

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE, MINNESOTA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
AND OTHER REQUIRED REPORTS**

JUNE 30, 2015

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LAKEVILLE AREA PUBLIC SCHOOLS
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SINGLE AUDIT AND OTHER REQUIRED REPORTS



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INDEPENDENT AUDITORS' 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*

School Board
Independent School District No. 194
Lakeville Area Public Schools
Lakeville, Minnesota

We have audited, in accordance with the 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, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Lakeville Area Public Schools (the District), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 2, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiency, as described in the accompanying schedule of findings and questioned costs as Finding 2015-001 to be a material weakness.

Internal Control Over Financial Reporting (Continued)

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies, as described in the accompanying schedule of findings and questioned costs, 2015-002 and 2015-003 to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Lakeville Area Public Schools' Response to Findings

Lakeville Area Public Schools' responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. Lakeville Area Public Schools' responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Minneapolis, Minnesota
December 2, 2015



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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR FEDERAL PROGRAM, ON INTERNAL CONTROL OVER COMPLIANCE, AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH OMB CIRCULAR A-133

School Board
Independent School District No. 194
Lakeville Area Public Schools
Lakeville, Minnesota

Report on Compliance for Each Major Federal Program

We have audited Independent School District No. 194's ("the District") compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2015. The District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2015-004 to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2015-005 and 2015-006 to be significant deficiencies.

The District's response to the internal control over compliance findings identified in our audit are described in the accompanying schedule findings and questioned costs. The Lakeville Area Public Schools' response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

School Board
Independent School District No. 194
Lakeville Area Public Schools

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Independent School District No. 194 as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise Independent School District No. 194's basic financial statements. We issued our report thereon dated December 2, 2015, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



CliftonLarsonAllen LLP

Minneapolis, Minnesota
December 2, 2015

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2015**

Federal Agency/Pass-Through Grantor/Program Title	Federal CFDA Number	Federal Expenditures
U.S. DEPARTMENT OF AGRICULTURE		
Passed Through Minnesota Department of Education:		
Child Nutrition Cluster:		
Non-Cash Assistance (Commodities):		
National School Lunch Program	{a} 10.555	\$ 228,558
Cash Assistance:		
School Breakfast Program	{a} 10.553	77,691
National School Lunch Program	{a} 10.555	941,253
Cash Assistance Subtotal		<u>1,018,944</u>
Total U.S. Department of Agriculture		1,247,502
U.S. DEPARTMENT OF EDUCATION		
Passed Through Minnesota Department of Education:		
Adult Education - Basic Grants to States	84.002	11,737
Title I - Part A	84.010	339,649
Special Education Flow-Thru	{b} 84.027	1,632,583
Special Education Preschool Grants	{b} 84.173	47,768
Special Education Infants and Toddlers Program	84.181	43,328
Title II - Improving Teacher Quality	84.367	216,999
Title III - English Language Acquisition	84.365	45,032
Total U.S. Department of Education		<u>2,337,096</u>
Passed Through SouthWest Metro Education Cooperative (6088):		
Carl Perkins vocational and applied technology	84.048	46,400
Total Passed Through SouthWest Metro Education Coop		<u>46,400</u>
Total Federal Awards		<u>\$ 3,630,998</u>

{a} - Child Nutrition Cluster
{b} - Special Education Cluster

Notes to Schedule of Expenditures of Federal Awards:

Note 1:

The Schedule of Expenditures of Federal Awards presents the activity of federal award programs expended by Independent School District No. 194.

Note 2:

The expenditures on this schedule are on the modified accrual basis of accounting, which is described in Note 1 to the financial statements of the District.

Note 3:

The pass-through award number is unknown.



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INDEPENDENT AUDITORS' REPORT ON MINNESOTA LEGAL COMPLIANCE

School Board
Independent School District No. 194
Lakeville Area Public Schools
Lakeville, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Independent School District No. 194 (the District) as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the School's basic financial statements, and have issued our report thereon dated December 2, 2015.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions* promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, covers seven main categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and uniform financial accounting and reporting standards for school districts. Our study included all of the listed categories.

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the School's noncompliance with the above-referenced provisions.

The purpose of this report is solely to describe the scope of our testing of compliance relating to the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions* and the results of that testing, and not to provide an opinion on the effectiveness of the Schools compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Minneapolis, Minnesota
December 2, 2015

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on the financial statements of Independent School District No. 194.
2. One material weakness in internal controls over financial reporting was disclosed during the audit of the financial statements of Independent School District No. 194.
3. No instances of noncompliance material to the financial statements of Independent School District No. 194 were disclosed during the audit.
4. One material weakness and two significant deficiencies in internal controls over major programs were reported related to the audit of the major federal award programs for Independent School District No. 194.
5. The auditors' report on compliance for the major federal award programs for Independent School District No. 194 expresses an unmodified opinion.
6. Our audit disclosed three findings required to be reported related to major Federal programs under section 510(a) of OMB Circular A-133.
7. The programs tested as major programs included:
 - U.S. Department of Education – Special Education Cluster
 - Special Education Grants to State CFDA #84.027
 - Special Education Preschool Grants CFDA #84.173
 - U.S. Department of Agriculture – Nutrition Cluster
 - School Breakfast Program CFDA #10.553
 - National School Lunch Program CFDA #10.555
8. The threshold for distinguishing Types A and B programs was \$300,000.
9. Independent School District No. 194 was determined to be a low-risk auditee.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

B. FINDINGS – INTERNAL CONTROL OVER FINANCIAL REPORTING

Finding: 2015-001

Material Weakness – Material Audit Adjustments

Condition: During our testing of accounts and contracts payable, we noted that accounts and contracts payable had been materially understated. It was also noted that the District could not run a report detailing everything in accounts and contracts payable by vendor that could then be reconciled to the amounts recorded in the general ledger.

Criteria: The District should have controls in place to ensure proper recording of the School's financial transactions.

Effect: The design of the internal controls over recording transactions may limit the District's ability to detect or prevent a misstatement of the financial statements, misappropriation of assets, or fraudulent activity.

Cause: The related expenditures had been properly identified as additions to construction in progress, but the District's staff did not have a procedure in place to communicate the related identified payables to the proper staff to be recorded on the fund level as expenditures and payables.

Recommendation: We recommend District management be constantly aware of all procedures and processes involved in recording these transactions and develop internal control policies to ensure proper recording of these items. We recommend these procedures include developing a detailed listing of accounts and contracts payable by vendor that is reconciled to the general ledger as well as a review of contracts and retainage payable while capital asset additions are being assessed.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

The District will work to ensure that all transactions within the District are properly reported for financial statement purposes.

Official Responsible for Ensuring CAP:

The District's Executive Director of Business Services is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

The CAP will be implemented for the 2015-2016 fiscal year.

Plan to Monitor Completion of CAP:

The corrective action plan will be monitored by the Board of Education as well as the audit firm each year during the annual audit.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

B. FINDINGS– INTERNAL CONTROL OVER FINANCIAL REPORTING (CONTINUED)

Finding: 2015-002

Significant Deficiency – Review of Adjusting Journal Entries

Condition: During our testing of journal entries, we noted that one accountant makes nearly all of the adjusting journal entries and no one does a detailed review of those entries.

Criteria: The District should have controls in place to ensure all journal entries made are proper including documentation of review and approval.

Effect: The design of the internal controls over adjusting journal entries may limit the District's ability to detect or prevent a misstatement of the financial statements, misappropriation of assets, or fraudulent activity.

Cause: Unknown

Recommendation: We recommend District management review its procedures and controls related to adjusting journal entries. We recommend that the revised procedures includes documenting the review and approval of all adjusting journal entries by someone other than the individual making the entries.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

The District will work to ensure that all adjusting journal entries within the District are properly reviewed and approved.

Official Responsible for Ensuring CAP:

The District's Executive Director of Business Services is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

The CAP will be implemented for the 2015-2016 fiscal year.

Plan to Monitor Completion of CAP:

The corrective action plan will be monitored by the Board of Education as well as the audit firm each year during the annual audit.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

B. FINDINGS– INTERNAL CONTROL OVER FINANCIAL REPORTING (CONTINUED)

Finding: 2015-003

Significant Deficiency – Capital Asset Procedures

Condition: During our testing of capital assets, we noted that the District's capital asset module in TIES did not reconcile to the prior year financial statements and schedules, and there is no reconciliation being completed between the capital asset module in TIES and the financial statements and schedules. We also noted that District had not completed a full capital asset inventory since 2001. Finally, we noted that the accountant the completes that capital assets listing does not send the capital asset listing to department heads to confirm the completeness of and existence of additions and disposals of assets in their departments and locations.

Criteria: The District should have controls in place to ensure all capital assets are properly recorded.

Effect: The design of the internal controls over capital assets may limit the District's ability to detect or prevent a misstatement of the financial statements, misappropriation of assets, or fraudulent activity.

Cause: Unknown

Recommendation: We recommend District management review its procedures and controls related to capital assets. We recommend that the revised procedures include the reconciliation of the capital assets module in TIES to the financial statements and supporting schedules as well as conducting physical inventory counts on a regular basis. Additionally, recommend that the revised procedures include an annual communication of the capital asset listings to the District's principals and directors.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

The District will work to ensure that capital assets are properly recorded.

Official Responsible for Ensuring CAP:

The District's Executive Director of Business Services is the official responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

The CAP will be implemented for the 2015-2016 fiscal year.

Plan to Monitor Completion of CAP:

The corrective action plan will be monitored by the Board of Education as well as the audit firm each year during the annual audit.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

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

CURRENT YEAR

Finding: 2015-004

Material Weakness – U.S. Department of Education Special Education Cluster (CFDA Nos. 84.027 and 84.173); Grant Period – Year Ended June 30, 2015; Pass Through Agency – Minnesota Department of Education

Condition: We tested a sample of payroll disbursements charged to the Special Education Cluster and, while all employees were coded within the payroll system as working on their respective Federal program and job descriptions or schedules indicated the same, we noted employees who did not complete the proper time reporting documentation.

Context: Of the sample of 40 payroll disbursements which we tested, we noted 5 employees whom did not complete the proper time reporting documentation.

Questioned Costs: Unknown.

Criteria: OMB Circular A-87, Attachment B, Section 11h, requires semi-annual payroll certifications to be prepared for employees who work solely on a single Federal award, signed by either the employee or the employee's direct supervisor. When employees work on multiple programs, the employee's time must be supported by personnel activity reports prepared at least on a monthly basis.

Effect: Payroll expenditures charged to the program were not properly supported by time reporting documentation.

Cause: All of the employees were performing special education duties outside of their normal contracts and the District did not properly complete time reporting documentation in these instances.

Recommendation: We recommend that the District implement a control process to ensure that all employees charged to federal grants complete proper time reporting documentation and provide any necessary training and instruction for personnel involved in the time reporting process.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

**C. FINDINGS AND QUESTIONED COSTS– MAJOR FEDERAL AWARD PROGRAMS AUDIT
(CONTINUED)**

CURRENT YEAR (CONTINUED)

Finding: 2015-004 (Continued)

Material Weakness – U.S. Department of Education Special Education Cluster (CFDA Nos. 84.027 and 84.173); Grant Period – Year Ended June 30, 2015; Pass Through Agency – Minnesota Department of Education (Continued)

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

During fiscal year 2016, the District will incorporate a system of internal controls to ensure that all compliance requirements are met and provide any necessary training to employees.

Official Responsible for Ensuring CAP:

The District's Executive Director of Student Services, along with the Executive Director of Business Services, will be responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

The CAP will be implemented for the 2015-2016 fiscal year.

Plan to Monitor Completion of CAP:

The corrective action plan will be monitored by the Board of Education as well as the Executive Director of Business Services.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

**C. FINDINGS AND QUESTIONED COSTS– MAJOR FEDERAL AWARD PROGRAMS AUDIT
(CONTINUED)**

CURRENT YEAR

Finding: 2015-005

Significant Deficiency – U.S. Department of Agriculture Child Nutrition Cluster (CFDA Nos. 10.553 and 10.555); Grant Period – Year Ended June 30, 2015; Pass Through Agency – Minnesota Department of Education

Condition: We tested two months of meal claims submitted for reimbursement and noted that meals claimed for reimbursable breakfasts served for one of the months did not agree to the supporting meal count records.

Context: Of the two months of meal claims we tested, we noted one of the months had incorrect breakfast meals reported for one of the District's sites. Specifically, we noted 19 reduced eligibility meals and 2 paid meals were reported rather than the correct number of 19 free eligibility meals and 9 reduced eligibility meals.

Questioned Costs: No questioned costs were noted, as the District under reported the number of meals served which were eligible for reimbursement.

Criteria: The 2015 OMB A-133 Compliance Supplement, 2 CFR Part 200, Appendix XI, requires that Districts submit claims for reimbursement which include the number of reimbursable meals served by category and type during the period (generally a month) covered by the claim. It also requires that all meals claimed for reimbursement are supported by accurate meal counts and records indicating the number of meals served by category and type.

Effect: The District was not in compliance with the reporting compliance requirement and under-reported the number of reimbursable meals served for the month of October.

Cause: The District noted the meal counts for the month of September were erroneously entered for the month of October as well, rather than the correct October meal counts.

Recommendation: We recommend that the District implement and/or modify its review process of meals entered to ensure that all meals are entered correctly to ensure proper meal count reporting and proper reimbursements received by the District.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

**C. FINDINGS AND QUESTIONED COSTS– MAJOR FEDERAL AWARD PROGRAMS AUDIT
(CONTINUED)**

CURRENT YEAR (CONTINUED)

Finding: 2015-005 (Continued)

Significant Deficiency – U.S. Department of Agriculture Child Nutrition Cluster (CFDA Nos. 10.553 and 10.555); Grant Period – Year Ended June 30, 2015; Pass Through Agency – Minnesota Department of Education (Continued)

CORRECTIVE ACTION PLAN (CONTINUED):

Explanation of Disagreement with Audit Findings:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

During fiscal year 2016, the District will incorporate a system of internal controls to ensure all meal claims are accurate and properly supported by meal count records.

Official Responsible for Ensuring CAP:

The District's Student Nutrition Supervisor, along with the Executive Director of Business Services, will be responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

The CAP will be implemented for the 2015-2016 fiscal year.

Plan to Monitor Completion of CAP:

The corrective action plan will be monitored by the Board of Education as well as the Executive Director of Business Services.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

**C. FINDINGS AND QUESTIONED COSTS– MAJOR FEDERAL AWARD PROGRAMS AUDIT
(CONTINUED)**

CURRENT YEAR (CONTINUED)

Finding: 2015-006

Significant Deficiency – U.S. Department of Education Special Education Cluster (CFDA Nos. 84.027 and 84.173); Grant Period – Year Ended June 30, 2015; Pass Through Agency – Minnesota Department of Education

Condition: We tested two federal Special education cluster funded contracts for goods and services exceeding \$25,000 and noted that the District had not maintained documentation of their review of the System for Award Management (SAM) federal website before the related contracts were signed. It was also noted that the District did not seek bids or multiple quotes for a contract for one of the two contracts tested, and, instead, the School completed direct negotiation with related service providers.

Context: Of the two contracts tested, we noted that both contracts were missing documentation of the District's review of the System for Award Management (SAM) federal website before the related contracts were signed, and one contract was missing proper documentation of open competition and cost analysis.

Questioned Costs: No questioned costs were noted, as our testing did not indicate any instances of noncompliance.

Criteria: Management is responsible for establishing and maintaining effective internal control over compliance with requirements applicable to federal programs expenditures, including procurement, suspension, and debarment requirements applicable to the special education cluster.

Effect: The District was not in compliance with the procurement, suspension, and debarment requirements of the special education cluster. This could result in the District expending federal funds with vendors that are not suspended or debarred from their professions, which could be viewed as a violation of the award agreement.

Cause: The lack of documentation of the District's review of the System for Award Management (SAM) federal website was an oversight by District personnel. The District did not request bids or multiply quotes for the noted contract due to the District performing direct negotiation for contracts for direct student services with service providers whom the District had dealt with in the past whom had a proven record of quality service.

Recommendation: We recommend that the District review its policies and procedures related to procurement, suspension, and debarment to ensure that proper documentation is maintained for the District's review of SAM before signing any federally funded contracts for goods or services exceeding \$25,000. We also recommend that the School ensures all federally funded contracts are awarded through open competition and that a cost analysis is performed and documented.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

**C. FINDINGS AND QUESTIONED COSTS– MAJOR FEDERAL AWARD PROGRAMS AUDIT
(CONTINUED)**

CURRENT YEAR (CONTINUED)

Finding: 2015-006 (Continued)

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings:

There is no disagreement with the audit finding.

Actions Planned in Response to Finding:

During fiscal year 2016, in relation to federally funded contracts exceeding \$25,000, the District will incorporate a system of procedures and internal controls to ensure documentation of review of SAM as well as documentation showing the respective contracts are awarded through open competition after a proper cost analysis is performed.

Official Responsible for Ensuring CAP:

The District's Executive Director of Student Services, along with the Executive Director of Business Services, will be responsible for ensuring corrective action of the deficiency.

Planned Completion Date for CAP:

The CAP will be implemented for the 2015-2016 fiscal year.

Plan to Monitor Completion of CAP:

The corrective action plan will be monitored by the Board of Education as well as the Executive Director of Business Services.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

**C. FINDINGS AND QUESTIONED COSTS– MAJOR FEDERAL AWARD PROGRAMS AUDIT
(CONTINUED)**

PRIOR YEAR

Finding: 2014-001

Significant Deficiency – U.S. Department of Education Special Education Cluster (CFDA Nos. 84.027 and 84.173); Grant Period – Year Ended June 30, 2014; Pass Through Agency – Minnesota Department of Education

Condition: During the predecessor auditor's testing, it was that Independent School District No. 194 (the District) did not have sufficient controls in place within its special education cluster program to assure that it was not contracting for goods or services with parties that are suspended or debarred, or whose principals are suspended or debarred from participating in contracts involving the expenditures of federal program funds.

Recommendation: It was recommended that that the District review its internal control procedures relating to procurement, suspension, and debarment for all federal programs. Internal controls over compliance for this area should include verification that any vendor with which the District contracts for goods or services exceeding \$25,000 is not listed as suspended or debarred on the federal Excluded Parties List System (EPLS) website.

Current Status: See finding 2015-007.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2015**

D. FINDINGS AND QUESTIONED COSTS – MINNESOTA LEGAL COMPLIANCE

CURRENT YEAR

NONE NOTED

PRIOR YEAR

Finding: 2014-002

Withholding Affidavit

Condition: Before making final settlement with any contractor under a contract requiring the employment of employees for wages by said contractor or subcontractors, the District must obtain a certificate by the Commissioner of Revenue that the contractor or subcontractor has complied with the withholding requirements of Minnesota Statute § 290.92 (either Form IC134 or a Contractor's Withholding Affidavit). The District did not obtain the required certificate for one contract completed during fiscal 2014.

Recommendations: The predecessor auditors recommended the District review purchasing procedures and obtain the required documentation for future contracts.

Current Status: No such issues noted in the current year.

EXTRACURRICULAR STUDENT ACTIVITY ACCOUNTS



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INDEPENDENT AUDITORS' REPORT

School Board, Advisors, and Students
Independent School District No. 194
Lakeville, Minnesota

Report on the Financial Statement

We have audited the statement of cash receipts and disbursements of the Student Activity Funds of Independent School District No. 194 (the District) as of and for the year ended June 30, 2015, and the related note to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the regulatory basis of accounting described in the note to the financial statements; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in the note to the financial statements, to meet the financial reporting requirements of the Minnesota Department of Education, the financial statements are prepared by Independent School District No. 194 in accordance with the financial reporting provisions of the accounting practices prescribed or permitted by the Minnesota Department of Education, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statements of the variances between the regulatory basis of accounting described in the note to the financial statements and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Student Activity Funds of Independent School District No. 194 as of June, 30 2015, or changes in financial position for the year then ended.

Basis for Qualified Opinion on Regulatory Basis of Accounting

We were unable to audit cash receipts because the District has not established procedures to provide assurance that all cash collections are recorded in the accounting records. We were unable to obtain sufficient appropriate audit evidence about the completeness of cash receipts by other auditing procedures.

Qualified Opinion on Regulatory Basis of Accounting

In our opinion, except for the possible effect of the matter discussed in the Basis for Qualified Opinion on Regulatory Basis paragraph, the financial statements referred to in the first paragraph present fairly, in all material respects, the cash balances of the Student Activity Funds of Independent School District No. 194 as of June 30, 2015, and the receipts and disbursements for the year then ended in accordance with the basis of accounting described in the note to the financial statements.



CliftonLarsonAllen LLP

Minneapolis, Minnesota
December 2, 2015

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
EXTRACURRICULAR STUDENT ACTIVITY ACCOUNTS
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
AS OF AND FOR YEAR ENDED JUNE 30, 2015**

	Beginning Balance June 30, 2014	Receipts	Disbursements	Ending Balance June 30, 2015
Lakeville North High School				
American Sign Language	\$ 743	\$ -	\$ -	\$ 743
Annual	38,220	14,960	19,426	33,754
Austria	20,337	220,743	239,032	2,048
AVID	-	87	62	25
Best Buddies	1,704	3,342	3,446	1,600
Baking	-	1,972	985	987
Change Fund	3	2,042	2,042	3
Clay Club	182	-	-	182
Cookies	563	86	193	456
DECA	9,890	71,262	72,471	8,681
Diversity	935	4,600	4,178	1,357
Drama	(548)	1,550	51	951
Electricity	552	-	-	552
Individual's Maters/Environmental	431	-	-	431
FCA	-	115	-	115
French Club	938	893	1,192	639
Guitar	513	100	299	314
HOSA	441	6,778	5,709	1,510
Interest	11	445	430	26
Jazz Vocal	6,155	2,168	5,808	2,515
Junior Class	7,674	19,750	21,778	5,646
Key Club	-	1,839	1,367	472
Panther Prep	1,486	527	710	1,303
Math Club	217	-	-	217
Mock Trail	5	4,295	1,967	2,333
National Honor Society	5,752	1,125	2,128	4,749
One Act	395	-	-	395
Panther Enterprises	2,837	620	3,457	-
Profile	20	-	-	20
Robotics	420	1,460	797	1,083
Rocket Club	-	399	386	13
SADD Club	2,493	1,645	1,083	3,055
SAGE	1,083	-	627	456
Science Olympiad	58	367	370	55
Senior Class	13,963	14,175	1,879	26,259
SHOC	-	380	-	380
SOS	1,420	1,175	1,230	1,365
Spanish Club	6,963	-	1,157	5,806
Spanish Fundraiser	2,482	-	-	2,482
Spring and Fall Play	706	-	-	706
Student Council	2,303	3,646	4,322	1,627
Unclassified	-	(3)	-	(3)
Vocal Music	6,291	6,662	8,193	4,760
Vocal Musical	2,242	-	568	1,674
Total Lakeville North High School	\$ 139,880	\$ 389,205	\$ 407,343	\$ 121,742

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
EXTRACURRICULAR STUDENT ACTIVITY ACCOUNTS
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
AS OF AND FOR YEAR ENDED JUNE 30, 2015**

	Beginning Balance June 30, 2014	Receipts	Disbursements	Ending Balance June 30, 2015
Lakeville South High School				
Anime	805	110	-	915
Annual	23,409	24,733	15,441	32,701
Art	10	-	10	-
Band	765	668	311	1,122
Cheer Squad	1	2,542	2,331	212
Chess	-	133	-	133
Choir	969	5,795	6,255	509
Class of 2014	6,830	5,363	12,193	-
Class of 2015	3,267	14,224	15,256	2,235
Class of 2016	-	20,836	20,568	268
DECA	24,464	73,169	69,637	27,996
Diversity	12	382	366	28
Downhill Ski and Snowboard	401	915	815	501
Encore	2,201	1,602	2,153	1,650
Environmental	90	76	98	68
French Club	3,480	7,084	7,049	3,515
HOSA	2,727	11,139	11,104	2,762
Interest	-	104	104	-
Links	592	1,752	1,359	985
Key	-	739	478	261
Math League	220	67	97	190
Mock Trial	1,546	2,183	2,805	924
National Honor Society	2,202	1,308	1,501	2,009
Newspaper	681	810	1,021	470
SADD Club	436	721	705	452
Science Olympiad	46	-	46	-
Spanish Club	7,481	4,465	5,229	6,717
Speech	3,745	2,992	4,855	1,882
Student Council	3,443	2,086	1,980	3,549
Theatre	20,624	23,788	21,625	22,787
Tutor	405	135	-	540
Unclassified	(1)	(2)	(2)	(1)
Total Lakeville South High School	<u>\$ 110,851</u>	<u>\$ 209,919</u>	<u>\$ 205,390</u>	<u>\$ 115,380</u>

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
NOTES TO EXTRACURRICULAR STUDENT ACTIVITY ACCOUNTS
YEAR ENDED JUNE 30, 2015**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Extracurricular student activity fund transactions are defined as extracurricular programs conducted for the motivation and enjoyment of students. These programs and activities are not offered for school credits nor required for graduation. Activities are generally conducted outside of school hours. The content of the activities is determined primarily by the students, under the guidance of a staff member or other adult.

Extracurricular student activities are to be self-sustaining with all expenses paid by dues, admissions, or other student fundraising events.

The accounts of Independent School District No. 194's (the District) extracurricular student activity accounts are maintained, and the accompanying financial statements have been prepared, on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Consequently, receipts are recorded when received rather than when earned, and disbursements are recognized when paid rather than when the obligations are incurred.

NOTE 2 CASH AND INVESTMENTS

In accordance with applicable Minnesota Statutes, the District maintains deposits at depository banks authorized by the School Board for extracurricular student activity accounts.

The following is considered the most significant risk associated with deposits:

Custodial Credit Risk – In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

The District's deposit policies do not further limit depository choices.

At year-end, all deposits were fully covered by federal depository insurance, surety bonds, or by collateral held by the District's agent in the District's name.



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School Board, Advisers, and Students
Independent School District No. 194
Lakeville Area Public Schools
Lakeville, Minnesota

In planning and performing our audit of the statement of cash receipts and disbursements of the extracurricular student activity funds of Independent School District No. 194 (the District) as of and for the year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

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.

Material weaknesses

We consider the following deficiencies in the District's internal control to be material weakness.

Student Activity Receipts

The District has not established procedures to provide assurance that all cash collections are recorded in the accounting records.

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

CliftonLarsonAllen LLP

Minneapolis, Minnesota
December 2, 2015



CliftonLarsonAllen

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH THE MANUAL FOR ACTIVITY FUND ACCOUNTING

School Board, Advisors, and Students
Independent School District No. 194
Lakeville Area Public Schools
Lakeville, Minnesota

Report on Compliance

We have audited, in accordance with auditing standards generally accepted in the United States of America, the statement of cash receipts and disbursements of the Student Activity Funds of Independent School District No. 194 (the District) as of and for the year ended June 30, 2015, and the related note to the financial statements, which collectively comprises the basic financial statements, and have issued our report thereon dated December 2, 2015. We expressed an adverse opinion on U.S. generally accepted accounting principles because the financial statements are prepared on a basis of accounting that demonstrates compliance with the regulatory basis of accounting prescribed or permitted by the Minnesota Department of Education, which differs from accounting principles generally accepted in the United States of America. In addition, our report on the regulatory basis of accounting is qualified because the District has not established procedures to provide assurance that all cash collections are recorded in the accounting records.

The *Manual for Activity Fund Accounting* (MAFA), issued by the Minnesota Department of Education, provides uniform financial accounting and reporting standards for student activities. We have performed auditing procedures to test compliance with the provisions of this manual.

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of the *Manual for Activity Fund Accounting*, except as described in the schedule of findings and corrective action for extracurricular student activity accounts at item 2015-008. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above-referenced provisions.

The purpose of this report is solely to describe the scope of our testing of compliance relating to the provisions of the *Manual for Activity Fund Accounting* and the results of that testing, and not to provide an opinion on compliance. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

Minneapolis, Minnesota
December 2, 2015

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
EXTRACURRICULAR STUDENT ACTIVITY ACCOUNTS
SCHEDULE OF FINDINGS AND CORRECTIVE ACTION
JUNE 30, 2015**

FINDINGS AND CORRECTIVE ACTION

FINDING: 2015-007

PROCEDURES TO PROVIDE ASSURANCE THAT ALL CASH COLLECTIONS ARE RECORDED IN THE ACCOUNTING RECORDS

Condition – The District has not established accounting procedures to provide assurance that all cash collections are recorded in the accounting records. The District records student activity revenues on the cash basis and does not have an accounting system and internal controls in place to ensure student activity revenues and receipts have been properly recorded. The potential exists that a material misstatement could occur in the financial statements and not be prevented or detected by the District's internal controls.

Recommendation – The accounting system and internal controls could be improved by (a) use of pre-numbered receipts with reconciliation of the numerical sequence, (b) reconciliation of merchandise purchased to items sold and items remaining at the end of the fundraiser, and (c) calculation of expected sales compared to cash receipts or various other procedures determined by management.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings: There is no disagreement with the audit finding.

Actions Planned in Response to Finding: The District records student activity revenues on the cash basis and does not have an accounting system and internal controls in place to ensure student activity revenues and receipts have been properly recorded. The District has determined the costs of implementing controls over fundraising activities, in light of the multiple locations and times of these activities, outweigh the benefits; therefore, the District will continue to rely on activity fund advisors for appropriate oversight and supervision, but will not, at this time, implement procedures and policies to provide for detail internal control processes at each fund raising location and activity.

Official Responsible for Ensuring CAP: The Executive Director of Business Services is the school official responsible for carrying out the corrective action plan.

Planned Completion Date for CAP: The CAP will be carried out as part of each annual audit, therefore, the CAP is ongoing.

Plan to Monitor Completion of CAP: The corrective action plan will be monitored each year by the District financial staff and Board of Education as a part of the process of developing the annual audit report.

**INDEPENDENT SCHOOL DISTRICT NO. 194
LAKEVILLE AREA PUBLIC SCHOOLS
EXTRACURRICULAR STUDENT ACTIVITY ACCOUNTS
SCHEDULE OF FINDINGS AND CORRECTIVE ACTION
JUNE 30, 2015**

MINNESOTA LEGAL COMPLIANCE FINDINGS FOR STUDENT ACTIVITY ACCOUNTS

FINDING: 2015-008

INACTIVE ACCOUNTS

Finding – The MAFA states that the District should have a policy whereby money left unused or uncommitted for a maximum for one year shall be deemed to have been committed and transferred to the Student Activity Fund for any proper school related purposes. Certain groups and activities accounted for by the District as student activities during the year ended June 30, 2015 were inactive for the year and should be closed. We identified eight inactive accounts.

CORRECTIVE ACTION PLAN (CAP):

Explanation of Disagreement with Audit Findings: There is no disagreement with the audit finding.

Actions Planned in Response to Finding: The District will review student activity accounts in fiscal year 2016 and ensure all accounts without activity during the year are properly closed.

Official Responsible for Ensuring CAP: The District's Executive Director of Business Services is the school official responsible for carrying out the corrective action plan.

Planned Completion Date for CAP: The CAP will be carried out during fiscal year 2016.

Plan to Monitor Completion of CAP: The corrective action plan will be monitored each year by the Board of Education.