Annual Audits

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

Audit Review

- Audit Contract
- Annual Audit
- Preparing for an Audit
- Financial Statement Comparison
- Federal Determination Letter
- Audit Findings
- Audit Presentation
- Surety Bonds

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Audit Contract

Each Local Education Agency (LEA) will engage an independent auditor, approved by the Oklahoma State Auditor and Inspector, to examine its financial statements. Each LEA superintendent shall notify the State Board of Education, prior to the end of the fiscal year to be audited, of the independent auditor who has been engaged to conduct the audit.

Due by: June 30

Annual Audit

Oklahoma Statute Title §70-22-108(A)

Each audit of the financial statements of a school district required by the Oklahoma Public School Audit Law shall be completed and the auditor's opinion thereon shall be submitted by the firm to the district board of education within nine (9) months after the close of the fiscal year of the district board of education.

Annual Audit

Uniform Guidance 2 C.F.R. 200

A non-Federal entity that expends $750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514

Due by: March 31, 2019

Annual Audit

Oklahoma Statute Title §70-22-103(A)

The board of education of each school district in this state shall provide for and cause to be made an annual audit of such school district for each fiscal year. Said audit shall be a financial audit and a compliance audit of all funds of the school district, including the records of all student activity funds designated in Section 5-129 of this title. Such audit or audits shall be made at the end of the fiscal year; provided, however, the local board of education may require that audits be made at more frequent intervals.

For districts that expend less than $750,000 in federal expenditures

Due by: April 30, 2019

Preparing for an Audit

Have Available for Review:

- Board Agendas and Minutes
- Bank statements for the period July 1 to June 30 for the General, Building, Child Nutrition, Sinking, Bond or other funds such as Activity and Lunch Funds.
- Bank reconciliation for all accounts.
- Warrant Registers for all Funds

Preparing for an Audit

- Expenditures Summary by fund. This information should match your OCAS data.
- Purchase orders and paid invoices. Remember that someone should be signing for the receipt of goods or services on the invoices. (Board approved purchasing agent)
- Unpaid Encumbrances (list)
- Personnel Contracts: Regular and Extra Duty. Contracts with any outside source. (signatures)

Preparing for an Audit

- Copy of the Federal (Audit) Determination Letter
- Commodities Report from the Department of Human Services showing all food commodities delivered (RPT097)
- Copies of Surety Bonds. (Superintendent, Treasurer, Encumbrance Clerk, Activity Fund Custodian and Minutes Clerk are required by state statue to be covered by a surety bond.)

Preparing for an Audit

- Information for Federal Programs including the allocation notice, detailed and summary expenditure reports, budget applications, payment notices, student eligibility forms and relevant student files, and Lunch Fund reports showing meal counts and free and reduced lunch applications.

Preparing for an Audit

- Activity Fund Receipt Registers and Receipt Books
- Activity Fund report showing year to date status
- Board approved list of Activity Fund subaccounts with descriptions of approved revenues and expenditures

Financial Statement Comparison

- Revenue
- Expenditures
- Ending Fund Balance

Financial Statement Comparison

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 (FY15 Dist Check Rpt)					
5111-5113 (FY15 Dist Check Rpt)					
5120-5190 (FY15 Dist Check Rpt)					
Warrants + Encumber					
End	$ -	$ -	$ -	$ -	$ -

Financial Statement Comparison

- Revenue

General (11)	OCAS
Begin (6110-Dist Rev Rpt)	$ 1,333,923.90
Lapsed (6130-Dist Rev Rpt)	$ 32,683.00
Estopped (6140-Dist Rev Rpt)	$ 79.00
Total Revenue from EON	
New Revenue (FY15 Dist Check Rpt)	$ 10,434,726.56
5111-5113 (FY15 Dist Check Rpt)	
5120-5190 (FY15 Dist Check Rpt)	

Oklahoma State Department of Education

2016-- OCAS -- School District Revenue Report

	General Fund 11	Coop Fund 12	
District Sources of Revenue			
1100 Taxes Levied/Assessed	1,874,854.46	0.00	2
1200 Tuition and Fees	15,220.00	0.00	
1300 Earnings-Investments & Bond Sales	20,463.19	0.00	
1400 Rental Disposals & Commissions	1,791.63	0.00	
1500 Reimbursments	6,764.12	0.00	
1600 Other Local Sources	25,513.97	0.00	
1700 Child Nutrition Programs	289.50	0.00	
1800 Athletics	0.00	0.00	
1900 School Activities	0.00	0.00	
	1,944,896.87	0.00	3
Intermediate Sources of Revenue			
2100 County 4 Mill Ad Valorem Tax	218,332.14	0.00	
2200 County Apportionment	27,835.45	0.00	
	246,167.59	0.00	
State Sources of Revenue			
3110 Gross Production Tax	113,796.37	0.00	
3120 Motor Vehicle Collections	647,305.95	0.00	
3130 Rural Electric Cooperative Tax	320,281.09	0.00	
3140 State School Land Earnings	246,302.09	0.00	
3150 Vehicle Tax Stamp	118.13	0.00	
	1,327,803.63	0.00	
3210 Foundation & Salary Incentive Aid	4,755,607.00	0.00	
3250 Education Flexible Benefit Allowance	836,332.00	0.00	
	5,591,939.00	0.00	
3310 Alternative & At-Risk Education	36,379.44	0.00	
	36,379.44	0.00	
3400 State-Categorical	146,554.05	0.00	
3600 Other State Sources	32,700.09	0.00	
3700 Child Nutrition Programs	0.00	0.00	
3800 State-Vocational Programs	61,803.00	0.00	
	241,057.14	0.00	
Federal Sources of Revenue			
4100 Federal Direct	58,317.07	0.00	
4200 Disadvantaged Students	595,175.73	0.00	
4300 Individuals with Disabilities	337,476.23	0.00	
4600 Adult and Comm. Education	20,307.25	0.00	
4700 Child Nutrition Programs	18,062.20	0.00	
4800 Federal Vocational Education	16,399.41	0.00	
	1,045,737.89	0.00	
New Revenue Recieved From School Year 2016	**10,433,981.56**	**0.00**	**3**
Balance Sheet Accounts			
6110 Cash Forward June 30, 2015	1,333,923.90	0.00	4
6130 Prior Years Lapsed Approp.	32,683.00	0.00	
6140 Estopped Warrants	79.00	0.00	
	1,366,685.90	**0.00**	**4**
Total Revenue Available FY 2016	**11,800,667.46**	**0.00**	**8**
For Your Information Only			
Non-Revenue Receipts			
5100 Bond Sales	0.00	0.00	
5120 -5190 Return of Assets	0.00	0.00	
5600 Correcting Entry	745.00	0.00	
	745.00	0.00	

Financial Statement Comparison

Oklahoma State Department of Education

9/26/2016 1:33:04 PM

District: I006 CLEVELAND

2016-- OCAS -- District Check Report

Page: 1

	2016 REVENUES							2016 EXPENDITURES			
Fund	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	Function 5200 (informational)	Total Balance
11	0.00	0.00	0.00	0.00	1,366,685.90	0.00	10,434,726.56	10,047,430.70	84,343.99	0.00	**1,669,637.77**
12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
21	0.00	0.00	0.00	0.00	486,150.66	0.00	319,473.83	363,814.89	9,515.48	0.00	**432,294.12**
22	0.00	375.00	0.00	0.00	248,320.06	0.00	835,015.07	759,679.61	66,179.55	375.00	**257,850.97**
24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
30	1,685,000.00	0.00	0.00	0.00	0.00	0.00	0.00	210,106.00	140,000.00	0.00	**1,334,894.00**
41	0.00	0.00	0.00	0.00	48,469.98	0.00	885,460.83	875,025.00	0.00	0.00	**58,905.81**
50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
60	0.00	3,725.00	0.00	0.00	204,905.30	0.00	591,273.63	564,795.86	0.00	3,725.00	**235,108.07**
80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	**0.00**
	1,685,000.00	4,100.00	0.00	0.00	2,354,531.90	0.00	13,065,949.92	12,820,852.06	300,039.02	4,100.00	**3,988,690.74**

General (11)	OCAS
Begin (6110-Dist Rev Rpt)	$1,333,923.90
Lapsed (6130-Dist Rev Rpt)	$32,683.00
Estopped (6140-Dist Rev Rpt)	$79.00
Total Revenue from EON	
New Revenue (FY15 Dist Check Rpt)	$10,434,726.56
5111-5113 (FY15 Dist Check Rpt)	
5120-5190 (FY15 Dist Check Rpt)	
Warrants + Encumber	$10,131,774.69
End	$1,669,637.77

Financial Statement Comparison

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2017 TO JUNE 30, 2018
ESTIMATE OF NEEDS FOR 2018-2019

EXHIBIT "A" Page 6

Schedule 1, Current Balance Sheet - June 30, 2018	
	Amount
ASSETS:	
Cash Balance June 30, 2018	$ 0.00
Investments	$ 0.00
TOTAL ASSETS	$ 0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$ 0.00
Reserve for Interest on Warrants	$ 0.00
Reserves From Schedule 8	$ 0.00
TOTAL LIABILITIES AND RESERVES	$ 0.00
CASH FUND BALANCE JUNE 30, 2018	$ 0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$ 0.00

Schedule 2, Revenue and Requirements - 2017-2018		
	Detail	Total
REVENUE:		
Cash Balance June 30, 2017	$ 0.00	
Cash Fund Balance Transferred From Prior Years	$ 0.00	
Current Ad Valorem Tax Apportioned	$ 0.00	
Miscellaneous Revenue Apportioned	$ 0.00	
TOTAL REVENUE		$ 0.00
REQUIREMENTS:		
Claims Paid by Warrants Issued & Transfer Fees Apportioned	$ 0.00	
Reserves From Schedule 8	$ 0.00	
Interest Paid on Warrants	$ 0.00	
Bank Fees and Cash Charges	$ 0.00	
Reserve for Interest on Warrants	$ 0.00	
TOTAL REQUIREMENTS		$ 0.00
ADD: Cash Fund Balance as Per Balance Sheet 6-30-2018		$ 0.00
TOTAL REQUIREMENTS AND CASH FUND BALANCE		$ 0.00

Schedule 3, Cash Fund Balance Analysis - June 30, 2018	Amount
ADDITIONS:	
Miscellaneous Revenue Collected in Excess of Estimates-Net	$ 0.00
Warrants Estopped, Cancelled or Converted	$ 0.00
Fiscal Year 2017-18 Lapsed Appropriations	$ 0.00
Fiscal Year 2016-17 Lapsed Appropriations	$ 0.00
Ad Valorem Tax Collections in Excess of Estimates	$ 0.00
Prior Year Ad Valorem Tax	$ 0.00
TOTAL ADDITIONS	$ 0.00
DEDUCTIONS:	
Supplemental Appropriations	$ 0.00
Current Tax in Process of Collection	$ 0.00
TOTAL DEDUCTIONS	$ 0.00
Cash Fund Balance as per Balance Sheet 6-30-2018	$ 0.00
Composition of Cash Fund Balance	
Cash	$ 0.00
Cash Fund Balance as per Balance Sheet 6-30-2018	$ 0.00

The 2018-2019 Estimate of Needs

And

Financial Statements of the Fiscal Year

2017-2018

Financial Statement Comparison

General (11)	OCAS	EON	Difference between OCAS and EON
Begin (6110-Dist Rev Rpt)	$1,333,923.90	$1,333,923.90	$ -
Lapsed (6130-Dist Rev Rpt)	$32,683.00	$32,683.00	$ -
Estopped (6140-Dist Rev Rpt)	$79.00	$79.00	$ -
Total Revenue from EON		$11,801,412.46	
New Revenue (FY15 Dist Check Rpt)	$10,434,726.56	$10,434,726.56	$ -
5111-5113 (FY15 Dist Check Rpt)			$ -
5120-5190 (FY15 Dist Check Rpt)			$ -
Warrants + Encumber	$10,131,774.69	$10,131,774.69	$ -
End	$1,669,637.77	$1,669,637.77	$ -

Financial Statement Comparison

- Audit

	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	5,297,448	5,297,448	5,157,531
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	7,178,540	7,178,540	5,693,115
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)	(4,867)	(4,867)	(43,871)
Excess of revenues collected over (under) expenditures	(1,885,959)	(1,885,959)	(579,455)
Cash fund balance, beginning of year	1,885,959	1,885,959	1,885,959
Cash fund balance, end of year	$ 0	0	1,306,504

6130 & 6140

6110

Financial Statement Comparison

General (11)	OCAS	EON	Difference between OCAS and EON	Audit	Difference between OCAS and Audit
Begin (6110-Dist Rev Rpt)	$1,333,923.90	$1,333,923.90	$ -		
Lapsed (6130-Dist Rev Rpt)	$32,683.00	$32,683.00	$ -		
Estopped (6140-Dist Rev Rpt)	$79.00	$79.00	$ -		
Total Revenue from EON		$11,801,412.46			
New Revenue (FY15 Dist Check Rpt)	$10,434,726.56	$10,434,726.56	$ -		
5111-5113 (FY15 Dist Check Rpt)			$ -		
5120-5190 (FY15 Dist Check Rpt)			$ -		
Warrants + Encumber	$10,131,774.69	$10,131,774.69	$ -		$ -
End	$1,669,637.77	$1,669,637.77	$ -	$ -	$ -

Audit Determination Letter

Each year districts are required to submit an independent audit. The audit must be made in accordance with State Statutes and Oklahoma Administrative Codes, and when applicable in accordance with Uniform Guidance 2 C.F.R. Part 200.

The total amount of federal expenditures determines the type and submission deadline for each district's audit. If a district had federal expenditures totaling **more than $750,000** during a fiscal year, the district is required to submit a single (program specific) audit in accordance with Uniform Guidance 2 C.F.R. Part 200. According to Uniform Guidance 2 C.F.R. Part 200 audit requirements, the audit shall be submitted within the earlier of 30 days after receipt of the auditor's report, 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. Districts that have more than $750,000 reported in federal expenditures must have their audits submitted to tl

If your district expended **less than $750,000** in federal fu school district in the state to provide for and cause to be r audits to this office is no later than **April 30, 2019.**

To determine the federal expenditures for fiscal year 2 expenditure information submitted and certified by the c provided by the Oklahoma Department of Human Servic reported using Project Codes 421 through 798 is listed on

If you feel this information is incorrect, please contact c district's audit to comply with the applicable audit require

A copy of the audit, including a signed and notarized cop the Oklahoma State Department of Education within 30 (Title 70§22-108. The audit **will not** be considered as ' page.

Please note that according to state law and federal guidar in withholding of funds.

We appreciate your consideration and cooperation in this (405) 522-0275.

Project Code	Description		Total Exp
421	Carl Perkins Vocational Secondary	$	56,505.11
456	Job Training—OJT	$	479.99
511	Title 1 Part A, Basic Program	$	944,490.87
518	Title I, Part A, Neglected	$	7,273.36
541	T2-Part A Recruitment	$	164,147.61
543	Part A, Technical Assistance Allocation.	$	29,319.19
544	Title II, Math/Science	$	8,250.00
561	Title VII Part A, Indian Education	$	133,103.00
572	Part A, English Lang Acq, Lang Enchance	$	30,728.72
621	Flow Through, P.L. 108-446, IDEA—	$	1,117,072.53
625	Flow Through, P.L. 108-446, IDEA B—Private Schools	$	4,419.09
626	Flow Through, P.L. 108-146, IDEA B - High Cost	$	131,139.50
641	Preschool, Aged 3-5, P.L. 108-446	$	29,588.24
698	Medicaid Resources.	$	177,479.44
763	Lunches	$	1,049,600.41
764	Breakfasts	$	534,123.04
766	Summer Food Service Program.	$	46,385.46
	Commodities reported to SDE form DHS	$	129,641.63
	Total:	$	4,593,747.19

Includes Project 421-798 (excluding Project 469)

SEFA Page

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

SEFA Page

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Fiscal Year Ended June 30, 20XX

Federal Grantor/Pass Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-though Grantor's Project Number	Program or Award Amount	Balance at July 1, 20XX	Revenue Collected	Total Expenditures	Balance at June 30, 20XX
U.S. Department of Education							
Direct Programs:							
Indian Education	84.060	561	$	$	$	$	$
P.L. 874 Impact Aid	84.041	591	$	$	$	$	$
Sub-Total			$	$	$	$	$
Passed Through State Dept of Education							
Title I - Part A	84.010	511	$	$	$	$	$
Title I - Part A 20XX-XX - Note 2	84.010	511	$	$	$	$	$
Title II - Part A	84.367	541	$	$	$	$	$
IDEA-B Flowthrough	84.027	621	$	$	$	$	$
IDEA-B Preschool	84.173	641	$	$	$	$	$
Title VI - Part B, Subpart 2	84.358	587	$	$	$	$	$
Medicaid Resources	93.778	698	$	$	$	$	$
Sub-Total			$	$	$	$	$
Passed Through State Department of Career and Technology							
Carl Perkins	84.048	421	$	$	$	$	$
Carl Perkins 20XX-XX - Note	84.048	421	$	$	$	$	$
Sub-Total			$	$	$	$	$
U.S. Department of Agriculture							
Cash Assistance:							
National School Lunch Program	10.555	763	$	$	$	$	$
School Breakfast Program	10.553	764	$	$	$	$	$
Non-Cash Assistance (Commodities)-Note 1:	10.555	n/a	$	$	$	$	$
Sub-Total			$	$	$	$	$
TOTAL FEDERAL ASSISTANCE							

Note A - This schedule was prepared on a regulatory basis of accounting consistent with the preparation of the combine financial statements, except for the nonmonetary assistance noted in Note 1.

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

Note 2 - These amounts represent reimbursement for prior year expenditures which were not received until the current fiscal year.

* - Major Program

Comparing OCAS to the SEFA Page

Stillwater (60-I016) **12/21/2015**

Title	CFDA #	Project	OCAS Encumbrance	OCAS Warrant	IDC	SEFA Expenditures	Difference Enc + Warrants + IDC - SEFA Expend
Title VII Part A, Indian Education	84.06	561	$ -	$ 133,103.00		$ 133,103.00	$ -
Medicaid Resources.	93.778	698	$ -	$ 177,479.44		$ 235,756.24	$ (58,276.80)
Title 1 Part A, Basic Program	84.01	511	$ -	$ 944,490.87		$ 944,490.87	$ -
Title I, Part A, Neglected	84.01	518	$ -	$ 7,273.36		$ 7,273.36	$ -
Title IIPart A, Teacher and Principal Training and Recruitment	84.367	541	$ -	$ 164,147.61		$ 164,147.61	$ -
Part A, Technical Assistance Allocation.	84.367	543	$ -	$ 29,319.19		$ 29,319.19	$ -
Title II, Math/Science	84.366B	544	$ -	$ 8,250.00		$ 8,250.00	$ -
Part A, English Lang Acq, Lang Enchance	84.365	572	$ -	$ 30,728.72		$ 30,728.72	$ -
Flow Through, P.L. 108-446, IDEA—	84.027	621	$ -	$ 1,117,072.53		$ 1,117,072.53	$ -
Flow Through, P.L. 108-446, IDEA B—Private Schools	84.027	625	$ -	$ 4,419.09		$ 4,419.09	$ -
Flow Through, P.L. 108-146, IDEA B - High Cost	84.027	626	$ -	$ 131,139.50		$ 131,139.50	$ -
Preschool, Aged 3-5, P.L. 108-446	84.173	641	$ -	$ 29,588.24		$ 29,588.24	$ -
Carl Perkins Vocational Secondary	84.048	421	$ -	$ 56,505.11		**$ 56,505.11**	$ -
Job Training—OJT (Federal–Department of Human Services or Department of Rehabilitation Services).	84.126	456	$ -	$ 479.99		$ 402.39	$ 77.60
Lunches	10.555	763	$ -	$ 1,049,600.41		$ 1,049,600.41	$ -
Breakfasts	10.553	764	$ -	$ 534,123.04		$ 534,123.04	$ -
Summer Food Service Program.	10.559	766	$ 14,890.80	$ 31,494.66		$ 31,494.66	$ 14,890.80
Non-Cash Assistance (Commodities)	10.55			$ 129,641.63		$ 129,641.63	$ -
			$ 14,890.80	$ 4,578,856.39	$ -	$ 4,637,055.59	$ 14,968.40

Audit Findings

- Small Office Segregation of Duties Guide

  The same person is not ordering, opening mail, entering vendors/payees, entering purchase orders, receiving items and mailing checks.

- Purchase Orders not signed and/or incomplete documentation
- Purchase Orders not issued in date order (invoice dated before PO)
- Invoices not signed

Audit Findings

- Payment was issued from a statement
- Equipment not inventoried or tagged.
- Expenses recorded in federal programs did not match what was claimed and reimbursed or paid.
- Estimate of Needs revenues were not properly entered into OCAS.
- Extra Duty Contracts not signed or no contract exists
- 1099's not issued

Audit Findings

- Activity Fund sponsors were not issuing receipts for money collected.
- Activity Fund receipt books were not available for review.
- Activity Fund records indicate that sponsor receipts were not being deposited on a timely basis with the Activity Fund Custodian.
- Activity Fund sub-account ended in a negative.
- Booster Clubs not sanctioned

Corrective Action Plan/Response

- The Corrective Action Plan shall provide
  - Reference Number (2019-001)
  - Name of Award – Project Number
  - Condition/Finding
  - Corrective steps that have all ready been implemented or will be implemented
  - Anticipated completion date
  - Plan for monitoring adherence to the corrective action plan
  - If a refund is due relating to the findings the mailing date, amount and number of the check for the refund should be noted.
  - Superintendent's Signature and date

Audit Management Letter

- If the auditor has issued a Management Letter, Recommendations, On-Site Findings, or Comments noting items of concern, a Corrective Action Response must be submitted.
- Anything the auditor has put in writing should be presented to the local Board of Education and sent with the audit to OSDE.

Prior Year Follow Up

- A summary schedule of prior audit findings should be provided.
- Which shall report the status of all audit findings

Audit Presentation

- **Annual audits - Final exit interview**

  "B. Findings of material weaknesses, qualifications of the auditor's report and of defalcations, or a report of lack of such findings, shall be communicated in writing to the board. Upon completion of an audit, the auditor shall conduct the final exit interview at a meeting of the board. No part of the final exit interview shall be conducted with any employee of the board except in open meeting of the board; provided, portions of the final exit interview related to matters which the board is authorized by law to consider in executive session may be so considered."

Audit Presentation

Audit Acknowledgement Form

Oklahoma Administrative Code and Register 210:25-5-5. Auditing

- Each audit report must contain a signed Acknowledgement Page on a form supplied by the State Department of Education (OSDE).

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

AUDIT ACKNOWLEDGEMENT

District Name _____ District Number _____

County Name _____ County Code _____

Audit Year: 2017-2018

The annual independent audit for the _____
(District Name)

was presented to the Board of Education in an Open Board Meeting on _____
(Date of Meeting)

by _____ _____
(Independent Auditor) (Independent Auditor's Signature)

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 President

_____
Board of Education Vice President

_____
Board of Education Member

_____
Board of Education Member

_____
Board of Education Member

_____
Board of Education Member

_____
Board of Education Member

_____
Board of Education Member

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

_____
(Notary Public)

* * * A copy of the Board Agenda and Board Minutes with the approval of the audit must accompany the audit. * * *

Surety Bonds

Required Surety Bonds

Position	State Statute	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

Audit Distribution

Oklahoma Statute §70-22-108

- Audit performed within nine(9) months
- Distribution – District, OSDE and State Auditor
- 30 days after receipt of the audit

State and Federal Citation

- Uniform Grant Guidance 2 CFR Part 200

- Oklahoma Statute Title §70-22-108
- Oklahoma Statute Title §70-22-103

- Oklahoma Administrative Code 210:25-5-5

Contact Information

- Katherine Black, Executive Director 522-0275

- Financial Specialist/Auditing
  - Paula Koch, 521-3197 (Counties 1-20 & 77)
  - Kelly Freeman, 521-2349 (Counties 21-45)
  - Pam Honeysuckle, 522-3273 (Counties 46-60)
  - Iona Martin, 522-3272 (Counties 61-76)

Email is firstname.lastname@sde.ok.gov

Main Number : (405) 521-2517