
Field Trip Fund	1,558.09	2,901.14	-	1,914.09	2,545.14
<b>Total Activities</b>	<b>\$ 8,706.38</b>	<b>\$ 26,288.59</b>	<b>\$ -</b>	<b>\$ 23,892.16</b>	<b>\$ 11,102.81</b>

**KERRY JOHN PATTEN, C.P.A.**

2101 N. Willow Ave.  
Broken Arrow, OK 74012  
Phone Number (918) 250-8838  
FAX Number (918) 250-9853



---

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

The Honorable Board of Education  
Wickliffe School District No. C-35  
Mayes County, Oklahoma

I have audited the combined financial statements – regulatory basis of Wickliffe School District No. C-35 (the "District"), Wickliffe, Oklahoma, as of and for the year ended June 30, 2011, which have been prepared on a basis prescribed by the laws of the State of Oklahoma and have issued my report thereon dated January 9, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

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

My consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying *Schedule of Findings and Questioned Costs*, I identified certain deficiencies in internal control over financial reporting that I consider to be material weaknesses.

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. I consider the deficiencies described in the accompanying *Schedule of Findings and Questioned Costs* to be material weaknesses [2011-1].

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Wickliffe School District's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instance of non compliance or other matters that are required to be reported under *Government Auditing Standards*. I noted certain immaterial instances of noncompliance that I have reported to management in the Schedule of Comments included on pages 25 and 28 of this audit report.

This report is intended solely for the information and use of the audit committee, management and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

Kerry John Patten, C.P.A.  
January 9, 2012



**WICKLIFFE SCHOOL DISTRICT NO. C-3  
MAYES COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2011**

**A. FINDINGS – FINANCIAL STATEMENTS AUDIT – Material Weakness**

[2011-1]

Condition: An adequate internal control structure does not exist because of the small size of the entity nor is there adequate segregation of duties.

Criteria: Internal controls should be in places that provide reasonable assurance that any one individual does not have control over several of the financial functions of the School District.

Effect: Because of the inadequate segregation of duties there may be an opportunity for an employee to alter record keeping.

Recommendation: We have recommended that the School District strive to implement an adequate segregation of duties.

Response: We concur with the recommendation; however, we have concluded that the cost to correct this condition would exceed the benefit.

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
SUMMARY OF PRIOR AUDIT FINDINGS  
JULY 1, 2010 TO JUNE 30, 2011**

The summary of prior audit findings is required to report the status of all audit findings reported in the prior audit's schedule of findings and questioned costs relative to federal awards.

The school district had no prior year audit findings relative to federal award programs.

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
SCHEDULE OF COMMENTS  
JULY 1, 2010 TO JUNE 30, 2011**

- \*I. **Condition:** During our review of the Building Fund Purchase orders we noted in some instances, the receiving or other support documentation of expenditures was not signed by the person receiving the goods or services.

**Recommendation:** Oklahoma State Statutes require that each Board of Education prescribe and administer adequate business procedures and controls governing the ordering and delivery of merchandise. Such procedures should include a method of determining the school employee receiving delivery of each purchase. The person receiving delivery of goods or services should acknowledge satisfactory receipt by signing the delivery ticket invoice, or school receiving report. A copy of the signed document should subsequently become an attachment to the related purchase order.

- II. **Condition:** In our audit testing of employee payroll we noted that summer workers were paid hourly amounts without running the amounts through the payroll system. These amounts were paid to employees without deducting appropriate payroll taxes, as required by I.R.S. regulations.

**Recommendation:** According to I.R.S. regulations, any compensation paid to an individual employed by the school must be paid as wages/salary and the appropriate employer contributions must be made unless that compensation is reimbursement for expenses incurred.

- III. **Condition:** School personnel did not issue 1099's to vendors as required by law for contract services paid in excess of an aggregate of \$600.00 during the calendar year.

**Recommendation:** I.R.S. Regulations require all employers who make payments to individuals for salaries, wages, compensations, remuneration, etc. that exceed aggregate of \$600.00 per year to issue statements of nonemployee compensation (Form 1099). School personnel should track all contract labor payments and issue 1099's as required. In addition, the school should have on file a W-9 Form for each contract labor vendor.

- IV. **Condition:** The School did not always properly encumber purchases or charge the appropriation account prior to or at the time of ordering goods or services. Purchase orders were out of date/numerical sequence.

**Recommendation:** State statutes require the School Encumbrance Clerk to properly encumber all purchases and charge the affected appropriation account at the time, or prior to, ordering the goods or services.

- V. **Condition:** General Fund P.O. #73 to Capital One Bank for "Various Expenses" included meal charges in amounts of \$278.53 and \$115.42, which gave no indication of whom the charges were for.

An expense reimbursement claim (preferably standardized for the district) should indicate:

- a) The date the expenditure took place or (if away from home travel) the dates of departure and return home for each trip and number of days spent on school business away from home.
- b) The destination or locality of the travel.
- c) The business reason for the travel, meal, etc., or the nature of the business benefit derived or expected to be derived as a result of the expenditure.
- d) The amount of each separate expenditure, such as meals, cost of transportation (based on an appropriate measure), lodging and other incidental expenses (i.e., cab fares, telephone calls, tips, tolls, etc.) claimed for reimbursement.
- e) Signature of the employee claiming reimbursement should be reflected on the travel claim.
- f) Signature of supervisor or other designated person responsible for approving the trip or other expenditure should be reflected on the travel claim.

Documentary evidence to adequately support all expenditures claimed for reimbursement may include receipts, invoices, travel logs, expense statements, and any other similar records that together are sufficient to establish each element of every expenditure. Documentary evidence is ordinarily considered adequate if it discloses the following:

- a) Meal Receipts – Date, name and location of the restaurant, amount of each individual expenditure including indication that a charge (if any) is made for an item other than meals and beverages, an indication of how many people were served and, if more than one, it should indicate separately the charge for each meal served.
- b) Lodging Receipts – The name and location of the hotel, the date or dates the employee stayed there; if more than one occupant the receipt should indicate the number of people the charge is for, and separate amounts for charges such as lodging, meals, movies, telephone calls, etc.
- c) Transportation Costs – The amount and date of each separate expenditure with respect to the transportation costs, the amount and date of each use of transportation (mileage for automobiles and similar modes of transportation, time for rentals, cabs, etc.), and the business purpose of each transportation expenditure.

**Recommendation:** The school should only reimburse expenses paid by an employee that are adequately supported by itemized and documented invoice/receipt vouchers and are approved expenditures. These vouchers should be attached to a travel claim that reflects adequate details of the trip, etc.

- VI. **Condition:** During our purchase order review we found numerous purchase orders for various labor tasks performed at the school during the summer, as well as throughout the year. These amounts appear to be payroll items which should not have been paid on a purchase order without going through payroll and being subject to payroll taxes.

**Recommendation:** According to I.R.S. regulations, any compensation paid to an individual employed by the school must be paid as wages/salary and the appropriate employer contributions must be made unless that compensation is reimbursement for expenses incurred.

- VII. **Condition:** It appeared throughout the fiscal year that the school has violated the open meeting laws by discussing items in executive session which did not qualify as an allowable executive session topic.

**Recommendation:** The School Board should become aware of what procedures must be followed before and during board meetings and the consequences that may ensue from violations of the Open Meeting Act.

**WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
SCHEDULE OF COMMENTS CONTINUED  
JULY 1, 2010 TO JUNE 30, 2011**

- VIII. Condition:** The District paid several purchase orders to employees for Professional Development stipend in the amount of \$400.00. These bonuses were paid to employees without deducting appropriate payroll taxes, as required by I.R.S. regulations.

Additionally, the District paid several stipends to other employees during the year. Although the dollar value of the stipend was listed, we were unable to verify amount was approved by the Board of Education.

**Recommendation:** According to I.R.S. regulations, any compensation paid to an individual employee by the school must be paid as wages/salary and the appropriate employer contributions must be made unless that compensation is reimbursement for expenses incurred.

- IV. Condition:** The School's activity fund did not reconcile to the bank balance at June 30, 2011. An adjustment was made in order to match prior year's audited balances. Fiscal Year 2010 ending balances did not match Fiscal Year 2011 beginning balances. Activity fund sub-account balances were \$181.00 higher than the reconciled bank amount at June 30, 2011. We were unable to satisfy ourselves concerning the completeness of the overall Activity Fund balance because internal controls surrounding detailed records, and the lack of monitoring the activity sub-account balances with that in the bank resulted in a weak basis for reliance thereon.

**Recommendation:** The School Board of Education should direct the activity fund custodian to correct the unidentified differences in school activity and bank records. We also suggest that the School Board and Administration give consideration to ways to improve and streamline the process of performing monthly reconciliations from the bank statement to the activity fund sub-account balances.

- X. Condition:** Over 20% of the activity fund disbursements tested did not have appropriate supporting documentation attached. There were also two invoices that did not have a receiving signature indicating that the goods or services were received.

**Recommendation:** The school should consider implementing a policy of making activity fund disbursements only after an activity purchase order is prepared and approved by the appropriated school authority. The purchase order should also reflect the purpose of the expenditure and be supported by an original itemized invoice. The invoice should be signed by the receiving agent stating that the goods or services were received in good condition and that the invoice should be paid.

- XI. Condition:** The activity fund sponsors need improvements in their receipting process as follows:

The school has seven activity fund accounts. It appears only one sponsor receipt book was turned in for auditor review. There were four receipts written out of it, and they did not total the amount posted to the activity sub-account. According to one school employee, teachers collected money during FY 2011, but did not issue receipts.

**Recommendation:** The school should implement procedures that would ensure all receipt books are submitted for auditor review. A log should be maintained which lists sponsor name and number sequence of each receipt book issued to a sponsor. The log should also list date receipt book(s) are returned. Receipts should be promptly written and in sequential order when monies are received, then deposited in a timely manner. All money receipted by sponsors must trace to corresponding deposit with the Activity Fund Custodian because of the lack of an audit.

- XII. Condition:** The school had some purchase orders which were not properly supported with an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price and total cost. Some of these purchase orders were supported with a vendor "statement" rather than the original invoice.

**Recommendation:** All purchase orders for expenditures of school funds should be properly supported by itemized invoices and/or appropriate contract prior to the payment of the same.

**XIII. Condition:** Our review of Activity Fund purchase order # 2011-60-37 for student Christmas gifts determined the following:

100% did not have adequate supporting documents to verify the purchases.  
100% of disbursements tested did not have an approval signature on the purchase order

**Recommendation:** The school should implement a policy of making Activity Fund disbursements only after an activity purchase order or requisition is prepared and approved by the appropriated school authority. The purchase order/requisition is should also reflect the purpose of the expenditure, and be supported by an original itemized invoice.

**XIV. Condition:** During our audit it came to our attention that the school board gave a van to a local church after soliciting bids for the van and rejecting all bids.

Additionally, it was reported that the school gifted an i-pod to the outgoing school superintendent during the year.

The use of public funds to make gifts or contributions to benefit private individuals or organizations is prohibited by Article X, Section 15 of the Oklahoma Constitution.

**Recommendation:** The School Board of Education should consider the restrictions and constitutional limitations on monies and assets controlled by the board to ensure compliance with all applicable laws.

#### Previous Year's Audit Comments

Excluding conditions marked with an asterisk, there are no other items in the 2009-10 audit report, which have been repeated in this report.

I would like to express my appreciation for the courtesies and cooperation extended to us by school district administrators and employees during the course of this audit.

WICKLIFFE SCHOOL DISTRICT NO. C-35  
MAYES COUNTY, OKLAHOMA  
SCHEDULE OF ACCOUNTANT'S PROFESSIONAL LIABILITY INSURANCE AFFIDAVIT  
JULY 1, 2010 TO JUNE 30, 2011

State of Oklahoma )  
County of Tulsa )

The undersigned auditing firm of lawful age, 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 Wickliffe School District for the audit year 2010-11.

Kerry John Patten, C.P.A.  
AUDITING FIRM

BY *Kerry John Patten*  
AUTHORIZED AGENT



Subscribed and sworn to before me on this

9<sup>th</sup> day of January 2012

*Linda Kellick* 05010870  
NOTARY PUBLIC

My commission expires on:

30<sup>th</sup> day of November, 2013