

# BROOKS COUNTY
# BOARD OF EDUCATION
## QUITMAN, GEORGIA

ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2017
(Including Independent Auditor's Reports)

BROOKS COUNTY BOARD OF EDUCATION

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SECTION I

FINANCIAL

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# DEPARTMENT OF AUDITS AND ACCOUNTS

270 Washington Street, S.W., Suite 1-156

Atlanta, Georgia 30334-8400

**GREG S. GRIFFIN**
**STATE AUDITOR**
**(404) 656-2174**


December 10, 2019

The Honorable Brian P. Kemp, Governor of Georgia
Members of the General Assembly of the State of Georgia
Members of the State Board of Education
and
Superintendent and Members of the
Brooks County Board of Education

## INDEPENDENT AUDITOR'S REPORT

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Brooks County Board of Education (School District), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the School District's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also

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includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the of the governmental activities, each major fund, and the aggregate remaining fund information of the School District as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### *Emphasis of Matter*

As described in Note 2 to the financial statements, in 2017, the School District adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. *77*, *Tax Abatement Disclosures*, GASB Statement No. 80, *Blending Requirements for Certain Component Units*, and GASB Statement No. 82, *Pension Issues*. Our opinions are not modified with respect to these matters.

### *Other Matters*

*Required Supplementary Information*

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the Schedules of Proportionate Share of the Net Pension Liability, Schedule of Contributions to Retirement Systems, Notes to the Required Supplementary Information and the Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual as presented on pages 31 through 35, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the School District's basic financial statements. The accompanying supplementary information, as listed in the table of contents, is presented for the purposes of additional analysis and is not a required part of the basic financial statements. The *Schedule of Expenditures of Federal Awards* is presented for purposes of additional analysis as required by Title 2 U. S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and is also not a required part of the basic financial statements.

The accompanying supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 10, 2019 on our consideration of the School District'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 solely 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 effectiveness of the School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School District's internal control over financial reporting and compliance.

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

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BROOKS COUNTY BOARD OF EDUCATION

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BROOKS COUNTY BOARD OF EDUCATION
STATEMENT OF NET POSITION
JUNE 30, 2017

EXHIBIT "A"

| | GOVERNMENTAL ACTIVITIES |
|---|---|
| ASSETS | |
| Cash and Cash Equivalents | $ 4,400,050.62 |
| Accounts Receivables, Net | |
| Taxes | 1,582,000.95 |
| State Government | 1,525,090.39 |
| Federal Government | 1,006,445.99 |
| Other | 16,610.94 |
| Inventories | 37,995.04 |
| Capital Assets, Non-Depreciable | 546,863.00 |
| Capital Assets, Depreciable (Net of Accumulated Depreciation) | 27,206,426.28 |
| Total Assets | 36,321,483.21 |
| DEFERRED OUTFLOWS OF RESOURCES | |
| Related to Defined Benefit Pension Plan | 4,906,105.76 |
| LIABILITIES | |
| Accounts Payable | 113,309.34 |
| Salaries and Benefits Payable | 2,210,033.51 |
| Interest Payable | 25,900.00 |
| Net Pension Liability | 19,887,157.00 |
| Long-Term Liabilities | |
| Due Within One Year | 1,180,234.99 |
| Due in More Than One Year | 2,554,271.79 |
| Total Liabilities | 25,970,906.63 |
| DEFERRED INFLOWS OF RESOURCES | |
| Related to Defined Benefit Pension Plan | 2,159,302.00 |
| NET POSITION | |
| Net Investment in Capital Assets | 24,018,782.50 |
| Restricted for | |
| Continuation of Federal Programs | 475,719.20 |
| Debt Service | 1,051,366.59 |
| Unrestricted (Deficit) | (12,448,487.95) |
| Total Net Position | $ 13,097,380.34 |

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

BROOKS COUNTY BOARD OF EDUCATION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017

| | EXPENSES | CHARGES FOR SERVICES |
|---|---|---|
| GOVERNMENTAL ACTIVITIES | | |
| Instruction | $ 14,069,174.99 | $ 88,197.46 |
| Support Services | | |
| Pupil Services | 1,532,847.41 | - |
| Improvement of Instructional Services | 1,062,627.36 | - |
| Educational Media Services | 245,029.64 | - |
| General Administration | 886,420.35 | - |
| School Administration | 1,236,527.37 | - |
| Business Administration | 260,585.48 | - |
| Maintenance and Operation of Plant | 1,884,868.25 | - |
| Student Transportation Services | 1,135,163.53 | - |
| Central Support Services | 25,197.39 | - |
| Other Support Services | 64,401.65 | - |
| Operations of Non-Instructional Services | | |
| Enterprise Operations | 183,912.12 | - |
| Food Services | 2,061,484.18 | 52,196.06 |
| Interest on Short-Term and Long-Term Debt | 127,739.03 | - |
| Total Governmental Activities | $ 24,775,978.75 | $ 140,393.52 |
| General Revenues | | |
| Taxes | | |
| Property Taxes | | |
| For Maintenance and Operations | | |
| Sales Taxes | | |
| Special Purpose Local Option Sales Tax | | |
| For Debt Services | | |
| Other Sales Tax | | |
| Grants and Contributions not Restricted to Specific Programs | | |
| Investment Earnings | | |
| Miscellaneous | | |
| Total General Revenues | | |
| Change in Net Position | | |
| Net Position - Beginning of Year | | |
| Net Position - End of Year | | |

EXHIBIT "B"

| PROGRAM REVENUES | | NET (EXPENSES) |
|---|---|---|
| OPERATING GRANTS AND CONTRIBUTIONS | CAPITAL GRANTS AND CONTRIBUTIONS | REVENUES AND CHANGES IN NET POSITION |
| $ 9,948,887.34 | $ - | $ (4,032,090.19) |
| 346,698.75 | 73,620.00 | (1,112,528.66) |
| 900,817.75 | - | (161,809.61) |
| 261,329.00 | - | 16,299.36 |
| 534,488.59 | - | (351,931.76) |
| 601,981.67 | - | (634,545.70) |
| 5,345.41 | - | (255,240.07) |
| 669,274.81 | - | (1,215,593.44) |
| 527,156.44 | - | (608,007.09) |
| 436.46 | - | (24,760.93) |
| 12,915.17 | - | (51,486.48) |
| - | - | (183,912.12) |
| 1,950,156.39 | - | (59,131.73) |
| - | - | (127,739.03) |
| $ 15,759,487.78 | $ 73,620.00 | (8,802,477.45) |
| | | 7,098,819.68 |
| | | 1,040,094.84 |
| | | 70,851.17 |
| | | 314,280.00 |
| | | 5,056.86 |
| | | 505,878.22 |
| | | 9,034,980.77 |
| | | 232,503.32 |
| | | 12,864,877.02 |
| | | $ 13,097,380.34 |

BROOKS COUNTY BOARD OF EDUCATION
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2017

| | GENERAL FUND | CAPITAL PROJECTS FUND | DEBT SERVICE FUND | TOTAL |
|---|---|---|---|---|
| ASSETS | | | | |
| Cash and Cash Equivalents | $ 3,412,818.19 | $ 329,788.10 | $ 657,444.33 | $ 4,400,050.62 |
| Accounts Receivable, Net | | | | |
| Taxes | 1,491,966.79 | 90,034.16 | - | 1,582,000.95 |
| State Government | 1,525,090.39 | - | - | 1,525,090.39 |
| Federal Government | 1,006,445.99 | - | - | 1,006,445.99 |
| Other | 16,610.94 | - | - | 16,610.94 |
| Inventories | 37,995.04 | - | - | 37,995.04 |
| Total Assets | $ 7,490,927.34 | $ 419,822.26 | $ 657,444.33 | $ 8,568,193.93 |
| LIABILITIES | | | | |
| Accounts Payable | $ 113,309.34 | $ - | $ - | $ 113,309.34 |
| Salaries and Benefits Payable | 2,210,033.51 | - | - | 2,210,033.51 |
| Total Liabilities | 2,323,342.85 | - | - | 2,323,342.85 |
| DEFERRED INFLOWS OF RESOURCES | | | | |
| Unavailable Revenue - Property Taxes | 327,093.67 | - | - | 327,093.67 |
| FUND BALANCES | | | | |
| Nonspendable | 37,995.04 | - | - | 37,995.04 |
| Restricted | 437,724.16 | 419,822.26 | 657,444.33 | 1,514,990.75 |
| Assigned | 43,803.87 | - | - | 43,803.87 |
| Unassigned | 4,320,967.75 | - | - | 4,320,967.75 |
| Total Fund Balances | 4,840,490.82 | 419,822.26 | 657,444.33 | 5,917,757.41 |
| Total Liabilities, Deferred Inflows of Resources, and Fund Balances | $ 7,490,927.34 | $ 419,822.26 | $ 657,444.33 | $ 8,568,193.93 |

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

BROOKS COUNTY BOARD OF EDUCATION
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2017

EXHIBIT "D"

| | | |
|---|---|---|
| Total fund balances - governmental funds (Exhibit "C") | | $ 5,917,757.41 |
| Amounts reported for governmental activities in the Statement of Net Position are different because: | | |
| Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. | | |
| Land | $ 546,863.00 | |
| Buildings and improvements | 37,314,534.00 | |
| Equipment | 7,360,698.42 | |
| Land improvements | 2,976,856.00 | |
| Intangible assets | 179,739.00 | |
| Accumulated depreciation | (20,625,401.14) | 27,753,289.28 |
| Some liabilities are not due and payable in the current period and, therefore, are not reported in the funds. | | |
| Net pension liability | | (19,887,157.00) |
| Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the funds. | | 2,746,803.76 |
| Taxes that are not available to pay for current period expenditures are deferred in the funds. | | 327,093.67 |
| Long-term liabilities, and related accrued interest, are not due and payable in the current period and therefore are not reported in the funds. | | |
| Bonds payable | $ (3,525,000.00) | |
| Capital leases payable | (209,506.78) | |
| Accrued interest payable | (25,900.00) | (3,760,406.78) |
| Net position of governmental activities (Exhibit "A") | | $ 13,097,380.34 |

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

BROOKS COUNTY BOARD OF EDUCATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2017

EXHIBIT "E"

| | GENERAL FUND | CAPITAL PROJECTS FUND | DEBT SERVICE FUND | TOTAL |
|---|---|---|---|---|
| REVENUES | | | | |
| Property Taxes | $ 6,999,535.62 | $ - | $ - | $ 6,999,535.62 |
| Sales Taxes | 70,851.17 | 1,040,094.84 | - | 1,110,946.01 |
| State Funds | 11,592,544.66 | - | - | 11,592,544.66 |
| Federal Funds | 4,460,274.08 | - | - | 4,460,274.08 |
| Charges for Services | 140,393.52 | - | - | 140,393.52 |
| Investment Earnings | 3,152.54 | 1,608.28 | 296.04 | 5,056.86 |
| Miscellaneous | 505,878.22 | - | - | 505,878.22 |
| Total Revenues | 23,772,629.81 | 1,041,703.12 | 296.04 | 24,814,628.97 |
| EXPENDITURES | | | | |
| Current | | | | |
| Instruction | 13,160,419.08 | - | - | 13,160,419.08 |
| Support Services | | | | |
| Pupil Services | 1,165,411.25 | - | - | 1,165,411.25 |
| Improvement of Instructional Services | 1,067,912.27 | - | - | 1,067,912.27 |
| Educational Media Services | 246,828.13 | - | - | 246,828.13 |
| General Administration | 887,944.98 | - | - | 887,944.98 |
| School Administration | 1,241,950.70 | - | - | 1,241,950.70 |
| Business Administration | 295,752.82 | - | - | 295,752.82 |
| Maintenance and Operation of Plant | 2,012,533.31 | - | - | 2,012,533.31 |
| Student Transportation Services | 1,709,869.04 | - | - | 1,709,869.04 |
| Central Support Services | 25,197.39 | - | - | 25,197.39 |
| Other Support Services | 64,763.36 | - | - | 64,763.36 |
| Enterprise Operations | 183,912.12 | - | - | 183,912.12 |
| Food Services Operation | 1,866,975.83 | - | - | 1,866,975.83 |
| Debt Services | | | | |
| Principal | 56,080.22 | - | 1,085,000.00 | 1,141,080.22 |
| Interest | - | - | 142,176.53 | 142,176.53 |
| Total Expenditures | 23,985,550.50 | - | 1,227,176.53 | 25,212,727.03 |
| Excess of Revenues over (under) Expenditures | (212,920.69) | 1,041,703.12 | (1,226,880.49) | (398,098.06) |
| OTHER FINANCING SOURCES (USES) | | | | |
| Capital Lease | 265,587.00 | - | - | 265,587.00 |
| Transfers In | - | - | 718,853.02 | 718,853.02 |
| Transfers Out | - | (718,853.02) | - | (718,853.02) |
| Total Other Financing Sources (Uses) | 265,587.00 | (718,853.02) | 718,853.02 | 265,587.00 |
| Net Change in Fund Balances | 52,666.31 | 322,850.10 | (508,027.47) | (132,511.06) |
| Fund Balances - Beginning | 4,787,824.51 | 96,972.16 | 1,165,471.80 | 6,050,268.47 |
| Fund Balances - Ending | $ 4,840,490.82 | $ 419,822.26 | $ 657,444.33 | $ 5,917,757.41 |

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

BROOKS COUNTY BOARD OF EDUCATION
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
JUNE 30, 2017

EXHIBIT "F"

| | | | |
|---|---|---|---|
| Net change in fund balances total governmental funds (Exhibit "E") | | | $ (132,511.06) |
| Amounts reported for governmental activities in the Statement of Activities are different because: | | | |
| Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense. | | | |
| Capital outlay | $ 675,980.22 | | |
| Depreciation expense | (1,474,274.14) | | (798,293.92) |
| Taxes reported in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. | | | 99,284.06 |
| Capital assets purchased with Universal Service Fund (e-rate) proceeds are not reported in governmental funds. However, in the Statement of Activities, the e-rate proceeds are shown as capital grants and contributions. | | | 73,620.00 |
| The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts and the difference between the carrying value of refunded debt and the acquisition cost of refunded debt when debt is first issued. These amounts are deferred and amortized in the Statement of Activities. | | | |
| Capital lease issued | $ (265,587.00) | | |
| Capital lease payments | 56,080.22 | | |
| Bond principal retirements | 1,085,000.00 | | 875,493.22 |
| District pension contributions are reported as expenditures in the governmental funds when made. However, they are reported as deferred outflows of resources in the Statement of Net Position because the reported net pension liability is measured a year before the District's report date. Pension expense, which is the change in the net pension liability adjusted for changes in deferred outflows and inflows of resources related to pensions, is reported in the Statement of Activities. | | | |
| Pension expense | | | 100,473.52 |
| 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. | | | |
| Accrued Interest | | | 14,437.50 |
| Change in net position of governmental activities (Exhibit "B") | | | $ 232,503.32 |

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

BROOKS COUNTY BOARD OF EDUCATION
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2017

EXHIBIT "G"

| | PRIVATE PURPOSE TRUSTS | AGENCY FUNDS |
|---|---|---|
| ASSETS | | |
| Cash and Cash Equivalents | $ 1,784.76 | $ 35,112.87 |
| Investments | 181,337.04 | - |
| Total Assets | $ 183,121.80 | $ 35,112.87 |
| LIABILITIES | | |
| Funds Held for Others | | $ 35,112.87 |
| NET POSITION | | |
| Held in Trust for Private Purposes | $ 183,121.80 | |

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

BROOKS COUNTY BOARD OF EDUCATION
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED JUNE 30, 2017

EXHIBIT "H"

| | PRIVATE PURPOSE TRUSTS |
|---|---|
| ADDITIONS | |
| Investment Earnings | |
| Net Increase in Fair Value of Investments | $ 25,131.47 |
| DEDUCTIONS | |
| None Reported | - |
| Change in Net Position | 25,131.47 |
| Net Position - Beginning | 157,990.33 |
| Net Position - Ending | $ 183,121.80 |

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 Brooks County Board of Education (School District) was established under the laws of the State of Georgia and operates under the guidance of a board elected by the voters and a Superintendent appointed by the Board. The School District 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

The accompanying financial statements of the School District have been prepared in conformity with generally accepted accounting principles (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB). GASB is the accepted standard-setting body for governmental accounting and financial reporting principles. The most significant of the School District's accounting policies are described below.

### BASIS OF PRESENTATION

The School District's basic financial statements are collectively comprised of the government-wide financial statements, fund financial statements and notes to the basic financial statements. The government-wide statements focus on the School District as a whole, while the fund financial statements focus on major funds. Each presentation provides valuable information that can be analyzed and compared between years and between governments to enhance the information's usefulness.

**GOVERNMENT-WIDE STATEMENTS:**

The Statement of Net Position 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 Net Position presents the School District's non-fiduciary assets and liabilities, with the difference reported as net position. Net position is reported in three categories as follows:

1. Net investment in capital assets consists of the School District's total investment in capital assets, net of accumulated depreciation, and reduced by 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 net investment in capital assets.

2. Restricted net position consists of resources for which the School District is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties or imposed by law through constitutional provisions or enabling legislation.

3. Unrestricted net position consists of resources not meeting the definition of the two preceding categories. Unrestricted net position often has constraints on resources imposed by management which can be removed or modified.

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 financial statements are presented for governmental and fiduciary funds. 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:

- The general fund is the School District's primary operating fund. It accounts for and reports all financial resources not accounted for and reported in another fund.
- The capital projects fund accounts for and reports financial resources including Education Special Purpose Local Option Sales Tax (ESPLOST) that are restricted, committed or assigned for capital outlay expenditures, including the acquisition or construction of capital facilities and other capital assets.
- The 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 types:

- Private purpose trust funds are used to report all trust arrangements, other than those properly reported elsewhere, in which principal and income benefit individuals, private organizations or other governments.
- Agency funds are used to report resources held by the School District in a purely custodial capacity (assets equal liabilities) and do not involve measurement of results of operations.

## BASIS OF ACCOUNTING

The basis of accounting determines when transactions are reported on the financial statements. The government-wide 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 and grants. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from sales taxes is recognized in the fiscal year in which the underlying transaction (sale) takes place. Revenue from grants is recognized in the fiscal year in which all eligibility requirements have been satisfied.

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

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The School District considers all revenues reported in the governmental funds to be available if they are collected within sixty days after year-end. The School District considers all intergovernmental revenues to be available if they are collected within 60 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 capital leases 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.

## NEW ACCOUNTING PRONOUNCEMENTS

In fiscal year 2017, the School District adopted Governmental Accounting Standards Board (GASB) Statement No. 77, *Tax Abatement Disclosures*. This statement requires governments that enter into tax abatement agreements to disclose the following information; (1) brief descriptive information, such as the tax being abated, the authority under which tax abatements are provided, eligibility criteria, the mechanism by which taxes are abated, provisions for recapturing abated taxes, and the types of commitments made by tax abatement recipients; (2) the gross dollar amount of taxes abated during the period; and (3) commitments made by a government, other than to abate taxes, as part of a tax abatement agreement. The adoption of this statement does not have a significant impact on the School District's financial statements.

In fiscal year 2017, the School District adopted Governmental Accounting Standards Board (GASB) Statement No. 80, *Blending Requirements for Certain Component Units – an amendment of GASB Statement No. 14*. This statement amends the blending requirements for the financial statement presentation of component units of all state and local governments. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does apply to component units included in the financial reporting entity pursuant to the provisions of Statement No. 39, *Determining Whether Certain Organization Are Component Units*. The adoption of this statement does not have a significant impact on the School District's financial statements.

In fiscal year 2017, the School District adopted Governmental Accounting Standards Board (GASB) Statement No. 82, *Pension Issues – an amendment of GASB Statements No. 67, No. 68 and No. 73*. This statement addresses certain issues that have been raised with respect to Statements No. 67, *Financial Reporting for Pension Plans*, No. 68, *Accounting and Financial Reporting for Pensions*, and No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement No. 68*, and Amendments to Certain Provisions of GASB Statements No. 67 and No. 68. Specifically, this statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. The adoption of this statement does not have a significant impact on the School District's financial statements.

## CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of cash on hand, demand deposits, investments in the State of Georgia local government investment pool (Georgia Fund 1) 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 (O.C.G.A.) §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

The School District can invest its funds as permitted by O.C.G.A. §36-83-4. 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.

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. All other investments are reported at fair value.

For accounting purposes, certificates of deposit are classified as investments if they have an original maturity greater than three months when acquired.

## 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.

## 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 (calculated on the first-in, first-out basis). 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

On the government-wide financial statements, capital assets are recorded 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 the acquisition value on the date donated. 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. The School District does not capitalize book collections or works of art.

Capital acquisition and construction are recorded as expenditures in the governmental fund financial statements at the time of purchase (including ancillary charges), and the related assets are reported as capital assets in the governmental activities column in the government-wide financial statements.

Depreciation is computed using the straight-line for all assets, except land, and is used to allocate the actual or estimated historical cost of capital assets over estimated useful lives.

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

| | Capitalization Policy | Estimated Useful Life |
|---|---|---|
| Land | All | N/A |
| Land Improvements | $ 5,000.00 | 15 Years |
| Buildings and Improvements | $ 5,000.00 | 15 to 45 Years |
| Equipment | $ 5,000.00 | 5 to 12 Years |
| Intangible Assets | $ 100,000.00 | 10 to 20 Years |

## DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of financial position will report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of resources that applies to a future period(s) and therefore will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of resources that applies to a future period(s) and therefore will not be recognized as an inflow of resources (revenue) until that time.

## LONG-TERM LIABILITIES AND BOND DISCOUNTS/PREMIUMS

In the School District's government-wide financial statements, outstanding debt is reported as liabilities. Bond premiums and discounts and the difference between the reacquisition price and the net carrying value of refunded debt are deferred and amortized over the life of the bonds using the straight-line method. To conform to generally accepted accounting principles, bond premiums and discounts should be amortized using the effective interest method. The effect of this deviation is deemed to be immaterial to the fair presentation of the basic financial statements. Bond issuance costs are recognized as an outflow of resources in the fiscal year in which the bonds are issued.

In the governmental fund financial statements, the School District recognizes the proceeds of debt and premiums as other financing sources of the current period. Bond issuance costs are reported as debt service expenditures.

## PENSIONS

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the pension plan's fiduciary net position and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

## FUND BALANCES

Fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

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

Nonspendable consists of resources 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** consists of resources that can be used only for specific purposes pursuant constraints either (1) externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.

**Committed** consists of resources that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board. The Board 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** consists of resources 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 or (2) the budget or finance committee, or the Superintendent, or designee, to assign amounts to be used for specific purposes.

**Unassigned** consists of resources within the general fund not meeting the definition of any aforementioned category. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, it may be necessary to report a negative unassigned fund balance.

### 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.

### PROPERTY TAXES

The Brooks County Board of Commissioners adopted the property tax levy for the 2016 tax digest year (calendar year) on August 24, 2016 (levy date) based on property values as of January 1, 2016. Taxes were due on November 15, 2016 (lien date). Taxes collected within the current fiscal year or within 60 days after year-end on the 2016 tax digest are reported as revenue in the governmental funds for fiscal year 2017. The Brooks County Tax Commissioner bills and collects the property taxes for the School District, withholds 2.5% of taxes collected as a fee for tax collection and remits the balance of taxes collected to the School District. Property tax revenues, at the fund reporting level, during the fiscal year ended June 30, 2017, for maintenance and operations amounted to $6,448,531.81.

The tax millage rate levied for the 2016 tax year (calendar year) for the School District was as follows (a mill equals $1 per thousand dollars of assessed value):

| | |
|---|---|
| School Operations | 15.07 mills |

Additionally, Title Ad Valorem Tax revenues, at the fund reporting level, amounted to $551,003.81 during fiscal year ended June 30, 2017.

### SALES TAXES

Education Special Purpose Local Option Sales Tax (ESPLOST), at the fund reporting level, during the year amounted to $1,040,094.84 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.

## NOTE 3: BUDGETARY DATA

The budget is a complete financial plan for the School District's fiscal year, and is based upon careful estimates of expenditures together with probable funding sources. The budget is legally adopted each year for the general fund. There is no statutory prohibition regarding over expenditure of the budget at any level. The budget for all governmental funds, except the various school activity (principal) accounts,

is prepared and adopted by fund, function and object. The legal level of budgetary control was established by the Board at the aggregate function level. The budget for the general fund was prepared in accordance with accounting principles generally accepted in the United States of America.

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

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

## NOTE 4: DEPOSITS AND INVESTMENTS

### COLLATERALIZATION OF DEPOSITS

O.C.G.A. § 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% 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. § 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% of the daily pool balance. At June 30, 2017, $1,784.76 of deposits were not secured by surety bond, insurance or collateral as specified above. The School District is working with the affected financial institution to ensure appropriate levels of collateral are maintained for all of the School District's deposits.

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, 2017, the School District had deposits with a carrying amount of $4,436,948.25, and a bank balance of $5,245,447.73. The bank balances insured by Federal depository insurance were $774,874.07 and the bank balances collateralized with securities held by the pledging financial institution or by the pledging financial institution's trust department or agent in the School District's name were $1,744,656,27.

At June 30, 2017, $2,725,917.39 of the School District's bank balance was exposed to custodial credit risk as follows:

| | | |
|---|---|---|
| Uninsured and Uncollateralized | $ | 1,784.76 |
| Uninsured with collateral held by the pledging financial institution | | - |
| Uninsured with collateral held by the pledging financial institution's trust department or agent but not in the School District's name | | 2,724,132.63 |
| Total | $ | 2,725,917.39 |

Reconciliation of cash and cash equivalents balances to carrying value of deposits:

| | | |
|---|---|---|
| Statement of Net Position | | |
| Cash and cash equivalents | $ | 4,400,050.62 |
| Statement of Fiduciary Net Position | | |
| Cash and cash equivalents | | 36,897.63 |
| Total carrying value of deposits - June 30, 2017 | $ | 4,436,948.25 |

## CATEGORIZATION OF INVESTMENTS

At June 30, 2017, the School District had the following investments:

| Investment Type | | Fair Value |
|---|---|---|
| Other Investments | | |
| Equity Mutual Funds | $ | 123,442.46 |
| Equity Securities - Domestic | | 57,894.58 |
| Total Investments | $ | 181,337.04 |

### Fair Value of Investments

The School District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

Level 1: Quoted prices for identical investments in active markets;
Level 2: Observable inputs other than quoted market prices; and,
Level 3: Unobservable inputs.

The School District has the following recurring fair value measurements as of June 30, 2017:

Equity Mutual Funds - Domestic of $123,442.46 are valued using observable inputs other than quoted market prices. (Level 2 inputs)

Equity Securities – Domestic of $57,894.58 are valued using quoted market prices. (Level 1 inputs)

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates of debt investment will adversely affect the fair value of an investment. The School District does not have a formal policy for managing interest rate risk.

**Custodial Credit Risk**

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the School District will not be able to recover the value of the investment or collateral securities that are in the possession of an outside party. The School District does not have a formal policy for managing custodial credit risk.

At June 30, 2017, $181,337.04 of the School District's applicable investments were held by the investment's counterparty, in the School District's name.

**Credit Quality Risk**

Credit quality risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. State law limits investments to those prescribed O.C.G.A. §36-83-4. The School District does not have a formal policy that would further limit its investment choices or one that addresses credit risk.

**Concentration of Credit Risk**

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The School District does not have a formal policy for managing concentration of credit risk. More than 5% of the School District's investments are in Equity Mutual Funds – Domestic. This investment is 68.07% of the School District's total investments.

## NOTE 5: CAPITAL ASSETS

The following is a summary of changes in the capital assets for governmental activities during the fiscal year:

| | Balances July 1, 2016 | Increases | Decreases | Balances June 30, 2017 |
|---|---|---|---|---|
| Governmental Activities | | | | |
| Capital Assets, Not Being Depreciated: | | | | |
| Land | $ 546,863.00 | $ - | $ - | $ 546,863.00 |
| Capital Assets Being Depreciated | | | | |
| Buildings and Improvements | 37,355,415.00 | - | 40,881.00 | 37,314,534.00 |
| Equipment | 6,619,485.20 | 741,213.22 | - | 7,360,698.42 |
| Land Improvements | 2,968,469.00 | 8,387.00 | - | 2,976,856.00 |
| Intangible Assets | 179,739.00 | - | - | 179,739.00 |
| Less Accumulated Depreciation for: | | | | |
| Buildings and Improvements | 13,038,095.00 | 916,037.31 | 40,881.00 | 13,913,251.31 |
| Equipment | 3,847,715.00 | 468,674.46 | - | 4,316,389.46 |
| Land Improvements | 2,243,289.00 | 71,588.47 | - | 2,314,877.47 |
| Intangible Assets | 62,909.00 | 17,973.90 | - | 80,882.90 |
| Total Capital Assets, Being Depreciated, Net | 27,931,100.20 | (724,673.92) | - | 27,206,426.28 |
| Governmental Activity Capital Assets - Net | $ 28,477,963.20 | $ (724,673.92) | $ - | $ 27,753,289.28 |

Current year depreciation expense by function is as follows:

| | | |
|---|---|---|
| Instruction | | $ 922,252.14 |
| Support Services | | |
| Pupil Services | $ 324,709.91 | |
| General Administration | 1,800.00 | |
| School Administration | 2,500.00 | |
| Business Administration | 17,973.90 | |
| Maintenance and Operation of Plant | 14,446.56 | |
| Student Transportation Services | 139,811.65 | 501,242.02 |
| Food Services | | 50,779.98 |
| | | $ 1,474,274.14 |

## NOTE 6: INTERFUND TRANSFERS

### INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2017, consisted of the following:

| Transfers to | Transfers From Capital Projects Fund |
|---|---|
| Debt Service Fund | $ 718,853.02 |

Transfers are used to move revenue from the capital projects fund to the debt service fund to cover bond debt payments.

## NOTE 7: LONG-TERM LIABILITIES

The changes in long-term liabilities during the fiscal year for governmental activities were as follows:

| | Governmental Activities | | | | |
|---|---|---|---|---|---|
| | Balance July 1, 2016 | Additions | Deductions | Balance June 30, 2017 | Due Within One Year |
| General Obligation Bonds | $ 4,610,000.00 | $ - | $ 1,085,000.00 | $ 3,525,000.00 | $ 1,130,000.00 |
| Capital Leases | - | 265,587.00 | 56,080.22 | 209,506.78 | 50,234.99 |
| | $ 4,610,000.00 | $ 265,587.00 | $ 1,141,080.22 | $ 3,734,506.78 | $ 1,180,234.99 |

### GENERAL OBLIGATION DEBT OUTSTANDING

The School District's bonded debt consists of general obligation bonds that are generally noncallable with interest payable semiannually. Bond proceeds primarily pay for acquiring or constructing capital facilities. The School District repays general obligation bonds from voter-approved sales taxes. General obligation bonds are direct obligations and pledge the full faith and credit of the School District.

General obligation bonds currently outstanding are as follows:

| Description | Interest Rate | Issue Date | Maturity Date | Amount Issued | Amount Outstanding |
|---|---|---|---|---|---|
| General Government - Series 2008 | 3.50% | 6/5/2008 | 10/1/2019 | $ 6,000,000.00 | $ 3,525,000.00 |

The following schedule details debt service requirements to maturity for the School District's total general obligation bonds payable:

| | General Obligation Debt | |
|---|---|---|
| Fiscal Year Ended June 30: | Principal | Interest |
| 2018 | $ 1,130,000.00 | $ 103,600.00 |
| 2019 | 1,175,000.00 | 63,262.50 |
| 2020 | 1,220,000.00 | 21,350.00 |
| Total Principal and Interest | $ 3,525,000.00 | $ 188,212.50 |

### CAPITAL LEASES

The School District has acquired three buses under the provisions of various long-term lease agreements classified as capital leases for accounting purposes because it provides for a bargain purchase option or a transfer of ownership by the end of the lease term.

The following assets were acquired through capital leases and are reflected in the capital asset note at fiscal year-end:

| | Governmental Funds |
|---|---|
| Equipment | $ 265,587.00 |
| Less: Accumulated Depreciation | 13,279.35 |
| | $ 252,307.65 |

Capital leases currently outstanding are as follows:

| Purpose | Interest Rate | Issue Date | Maturity Date | Amount Issued | Amount Outstanding |
|---|---|---|---|---|---|
| Bus Lease | 2.79% | 8/15/2016 | 8/15/2020 | $ 265,587.00 | $ 209,506.78 |

The following is a schedule of total capital lease payments:

| Fiscal Year Ended June 30: | Principal | Interest |
|---|---|---|
| 2018 | $ 50,234.99 | $ 5,845.23 |
| 2019 | 51,636.54 | 4,443.68 |
| 2020 | 53,077.20 | 3,003.02 |
| 2021 | 54,558.05 | 1,522.17 |
| Total Principal and Interest | $ 209,506.78 | $ 14,814.10 |

## NOTE 8: RISK MANAGEMENT

### INSURANCE

**Commercial Insurance**

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; and natural disasters. Except as describe below, the School District carries commercial insurance for these risks. Settled claims resulting from these insured risks have not exceed commercial insurance coverage in any of the past three fiscal years.

The School District has elected to self-insure for losses related natural disasters. In addition, the School District has elected to self-insure for risks for sexual harassment and discrimination. The School District has not experienced any losses related to these risks in the past three years.

### WORKERS' COMPENSATION

**Georgia Education Workers' Compensation Trust**

The School District participates in the Georgia Education Workers' Compensation Trust (the 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 workers' compensation insurance coverage. Specific excess of loss insurance coverage is provided through an agreement by the Trust with the Safety National Casualty Company to provide coverage for potential losses sustained by the Trust in excess of $1.0 million loss per occurrence, up to the statutory limit. Employers' Liability insurance

coverage is also provided with limits of $2.0 million. The Trust covers the first $1.0 million of each Employers Liability claim with Safety National providing additional Employers Liability limits up to a $2.0 million per occurrence maximum. Safety National Casualty Company also provides $2.0 million in aggregate coverage to the Trust, attaching at 110% of the loss fund and based on the Fund's annual normal premium.

### UNEMPLOYMENT COMPENSATION

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:

| | Beginning of Year Liability | Claims and Changes in Estimates | Claims Paid | End of Year Liability |
|---|---|---|---|---|
| 2016 | $ - | $ 7,419.00 | $ 7,419.00 | $ - |
| 2017 | $ - | $ 912.00 | $ 912.00 | $ - |

### SURETY BOND

The School District purchased surety bonds to provide additional insurance coverage as follows:

| Position Covered | Amount |
|---|---|
| Superintendent | $ 100,000.00 |
| Assistant Superintendent | $ 100,000.00 |
| Each Principal | $ 14,200.00 |

## NOTE 9: FUND BALANCE CLASSIFICATION DETAILS

The School District's financial statements include the following amounts presented in the aggregate at June 30, 2017:

| | | |
|---|---|---|
| Nonspendable | | |
| Inventories | | $ 37,995.04 |
| Restricted | | |
| Continuation of Federal Programs | $ 437,724.16 | |
| Debt Service | 1,077,266.59 | 1,514,990.75 |
| Assigned | | |
| School Activity Accounts | | 43,803.87 |
| Unassigned | | 4,320,967.75 |
| Fund Balance, June 30, 2017 | | $ 5,917,757.41 |

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.

## NOTE 10: SIGNIFICANT COMMITMENTS

### OPERATING LEASES

The School District leases for copiers under the provisions of one or more long-term lease agreements classified as operating leases for accounting purposes. Rental expenditures under the terms of the operating leases totaled $39,741.00 for governmental for the year ended June 30, 2017. The following future minimum lease payments were required under operating leases at June 30, 2017:

| Year Ending | | Governmental Funds |
|---|---|---|
| 2018 | $ | 39,741.00 |
| 2019 | | 19,802.50 |
| Total | $ | 59,543.50 |

## NOTE 11: SIGNIFICANT CONTINGENT LIABILITIES

### FEDERAL GRANTS

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. Any disallowances resulting from the grantor audit may become a liability of the School District. However, the School District believes that such disallowances, if any, will be immaterial to its overall financial position.

### LITIGATION

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 have a material adverse effect on the financial condition of the School District.

## NOTE 12: POST-EMPLOYMENT BENEFITS

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

***Plan Description***. The Georgia School Personnel Post-Employment Health Benefit Fund (School OPEB Fund) is a cost-sharing multiple-employer defined benefit post-employment healthcare plan that covers eligible former employees of public school systems, libraries and regional educational service agencies. The School OPEB Fund provides health insurance benefits to eligible former employees and their qualified beneficiaries through the State Employees Health Benefit Plan administered by the Department of Community Health. The Official Code of Georgia Annotated (O.C.G.A.) assigns the authority to establish and amend the benefit provisions of the group health plans, including benefits for retirees, to the Board of Community Health (Board). Additional information about the School OPEB Fund is disclosed in the *State of Georgia* Comprehensive Annual Financial Report. This report can be obtained from the Georgia Department of Audits and Accounts at www.audits.ga.gov/SGD/CAFR.html.

***Funding Policy.*** The contribution requirements of plan members and participating employers are established by the Board in accordance with the current Appropriations Act and may be amended by the Board. Contributions of plan members or beneficiaries receiving benefits vary based on plan election, dependent coverage, and Medicare eligibility and election. For members with fewer than five years of service as of January 1, 2012, contributions also vary based on years of service. On average, members with five years or more of service as of January 1, 2012 pay approximately 25% of the cost of the health insurance coverage. In accordance with the Board resolution dated December 8, 2011, for members with fewer than five years of service as of January 1, 2012, the State provides a premium subsidy in retirement that ranges from 0% for fewer than 10 years of service to 75% (but no greater

than the subsidy percentage offered to active employees) for 30 or more years of service. The subsidy for eligible dependents ranges from 0% to 55% (but no greater than the subsidy percentage offered to dependents of active employees minus 20%). No subsidy is available to Medicare eligible members not enrolled in a Medicare Advantage Option. The Board of Community Health sets all member premiums by resolution and in accordance with the law and applicable revenue and expense projections. Any subsidy policy adopted by the Board may be changed at any time by Board resolution and does not constitute a contract or promise of any amount of subsidy.

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

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, 2017:

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

| | |
|---|---|
| July 1, 2016 – June 30, 2017 | $945.00 per member per month |

For non-certificated school personnel:

| | |
|---|---|
| July 1, 2016 – December 31, 2016 | $746.20 per member per month |
| January 1, 2017 – June 30, 2017 | $846.20 per member per month |

No additional contribution was required by the Board for fiscal year 2017 nor contributed to the School OPEB Fund to prefund retiree benefits. Such additional contribution amounts are determined annually by the Board in accordance with the School plan for other post-employment benefits and are subject to appropriation.

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

| Fiscal Year | Percentage Contributed | Required Contribution |
|---|---|---|
| 2017 | 100% | $ 2,831,255.16 |
| 2016 | 100% | $ 2,522,032.38 |
| 2015 | 100% | $ 2,378,155.21 |

## NOTE 13: RETIREMENT PLANS

The School District participates in various retirement plans administered by the State of Georgia, as further explained below.

### TEACHERS RETIREMENT SYSTEM OF GEORGIA (TRS)

***Plan Description:*** All teachers of the School District as defined in O.C.G.A §47-3-60 and certain other support personnel as defined by O.C.G.A. §47-3-63 are provided a pension through the Teachers Retirement System of Georgia (TRS). TRS, a cost-sharing multiple-employer defined benefit pension plan, is administered by the TRS Board of Trustees (TRS Board). Title 47 of the *O.C.G.A.* assigns the

authority to establish and amend the benefit provisions to the State Legislature. The Teachers Retirement System of Georgia issues a publicly available separate financial audit report that can be obtained at www.trsga.com/publications.

***Benefits Provided:*** TRS provides service retirement, disability retirement, and death benefits. Normal retirement benefits are determined as 2% of the average of the employee's two highest paid consecutive years of service, multiplied by the number of years of creditable service up to 40 years. An employee 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. Ten years of service is required for disability and death benefits eligibility. Disability benefits are based on the employee's creditable service and compensation up to the time of disability. Death benefits equal the amount that would be payable to the employee's beneficiary had the employee retired on the date of death. Death benefits are based on the employee's creditable service and compensation up to the date of death.

***Contributions:*** Per Title 47 of the O.C.G.A., contribution requirements of active employees and participating employers, as actuarially determined, are established and may be amended by the TRS Board. Pursuant to O.C.G.A. §47-3-63, the employer contributions for certain full-time public school support personnel are funded on behalf of the employer by the State of Georgia. Contributions are expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Employees were required to contribute 6% of their annual pay during fiscal year 2017. The School District's contractually required contribution rate for the year ended June 30, 2017 was 14.27% of annual School District payroll, of which 14.07% of payroll was required from the School District and 0.20% of payroll was required from the State. For the current fiscal year, employer contributions to the pension plan were $1,578,585.76 and $22,421.96 from the School District and the State, respectively.

## PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM (PSERS)

***Plan Description:*** PSERS is a cost-sharing multiple-employer defined benefit pension plan established by the Georgia General Assembly in 1969 for the purpose of providing retirement allowances for public school employees who are not eligible for membership in the Teachers Retirement System of Georgia. The ERS Board of Trustees, plus two additional trustees, administers PSERS. Title 47 of the O.C.G.A. assigns the authority to establish and amend the benefit provisions to the State Legislature. PSERS issues a publicly available financial report that can be obtained at www.ers.ga.gov/formspubs/formspubs.

***Benefits Provided:*** A member may retire and elect to receive normal monthly retirement benefits after completion of ten years of creditable service and attainment of age 65. A member may choose to receive reduced benefits after age 60 and upon completion of ten years of service.

Upon retirement, the member will receive a monthly benefit of $14.75, multiplied by the number of years of creditable service. Death and disability benefits are also available through PSERS. Additionally, PSERS may make periodic cost-of-living adjustments to the monthly benefits. Upon termination of employment, member contributions with accumulated interest are refundable upon request by the member. However, if an otherwise vested member terminates and withdraws his/her member contribution, the member forfeits all rights to retirement benefits.

***Contributions:*** The general assembly makes an annual appropriation to cover the employer contribution to PSERS on behalf of local school employees (bus drivers, cafeteria workers, and maintenance staff). The annual employer contribution required by statute is actuarially determined and paid directly to PSERS by the State Treasurer in accordance with O.C.G.A. §47-4-29(a) and 60(b). Contributions are expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability.

Individuals who became members prior to July 1, 2012 contribute $4 per month for nine months each fiscal year. Individuals who became members on or after July 1, 2012 contribute $10 per month for nine months each fiscal year. The State of Georgia, although not the employer of PSERS members, is required by statute to make employer contributions actuarially determined and approved and certified by the PSERS Board of Trustees. The current fiscal year contribution was $54,598.00.

***Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***

At June 30, 2017, the School District reported a liability of $19,887,157.00 for its proportionate share of the net pension liability for TRS.

The TRS net pension liability reflected a reduction for support provided to the School District by the State of Georgia for certain public school support personnel. The amount recognized by the School District as its proportionate share of the net pension liability, the related State of Georgia support, and the total portion of the net pension liability that was associated with the School District were as follows:

| | | |
|---|---|---|
| School District's proportionate share of the net pension liability | $ | 19,887,157.00 |
| State of Georgia's proportionate share of the net pension liability associated with the School District | | 384,151.00 |
| Total | $ | 20,271,308.00 |

The net pension liability for TRS was measured as of June 30, 2016. The total pension liability used to calculate the net pension liability was based on an actuarial valuation as of June 30, 2015. An expected total pension liability as of June 30, 2016 was determined using standard roll-forward techniques. The School District's proportion of the net pension liability was based on contributions to TRS and ERS during the fiscal year ended June 30, 2016.

At June 30, 2016, the School District's TRS proportion was 0.096394%, which was a decrease of 0.004816% from its proportion measured as of June 30, 2015.

At June 30, 2017, the School District did not have a PSERS liability for a proportionate share of the net pension liability because of a Special Funding Situation with the State of Georgia, which is responsible for the net pension liability of the plan. The amount of the State's proportionate share of the net pension liability associated with the School District is $367,668.00.

The PSERS net pension liability was measured as of June 30, 2016. The total pension liability used to calculate the net pension liability was based on an actuarial valuation as of June 30, 2015. An expected total pension liability as of June 30, 2016 was determined using standard roll-forward techniques. The State's proportion of the net pension liability associated with the School District was based on actuarially determined contributions paid by the State during the fiscal year ended June 30, 2016.

For the year ended June 30, 2017, the School District recognized pension expense of $1,515,806.00 for TRS and $60,275.00 for PSERS and revenue of $37,694.00 for TRS and $60,275.00 for PSERS. The revenue is support provided by the State of Georgia. For TRS the State of Georgia support is provided only for certain support personnel.

At June 30, 2017, the School District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| | TRS | |
|---|---|---|
| | Deferred Outflows of Resources | Deferred Inflows of Resources |
| Differences between expected and actual experience | $ 296,265.00 | $ 98,342.00 |
| Changes of assumptions | 515,448.00 | - |
| Net difference between projected and actual earnings on pension plan investments | 2,515,807.00 | - |
| School District contributions and proportionate share of contributions | - | 2,060,960.00 |
| School District contributions subsequent to the measurement date | 1,578,585.76 | - |
| Total | $ 4,906,105.76 | $ 2,159,302.00 |

The School District contributions subsequent to the measurement date of $1,578,585.76 for TRS are reported as deferred outflows of resources and will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

| Year Ended June 30: | TRS |
|---|---|
| 2018 | $ (264,303.00) |
| 2019 | $ (264,303.00) |
| 2020 | $ 919,134.00 |
| 2021 | $ 769,865.00 |
| 2022 | $ 7,825.00 |

***Actuarial assumptions:*** The total pension liability as of June 30, 2016 was determined by an actuarial valuation as of June 30, 2015, using the following actuarial assumptions, applied to all periods included in the measurement:

*Teachers Retirement System:*

| | |
|---|---|
| Inflation | 2.75% |
| Salary increases | 3.25% – 9.00%, average, including inflation |
| Investment rate of return | 7.50%, net of pension plan investment expense, including inflation |

Post-retirement mortality rates were based on the RP-2000 White Collar Mortality Table with future mortality improvement projected to 2025 with the Society of Actuaries' projection scale BB (set forward one year for males) for service requirements and dependent beneficiaries. The RP-2000

Disabled Mortality table with future mortality improvement projected to 2025 with Society of Actuaries' projection scale BB (set forward two years for males and four years for females) was used for the death after disability retirement. Rates of mortality in active service were based on the RP-2000 Employee Mortality Table projected to 2025 with projection scale BB.

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period July 1, 2009 – June 30, 2014.

*Public School Employees Retirement System:*

| | |
|---|---|
| Inflation | 2.75% |
| Salary increases | N/A |
| Investment rate of return | 7.50%, net of pension plan investment expense, including inflation |

Post-retirement mortality rates were based on the RP-2000 Blue-Collar Mortality Table projected to 2025 with projection scale BB (set forward 3 years for males and 2 years for females) for the period after service retirements and for dependent beneficiaries. The RP-2000 Disabled Mortality projected to 2025 with projection scale BB (set forward 5 years for both males and females) was used for death after disability retirement. There is a margin for future mortality improvement in the tables used by the System. Based on the results of the most recent experience study adopted by the Board on December 17, 2015, the numbers of expected future deaths are 9-11% less than the actual number of deaths that occurred during the study period for healthy retirees and 9-11% less than expected under the selected table for disabled retirees. Rates of mortality in active service were based on the RP-2000 Employee Mortality Table projected to 2025 with projection scale BB.

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period July 1, 2009 – June 30, 2014.

The long-term expected rate of return on TRS and PSERS pension plan investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

| Asset class | TRS Target allocation | PSERS Target allocation | Long-term expected real rate of return* |
|---|---|---|---|
| Fixed income | 30.00% | 30.00% | (0.50%) |
| Domestic large stocks | 39.80% | 37.20% | 9.00% |
| Domestic mid stocks | 3.70% | 3.40% | 12.00% |
| Domestic small stocks | 1.50% | 1.40% | 13.50% |
| International developed market stocks | 19.40% | 17.80% | 8.00% |
| International emerging market stocks | 5.60% | 5.20% | 12.00% |
| Alternative | - | 5.00% | 10.50% |
| Total | 100.00% | 100.00% | |

* Rates shown are net of the 2.75% assumed rate of inflation

***Discount rate:*** The discount rate used to measure the total TRS and PSERS pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that employer and nonemployer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the TRS and PSERS

pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

***Sensitivity of the School District's proportionate share of the net pension liability to changes in the discount rate:*** The following presents the School District's proportionate share of the net pension liability calculated using the discount rate of 7.50%, as well as what the School District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50%) or 1-percentage-point higher (8.50%) than the current rate:

| **Teachers Retirement System:** | 1% Decrease (6.50%) | Current Discount Rate (7.50%) | 1% Increase (8.50%) |
|---|---|---|---|
| School District's proportionate share of the net pension liability | $ 30,954,605.00 | $ 19,887,157.00 | $ 10,774,938.00 |

***Pension plan fiduciary net position:*** Detailed information about the pension plan's fiduciary net position is available in the separately issued TRS and PSERS financial reports which are publicly available at www.trsga.com/publications and http://www.ers.ga.gov/formspubs/formspubs.html.

## NOTE 14: SUBSEQUENT EVENTS

On June 26, 2019, the School District issued $8,155,000.00 of General Obligation Bonds, Series 2019. The proceeds from these bonds will be used for various projects.

In the subsequent fiscal year, an energy efficiency lease was executed between the School District, the lessee, and First Internet Public Finance Corp., the lessor. The agreement authorized the borrowing of $11,002,047.84 for the purchase of energy efficiency equipment, machinery, supplies, building modifications and other energy saving items.

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BROOKS COUNTY BOARD OF EDUCATION
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
TEACHERS RETIREMENT SYSTEM OF GEORGIA
FOR THE YEAR ENDED JUNE 30

SCHEDULE "1"

| Year Ended | School District's proportion of the net pension liability | School District's proportionate share of the net pension liability | State of Georgia's proportionate share of the net pension liability associated with the School District | Total | School District's covered payroll | School District's proportionate share of the net pension liability as a percentage of its covered payroll | Plan fiduciary net position as a percentage of the total pension liability |
|---|---|---|---|---|---|---|---|
| 2017 | 0.096394% | $ 19,887,157.00 | $ 384,151.00 | $ 20,271,308.00 | $ 10,777,661.78 | 184.52% | 76.06% |
| 2016 | 0.101210% | $ 15,408,217.00 | $ 278,752.00 | $ 15,686,969.00 | $ 10,913,977.00 | 141.18% | 81.44% |
| 2015 | 0.110036% | $ 13,901,597.00 | $ 235,239.00 | $ 14,136,836.00 | $ 11,225,888.00 | 123.84% | 84.03% |

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

BROOKS COUNTY BOARD OF EDUCATION
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
PUBLIC SCHOOLS EMPLOYEES RETIREMENT SYSTEM OF GEORGIA
FOR THE YEAR ENDED JUNE 30

| Year Ended | School District's proportion of the net pension liability | School District's proportionate share of the net pension liability | State of Georgia's proportionate share of the net pension liability associated with the School District | Total | School District's covered payroll | School District's proportionate share of the net pension liability as a percentage of its covered payroll | Plan fiduciary net position as a percentage of the total pension liability |
|---|---|---|---|---|---|---|---|
| 2017 | 0.00% | $ - | $ 367,668.00 | $ 367,668.00 | $ 848,481.80 | N/A | 81.00% |
| 2016 | 0.00% | $ - | $ 256,607.00 | $ 256,607.00 | $ 895,553.70 | N/A | 87.00% |
| 2015 | 0.00% | $ - | $ 224,650.00 | $ 224,650.00 | $ 914,943.32 | N/A | 88.29% |

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

BROOKS COUNTY BOARD OF EDUCATION
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS
TEACHERS RETIREMENT SYSTEM OF GEORGIA
FOR THE YEAR ENDED JUNE 30

| Year Ended | Contractually required contribution | Contributions in relation to the contractually required contribution | Contribution deficiency (excess) | School District's covered payroll | Contribution as a percentage of covered payroll |
|---|---|---|---|---|---|
| 2017 | $ 1,578,585.76 | $ 1,578,585.76 | $ - | $ 11,217,119.89 | 14.07% |
| 2016 | $ 1,508,828.24 | $ 1,508,828.24 | $ - | $ 10,777,661.78 | 14.00% |
| 2015 | $ 1,435,188.00 | $ 1,435,188.00 | $ - | $ 10,913,977.00 | 13.15% |

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

*Teachers Retirement System*

***Changes of assumptions:*** In 2010 and later, the expectation of retired life mortality was changed to the RP-2000 Mortality Tables rather than the 1994 Group Annuity Mortality Table, which was used prior to 2010. In 2010, rates of withdrawal, retirement, disability and mortality were adjusted to more closely reflect actual experience. In 2010, assumed rates of salary increase were adjusted to more closely reflect actual and anticipated experience.

On November 18, 2015, the Board adopted recommended changes to the economic and demographic assumptions utilized by the System. Primary among the changes were the updates to rates of mortality, retirement, disability, withdrawal and salary increases. The expectation of retired life mortality was changed to RP-2000 White Collar Mortality Table with future mortality improvement projected to 2025 with the Society of Actuaries' projection scale BB (set forward one year for males).

*Public School Employees Retirement System*

***Changes of assumptions:*** In 2010 and later, the expectation of retired life mortality was changed to the RP-2000 Mortality Tables rather than the 1994 Group Annuity Mortality Table, which was used prior to 2010. In 2010, rates of withdrawal, retirement, disability and mortality were adjusted to more closely reflect actual experience.

On December 17, 2015, the Board adopted recommended changes to the economic and demographic assumptions utilized by the System. Primary among the changes were the updates to rates of mortality, retirement and withdrawal. The expectation of retired life mortality was changed to the RP-2000 Blue Collar Mortality Table projected to 2025 with projection scale BB (set forward 3 years for males and 2 years for females).

BROOKS COUNTY BOARD OF EDUCATION
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 2017

SCHEDULE "5"

| | NONAPPROPRIATED BUDGETS | | ACTUAL | VARIANCE |
|---|---|---|---|---|
| | ORIGINAL (1) | FINAL (1) | AMOUNTS | OVER/UNDER |
| REVENUES | | | | |
| Property Taxes | $ 6,754,318.52 | $ 6,754,319.00 | $ 6,999,535.62 | $ 245,216.62 |
| Sales Taxes | 72,000.00 | 72,000.00 | 70,851.17 | (1,148.83) |
| State Funds | 10,747,845.00 | 10,973,775.00 | 11,592,544.66 | 618,769.66 |
| Federal Funds | 1,731,182.00 | 1,731,182.00 | 4,460,274.08 | 2,729,092.08 |
| Charges for Services | 42,700.00 | 42,700.00 | 140,393.52 | 97,693.52 |
| Investment Earnings | 3,700.00 | 3,700.00 | 3,152.54 | (547.46) |
| Miscellaneous | 95,000.00 | 95,000.00 | 505,878.22 | 410,878.22 |
| Total Revenues | 19,446,745.52 | 19,672,676.00 | 23,772,629.81 | 4,099,953.81 |
| EXPENDITURES | | | | |
| Current | | | | |
| Instruction | 12,298,878.98 | 14,186,876.72 | 13,160,419.08 | 1,026,457.64 |
| Support Services | | | | |
| Pupil Services | 787,282.00 | 1,211,623.00 | 1,165,411.25 | 46,211.75 |
| Improvement of Instructional Services | 237,979.73 | 1,134,674.51 | 1,067,912.27 | 66,762.24 |
| Educational Media Services | 384,743.25 | 384,417.00 | 246,828.13 | 137,588.87 |
| General Administration | 682,201.32 | 825,254.82 | 887,944.98 | (62,690.16) |
| School Administration | 1,263,084.81 | 1,263,082.00 | 1,241,950.70 | 21,131.30 |
| Business Administration | 351,972.26 | 351,972.00 | 295,752.82 | 56,219.18 |
| Maintenance and Operation of Plant | 1,915,003.11 | 1,953,959.00 | 2,012,533.31 | (58,574.31) |
| Student Transportation Services | 1,417,671.81 | 1,560,260.56 | 1,709,869.04 | (149,608.48) |
| Central Support Services | - | 3,100.00 | 25,197.39 | (22,097.39) |
| Other Support Services | 50,000.00 | 68,497.49 | 64,763.36 | 3,734.13 |
| Enterprise Operations | - | - | 183,912.12 | (183,912.12) |
| Food Services Operation | 1,832,164.50 | 1,828,782.00 | 1,866,975.83 | (38,193.83) |
| Debt Service | | | | |
| Principal | - | - | 56,080.22 | (56,080.22) |
| Total Expenditures | 21,220,981.77 | 24,772,499.10 | 23,985,550.50 | 786,948.60 |
| Excess of Revenues over (under) Expenditures | (1,774,236.25) | (5,099,823.10) | (212,920.69) | 4,886,902.41 |
| OTHER FINANCING SOURCES | | | | |
| Capital Lease | - | - | 265,587.00 | 265,587.00 |
| Net Change in Fund Balances | (1,774,236.25) | (5,099,823.10) | 52,666.31 | 5,152,489.41 |
| Fund Balances - Beginning | 3,587,627.70 | - | 4,787,824.51 | 4,787,824.51 |
| Adjustments | - | 4,785,092.34 | - | (4,785,092.34) |
| Fund Balances - Ending | $ 1,813,391.45 | $ (314,730.76) | $ 4,840,490.82 | $ 5,155,221.58 |

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

(1) Original and Final Budget amounts do not include the budgeted revenues or expenditures of the various principal accounts. The actual revenues and expenditures of the various principal accounts are $250,861.12 and $281,846.17, respectively.

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

See notes to the basic financial statements.

BROOKS COUNTY BOARD OF EDUCATION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2017

SCHEDULE "6"

| FUNDING AGENCY<br>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 | 17175GA324N1099 | $ 565,614.13 |
| National School Lunch Program | 10.555 | 17175GA324N1100 | 1,263,897.90 |
| Total U. S. Department of Agriculture | | | 1,829,512.03 |
| Education, U. S. Department of | | | |
| Special Education Cluster | | | |
| Pass-Through From Georgia Department of Education | | | |
| Special Education | | | |
| Grants to States | 84.027 | H027A160073 | 368,739.19 |
| Preschool Grants | 84.173 | H173A150081 | 3,742.00 |
| Preschool Grants | 84.173 | H173A160081 | 11,037.54 |
| Total Special Education Cluster | | | 383,518.73 |
| Other Programs | | | |
| Pass-Through From Georgia Department of Education | | | |
| Career and Technical Education - Basic Grants to States | 84.048 | V048A160010 | 34,482.53 |
| Improving Teacher Quality State Grants | 84.367 | S367A150001 | 46,183.00 |
| Improving Teacher Quality State Grants | 84.367 | S367A160001 | 122,273.62 |
| Migrant Education - State Grant Program | 84.011 | S011A150011 | 11,231.00 |
| Migrant Education - State Grant Program | 84.011 | S011A160011 | 36,062.38 |
| Rural Education | 84.358 | S358B150010 | 9,875.00 |
| Rural Education | 84.358 | S358B160010 | 37,200.90 |
| Title I Grants to Local Educational Agencies | 84.010 | S010A150010 | 67,167.00 |
| Title I Grants to Local Educational Agencies | 84.010 | S010A160010 | 913,462.44 |
| Twenty-First Century Community Learning Centers | 84.287 | S287C150010 | 89,384.00 |
| Twenty-First Century Community Learning Centers | 84.287 | S287C160010 | 878,013.13 |
| Total Other Programs | | | 2,245,335.00 |
| Total U. S. Department of Education | | | 2,628,853.73 |
| Health and Human Services, U. S. Department of | | | |
| Child Care and Development Fund Cluster | | | |
| Pass-Through From Bright From the Start: | | | |
| Georgia Department of Early Care and Learning | | | |
| Child Care and Decelopment Block Grant | 93.575 | | 24,300.00 |
| Total Expenditures of Federal Awards | | | $ 4,482,665.76 |

Notes to the Schedule of Expenditures of Federal Awards

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of the Brooks County Board of Education (the "Board") under programs of the federal government for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Board, it is not intended to and does not present the financial position or changes in net position of the Board.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Board has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

BROOKS COUNTY BOARD OF EDUCATION
SCHEDULE OF STATE REVENUE
YEAR ENDED JUNE 30, 2017

| AGENCY/FUNDING | GOVERNMENTAL FUND TYPE GENERAL FUND |
|---|---|
| GRANTS | |
| Bright From the Start: | |
| Georgia Department of Early Care and Learning | |
| Pre-Kindergarten Program | $ 388,003.24 |
| Education, Georgia Department of | |
| Quality Basic Education | |
| Direct Instructional Cost | |
| Kindergarten Program | 444,360.00 |
| Kindergarten Program - Early Intervention Program | 506,590.00 |
| Primary Grades (1-3) Program | 1,179,792.00 |
| Primary Grades - Early Intervention (1-3) Program | 742,199.00 |
| Upper Elementary Grades (4-5) Program | 536,289.00 |
| Upper Elementary Grades - Early Intervention (4-5) Program | 518,046.00 |
| Middle School (6-8) Program | 1,058,215.00 |
| High School General Education (9-12) Program | 954,223.00 |
| Vocational Laboratory (9-12) Program | 435,821.00 |
| Students with Disabilities | 1,581,356.00 |
| Gifted Student - Category VI | 199,184.00 |
| Remedial Education Program | 255,454.00 |
| Alternative Education Program | 76,834.00 |
| English Speakers of Other Languages (ESOL) | 87,086.00 |
| Media Center Program | 221,522.00 |
| 20 Days Additional Instruction | 67,703.00 |
| Staff and Professional Development | 40,160.00 |
| Principal Staff and Professional Development | 1,019.00 |
| Indirect Cost | |
| Central Administration | 377,578.00 |
| School Administration | 509,355.00 |
| Facility Maintenance and Operations | 515,041.00 |
| Amended Formula Adjustment | (154,429.00) |
| Categorical Grants | |
| Pupil Transportation | |
| Regular | 387,649.00 |
| Nursing Services | 45,000.00 |
| Education Equalization Funding Grant | 314,280.00 |
| Other State Programs | |
| Food Services | 35,911.00 |
| Math and Science Supplements | 27,948.70 |
| Preschool Handicapped Program | 48,436.19 |
| Teacher of the Year | 507.25 |
| Teachers Retirement | 22,421.96 |
| Vocational Education | 114,391.32 |
| Office of the State Treasurer | |
| Public School Employees Retirement | 54,598.00 |
| | $ 11,592,544.66 |

See note to the basic financial statements.

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BROOKS COUNTY BOARD OF EDUCATION
SCHEDULE OF APPROVED LOCAL OPTION SALES TAX PROJECTS
YEAR ENDED JUNE 30, 2017

SCHEDULE "8"

| PROJECT | ORIGINAL ESTIMATED COST (1) | CURRENT ESTIMATED COSTS (2) | AMOUNT EXPENDED IN CURRENT YEAR (3) | AMOUNT EXPENDED IN PRIOR YEARS (3) | TOTAL COMPLETION COST | EXCESS PROCEEDS NOT EXPENDED | ESTIMATED COMPLETION DATE |
|---|---|---|---|---|---|---|---|
| The acquisition, construction and equipping of a new high school in Brooks County and a facility to house and service the School District's vehicles and adding to, remodeling, renovating, improving, and equipping existing educational buildings, properties, and other facilities of the School District, and acquiring any necessary personal property and equipment, including computers and related technology, safety and security upgrades, and similar equipment. | $ 6,300,000.00 | $ 25,186,010.56 | $ - | $ 24,598,677.00 | $ - | $ - | 6/30/2019 |
| Retiring previously incurred general obligation debt | 6,264,175.00 | 6,264,175.00 | 1,227,176.53 | 1,445,279.30 | - | - | 6/30/2019 |
| Improving existing educational facilities, including athletic facilities | 550,000.00 | 550,000.00 | - | - | - | - | 6/30/2019 |
| Purchasing instructional and administrative technology | 175,000.00 | 175,000.00 | - | - | - | - | 6/30/2019 |
| Purchasing textbooks | 55,500.00 | 55,500.00 | - | - | - | - | 6/30/2019 |
| Purchasing school buses | 320,000.00 | 320,000.00 | - | - | - | - | 6/30/2019 |
| Purchasing safety and security equipment | 135,325.00 | 135,325.00 | - | - | - | - | 6/30/2019 |
| | $ 13,800,000.00 | $ 32,686,010.56 | $ 1,227,176.53 | $ 26,043,956.30 | $ - | $ - | |

(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 Brooks County 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.

See notes to the basic financial statements.

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SECTION II

COMPLIANCE AND INTERNAL CONTROL REPORTS

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# DEPARTMENT OF AUDITS AND ACCOUNTS

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

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


December 10, 2019

The Honorable Brian P. Kemp, Governor of Georgia
Members of the General Assembly of the State of Georgia
Members of the State Board of Education
and
Superintendent and Members of the
Brooks County Board of Education

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Brooks County Board of Education (School District), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the School District's basic financial statements, and have issued our report thereon dated December 10, 2019.

### Internal Control Over Financial Reporting

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

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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying *Schedule of Findings and Questioned Costs* as items FS 2017-001 and FS 2017-002, that we consider to be material weaknesses.

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## Compliance and Other Matters

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

## School District's Response to Findings

The School District's response to the findings identified in our audit is described in the accompanying *Schedule of Findings and Questioned Costs*. The School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## Purpose of this Report

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

Respectfully submitted,



Greg S. Griffin
State Auditor

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# DEPARTMENT OF AUDITS AND ACCOUNTS

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

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


December 10, 2019

The Honorable Brian P. Kemp, Governor of Georgia
Members of the General Assembly of the State of Georgia
Members of the State Board of Education
and
Superintendent and Members of the
Brooks County Board of Education

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

### Report on Compliance for Each Major Federal Program

We have audited the Brooks County Board of Education (School District) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017. The School District's major federal programs are identified in the *Summary of Auditor's Results* section of the accompanying *Schedule of Findings and Questioned Costs*.

#### *Management's Responsibility*

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on compliance for each of the School District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance 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 School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

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

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*Basis for Qualified Opinion on Child Nutrition Cluster (CFDA 10.553, 10.555)*

As described in the accompanying *Schedule of Findings and Questioned Costs*, the School District did not comply with requirements regarding the Child Nutrition Cluster (10.553, 10.555) as described in item FA 2017-003 for Period of Performance. Compliance with such requirements is necessary, in our opinion, for the School District to comply with requirements applicable to that program.

*Qualified Opinion on Child Nutrition Cluster (10.553, 10.555)*

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, the School District complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the Child Nutrition Cluster (10.553, 10.555) for the year ended June 30, 2017.

*Other Matters*

The School District's response to the noncompliance findings identified in our audit is described in the accompanying *Schedule of Findings and Questioned Costs*. The School District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of the School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, 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 School District's internal control over compliance.

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

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying *Schedule of Findings and Questioned Costs* as item FA 2017-003, to be a material weakness.

A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet

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important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying *Schedule of Findings and Questioned Costs* as items FA 2017-001 and FA 2017-002, to be significant deficiencies.

The School District's response to the internal control over compliance findings identified in our audit is described in the accompanying *Schedule of Findings and Questioned Costs*. The School District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,



Greg S. Griffin
State Auditor

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SECTION III

AUDITEE'S RESPONSE TO PRIOR YEAR FINDINGS AND QUESTIONED COSTS

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BROOKS COUNTY BOARD OF EDUCATION
AUDITEE'S RESPONSE
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017

PRIOR YEAR FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

**FS 2016-001** **Financial Reporting Process**

**Control Category:** Financial Reporting
**Internal Control Impact:** Material Weakness
**Compliance Impact:** None

**Finding Status:** Unresolved

**FS 2016-002** **Internal Control Procedures at Central Office**

**Control Categories:** Accounting Controls (Overall)
Cash and Cash Equivalents
Revenues/Receivables/Receipts
Expenditures/Liabilities/Disbursements
General Ledger
**Internal Control Impact:** Material Weakness
**Compliance Impact:** None

**Finding Status:** Unresolved

PRIOR YEAR FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

**FA 2014-003** **Compliance with Equipment and Real Property Management**

**Compliance Requirement:** Equipment and Real Property Management
**Internal Control Impact:** Significant Deficiency
**Compliance Impact:** Nonmaterial Noncompliance
**Federal Awarding Agency:** U.S. Department of Agriculture
**Pass-Through Entity:** Georgia Department of Education
**CFDA Number and Title:** Child Nutrition Cluster (CFDA 10.553 and 10.555)

**Finding Status:** Partially Resolved

**FA 2015-001** **Compliance with Equipment and Real Property Management**

**Compliance Requirement:** Equipment and Real Property Management
**Internal Control Impact:** Significant Deficiency
**Compliance Impact:** Nonmaterial Noncompliance
**Federal Awarding Agency:** U.S. Department of Agriculture
**Pass-Through Entity:** Georgia Department of Education
**CFDA Number and Title:** Child Nutrition Cluster (CFDA 10.553 and 10.555)

**Finding Status:** Partially Resolved

BROOKS COUNTY BOARD OF EDUCATION
AUDITEE'S RESPONSE
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017

PRIOR YEAR FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

| | |
|---|---|
| FA 2016-002 | Internal Control Procedures |
| **Compliance Requirement:** | Equipment and Real Property Management |
| **Internal Control Impact:** | Significant Deficiency |
| **Compliance Impact:** | Nonmaterial Noncompliance |
| **Federal Awarding Agency:** | U.S. Department of Agriculture |
| **Pass-Through Entity:** | Georgia Department of Education |
| **CFDA Number and Title:** | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| **Finding Status:** | Partially Resolved |
| FA 2016-003 | Internal Control Procedures |
| **Compliance Requirement:** | Period of Performance |
| **Internal Control Impact:** | Material Weakness |
| **Compliance Impact:** | Material Noncompliance |
| **Federal Awarding Agency:** | U.S. Department of Agriculture |
| **Pass-Through Entity:** | Georgia Department of Education |
| **CFDA Number and Title:** | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| **Finding Status:** | Unresolved |
| FA 2016-001 | Time and Effort Support |
| **Compliance Requirement:** | Allowable Cost/Cost Principles |
| **Internal Control Impact:** | Material Weakness |
| **Compliance Impact:** | Material Noncompliance |
| **Federal Awarding Agency:** | U. S. Department of Agriculture |
| **Pass-Through Entity:** | Georgia Department of Education |
| **CFDA Number and Title:** | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| **Finding Status:** | Partially Resolved |

SECTION IV

FINDINGS AND QUESTIONED COSTS

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BROOKS COUNTY BOARD OF EDUCATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2017

## 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 — Unmodified

Internal control over financial reporting:
- Material weaknesses identified? — Yes
- Significant deficiency identified? — No

Noncompliance material to financial statements noted: — No

### Federal Awards

Internal Control over major programs:
- Material weakness identified? — Yes
- Significant deficiencies identified? — Yes

Type of auditor's report issued on compliance for major programs:
The major program, Child Nutrition Cluster, was modified.

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? — Yes

Identification of major programs:

| CFDA Number | Name of Federal Program or Cluster |
|---|---|
| 10.553, 10.555 | Child Nutrition Cluster |

Dollar threshold used to distinguish between Type A and Type B programs: $750,000.00

Auditee qualified as low-risk auditee? — No

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

| | |
|---|---|
| FS 2017-001 | Financial Reporting Process |
| Control Category: | Financial Reporting |
| Internal Control Impact: | Material Weakness |
| Compliance Impact: | None |
| Repeat of Prior Year Finding: | FS 2016-001 |

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

### Criteria:
Management is responsible for having adequate controls over the preparation of financial statements in accordance with generally accepted accounting principles (GAAP). The School District's internal controls over GAAP financial reporting should include adequately trained personnel with the knowledge, skills and experience to prepare GAAP based financial statements and include all disclosures as required by the Governmental Accounting Standards Board (GASB).

GASB Statement No. 34, *Basic Financial Statements* - Management's Discussion and Analysis – for State and Local Governments (Statement), requires governments to present government-wide and fund financial statements as well as a summary reconciliation of the (a) total governmental funds balances to the net position of governmental activities in the Statement of Net Position, and (b) total change in governmental fund balances to the change in the net position of governmental activities in the Statement of Activities. In addition, the Statement requires information about the government's major and nonmajor funds in the aggregate, to be provided in the fund financial statements.

Chapter II – Section 2, *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.

### Condition:
The following errors and omissions were noted in the School District's financial statements as presented for audit:

- Significant audit adjustments totaling $983,976.43 were proposed and accepted by the client to correctly record capital assets in the government-wide financial statements.
- A material reclassification entry totaling $419,822.26 was proposed and accepted by the client to properly classify fund balance between restricted for capital projects and restricted for debt service in the capital projects fund on the governmental fund financial statements.
- A material audit adjustment totaling $27,941.04 was proposed and accepted by the client to correctly present cash and cash equivalents in the agency fund on the fiduciary financial statements.
- Numerous other audit adjustments and reclassifications entries were proposed and accepted by management to properly present the School District's financial statements.

### Cause:
In discussing these deficiencies with the School District, they indicated the errors occurred due to oversights in preparing the financial statements and employee turnover in the Finance Department.

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

Effect or Potential Effect:
Material misstatements were included in the financial statements presented for audit. The lack of controls and monitoring could impact the reporting of the School District's financial position and results of operations.

Recommendation:
The School District should strengthen their internal controls and preparation and review procedures over financial reporting to ensure that the financial statements, including disclosures and schedules presented for audit are complete and accurate. These procedures should be performed by a properly trained individual(s) possessing a thorough understanding of GAAP, the applicable GASB pronouncements and knowledge of the School District's activities and operations. The School District should also consider implementing the use of a review checklist to assist in the review process over the financial statements.

Views of Responsible Officials:
We concur with this finding.

| | |
|---|---|
| FS 2017-002 | Internal Control Procedures at Central Office |
| Control Category: | Accounting Controls (Overall) |
| | Cash and Cash Equivalents |
| | Capital Assets |
| | Revenues/Receivables/Receipts |
| | Expenditures/Liabilities/Disbursements |
| | Debt and Debt Service |
| | General Ledger |
| Internal Control Impact: | Material Weakness |
| Compliance Impact: | None |
| Repeat of Prior Year Finding: | FS 2016-002 |

Description:
The accounting procedures of the School District were insufficient to provide adequate internal controls over numerous control categories.

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

Condition:
Accounting Controls (Overall)

- The School District does not have adequate logical access controls in place to protect the integrity of information maintained in significant financial applications including no formal policy for managing user access to the financial system and supporting infrastructure. In addition, for the financial application system and food service point of sale system, we noted users with access rights that exceeded their need to complete their assigned job functions. Further, the access granted did not adequately separate the functions of initiating, authorizing, and recording transactions, reconciliations, and maintaining the custody of assets. Lastly, it was noted that recovery procedures are not adequate.

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

Cash and Cash Equivalents

- A review of thirty-three bank reconciliations revealed the following deficiencies:
  - Eleven bank reconciliations did not have evidence of proper preparer and approver.
  - For three bank accounts, the School District did not complete bank reconciliations for several months during the year in review.
  - One bank reconciliation was not completed in a timely manner.
  - Three bank reconciliations did not have adequate documentation to support the outstanding check and wire amounts on the reconciliations.
- The amount of cash and cash equivalents included on the fiduciary financial statements for school activity accounts in the agency fund did not agree to the amounts of cash and cash equivalents on the general ledger reports from the schools.

Capital Assets

- The School District did not maintain an updated capital asset listing.
- A review of twenty capital outlay expenditures and potential capital outlay expenditures revealed the following deficiencies:
  - Ten purchases did not have proper documentation.
  - Eleven items that were purchased should have been capitalized but were not properly capitalized per the School District's capital asset policy.
  - One invoice was paid twice.
  - Four purchases did not have evidence of proper approval.
  - The School District purchased an asset using erate funds and did not properly account for the erate funds.
- The School District is not following its capital asset policy regarding depreciation of assets. The following deficiencies were noted:
  - The School District calculated depreciation for nine assets that were already fully depreciated.
  - One asset was fully depreciated due to using the wrong depreciation calculation.
  - Three assets were fully depreciated that should have had a remaining book value at the end of the year under review.
  - Five assets that should have been fully depreciated prior to the year under review had a remaining book balance.

Revenues/Receivables/Receipts

- A review of seventeen miscellaneous receipts revealed the following deficiencies:
  - Four receipts did not have adequate documentation for the auditor to determine if the amount posted to the general ledger agreed to the amount remitted to the School District.
  - For one receipt, the School District could not provide any documentation.
- The School District double-booked reimbursements for the School Nutrition program totaling $247,696.34.
- The School District booked invalid accounts receivable pertaining to the School Nutrition program totaling $250,110.72.
- The auditors reviewed fifteen subsequent period receipts and found that the School District could not provide proper documentation for one receipt. The lack of documentation led to the auditor being unable to determine if the receipt was recorded in the correct period.
- The auditor reviewed eleven Student Activity receipts and found that the School District did not complete a gate receipt reconciliation for one receipt related to an athletic event.

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

Expenditures/Liabilities/Disbursements

- A review of twenty-seven current year expenditures revealed the following deficiencies:
  - Five expenditures did not have evidence of proper approval.
  - Seven expenditures lacked proper documentation.
  - Two expenditures lacked purchase orders.
  - One expenditure credit card expenditure was not properly approved and the entity could not provide adequate supporting documentation for the charge.
  - For the March credit card charges, five of the charges did not have proper receipts or documentation to support the amount charged.
  - A review of five Student Activity expenditures revealed that, for one expenditure, the purchase order was approved after payment was already made to the vendor.
  - During a review of twenty subsequent period expenditures, the School District could not provide documentation for five expenditures.

Employee Compensation

- For one employee's salary that was reviewed, the following issues were noted:
  - The employee's salary was not calculated correctly which led to a net underpayment of $215.80.
  - A reimbursement that should have been included in payroll was instead paid with a vendor check.
  - The salary reported to the Department of Audits and Accounts on the CS-1 did not agree to the amount of the employee's salary in the accounting records.

Debt and Debt Service

- The School District did not properly account for a capital lease for buses.

General Ledger

- A review of the State and Federal grant fund balances revealed that two federal grants were not properly closed out at year-end resulting in deficit fund balances for the two federal grants.
- A review of thirty journal entries revealed the following deficiencies:
  - Twenty-three journal entries did not have evidence of proper preparer and approver.
  - No documentation could be provided for five journal entries.
  - One journal entry did not have adequate documentation.

### Cause:

In discussing this deficiency with the School District, they stated that turnover in the Finance Department was the cause of this deficiency.

### Effect or Potential Effect:

Without satisfactory accounting controls and procedures in place, the School District could place itself in a position where potential misappropriation of assets could occur. In addition, the lack of controls impacted its reporting of financial position and results of operations.

## II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

Recommendation:
The School District should review accounting procedures in place and design and implement procedures relative to the above controls categories to strengthen the internal controls over the accounting functions. Management should ensure that proper separation of duties exist. In the case when management determines that separation of duties is not cost beneficial, management should implement compensation controls that assist in assuring that transactions are properly processed and reported.

Views of Responsible Officials:
We concur with this finding.

## III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

| | |
|---|---|
| FA 2017-001 | Improve Controls over Expenditures |
| Compliance Requirements: | Activities Allowed or Unallowed |
| | Allowable Costs/Cost Principles |
| | Procurement and Suspension and Debarment |
| Internal Control Impact: | Significant Deficiency |
| Compliance Impact: | Nonmaterial Noncompliance |
| Federal Awarding Agency: | U.S. Department of Agriculture |
| Pass-Through Entity: | Georgia Department of Education |
| CFDA Number and Title: | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| Federal Award Numbers: | 17175GA324N1099 and 17175GA324N1100 |
| Questioned Costs: | None Identified |

Description:
A review of expenditures charged to the Child Nutrition Cluster (CFDA 10.553 and 10.555) revealed that the School District's internal control procedures were not operating appropriately to ensure that expenditures were appropriately documented.

Criteria:
2 CFR 200.403 prescribes the factors affecting allowability of costs and states in part that "costs must meet the following general criteria in order to be allowable under Federal awards: (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles… (c) Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity… (g) Be adequately documented…"

In addition, 2 CFR 200.303(a) states in part that the "non-Federal entity must: (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award… (c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.

Condition:
A random sample of 25 procurements was selected for testing using a non-statistical sampling approach. These items were reviewed to determine if appropriate internal controls were implemented and if procedures for verifying that each vendor is not debarred, suspended, or otherwise excluded before entering into a covered transaction were followed. Upon review of these procurement transactions, it was noted that four voucher packages could not be located for review by the entity.

## III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

### Cause:
The entity personnel in charge of the Child Nutrition Cluster did not follow the Brooks County Nutrition Program Procurement Plan regarding maintaining documentation for purchases and procurements. Management stated that the voucher packages had been misplaced.

### Effect or Potential Effect:
Failure to ensure that expenditures are reviewed for allowability and maintained on-file appropriately exposes the School District to unnecessary risk of error and misuse of Federal funds. In addition, failure to appropriately implement procedures to address suspension and debarment compliance requirements could result in the expenditure of Federal funds with unqualified vendors and the return of grant funds associated with these unallowable expenditures. Additionally, the School District is not in compliance with the Uniform Guidance and Georgia Department of Education guidance.

### Recommendation:
The School District should review current internal control procedures related to Child Nutrition Cluster expenditures and suspension and debarment requirements. Where vulnerable, the School District should develop and/or modify its policies and procedures to ensure that all expenditures are maintained on-file according to the School District's record retention policy. In addition, the School District should ensure that appropriate reviews occur to verify that vendors are not suspended, debarred, or otherwise excluded prior to entering into covered transactions. Furthermore, management should develop and implement a monitoring process to ensure that controls are operating appropriately.

### Views of Responsible Officials:
We concur with this finding.

| | |
|---|---|
| FA 2017-002 | Improve Controls over Equipment |
| Compliance Requirement: | Equipment and Real Property Management |
| Internal Control Impact: | Significant Deficiency |
| Compliance Impact: | Nonmaterial Noncompliance |
| Federal Awarding Agency: | U.S. Department of Agriculture |
| Pass-Through Entity: | Georgia Department of Education |
| CFDA Number and Title: | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| Federal Award Numbers: | 17175GA324N1099 and 17175GA324N1100 |
| Questioned Costs: | None Identified |
| Repeat of Prior Year Findings: | FA 2016-002, FA 2015-001, FA 2014-003 |

### Description:
The policies and procedures of the School District did not provide adequate internal controls over equipment and real property management as it relates to the Child Nutrition Cluster.

### Criteria:
2 CFR 200.313(d)(1) states, "Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property."

## III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

### Condition:

The following deficiencies were noted when reviewing the Child Nutrition Cluster equipment listing:

- Property records did not consistently include the following required components: (1) Who holds title, (2) percentage of Federal participation in the project costs for the Federal award under which the property was acquired, and (3) condition of property.
- One piece of equipment purchased during the current year with Child Nutrition Cluster funds was not added to the equipment listing.

### Cause:

In discussing this deficiency with management, they stated that the deficiencies occurred due to turnover in the School Nutrition Department. New School Nutrition Department staff were unaware of all of the components required to be reflected within the property records.

### Effect or Potential Effect:

Failure to maintain a complete and accurate equipment listing exposes the School District to unnecessary risk of error and misuse of equipment and/or Federal funds. Additionally, the School District is not in compliance with the Uniform Guidance and Georgia Department of Education guidance.

### Recommendation:

The School District should develop and maintain an equipment listing that reflects all required information, including a description, an identifying number, the source of funding, the title holder, the acquisition date, the cost, the percentage of Federal participation in the project costs, the location, the use and condition, and any ultimate disposal data for each piece of equipment. In addition, management should perform a physical inventory of equipment at least once every two years and reconcile the results of the physical inventory to the Child Nutrition Cluster equipment listing.

### Views of Responsible Officials:

We concur with this finding.

| | |
|---|---|
| FA 2017-003 | Improve Controls over Journal Entries |
| Compliance Requirement: | Period of Performance |
| Internal Control Impact: | Material Weakness |
| Compliance Impact: | Material Noncompliance |
| Federal Awarding Agency: | U.S. Department of Agriculture |
| Pass-Through Entity: | Georgia Department of Education |
| CFDA Number and Title: | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| Federal Award Numbers: | 17175GA324N1099 and 17175GA324N1100 |
| Questioned Costs: | None Identified |
| Repeat of Prior Year Finding: | FA 2016-003 |

### Description:

The School District did not have adequate controls in place to ensure that journal entries made for the Child Nutrition Cluster were accurate and properly documented.

## III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

### Criteria:

2 CFR 200.303(a) states in part that the "non-Federal entity must: (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award… (c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards."

### Condition:

Seven Child Nutrition Cluster journal entries were selected for testing using a targeting approach. These journal entries were reviewed to determine if appropriate internal controls were implemented and applicable period of performance compliance requirements were met. The following deficiencies were noted:

- Five journal entries did not reflect evidence of a separate preparer and approver. In addition, these same five journal entries did not reflect any evidence of review or approval by appropriate management personnel.
- One journal entry could not be located for review by the entity.
- Adequate supporting documentation was not maintained on-file for one journal entry.

### Cause:

In discussion with entity personnel, it was determined that turnover in the School Nutrition and Finance Departments contributed to the lack of supporting documentation for journal entries and failure to ensure that internal control procedures were being followed appropriately.

### Effect or Potential Effect:

Failure to review journal entries for allowability and period of performance requirements exposes the School District to unnecessary risk of error and misuse of Federal funds. Additionally, the School District is not in compliance with the Uniform Guidance and Georgia Department of Education guidance.

### Recommendation:

The School District should review current internal control procedures related to Child Nutrition Cluster journal entries. Where vulnerable, the School District should develop and/or modify its policies and procedures to ensure that journal entries are maintained on-file, properly documented, and approved by appropriate personnel. Furthermore, management should develop and implement a monitoring process to ensure that these procedures are functioning properly.

### Views of Responsible Officials:

We concur with this finding.

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SECTION V

MANAGEMENT'S CORRECTIVE ACTION

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# Brooks County Schools

***Learners Today... World Leaders Tomorrow...***

*Home of the Trojans*

1081 Barwick Road • Quitman, Georgia 31643 • 229-263-7531 • FAX 229-263-8856



SUPERINTENDENT
Dr. Vickie Reed

BOARD MEMBERS:
Mr. Larry Cunningham
Mr. Chip Carroll
Mrs. Debra Folsom
Mr. Jody Hall
Mr. Kasey Knight
Dr.Diane Thomas
Mr. Frank Thomas


CORRECTIVE ACTION PLANS - FINANCIAL STATEMENT FINDINGS

| | |
|---|---|
| FS 2017-001 | Financial Reporting Process |
| Control Category: | Financial Reporting |
| Internal Control Impact: | Material Weakness |
| Compliance Impact: | None |
| Repeat of Prior Year Finding: | FS 2016-001 |

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

Corrective Action Plans:

*The district has enlisted the help of experts in financial reporting until the system staff can gain the appropriate training to complete the process within the system.*

Estimated Completion Date: ____12/31/2019_____

Contact Person: _Kylee Burns_____

Telephone: __229-588-2340_____; E-mail: _____kburns@brooks.k12.ga.us_____

CORRECTIVE ACTION PLANS - FINANCIAL STATEMENT FINDINGS

| | |
|---|---|
| FS 2017-002 | Internal Control Procedures at Central Office |
| Control Category: | Accounting Controls (Overall) |
| | Cash and Cash Equivalents |
| | Capital Assets |
| | Revenues/Receivables/Receipts |
| | Expenditures/Liabilities/Disbursements |
| | Debt & Debt Service |
| | General Ledger |
| Internal Control Impact: | Material Weakness |
| Compliance Impact: | None |
| Repeat of Prior Year Finding: | FS 2016-002 |

The accounting procedures of the School District were insufficient to provide adequate internal controls over numerous control categories.

Corrective Action Plans:

*The district will implement new processes and procedures in order to improve the internal controls over all control categories.*

Estimated Completion Date: 6/30/18

Contact Person: __Kylee Burns_____

Telephone: _229-588-2340__; E-mail: ___kburns@brooks.k12.ga.us_____

CORRECTIVE ACTION PLANS – FEDERAL AWARD FINDINGS

| | |
|---|---|
| FA 2017-001 | Improve Controls over Expenditures |
| Compliance Requirement: | Activities Allowed or Unallowed |
| | Allowable Cost/Cost Principles |
| | Procurement and Suspension and Debarment |
| Internal Control Impact: | Significant Deficiency |
| Compliance Impact: | Nonmaterial Noncompliance |
| Federal Awarding Agency: | U.S. Department of Agriculture |
| Pass-Through Entity: | Georgia Department of Education |
| CFDA Number and Title: | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| Federal Award Numbers: | 17175GA324N1099 and 17175GA324N1100 |
| Questioned Costs: | None Identified |

A review of expenditures charged to the Child Nutrition Cluster (CFDA 10.553 and 10.555) revealed that the School District's internal control procedures were not operating appropriately to ensure that expenditures were appropriately documented.

Corrective Action Plans:

*The SFS bookkeeper collects invoices, receipts, and supporting documentation and prepares the invoice for payment. Once prepared for payment, the Director reviews the invoice and related documentation. Director approves (signature & date) the invoice be paid. Then bookkeeper processes and submits payment. Copies of checks, invoices, supporting documentation are filed and organized by check number.*

Estimated Completion Date: September 2017

Contact Person: Chynna Wilson

Telephone: 229-588-2340; E-mail: cwilson@brooks.k12.ga.us

CORRECTIVE ACTION PLANS – FEDERAL AWARD FINDINGS

| | |
|---|---|
| FA 2017-002 | Improve Controls Over Equipment |
| Compliance Requirement: | Equipment and Real Property Management |
| Internal Control Impact: | Significant Deficiency |
| Compliance Impact: | Nonmaterial Noncompliance |
| Federal Awarding Agency: | U.S. Department of Agriculture |
| Pass-Through Entity: | Georgia Department of Education |
| CFDA Number and Title: | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| Federal Award Numbers: | 17175GA324N1099 and 17175GA324N1100 |
| Questioned Costs: | None Identified |
| Repeat of Prior Year Finding: | FA 2016-002, FA 2015-001, FA 2014-003 |

The policies and procedures of the School District did not provide adequate internal controls over equipment and real property management as it relates to the Child Nutrition Cluster.

Corrective Action Plans:

*In May of each year the Director and Bookkeeper of SFS take an inventory of kitchen equipment. Each item is checked for working condition, proper location, and accurate decal numbers. The inventory is documented in a excel file that includes decal number, acquisition date, description, cost, location, condition, and date checked.*

Estimated Completion Date: May 2018

Contact Person: Chynna Wilson

Telephone: 229-588-2340; E-mail: cwilson@brooks.k12.ga.us

CORRECTIVE ACTION PLANS – FEDERAL AWARD FINDINGS

| | |
|---|---|
| FA 2017-003 | Improve Controls over Journal Entries |
| Compliance Requirement: | Period of Performance |
| Internal Control Impact: | Material Weakness |
| Compliance Impact: | Material Noncompliance |
| Federal Awarding Agency: | U.S. Department of Agriculture |
| Pass-Through Entity: | Georgia Department of Education |
| CFDA Number and Title: | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| Federal Award Numbers: | 17175GA324N1099 and 17175GA324N1100 |
| Questioned Costs: | None Identified |
| Repeat of Prior Year Finding: | FA 2016-003 |

The School District did not have adequate controls in place to ensure that journal entries made for the Child Nutrition Cluster were accurate and properly documented.

Corrective Action Plans:

*The SFS Bookkeeper prepares journal entries and submits to the SFS Director for review and approval. The Director signs and dates the journal entry and the bookkeeper initials and makes not of the date the journal entry is is entered into PC Genesis.*

Estimated Completion Date: September 2017

Contact Person: _Chynna Wilson

Telephone: _229-588-2340; E-mail: _cwilson@brooks.k12.ga.us

CORRECTIVE ACTION PLANS – FEDERAL AWARD FINDINGS

| | |
|---|---|
| FA 2017-004 | Internal Control Procedures |
| Compliance Requirement: | Procurement, Suspension, and Debarment |
| Internal Control Impact: | Significant Deficiency |
| Compliance Impact: | Nonmaterial Noncompliance |
| Federal Awarding Agency: | U.S. Department of Agriculture |
| Pass-Through Entity: | Georgia Department of Education |
| CFDA Number and Title: | CFDA 10.553 and 10.555 Child Nutrition Cluster |
| Federal Award Numbers: | 17175GA324N1099 and 17175GA324N1100 |
| Questioned Costs: | None Identified |

The School District did not have adequate controls in place to ensure expenditures were properly documented.

Corrective Action Plans:

*The SFS bookkeeper collects invoices, receipts, and supporting documentation and prepares the invoice for payment. Once prepared for payment, the Director reviews the invoice and related documentation. Director signs off on the payment of the invoice. Then bookkeeper processes and submits payment. Copies of checks, invoices, supporting documentation are filed and organized by check number.*

Estimated Completion Date: September 2017

Contact Person: Chynna Wilson

Telephone: _229-588-2340_____; E-mail: _cwilson@brooks.k12.ga.us

Kylee Bruno 12/10/19