



# **APPLING COUNTY BOARD OF EDUCATION BAXLEY, GEORGIA**

**ANNUAL FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2011  
(Including Independent Auditor's Reports)**



APPLING COUNTY BOARD OF EDUCATION

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## DEPARTMENT OF AUDITS AND ACCOUNTS

270 Washington Street, S.W., Suite 1-156  
Atlanta, Georgia 30334-8400

**Greg S. Griffin**  
STATE AUDITOR  
(404) 656-2174

October 2, 2012

Honorable Nathan Deal, Governor  
Members of the General Assembly  
Members of the State Board of Education  
and  
Superintendent and Members of the  
Appling County Board of Education

INDEPENDENT AUDITOR'S COMBINED REPORT ON BASIC FINANCIAL  
STATEMENTS AND SUPPLEMENTARY INFORMATION - SCHEDULE OF  
EXPENDITURES OF FEDERAL AWARDS

Ladies and Gentlemen:

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information (Exhibits A through H) of the Appling County Board of Education, as of and for the year ended June 30, 2011, which collectively comprise the Board's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Appling County Board of Education's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Appling County Board of Education, as of June 30, 2011, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Appling County Board of Education has not presented Management's Discussion and Analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not to be part of, the basic financial statements.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 2, 2012, on our consideration of the Appling County Board of Education's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual, as presented on page 23, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Appling County Board of Education's financial statements as a whole. The accompanying supplementary information consists of Schedules 2 through 5, which includes the Schedule of Expenditures of Federal Awards as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and are not a required part of the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

A copy of this report has been filed as a permanent record in the office of the State Auditor and made available to the press of the State, as provided for by Official Code of Georgia Annotated section 50-6-24.

Respectfully submitted,



Greg S. Griffin  
State Auditor

GSG:as  
2011ARL-11

APPLING COUNTY BOARD OF EDUCATION

APPLING COUNTY BOARD OF EDUCATION  
STATEMENT OF NET ASSETS  
JUNE 30, 2011

EXHIBIT "A"

		GOVERNMENTAL ACTIVITIES
<u>ASSETS</u>		
Cash and Cash Equivalents	\$	7,502,211.87
Investments		10,367,617.18
Accounts Receivable, Net		
Interest		1,340.57
Taxes		1,284,663.09
State Government		2,144,372.54
Federal Government		1,389,679.05
Inventories		52,871.67
Capital Assets, Non-Depreciable		2,158,468.46
Capital Assets, Depreciable (Net of Accumulated Depreciation)		33,076,168.14
Total Assets	\$	57,977,392.57
<u>LIABILITIES</u>		
Salaries and Benefits Payable	\$	3,449,613.05
Contracts Payable		102,121.00
Retainage Payable		105,069.20
Deposits and Deferred Revenues		25,000.00
Total Liabilities	\$	3,681,803.25
<u>NET ASSETS</u>		
Invested in Capital Assets	\$	35,234,636.60
Restricted for		
Continuation of Federal Programs		657,344.62
Capital Projects		11,675,483.85
Continuation of State Programs		6,164.76
Unrestricted		6,721,959.49
Total Net Assets	\$	54,295,589.32
Total Liabilities and Net Assets	\$	57,977,392.57

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

APPLING COUNTY BOARD OF EDUCATION  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2011

	EXPENSES	CHARGES FOR SERVICES
<u>GOVERNMENTAL ACTIVITIES</u>		
Instruction	\$ 22,385,039.33	\$ 172,446.23
Support Services		
Pupil Services	947,464.44	
Improvement of Instructional Services	1,014,149.49	
Educational Media Services	500,473.73	
General Administration	682,554.00	
School Administration	1,503,676.00	
Business Administration	188,778.68	
Maintenance and Operation of Plant	2,355,784.25	6,650.00
Student Transportation Services	1,767,809.09	
Central Support Services	112,268.66	
Other Support Services	189,863.59	
Operations of Non-Instructional Services		
Food Services	1,588,956.32	284,225.19
Total Governmental Activities	\$ 33,236,817.58	\$ 463,321.42
General Revenues		
Taxes		
Property Taxes		
For Maintenance and Operations		
Railroad Cars		
Sales Taxes		
Special Purpose Local Option Sales Tax		
For Capital Projects		
Other Sales Tax		
Grants and Contributions not Restricted to Specific Programs		
Investment Earnings		
Miscellaneous		
Total General Revenues		
Change in Net Assets		
Net Assets - Beginning of Year		
Net Assets - End of Year		

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

EXHIBIT "B"

PROGRAM REVENUES		NET (EXPENSES)
OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	REVENUES AND CHANGES IN NET ASSETS
\$ 16,195,944.91	\$ 1,000.00	\$ -6,015,648.19
417,095.32		-530,369.12
635,838.43		-378,311.06
443,244.04		-57,229.69
726,611.39		44,057.39
1,069,365.27		-434,310.73
719.05		-188,059.63
1,003,764.93		-1,345,369.32
704,705.46		-1,063,103.63
4,903.75		-107,364.91
152,487.93		-37,375.66
<u>1,318,782.16</u>		<u>14,051.03</u>
\$ <u>22,673,462.64</u>	\$ <u>1,000.00</u>	\$ <u>-10,099,033.52</u>
		\$ 10,583,532.98
		15,968.79
		3,713,255.10
		48,532.20
		1,216,807.00
		33,144.72
		<u>655,870.23</u>
		\$ <u>16,267,111.02</u>
		\$ 6,168,077.50
		<u>48,127,511.82</u>
		\$ <u>54,295,589.32</u>

APPLING COUNTY BOARD OF EDUCATION  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2011

EXHIBIT "C"

	<u>GENERAL FUND</u>	<u>DISTRICT- WIDE CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash and Cash Equivalents	\$ 6,234,177.16	\$ 1,268,034.71	\$ 7,502,211.87
Investments	146,193.47	10,221,423.71	10,367,617.18
Accounts Receivable, Net			
Interest	1,340.57		1,340.57
Taxes	866,447.46	418,215.63	1,284,663.09
State Government	2,144,372.54		2,144,372.54
Federal Government	1,389,679.05		1,389,679.05
Inventories	<u>52,871.67</u>		<u>52,871.67</u>
Total Assets	<u>\$ 10,835,081.92</u>	<u>\$ 11,907,674.05</u>	<u>\$ 22,742,755.97</u>
 <u>LIABILITIES AND FUND BALANCES</u>			
<u>LIABILITIES</u>			
Salaries and Benefits Payable	\$ 3,449,613.05		\$ 3,449,613.05
Contracts Payable		\$ 102,121.00	102,121.00
Retainage Payable		105,069.20	105,069.20
Deposits and Deferred Revenue	<u>649,835.00</u>	<u>25,000.00</u>	<u>674,835.00</u>
Total Liabilities	<u>\$ 4,099,448.05</u>	<u>\$ 232,190.20</u>	<u>\$ 4,331,638.25</u>
 <u>FUND BALANCES</u>			
Nonspendable	\$ 52,871.67		\$ 52,871.67
Restricted	610,637.71	\$ 11,675,483.85	12,286,121.56
Assigned	243,067.78		243,067.78
Unassigned	<u>5,829,056.71</u>		<u>5,829,056.71</u>
Total Fund Balances	<u>\$ 6,735,633.87</u>	<u>\$ 11,675,483.85</u>	<u>\$ 18,411,117.72</u>
Total Liabilities and Fund Balances	<u>\$ 10,835,081.92</u>	<u>\$ 11,907,674.05</u>	<u>\$ 22,742,755.97</u>

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

APPLING COUNTY BOARD OF EDUCATION  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
 TO THE STATEMENT OF NET ASSETS  
 JUNE 30, 2011

EXHIBIT "D"

Total Fund Balances - Governmental Funds (Exhibit "C") \$ 18,411,117.72

Amounts reported for Governmental Activities in the Statement of Net Assets are different because:

Capital Assets used in Governmental Activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Land	\$	684,333.67	
Construction in Progress		1,474,134.79	
Land Improvements		3,591,914.00	
Buildings		34,355,399.30	
Equipment		6,042,137.67	
Accumulated Depreciation		<u>-10,913,282.83</u>	
Total Capital Assets			35,234,636.60

Taxes that are not available to pay for current period expenditures are deferred in the funds. 649,835.00

Net Assets of Governmental Activities (Exhibit "A") \$ 54,295,589.32

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

APPLING COUNTY BOARD OF EDUCATION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2011

EXHIBIT "E"

	<u>GENERAL FUND</u>	<u>DISTRICT- WIDE CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
<u>REVENUES</u>			
Property Taxes	\$ 10,460,916.03		\$ 10,460,916.03
Sales Taxes	48,532.20	\$ 3,713,255.10	3,761,787.30
State Funds	18,294,910.41	1,000.00	18,295,910.41
Federal Funds	5,595,359.23		5,595,359.23
Charges for Services	463,321.42		463,321.42
Investment Earnings	15,525.84	17,618.88	33,144.72
Miscellaneous	655,870.23		655,870.23
	<u>35,534,435.36</u>	<u>3,731,873.98</u>	<u>39,266,309.34</u>
Total Revenues	\$	\$	\$
<u>EXPENDITURES</u>			
Current			
Instruction	\$ 21,688,055.79		\$ 21,688,055.79
Support Services			
Pupil Services	946,521.44		946,521.44
Improvement of Instructional Services	1,008,853.49		1,008,853.49
Educational Media Services	482,219.73		482,219.73
General Administration	619,676.00		619,676.00
School Administration	1,336,485.00		1,336,485.00
Business Administration	188,778.68		188,778.68
Maintenance and Operation of Plant	2,338,719.25		2,338,719.25
Student Transportation Services	1,537,334.09		1,537,334.09
Central Support Services	112,268.66		112,268.66
Other Support Services	228,671.59		228,671.59
Food Services Operation	1,548,884.32		1,548,884.32
Capital Outlay		\$ 1,331,295.13	1,331,295.13
	<u>32,036,468.04</u>	<u>1,331,295.13</u>	<u>33,367,763.17</u>
Total Expenditures	\$	\$	\$
Excess of Revenues over (under) Expenditures	\$ 3,497,967.32	\$ 2,400,578.85	\$ 5,898,546.17
<u>OTHER FINANCING SOURCES (USES)</u>			
Transfers In		\$ 242,032.58	\$ 242,032.58
Transfers Out	\$ -242,032.58		-242,032.58
	<u>-242,032.58</u>	<u>242,032.58</u>	<u>0.00</u>
Total Other Financing Sources	\$	\$	\$
Net Change in Fund Balances	\$ 3,255,934.74	\$ 2,642,611.43	\$ 5,898,546.17
Fund Balances - Beginning	<u>3,479,699.13</u>	<u>9,032,872.42</u>	<u>12,512,571.55</u>
Fund Balances - Ending	<u>\$ 6,735,633.87</u>	<u>\$ 11,675,483.85</u>	<u>\$ 18,411,117.72</u>

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

APPLING COUNTY BOARD OF EDUCATION  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF  
 REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 TO THE STATEMENT OF ACTIVITIES  
 JUNE 30, 2011

EXHIBIT "F"

Total Net Change in Fund Balances - Governmental Funds (Exhibit "E") \$ 5,898,546.17

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Capital Outlays are reported as expenditures in Governmental Funds. However, in the Statement of Activities, the cost of Capital Assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital Outlay	\$	1,357,915.59	
Depreciation Expense		<u>-1,226,970.00</u>	
Excess of Capital Outlay over Depreciation Expense			130,945.59

Taxes reported in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.			<u>138,585.74</u>
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Change in Net Assets of Governmental Activities (Exhibit "B") \$ 6,168,077.50

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

APPLING COUNTY BOARD OF EDUCATION  
STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
JUNE 30, 2011

EXHIBIT "G"

	<u>AGENCY FUNDS</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 66,114.36
Investments	2,910.85
Accounts Receivable, Net	
Interest	65.49
State	<u>11,421.82</u>
Total Assets	\$ <u><u>80,512.52</u></u>
<u>LIABILITIES</u>	
Funds Held for Others	\$ <u><u>80,512.52</u></u>

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

## **NOTE 1: DESCRIPTION OF SCHOOL DISTRICT AND REPORTING ENTITY**

### **REPORTING ENTITY**

The Appling County Board of Education (School District) was established under the laws of the State of Georgia and operates under the guidance of a school board elected by the voters and a Superintendent appointed by the Board. The Board is organized as a separate legal entity and has the power to levy taxes and issue bonds. Its budget is not subject to approval by any other entity. Accordingly, the School District is a primary government and consists of all the organizations that compose its legal entity.

## **NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **BASIS OF PRESENTATION**

The School District's basic financial statements are collectively comprised of the District-wide financial statements, fund financial statements and notes to the basic financial statements of the Appling County Board of Education.

#### **District-wide Statements:**

The Statement of Net Assets and the Statement of Activities display information about the financial activities of the overall School District, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the School District's governmental activities.

- Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expenses (expenses of the School District related to the administration and support of the School District's programs, such as office and maintenance personnel and accounting) are not allocated to programs.
- Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

#### **Fund Financial Statements:**

The fund financial statements provide information about the School District's funds, including fiduciary funds. Eliminations have been made to minimize the double counting of internal activities. Separate statements for each category (governmental and fiduciary) are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column.

The School District reports the following major governmental funds:

- General Fund is the School District's primary operating fund. It accounts for and reports all financial resources not accounted for and reported in another fund.
- District-wide Capital Projects Fund accounts for and reports financial resources including Special Purpose Local Option Sales Tax (SPLOST) and grants from Georgia Department of Community Affairs that are restricted, committed or assigned to the expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

The School District reports the following fiduciary fund type:

- Agency funds account for assets held by the School District as an agent for various other funds, governments or individuals.

## **BASIS OF ACCOUNTING**

The basis of accounting determines when transactions are reported on the financial statements. The District-wide governmental and fiduciary financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the School District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, sales taxes, grants and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from sales taxes is recognized in the fiscal year in which the underlying transaction (sale) takes place. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The School District uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The School District considers all revenues reported in the governmental funds to be available if they are collected within sixty days after year-end. Property taxes, sales taxes and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred. Capital asset acquisitions are reported as expenditures in governmental funds.

The School District funds certain programs by a combination of specific cost-reimbursement grants, categorical grants, and general revenues. Thus, when program costs are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the School District's policy to first apply grant resources to such programs, followed by cost-reimbursement grants, then general revenues.

The State of Georgia reimburses the School System for teachers' salaries and operating costs through the Quality Basic Education Formula Earnings program (QBE). Generally teachers are contracted for the school year (July 1 – June 30) and paid over a twelve month contract period, generally September 1 through August 31. In accordance with the respective rules and regulations of the QBE program, the State of Georgia reimburses the School System over the same twelve month period in which teachers are paid. At June 30, the amount of teachers' salaries incurred but not paid until July and August of the subsequent year are accrued. Since the State of Georgia recognizes its QBE liability for the July and August salaries at June 30, the School System recognizes the same QBE as a receivable and revenue, consistent with symmetrical recognition.

## **NEW ACCOUNTING PRONOUNCEMENTS**

In fiscal year 2011, the School District adopted the Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The provisions of this Statement establish accounting and financial reporting standards for all governments that report governmental funds. It establishes criteria for classifying fund balances into specifically defined classifications and clarifies definitions for governmental funds.

## CASH AND CASH EQUIVALENTS

### Composition of Deposits

Cash and cash equivalents consist of cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition in authorized financial institutions. Official Code of Georgia Annotated Section 45-8-14 authorizes the School District to deposit its funds in one or more solvent banks, insured Federal savings and loan associations or insured chartered building and loan associations.

## INVESTMENTS

### Composition of Investments

Investments made by the School District in nonparticipating interest-earning contracts (such as certificates of deposit) and repurchase agreements are reported at cost. Participating interest-earning contracts and money market investments with a maturity at purchase of one year or less are reported at amortized cost. Both participating interest-earning contracts and money market investments with a maturity at purchase greater than one year are reported at fair value. The Official Code of Georgia Annotated Section 36-83-4 authorizes the School District to invest its funds. In selecting among options for investment or among institutional bids for deposits, the highest rate of return shall be the objective, given equivalent conditions of safety and liquidity. Funds may be invested in the following:

1. Obligations issued by the State of Georgia or by other states,
2. Obligations issued by the United States government,
3. Obligations fully insured or guaranteed by the United States government or a United States government agency,
4. Obligations of any corporation of the United States government,
5. Prime banker's acceptances,
6. The Georgia Fund 1 administered by the State of Georgia, Office of the State Treasurer,
7. Repurchase agreements, and
8. Obligations of other political subdivisions of the State of Georgia.

The School District does not have a formal policy regarding investment policies that address credit risks, custodial credit risks, concentration of credit risks, interest rate risks or foreign currency risks.

## RECEIVABLES

Receivables consist of amounts due from property and sales taxes, grant reimbursements due on Federal, State or other grants for expenditures made but not reimbursed and other receivables disclosed from information available. Receivables are recorded when either the asset or revenue recognition criteria has been met. Receivables recorded on the basic financial statements do not include any amounts which would necessitate the need for an allowance for uncollectible receivables.

## PROPERTY TAXES

The Appling County Board of Commissioners fixed the property tax levy for the 2010 tax digest year (calendar year) on September 7, 2010 (levy date). Taxes were due on December 20, 2010 (lien date). Taxes collected within the current fiscal year or within 60 days after year-end on the 2010 tax digest are reported as revenue in the governmental funds for fiscal year 2011. The Appling County Tax Commissioner bills and collects the property taxes for the School District and remits the taxes collected to the School District. Property tax revenues, at the fund reporting level, during the fiscal year ended June 30, 2011, for maintenance and operations amounted to \$10,444,947.24.

APPLING COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2011

EXHIBIT "H"

The tax millage rate levied for the 2010 tax year (calendar year) for the Appling County Board of Education was as follows (a mill equals \$1 per thousand dollars of assessed value):

School Operations	<u>15.00</u> mills
-------------------	--------------------

**SALES TAXES**

Special Purpose Local Option Sales Tax, at the fund reporting level, during the year amounted to \$3,713,255.10 and is to be used for capital outlay for educational purposes. This sales tax was authorized by local referendum and the sales tax must be re-authorized at least every five years.

**INVENTORIES**

**Food Inventories**

On the basic financial statements, inventories of donated food commodities used in the preparation of meals are reported at their Federally assigned value and purchased foods inventories are reported at cost (first-in, first-out). The School District uses the consumption method to account for inventories whereby donated food commodities are recorded as an asset and as revenue when received, and expenses/expenditures are recorded as the inventory items are used. Purchased foods are recorded as an asset when purchased and expenses/expenditures are recorded as the inventory items are used.

**CAPITAL ASSETS**

Capital assets purchased, including capital outlay costs, are recorded as expenditures in the fund financial statements at the time of purchase (including ancillary charges). On the District-wide financial statements, all purchased capital assets are valued at cost where historical records are available and at estimated historical cost based on appraisals or deflated current replacement cost where no historical records exist. Donated capital assets are recorded at estimated fair market value on the date donated. Disposals are deleted at depreciated recorded cost. The cost of normal maintenance and repairs that do not add to the value of assets or materially extend the useful lives of the assets is not capitalized. Depreciation is computed using the straight-line method. The School District does not capitalize book collections or works of art. During the fiscal year under review, no events or changes in circumstances affecting a capital asset that may indicate impairment were known to the School District.

Capitalization thresholds and estimated useful lives of capital assets reported in the District-wide statements are as follows:

	<u>Capitalization Policy</u>	<u>Estimated Useful Life</u>
Land	Any Amount	N/A
Land Improvements	\$ 50,000.00	15 eyars
Buildings and Improvements	\$ 50,000.00	20 to 80 years
Equipment	\$ 5,000.00	5 to 15 years
Intangible Assets	\$ 10,000.00	15 years

Depreciation is used to allocate the actual or estimated historical cost of all capital assets over estimated useful lives, with the exception of intangible assets which are amortized.

Amortization of intangible assets such as water, timber, and mineral rights, easements, patents, trademarks, copyrights and software is computed using the straight-line method over the estimated useful lives of the assets, generally 15 years.

## NET ASSETS

The School District's net assets in the District-wide Statements are classified as follows:

**Invested in capital assets, net of related debt** - This represents the School District's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of invested in capital assets, net of related debt.

**Restricted net assets** - These represent resources for which the School District is legally or contractually obligated to spend resources for continuation of Federal and Other Programs and capital projects in accordance with restrictions imposed by external third parties.

**Unrestricted net assets** - Unrestricted net assets represent resources derived from property taxes, sales taxes, grants and contributions not restricted to specific programs, charges for services, and miscellaneous revenues. These resources are used for transactions relating to the educational and general operations of the School District, and may be used at the discretion of the Board to meet current expenses for those purposes.

## FUND BALANCES

The School District's fund balances are classified as follows:

**Nonspendable** - Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.

**Restricted** - Constraints are placed on the use of resources are either (1) externally imposed conditions by creditors, grantors, contributors, or laws and regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.

**Committed** - Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Education. The Board of Education is the School District's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

**Assigned** - Amounts that are constrained by the School District's *intent* to be used for specific purposes, but are neither restricted nor committed. The intent should be expressed by (1) the Board of Education or (2) the budget or finance committee, or the Superintendent, or designee, to assign amounts to be used for specific purposes.

**Unassigned** - The residual classification for the General Fund. This classification represents fund balances that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

APPLING COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2011

EXHIBIT "H"

Fund Balances of the Governmental Funds at June 30, 2011, are as follows:

Nonspendable					
Inventories			\$		52,871.67
Restricted					
Continuation of Federal Programs	\$	604,472.95			
Capital Projects		11,675,483.85			
Continuation of State Programs		6,164.76		12,286,121.56	
Assigned					
School Activity Accounts					243,067.78
Unassigned					5,829,056.71
 Fund Balance, June 30, 2011			 \$		 <u>18,411,117.72</u>

When multiple categories of fund balance are available for expenditure, the School District will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

**USE OF ESTIMATES**

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

**NOTE 3: DEPOSITS AND INVESTMENTS**

**COLLATERALIZATION OF DEPOSITS**

Official Code of Georgia Annotated (O.C.G.A.) Section 45-8-12 provides that there shall not be on deposit at any time in any depository for a time longer than ten days a sum of money which has not been secured by surety bond, by guarantee of insurance, or by collateral. The aggregate of the face value of such surety bond and the market value of securities pledged shall be equal to not less than 110 percent of the public funds being secured after the deduction of the amount of deposit insurance. If a depository elects the pooled method (O.C.G.A. Section 45-8-13.1) the aggregate of the market value of the securities pledged to secure a pool of public funds shall be not less than 110 percent of the daily pool balance. '

Acceptable security for deposits consists of any one of or any combination of the following:

1. Surety bond signed by a surety company duly qualified and authorized to transact business within the State of Georgia,
2. Insurance on accounts provided by the Federal Deposit Insurance Corporation,
3. Bonds, bills, notes, certificates of indebtedness or other direct obligations of the United States or of the State of Georgia,
4. Bonds, bills, notes, certificates of indebtedness or other obligations of the counties or municipalities of the State of Georgia,
5. Bonds of any public authority created by the laws of the State of Georgia, providing that the statute that created the authority authorized the use of the bonds for this purpose,
6. Industrial revenue bonds and bonds of development authorities created by the laws of the State of Georgia, and

7. Bonds, bills, notes, certificates of indebtedness, or other obligations of a subsidiary corporation of the United States government, which are fully guaranteed by the United States government both as to principal and interest or debt obligations issued by or securities guaranteed by the Federal Land Bank, the Federal Home Loan Bank, the Federal Intermediate Credit Bank, the Central Bank for Cooperatives, the Farm Credit Banks, the Federal Home Loan Mortgage Association, and the Federal National Mortgage Association.

#### **CATEGORIZATION OF DEPOSITS**

Custodial credit risk is the risk that in the event of a bank failure, the School District's deposits may not be returned to it. The School District does not have a formal policy for managing custodial credit risk. At June 30, 2011, the bank balances were \$7,968,936.67. The bank balances were entirely covered by Federal depository insurance or collateralized with securities held by the pledging financial institution in the School District's name or pledging financial institution's trust department or agent but not in the School District's name.

#### **CATEGORIZATION OF INVESTMENTS**

At June 30, 2011, the carrying value of the School District's total investments was \$10,221,423.71, which is materially the same as fair value. This investment consisted entirely of funds invested in the Georgia Fund 1, formerly referred to as LGIP, administered by the State of Georgia, Office of the State Treasurer which are not required to be categorized since the School District did not own any specific identifiable securities in the pool. The investment policy of the State of Georgia, Office of the State Treasurer for the Georgia Fund 1 (Primary Liquidity Portfolio) does not provide for investment in derivatives or similar investments. Additional information on the Georgia Fund 1 is disclosed in the *State of Georgia* Comprehensive Annual Financial Report. This audit can be obtained from the Georgia Department of Audits and Accounts at <http://www.audits.ga.gov/SGD/cafr.html>.

The Primary Liquidity Portfolio consists of Georgia Fund 1 which is not registered with the SEC as an investment company but does operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940. The investment is valued at the pool's share price, \$1.00 per share. The pool is an AAAM rated investment pool by Standard and Poor's. The weighted average maturity of Georgia Fund 1 may not exceed 60 days. The weighted average maturity for Georgia Fund 1 on June 30, 2011, was 59 days.

#### **NOTE 4: NON-MONETARY TRANSACTIONS**

The School District receives food commodities from the United States Department of Agriculture (USDA) for school breakfast and lunch programs. These commodities are recorded at their Federally assigned value. **See Note 2 – Inventories**

APPLING COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2011

EXHIBIT "H"

**NOTE 5: CAPITAL ASSETS**

The following is a summary of changes in the Capital Assets during the fiscal year:

	Balances July 1, 2010	Increases	Decreases	Balances June 30, 2011
Governmental Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 684,333.67			\$ 684,333.67
Construction Work In Progress	154,266.67	\$ 1,319,868.12	\$ 0.00	1,474,134.79
Total Capital Assets, Not Being Depreciated	\$ 838,600.34	\$ 1,319,868.12	\$ 0.00	\$ 2,158,468.46
Capital Assets, Being Depreciated:				
Buildings and Improvements	\$ 34,353,530.42	\$ 1,868.88	\$ 0.00	\$ 34,355,399.30
Equipment	6,015,516.67	26,621.00		6,042,137.67
Land Improvements	3,582,356.41	9,557.59		3,591,914.00
Less: Accumulated Depreciation:				
Buildings and Improvements	4,726,973.83	540,656.00		5,267,629.83
Equipment	4,074,414.00	497,965.00		4,572,379.00
Land Improvements	884,925.00	188,349.00		1,073,274.00
Total Capital Assets, Being Depreciated, Net	\$ 34,265,090.67	\$ -1,188,922.53	\$ 0.00	\$ 33,076,168.14
Governmental Activity Capital Assets - Net	\$ 35,103,691.01	\$ 130,945.59	\$ 0.00	\$ 35,234,636.60

Current year depreciation expense by function is as follows:

Instruction		\$ 658,177.00
Support Services		
Pupil Services	\$ 943.00	
Improvements of Instructional Services	5,296.00	
Educational Media Services	18,254.00	
General Administration	62,878.00	
School Administration	167,191.00	
Maintenance and Operation of Plant	24,764.00	
Student Transportation Services	230,476.00	509,802.00
Food Services		58,991.00
		\$ 1,226,970.00

**NOTE 6: INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2011, consisted of the following:

	Transfers From General Fund
<u>Transfer to</u>	
District-wide Capital Projects	\$ 242,032.58

Transfers are used to move property tax revenues collected by the General Fund to the District-wide Capital Projects Fund for capital construction projects.

**NOTE 7: RISK MANAGEMENT**

The School District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors or omissions; job related illness or injuries to employees; acts of God and unemployment compensation.

The School District participates in the Georgia School Boards Association Risk and Insurance Management System, a public entity risk pool organized on July 1, 1994, to develop and administer a plan to reduce risk of loss on account of general liability, motor vehicle liability, or property damage, including safety engineering and other loss prevention and control techniques, and to administer one or more groups of self-insurance funds, including the processing and defense of claims brought against members of the system. The School District pays an annual premium to the system for its general insurance coverage. Additional coverage is provided through agreements by the system with other companies according to their specialty for property, boiler and machinery (including coverage for flood and earthquake), general liability (including coverage for sexual harassment, molestation and abuse), errors and omissions, crime and automobile risks. Payment of excess insurance for the system varies by line of coverage.

The School District is self-insured with regard to unemployment compensation claims. The School District accounts for claims within the General Fund with expenses/expenditures and liability being reported when it is probable that a loss has occurred, and the amount of that loss can be reasonably estimated.

Changes in the unemployment compensation claims liability during the last two fiscal years are as follows:

	<u>Beginning of Year Liability</u>	<u>Claims and Changes in Estimates</u>	<u>Claims Paid</u>	<u>End of Year Liability</u>
2010	\$ 0.00	\$ 38,456.00	\$ 31,041.00	\$ 7,415.00
2011	\$ 7,415.00	\$ 33,244.62	\$ 39,999.62	\$ 660.00

The School District participates in the Georgia Education Workers' Compensation Trust, a public entity risk pool organized on December 1, 1991, to develop, implement and administer a program of workers' compensation self-insurance for its member organizations. The School District pays an annual premium to the Trust for its general insurance coverage. Additional insurance coverage is provided through an agreement by the Trust with the Safety National Casualty Company to provide coverage for potential losses sustained by the Trust in excess of \$1,000,000.00 loss per occurrence, up to the statutory limit. Employers' Liability insurance coverage is also provided by Safety National Casualty Company with a loss fund percentage of 100%, based on the Fund's annual normal premium, up to a maximum limit of indemnity of aggregate limit of \$2,000,000.00.

The School District has purchased a surety bond to provide additional insurance coverage as follows:

<u>Position Covered</u>	<u>Amount</u>
Superintendent	\$ 50,000.00

**NOTE 8: ON-BEHALF PAYMENTS**

The School District has recognized revenues and costs in the amount of \$100,561.94 for health insurance and retirement contributions paid on the School District's behalf by the following State Agencies.

Georgia Department of Education  
 Paid to the Georgia Department of Community Health  
 For Health Insurance of Non-Certificated Personnel  
 In the amount of \$51,472.13

Paid to the Teachers' Retirement System of Georgia  
 For Teachers' Retirement System (TRS) Employer's Cost  
 In the amount of \$36,549.81

Office of the State Treasurer  
 Paid to the Public School Employees' Retirement System  
 For Public School Employees' Retirement (PSERS) Employer's Cost  
 In the amount of \$12,540.00

**NOTE 9: SIGNIFICANT COMMITMENTS**

The following is an analysis of significant outstanding construction or renovation contracts executed by the School District as of June 30, 2011.

Project	Unearned Executed Contracts
Pre-K and Middle School Addition	\$ 4,837,114.00
Pump Station - Middle School	323,000.00
	\$ 5,160,114.00

The amounts described in this note are not reflected in the basic financial statements.

**NOTE 10: SIGNIFICANT CONTINGENT LIABILITIES**

Amounts received or receivable principally from the Federal government are subject to audit and review by grantor agencies. This could result in requests for reimbursement to the grantor agency for any costs which are disallowed under grant terms. The School District believes that such disallowances, if any, will be immaterial to its overall financial position.

The School District is a defendant in various legal proceedings pertaining to matters incidental to the performance of routine School District operations. The ultimate disposition of these proceedings is not presently determinable, but is not believed to be material to the basic financial statements.

**NOTE 11: SUBSEQUENT EVENTS**

On March 6, 2012, the voters of Appling County voted in favor of a Special Purpose Local Option Sales Tax referendum for educational purposes. The imposition of the tax approved by the voters, as stated in part of the Official Ballot of Appling County, is as follows:

"Shall a special one percent sales and use tax for educational purposes (such tax to be a continuation of the existing one percent sales and use tax and not an additional sales and use tax) continue to be imposed in Appling County for a period not to exceed twenty (20) calendar quarters and for the purpose of raising not more than \$20,000,000 of net proceeds by said tax, which shall go to the School District for the purpose of (i) acquiring technology improvements, including safety and security improvements, computer technology, hardware and software; (ii) adding to, renovating, repairing, improving, furnishing, and equipping existing school buildings and other buildings and facilities useful and desirable in connection therewith, including but not limited to, physical education/athletic facilities, roofing, HVAC, electrical and technology infrastructures, paving, covered walkways and gymnasiums; (iii) acquiring new school equipment, including, but not limited to, new buses, transportation, maintenance and school vehicles and equipment; (iv) acquiring, constructing and equipping new storage facilities and other facilities; (v) acquiring textbooks and instructional materials and equipment; (vi) acquiring any necessary or desirable property, both real and personal, the maximum amount of the projects to be paid with sales and use tax proceeds shall be one-half of the total net tax proceeds collected?"

#### **NOTE 12: POST-EMPLOYMENT BENEFITS**

##### **GEORGIA SCHOOL PERSONNEL POST-EMPLOYMENT HEALTH BENEFIT FUND**

**Plan Description.** The Georgia School Personnel Post-employment Health Benefit Fund (School OPEB Fund) is a cost-sharing multiple-employer defined benefit post-employment healthcare plan that covers eligible former employees of public school systems, libraries and regional educational service agencies. The School OPEB Fund provides health insurance benefits to eligible former employees and their qualified beneficiaries through the State Employees Health Benefit Plan administered by the Department of Community Health. The Official Code of Georgia Annotated (O.C.G.A.) assigns the authority to establish and amend the benefit provisions of the group health plans, including benefits for retirees, to the Board of Community Health (Board). The Department of Community Health, which includes the School OPEB Fund, issues a separate stand alone financial audit report and a copy can be obtained from the Georgia Department of Audits and Accounts.

**Funding Policy.** The contribution requirements of plan members and participating employers are established by the Board in accordance with the current Appropriations Act and may be amended by the Board. Contributions of plan members or beneficiaries receiving benefits vary based on plan election, dependent coverage, and Medicare eligibility and election. On average, plan members pay approximately 25 percent of the cost of the health insurance coverage.

Participating employers are statutorily required to contribute in accordance with the employer contribution rates established by the Board. The contribution rates are established to fund all benefits due under the health insurance plans for both active and retired employees based on projected "pay-as-you-go" financing requirements. Contributions are not based on the actuarially calculated annual required contribution (ARC) which represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

The combined active and retiree contribution rates established by the Board for employers participating in the School OPEB Fund were as follows for the fiscal year ended June 30, 2011:

**For certificated teachers, librarians and regional educational service agencies:**

July 2010 - April 2011	21.955% of covered payroll for August - May Coverage
May 2011 - June 2011	1.429% of covered payroll for June - July Coverage

APPLING COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
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EXHIBIT "H"

**For non-certificated school personnel:**

July 2010 - December 2010	\$162.72 per member per month
January 2011 - May 2011	\$218.20 per member per month
June 2011	\$246.20 per member per month

The Department of Education was appropriated an additional \$25,081,633 for non-certificated personnel health insurance payments. The amount attributable to the School District is reflected in the On-behalf note disclosure.

No additional contribution was required by the Board for fiscal year 2011 nor contributed to the School OPEB Fund to prefund retiree benefits. Such additional contribution amounts are determined annually by the Board in accordance with the School plan for other post-employment benefits and are subject to appropriation.

The School District's combined active and retiree contributions to the health insurance plans, which equaled the required contribution, for the current fiscal year and the preceding two fiscal years were as follows:

<u>Fiscal Year</u>	<u>Percentage Contributed</u>	<u>Required Contribution</u>
2011	100%	\$ 2,982,897.49
2010	100%	\$ 2,992,430.47
2009	100%	\$ 2,242,622.59

**NOTE 13: RETIREMENT PLANS**

**TEACHERS' RETIREMENT SYSTEM OF GEORGIA (TRS)**

**Plan Description.** The TRS is a cost-sharing multiple-employer defined benefit plan created in 1943 by an act of the Georgia General Assembly to provide retirement benefits for qualifying employees in educational service. A Board of Trustees comprised of active and retired members and ex-officio State employees is ultimately responsible for the administration of TRS. The Teachers' Retirement System of Georgia issues a separate stand alone financial audit report and a copy can be obtained from the Georgia Department of Audits and Accounts.

On October 25, 1996, the Board created the Supplemental Retirement Benefits Plan of the Georgia Teachers' Retirement System (SRBP-TRS). SRBP-TRS was established as a qualified excess benefit plan in accordance with Section 415 of the Internal Revenue Code (IRC) as a portion of TRS. The purpose of SRBP-TRS is to provide retirement benefits to employees covered by TRS whose benefits are otherwise limited by IRC Section 415. Beginning July 1, 1997, all members and retired former members in TRS are eligible to participate in the SRBP-TRS whenever their benefits under TRS exceed the IRC Section 415 imposed limitation on benefits.

TRS provides service retirement, disability retirement, and survivor's benefits. The benefit structure of TRS is defined and may be amended by State statute. A member is eligible for normal service retirement after 30 years of creditable service, regardless of age, or after 10 years of service and attainment of age 60. A member is eligible for early retirement after 25 years of creditable service.

Normal retirement (pension) benefits paid to members are equal to 2% of the average of the member's two highest paid consecutive years of service, multiplied by the number of years of creditable service up to 40 years. Early retirement benefits are reduced by the lesser of one-twelfth of 7% for each month the member is below age 60 or by 7% for each year or fraction thereof by

APPLING COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2011

EXHIBIT "H"

which the member has less than 30 years of service. It is also assumed that certain cost-of-living adjustments, based on the Consumer Price Index, will be made in future years. Retirement benefits are payable monthly for life. A member may elect to receive a partial lump-sum distribution in addition to a reduced monthly retirement benefit. Death, disability and spousal benefits are also available.

**Funding Policy.** TRS is funded by member and employer contributions as adopted and amended by the Board of Trustees. Members become fully vested after 10 years of service. If a member terminates with less than 10 years of service, no vesting of employer contributions occurs, but the member's contributions may be refunded with interest. Member contributions are limited by State law to not less than 5% or more than 6% of a member's earnable compensation. Member contributions as adopted by the Board of Trustees for the fiscal year ended June 30, 2011, were 5.53% of annual salary. The member contribution rate will increase to 6.00% effective July 1, 2012. Employer contributions required for fiscal year 2011 were 10.28% of annual salary as required by the June 30, 2008, actuarial valuation. The employer contribution rate will increase to 11.41% effective July 1, 2012.

Employer contributions for the current fiscal year and the preceding two fiscal years are as follows:

Fiscal Year	Percentage Contributed	Required Contribution
2011	100%	\$ 1,886,923.64
2010	100%	\$ 1,885,928.13
2009	100%	\$ 1,875,297.05

**PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM (PSERS)**

Bus drivers, lunchroom personnel, and maintenance and custodial personnel are members of the Public School Employees' Retirement System of Georgia. The System is funded by contributions by the employees and by the State of Georgia. The School District makes no contribution to this plan.

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APPLING COUNTY BOARD OF EDUCATION  
GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 2011

SCHEDULE "1"

	NONAPPROPRIATED BUDGETS		ACTUAL
	ORIGINAL (1)	FINAL (1)	AMOUNTS
<u>REVENUES</u>			
Property Taxes	\$ 10,259,840.51	\$ 9,620,287.98	\$ 10,460,916.03
Sales Taxes			48,532.20
State Funds	16,734,051.00	16,723,244.00	18,294,910.41
Federal Funds	1,487,995.00	4,945,438.00	5,595,359.23
Charges for Services	311,115.00	311,115.00	463,321.42
Investment Earnings	11,200.00	11,200.00	15,525.84
Miscellaneous	169,200.00	169,200.00	655,870.23
	\$ 28,973,401.51	\$ 31,780,484.98	\$ 35,534,435.36
<u>EXPENDITURES</u>			
Current			
Instruction	\$ 19,406,247.63	\$ 21,564,633.81	\$ 21,688,055.79
Support Services			
Pupil Services	885,493.16	958,687.16	946,521.44
Improvement of Instructional Services	501,306.84	810,429.84	1,008,853.49
Educational Media Services	466,676.34	466,676.34	482,219.73
General Administration	454,685.00	542,325.00	619,676.00
School Administration	1,277,323.50	1,277,323.50	1,336,485.00
Business Administration	193,065.00	193,065.00	188,778.68
Maintenance and Operation of Plant	2,545,303.20	2,545,303.20	2,338,719.25
Student Transportation Services	1,499,945.00	1,548,017.00	1,537,334.09
Central Support Services	185,000.00	190,000.00	112,268.66
Other Support Services	55,740.84	176,860.84	228,671.59
Food Services Operations	1,502,615.00	1,503,024.00	1,548,884.32
	\$ 28,973,401.51	\$ 31,776,345.69	\$ 32,036,468.04
Excess of Revenues over (under) Expenditures	\$ 0.00	\$ 4,139.29	\$ 3,497,967.32
<u>OTHER FINANCING USES</u>			
Operating Transfers To Other Funds			-242,032.58
Net Change in Fund Balances	\$ 0.00	\$ 4,139.29	\$ 3,255,934.74
Fund Balances - Beginning	0.00	3,282,765.93	3,479,699.13
Adjustments		14,026.83	
Fund Balances - Ending	\$ 0.00	\$ 3,300,932.05	\$ 6,735,633.87

Notes to the Schedule of Revenues, Expenditures and Changes in Fund Balances Budget and Actual

(1) Original and Final Budget amounts do not include budgeted revenues or expenditures of the various principal accounts.

The accompanying schedule of revenues, expenditures and changes in fund balances budget and actual is presented on the modified accrual basis of accounting which is the basis of accounting used in the presentation of the fund financial statements.

See notes to the basic financial statements.

APPLING COUNTY BOARD OF EDUCATION  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 YEAR ENDED JUNE 30, 2011

SCHEDULE "2"

FUNDING AGENCY PROGRAM/GRANT	CFDA NUMBER	PASS- THROUGH ENTITY ID NUMBER	EXPENDITURES IN PERIOD
Agriculture, U. S. Department of			
Child Nutrition Cluster			
Pass-Through From Georgia Department of Education			
Food Services			
School Breakfast Program	10.553	N/A	(2)
National School Lunch Program	10.555	N/A	\$ <u>1,496,374.51</u> (1)
Total Child Nutrition Cluster			\$ 1,496,374.51
Other Programs			
Pass-Through From Bright From the Start:			
Georgia Department of Early Care and Learning			
Child and Adult Care Food Program	10.558	N/A	<u>1,200.00</u>
Total U. S. Department of Agriculture			\$ <u>1,497,574.51</u>
Education, U. S. Department of			
Pass-Through From Georgia Department of Education			
Education Technology State Grants Cluster			
Education Technology State Grants	84.318	N/A	\$ <u>10,849.00</u>
Special Education Cluster			
Pass-Through From Georgia Department of Education			
Special Education			
ARRA - Grants to States	* 84.391	N/A	\$ 311,842.41
ARRA - Preschool Grants	* 84.392	N/A	9,936.11
Grants to States	* 84.027	N/A	824,766.66
Preschool Grants	* 84.173	N/A	<u>29,903.00</u>
Total Special Education Cluster			\$ <u>1,176,448.18</u>
Title I, Part A Cluster			
Pass-Through From Georgia Department of Education			
ARRA - Title I Grants to Local Educational Agencies	* 84.389	N/A	\$ 468,576.03
Title I Grants to Local Educational Agencies	* 84.010	N/A	<u>1,339,201.30</u>
Total Title I, Part A Cluster			\$ <u>1,807,777.33</u>
Other Programs			
Pass-Through From Georgia Department of Education			
Career and Technical Education - Basic Grants to States	84.048	N/A	\$ 43,910.04
Education Job Fund	* 84.410	N/A	720,069.00
English Language Acquisition Grants	84.365	N/A	12,261.69
Improving Teacher Quality State Grants	84.367	N/A	241,054.65
Migrant Education - State Grant Program	84.011	N/A	213,903.72
Rural Education	84.358	N/A	<u>101,613.27</u>
Total Other Programs			\$ <u>1,332,812.37</u>
Total U. S. Department of Education			\$ <u>4,327,886.88</u>
Total Expenditures of Federal Awards			\$ <u><u>5,825,461.39</u></u>

N/A = Not Available

APPLING COUNTY BOARD OF EDUCATION  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2011

SCHEDULE "2"

Notes to the Schedule of Expenditures of Federal Awards

- (1) Includes the Federally assigned value of donated commodities for the Food Donation Program in the amount of \$114,487.39.
- (2) Expenditures for the funds earned on the School Breakfast Program (\$266,981.14) were not maintained separately and are included in the 2011 National School Lunch Program.

Major Programs are identified by an asterisk (\*) in front of the CFDA number.

The School District did not provide Federal Assistance to any Subrecipient.

The accompanying schedule of expenditures of Federal awards includes the Federal grant activity of the Appling County Board of Education and is presented on the modified accrual basis of accounting which is the basis of accounting used in the presentation of the fund financial statements.

APPLING COUNTY BOARD OF EDUCATION  
SCHEDULE OF STATE REVENUE  
YEAR ENDED JUNE 30, 2011

SCHEDULE "3"

AGENCY/FUNDING	GOVERNMENTAL FUND TYPES		TOTAL
	GENERAL FUND	CAPITAL PROJECTS FUND	
<b>GRANTS</b>			
Bright From the Start:			
Georgia Department of Early Care and Learning			
Pre-Kindergarten Program	\$ 1,062,324.52		\$ 1,062,324.52
Education, Georgia Department of			
Quality Basic Education			
Direct Instructional Cost			
Kindergarten Program	1,284,755.74		1,284,755.74
Kindergarten Program - Early Intervention Program	199,526.00		199,526.00
Primary Grades (1-3) Program	2,526,517.00		2,526,517.00
Primary Grades - Early Intervention (1-3) Program	271,725.00		271,725.00
Upper Elementary Grades (4-5) Program	1,180,069.00		1,180,069.00
Upper Elementary Grades - Early Intervention (4-5) Program	337,162.00		337,162.00
Middle Grades (6-8) Program	19,708.00		19,708.00
Middle School (6-8) Program	2,245,902.07		2,245,902.07
High School General Education (9-12) Program	1,807,235.19		1,807,235.19
Vocational Laboratory (9-12) Program	650,064.00		650,064.00
Students with Disabilities			
Category I	653,431.00		653,431.00
Category II	192,261.00		192,261.00
Category III	1,509,144.00		1,509,144.00
Category IV	524,410.00		524,410.00
Category V	284,622.00		284,622.00
Gifted Student - Category VI	399,851.00		399,851.00
Remedial Education Program	180,155.00		180,155.00
Alternative Education Program	168,185.00		168,185.00
English Speakers of Other Languages ( ESOL)	164,750.00		164,750.00
Media Center Program	379,105.00		379,105.00
20 Days Additional Instruction	114,966.00		114,966.00
Staff and Professional Development	72,705.00		72,705.00
Indirect Cost			
Central Administration	545,651.00		545,651.00
School Administration	901,699.00		901,699.00
Facility Maintenance and Operations	861,247.00		861,247.00
Categorical Grants			
Pupil Transportation			
Regular	647,087.00		647,087.00
Nursing Services	66,168.00		66,168.00
Education Equalization Funding Grant	1,216,807.00		1,216,807.00
Food Services	52,237.81		52,237.81
Vocational Education	14,635.00		14,635.00
Vocational Supervisors	129,020.00		129,020.00
Amended Formula Adjustment	-2,586,373.00		-2,586,373.00
Other State Programs			
Dual Enrollment	5,473.00		5,473.00
Health Insurance	51,472.13		51,472.13
Math and Science Supplements	25,288.14		25,288.14
Move On When Ready Grant	300.00		300.00
Preschool Handicapped Program	47,727.00		47,727.00
Residential Treatment Centers Grant	38,808.00		38,808.00
Teachers' Retirement	36,549.81		36,549.81
Office of State Treasurer			
Public School Employees Retirement	12,540.00		12,540.00
Other			
Community Affairs, Georgia Department of			
Local Assistance Grant		\$ 1,000.00	\$ 1,000.00
	\$ 18,294,910.41	\$ 1,000.00	\$ 18,295,910.41

See notes to the basic financial statements.

APPLING COUNTY BOARD OF EDUCATION  
 SCHEDULE OF APPROVED LOCAL OPTION SALES TAX PROJECTS  
 YEAR ENDED JUNE 30, 2011

SCHEDULE "4"

<u>PROJECT</u>	<u>ORIGINAL ESTIMATED COST (1)</u>	<u>CURRENT ESTIMATED COSTS (2)</u>	<u>AMOUNT EXPENDED IN CURRENT YEAR (3)</u>	<u>AMOUNT EXPENDED IN PRIOR YEARS (3)</u>	<u>PROJECT STATUS</u>
<b><u>2011 SPLOST REFERENDUM</u></b>					
(1) Acquiring, constructing, and equipping new school buildings and facilities useful and desirable in connection therewith, including a new Pre-K center;	\$ 3,500,000.00	\$ 3,500,000.00	\$ 618,403.28	\$ 364,127.87	Ongoing
(2) Access drive to Highway 1 and a transportation facility, adding to, renovating, repairing, demolishing, improving, furnishing and equipping existing school buildings and other buildings and facilities useful and desirable in connection therewith, including but not limited to additional classrooms, playgrounds, physical education/athletic facilities, roofing, HVAC, sewer sanitation system and paving, acquiring land for school purposes;	13,500,000.00	13,500,000.00	668,691.85	3,846,957.02	Ongoing
(3) System-wide technology improvements;	1,000,000.00	1,000,000.00	44,200.00	131,189.09	Ongoing
(4) Acquiring new school equipment, including school buses and other school vehicles; and	1,000,000.00	1,000,000.00		541,835.00	Ongoing
(5) Purchasing textbooks.	<u>1,000,000.00</u>	<u>1,000,000.00</u>	<u>81,095.41</u>	<u>308,366.85</u>	Ongoing
	<u>\$ 20,000,000.00</u>	<u>\$ 20,000,000.00</u>	<u>\$ 1,412,390.54</u>	<u>\$ 5,192,475.83</u>	

(1) The School District's original cost estimate as specified in the resolution calling for the imposition of the Local Option Sales Tax.

(2) The School District's current estimate of total cost for the projects. Includes all cost from project inception to completion.

(3) The voters of Appling County approved the imposition of a 1% sales tax to fund the above projects. Amounts expended for these projects may include sales tax proceeds, state, local property taxes and/or other funds over the life of the projects.

See notes to the basic financial statements.

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APPLING COUNTY BOARD OF EDUCATION  
GENERAL FUND - QUALITY BASIC EDUCATION PROGRAMS (QBE)  
ALLOTMENTS AND EXPENDITURES - BY PROGRAM  
YEAR ENDED JUNE 30, 2011

SCHEDULE "5"

DESCRIPTION	ALLOTMENTS FROM GEORGIA DEPARTMENT OF EDUCATION (1) (2)	ELIGIBLE QBE PROGRAM COSTS		
		SALARIES	OPERATIONS	TOTAL
Direct Instructional Programs				
Kindergarten Program	\$ 1,448,376.00	\$ 1,191,650.28	\$ 15,229.48	\$ 1,206,879.76
Kindergarten Program-Early Intervention Program	230,537.00	169,829.72		169,829.72
Primary Grades (1-3) Program	2,950,058.00	2,147,841.71	36,101.31	2,183,943.02
Primary Grades-Early Intervention (1-3) Program	316,719.00	548,540.85		548,540.85
Upper Elementary Grades (4-5) Program	1,358,036.00	1,336,719.44	5,401.89	1,342,121.33
Upper Elementary Grades-Early Intervention (4-5) Program	388,388.00	253,615.59		253,615.59
Middle Grades (6-8) Program	23,442.00		17,854.00	17,854.00
Middle School (6-8) Program	2,439,702.00	1,972,281.40	81,961.19	2,054,242.59
High School General Education (9-12) Program	1,937,919.00	2,015,097.71	363,927.45	2,379,025.16
Vocational Laboratory (9-12) Program	766,573.00	781,875.71	42,161.95	824,037.66
Students with Disabilities	3,663,784.00			
Category I		107,441.01		107,441.01
Category II		334,036.60	470.00	334,506.60
Category III		1,987,696.66	28,201.00	2,015,897.66
Category IV		581,658.58	15,291.00	596,949.58
Category V		226,883.75	15,875.26	242,759.01
Gifted Student - Category VI	443,684.00	169,462.67	766.95	170,229.62
Remedial Education Program	225,182.00	149,378.33		149,378.33
Alternative Education Program	195,363.00			
English Speakers of Other Languages (ESOL)	194,596.00	273,014.56	75.00	273,089.56
TOTAL DIRECT INSTRUCTIONAL PROGRAMS	\$ 16,582,359.00	\$ 14,247,024.57	\$ 623,316.48	\$ 14,870,341.05
Media Center Program	439,674.00	450,114.00	29,485.69	479,599.69
Staff and Professional Development	84,602.00			35,398.66
TOTAL QBE FORMULA FUNDS	\$ 17,106,635.00	\$ 14,697,138.57	\$ 652,802.17	\$ 15,385,339.40

(1) Comprised of State Funds plus Local Five Mill Share.

(2) Allotments do not include the impact of the State amended formula adjustment.

See notes to the basic financial statements.

SECTION II

COMPLIANCE AND INTERNAL CONTROL REPORTS



# DEPARTMENT OF AUDITS AND ACCOUNTS

270 Washington Street, S.W., Suite 1-156  
Atlanta, Georgia 30334-8400

**Greg S. Griffin**  
STATE AUDITOR  
(404) 656-2174

October 2, 2012

Honorable Nathan Deal, Governor  
Members of the General Assembly  
Members of the State Board of Education  
and  
Superintendent and Members of the  
Appling County Board of Education

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

Ladies and Gentlemen:

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Appling County Board of Education as of and for the year ended June 30, 2011, which collectively comprise Appling County Board of Education's basic financial statements and have issued our report thereon dated October 2, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of Appling County Board of Education is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Appling County Board of Education's internal control over financial reporting as a basis for designing our auditing procedures 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 Appling County Board of Education's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Appling County Board of Education's internal control over financial reporting.

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 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.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we consider item FS-6011-11-01, described in the accompanying Schedule of Findings and Questioned Costs to be a significant deficiency in internal control over financial reporting. A *significant deficiency* is a deficiency, or 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.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Appling County Board of Education's financial statements are free of 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*.

We noted certain matters that we have reported to management of Appling County Board of Education in a separate letter dated October 2, 2012.

Appling County Board of Education's response to the findings identified in our audit is described in the accompanying Schedule of Management's Responses. We did not audit Appling County Board of Education's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, members of the Appling County Board of Education, others within the entity, Federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Greg S. Griffin  
State Auditor

GSG:as  
2011YB-30



## DEPARTMENT OF AUDITS AND ACCOUNTS

270 Washington Street, S.W., Suite 1-156  
Atlanta, Georgia 30334-8400

**Greg S. Griffin**  
STATE AUDITOR  
(404) 656-2174

October 2, 2012

Honorable Nathan Deal, Governor  
Members of the General Assembly  
Members of the State Board of Education  
and  
Superintendent and Members of the  
Appling County Board of Education

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE  
A DIRECT AND MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL  
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Ladies and Gentlemen:

Compliance

We have audited Appling County Board of Education's 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 its major Federal programs for the year ended June 30, 2011. Appling County Board of Education's major Federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major Federal programs is the responsibility of Appling County Board of Education's management. Our responsibility is to express an opinion on Appling County Board of Education's compliance based on our audit.

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 Appling County Board of Education'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. Our audit does not provide a legal determination on Appling County Board of Education's compliance with those requirements.

In our opinion, the Appling County Board of Education complied, in all material respects, with the 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, 2011.

## Internal Control Over Compliance

Management of Appling County Board of Education is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to Federal programs. In planning and performing our audit, we considered Appling County Board of Education's internal control over compliance with the requirements that could have a direct and material effect on a major Federal program to determine the auditing procedures for the purpose of expressing our opinion on compliance 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 Appling County Board of Education's internal control over compliance.

*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.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be *material weaknesses*, as defined above.

This report is intended solely for the information and use of management, members of the Appling County Board of Education, others within the entity, Federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



Greg S. Griffin  
State Auditor

GSG:as  
2011SA-10

SECTION III

AUDITEE'S RESPONSE TO PRIOR YEAR FINDINGS AND QUESTIONED COSTS

APPLING COUNTY BOARD OF EDUCATION  
AUDITEE'S RESPONSE  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2011

PRIOR YEAR FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

**FINDING CONTROL NUMBER AND STATUS**

FS-6011-09-01	Further Action Not Warranted
FS-6011-09-03	Previously Reported Corrective Action Implemented
FS-6011-09-04	Previously Reported Corrective Action Implemented
FS-6011-10-01	Partially Resolved - See Corrective Action/Responses
FS-6011-10-02	Previously Reported Corrective Action Implemented
FS-6011-10-03	Previously Reported Corrective Action Implemented
FS-6011-10-04	Previously Reported Corrective Action Implemented

**CORRECTIVE ACTION/RESPONSES**

CASH AND CASH EQUIVALENTS  
REVENUES/RECEIVABLES/RECEIPTS  
EXPENDITURES/LIABILITIES/DISBURSEMENTS  
Inadequate Internal Control Procedures over School Activity Accounts  
Finding Control Number: FS-6011-10-01

The Board will ensure that internal controls are established, implemented and functioning at the school level and will assign responsibilities in order to achieve appropriate separation of duties and will utilize management oversight at the school and system level of school activities to properly safeguard assets. The Board will monitor controls established and revise those necessary to provide reasonable assurance that transactions are processed according to said procedures and ensure that the key accounting functions of custody, record keeping and authorization are separated and/or utilize management oversight of any incompatible activities.

PRIOR YEAR FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

SECTION IV

FINDINGS AND QUESTIONED COSTS

APPLING COUNTY BOARD OF EDUCATION  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 YEAR ENDED JUNE 30, 2011

**I SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issue: Governmental Activities; General Fund; Capital Projects Fund; Aggregate Remaining Fund Information	Unqualified
Internal control over financial reporting:	
▪ Material weakness identified?	No
▪ Significant deficiency identified?	Yes
Noncompliance material to financial statements noted:	No

**Federal Awards**

Internal Control over major programs:	
▪ Material weakness identified?	No
▪ Significant deficiency identified?	None Reported

Type of auditor's report issued on compliance for major programs: All major programs	Unqualified
---	-------------

Any audit findings disclosed that are required to be reported in accordance with OMB Circular A-133, Section 510(a)?	No
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Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
84.010, 84.389	Title I, Part A Cluster
84.027, 84.173, 84.391, 84.392	Special Education Cluster
84.410	Education Jobs Fund

Dollar threshold used to distinguish between Type A and Type B programs:	\$300,000.00
--	--------------

Auditee qualified as low-risk auditee?	No
--	----

**II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS**

**CASH AND CASH EQUIVALENTS**

**EXPENDITURES/PAYABLES/DISBURSEMENTS**

**Inadequate Internal Control Procedures over School Activity Accounts**

**Significant Deficiency**

Finding Control Number: FS-6011-11-01

**Condition:**

This is a repeat finding (FS-6011-10-01 and FS-6011-09-01) from fiscal year ended June 30, 2010, and June 30, 2009, respectively. The accounting procedures of the School District were insufficient to provide adequate separation of duties and internal controls over School Activity Accounts.

APPLING COUNTY BOARD OF EDUCATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2011

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

### Criteria:

The School District's management is responsible for designing and maintaining internal controls that provide separation of duties and provide reasonable assurance transactions are processed according to established procedures. Such internal controls would limit any one individual's access to both physical assets and the related accounting records.

### Questioned Cost:

N/A

### Information:

#### Cash and Cash Equivalents

- Employees responsible for various cash functions were also responsible for preparing bank reconciliations.
- School activity account bank reconciliations lacked verification of administrative review.

#### Expenditures/Liabilities/Disbursements

- Employees responsible for check writing were also responsible for claims processing and record keeping.

### Cause:

The deficiencies were a result of management's failure to ensure that internal controls were established, implemented and functioning at the school level and to assign responsibilities to achieve appropriate separation of duties and utilize management oversight of the incompatible activities to properly safeguard assets.

### Effect:

Errors and/or irregularities may not be detected in a timely manner.

### Recommendation:

The School District should revise and monitor controls to provide reasonable assurance that transactions are processed according to established procedures and implement procedures to ensure proper recording and documentation of school activity disbursements. In addition, the School District should implement procedures to ensure that the key accounting functions of custody, record keeping and authorization are separated and/or utilize management oversight of these incompatible activities.

## III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

SECTION V  
MANAGEMENT'S RESPONSES

APPLING COUNTY BOARD OF EDUCATION  
SCHEDULE OF MANAGEMENT'S RESPONSES  
YEAR ENDED JUNE 30, 2011

Finding Control Number: FS-6011-11-01

We concur with this finding. The Board will ensure that internal controls are established, implemented and functioning at the school level and will assign responsibilities in order to achieve appropriate separation of duties and will utilize management oversight at the school and system level of school activities to properly safeguard assets. The Board will monitor controls established and revise those necessary to provide reasonable assurance that transactions are processed according to said procedures and ensure that the key accounting functions of custody, record keeping and authorization are separated and/or utilize management oversight of any incompatible activities.

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