



School District Audits

Katherine Black, Financial Specialist/Auditing
Financial Accounting/OCAS/Auditing
Oklahoma State Department of Education

Katherine.Black@sde.ok.gov

(405) 521-3197

Why do I Have to Have an Audit?

OMB Circular No. A-133, Subpart B§____.200 (a)

- Non-Federal entities that expend \$500,000 or more in a year in Federal awards...part

Why do I Have to Have an Audit?

Oklahoma Statute Title §70-22-103(A)

- The board of education of each school district in this state shall provide....each fiscal year.

Audit Timeline – Due Dates

- March 31 – “A” Audits
- April 30 – “B” Audits
- 30 Days after local board of education presentation
- June 30 – Audit Contracts

Audit Determination Letter

According to the Office of Management and Budget (OMB) Circular A-133, entities that expend more than \$500,000 in federal funds during a fiscal year are required to have a single (program specific) audit.

To determine the federal expenditures for fiscal year 2014, we use:

Project Reporting Codes 421 through 798 as submitted on the Oklahoma Cost Accounting System (OCAS) expenditures:	\$2,222,212.85
Commodities provided by the Oklahoma Department of Human Services:	\$20,032.00
Total Expenditures:	\$2,242,244.85

If you feel this is incorrect, please contact our office immediately. Otherwise, we will expect your district's audit to comply with the requirements of OMB A-133. The auditors also have also been advised of districts that have been identified for the purposes of OMB A-133.

Additionally, OMB A-133 § 3052.320 states: "(a) General. The audit shall be completed and the data collection form described in paragraph (b) of this section and reporting package described in paragraph (c) of this section shall be submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audit."

Therefore, your district's audit is due in our office no later than Tuesday, March 31, 2015.

Areas of Responsibilities

A-133 has defined three areas of responsibility

- Pass Through Entity
- Auditee
- Auditor

Pass Through Entity's Responsibility

OMB A-133, Subpart D, §____.400(d)

- Identify Federal awards
- Advise subrecipients of requirements
- Monitor the activities of subrecipients
- Ensure that subrecipients have met the audit requirements.

Pass Through Entity's Responsibility

- Issue a management decision on audit findings
- Require each subrecipient to permit. . . access to the records and financial statements

Pass Through Entity's Responsibility

- OMB Circular A-133,
- Title 70 §22-103 (A)
- OK Adm. Code 210:25-5-5 Auditing

Auditee's Responsibility

OMB A-133, Subpart C, §____.300:

- Identify-all Federal awards received and expended and the Federal programs
- Maintain internal control over Federal programs

Auditee's Responsibility

- Comply with laws, regulations, ...related to each of its Federal programs
- Prepare financial statements and SEFA
- Ensure that the audits required are properly performed and submitted when due.
- Follow up on audit findings

Auditor's Responsibility

OMB A-133, Subpart F, §____.500:

- The audit shall cover;
 - entire operations
 - financial statements
 - Schedule of Expenditures of Federal Awards
 - Internal control

Three Sources of Financial Information

- OCAS Data
- Estimate of Needs
- Audit

OCAS Data Comparison

District Name (County-District Number)

General (11)	OCAS	EON	Difference between OCAS and EON	Audit	Difference between OCAS and Audit
Begin (6110-Dist Rev Rpt)			\$-		\$-
Lapsed (6130-Dist Rev Rpt)			\$-		\$-
Estopped (6140-Dist Rev Rpt)			\$-		\$-
New Revenue (FY14 Dist Check Rpt)			\$-		\$-
5111-5113 (FY14 Dist Check Rpt)			\$-		\$-
5120-5190 (FY14 Dist Check Rpt)			\$-		\$-
Warrants + Encumber (FY14 Dist Check Rpt)			\$-		\$-
End	\$-	\$-	\$-	\$-	\$-

OCAS Data Comparison



The screenshot shows a navigation menu with four items: Home, Your District Page, Forum, and District Reports. Below the menu is a section titled "District Reports" containing a list of report options. Two items are highlighted with red boxes: "District Revenue Report" and "District Check Report".

Home | Your District Page | Forum | District Reports

District Reports

- District Review Sheet
- District Expenditure Report
District Expenditure Report (May take up to 30 seconds)
- District Revenue Report**
District Revenue Report (May take up to 30 seconds)
- Expenditure Comparison Report
- District Maintenance of Effort Special Ed
- Revenue Comparison Report
- District Check Report**
District Check Report (May take up to 30 seconds)

- Revenue
- Expenditures
- Ending Fund Balance

OCAS District

- Revenue

Balance Sheet Accounts

6110 Cash Forward June 30, 2013
 6130 Prior Years Lapsed Approp.
 6140 Estopped Warrants
 6200 Inter Fund Transfer

	1,881,092.09
"	26,532.67
"	124.84
"	-65,661.96
"	1,842,087.64
Total Revenue Available FY 2014	6,997,844.22

General (11)	OCAS
Begin (6110-Dist Rev Rpt)	
Lapsed (6130-Dist Rev Rpt)	
Estopped (6140-Dist Rev Rpt)	
New Revenue (FY14 Dist Check Rpt)	
5111-5113 (FY14 Dist Check Rpt)	
5120-5190 (FY14 Dist Check Rpt)	
Warrants + Encumber (FY14 Dist Check Rpt)	
End	\$-

OCAS Data Comparison

- Expenditures

2014 EXPENDITURES			
	Minus	Minus	Function 5200 (Informational)
	Warrants	Encumbrances	
1	4,784,746.79	908,367.97	0.00
3	1,763,085.80	21,703.07	0.00

General (11)	OCAS
Begin (6110-Dist Rev Rpt)	
Lapsed (6130-Dist Rev Rpt)	
Estopped (6140-Dist Rev Rpt)	
New Revenue (FY14 Dist Check Rpt)	
5111-5113 (FY14 Dist Check Rpt)	
5120-5190 (FY14 Dist Check Rpt)	
Warrants + Encumber (FY14 Dist Check Rpt)	
End	\$-

OCAS Data Comparison

County:

Oklahoma State Department of Education

4/7/2015 2:56:44 PM

District:

2014-- OCAS -- District Check Report

Page: 1

Fund	2014 REVENUES					2014 EXPENDITURES			Function 5200 (informational)	Total Balance	
	Source 5111-5113	Source 5120-5190	5600 Source - 5600 Function (informational)	Source 5800	Source 6110-6140	Source 6200	Plus New Revenue	Minus Warrants			Minus Encumbrances
11	0.00	0.00	0.00	0.00	1,907,749.60	-65,661.96	5,157,531.41	4,784,746.79	908,367.97	0.00	1,306,504.29
12	0.00	0.00	0.00	0.00	4,035.55	65,661.96	1,741,091.36	1,789,085.80	21,703.07	0.00	0.00

General (11)	OCAS
Begin (6110-Dist Rev Rpt)	\$ 1,881,092.09
Lapsed (6130-Dist Rev Rpt)	\$ 26,532.67
Estopped (6140-Dist Rev Rpt)	\$ 124.84
6200 Inter Fund Transfer	\$ (65,661.96)
New Revenue (FY14 Dist Check Rpt)	\$ 5,157,531.41
5111-5113 (FY14 Dist Check Rpt)	
5120-5190 (FY14 Dist Check Rpt)	
Warrants + Encumber (FY14 Dist Check Rpt)	\$ 5,693,114.76
End	\$ 1,306,504.29

Estimate of Needs

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "A"

Page 6

Schedule 1, Current Balance Sheet - June 30, 2014	
	Amount
ASSETS:	
Cash Balance June 30, 2014	\$ 2,859,051.23
Investments	\$ 0.00
TOTAL ASSETS	\$ 2,859,051.23
LIABILITIES AND RESERVES:	
Warrants Outstanding	\$ 644,178.97
Reserve for Interest on Warrants	\$ 0.00
Reserves From Schedule 8	\$ 908,367.97
TOTAL LIABILITIES AND RESERVES	\$ 1,552,546.94
CASH FUND BALANCE JUNE 30, 2014	\$ 1,306,504.29
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	\$ 2,859,051.23

The 2014-2015 Estimate of Needs
And
Financial Statements of the Fiscal Year
2013-2014

Schedule 2, Revenue and Requirements - 2013-2014		
	Detail	Total
REVENUE:		
Cash Balance June 30, 2013	\$ 1,881,092.09	
Cash Fund Balance Transferred From Prior Years	\$ 63,811.04	
Current Ad Valorem Tax Apportioned	\$ 396,300.21	
Miscellaneous Revenue Apportioned	\$ 4,762,001.69	
TOTAL REVENUE		\$ 7,103,205.03
REQUIREMENTS:		
Claims Paid by Warrants Issued & Transfer Fees Apportioned	\$ 4,888,332.77	
Reserves From Schedule 8	\$ 908,367.97	
Interest Paid on Warrants	\$ 0.00	
Bank Fees and Cash Charges	\$ 0.00	
Reserve for Interest on Warrants	\$ 0.00	
TOTAL REQUIREMENTS		\$ 5,796,700.74
ADD: Cash Fund Balance as Per Balance Sheet 6-30-2014		\$ 1,306,504.29
TOTAL REQUIREMENTS AND CASH FUND BALANCE		\$ 7,103,205.03

6110

Schedule 3, Cash Fund Balance Analysis - June 30, 2014	
	Amount
ADDITIONS:	
Miscellaneous Revenue Collected in Excess of Estimates-Net	\$ (144,685.50)
Warrants Estopped, Cancelled or Converted	\$ 124.84
Fiscal Year 2013-14 Lapsed Appropriations	\$ 1,381,838.71
Fiscal Year 2012-13 Lapsed Appropriations	\$ 26,532.67
Ad Valorem Tax Collections in Excess of Estimates	\$ 5,540.04
Prior Year Ad Valorem Tax	\$ 37,153.53
TOTAL ADDITIONS	\$ 1,306,504.29
DEDUCTIONS:	

6140

6130

Estimate of Needs

District Name (County-District Number)

General (11)	OCAS	EON	Difference between OCAS and EON	Audit	Difference between OCAS and Audit
Begin (6110-Dist Rev Rpt)	\$ 1,881,092.09	\$ 1,881,092.09	\$ -		
Lapsed (6130-Dist Rev Rpt)	\$ 26,532.67	\$ 26,532.67	\$ -		
Estopped (6140-Dist Rev Rpt)	\$ 124.84	\$ 124.84	\$ -		
6200 Inter Fund Transfer	\$ (65,661.96)		\$ (65,661.96)		
New Revenue (FY14 Dist Check Rpt)	\$ 5,157,531.41	\$ 5,195,455.43	\$ (37,924.02)		
5111-5113 (FY14 Dist Check Rpt)			\$ -		
5120-5190 (FY14 Dist Check Rpt)			\$ -		
Warrants + Encumber (FY14 Dist Check Rpt)	\$ 5,693,114.76	\$ 5,796,700.74	\$ (103,585.98)		
End	\$ 1,306,504.29	\$ 1,306,504.29	\$ (0.00)		

Audit Comparison

	GENERAL FUND		
	Original Budget	Final Budget	Actual
Revenues Collected:			
Local sources	\$ 498,195	498,195	608,242
Intermediate sources	55,065	55,065	93,691
State sources	4,017,767	4,017,767	4,076,654
Federal sources	726,421	726,421	375,170
Non-revenue receipts			3,774
Total revenues collected	<u>5,297,448</u>	<u>5,297,448</u>	<u>5,157,531</u>
Expenditures:			
Instruction	4,160,083	4,160,083	2,897,697
Support services	2,978,684	2,978,684	2,755,636
Operation of non-instructional services	149	149	149
Facilities acquisition & construction services	37,596	37,596	37,596
Other outlays:			
Reimbursement	90	90	90
Correcting entry	1,938	1,938	1,947
Total expenditures	<u>7,178,540</u>	<u>7,178,540</u>	<u>5,693,115</u>
Excess of revenues collected over (under) expenditures before other financing sources/uses	(1,881,092)	(1,881,092)	(535,584)
Other financing sources (uses):			
Transfer in			37,924
Transfer (out)			(103,586)
Adjustment to prior year encumbrances	(4,867)	(4,867)	21,791
Total other financing sources (uses)	<u>(4,867)</u>	<u>(4,867)</u>	<u>(43,871)</u>
Excess of revenues collected over (under) expenditures	(1,885,959)	(1,885,959)	(579,455)
Cash fund balance, beginning of year	<u>1,885,959</u>	<u>1,885,959</u>	<u>1,885,959</u>
Cash fund balance, end of year	<u>\$ 0</u>	<u>0</u>	<u>1,306,504</u>

Audit Comparison

District Name (County-District Number)

General (11)	OCAS	EON	Difference between OCAS and EON	Audit	Difference between OCAS and Audit
Begin (6110-Dist Rev Rpt)	\$ 1,881,092.09	\$ 1,881,092.09	\$ -	\$ 1,885,959.00	\$ (4,866.91)
Lapsed (6130-Dist Rev Rpt)	\$ 26,532.67	\$ 26,532.67	\$ -	\$ 21,791.00	\$ 4,741.67
Estopped (6140-Dist Rev Rpt)	\$ 124.84	\$ 124.84	\$ -		\$ 124.84
6200 Inter Fund Transfer	\$ (65,661.96)		\$ (65,661.96)	\$ (65,662.00)	\$ 0.04
New Revenue (FY14 Dist Check Rpt)	\$ 5,157,531.41	\$ 5,195,455.43	\$ (37,924.02)	\$ 5,157,531.00	\$ 0.41
5111-5113 (FY14 Dist Check Rpt)			\$ -		\$ -
5120-5190 (FY14 Dist Check Rpt)			\$ -		\$ -
Warrants + Encumber (FY14 Dist Check Rpt)	\$ 5,693,114.76	\$ 5,796,700.74	\$ (103,585.98)	\$ 5,693,115.00	\$ (0.24)
End	\$ 1,306,504.29	\$ 1,306,504.29	\$ (0.00)	\$ 1,306,504.00	\$ 0.29

What is a SEFA Page?

The SEFA (Schedule of Expenditures of Federal Awards) page of the audit represents the federal expenditures made by the district.

Finding OCAS Federal *Expenditures*

OKLAHOMA
State Department of Education

Oklahoma Cost Accounting System
Contact Support Return to SSO2

UserName: nancyh, UserID: 18246

Home Your District Page Forum District Reports District Tools

District OCAS Page Year: 2014

Current Fiscal Year: 2014 · County: · District:

Expenditure Upload

Last Expenditure Upload: 2/17/2014 3:20:59 PM **Status:** Edit Check Errors Found

 [View Latest Upload Records](#) **Note:** After July 1st you will be able to "Lock" your submissions when there are no errors with both the Expenditure and Revenue uploads. You will not be able to upload again unless unlocked by an OCAS admin.

✖ These are the errors found in your latest expenditure upload [View Errors Grouped By Count](#)

Fund	Error Count	Description	View Errors
11	156	GEN FUND-FOR OPERAT	View Errors
21	2	BUILDING FUND	View Errors
22	5	CHILD NUTRITION PROG	View Errors
60	37	SCHOOL ACTIVITY FNDS	View Errors
81	2	GIFTS FUND	View Errors
--	1	Other Errors	View Errors

Finding OCAS Federal Expenditures

OKLAHOMA State Department of Education

Oklahoma Cost Accounting System

UserName: KatherineBlack, UserID: 16780

Katherine Black (SystemAdmin)

District Expenditure Records

<< Back to Main District Page [Download All Records As An Excel File](#)

Fund:	Project:	Function:	Object:	Program:	Subject:	Job:	Site:	prop Amt	Encumb Amt	Warrants
Edit 11	000	1000	110	100				0.00	0.00	77957.54
Edit 11	000	1000	110	100				0.00	0.00	115038.89
Edit 11	000	1000	110	100				0.00	0.00	48542.47
Edit 11	000	1000	110	100				0.00	0.00	63951.04
Edit 11	000	1000	110	100				0.00	0.00	119906.54
Edit 11	000	1000	110	100				0.00	0.00	31219.81
Edit 11	000	1000	110	100				0.00	0.00	106942.67
Edit 11	000	1000	110	100				0.00	0.00	57371.77

File Download

Do you want to open or save this file?

Name: 2013248057ExpenditureRecords_02-03-2014.csv
Type: Microsoft Excel Comma Separated Values File, 1...
From: sdeweb01.sde.ok.gov

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Finding OCAS Federal Expenditures

Excel ribbon: File, Home, Insert, Page Layout, Formulas, Data, Review, View, DVMO Label

Excel ribbon: From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Connections, Properties, Edit Links, Sort, Filter, Clear, Copy, Paste, Text to Columns, Remove Duplicates, Data Validation, Consolidate, What-If Analysis, Group, Ungroup, Subtotal, Show Detail, Hide Detail, Outline

Formula bar: 2013241057ExpenditureRecords

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	2013241057ExpenditureRecords																				
2	UploadedEx	Year	County	District	FundCd	Project	Funcnt	Object	Program	Subject	JobCod	Operat	Appropriate	Encumber	WarrantsIss	SiteCod	CreateDate	CreateUser	UpdateDate	UpdateUser	RowNu
3	75673877	2013	24 1057		11	421	1000	110	332	8700	210	505	\$ -	\$ -	\$ 6,753.62	505	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7312
4	75673878	2013	24 1057		11	421	1000	110	332	8700	210	510	\$ -	\$ -	\$ 8,050.74	510	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7313
5	75673879	2013	24 1057		11	421	1000	130	332	8700	210	505	\$ -	\$ -	\$ 300.00	505	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7314
6	75673880	2013	24 1057		11	421	1000	231	332	8700	210	505	\$ -	\$ -	\$ 478.85	505	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7315
7	75673881	2013	24 1057		11	421	1000	231	332	8700	210	510	\$ -	\$ -	\$ 490.56	510	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7316
8	75673882	2013	24 1057		11	421	1000	232	332	8700	210	505	\$ -	\$ -	\$ 96.05	505	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7317
9	75673883	2013	24 1057		11	421	1000	232	332	8700	210	510	\$ -	\$ -	\$ 114.76	510	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7318
10	75673884	2013	24 1057		11	421	1000	251	332	8700	210	505	\$ -	\$ -	\$ 540.44	505	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7319
11	75673885	2013	24 1057		11	421	1000	251	332	8700	210	510	\$ -	\$ -	\$ 540.48	510	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7320
12	75673886	2013	24 1057		11	421	1000	252	332	8700	210	505	\$ -	\$ -	\$ 574.76	505	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7321
13	75673887	2013	24 1057		11	421	1000	252	332	8700	210	510	\$ -	\$ -	\$ 687.29	510	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7322
14	75673888	2013	24 1057		11	421	1000	253	332	8700	210	505	\$ -	\$ -	\$ 816.15	505	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7323
15	75673889	2013	24 1057		11	421	1000	253	332	8700	210	510	\$ -	\$ -	\$ 816.16	510	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7324
16	75673890	2013	24 1057		11	421	1000	273	332	8700	210	505	\$ -	\$ -	\$ 31.92	505	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7325
17	75673891	2013	24 1057		11	421	1000	273	332	8700	210	510	\$ -	\$ -	\$ 38.05	510	8/20/2013 12:14	95420	8/20/2013 12:14	95420	7326

What is a SEFA Page?

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2014

<u>Federal Grantor / Pass Through Grantor / Program Title</u>	<u>Federal CFDA Number</u>	<u>Federal Grantor's/ Pass-through Grantor's No.</u>	<u>Program or Award Amount</u>	<u>Balance at 7-1-13</u>	<u>Revenue Collected</u>	<u>Total Expenditures</u>	<u>Balance at 6-30-14</u>
<u>U.S. Department of Education</u>							
<u>Direct Programs:</u>							
Indian Education	84.060A	S060A131128	\$ 57,903		40,326	40,573	247
Indian Education - Note	84.060A	S060A121128		10,349	10,349		
Impact Aid Operations	84.041	S041B-2014-4276	44,126		44,126	44,126	
*Head Start	93.600	06CH7026/13	1,430,134		572,277	617,189	44,912
*Head Start	93.600	06CH7026/12	697,035		697,035	697,035	
Sub Total			<u>2,229,198</u>	<u>10,349</u>	<u>1,364,113</u>	<u>1,398,923</u>	<u>45,159</u>

Comparing OCAS to the SEFA Page

FY 14
OCAS - SEFA COMPARISON

Title	CFDA #	Project	OCAS Encumbrance	OCAS Warrant	IDC	SEFA Expenditures	Difference Enc + Warrants + IDC - SEFA Expend
U.S. Department of Education							
Direct Programs:							
Title VII Part A, Indian Education	84.06	561	\$ 17,000.00	\$ 40,326.11		\$ 40,573.00	\$ 16,753.11
Johnson-O'Malley Program.	15.13	563	\$ 1,554.20	\$ 1,930.98		\$ 5,032.00	\$ (1,546.82)
Johnson-O'Malley Program, Three-Month Money	15.13	564	\$ 3,500.00	\$ -			\$ 3,500.00
Title VIII—Impact Aid	84.041	591	\$ 38,056.69	\$ 6,068.76		\$ 44,126.00	\$ (0.55)
Passed Through State Dept of Education							
Title 1 Part A, Basic Program	84.01	511	\$ -	\$ 231,264.24		\$ 226,911.00	\$ 4,353.24
Title 1, School Support	84.01	515	\$ -	\$ 52,169.76		\$ 52,170.00	\$ (0.24)
Title IIPart A, Teacher and Principal Training and Recruitment Fund	84.367	541	\$ -	\$ 70,940.19		\$ 75,293.00	\$ (4,352.81)
Title VI - Part B Subpart 2, Rural and Low-Income School Program	84.358	587	\$ -	\$ 13,949.99		\$ 13,950.00	\$ (0.01)
Flow Through, P.L. 108-446, IDEA—	84.027	621	\$ -	\$ 87,027.61		\$ 87,027.00	\$ 0.61
Passed Through State Department of Career and Technology							
Carl Perkins Vocational Secondary	84.048	421	\$ 495.00	\$ 10,842.95		\$ 11,338.00	\$ (0.05)
U.S. Department of Agriculture							
Lunches	10.555	763	\$ 1,512.42	\$ 121,287.63		\$ 122,800.00	\$ 0.05
Breakfasts	10.553	764	\$ -	\$ 59,682.16		\$ 59,682.00	\$ 0.16
Summer Food Service Program.	10.559	766	\$ 1,878.31	\$ 9,546.79		\$ 10,508.00	\$ 917.10
Child/Adult Care	10.558	769	\$ -	\$ 131,696.46		\$ 131,696.00	\$ 0.46
Non-Cash Assistance (Commodities)				\$ 20,032.00		\$ 20,032.00	\$ -

Tracking Federal Expenditures

Federal Revenue and Expenditures

Title	Federal CFDA Number	Pass-through Grantor's Project Number	Program or Award Amount	Balance at July 1, 20XX	Revenue Collected	Total Expenditures
U.S. Department of Education						
Direct Programs:						
Title VII Part A, Indian Education	84.06	561				
Johnson-O'Malley Program.	15.13	563				
Title VIII—Impact Aid	84.041	591				
Passed Through State Dept of Education						
Title 1 Part A, Basic Program	84.01	511	S010A130036	\$ -		
Title 1, School Support	84.01	515				
Title II Part A, Teacher and Principal Training and Recruitment	84.367	541				
Title VI - Part B Subpart 2, Rural and Low-Income School	84.358	587				
Project ECCO.	84.027	615				
Flow Through, P.L. 108-446, IDEA—	84.027	621	H027A120051	\$ (21,152.57)	\$ 70,205.54	\$ 87,027.61
Passed Through State Department of Career and Technology						
Carl Perkins Vocational Secondary	84.048	421				
U.S. Department of Agriculture						
Lunches	10.555	763				
Breakfasts	10.553	764				
Summer Food Service Program.	10.559	766				
Child and Adult Care Food Program	10.558	769				
Non-Cash Assistance (Commodities)	10.55					

Date	Grant Award	CFDA	Balance at July 1, 20XX	Project 621 Allocation	Expenditure/Claims	Revenue	Balance
7/1/2014	H027A120051	84.027		\$ 168,295.28			
7/1/2014			\$ (21,152.57)			\$ 21,152.57	\$ -
7/1/13-7/31/13					\$ -	\$ -	\$ -
8/1/13-8/30/13					\$ 3,300.43	\$ -	\$ (3,300.43)
9/1/13-9/30/13					\$ 6,801.23	\$ -	\$ (6,801.23)
10/1/13-10/31/13					\$ 9,587.39	\$ -	\$ (9,587.39)
11/1/13-11/30/13					\$ 4,595.40	\$ -	\$ (4,595.40)
12/1/13-12/31/13					\$ 6,118.76	\$ -	\$ (6,118.76)
1/1/14-1/31/14					\$ 4,628.96	\$ -	\$ (4,628.96)
1/23/2014						\$ 3,300.43	\$ 3,300.43
1/30/2014						\$ 22,507.38	\$ 22,507.38
2/1/14-2/28/14					\$ 4,679.36	\$ -	\$ (4,679.36)
2/6/2014						\$ 4,595.40	\$ 4,595.40
3/1/14-3/31/14					\$ 4,672.54	\$ -	\$ (4,672.54)
4/1/14-4/30/14					\$ 4,668.90	\$ -	\$ (4,668.90)
4/24/2014						\$ 13,980.86	\$ 13,980.86
5/1/14-5/31/14					\$ 16,244.64	\$ -	\$ (16,244.64)
6/1/14-6/30/14					\$ 21,730.00	\$ -	\$ (21,730.00)
6/19/2014						\$ 4,668.90	\$ 4,668.90
					\$ 87,027.61	\$ 70,205.54	\$ (16,822.07)

Surety Bonds

Position	State Statute	Required Surety Bonds	
		Amount of Bond Required	OCAS Coding
Superintendent	§70-5-116a	\$ 100,000.00	2321-525
Treasurer	§70-5-116a	\$ 100,000.00	2313-525
Encumbrance Clerk	§70-5-119	\$ 1,000.00	2511-525
Minutes Clerk	§70-5-119	\$ 1,000.00	2312-525
Activity Fund Custodian	§70-5-129	\$ 1,000.00	2511-525

Surety Bonds

XYZ School District (County Number-District Number)

Schedule of Surety Bonds

For the Year Ended June 30, 20XX

Bonding Company	Position Covered	Bond Number	Coverage Amount	Effective Dates
	Superintendent		\$ 100,000.00	
	Treasurer		\$ 100,000.00	
	Encumbrance		\$ 1,000.00	
	Minutes Clerk		\$ 1,000.00	
	Activity Fund Custodian		\$ 1,000.00	

Surety Bonds

If the Surety Bonds are listed in the Notes to the Financial Statements they should include the same information.

- The treasurer/minutes clerk is bonded with Ohio Casualty Bond through Liberty Mutual, bond number 3427268 for the penal sum of \$100,000, term beginning July 8, 2013 and ending July 8, 2014. This is a renewal of a continuous bond.

Auditing Findings

OMB A-133 Subpart E, §____.510

- Schedule of Findings and Questioned Costs
 - Significant Deficiencies
 - Material Noncompliance
 - Known fraud
 - Audit Follow-up

Auditing Findings

- Audit Findings should be presented in detail
- Finding information should include:
 - Federal Program
 - Federal Award Number
 - CFDA Title and Number
 - Federal Award Number and Year
 - Federal Agency Name or Pass-Through Entity

Auditing Findings

- Criteria
- Condition
- Identification of questioned cost
- Information
- Effect
- Recommendation
- Views of Responsible Officials
- Reference Number

Auditing Findings

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

Significant Deficiency

2014-1

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

Auditing Findings

C. FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAMS AUDIT

DEPARTMENT OF EDUCATION

Questioned
Cost

2014-2 Title I Program - CFDA 84.010, Grant period: Year ended June 30, 2014
Criteria and Condition: OMB Circular A-87 states that costs "be adequately documented". School personnel were unable to locate two employee contracts chosen at random for our payroll/contract test. The two contracts that could not be located were for two employees paid from the Title I Federal program.

Context: There was no supporting documentation of the payroll costs charged to the Title I program. Total Title I expenditures were \$184,202.10.

Cause: The District did not have controls in place to ensure that all supporting documentation for Federal program expenditures was properly kept.

Effect: \$35,261.20 of costs are questioned as a result of failing to maintain all employment contracts of employees paid from Federal programs.

\$35,261.20

Recommendation: The District will implement procedures that will require all supporting documentation of Federal expenditures be maintained

FY14 Audit Findings

Management Letter/Comments

Segregation of Duties –
Purchase Order Not Signed –
Incomplete documentation
Invoice Not Signed –
Extra Duty Contract -

Corrective Action Plan

OMB A-133, Subpart C, §____.315 (c)

- The corrective action plan shall provide
 - name of the contact
 - corrective action planned,
 - anticipated completion date.

Corrective Action Plan

_____ PUBLIC SCHOOL DISTRICT
_____ COUNTY

AUDIT FINDING CORRECTIVE ACTION PLAN

REFERENCE NUMBER: _____

NAME OF AWARD-PROJECT NUMBER :
(FEDERAL FINDING) _____

FINDING: _____

CONTACT PERSON: _____

CORRECTIVE STEPS THAT HAVE
ALREADY BEEN TAKEN AND/OR THE
STEPS THAT WILL BE TAKEN: _____

THE PLAN FOR MONITORING
ADHERENCE TO THE CORRECTIVE
ACTION PLAN

COMPLETION DATE: _____

SUPERINTENDENT'S SIGNATURE

DATE

Audit Findings Follow-Up

OMB A-133 Subpart C, §____.315

- The auditee shall prepare a summary schedule of prior audit findings.

Audit Findings Follow-Up

- The summary schedule of prior audit findings shall report the status of all audit findings
- Except
 - Finding were fully corrected
 - Auditee believes the findings are not longer valid

Audit Management Letter

- The auditor has issued a Management Letter, Recommendations, or Comments noting items that are concerns.
 - All Management Letters, Recommendation, Comments, etc., require a corrective action response.

Audit Management Letter

_____ SCHOOL DISTRICT NO. _____
_____ COUNTY, OKLAHOMA
SCHEDULE OF COMMENTS
JULY 1, 20__ TO JUNE 30, 20__

The following conditions represent areas noted during my review of the school's accounting system in which I feel improvement in the internal control and/or operational efficiency may be attained. I have also noted, as required, any noncompliance with State Department of Education Regulations.

- I. **Condition:** In many instances the receiving or other support documentation of activity fund expenditures were not signed by the person receiving the goods or services.

Recommendation: The Public School Board of Education and school Administration should adopt and enforce to insure that all invoices and delivery ticket as are signed by the receiver and attached to the corresponding purchase order. This procedure will indicate merchandise was received in satisfactory condition and merchandise paid for is an actual expense of the school district.

Corrective Action Response

_____ PUBLIC SCHOOL DISTRICT
_____ COUNTY

**AUDIT COMMENT/RECOMMENDATION/MGMT LETTER
CORRECTIVE ACTION RESPONSE**

REFERENCE NUMBER: _____

CONCERN: _____

CONTACT PERSON: _____

CORRECTIVE STEPS THAT HAVE
ALREADY BEEN TAKEN AND/OR THE
STEPS THAT WILL BE TAKEN: _____

THE PLAN FOR MONITORING
ADHERENCE TO THE CORRECTIVE
ACTION PLAN _____

COMPLETION DATE: _____

SUPERINTENDENT'S SIGNATURE

DATE



Audit Acknowledgement Page

Oklahoma Administrative Code and Register

210:25-5-5. Auditing

- Each audit report must contain a signed Acknowledgement Page

Audit Acknowledgement Page

Joy Hofmeister
State Superintendent of Public Instruction
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599

Print Form

AUDIT ACKNOWLEDGEMENT

District Name _____ District Number _____
County Name _____ County Code _____

Audit Year: 2014

The annual independent audit for the _____
(District Name)
was presented to the Board of Education in an Open Board Meeting on _____
by _____ (Date of Meeting)
(Independent Auditor)

The School Board acknowledges that as the governing body of the district, responsible for the district's financial and compliance operations, the audit findings and exceptions have been presented to them.

A copy of the audit, including this acknowledgement form, will be sent to the State Board of Education and the State Auditor and Inspector within 30 days from its presentation, as stated in 70 O.S. § 22-108:

"The district board of education shall forward a copy of the auditor's opinions and related financial statements to the State Board of Education and the State Auditor and Inspector within thirty (30) days after receipt of the audit."

Superintendent of Schools Board of Education Vice President

Board of Education President Board of Education Member

Board of Education Member

Subscribed and sworn before me on _____ My Commission expires _____
(Sworn On)

(Notary Public)

Audit Distribution

Oklahoma Statute §70-22-108

- Audit performed within nine(9) months
- Distribution
- 30 days after receipt of the audit

After SDE Review of Audit

- If errors are found regarding any of these areas, the State Department will contact the district for more explanation or corrections.
 - Please note-Regardless of who is responsible for a specific report, the school district is legally responsible to ensure all components are included in the report.

Contact Information

405/521-2517

- Nancy Hughes, Executive Director
- Katherine Black, Financial Specialist/Auditing
- Kelly Freeman, Financial Specialist
- Pam Honeysuckle, Financial Specialist
- Iona Martin, Financial Specialist
- Amy Morgan, Administrative Assistant