

IASBO Region #3

March 16, 2016

Contact Information

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New Official Bond Requirements

- ▶ Amended IC 20-26-4-5
- ▶ Now includes requirements to bond: the Treasurer, the Deputy Treasurer, and any individual whose duties include receiving, processing, depositing, disbursing, or having access to funds that belong to a school corporation
- ▶ Can now purchase a blanket bond as long as it is endorsed to include faithful performance of all required bond holders and includes aggregate coverage for all of the specified amounts of the required bond holders

New Official Bond Requirements

(continued)

- ▶ SBOA Audit position on Bonding Requirements
 - ▶ Update issued October 22, 2015 and included in the December 2015 School Bulletin
- ▶ Further SBOA will not take exception to coverage via a crime insurance policy as long as it is authorized by resolution and endorsed to cover faithful performance and includes aggregate coverage
- ▶ SBOA will not take exception to not obtaining a bond for individuals who receive, process, deposit, disburse, or have access to less than \$100 of funds per event or duty
- ▶ Will be required to submit a copy of the official bonds to the SBOA on subsequent submissions of the Gateway Annual Report

School Reporting Materiality Policy

- ▶ State Examiner Directive 2015-6 requires each school to develop their own materiality policy in regards to IC 5-11-1-27(j)
 - ▶ Should include steps taken in the event of a variance, loss, shortage, or theft
 - ▶ Should include a threshold at which point the school will report the event to the SBOA
 - ▶ Threshold should distinguish between incidents involving cash and those involving other types of assets
 - ▶ Should include the retainage of documentation detailing the event and the solution that was determined
- ▶ If a school does not adopt a policy, then the threshold to report to the SBOA will be considered \$0 and every variance, loss, shortage, or theft would be required to be reported.

School Reporting Materiality Policy

(continued)

- ▶ Procedures to report a material variance, loss, shortage, or theft
 - ▶ SBOA website contains a notification link which reports via email
 - ▶ Incidents may be reported via telephone conversations
 - ▶ Incidents may be reported via in person contact
- ▶ SBOA will gather sufficient information and evaluate to determine the action that needs to be taken for the event
- ▶ **IC 5-11-1-27(l) still requires school officials that have actual knowledge or reasonable cause that a misappropriation of public funds has occurred to send written notice immediately to the SBOA and the County Prosecuting Attorney**

Prepaid School Meal Accounts

- ▶ The School Bulletin, September 2015 - Volume 211, Page 5 (http://in.gov/sboa/files/scb2015_211.pdf)
 - ▶ Fund 8400
 - ▶ Transfer to 800 when student charges
- ▶ School Board policy on students charging when they don't have a positive balance

Internal Controls

- ▶ Resources
 - ▶ Our Website
 - ▶ www.in.gov/sboa/4449.htm
 - ▶ Internal Control Standards Section
 - ▶ Manual
 - ▶ Webinar
 - ▶ Other training
 - ▶ Training Certification
 - ▶ March 2016 Bulletin - Volume 213

Internal Controls (continued)

- ▶ Your statutory requirements:
 - ▶ School Board adopts standards
 - ▶ Train personnel
 - ▶ Document specific I/C policies and procedures
 - ▶ Certify (in 2017 Gateway AFR)
 - ▶ Standards were adopted
 - ▶ Personnel received training

Internal Controls (continued)

▶ **Definition** (from manual on our website)

- ▶ A process executed by officials and employees that is designed to provide reasonable assurance that the objectives of the political subdivision will be achieved;
- ▶ It is a basic element fundamental to the organization, rather than a list of added on tasks;
- ▶ It is an adaptable process that is a means to an end, not an end in itself;
- ▶ It is focused on the achievement of objectives; and
- ▶ It is dependent on officials and employees for effective implementation

Internal Controls (continued)

- ▶ 5 Components
 - ▶ Control Environment
 - ▶ Risk Assessment
 - ▶ Control Activity
 - ▶ Information and Communication
 - ▶ Monitoring

Internal Controls (continued)

- ▶ Segregation of Duties
 - ▶ Integral part of a proper set of internal controls
 - ▶ 4 general categories:
 - ▶ Authorization
 - ▶ Custody
 - ▶ Record keeping
 - ▶ Reconciliation
 - ▶ Ideally, no one person should have control of 2 or more of the above categories
 - ▶ If one person does control 2 or more of the above categories, then some type of mitigating control should be implemented, i.e. a detailed review process

Internal Controls (continued)

- ▶ What do you do if you cannot have proper segregation of duties?
 - ▶ Incorporate the board and/or superintendent
 - ▶ Make sure there is sufficient review of the activities performed

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