



# **CITY OF COMMERCE BOARD OF EDUCATION JACKSON COUNTY, GEORGIA**

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



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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

July 17, 2012

Honorable Nathan Deal, Governor  
Members of the General Assembly  
Members of the State Board of Education  
and  
Superintendent and Members of the  
City of Commerce 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 City of Commerce Board of Education, as of and for the year ended June 30, 2011, which collectively comprise the Board's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City of Commerce 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 City of Commerce Board of Education, as of June 30, 2011, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.



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

In accordance with *Government Auditing Standards*, we have also issued our report dated July 17, 2012, on our consideration of the City of Commerce 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 25, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

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

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

Respectfully submitted,



Greg S. Griffin  
State Auditor

GSG:as  
2011ARL-11



CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY



CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
STATEMENT OF NET ASSETS  
JUNE 30, 2011

EXHIBIT "A"

	<u>GOVERNMENTAL ACTIVITIES</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 926,207.87
Investments	2,919,207.21
Accounts Receivable, Net	
Taxes	520,011.43
State Government	1,011,795.24
Federal Government	151,375.98
Local	8,021.49
Inventories	20,709.30
Capitalized Bond and Other Debt Issuance Costs	119,463.15
Capital Assets, Non-Depreciable	1,727,348.87
Capital Assets, Depreciable (Net of Accumulated Depreciation)	<u>26,430,562.79</u>
 Total Assets	 \$ <u><u>33,834,703.33</u></u>
<u>LIABILITIES</u>	
Accounts Payable	\$ 212,692.94
Salaries and Benefits Payable	1,640,583.22
Payroll Withholdings Payable	95,244.06
Interest Payable	292,039.13
Contracts Payable	100,274.28
Retainages Payable	115,102.00
Long-Term Liabilities	
Due Within One Year	650,828.92
Due in More Than One Year	<u>17,086,094.57</u>
 Total Liabilities	 \$ <u><u>20,192,859.12</u></u>
<u>NET ASSETS</u>	
Invested in Capital Assets, Net of Related Debt	\$ 10,967,593.30
Restricted for	
Continuation of Federal Programs	164,852.99
Continuation of State Program	30,334.03
Debt Service	683,436.19
Capital Projects	510,266.50
Unrestricted	<u>1,285,361.20</u>
 Total Net Assets	 \$ <u><u>13,641,844.21</u></u>
 Total Liabilities and Net Assets	 \$ <u><u>33,834,703.33</u></u>

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



CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2011

	<u>EXPENSES</u>	<u>CHARGES FOR SERVICES</u>
<u>GOVERNMENTAL ACTIVITIES</u>		
Instruction	\$ 9,937,226.93	\$ 174,730.89
Support Services		
Pupil Services	339,091.95	
Improvement of Instructional Services	278,539.55	
Educational Media Services	312,376.41	
General Administration	449,193.45	
School Administration	1,116,962.57	
Business Administration	174,741.71	
Maintenance and Operation of Plant	1,123,549.90	
Student Transportation Services	334,529.56	
Central Support Services	102,397.71	
Other Support Services	86,344.07	
Operations of Non-Instructional Services		
Enterprise Operations	214,655.35	
Food Services	839,487.34	196,126.52
Interest on Short-Term and Long-Term Debt	719,265.33	
	<u>\$ 16,028,361.83</u>	<u>\$ 370,857.41</u>
Total Governmental Activities		
General Revenues		
Taxes		
Property Taxes		
For Maintenance and Operations		
Sales Taxes		
Special Purpose Local Option Sales Tax		
For Capital Projects		
Other Sales Tax		
Grants and Contributions not Restricted to Specific Programs		
Investment Earnings		
Miscellaneous		
Total General Revenues		
Change in Net Assets		
Net Assets - Beginning of Year		
Net Assets - End of Year		

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

## EXHIBIT "B"

PROGRAM REVENUES		NET (EXPENSES)
OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	REVENUES AND CHANGES IN NET ASSETS
\$ 6,043,816.12		\$ -3,718,679.92
53,116.32		-285,975.63
101,610.87		-176,928.68
186,594.24		-125,782.17
466,663.09		17,469.64
536,163.10		-580,799.47
641.91		-174,099.80
420,596.97		-702,952.93
89,575.15	\$ 76,292.00	-168,662.41
		-102,397.71
584.29		-85,759.78
		-214,655.35
558,637.87		-84,722.95
		-719,265.33
<u>\$ 8,457,999.93</u>	<u>\$ 76,292.00</u>	<u>\$ -7,123,212.49</u>
		\$ 2,905,752.08
		1,199,547.25
		34,112.37
		847,833.00
		14,591.81
		<u>245,457.90</u>
		\$ <u>5,247,294.41</u>
		\$ -1,875,918.08
		<u>15,517,762.29</u>
		\$ <u><u>13,641,844.21</u></u>

## EXHIBIT "C"

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

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET ASSETS  
JUNE 30, 2011

EXHIBIT "D"

Total Fund Balances - Governmental Funds (Exhibit "C") \$ 3,177,062.40

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	\$	563,703.80	
Construction in Progress		1,163,645.07	
Land Improvements		713,760.23	
Buildings		28,820,675.92	
Equipment		1,366,567.86	
Accumulated Depreciation		<u>-4,470,441.22</u>	
Total Capital Assets			28,157,911.66

Taxes that are not available to pay for current period expenditures are deferred in the funds. 216,369.62

Other Long-Term Assets are not available to pay for current period expenditures and therefore, are deferred on the Statement of Net Assets. 119,463.15

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	\$	-17,415,000.00	
Accrued Interest		-292,039.13	
Installment Sales Agreement		-162,571.21	
Unamortized Bond Premiums		<u>-159,352.28</u>	
Total Long-Term Liabilities			<u>-18,028,962.62</u>

Net Assets of Governmental Activities (Exhibit "A") \$ 13,641,844.21

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

EXHIBIT "E"

	GENERAL FUND	DISTRICT- WIDE CAPITAL PROJECTS FUND	DEBT SERVICE FUND	TOTAL
<u>REVENUES</u>				
Property Taxes	\$ 3,033,181.56		\$ 0.00	\$ 3,033,181.56
Sales Taxes	34,112.37	\$ 1,199,547.25		1,233,659.62
State Funds	7,834,931.34			7,834,931.34
Federal Funds	1,547,193.61			1,547,193.61
Charges for Services	370,857.41			370,857.41
Investment Earnings	4,166.84	10,424.97		14,591.81
Miscellaneous	244,977.90			244,977.90
Total Revenues	\$ 13,069,421.03	\$ 1,209,972.22	\$ 0.00	\$ 14,279,393.25
<u>EXPENDITURES</u>				
Current				
Instruction	\$ 8,184,557.55	\$ 643,500.43		\$ 8,828,057.98
Support Services				
Pupil Services	339,091.95			339,091.95
Improvement of Instructional Services	278,539.55			278,539.55
Educational Media Services	312,376.41			312,376.41
General Administration	452,160.10			452,160.10
School Administration	1,116,962.57			1,116,962.57
Business Administration	174,741.71			174,741.71
Maintenance and Operation of Plant	1,109,269.43	23,017.87		1,132,287.30
Student Transportation Services	290,287.77			290,287.77
Central Support Services	102,397.71			102,397.71
Other Support Services	86,344.07			86,344.07
Enterprise Operations	214,655.35			214,655.35
Food Services Operation	800,683.27			800,683.27
Capital Outlay		4,116,072.86		4,116,072.86
Debt Services				
Principal	14,600.00	605,000.00	\$ 0.00	619,600.00
Interest	1,953.40	711,802.05		713,755.45
Total Expenditures	\$ 13,478,620.84	\$ 6,099,393.21	\$ 0.00	\$ 19,578,014.05
Excess of Revenues over (under) Expenditures	\$ -409,199.81	\$ -4,889,420.99	\$ 0.00	\$ -5,298,620.80
<u>OTHER FINANCING SOURCES (USES)</u>				
Transfers In		\$ 347,828.92		\$ 347,828.92
Transfers Out	\$ -347,828.92			-347,828.92
Total Other Financing Sources (Uses)	\$ -347,828.92	\$ 347,828.92		\$ 0.00
Net Change in Fund Balances	\$ -757,028.73	\$ -4,541,592.07	\$ 0.00	\$ -5,298,620.80
Fund Balances - Beginning	1,954,174.40	6,521,480.43	28.37	8,475,683.20
Fund Balances - Ending	\$ 1,197,145.67	\$ 1,979,888.36	\$ 28.37	\$ 3,177,062.40

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

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

EXHIBIT "F"

Total Net Change in Fund Balances - Governmental Funds (Exhibit "E") \$ -5,298,620.80

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	\$ 3,470,298.68	
Depreciation Expense	-527,730.96	
Excess of Capital Outlay over Depreciation Expense		2,942,567.72

Taxes reported in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.	-127,429.48
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The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, donations, and disposals) is to decrease net assets.	-24,446.98
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Bond issuance costs, deferred gains on refundings and similar items when debt is first issued are reported as an expenditure in Governmental Funds, but are reported as deferred charges on the Statement of Net Assets and amortized over the term of the debt, using the straight-line method. The details of this difference in the current period are as follows:

Amortization of Bond Issuance Costs	-6,336.37
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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	\$ 605,000.00	
Amortization of Premium	9,657.71	
Installment Sales Agreement	14,600.00	
Total Long-Term Debt Repayments		629,257.71

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:

Net Decrease in Accrued Interest on Issuance of Bonds	9,090.12
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Change in Net Assets of Governmental Activities (Exhibit "B") \$ -1,875,918.08

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
JUNE 30, 2011

EXHIBIT "G"

	AGENCY FUNDS
	<hr/>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ <u>40,629.42</u>
<u>LIABILITIES</u>	
Funds Held for Others	\$ <u>40,629.42</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 City of Commerce 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 City of Commerce Board of Education.

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

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

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

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

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

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

The School District reports the following major governmental funds:

- General Fund is the School District's primary operating fund. It accounts for and reports all financial resources of the School District, except those resources required to be accounted for and reported in another fund.
- District-wide Capital Projects Fund accounts for and reports financial resources including Special Purpose Local Option Sales Tax (SPLOST) and Bond Proceeds 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 school activity accounts.

## **BASIS OF ACCOUNTING**

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

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

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

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

## NEW ACCOUNTING PRONOUNCEMENTS

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

## CASH AND CASH EQUIVALENTS

### Composition of Deposits

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

## INVESTMENTS

### Composition of Investments

Investments made by the School District in nonparticipating interest-earning contracts (such as certificates of deposit) and repurchase agreements are reported at cost. Participating interest-earning contracts and money market investments with a maturity at purchase of one year or less are reported at amortized cost. Both participating interest-earning contracts and money market investments with a maturity at purchase greater than one year and equity investments 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 City of Commerce fixed the property tax levy for the 2010 tax digest year (calendar year) on October 8, 2010 (levy date). Taxes were due on December 20, 2010 (lien date). Taxes collected within the current fiscal year or within 60 days after year-end on the 2010 tax digest are reported as revenue in the governmental funds for fiscal year 2011. The Jackson County Tax Commissioner bills and collects the property taxes for the School District 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, 2011, for maintenance and operations amounted to \$3,033,181.56.

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

School Operations	<u>17.75</u> mills
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## SALES TAXES

Special Purpose Local Option Sales Tax, at the fund reporting level, during the year amounted to \$1,199,547.25 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.

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
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Capitalization thresholds and estimated useful lives of capital assets reported in the District-wide statements are as follows:

	<u>Capitalization Policy</u>	<u>Estimated Useful Life</u>
Land	Any Amount	N/A
Land Improvements	\$ 10,000.00	20 to 80 years
Buildings and Improvements	\$ 10,000.00	25 to 80 years
Equipment	\$ 10,000.00	10 to 50 years
Intangible Assets	\$ 100,000.00 - \$ 1,000,000.00	individually determined

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 internally generated 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. To conform to generally accepted accounting principles, the 2007 Series G.O. bond issuance costs should be amortized over the life of the bonds on the District-wide statements. The effect of this deviation is deemed to be immaterial to the fair presentation of the basic financial statements. 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 are placed on the use of resources are either (1) externally imposed conditions by creditors, grantors, contributors, or laws and regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.

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

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

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

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

Nonspendable			
Inventories		\$	20,709.30
Restricted			
Continuation of Federal Programs	\$	144,143.69	
Continuation of Pre-K Program		30,334.03	
Capital Projects		1,004,441.41	
Debt Service		<u>975,475.32</u>	2,154,394.45
Committed			
Local Capital Outlay Projects	\$	52,430.22	
School Activity Accounts		<u>95,682.56</u>	148,112.78
Unassigned			<u>853,845.87</u>
Fund Balance, June 30, 2011		\$	<u><u>3,177,062.40</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: 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, 2011, the bank balances were \$1,145,059.81. The bank balances were entirely covered by Federal depository insurance or collateralized with securities held by the pledging financial institution in the School District's name.

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
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### CATEGORIZATION OF INVESTMENTS

The School District's investments as of June 30, 2011, are presented below. All investments are presented by investment type and debt securities are presented by maturity.

<u>Investment Type</u>	<u>Fair Value</u>
Other Investments	
U. S. Treasury	
Money Market Funds	\$ 52,430.22
Investment Pools	
Office of State Treasurer	
Georgia Fund 1	<u>2,866,776.99</u>
Total Investments	\$ <u>2,919,207.21</u>

The Georgia Fund 1, formerly referred to as LGIP, administered by the State of Georgia, Office of the State Treasurer 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, 2011, was 59 days.

The U. S. Treasury Money Market Funds are invested in an Institutional Treasury Portfolio Fund managed by Fidelity Investments. The weighted average maturity of the fund is approximately 35 days. The fund is rated AAAM by Standard and Poor's and AAA-mf by Moody's.

### NOTE 4: NON-MONETARY TRANSACTIONS

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



CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
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EXHIBIT "H"

**NOTE 5: CAPITAL ASSETS**

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

	Balances July 1, 2010	Increases	Decreases	Balances June 30, 2011
Governmental Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 563,703.80			\$ 563,703.80
Construction Work In Progress	13,806,524.31	\$ 3,079,296.84	\$ 15,722,176.08	1,163,645.07
	<u>14,370,228.11</u>	<u>3,079,296.84</u>	<u>15,722,176.08</u>	<u>1,163,645.07</u>
Total Capital Assets, Not Being Depreciated	\$ 14,370,228.11	\$ 3,079,296.84	\$ 15,722,176.08	\$ 1,163,645.07
Capital Assets, Being Depreciated:				
Buildings and Improvements	\$ 13,463,258.53	\$ 15,747,035.71	\$ 389,618.32	\$ 28,820,675.92
Equipment	1,020,386.15	366,142.21	19,960.50	1,366,567.86
Land Improvements	752,526.75		38,766.52	713,760.23
Less: Accumulated Depreciation:				
Buildings and Improvements	3,176,113.61	428,760.52	365,171.35	3,239,702.78
Equipment	721,335.27	75,841.04	19,960.50	777,215.81
Land Improvements	469,159.74	23,129.40	38,766.51	453,522.63
	<u>4,366,608.62</u>	<u>527,730.96</u>	<u>423,898.36</u>	<u>4,366,608.62</u>
Total Capital Assets, Being Depreciated, Net	\$ 10,869,562.81	\$ 15,585,446.96	\$ 24,446.98	\$ 26,430,562.79
Governmental Activity Capital Assets - Net	\$ 25,239,790.92	\$ 18,664,743.80	\$ 15,746,623.06	\$ 28,157,911.66

Current year depreciation expense by function is as follows:

Instruction	\$ 461,658.59
Support Services	
Maintenance and Operation of Plant	\$ 4,990.54
Student Transportation Services	47,441.13
Food Services	13,640.70
	<u>527,730.96</u>

**NOTE 6: INTERFUND TRANSFERS**

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

<u>Transfer to</u>	<u>Transfers From General Fund</u>
District-wide Capital Projects	\$ 347,828.92

Transfers were used to (1) move \$479,853.92 from the General Fund to the District-wide Capital Projects Fund for construction of the performing arts center and (2) move \$132,025.00 from the District-wide Capital Projects Fund to the General Fund for the purpose of reimbursing for capital construction related expenditures.



## **NOTE 7: RISK MANAGEMENT**

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

The School District has obtained commercial insurance for risk of loss associated with torts, assets, errors or omissions and acts of God. The School District has neither significantly reduced coverage for these risks nor incurred losses (settlements) which exceeded the School District's insurance coverage in any of the past three years.

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

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

	<u>Beginning of Year Liability</u>	<u>Claims and Changes in Estimates</u>	<u>Claims Paid</u>	<u>End of Year Liability</u>
2010	\$ 0.00	\$ 14,901.00	\$ 14,901.00	\$ 0.00
2011	\$ 0.00	\$ 1,815.00	\$ 1,815.00	\$ 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 insurance coverage. Additional insurance coverage is provided through an agreement by the Trust with the Safety National Casualty Company to provide coverage for potential losses sustained by the Trust in excess of \$1,000,000.00 loss per occurrence, up to the statutory limit. Employers' Liability insurance coverage is also provided by Safety National Casualty Company with a loss fund percentage of 100%, based on the Fund's annual normal premium, up to a maximum limit of indemnity of aggregate limit of \$2,000,000.00.

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

<u>Position Covered</u>	<u>Amount</u>
Superintendent	\$ 100,000.00

## **NOTE 8: LONG-TERM DEBT**

### **INSTALLMENT SALES AGREEMENT**

The City of Commerce Board of Education entered into an agreement dated June 1, 2006, with the Northeast Georgia Regional Educational Service Agency for the construction and subsequent lease of the Rutland Center. Under the terms of the agreement, the School District will make annual payments through July 15, 2020.

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
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## GENERAL OBLIGATION DEBT OUTSTANDING

General Obligation Bonds currently outstanding are as follows:

<u>Purpose</u>	<u>Interest Rates</u>	<u>Amount</u>
General Government - Series 2007	3.606%	\$ 8,815,000.00
General Government - Series 2009	4.0% - 5.0%	8,600,000.00
		<u>\$ 17,415,000.00</u>

Voters have authorized \$1,400,000.00 in general obligation debt for capital outlay which was not issued as of June 30, 2011.

The changes in Long-Term Debt during the fiscal year ended June 30, 2011, were as follows:

	Governmental Funds				
	<u>Balance July 1, 2010</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2011</u>	<u>Due Within One Year</u>
G. O. Bonds	\$ 18,020,000.00	\$ 0.00	\$ 605,000.00	\$ 17,415,000.00	\$ 625,000.00
Installment Sales Agreement	177,171.21		14,600.00	162,571.21	16,171.21
Bond Premiums Amortized	169,009.99		9,657.71	159,352.28	9,657.71
	<u>\$ 18,366,181.20</u>	<u>\$ 0.00</u>	<u>\$ 629,257.71</u>	<u>\$ 17,736,923.49</u>	<u>\$ 650,828.92</u>

At June 30, 2011, payments due by fiscal year which includes principal and interest for these items are as follows:

<u>Fiscal Year Ended June 30:</u>	<u>Installment Sales Agreement</u>	
	<u>Principal</u>	<u>Interest</u>
2012	\$ 16,171.21	\$ 6,722.56
2013	15,800.00	6,090.24
2014	16,400.00	5,432.96
2015	17,200.00	4,750.72
2016	17,800.00	4,035.20
2017 - 2021	79,200.00	8,796.32
Total Principal and Interest	<u>\$ 162,571.21</u>	<u>\$ 35,828.00</u>

  

<u>Fiscal Year Ended June 30:</u>	<u>General Obligation Debt</u>		<u>Unamortized Bond Premium</u>
	<u>Principal</u>	<u>Interest</u>	
2012	\$ 625,000.00	\$ 689,625.15	\$ 9,657.71
2013	650,000.00	666,636.90	9,657.71
2014	755,000.00	641,304.75	9,657.71
2015	785,000.00	613,538.55	9,657.71
2016	815,000.00	584,690.55	9,657.71
2017 - 2021	5,025,000.00	2,425,824.75	48,288.57
2022 - 2026	5,990,000.00	1,274,584.80	48,288.57
2027 - 2028	2,770,000.00	135,187.50	14,486.59
Total Principal and Interest	<u>\$ 17,415,000.00</u>	<u>\$ 7,031,392.95</u>	<u>\$ 159,352.28</u>

### **NOTE 9: ON-BEHALF PAYMENTS**

The School District has recognized revenues and costs in the amount of \$49,830.43 for health insurance and retirement contributions paid on the School District's behalf by the following State Agencies.

Georgia Department of Education  
Paid to the Georgia Department of Community Health  
For Health Insurance of Non-Certificated Personnel  
In the amount of \$24,860.69

Paid to the Teachers' Retirement System of Georgia  
For Teachers' Retirement System (TRS) Employer's Cost  
In the amount of \$17,670.74

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 \$7,299.00

### **NOTE 10: SIGNIFICANT COMMITMENTS**

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

Project	Unearned Executed Contracts
New Commerce High School	\$ 474,259.55
Middle School Track	93,426.26
Central Office Renovation	565,207.00
	<u>\$ 1,132,892.81</u>

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

### **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: 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

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
NOTES TO THE BASIC FINANCIAL STATEMENTS  
JUNE 30, 2011

EXHIBIT "H"

agencies. The School OPEB Fund provides health insurance benefits to eligible former employees and their qualified beneficiaries through the State Employees Health Benefit Plan administered by the Department of Community Health. The Official Code of Georgia Annotated (O.C.G.A.) assigns the authority to establish and amend the benefit provisions of the group health plans, including benefits for retirees, to the Board of Community Health (Board). The Department of Community Health, which includes the School OPEB Fund, issues a separate stand alone financial audit report and a copy can be obtained from the Georgia Department of Audits and Accounts.

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

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

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

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

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

**For non-certificated school personnel:**

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

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

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

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

<u>Fiscal Year</u>	<u>Percentage Contributed</u>	<u>Required Contribution</u>
2011	100%	\$ 1,263,826.84
2010	100%	\$ 1,314,245.75
2009	100%	\$ 954,368.43

## **NOTE 13: RETIREMENT PLANS**

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

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

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

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

Normal retirement (pension) benefits paid to members are equal to 2% of the average of the member's two highest paid consecutive years of service, multiplied by the number of years of creditable service up to 40 years. Early retirement benefits are reduced by the lesser of one-twelfth of 7% for each month the member is below age 60 or by 7% for each year or fraction thereof by which the member has less than 30 years of service. It is also assumed that certain cost-of-living adjustments, based on the Consumer Price Index, will be made in future years. Retirement benefits are payable monthly for life. A member may elect to receive a partial lump-sum distribution in addition to a reduced monthly retirement benefit. Death, disability and spousal benefits are also available.

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

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

<u>Fiscal Year</u>	<u>Percentage Contributed</u>	<u>Required Contribution</u>
2011	100%	\$ 761,441.20
2010	100%	\$ 762,006.60
2009	100%	\$ 752,022.11

**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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CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 2011

SCHEDULE "1"

	NONAPPROPRIATED BUDGETS		ACTUAL
	ORIGINAL (1)	FINAL (1)	AMOUNTS
<u>REVENUES</u>			
Property Taxes	\$ 2,965,710.00	\$ 2,965,710.00	\$ 3,033,181.56
Sales Taxes	20,000.00	35,000.00	34,112.37
State Funds	7,721,508.00	7,929,255.23	7,834,931.34
Federal Funds	1,413,099.15	1,713,170.84	1,547,193.61
Charges for Services	203,302.00	203,302.00	370,857.41
Investment Earnings	1,550.00	1,550.00	4,166.84
Miscellaneous	10,050.00	34,187.00	244,977.90
Total Revenues	\$ 12,335,219.15	\$ 12,882,175.07	\$ 13,069,421.03
<u>EXPENDITURES</u>			
Current			
Instruction	\$ 8,172,992.21	\$ 8,352,354.63	\$ 8,184,557.55
Support Services			
Pupil Services	267,042.00	319,107.00	339,091.95
Improvement of Instructional Services	261,939.00	304,254.00	278,539.55
Educational Media Services	318,176.00	319,585.00	312,376.41
General Administration	410,152.00	448,656.46	452,160.10
School Administration	1,074,358.00	1,048,373.00	1,116,962.57
Business Administration	121,851.00	182,829.00	174,741.71
Maintenance and Operation of Plant	956,909.96	1,131,301.96	1,109,269.43
Student Transportation Services	179,306.00	312,246.00	290,287.77
Central Support Services	45,000.00	102,408.00	102,397.71
Other Support Services	15,983.00	90,208.00	86,344.07
Food Services Operation	789,997.00	790,530.00	800,683.27
Enterprise Operations			214,655.35
Debt Service	20,956.00	16,556.00	16,553.40
Total Expenditures	\$ 12,634,662.17	\$ 13,418,409.05	\$ 13,478,620.84
Excess of Revenues over (under) Expenditures	\$ -299,443.02	\$ -536,233.98	\$ -409,199.81
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating Transfers From Other Funds		\$ 460,383.00	
Operating Transfers To Other Funds		-806,999.39	\$ -347,828.92
Total Other Financing Sources (Uses)		\$ -346,616.39	\$ -347,828.92
Net Change in Fund Balances	\$ -299,443.02	\$ -882,850.37	\$ -757,028.73
Fund Balances - Beginning	1,828,467.38	1,828,467.38	1,954,174.40
Adjustments	15,078.58	-366.37	
Fund Balances - Ending	\$ 1,544,102.94	\$ 945,250.64	\$ 1,197,145.67

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

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

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

See notes to the basic financial statements.



CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2011

SCHEDULE "2"

FUNDING AGENCY PROGRAM/GRANT	CFDA NUMBER	PASS- THROUGH ENTITY ID NUMBER	EXPENDITURES IN PERIOD
Agriculture, U. S. Department of			
Child Nutrition Cluster			
Pass-Through From Georgia Department of Education			
Food Services			
School Breakfast Program	10.553	N/A	(2)
National School Lunch Program	10.555	N/A	\$ 756,790.83 (1)
Total U. S. Department of Agriculture			\$ 756,790.83
Education, U. S. Department of			
Educational Technology State Grants Cluster			
Pass-Through From Georgia Department of Education			
Education Technology State Grants	84.318	N/A	\$ 1,142.00
Special Education Cluster			
Pass-Through From Georgia Department of Education			
Special Education			
ARRA - Grants to States	* 84.391	N/A	\$ 37,303.90
ARRA - Preschool Grants	* 84.392	N/A	2,687.92
Grants to States	* 84.027	N/A	274,794.12
Preschool Grants	* 84.173	N/A	8,733.60
Total Special Education Cluster			\$ 323,519.54
Title I, Part A Cluster			
Pass-Through From Georgia Department of Education			
ARRA - Title I Grants to Local Educational Agencies	* 84.389	N/A	\$ 9,073.71
Title I Grants to Local Educational Agencies	* 84.010	N/A	287,563.61
Total Title I, Part A Cluster			\$ 296,637.32
Other Programs			
Pass-Through From Georgia Department of Education			
Career and Technical Education - Basic Grants to States	84.048	N/A	\$ 13,467.23
Education Jobs Fund	* 84.410	N/A	312,900.00
English Language Acquisition Grants	84.365	N/A	10,164.00
Improving Teacher Quality State Grants	84.367	N/A	60,986.08
Total Other Programs			\$ 397,517.31
Total U. S. Department of Education			\$ 1,018,816.17
Total Expenditures of Federal Awards			\$ 1,775,607.00

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 \$31,765.30.
- (2) Expenditures for the funds earned on the School Breakfast Program (\$139,243.26) were not maintained separately and are included in the 2011 National School Lunch Program.

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

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

The accompanying schedule of expenditures of Federal awards includes the Federal grant activity of the City of Commerce 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.

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
SCHEDULE OF STATE REVENUE  
YEAR ENDED JUNE 30, 2011

SCHEDULE "3"

<u>AGENCY/FUNDING</u>	GOVERNMENTAL FUND TYPE GENERAL FUND
GRANTS	
Bright From the Start:	
Georgia Department of Early Care and Learning	
Pre-Kindergarten Program	\$ 140,417.03
Education, Georgia Department of	
Quality Basic Education	
Direct Instructional Cost	
Kindergarten Program	529,372.00
Kindergarten Program - Early Intervention Program	112,335.00
Primary Grades (1-3) Program	1,017,915.00
Primary Grades - Early Intervention (1-3) Program	193,140.00
Upper Elementary Grades (4-5) Program	516,080.00
Upper Elementary Grades - Early Intervention (4-5) Program	69,884.00
Middle School (6-8) Program	850,809.00
High School General Education (9-12) Program	701,447.00
Vocational Laboratory (9-12) Program	264,690.00
Students with Disabilities	1,092,614.00
Gifted Student - Category VI	515,419.00
Remedial Education Program	160,270.00
Alternative Education Program	67,261.00
English Speakers of Other Languages (ESOL)	50,164.00
Media Center Program	165,879.00
20 Days Additional Instruction	48,590.00
Staff and Professional Development	31,004.00
Indirect Cost	403,515.00
Central Administration	
School Administration	475,176.00
Facility Maintenance and Operations	374,547.00
Categorical Grants	80,456.00
Pupil Transportation	
Nursing Services	39,274.00
Mid-term Adjustment Hold-Harmless	73,086.00
Vocational Supervisors	7,318.00
Education Equalization Funding Grant	847,833.00
Food Services	26,868.00
Vocational Education	8,312.95
Amended Formula Adjustment	-1,202,806.00
Other State Programs	
Dual Enrollment	864.00
Health Insurance	24,860.69
Industry Certification Related Equipment - State Bonds	9,980.00
Math and Science Supplement	13,058.98
Preschool Handicapped Program	23,785.95
Pupil Transportation - State bonds	76,292.00
Teachers' Retirement	17,670.74
Virtual Schools Grant	250.00
Office of State Treasurer	
Public School Employees Retirement	7,299.00
	\$ 7,834,931.34

See notes to the basic financial statements.

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
SCHEDULE OF APPROVED LOCAL OPTION SALES TAX PROJECTS  
YEAR ENDED JUNE 30, 2011

SCHEDULE "4"

PROJECT	ORIGINAL ESTIMATED COST (1)	CURRENT ESTIMATED COSTS (2)	AMOUNT EXPENDED IN CURRENT YEAR (3) (4) (5)	AMOUNT EXPENDED IN PRIOR YEARS (3) (4) (5)	PROJECT STATUS
<u>SPLOST 2001</u>					
Acquiring, constructing, equipping new school buildings or facilities useful or desirable in connection therewith; acquiring new school equipment; adding to, renovating, repairing, improving and equipping existing school buildings or other buildings or facilities useful or desirable in connection therewith; and acquiring any property necessary or desirable therefor, both real and personal.	\$ 6,999,005.19	\$ 9,136,360.00		\$ 8,960,865.25	Completed
acquiring new school equipment,	43,010.90	43,010.90		43,010.90	Completed
acquiring land and any improvements thereon, and modifying those improvements as desired;	57,283.91	57,283.91		57,283.91	Completed
<u>SPLOST 2006</u>					
Paying a portion of the debt on the outstanding Series 2001 General Obligation Bonds previously issued by the City of Commerce	1,350,000.00	1,350,000.00		1,275,000.00	Completed
Acquiring, constructing, equipping new school buildings and other buildings or facilities useful or desirable in connection therewith: including but not limited to a new physical education/ athletic facility and an educational/administrative complex:	12,270,799.12	20,800,000.00	\$ 4,776,531.64	15,933,340.85	Ongoing
Adding to, renovating, repairing, improving and equipping existing school buildings or other buildings or facilities useful or desirable in connection therewith;	526,860.28	526,860.28	6,059.52		Ongoing
Acquiring part of a psychoeducational center	190,200.00	190,000.00			Ongoing
Acquiring school buses, school vehicles and transportation equipment	95,000.00	95,000.00			Ongoing
Acquiring textbooks system-wide	80,140.60	90,000.00		80,410.60	Ongoing
Acquiring new technology and safety and security equipment system-wide	60,000.00	60,000.00			Ongoing
Acquiring land	50,000.00				Completed
	<u>\$ 21,722,300.00</u>	<u>\$ 32,348,515.09</u>	<u>\$ 4,782,591.16</u>	<u>\$ 26,349,911.51</u>	

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

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

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

(4) In addition to the expenditures shown above, the School District has incurred interest to provide advance funding for the above projects as follows:

Prior Years	\$ 851,516.56
Current Year	<u>711,802.05</u>
Total	<u>\$ 1,563,318.61</u>

(5) In addition to expenditures shown above, the School District incurred \$133,699.99 of bond issuance costs in fiscal year 2010.

See notes to the basic financial statements.

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

SCHEDULE "5"

DESCRIPTION	ALLOTMENTS FROM GEORGIA DEPARTMENT OF EDUCATION (1) (2)	ELIGIBLE QBE PROGRAM COSTS		
		SALARIES	OPERATIONS	TOTAL
Direct Instructional Programs				
Kindergarten Program	\$ 598,608.00	\$ 430,199.02	\$ 7,038.46	\$ 437,237.48
Kindergarten Program-Early Intervention Program	124,227.00	207,540.25	174.01	207,714.26
Primary Grades (1-3) Program	1,153,874.00	1,277,726.16	38,009.30	1,315,735.46
Primary Grades-Early Intervention (1-3) Program	221,255.00	109,178.50		109,178.50
Upper Elementary Grades (4-5) Program	574,632.00	791,060.63	3,629.39	794,690.02
Upper Elementary Grades-Early Intervention (4-5) Program	80,270.00	108,211.76		108,211.76
Middle School (6-8) Program	954,600.00	1,203,292.58	38,450.07	1,241,742.65
High School General Education (9-12) Program	797,343.00	1,214,538.02	45,066.51	1,259,604.53
Vocational Laboratory (9-12) Program	293,759.00	266,383.70	6,500.54	272,884.24
Students with Disabilities	1,213,163.00			
Category I		-2.24	61,534.63	61,532.39
Category II		152,132.25	547.74	152,679.99
Category III		334,960.20	5,257.09	340,217.29
Category IV		100,121.71	1,536.47	101,658.18
Category V		107,366.19	446.09	107,812.28
Gifted Student - Category VI	562,045.00	211,946.00	4,587.80	216,533.80
Remedial Education Program	168,111.00	14,762.71	2,100.00	16,862.71
Alternative Education Program	75,113.00	16,841.80		16,841.80
English Speakers of Other Languages (ESOL)	59,326.00	82,377.59	730.33	83,107.92
TOTAL DIRECT INSTRUCTIONAL PROGRAMS	\$ 6,876,326.00	\$ 6,628,636.83	\$ 215,608.43	\$ 6,844,245.26
Media Center Program	185,903.00	306,009.01	5,264.16	311,273.17
Staff and Professional Development	34,633.00			21,353.10
TOTAL QBE FORMULA FUNDS	\$ 7,096,862.00	\$ 6,934,645.84	\$ 220,872.59	\$ 7,176,871.53

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

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

See notes to the basic financial statements.



## SECTION II

### COMPLIANCE AND INTERNAL CONTROL REPORTS





## DEPARTMENT OF AUDITS AND ACCOUNTS

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

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

July 17, 2012

Honorable Nathan Deal, Governor  
Members of the General Assembly  
Members of the State Board of Education  
and  
Superintendent and Members of the  
City of Commerce 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 City of Commerce Board of Education as of and for the year ended June 30, 2011, which collectively comprise City of Commerce Board of Education's basic financial statements and have issued our report thereon dated July 17, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of City of Commerce Board of Education is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered City of Commerce 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 City of Commerce Board of Education's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of Commerce 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 items FS-7711-11-01, FS-7711-11-02, and FS-7711-11-03, described in the accompanying Schedule of Findings and Questioned Costs to be significant deficiencies 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 City of Commerce 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 a certain matter that we have reported to management of City of Commerce Board of Education in a separate letter dated July 17, 2012.

City of Commerce Board of Education's responses to the findings identified in our audit are described in the accompanying Schedule of Management's Responses. We did not audit City of Commerce Board of Education's responses and, accordingly, we express no opinion on the responses.

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

Respectfully submitted,



Greg S. Griffin  
State Auditor

GSG:as  
2011YB-30





## DEPARTMENT OF AUDITS AND ACCOUNTS

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

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

July 17, 2012

Honorable Nathan Deal, Governor  
Members of the General Assembly  
Members of the State Board of Education  
and  
Superintendent and Members of the  
City of Commerce 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 City of Commerce Board of Education's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2011. City of Commerce 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 City of Commerce Board of Education's management. Our responsibility is to express an opinion on City of Commerce 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 City of Commerce 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 City of Commerce Board of Education's compliance with those requirements.

In our opinion, the City of Commerce Board of Education complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2011.



## Internal Control Over Compliance

Management of City of Commerce 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 City of Commerce 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 City of Commerce Board of Education's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis.

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

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

Respectfully submitted,



Greg S. Griffin  
State Auditor

GSG:as  
2011SA-10



### SECTION III

#### AUDITEE'S RESPONSE TO PRIOR YEAR FINDINGS AND QUESTIONED COSTS





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

PRIOR YEAR FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

**FINDING CONTROL NUMBER AND STATUS**

FS-7711-09-01	Previously Reported Corrective Action Implemented
FS-7711-10-01	Unresolved - See Corrective Action/Responses
FS-7711-10-02	Previously Reported Corrective Action Implemented
FS-7711-10-03	Previously Reported Corrective Action Implemented
FS-7711-10-04	Unresolved - See Corrective Action/Responses

**CORRECTIVE ACTION/RESPONSES**

REVENUES/RECEIVABLES/RECEIPTS  
EXPENDITURES/LIABILITIES/DISBURSEMENTS  
Inadequate Controls over School Activity Accounts  
Finding Control Number: FS-7711-10-01

School activity revenues/receivables/receipts collected by teachers and staff will be receipted and deposited with the bookkeeper in the school office. No fund raisers will be independently operated outside the duties of the school bookkeeper. No outside fund raisers for the benefit of school activities will be allowed. Expenditures will be approved by requisition or purchase order. Receipts of goods will be properly documented prior to payment.

CAPITAL ASSETS  
Failure to Adequately Maintain Capital Assets  
Finding Control Number: FS-7711-10-04

School District will strengthen control procedures assuring proper documentation of existing assets and adjustments for deleted assets.

PRIOR YEAR FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

**FINDING CONTROL NUMBER AND STATUS**

FA-7711-10-01	Previously Reported Corrective Action Implemented
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## SECTION IV

### FINDINGS AND QUESTIONED COSTS



CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2011

## I SUMMARY OF AUDITOR'S RESULTS

### Financial Statements

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

### Federal Awards

Internal Control over major programs:	
▪ Material weakness identified?	No
▪ Significant deficiency identified?	None Reported
Type of auditor's report issued on compliance for major programs:	
All major programs	Unqualified
Any audit findings disclosed that are required to be reported in accordance with OMB Circular A-133, Section 510(a)?	No
Identification of major programs:	
<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
84.010, 84.389	Title I, Part A Cluster
84.027, 84.173, 84.391, 84.392	Special Education Cluster
84.410	Education Jobs Fund
Dollar threshold used to distinguish between Type A and Type B programs:	\$300,000.00
Auditee qualified as low-risk auditee?	No

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

### FINANCIAL REPORTING

#### Inadequate Internal Controls over Financial Reporting

#### Significant Deficiency

Finding Control Number: FS-7711-11-01

#### Condition:

The School District did not have adequate controls in place over the financial statement reporting process.

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2011

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

### Criteria:

Chapter 22A *Annual Financial Reporting* of the Financial Management for Georgia Local Units of Administration provides that School Districts must prepare their financial statements in accordance with generally accepted accounting principles.

### Questioned Costs:

N/A

### Information:

Several correcting entries were proposed by the auditor and accepted by the client to present the School District's fund level and entity-wide level financial statements, including note disclosures, in accordance with generally accepted accounting principles.

### Cause:

The School District did not implement an adequate system of internal control over the financial statement preparation process.

### Effect:

The School District does not have adequate controls in place to ensure that the financial statements are properly prepared in accordance with generally accepted accounting principles.

### Recommendation:

The School District should implement procedures to strengthen controls over the financial statement reporting process to ensure the completeness and accuracy of all activity recorded in the financial statement information presented for audit.

## CAPITAL ASSETS

### Failure to Adequately Maintain Capital Assets

#### Significant Deficiency

Finding Control Number: FS-7711-11-02

### Condition:

This is a repeat finding (FS-7711-10-04) from the fiscal year ended June 30, 2010. The School District failed to adequately maintain the capital assets records.

### Criteria:

Chapter 37, *Implementing a Capital Assets Management System*, of the Financial Management for Georgia Local Units of Administration indicates that School Districts must establish fixed asset policies, define system requirements, implement a fixed asset system and maintain fixed asset inventory records.

### Questioned Costs:

N/A

### Information:

A review of the School District's capital asset records and a physical inspection of inventory items revealed:

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2011

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

- Several capitalizable assets that were included both as part of the capitalized cost of a new High School and as individually capitalized equipment items.
- Several items, with purchase costs exceeding the entity's stated capitalization threshold, were not included on the capital asset listing.
- Costs related to an ongoing construction project were included in the capitalized cost of the new High School.
- The capital assets listing did not include serial numbers or other identifiers which could definitively be traced to the assets in question during physical inspection.
- The asset listing had not been updated to reflect changes in school building names and usages resulting in the actual physical location of some assets not agreeing with the asset listing.
- Two assets on the capital assets listing could not be physically located. The School District indicated that these assets had been disposed of subsequent to the end of the fiscal year, but had no documentation to support this fact.

### Cause:

The School District failed to ensure that adequate accounting procedures were in place to process, record and report capital assets and related activity.

### Effect:

The failure of the School District to maintain a complete capital assets listing can lead to inaccurate internal and external reporting, as well as noncompliance with generally accepted accounting principles.

### Recommendation:

The School District should strengthen internal control procedures related to capital assets to ensure that they are in place and operating effectively. An administrative review should be performed to ensure the accuracy and completeness of capital assets records as required by Chapter 37 of the Financial Management for Georgia Local Units of Administration.

## REVENUES/RECEIVABLES/RECEIPTS

## EXPENDITURES/LIABILITIES/DISBURSEMENTS

### Inadequate Controls over School Activity Accounts

### Significant Deficiency

Finding Control Number: FS-7711-11-03

### Condition:

This is a repeat finding (FS-7711-10-01) from the fiscal year ended June 30, 2010. The accounting procedures of the School District were insufficient to provide adequate controls over the school activity accounts.



CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2011

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

### Criteria:

The School District's management is responsible for designing and maintaining internal controls which provide reasonable assurance transactions are properly processed and reported in accordance with State law, procedures established by the Georgia Department of Education and School District policies and procedures.

The Official Code of Georgia Annotated (O.C.G.A.) §50-6-27 states in part: "Each...local Board of Education is required and directed to submit to the state auditor, in a format prescribed by the state auditor, a listing of all personnel of such...local Board of Education showing name, title or functional area, salary, and travel expense for each individual."

### Questioned Costs:

N/A

### Information:

#### Revenues/Receivables/Receipts

- Based on a review of receipt transactions at Commerce City High School, the following deficiencies were noted:
  1. Cash collected for gate sales, concession sales, and vending machine sales were not documented as being counted by more than one individual. The same individual works in the concession stand and has custody of all cash from these sales, prepares the deposits, and enters deposits into the accounting system.
  2. Some receipts were not deposited in a timely manner.

#### Expenditures/Liabilities/Disbursements

- Based on a review of expenditure vouchers at Commerce City High School, the following deficiencies were noted:
  1. Several expenditure vouchers were not supported by pre-approved requisitions.
  2. There were no procedures in place to adequately document the expenditures. Several expenditure vouchers only included a request for reimbursement. No additional documentation such as approved purchase requisitions, sales receipts or invoices was present to support the payment.
  3. There were several instances noted of employee salary and travel expenditures paid directly from the principal's account and not reported on the Continuous Audit (CS-1) information reported to the Georgia Department of Audits and Accounts.

### Cause:

These deficiencies were a result of management's failure to ensure that internal controls were established, implemented and functioning at the school level.

CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2011

**II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS**

**Effect:**

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

**Recommendation:**

Management should establish adequate internal controls and accounting procedures at all schools to ensure that assets are adequately safeguarded. These controls should take into consideration collection procedures, separation of duties of critical accounting functions, and verification of goods/services received prior to vendor payment. Additionally, monitoring procedures should be implemented to provide reasonable assurance that transactions are processed according to established procedures.

**III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No matters were reported.



## SECTION V

### MANAGEMENT'S RESPONSES



CITY OF COMMERCE BOARD OF EDUCATION - JACKSON COUNTY  
SCHEDULE OF MANAGEMENT'S RESPONSES  
YEAR ENDED JUNE 30, 2011

Finding Control Number: FS-7711-11-01

Management concurs with this finding. Procedures will be put in place to ensure financials are completed in time to adequately review prior to financial statement process.

Finding Control Number: FS-7711-11-02

We concur with this finding. School District will strengthen control procedures assuring proper documentation of existing assets and adjustments for deleted assets. All assets will be reviewed to ensure locations are correct.

Finding Control Number: FS-7711-11-03

Management concurs with this finding. Bookkeeper will no longer operate gates sales or concessions. All deposits will be verified and signed by two persons. All deposits will be made in a timely manner. All checks will be distributed in a timely manner. Expenditures will be approved by requisition or purchase order. Bookkeeper will not pay invoices or reimbursements without sales receipts or paid invoice to support the payment. No invoices will be paid without signature of the Principal. Procedure will be implemented to ensure delivery of goods. No employee's salary or travel will be paid from principal account. To ensure inclusion on CS-1, all salary and travel will be paid through Central Office.

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