



# **ATKINSON COUNTY BOARD OF EDUCATION PEARSON, GEORGIA**

**ANNUAL FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
JUNE 30, 2012  
(Including Independent Auditor's Reports)**



ATKINSON COUNTY BOARD OF EDUCATION

- TABLE OF CONTENTS -

Page

SECTION I

FINANCIAL

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

EXHIBITS

BASIC FINANCIAL STATEMENTS

	DISTRICT-WIDE FINANCIAL STATEMENTS	
A	STATEMENT OF NET ASSETS	1
B	STATEMENT OF ACTIVITIES	2
	FUND FINANCIAL STATEMENTS	
C	BALANCE SHEET GOVERNMENTAL FUNDS	4
D	RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET ASSETS	5
E	STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS	6
F	RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES	7
G	STATEMENT OF FIDUCIARY NET ASSETS FIDUCIARY FUNDS	8
H	NOTES TO THE BASIC FINANCIAL STATEMENTS	9

SCHEDULES

REQUIRED SUPPLEMENTARY INFORMATION

1	SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL GENERAL FUND	23
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SUPPLEMENTARY INFORMATION

2	SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	24
3	SCHEDULE OF STATE REVENUE	25



ATKINSON COUNTY BOARD OF EDUCATION

- TABLE OF CONTENTS -

	<u>Page</u>
SECTION I	
FINANCIAL	
SCHEDULES	
SUPPLEMENTARY INFORMATION	
4 SCHEDULE OF APPROVED LOCAL OPTION SALES TAX PROJECTS	26
5 ALLOTMENTS AND EXPENDITURES	
GENERAL FUND - QUALITY BASIC EDUCATION PROGRAMS (QBE)	
BY PROGRAM	27
SECTION II	
COMPLIANCE AND INTERNAL CONTROL REPORTS	
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 <i>GOVERNMENT AUDITING STANDARDS</i>	
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	
SECTION III	
AUDITEE'S RESPONSE TO PRIOR YEAR FINDINGS AND QUESTIONED COSTS	
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS	
SECTION IV	
FINDINGS AND QUESTIONED COSTS	
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	



ATKINSON COUNTY BOARD OF EDUCATION

- TABLE OF CONTENTS -

SECTION V

MANAGEMENT'S RESPONSES

SCHEDULE OF MANAGEMENT'S RESPONSES



SECTION I  
FINANCIAL







## 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

September 6, 2013

Honorable Nathan Deal, Governor  
Members of the General Assembly  
Members of the State Board of Education  
and  
Superintendent and Members of the  
Atkinson 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 Atkinson County Board of Education, as of and for the year ended June 30, 2012, which collectively comprise the Board's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Atkinson 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 Atkinson County Board of Education, as of June 30, 2012, 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.

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 6, 2013, on our consideration of the Atkinson 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 to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Atkinson 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 accompanying supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic 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



ATKINSON COUNTY BOARD OF EDUCATION



ATKINSON COUNTY BOARD OF EDUCATION  
STATEMENT OF NET ASSETS  
JUNE 30, 2012

EXHIBIT "A"

		GOVERNMENTAL ACTIVITIES
<u>ASSETS</u>		
Cash and Cash Equivalents	\$	4,345,660.69
Investments		2,887,412.81
Accounts Receivable, Net		
Interest		5,434.38
Taxes		177,999.62
State Government		1,174,159.00
Federal Government		502,344.20
Local		274.00
Other		6,121.68
Inventories		35,386.58
Capitalized Bond Issuance Costs		22,678.00
Capital Assets, Non-Depreciable		755,379.00
Capital Assets, Depreciable (Net of Accumulated Depreciation)		15,974,488.00
Total Assets	\$	25,887,337.96
<u>LIABILITIES</u>		
Accounts Payable	\$	148,429.85
Salaries and Benefits Payable		1,729,316.74
Payroll Withholdings Payable		10,362.39
Interest Payable		6,879.17
Retainages Payable		13,646.20
Long-Term Liabilities		
Due Within One Year		625,974.22
Due in More than One Year		645,974.20
Total Liabilities	\$	3,180,582.77
<u>NET ASSETS</u>		
Invested in Capital Assets, Net of Related Debt	\$	16,571,616.38
Restricted for		
Bus Replacement		15,101.50
Continuation of Federal Programs		414,799.38
Debt Service		13,758.33
Capital Projects		1,857,570.13
Unrestricted		3,833,909.47
Total Net Assets	\$	22,706,755.19
Total Liabilities and Net Assets	\$	25,887,337.96

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



ATKINSON COUNTY BOARD OF EDUCATION  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2012

	EXPENSES	CHARGES FOR SERVICES
<u>GOVERNMENTAL ACTIVITIES</u>		
Instruction	\$ 10,341,365.32	\$ 54,294.15
Support Services		
Pupil Services	337,456.96	
Improvement of Instructional Services	607,102.53	
Educational Media Services	277,999.71	
General Administration	356,983.28	
School Administration	1,006,516.15	
Business Administration	158,439.01	
Maintenance and Operation of Plant	1,084,520.85	
Student Transportation Services	828,112.39	
Other Support Services	87,045.76	
Operations of Non-Instructional Services		
Food Services	1,137,532.97	60,142.53
Interest on Short-Term and Long-Term Debt	55,550.78	
	\$ 16,278,625.71	\$ 114,436.68
General Revenues		
Taxes		
Property Taxes		
For Maintenance and Operations		
Railroad Cars		
Other Taxes		
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	CAPITAL	REVENUES
GRANTS AND	GRANTS AND	AND CHANGES IN
CONTRIBUTIONS	CONTRIBUTIONS	NET ASSETS
\$ 7,844,136.95	\$ 361,678.97	\$ -2,081,255.25
78,923.20	4,975.56	-253,558.20
456,603.48		-150,499.05
218,667.44		-59,332.27
537,347.77	3,176.55	183,541.04
592,509.38		-414,006.77
12,620.79		-145,818.22
511,485.10	22,374.30	-550,661.45
314,526.42	76,219.50	-437,366.47
59,789.50		-27,256.26
1,024,760.32	87,845.62	35,215.50
		-55,550.78
<u>\$ 11,651,370.35</u>	<u>\$ 556,270.50</u>	<u>\$ -3,956,548.18</u>

\$ 1,896,844.21
4,762.50
7,655.66
748,297.72
8,542.18
1,910,040.00
42,571.90
<u>287,542.28</u>
\$ <u>4,906,256.45</u>
\$ 949,708.27
<u>21,757,046.92</u>
\$ <u>22,706,755.19</u>

ATKINSON COUNTY BOARD OF EDUCATION  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2012

EXHIBIT "C"

	<u>GENERAL</u> <u>FUND</u>	<u>DISTRICT- WIDE CAPITAL PROJECTS FUND</u>	<u>DEBT SERVICE FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 3,858,967.34	\$ 486,646.61	\$ 46.74	\$ 4,345,660.69
Investments	1,531,301.10	1,356,111.71		2,887,412.81
Accounts Receivable, Net				
Interest	5,072.70	361.68		5,434.38
Taxes	112,235.40	65,764.22		177,999.62
State Government	1,174,159.00			1,174,159.00
Federal Government	502,344.20			502,344.20
Local	274.00			274.00
Other	6,121.68			6,121.68
Inventories	<u>35,386.58</u>			<u>35,386.58</u>
Total Assets	<u>\$ 7,225,862.00</u>	<u>\$ 1,908,884.22</u>	<u>\$ 46.74</u>	<u>\$ 9,134,792.96</u>
<u>LIABILITIES AND FUND BALANCES</u>				
<u>LIABILITIES</u>				
Accounts Payable	\$ 131,352.72	\$ 17,077.13		\$ 148,429.85
Salaries and Benefits Payable	1,729,316.74			1,729,316.74
Payroll Withholdings Payable	10,362.39			10,362.39
Retainages Payable		13,646.20		13,646.20
Deposits and Deferred Revenue	<u>63,586.58</u>			<u>63,586.58</u>
Total Liabilities	<u>\$ 1,934,618.43</u>	<u>\$ 30,723.33</u>		<u>\$ 1,965,341.76</u>
<u>FUND BALANCES</u>				
Nonspendable	\$ 35,386.58			\$ 35,386.58
Restricted	394,514.30	\$ 1,878,160.89	\$ 46.74	2,272,721.93
Assigned	85,650.19			85,650.19
Unassigned	<u>4,775,692.50</u>			<u>4,775,692.50</u>
Total Fund Balances	<u>\$ 5,291,243.57</u>	<u>\$ 1,878,160.89</u>	<u>\$ 46.74</u>	<u>\$ 7,169,451.20</u>
Total Liabilities and Fund Balances	<u>\$ 7,225,862.00</u>	<u>\$ 1,908,884.22</u>	<u>\$ 46.74</u>	<u>\$ 9,134,792.96</u>

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

ATKINSON COUNTY BOARD OF EDUCATION  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
 TO THE STATEMENT OF NET ASSETS  
 JUNE 30, 2012

EXHIBIT "D"

Total Fund Balances - Governmental Funds (Exhibit "C") \$ 7,169,451.20

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	\$	611,420.00	
Construction in Progress		143,959.00	
Land Improvements		984,692.00	
Buildings		17,484,929.00	
Equipment		2,589,869.00	
Accumulated Depreciation		<u>-5,085,002.00</u>	
Total Capital Assets			16,729,867.00

Taxes that are not available to pay for current period expenditures are deferred in the funds. 63,586.58

Other Long-Term Assets are not available to pay for current period expenditures and therefore, are deferred on the Statement of Net Assets.

Deferred Charges - Capitalized Bond Issuance Costs 22,678.00

Long-Term Liabilities, including Bonds Payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds. Long-Term Liabilities at year-end consist of:

Bonds Payable	\$	-1,270,000.00	
Accrued Interest		-6,879.17	
Unamortized Bond Premiums		<u>-1,948.42</u>	
Total Long-Term Liabilities			<u>-1,278,827.59</u>

Net Assets of Governmental Activities (Exhibit "A") \$ 22,706,755.19

ATKINSON COUNTY BOARD OF EDUCATION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2012

EXHIBIT "E"

	GENERAL FUND	DISTRICT- WIDE CAPITAL PROJECTS FUND	DEBT SERVICE FUND	TOTAL
<u>REVENUES</u>				
Property Taxes	\$ 1,896,041.17			\$ 1,896,041.17
Sales Taxes	8,542.18	\$ 748,297.72		756,839.90
State Funds	10,990,391.11	480,051.00		11,470,442.11
Federal Funds	2,647,238.74			2,647,238.74
Charges for Services	114,436.68			114,436.68
Investment Earnings	22,417.11	20,154.66	\$ 0.13	42,571.90
Miscellaneous	287,542.28			287,542.28
Total Revenues	\$ 15,966,609.27	\$ 1,248,503.38	\$ 0.13	\$ 17,215,112.78
<u>EXPENDITURES</u>				
Current				
Instruction	\$ 9,810,758.85	\$ 204,361.61		\$ 10,015,120.46
Support Services				
Pupil Services	332,688.99			332,688.99
Improvement of Instructional Services	607,102.53			607,102.53
Educational Media Services	277,999.71			277,999.71
General Administration	354,522.71	13,863.42		368,386.13
School Administration	1,006,729.20			1,006,729.20
Business Administration	146,545.01		\$ 555.00	147,100.01
Maintenance and Operation of Plant	1,098,577.09			1,098,577.09
Student Transportation Services	810,647.83	89,003.80		899,651.63
Other Support Services	87,045.76			87,045.76
Food Services Operation	1,084,038.63			1,084,038.63
Capital Outlay		406,313.79		406,313.79
Debt Services				
Principal			610,000.00	610,000.00
Interest			59,575.00	59,575.00
Total Expenditures	\$ 15,616,656.31	\$ 713,542.62	\$ 670,130.00	\$ 17,000,328.93
Excess of Revenues over (under) Expenditures	\$ 349,952.96	\$ 534,960.76	\$ -670,129.87	\$ 214,783.85
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfers In	\$ 206,954.10	\$ 332,432.10	\$ 670,129.50	\$ 1,209,515.70
Transfers Out	-332,432.10	-877,083.60		-1,209,515.70
Total Other Financing Sources (Uses)	\$ -125,478.00	\$ -544,651.50	\$ 670,129.50	\$ 0.00
Net Change in Fund Balances	\$ 224,474.96	\$ -9,690.74	\$ -0.37	\$ 214,783.85
Fund Balances - Beginning	5,066,768.61	1,887,851.63	47.11	6,954,667.35
Fund Balances - Ending	\$ 5,291,243.57	\$ 1,878,160.89	\$ 46.74	\$ 7,169,451.20

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

ATKINSON 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, 2012

EXHIBIT "F"

Total Net Change in Fund Balances - Governmental Funds (Exhibit "E") \$ 214,783.85

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	\$	617,099.00	
Depreciation Expense		-498,081.00	
Excess of Capital Outlay over Depreciation Expense		119,018.00	119,018.00

Taxes reported in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. 13,221.20

Repayment of Long-Term Debt is reported as an expenditure in Governmental Funds, but the repayment reduces Long-Term Liabilities in the Statement of Net Assets. In the current year, these amounts consist of:

Bond Principal Retirements	\$	610,000.00	
Amortization of Premium		974.22	
Total Long-Term Debt Repayments		610,974.22	610,974.22

Some items reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in Governmental Funds. These activities consist of:

Amortization of Bond Issuance Cost	\$	-11,339.00	
Net Decrease in Accrued Interest		3,050.00	
Total Additional Expenditures		-8,289.00	-8,289.00

Change in Net Assets of Governmental Activities (Exhibit "B") \$ 949,708.27

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

ATKINSON COUNTY BOARD OF EDUCATION  
STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
JUNE 30, 2012

EXHIBIT "G"

	<u>AGENCY FUNDS</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ <u>70,298.91</u>
<u>LIABILITIES</u>	
Funds Held for Others	\$ <u>70,298.91</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 Atkinson 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 Atkinson 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. 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. All remaining governmental funds are aggregated and reported as nonmajor funds.

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), Bond Proceeds, and grants from the Georgia State Financing and Investment Commission that are restricted, committed or assigned to the expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.
- Debt Service Fund accounts for and reports financial resources that are restricted, committed, or assigned including taxes (sales) legally restricted for the payment of general long-term principal and interest.



The School District reports the following fiduciary fund type:

- Agency funds account for assets held by the School District as an agent for various 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, and grants. 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 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, except for principal and interest on general long-term debt, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term liabilities are reported as other financing sources.

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.

### **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 Atkinson County Board of Commissioners fixed the property tax levy for the 2011 tax digest year (calendar year) on June 30, 2011 (levy date). Taxes were due on December 20, 2011 (lien date). Taxes collected within the current fiscal year or within 60 days after year-end on the 2011 tax digest are reported as revenue in the governmental funds for fiscal year 2012. The Atkinson County Tax Commissioner bills and collects the property taxes for the School District, withholds 2.5% of taxes collected as a fee for tax collection and remits the balance of taxes collected to the School District. Property tax revenues, at the fund reporting level, during the fiscal year ended June 30, 2012, for maintenance and operations amounted to \$1,883,623.01.

The tax millage rate levied for the 2011 tax year (calendar year) for the Atkinson County Board of Education was as follows (a mill equals \$1 per thousand dollars of assessed value):

School Operations	<u>14.811</u> mills
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#### SALES TAXES

Special Purpose Local Option Sales Tax, at the fund reporting level, during the year amounted to \$748,297.72 and is to be used for capital outlay for educational purposes or debt service. 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:

	Capitalization Policy	Estimated Useful Life
Land	Any Amount	N/A
Land Improvements	\$ 25,000.00	20 to 80 years
Buildings and Improvements	\$ 25,000.00	up to 80 years
Equipment	\$ 5,000.00	5 to 50 years
Intangible Assets	\$ 100,000.00	10 to 20 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 10 to 20 years.

**GENERAL OBLIGATION BONDS**

The School District issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. In the District-wide financial statements, bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method. Bond issuance costs are reported as deferred charges and amortized over the term of the debt.

In the fund financial statements, the School District recognizes bond premiums and discounts, as well as bond issuance costs during the fiscal year bonds are issued. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. General obligation bonds are direct obligations and pledge the full faith and credit of the government. The outstanding amount of these bonds is recorded in the Statement of Net Assets.

**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 bus replacement, continuation of Federal Programs, debt service, 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 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 have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General Fund.

Fund Balances of the Governmental Funds at June 30, 2012, are as follows:

Nonspendable						
Inventories				\$		35,386.58
Restricted						
Bus Replacement	\$	15,101.50				
Continuation of Federal Programs		379,412.80				
Capital Projects		1,857,570.13				
Debt Service		20,637.50			2,272,721.93	
Assigned						
School Activity Accounts						85,650.19
Unassigned						<u>4,775,692.50</u>
Fund Balance, June 30, 2012				\$		<u><u>7,169,451.20</u></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: BUDGETARY DATA**

The budget is a complete financial plan for the School District's fiscal year, and is based upon careful estimates of expenditures together with probable funding sources. The budget is legally adopted each year for the general fund. There is no statutory prohibition regarding over expenditure of the budget at any level. The budget for all governmental funds is prepared and adopted by fund and function. The legal level of budgetary control was established by the Board at the aggregate fund level. The budget for the General Fund was prepared in accordance with accounting principles generally accepted in the United States of America.

The budgetary process begins with the School District's administration presenting an initial budget for the Board's review. The administration makes revisions as necessary based on the Board's guidelines and a tentative budget is approved. After approval of this tentative budget by the Board, such budget is advertised at least once in a newspaper of general circulation in the locality. At the next regularly scheduled meeting of the Board after advertisement, the Board receives comments on the tentative budget, makes revisions as necessary and adopts a final budget. The approved budget is then submitted, in accordance with provisions of Official Code of Georgia Annotated section 20-2-167(c), to the Georgia Department of Education. The Board may increase or decrease the budget at any time during the year. All unexpended budget authority lapses at fiscal year-end.

See Schedule 1 - General Fund Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget to Actual for a detail of any over/under expenditures during the fiscal year under review.

#### **NOTE 4: 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 deposit policy for custodial credit risk. At June 30, 2012, the bank balances were \$7,181,463.88. The bank balances were entirely covered by Federal depository insurance or collateralized with securities held by the pledging financial institution's trust department or agent held in the School District's name.

#### **CATEGORIZATION OF INVESTMENTS**

At June 30, 2012, the carrying value of the School District's total investments was \$2,887,412.81, 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 is 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, 2012, was 48 days.

#### **NOTE 5: 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**

ATKINSON COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2012

EXHIBIT "H"

**NOTE 6: CAPITAL ASSETS**

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

	Balances July 1, 2011	Increases	Decreases	Balances June 30, 2012
Governmental Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 611,420.00			\$ 611,420.00
Construction in Progress	300,404.00	\$ 143,959.00	\$ 300,404.00	143,959.00
Total Capital Assets Not Being Depreciated	\$ 911,824.00	\$ 143,959.00	\$ 300,404.00	\$ 755,379.00
Capital Assets Being Depreciated				
Buildings and Improvements	\$ 16,922,179.00	\$ 562,750.00		\$ 17,484,929.00
Equipment	2,491,456.00	210,794.00	\$ 112,381.00	2,589,869.00
Land Improvements	1,030,494.00		45,802.00	984,692.00
Less Accumulated Depreciation for:				
Buildings and Improvements	2,973,734.00	288,546.00		3,262,280.00
Equipment	1,401,583.00	164,470.00	112,381.00	1,453,672.00
Land Improvements	369,787.00	45,065.00	45,802.00	369,050.00
Total Capital Assets, Being Depreciated, Net	\$ 15,699,025.00	\$ 275,463.00	\$ 0.00	\$ 15,974,488.00
Governmental Activity Capital Assets - Net	\$ 16,610,849.00	\$ 419,422.00	\$ 300,404.00	\$ 16,729,867.00

Current year depreciation expense by function is as follows:

Instruction		\$ 306,809.00
Support Services		
Pupil Services	\$ 4,040.00	
General Administration	2,580.00	
Maintenance and Operation of Plant	18,169.00	
Student Transportation Services	95,149.00	119,938.00
Food Services		71,334.00
		\$ 498,081.00

**NOTE 7: INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2012, consisted of the following:

<u>Transfer to</u>	Transfers From	
	General Fund	District-wide Capital Projects
General Fund		\$ 206,954.10
District-wide Capital Projects	\$ 332,432.10	
Debt Service Fund		670,129.50
Total	\$ 332,432.10	\$ 877,083.60



ATKINSON COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2012

EXHIBIT "H"

Transfers are used to move property tax revenues collected by the General Fund to (1) the District-wide Capital Projects Fund as required match or supplemental funding source for capital construction projects, and (2) move sales tax revenues collected by the District-wide Capital Projects Fund to the Debt Service Fund for debt repayments.

**NOTE 8: 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>
2011	\$ 3,541.00	\$ 843.98	\$ 4,384.98	\$ 0.00
2012	\$ 0.00	\$ 1,258.96	\$ 1,258.96	\$ 0.00

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 worker's compensation insurance coverage. Specific excess of loss 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 million loss per occurrence, up to the statutory limit. Employers' Liability insurance coverage is also provided with limits of \$2 million. The Trust covers the first \$1 million of each Employers liability claim with Safety National providing additional Employers Liability limits up to a \$2 million per occurrence maximum. Safety National Casualty Company also provides aggregate cover to the Trust 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 million.

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



ATKINSON COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2012

EXHIBIT "H"

**NOTE 9: LONG-TERM DEBT**

**GENERAL OBLIGATION DEBT OUTSTANDING**

General Obligation Bonds currently outstanding are as follows:

Purpose	Interest Rates	Amount
General Government - Series 2008	3.00% - 3.25%	\$ <u>1,270,000.00</u>

Voters have authorized \$2,000,000.00 in general obligation debt for which was not issued as of June 30, 2012.

The changes in Long-Term Debt during the fiscal year ended June 30, 2012, were as follows:

	Governmental Funds				
	Balance July 1, 2011	Additions	Deductions	Balance June 30, 2012	Due Within One Year
G. O. Bonds	\$ 1,880,000.00	\$ 0.00	\$ 610,000.00	\$ 1,270,000.00	\$ 625,000.00
Bond Premiums Amortized	<u>2,922.64</u>		<u>974.22</u>	<u>1,948.42</u>	<u>974.22</u>
	<u>\$ 1,882,922.64</u>	<u>\$ 0.00</u>	<u>\$ 610,974.22</u>	<u>\$ 1,271,948.42</u>	<u>\$ 625,974.22</u>

At June 30, 2012, payments due by fiscal year which includes principal and interest for these items are as follows:

<u>Fiscal Year Ended June 30:</u>	General Obligation Debt		Unamortized
	Principal	Interest	Bond Premium
2013	\$ 625,000.00	\$ 59,575.00	\$ 974.22
2014	<u>645,000.00</u>	<u>41,275.00</u>	<u>974.22</u>
Total Principal and Interest	<u>\$ 1,270,000.00</u>	<u>\$ 100,850.00</u>	<u>\$ 1,948.44</u>

**NOTE 10: ON-BEHALF PAYMENTS**

The School District has recognized revenues and costs in the amount of \$1,231,306.48 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 Certificated Personnel
      - In the amount of \$1,212,799.00
    - Paid to the Teachers' Retirement System of Georgia
      - For Teachers' Retirement System (TRS) Employer's Cost
        - In the amount of \$4,416.48
- 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 \$14,091.00

**NOTE 11: 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 12: SUBSEQUENT EVENTS**

In the subsequent fiscal year, voters authorized the School District to issue general obligation bonds in the amount of \$2,000,000.00. The proceeds from these bonds will be used for Capital Outlay.

**NOTE 13: 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. For members with fewer than five years of service as of January 1, 2012, contributions also vary based on years of service. On average, members with five years or more of service as of January 1, 2012, pay approximately 25 percent of the cost of the health insurance coverage. In accordance with the Board resolution dated December 8, 2011, for members with fewer than five years of service as of January 1, 2012, the State provides a premium subsidy in retirement that ranges from 0% for fewer than 10 years of service to 75% (but no greater than the subsidy percentage offered to active employees) for 30 or more years of service. The subsidy for eligible dependents ranges from 0% to 55% (but no greater than the subsidy percentage offered to dependents of active employees minus 20%). No subsidy is available to Medicare eligible members not enrolled in a Medicare Advantage Option. The Board of Community Health sets all member premiums by resolution and in accordance with the law and applicable revenue and expense projections. Any subsidy policy adopted by the Board may be changed at any time by Board resolution and does not constitute a contract or promise of any amount of subsidy.

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.

ATKINSON COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2012

EXHIBIT "H"

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, 2012:

**For certificated teachers, librarians and regional educational service agencies and certain other eligible participants:**

June 2011	1.429% of covered payroll for July coverage
July 2011	18.534% of covered payroll for August coverage
August 2011 - March 2012	24.000% of covered payroll for September - April coverage
April 2012 - June 2012	3.958% of covered payroll for May - July coverage

**For non-certificated school personnel:**

July 2011 - August 2011	\$246.20 per member per month
September 2011 - June 2012	\$296.20 per member per month

No additional contribution was required by the Board for fiscal year 2012 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:

Fiscal Year	Percentage Contributed	Required Contribution
2012	100%	\$ 1,482,782.07
2011	100%	\$ 1,417,232.35
2010	100%	\$ 1,410,489.66

**NOTE 14: 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.

ATKINSON COUNTY BOARD OF EDUCATION  
 NOTES TO THE BASIC FINANCIAL STATEMENTS  
 JUNE 30, 2012

EXHIBIT "H"

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 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, 2012, 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 2012 were 10.28% of annual salary as required by the June 30, 2009, 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
2012	100%	\$ 846,252.27
2011	100%	\$ 858,360.82
2010	100%	\$ 830,780.51

**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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ATKINSON COUNTY BOARD OF EDUCATION  
GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 2012

SCHEDULE "1"

	NONAPPROPRIATED BUDGETS		ACTUAL AMOUNTS	VARIANCE OVER/UNDER
	ORIGINAL (1)	FINAL (1)		
<b>REVENUES</b>				
Property Taxes	\$ 1,982,134.00	\$ 1,982,134.00	\$ 1,896,041.17	\$ -86,092.83
Sales Taxes			8,542.18	8,542.18
State Funds	9,557,723.07	10,790,425.07	10,990,391.11	199,966.04
Federal Funds	2,484,164.00	2,485,249.00	2,647,238.74	161,989.74
Charges for Services	55,750.00	55,750.00	114,436.68	58,686.68
Investment Earnings	24,100.00	24,100.00	22,417.11	-1,682.89
Miscellaneous	63,000.00	63,000.00	287,542.28	224,542.28
<b>Total Revenues</b>	<b>\$ 14,166,871.07</b>	<b>\$ 15,400,658.07</b>	<b>\$ 15,966,609.27</b>	<b>\$ 565,951.20</b>
<b>EXPENDITURES</b>				
<b>Current</b>				
Instruction	\$ 10,679,184.07	\$ 10,826,491.00	\$ 9,810,758.85	\$ 1,015,732.15
Support Services				
Pupil Services	309,094.00	307,094.00	332,688.99	-25,594.99
Improvement of Instructional Services	568,255.00	649,662.00	607,102.53	42,559.47
Educational Media Services	309,751.00	309,751.00	277,999.71	31,751.29
General Administration	569,111.00	424,014.00	354,522.71	69,491.29
School Administration	992,977.00	995,154.00	1,006,729.20	-11,575.20
Business Administration	237,041.00	237,041.00	146,545.01	90,495.99
Maintenance and Operation of Plant	1,216,505.00	1,216,705.00	1,098,577.09	118,127.91
Student Transportation Services	808,074.00	820,629.00	810,647.83	9,981.17
Other Support Services	105,133.00	93,395.00	87,045.76	6,349.24
Food Services Operation	1,159,793.00	1,215,793.00	1,084,038.63	131,754.37
<b>Total Expenditures</b>	<b>\$ 16,954,918.07</b>	<b>\$ 17,095,729.00</b>	<b>\$ 15,616,656.31</b>	<b>\$ 1,479,072.69</b>
<b>Excess of Revenues over (under) Expenditures</b>	<b>\$ -2,788,047.00</b>	<b>\$ -1,695,070.93</b>	<b>\$ 349,952.96</b>	<b>\$ 2,045,023.89</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Other Sources			\$ 206,954.10	\$ 206,954.10
Other Uses		\$ -332,432.10	-332,432.10	0.00
<b>Total Other Financing Sources (Uses)</b>		<b>\$ -332,432.10</b>	<b>\$ -125,478.00</b>	<b>\$ 206,954.10</b>
<b>Net Change in Fund Balances</b>	<b>\$ -2,788,047.00</b>	<b>\$ -2,027,503.03</b>	<b>\$ 224,474.96</b>	<b>\$ 2,251,977.99</b>
Fund Balances - Beginning	5,142,646.43	5,142,646.43	5,066,768.61	-75,877.82
Adjustments	24,024.54	19,305.10		-19,305.10
<b>Fund Balances - Ending</b>	<b>\$ 2,378,623.97</b>	<b>\$ 3,134,448.50</b>	<b>\$ 5,291,243.57</b>	<b>\$ 2,156,795.07</b>

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 actual revenues and expenditures of the various principal accounts are \$154,110.49 and \$143,559.32, respectively.

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.

ATKINSON COUNTY BOARD OF EDUCATION  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 YEAR ENDED JUNE 30, 2012

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>1,065,954.56</u> (1)
Total U. S. Department of Agriculture			\$ <u>1,065,954.56</u>
Education, U. S. Department of			
Special Education Cluster			
Pass-Through From Georgia Department of Education			
Special Education			
Grants to States	84.027	N/A	\$ 355,043.21
Preschool Grants	84.173	N/A	<u>22,352.00</u>
Total Special Education Cluster			\$ <u>377,395.21</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	\$ 23,915.03
Title I Grants to Local Educational Agencies	* 84.010	N/A	<u>923,326.50</u>
Total Title I, Part A Cluster			\$ <u>947,241.53</u>
Other Programs			
Pass-Through From Georgia Department of Education			
Career and Technical Education - Basic Grants to States	84.048	N/A	\$ 20,607.62
Education Jobs Fund	84.410	N/A	4,450.00
English Language Acquisition Grants	84.365	N/A	20,927.34
Improving Teacher Quality State Grants	84.367	N/A	135,595.48
Migrant Education - State Grant Program	84.011	N/A	105,668.06
Rural Education	84.358	N/A	<u>44,453.17</u>
Total Other Programs			\$ <u>331,701.67</u>
Total U. S. Department of Education			\$ <u>1,656,338.41</u>
Total Expenditures of Federal Awards			\$ <u><u>2,722,292.97</u></u>

N/A = Not Available

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 \$88,542.39.
- (2) Expenditures for the funds earned on the School Breakfast Program (\$265,146.99) were not maintained separately and are included in the 2012 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 Atkinson 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.

See notes to the basic financial statements.

ATKINSON COUNTY BOARD OF EDUCATION  
SCHEDULE OF STATE REVENUE  
YEAR ENDED JUNE 30, 2012

SCHEDULE "3"

AGENCY/FUNDING	GOVERNMENTAL FUND TYPES		TOTAL
	GENERAL FUND	CAPITAL PROJECTS FUND	
GRANTS			
Bright From the Start:			
Georgia Department of Early Care and Learning Pre-Kindergarten Program	\$ 409,875.97		\$ 409,875.97
Education, Georgia Department of			
Quality Basic Education			
Direct Instructional Cost			
Kindergarten Program	467,378.00		467,378.00
Kindergarten Program - Early Intervention Program	247,677.00		247,677.00
Primary Grades (1-3) Program	784,072.00		784,072.00
Primary Grades - Early Intervention (1-3) Program	600,180.00		600,180.00
Upper Elementary Grades (4-5) Program	520,053.00		520,053.00
Upper Elementary Grades - Early Intervention (4-5) Program	245,383.00		245,383.00
Middle Grades (6-8) Program	929,929.00		929,929.00
Middle School (6-8) Program			
High School General Education (9-12) Program	640,767.00		640,767.00
Vocational Laboratory (9-12) Program	253,005.00		253,005.00
Students with Disabilities	1,573,937.00		1,573,937.00
Gifted Student - Category VI	135,191.00		135,191.00
Remedial Education Program	218,791.00		218,791.00
Alternative Education Program	64,941.00		64,941.00
English Speakers of Other Languages (ESOL)	150,130.00		150,130.00
Media Center Program	174,358.00		174,358.00
20 Days Additional Instruction	50,827.00		50,827.00
Staff and Professional Development	40,958.00		40,958.00
Indirect Cost			
Central Administration	365,992.00		365,992.00
School Administration	444,820.00		444,820.00
Facility Maintenance and Operations	457,479.00		457,479.00
Categorical Grants			
Pupil Transportation			
Regular	236,710.00		236,710.00
Sparsity	83,089.00		83,089.00
Nursing Services	42,265.00		42,265.00
Education Equalization Funding Grant	1,910,040.00		1,910,040.00
Food Services	28,710.00		28,710.00
Vocational Education	6,311.00		6,311.00
Vocational Supervisors	7,047.00		7,047.00
Amended Formula Adjustment	-1,429,846.00		-1,429,846.00
Other State Programs			
Bus Replacement - State Bonds	76,219.50		76,219.50
Dual Enrollment	8,175.00		8,175.00
Health Insurance	1,212,800.00		1,212,800.00
Math and Science Supplements	1,903.16		1,903.16
Move On When Ready	200.00		200.00
Preschool Handicapped Program	12,516.00		12,516.00
Teachers' Retirement	4,416.48		4,416.48
Georgia State Financing and Investment Committee			
Reimbursement on Construction Projects		\$ 480,051.00	480,051.00
Office of State Treasurer			
Public School Employees' Retirement	14,091.00		14,091.00
	\$ 10,990,391.11	\$ 480,051.00	\$ 11,470,442.11

See notes to the basic financial statements.



ATKINSON COUNTY BOARD OF EDUCATION  
 SCHEDULE OF APPROVED LOCAL OPTION SALES TAX PROJECTS  
 YEAR ENDED JUNE 30, 2012

SCHEDULE "4"

PROJECT	ORIGINAL ESTIMATED COST (1)	CURRENT ESTIMATED COSTS (2)	AMOUNT EXPENDED IN CURRENT YEAR (3)	AMOUNT EXPENDED IN PRIOR YEARS (3)	TOTAL COMPLETION COST	EXCESS PROCEEDS NOT EXPENDED	ESTIMATED COMPLETION DATE
(i) Improvements at Atkinson County High School, including completion of additional wing and construction of a physical education activity classroom, (ii) renovations and improvements to the dining areas and media center at Willacoochee Elementary School, (iii) technology upgrades, (iv) adding to, remodeling, renovation, improving, and equipping existing educational buildings, properties, and facilities of the Atkinson County School District, and acquiring any necessary real or personal property therefor, to include safety and security equipment, school furnishings, various equipment including vocational, fine arts, physical education, and athletic equipment, school buses and maintenance vehicles, instructional and administrative technology, and the purchasing of textbooks, library books, and other instructional materials.	\$ 4,800,000.00	\$ 4,800,000.00	\$ 773,117.62	\$ 2,347,776.62	\$ 0.00	\$ 0.00	9/30/2013

(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 project. Includes all cost from project inception to completion.

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

ATKINSON COUNTY BOARD OF EDUCATION  
 GENERAL FUND - QUALITY BASIC EDUCATION PROGRAMS (QBE)  
 ALLOTMENTS AND EXPENDITURES - BY PROGRAM  
 YEAR ENDED JUNE 30, 2012

SCHEDULE "5"

DESCRIPTION	ALLOTMENTS FROM GEORGIA DEPARTMENT OF EDUCATION (1) (2)	ELIGIBLE QBE PROGRAM COSTS		
		SALARIES	OPERATIONS	TOTAL
Direct Instructional Programs				
Kindergarten Program	\$ 499,947.00	\$ 596,713.80	\$ 6,254.08	\$ 602,967.88
Kindergarten Program-Early Intervention Program	249,684.00	123,540.47		123,540.47
Primary Grades (1-3) Program	882,788.00	1,476,086.24	32,939.47	1,509,025.71
Primary Grades-Early Intervention (1-3) Program	600,300.00	358,788.20	13.02	358,801.22
Upper Elementary Grades (4-5) Program	554,025.00	1,019,685.16	8,168.79	1,027,853.95
Upper Elementary Grades-Early Intervention (4-5) Program	254,971.00	134,567.20		134,567.20
Middle School (6-8) Program	993,199.00	1,083,517.06	28,108.05	1,111,625.11
High School General Education (9-12) Program	680,167.00	1,096,139.05	29,942.45	1,126,081.50
Vocational Laboratory (9-12) Program	297,063.00	361,820.66	11,280.72	373,101.38
Students with Disabilities	1,662,803.00			
Category II		200,895.13		200,895.13
Category III		657,526.44	19,900.00	677,426.44
Category IV		57,718.84		57,718.84
Category V		83,310.50		83,310.50
Gifted Student - Category VI	140,877.00		172.66	172.66
Remedial Education Program	220,599.00	304,193.55		304,193.55
Alternative Education Program	71,159.00	97,831.40	86.59	97,917.99
English Speakers of Other Languages (ESOL)	163,730.00	137,250.62	91.64	137,342.26
<b>TOTAL DIRECT INSTRUCTIONAL PROGRAMS</b>	<b>\$ 7,271,312.00</b>	<b>\$ 7,789,584.32</b>	<b>\$ 136,957.47</b>	<b>\$ 7,926,541.79</b>
Media Center Program	186,475.00	258,053.91	7,625.17	265,679.08
Staff and Professional Development	43,862.00			43,681.99
<b>TOTAL QBE FORMULA FUNDS</b>	<b>\$ 7,501,649.00</b>	<b>\$ 8,047,638.23</b>	<b>\$ 144,582.64</b>	<b>\$ 8,235,902.86</b>

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

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



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

September 6, 2013

Honorable Nathan Deal, Governor  
Members of the General Assembly  
Members of the State Board of Education  
and  
Superintendent and Members of the  
Atkinson 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 Atkinson County Board of Education as of and for the year ended June 30, 2012, which collectively comprise Atkinson County Board of Education's basic financial statements and have issued our report thereon dated September 6, 2013. 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 Atkinson County Board of Education is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Atkinson 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 Atkinson County Board of Education's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Atkinson 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-6021-12-01, 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 Atkinson 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 Atkinson County Board of Education in a separate letter dated September 6, 2013.

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

This report is intended solely for the information and use of management, members of the Atkinson 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  
2012YB-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

September 6, 2013

Honorable Nathan Deal, Governor  
Members of the General Assembly  
Members of the State Board of Education  
and  
Superintendent and Members of the  
Atkinson 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 Atkinson 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, 2012. Atkinson 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 Atkinson County Board of Education's management. Our responsibility is to express an opinion on Atkinson 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 Atkinson 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 Atkinson County Board of Education's compliance with those requirements.

In our opinion, the Atkinson 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, 2012. However, the results of our auditing procedures disclosed an instance of noncompliance with those requirements, which is described in the accompanying Schedule of Findings and Questioned Costs as item FA-6021-12-01.



## Internal Control Over Compliance

Management of Atkinson 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 Atkinson 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 Atkinson 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. However, we identified a certain deficiency in internal control over compliance that we consider to be a significant deficiency as described in the accompanying Schedule of Findings and Questioned Costs as item FA-6021-12-01. *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.

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

This report is intended solely for the information and use of management, members of the Atkinson 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



SECTION III

AUDITEE'S RESPONSE TO PRIOR YEAR FINDINGS AND QUESTIONED COSTS



ATKINSON COUNTY BOARD OF EDUCATION  
AUDITEE'S RESPONSE  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2012

PRIOR YEAR FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

**FINDING CONTROL NUMBER AND STATUS**

FS-6021-10-01	Further Action Not Warranted
FS-6021-11-01	Previously Reported Corrective Action Implemented
FS-6021-11-02	Unresolved - See Corrective Action/Responses
FS-6021-11-03	Previously Reported Corrective Action Implemented

**CORRECTIVE ACTION/RESPONSES**

EMPLOYEE COMPENSATION  
Inadequate Controls over Employee Compensation  
Finding Control Number: FS-6021-11-02

All salary sheets will be prepared by Payroll, reviewed by Superintendent Secretary before Superintendent approves. Vendor payments will be coded by Payroll Specialist; Superintendent Secretary will process checks for payment. A new leave system is being implemented to help maintain correct records for sick, vacation and personal leave.

PRIOR YEAR FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

**FINDING CONTROL NUMBER AND STATUS**

FA-6021-11-01	Partially Resolved - See Corrective Action/Responses
---------------	--

**CORRECTIVE ACTION/RESPONSES**

ALLOWABLE COSTS/COST PRINCIPLES  
Improper Time and Attendance Records  
U. S. Department of Education  
Through Georgia Department of Education  
Child Nutrition Cluster (CFDA 10.553 and 10.555)  
Title 1, Part A Cluster (CFDA 84.010 and 84.389)  
Questioned Cost: \$47,142.00  
Finding Control Number: FA-6021-11-01

Due to timing of fiscal year 2011 audit, this could not be resolved completely. Timesheets were completed as per instructions by Title I personnel.





SECTION IV

FINDINGS AND QUESTIONED COSTS



ATKINSON COUNTY BOARD OF EDUCATION  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 YEAR ENDED JUNE 30, 2012

**I SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issue: Governmental Activities; General Fund; Capital Projects Fund; Debt Service 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?	Yes						
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)?	Yes						
Identification of major programs:							
<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>CFDA Numbers</u></th> <th style="text-align: left;"><u>Name of Federal Program or Cluster</u></th> </tr> </thead> <tbody> <tr> <td>10.553, 10.555</td> <td>Child Nutrition Cluster</td> </tr> <tr> <td>84.010, 84.389</td> <td>Title I, Part A Cluster</td> </tr> </tbody> </table>	<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>	10.553, 10.555	Child Nutrition Cluster	84.010, 84.389	Title I, Part A Cluster	
<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>						
10.553, 10.555	Child Nutrition Cluster						
84.010, 84.389	Title I, Part A Cluster						
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**

**EMPLOYEE COMPENSATION**

Inadequate Controls over Employee Compensation  
 Significant Deficiency  
 Finding Control Number: FS-6021-12-01

**Condition:**

This is a repeat finding (FS-6021-11-02 and FS-6021-10-01) from the years ended June 30, 2011, and June 30, 2010, respectively. The School District did not have adequate controls in place to verify the accuracy of salary and benefits payments.

ATKINSON COUNTY BOARD OF EDUCATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2012

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

### Criteria:

The School District's management is responsible for designing and maintaining internal controls that ensure employee compensation payments are properly calculated and disbursed.

### Questioned Cost:

N/A

### Information:

Based on a review of employees' payroll records the following deficiencies were noted:

- Some employees were not paid according to the local Board salary schedule.
- Errors were made in pay deductions for unpaid sick/personal leave.

### Cause:

These deficiencies were the result of management's failure to ensure internal controls over the employee compensation process were established, implemented and functioning.

### Effect:

This could result in errors in financial reporting and increases the risk of material misstatement in the financial statements, including misstatements due to fraud.

### Recommendation:

The School District should implement appropriate procedures to strengthen internal controls over processing of employee compensation. Additionally, the School District should ensure all payroll disbursements are based on approved salary schedules and all benefits are properly calculated. Additionally, the School District should review this matter to determine if recovery or payment of funds is needed.

## III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

### ALLOWABLE COST/COST PRINCIPLES

Improper Time and Attendance Records

Significant Deficiency

Nonmaterial Noncompliance

U. S. Department of Education

Through Georgia Department of Education

Title 1, Part A Cluster (CDFR 84.010 and 84.389)

Finding Control Number: FA-6021-12-01

### Condition:

This is a repeat finding (FA-6021-11-01) from the year ended June 30, 2011. We identified deficiencies in internal controls related to employee compensation expenses paid from the Title 1, Part A Cluster programs.

### Criteria:

Provisions of the OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*, require that "Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation that meets the following standards:

- a) They must reflect an after-the-fact distribution of the actual activity of each employee.

ATKINSON COUNTY BOARD OF EDUCATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2012

### III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

- b) They must account for the total activity for which the employee is compensated.
- c) They must be prepared at least monthly and coincide with one or more pay periods, and
- d) They must be signed by the employee.

Such documentation support will be required where employees work on:

- a) More than one Federal award, or
- b) A Federal award and a non-Federal award."

OMB Circular A-87 also states that "Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards but may be used for interim accounting purposes, provided that:

- a) The governmental unit's system for establishing the estimates produce reasonable approximations of the activity actually performed;
- b) At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made. Costs charged to Federal awards to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the difference between budgeted and actual costs are less than ten percent; and
- c) The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

#### Questioned Cost:

\$7,055.40

#### Information:

Testing of employee compensation payments charged to the Title 1, Part A Cluster programs revealed:

- Two sets of timesheets were completed by split funded employees. One timesheet, which did not show a distribution of the actual time spent on the Federal program and the non-Federal program, was sent to the payroll department. The second timesheet, which did show a breakdown of the time spent on the Federal program and non-Federal program, was submitted to the Federal program Director but not to the payroll department. In addition, the two timesheets did not always agree in the number of hours worked during the day.
- While interviewing the Title 1, Part A Cluster Program Director, it was determined that an employee's timesheet was completed reflecting the budget estimate and not the actual time spent on the program. It was also revealed that the Program Director was instructed by the Georgia Department of Education's Program Consultant to ensure that the split funded employee's timesheets submitted to the Program Director were based on budget estimates and not the actual time spent on the Federal program.
- A quarterly comparison was not performed of the budget estimates to the actual time spent on the programs to ensure that any differences were less than ten percent. Also, there were no adjustments to the cost charged to the Title 1, Part A Cluster program to reflect the actual cost to the Federal programs.

ATKINSON COUNTY BOARD OF EDUCATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2012

**III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**Cause:**

Management failed to implement controls for monitoring compliance with Federal guidelines to ensure that proper documentation was maintained related to employee compensation expenses paid from Federal award programs.

**Effect:**

Failure to adequately monitor compliance related to employee compensation expenses paid from Federal award programs could result in material noncompliance with the requirements of the Federal grants.

**Recommendation:**

The School District should establish procedures to ensure adequate time records that support the actual time spent on the Federal award programs are maintained for all split-funded Title 1, Part A Cluster employees. The time records should be used to accurately distribute the employee's salary between the Federal and non-Federal programs. The Georgia Department of Education should review this matter to determine if a reclaim of funds is appropriate.

SECTION V  
MANAGEMENT'S RESPONSES





ATKINSON COUNTY BOARD OF EDUCATION  
SCHEDULE OF MANAGEMENT'S RESPONSES  
YEAR ENDED JUNE 30, 2012

Finding Control Number: FS-6021-12-01

We concur with this finding. A review process of payroll records will be implemented to ensure that the necessary controls are in place so that employee compensation will be correct.

Finding Control Number: FA-6021-12-01

We concur with this finding. Due to the timing of the FY11 audit and retirement of Program secretary, changes/corrections could not be implemented for the FY12.

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