

2015-2016  
**Spencer-Owen Community Schools - Gosport Elementary**  
Owen County, Indiana

The bank in which all monies of this account are deposited is:

Name of Bank: Owen County State Bank

Location of Bank: Gosport, Indiana

Date school officially closed: 05/25/2016

**BOND OF SCHOOL TREASURER**

Name of Surety: The Cincinnati Insurance Company

Amount of Bond: \$25,000.00

Date of Expiration: 09/29/2016

**CERTIFICATE OF SCHOOL TREASURER/PRINCIPAL**

I, Ann Cooper, Treasurer, Carol Watson, Principal, of the Gosport Elementary School Extra-Curricular Account, hereby certify that the foregoing report of the said account is true and correct to the best of my knowledge and belief. I further certify that copies of this report have been filed with the officers designated by law to receive copies of said report.

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Principal

**COPIES TO BE FILED AS FOLLOWS:**

**Township School:**

- 1 copy to Township Trustee
- 1 copy to County Superintendent

**School Corporation:**

- 1 copy to Board of School Trustees or Board of School Commissioners
- 1 copy to Superintendent of Schools

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Form Prescribed by State Board of Accounts

Form SA5-1

2015-2016 Financial Report  
 School Extra-Curricular Account  
**Spencer-Owen Community Schools - Gosport Elementary**  
 Owen County, Indiana  
 Schedule of Balances  
 Receipts and Expenditures of School Extra-Curricular Account

NAME OF FUND ↕	BALANCE BEGINNING OF PERIOD ↕	RECEIPTS DURING PERIOD ↕	EXPENDITURES ↕	BALANCE END OF PERIOD ↕
FACULTY/STAFF	\$275.34	\$795.32	\$446.35	\$624.31
FIFTH GRADE	\$118.97	\$644.75	\$518.85	\$244.87
FIRST GRADE	\$39.69	\$63.00	\$44.22	\$58.47
FOURTH GRADE	\$17.99	\$287.00	\$298.22	\$6.77
INVESTMENT INCOME	\$8.24	\$0.33	\$0.00	\$8.57
KINDERGARTEN	\$13.51	\$236.00	\$249.51	\$0.00
KINDNESS FUND FOR STUDENTS	\$527.58	\$0.00	\$0.00	\$527.58
SECOND GRADE	\$8.99	\$51.75	\$44.22	\$16.52
SIXTH GRADE	\$0.00	\$804.00	\$804.00	\$0.00
STUDENT ACTIVITIES	\$1,472.28	\$2,980.05	\$3,014.53	\$1,437.80
STUDENT COUNCIL	\$330.68	\$85.50	\$84.57	\$331.61
THIRD GRADE	\$27.03	\$347.00	\$307.88	\$66.15
<b>TOTAL ALL FUNDS</b>	<b>\$2,840.30</b>	<b>\$6,294.70</b>	<b>\$5,812.35</b>	<b>\$3,322.65</b>

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Form Prescribed by State Board of Accounts

SA5-3

2015-2016 Financial Report  
 DETAIL OF RECEIPTS AND EXPENDITURES BY FUNDS  
 Spencer-Owen Community Schools - Gosport Elementary  
 Owen County, Indiana

FUND NAME ↕	RECEIPTS		
	SOURCE OF RECEIPTS ↕	NATURE OF RECEIPTS ↕	AMOUNT ↕
FACULTY/STAFF	Coca Cola	Coca Cola Commission	\$36.63
	Coca Cola	Coke Commission	\$136.24
	Coca Cola	Coke Machine Commission	\$327.45
	Staff	Pizza	\$110.00
	Teachers and Staff	Jean Week	\$185.00
	Total - FACULTY/STAFF		\$795.32
FIFTH GRADE	5th Grade	5th Grade Field Trip to Sky Zone	\$38.00
	5th grade	5th grade wonderlab field trip	\$56.75
	5th grade	author field trip	\$24.00
	5th Grade	Skyzone Field trip	\$526.00
	Total - FIFTH GRADE		\$644.75
FIRST GRADE	1st Grade	field Trip	\$24.75
	1st grade	Wonderlab field trip	\$38.25
	Total - FIRST GRADE		\$63.00
FOURTH GRADE	4th Grade	4th Grade field trip	\$156.00
	4th Grade	Author Field Trip	\$21.00
	4th Grade	Zoo Field Trip	\$110.00
	Total - FOURTH GRADE		\$287.00
INVESTMENT INCOME	OCSB	Interest for 08/15 ECA Acct	\$0.02
	OCSB	interest month of Oct. 2015	\$0.02
	OCSB	Interest on acct	\$0.02
	OCSB	interest on acct 02/16	\$0.03
	OCSB	Interest on acct 06/16	\$0.04
	OCSB	Interest on Bank Stmt 09/2015	\$0.02
	OCSB	Interest on ECA Acct	\$0.08
	OCSB	Interest on ECA acct 01/2016	\$0.02
	OCSB	Interest on ECA Acct 04/16	\$0.04
	OCSB	November 2015 Interest on acct	\$0.02



	Owen County State Bank	Interest for Dec. 2015	\$0.02
		<b>Total - INVESTMENT INCOME</b>	<b>\$0.33</b>
KINDERGARTEN	Kindergarten	Zoo Field Trip	\$230.00
	Natasha Neibel	Kindergarten Field Trip	\$6.00
		<b>Total - KINDERGARTEN</b>	<b>\$236.00</b>
SECOND GRADE	2nd Grade	Wonderlab Field Trip	\$51.75
		<b>Total - SECOND GRADE</b>	<b>\$51.75</b>
SIXTH GRADE	5th grade	author field trip	\$22.00
	6th Grade	6th Grade field trip	\$60.00
	6th Grade	6th Grade Field Trip to Big Splash	\$210.00
	6th grade	Author Field Trip	\$2.00
	6th Grade	Big Splash Field Trip	\$420.00
	6th Grade	Field trip to big splash	\$90.00
		<b>Total - SIXTH GRADE</b>	<b>\$804.00</b>
STUDENT ACTIVITIES	Abby McDonald	15-16 Year Books	\$352.50
	Anika Tackett	missing Library Book	\$16.95
	Anika Tackett x 2	15-16 Yearbooks	\$25.00
	Box Tops for Educations	Box Tops Dec 2015	\$802.70
	Carter Wolf	15-16 Yearbooks	\$120.00
	Codie Taylor	Missing Library Books	\$7.00
	Junior Patriot BB League	Donation from basketball league	\$250.00
	Lily Wallace	15-16 Year Books	\$29.00
	Pettit Photo	Commission Check	\$880.44
	Student	Missing Library Book	\$30.00
	Students	15-16 Year Books	\$58.00
	Students	15-16 Yearbooks	\$178.50
	Sydney Jemison	15-16 Yearbook	\$70.50
	Target	Take Charge of Education--target	\$26.46
	Various Students/Staff	2015-2016 Yearbooks	\$133.00
		<b>Total - STUDENT ACTIVITIES</b>	<b>\$2,980.05</b>
STUDENT COUNCIL	Fall Carnival	Fall Carnival Coke and Popcorn	\$85.50
		<b>Total - STUDENT COUNCIL</b>	<b>\$85.50</b>
THIRD GRADE	3rd grade	3rd grade field trip	\$46.00
	3rd Grade	3rd Grade Wonderlab Field Trip	\$55.00
	3rd Grade	Field Trip	\$26.00
	field trip	3rd grade field trip	\$20.00
	Kappa Kappa Sigma	3rd grade music field trip donation	\$200.00
		<b>Total - THIRD GRADE</b>	<b>\$347.00</b>
		<b>TOTAL RECEIPTS - ALL FUNDS</b>	<b>\$6,294.70</b>



EXPENDITURES		
FUND NAME ↕	PURPOSE OF EXPENDITURE ↕	AMOUNT ↕
FACULTY/STAFF	Flower for Mary at Christmas Program	\$18.00
	Tomato Pie Pizza for Parent Teacher Conferences	\$145.19
	flowers for leah taylors dads funeral	\$31.00
	04/16 School Board Meeting Supplies	\$71.65
	Pizza for Staff for Data Meeting	\$79.93
	Teacher Day lunch from SubWay	\$100.58
	<b>Total - FACULTY/STAFF</b>	<b>\$446.35</b>
FIFTH GRADE	5th grade bus cost for field trip for author visit	\$20.00
	5th to Sky Zone	\$134.85
	Deposit on 5th Grade Field Trip to Sky Zone	\$100.00
	5th grade field trip to Skyzone \$13 per person 24 kids and 4 adults. 28 x \$13= \$364; \$364-\$100 deposit = \$264	\$264.00
	<b>Total - FIFTH GRADE</b>	<b>\$518.85</b>
FIRST GRADE	Wonderlab field trip for 1st	\$44.22
	<b>Total - FIRST GRADE</b>	<b>\$44.22</b>
FOURTH GRADE	4th Grade Zoo Field Trip	\$168.00
	End of Year Ice Cream Party for 4th Grade	\$19.47
	4th Grade field trip bus cost for author visit	\$20.00
	4th Grade Field Trip to Zoo	\$90.75
	<b>Total - FOURTH GRADE</b>	<b>\$298.22</b>
KINDERGARTEN	Kindergarten Field trip to Zoo. Total \$ 90.75. K short by \$3.24= 87.51	\$87.51
	Kindergarten Zoo Field Trip	\$162.00
	<b>Total - KINDERGARTEN</b>	<b>\$249.51</b>
SECOND GRADE	2nd to Wonderlab	\$44.22
	<b>Total - SECOND GRADE</b>	<b>\$44.22</b>
SIXTH GRADE	6th grade bus cost for field trip to author visit	\$20.00
	6th to Big Splash. \$277.15 total. Short by \$91.56= \$185.59	\$185.59
	6th grade field trip to Big Splash	\$598.41
	<b>Total - SIXTH GRADE</b>	<b>\$804.00</b>
STUDENT ACTIVITIES	Awards for Students	\$372.75
	Recess Balls and Jump roaps for Students	\$98.50
	Spoon Man Convocation for Entire School	\$400.00
	Amount Collected for 1516- Yearbook Sales	\$966.50
	Balloons and Ribbon from Walmart	\$26.88
	EOY Park Day's Supplies	\$290.83
	Popsicles for back to school parade	\$36.00
	Camcorder	\$199.00
	Spoon Man Convo 4-29-16 deposit	\$100.00
	Pizza for Top Dogs	\$162.00

	Personalized Red Ribbon Week Bundle for all Students	\$190.00
	Recess Balls and Jump Ropes	\$115.92
	Snoopy's for kids	\$56.15
	<b>Total - STUDENT ACTIVITIES</b>	<b>\$3,014.53</b>
STUDENT COUNCIL	Muffins for veteran's day and popcorn for fall carnival	\$65.61
	Veteran's Day muffin breakfast	\$18.96
	<b>Total - STUDENT COUNCIL</b>	<b>\$84.57</b>
THIRD GRADE	3rd to Spencer Elementary	\$50.00
	3rd grade field trip bus to sing at WCBK--split cost with SES	\$29.80
	3rd grade field trip to Tivoli	\$50.00
	3rd grade lunch during music field trip	\$178.08
	<b>Total - THIRD GRADE</b>	<b>\$307.88</b>
	<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>\$5,812.35</b>

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Form Prescribed by State Board of Accounts

Form SA5-2

2015-2016 Financial Report  
**Spencer-Owen Community Schools - Gosport Elementary**  
Owen County, Indiana

CASH RECONCILEMENT	
Name of Bank: <b>Owen County State Bank</b>	
Location of Bank: <b>Gosport, Indiana</b>	
Date of Bank Statement: 06/30/2016	
Depository Balance	\$3,322.65
Cash On Hand (ADD):	\$0.00
Deposits In Transit (ADD):	\$0.00
Other Reconciling Items (ADD/DEDUCT):	\$0.00
Total of Outstanding Checks (DEDUCT):	
Balance:	\$3,322.65

OUTSTANDING CHECKS		
DATE	NUMBER ↕	AMOUNT
Total		



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Spencer-Owen Community Schools - Gosport Elementary  
Owen County, Indiana

## Risk Assessment - 2015-2016

1. How is your ECA's ledger maintained?	Computerized
2. Was a financial report made within two weeks after the close of the school year and after each semester if your school has two (2) or more semesters in a school year, of all fund activity to the school board and superintendent of schools in accordance with IC 20-41-1-3 and IC 20-41-1-8.	Yes
3. Was the ECA bank account balance reconciled to the ledger balances on a monthly basis?	Yes
How frequently are bank account balances reconciled without any difference or variance?	All of the time
4. Does anyone review and approve the completed bank reconciliements?	Yes
List the position and name of the person(s) reviewing completed reconciliation.	Darla Thomas, Treasurer
5. Does the ECA have any investments (certificates of deposit, savings accounts, etc.)?	No
If yes, list the name of the bank(s) where the investments are maintained.	
6. Are any investments accounted for on the ECA ledger?	
7. Is a receipt issued for all monies received and at the time the money is received?	No
8. Please indicate how often deposits are made. Which best fits your situation?	Yes
9. When totaling the receipts issued for the day does the classification of the receipts (i.e. cash, checks, etc.) and the classification as shown on the deposit ticket (i.e. currency, checks, etc.) agree? This would include collections for items like textbook rental, fundraisers, ticket sales, etc.	Weekly
10. Is School Lunch accounted for in the ECA ledgers?	Yes
If yes, is a SF-2 or SF-3 used?	No
11. Is Textbook rental accounted for in the ECA ledgers?	No
If yes, are receipts (Form TBR-2, Official Receipt - Individual Textbook Rental List) issued?	
12. Is a Purchase Order/Accounts Payable Voucher (Form SA-1) and/or Claim for Payment (Form SA-7) used for disbursements?	Yes
13. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) properly itemized?	Yes
14. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) signed by the appropriate officials?	Yes
List the position and name of the person(s) signing Purchase Order/Accounts Payable vouchers (Form SA-1) and/or Claim for Payment (Form SA-7).	Ann Cooper, Book keeper Carol Waton, Principal
15. Are prenumbered tickets used for sporting and other events for which an admission price is collected?	Not Applicable
16. Do any school personnel stock vending machines and remove money from the machine?	No
If yes, is Form SA-9 Accountable Items Review completed at least once per school year?	
17. The Summary Collection Form (SA-8) is to be used when a teacher, class sponsor, or other school personnel are in charge of collecting money (for a field trip, fundraiser, etc.) that is later turned over to the ECA treasurer. Was Form SA-8 used to transmit monies collected by teachers, class sponsors, etc. to the ECA treasurer?	Yes
18. Are any outside organizations such as booster clubs, 4-H, Girl Scouts, PTO/PTA, etc. accounted for in the ECA ledgers?	No
If yes, please list those organizations	
19. Are all fundraisers approved by the School Board?	No
If yes, has the School Board established controls and procedures over fundraisers?	
20. Does the ECA have a credit/debit card or local business charge accounts issued in the name of the school?	No
If yes, has the School Board approved a policy related to the use of the credit/debit card or local business charge account?	
If yes, upload a copy of the credit or debit card policy. (jpg, pdf, gif, tif, png)	
Are credit card statements or debit card transactions reviewed often for irregularities?	

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Form Prescribed by State Board of Accounts

Form SA5-4

2015-2016  
**Spencer-Owen Community Schools - Spencer Elementary**  
Owen County, Indiana

The bank in which all monies of this account are deposited is:

Name of Bank: Owen County State Bank

Location of Bank: Spencer, IN

Date school officially closed: 05/25/2016

BOND OF SCHOOL TREASURER

Name of Surety: Western Surety Company

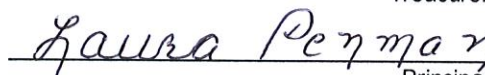
Amount of Bond: \$50,000.00

Date of Expiration: 10/01/2016

CERTIFICATE OF SCHOOL TREASURER/PRINCIPAL

I, Peggy Foote, Treasurer, Laura Penman, Principal, of the Spencer Elementary School School Extra-Curricular Account, hereby certify that the foregoing report of the said account is true and correct to the best of my knowledge and belief. I further certify that copies of this report have been filed with the officers designated by law to receive copies of said report.

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Principal

COPIES TO BE FILED AS FOLLOWS:

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- 1 copy to Township Trustee
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School Corporation:

- 1 copy to Board of School Trustees or Board of School Commissioners
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Form Prescribed by State Board of Accounts

Form SA5-1

2015-2016 Financial Report  
 School Extra-Curricular Account  
**Spencer-Owen Community Schools - Spencer Elementary**  
 Owen County, Indiana  
 Schedule of Balances  
 Receipts and Expenditures of School Extra-Curricular Account

NAME OF FUND ↕	BALANCE BEGINNING OF PERIOD ↕	RECEIPTS DURING PERIOD ↕	EXPENDITURES ↕	BALANCE END OF PERIOD ↕
ACADEMIC TEAMS	\$5.85	\$192.00	\$195.00	\$2.85
CAMP INVENTION	\$0.00	\$551.00	\$500.00	\$51.00
COURTYARD	\$257.68	\$0.00	\$0.00	\$257.68
FAMILY LITERACY	\$213.08	\$0.00	\$0.00	\$213.08
THIRD GRADE	\$194.71	\$1,914.30	\$1,907.52	\$201.49
THOMAS/SCHROUGHAM	\$0.00	\$160.00	\$160.00	\$0.00
TRAVEL CLUB	\$174.32	\$0.00	\$0.00	\$174.32
FIFTH GRADE	\$442.71	\$4,781.00	\$4,784.03	\$439.68
FIRST GRADE	\$210.13	\$3,899.45	\$3,893.86	\$215.72
FOURTH GRADE	\$211.46	\$2,110.50	\$2,103.76	\$218.20
GENERAL KINDNESS	\$2,552.63	\$0.00	\$163.99	\$2,388.64
ISTEP	\$10.00	\$0.00	\$0.00	\$10.00
KINDERGARTEN	\$391.74	\$4,720.00	\$4,402.25	\$709.49
MEGASKILLS	\$400.33	\$183.13	\$346.88	\$236.58
MONEY MANAGEMENT	\$117.94	\$349.07	\$0.00	\$467.01
PEPSI and SNACK MACHINE	\$966.73	\$385.77	\$808.36	\$544.14
RECORDERS and BOOKS	\$14.90	\$252.00	\$266.90	\$0.00
RECYCLE	\$4.90	\$0.00	\$0.00	\$4.90
ROYER MEMORIAL	\$444.30	\$0.00	\$0.00	\$444.30
SECOND GRADE	\$202.95	\$925.00	\$922.92	\$205.03
SIXTH GRADE	\$1,479.96	\$13,473.00	\$12,523.98	\$2,428.98
SIXTH PROJECTS	\$1.24	\$155.00	\$136.98	\$19.26
STUDENT ACTIVITIES	\$6,588.84	\$6,230.54	\$10,418.53	\$2,400.85
STUDENT COUNCIL	\$285.75	\$4,771.31	\$4,289.39	\$767.67
<b>TOTAL ALL FUNDS</b>	<b>\$15,172.15</b>	<b>\$45,053.07</b>	<b>\$47,824.35</b>	<b>\$12,400.87</b>



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Form Prescribed by State Board of Accounts

SA5-3

2015-2016 Financial Report  
 DETAIL OF RECEIPTS AND EXPENDITURES BY FUNDS  
**Spencer-Owen Community Schools - Spencer Elementary**  
 Owen County, Indiana

RECEIPTS			
FUND NAME ↕	SOURCE OF RECEIPTS ↕	NATURE OF RECEIPTS ↕	AMOUNT ↕
ACADEMIC TEAMS	SES PTO	Donation-Shirt	\$10.00
	Schrougham	Spell Bowl Shirts	\$169.00
	Schrougham	Spell Bowl Shirt	\$13.00
	Total - ACADEMIC TEAMS		\$192.00
CAMP INVENTION	SES	Donation	\$233.00
	Samick	Hat Day for Camp Inv.	\$103.00
	PTO	Donation	\$200.00
	Samick	Hat Day	\$15.00
	Total - CAMP INVENTION		\$551.00
FIFTH GRADE	Schrougham\$35,Samick\$70	Park Trip	\$105.00
	Samick	Park Trip	\$245.00
	Hanscom	Park Trip	\$390.00
	Rich May	Previous School Year Check Voided - Voided Voucher No: 2370	\$135.00
	Samick\$135,Schrougham\$255	Park Trip	\$390.00
	Samick\$84,Hanscom\$137	Felineand Tivoli	\$221.00
	Schrougham \$170.00,Samick \$100.00	Park Trip	\$270.00
	Schrougham	Feline and Tivoli	\$291.00
	Schrougham	Park Trip	\$420.00
	Hanscom\$35,Samick\$60,Schrougham\$67	Park Trip	\$162.00
	Hanscom\$37,Schrougham\$12,Samick\$6	Feline and Tivoli	\$55.00
	Samick	Feline	\$29.00
	Hanscom	Feline and Tivoli	\$209.00
	Schrougham\$85,Samick\$105	Park Trip	\$190.00
	Hanscom	Felineand Tivoli	\$41.00
	Samick	Feline and Tivoli	\$146.00
	Samick\$83,Schrougham\$56	Feline and Tivoli	\$139.00
	Schrougham\$118,Samick\$56	Feline and Tivoli	\$118.00
	Schrougham\$85,Hanscom\$175,Samick\$295	Park Trip	\$555.00
	Ind. Natural Resources Foundation	Natural Resource Donation from Fall Park Trip 2015	\$250.00

FIRST GRADE	Hanscom\$385,Schrougham\$35	Park Trip	\$420.00
	<b>Total - FIFTH GRADE</b>		<b>\$4,781.00</b>
	Israel Rehmel	Previous School Year Check Voided - Voided Voucher No: 2407	\$8.50
	Lee	Play	\$54.00
	Macy\$351,Mobley\$135	Wonderlab/Joeys	\$486.00
	Mobley	Play	\$54.00
	OCPL	OCPL Transp.	\$120.00
	Schrougham\$13.50, Lee\$13.50, Mobley\$41	Wonderlab/Joey's	\$68.00
	Cardinal Stage Company	Admission 12-17-15	\$617.50
	Julian	Play	\$54.00
	Macy\$24, Mobley\$6	Tivoli	\$30.00
	Schrougham\$40.50, Mobley\$122	Wonderlab/Joeys	\$162.50
	Lee	Tivoli	\$24.00
	Mobley	Wonderlab/Joey's	\$148.50
	Schrougham	Wonderlab/Joey's	\$202.50
	Lee	Jumpin Joey's	\$15.00
	Lee\$54, Schrougham\$12, Mobley\$54	Tivoli	\$120.00
	Macy\$67.50, Mobley\$13.50, Lee\$108.00	Wonderlab/Joey's	\$189.00
	Mobley\$54, Julian\$27	Play	\$81.00
	Julian\$18, Mobley\$9, Macy\$36	Play	\$63.00
	Julian\$63, Macy\$54, Lee\$36	Play	\$153.00
	Lee\$351.00, Schrougham\$108.00	Wonderlab/Joeys	\$459.00
	Lee\$54, Mobley\$53.95,	Play	\$107.95
	Mobley	Tivoli	\$30.00
	OCPL	OCPL Transp.-November	\$80.00
	Macy\$99, Lee\$54, Mobley\$9.00	Play	\$162.00
	Schrougham	Tivoli	\$78.00
	OCPL	OCPL Transp.-Sept.1st Grade	\$80.00
	Lee\$72, Schrougham\$30, Macy\$114, Mobley\$36	Tivoli	\$252.00
FOURTH GRADE	<b>Total - FIRST GRADE</b>		<b>\$3,899.45</b>
	Forest Hills	Symphony-2 Teacher Tickets	\$16.00
	Wheeler	Children's Museum	\$147.50
	Henson	Tivoli/Flatwoods	\$8.00
	Wheeler	Park and Bookstore	\$17.00
	Wheeler	Tivoli/Flatwoods	\$64.00
	Henson	Symphony	\$138.00
	Wheeler	Tivoli/Flatwoods	\$8.00
	Wheeler\$52.50, Henson\$95	Children's Museum	\$147.50
	Henson\$54, Casebeer\$46	Symphony	\$100.00
	Casebeer\$10, Wheeler\$32.50	Children's Museum	\$42.50
	Casebeer	Symphony	\$146.00
	Wheeler\$32.50, Casebeer\$40.00	Children's Museum	\$72.50



	Casebeer	Children's Museum	\$197.50
	Henson\$12,Casebeer\$9	Park and Bookstore	\$21.00
	Henson\$64,Casebeer\$10	Children's Museum	\$74.00
	Henson\$105, Wheeler\$32.50	Children's Museum	\$137.50
	Henson\$24,Wheeler\$25,Casebeer\$36	Park/Bookstore	\$85.00
	Henson\$9,Casebeer\$74	Symphony	\$83.00
	Henson\$18,Wheeler\$36,Casebeer\$9	Symphony	\$63.00
	Casebeer	Tivoli and Park	\$3.00
	Henson	Park/Bookstore	\$3.00
	Henson	Children's Museum	\$117.50
	Henson\$12,Casebeer\$20,Wheeler\$11	Tivoli/Flatwoods	\$43.00
	Wheeler	Symphony	\$192.00
	Wheeler\$12,Casebeer\$56,Henson\$68	Tivoli/Flatwoods	\$136.00
	Henson\$24,Casebeer\$12	Park/Bookstore	\$36.00
	Wheeler	Park/Bookstore	\$12.00
	<b>Total - FOURTH GRADE</b>		<b>\$2,110.50</b>
KINDERGARTEN	Glass	Hobson Fun Farm	\$20.00
	Glass	Zoo	\$350.00
	Glass	Tivoli	\$16.00
	Blackwell\$24,Glass\$72	Zoo Shirts	\$192.00
	Glass	Hobson's Fun Farm	\$10.00
	Blackwell\$150,Glass\$140	Hobson's Fun Farm	\$290.00
	Glass\$96,Blackwell\$88	Tivoli	\$184.00
	Blackwell	Tivoli	\$28.00
	Tucker	Project Fees	\$50.00
	Tucker	Zoo	\$382.00
	Tucker	Zoo Shirts	\$47.00
	Blackwell	Project Fees	\$180.00
	Glass\$150,Blackwell\$10	Zoo	\$160.00
	Glass\$50.00,Tucker\$170	Zoo	\$220.00
	Glass	Zoo Shirts	\$72.00
	Glass	Shirts	\$60.00
	Glass	Project Fees	\$97.50
	Tucker\$105,Blackwell\$30.00	Project Fees	\$135.00
	Blackwell	Hobson's Fun Farm	\$120.00
	Blackwell	Zoo	\$498.00
	Glass	Project Fee	\$134.50
	Glass,210,Tucker\$280	Hobson Fun Farm	\$490.00
	Blackwell\$60, Tucker\$42	Zoo Shirts	\$102.00
	Glass\$60,Tucker\$170.00	Zoo	\$230.00
	Tucker	Hobson Fun Farm	\$130.00
	Tucker\$85, Blackwell\$15	Project Fees	\$100.00



	Blackwell\$30,Tucker\$84	Zoo Shirts	\$114.00
	Blackwell	Zoo Shirts	\$96.00
	Blackwell	Hobson Fun Farm	\$20.00
	Blackwell\$15,Glass\$15	Project Fees	\$30.00
	Glass\$20,Blackwell\$30	Hobson's Fun Farm	\$50.00
	Tucker	Tivoli	\$112.00
	<b>Total - KINDERGARTEN</b>		<b>\$4,720.00</b>
MEGASKILLS	Target	Target Donation	\$50.00
	Target	Donation	\$133.13
	<b>Total - MEGASKILLS</b>		<b>\$183.13</b>
MONEY MANAGEMENT	Clerk-Small Claims Interest	Interest	\$48.55
	OCSB	May Interest	\$0.19
	Clerk-Owen Cir. Court-Stantz	Interest-Sm. Claims	\$110.17
	OCSB	March Interest	\$0.20
	OCSB	November Interest	\$0.15
	OCSB	October Interest	\$0.16
	Clerk	Sm. Claims Interest 60C02-1407-SC-000209	\$29.25
	Clerk-Amick	Interest-Sm. Claims	\$0.37
	OCSB	February Interest	\$0.15
	Clerk-Moody	Interest-Sm. Claims	\$77.79
	OCSB	July Interest	\$0.13
	OCSB	June Interest	\$0.11
	Clerk	Interest-Sm. Claims	\$7.91
	Clerk-Tussey	Interest-Book Rental	\$9.77
	OCSB	August Interest	\$0.11
	OCSB	September Interest	\$0.14
	OCSB	December Interest	\$0.14
	OCSB	January Interest	\$0.14
	OCSB	April Interest	\$0.19
	Clerk	Interst-Small Claims-Williams	\$63.45
	<b>Total - MONEY MANAGEMENT</b>		<b>\$349.07</b>
PEPSI and SNACK MACHINE	CocaCola	Lounge Coke Machine	\$84.30
	Kasco	Lounge Snack Machine	\$246.09
	BABBS' SUPER VALU	Staff Christmas Lunch Supplies	\$55.38
	<b>Total - PEPSI and SNACK MACHINE</b>		<b>\$385.77</b>
RECORDERS and BOOKS	Pursell	Recorders	\$246.00
	Pursell	Recorder	\$6.00
	<b>Total - RECORDERS and BOOKS</b>		<b>\$252.00</b>
SECOND GRADE	Thomas\$25,Szymanski \$10	Spring Mill	\$35.00
	Young	Spring Mill	\$90.00
	Ciresi\$10,Thomas\$5	Spring Mill	\$30.00
	Ciresi\$30,Szymanski\$20	Spring Mill	\$50.00

	OCPL	OCPL Transp.	\$160.00
	Ciresi\$5, Szymanski\$10	Spring Mill	\$15.00
	Thomas\$25,Szymanski\$20	Spring Mill	\$45.00
	Young\$50,Ciresi\$25,Thomas\$10	Spring Mill	\$85.00
	Szymanski\$5,Thomas\$5	Spring Mill	\$10.00
	Indiana University	IU Transp. Reimbursement 10-22-15	\$200.00
	Szymanski\$20,Thomas\$15	Spring Mill	\$35.00
	Szymanski	Spring Mill	\$35.00
	Thomas\$10, Ciresi\$25	Spring Mill	\$35.00
	Thomas\$15,Szymanski\$5,Ciresi\$5	Spring Mill	\$25.00
	Thomas	Spring Mill	\$10.00
	Thomas\$20, Szymanski\$5	Spring Mill	\$25.00
	Ciresi\$20,Thomas\$5	Spring Mill	\$25.00
	Ciresi \$5, Szymanski\$10	Spring Mill	\$15.00
	<b>Total - SECOND GRADE</b>		<b>\$925.00</b>
SIXTH GRADE	Norman\$76,LaGrange\$387	Holiday World	\$463.00
	LaGrange\$202,Breedlove\$111	Holiday World	\$313.00
	Breedlove	Peelers	\$3,305.00
	Norman	Holiday World	\$530.00
	Norman\$51,LaGrange\$116,Breedlove\$40	Holiday World	\$207.00
	Breedlove\$252,Norman\$176,LaGrange\$66	Holiday World	\$494.00
	Norman	Peelers	\$1,010.00
	Norman\$90,Breedlove\$90	Holiday World	\$180.00
	Breedlove\$8,LaGrange\$32	CANDLES	\$40.00
	Norman\$64,Breedlove\$32	CANDLES	\$96.00
	Breedlove	Candles	\$104.00
	Breedlove\$80,Norman\$152,LaGrange\$208	CANDLES	\$440.00
	LaGrange\$116,Norman\$51	Holiday World	\$167.00
	Dawn Browning	Previous School Year Check Voided - Voided Voucher No: 2325	\$15.00
	LaGrange	Holiday World	\$299.00
	Norman\$167,Breedlove\$135	Holiday World	\$302.00
	Breedlove	Holiday World	\$247.00
	Breedlove\$506.00,Norman\$72	Holiday World	\$578.00
	OCPL	Tivoli Transp.12/04/15	\$100.00
	OVMS	Field Trip Money Assistance for Students in Need	\$125.00
	Breedlove	Fundraiser	\$4,458.00
	<b>Total - SIXTH GRADE</b>		<b>\$13,473.00</b>
SIXTH PROJECTS	Breedlove	Project Donation	\$70.00
	LaGrange	Project Donation	\$30.00
	LaGrange	Project Fee	\$15.00
	LaGrange	Project Donation	\$5.00



	Norman	Project Donation	\$35.00
		<b>Total - SIXTH PROJECTS</b>	<b>\$155.00</b>
STUDENT ACTMTIES	SES	Feminine Machines	\$45.63
	SES	Yearbook	\$12.50
	Pettit and Assoc.	2015 Spring Pictures	\$624.96
	Pettit and Assoc.	Fall Pictures 2015	\$1,786.06
	Schmitter	Lost Library Books	\$239.14
	SES	Yearbooks	\$3,522.25
		<b>Total - STUDENT ACTIVITIES</b>	<b>\$6,230.54</b>
STUDENT COUNCIL	LaGrange	Shirt	\$7.00
	SES	Hat Day for Justice	\$637.57
	Indiana Assn. of School Princ., Inc.	From Caps to Benches Grant	\$250.00
	SES Student Council	Hat Day for Riley	\$160.00
	Kroger	Community Rewards Donation	\$235.27
	LaGrange	Park Trip	\$12.00
	Owen Co. Community Foundation	Recycle Grant	\$500.00
	Kroger	Donation	\$330.81
	LaGrange	Shirts	\$217.00
	Drescher	Donation	\$300.00
	SES	Hat Day for Justice 08-07-15	\$54.00
	Ind. Assoc. of School Principals	Feed the Future Grant	\$250.00
	LaGrange	Snack Donations-Talent Show	\$117.50
	Ind. Assoc. of Schhol Principals	Gen.Mini Grant-Feed the Future	\$250.00
	LaGrange	McCormick's	\$72.00
	LaGrange	Talent Show-Admission	\$366.00
	LaGrange	Park	\$3.00
	LaGrange	Rose Sale	\$2.00
	Student Council	Rose Sale	\$1,002.16
	Tritle	Donation	\$5.00
		<b>Total - STUDENT COUNCIL</b>	<b>\$4,771.31</b>
THIRD GRADE	Hardy\$60,Tritle\$35,Strunk\$20	Tivoli	\$115.00
	Tritle\$15,Gonser\$10,Strunk\$70	Tivoli	\$95.00
	Tritle\$70,Hardy\$90	Radio/Canyon	\$160.00
	Gonser	Radio/Canyon	\$37.00
	Strunk	Park Trip	\$26.00
	Strunk	Tivoli	\$90.00
	Tritle	State Museum	\$8.00
	Strunk\$15,Tritle\$20,Gonser\$45	Tivoli	\$80.00
	Strunk\$20,Gonser\$160	Radio/Canyon	\$180.00
	Strunk\$59.50,Tritle\$60,Hardy\$70,Gonser\$20	State Museum	\$209.50
	Strunk\$70,Tritle\$90	Radio/Canyon	\$160.00
	Tritle\$1,Gonser\$6	State Museum	\$7.00



	Hardy	Tivoli	\$60.00	
	Strunk	State Museum	\$21.00	
	Strunk\$10,Tritle\$10	Radio/Canyon	\$20.00	
	Strunk\$2,Hardy\$30	State Museum	\$32.00	
	Tritle	Tivoli	\$20.00	
	Gonser	Tivoli	\$55.00	
	Strunk	Radio/Canyon	\$40.00	
	Gonser\$4,Tritle\$6,Strunk\$7	Park Trip	\$17.00	
	Strunk\$10,Tritle\$30	Radio/Canyon	\$40.00	
	Strunk\$40	Radio/Canyon	\$40.00	
	Trilte	State Museum	\$19.00	
	Tritle\$4,Strunk\$22,Gonser\$46,Hardy\$6	Park Trip	\$78.00	
	GES	Radio/Canyon Transp. GES	\$29.80	
	Hardy	Radio/Canyon	\$120.00	
	Tritle	Radio/Canyon	\$50.00	
	Tritle\$36,Hardy\$48	Park Trip	\$84.00	
	Strunk\$3,Gonser\$18	State Museum	\$21.00	
	Total - THIRD GRADE		\$1,914.30	
	THOMAS/SCHROUGHAM	Thomas	Donation	\$4.00
		Thomas\$8,Schrougham\$16	McDonald's	\$24.00
Thomas		McDonalds	\$3.00	
Thomas		McDonald's	\$29.00	
Schrougham\$9,Thomas\$1		El Ranchero	\$10.00	
Schrougham		McDonalds	\$24.00	
Schrougham		McDonald's	\$2.00	
Schrougham		El Ranchero	\$15.00	
Thomas		El Ranchero	\$2.00	
Thomas\$4,Schrougham \$2		El Ranchero	\$6.00	
Thomas\$3,Schrougham\$6		McDonald's	\$9.00	
Thomas		McDonald's`	\$1.00	
Thomas		El Ranchero	\$11.00	
Schrougham		Donation	\$20.00	
Total - THOMAS/SCHROUGHAM		\$160.00		
TOTAL RECEIPTS - ALL FUNDS		\$45,053.07		

FUND NAME ↕	EXPENDITURES	
	PURPOSE OF EXPENDITURE ↕	AMOUNT ↕
ACADEMIC TEAMS	Spell Bowl Shirts	\$195.00
	<b>Total - ACADEMIC TEAMS</b>	<b>\$195.00</b>
CAMP INVENTION	3-Camp Invention Scholarships	\$150.00
	2- Scholarship Registrations	\$100.00
	Scholarships @ 50.00 for Camp Invention Registration	\$150.00
	2-Camp Invention Scholarships	\$100.00

	<b>Total - CAMP INVENTION</b>	<b>\$500.00</b>
FIFTH GRADE	Feline Transp. 05-04-16 and Tivoli 05-10-16	\$140.00
	Group Program-Nature Center and Hike 10-01-15	\$138.00
	Park Entry	\$76.00
	Admission-Feline	\$540.00
	Performance Donation-Park Trip 09-30-15	\$150.00
	2-24542910 and 2-24542051 5th Camp Reserv. Fall 2016	\$332.00
	5th Pizza-Lunch	\$253.81
	Group Program-Hiking-Falls and Quarry	\$138.00
	Meals for Park Trip-Dinner, Snack,Breakfast, Lunch	\$1,200.00
	Admission 05-10-16	\$480.00
	OVHS Transp. 11-12-15	\$33.33
	Park Shirts	\$473.00
	Birds of Prey Program 09-30-15 Park Trip	\$150.00
	Supplies	\$94.89
	Hayrides 10-01-15 Park Trip	\$270.00
	Resv.20-200066311 and 2-20066310 Cabin Rentals	\$315.00
	<b>Total - FIFTH GRADE</b>	<b>\$4,784.03</b>
FIRST GRADE	Admission - 1st Grade	\$430.00
	OCPL Transportation-November	\$80.00
	Tivoli Refund	\$6.00
	Wonderlab/Joey's Transp.	\$140.00
	OCPL Transp.-Feb.	\$40.00
	Snack for 12-17-15 field trip	\$37.86
	Transp. to Play 12-17-15	\$125.00
	Admission 04-14-16	\$635.00
	OCPL Transp.-Sept.	\$80.00
	OCPL Transportation-April	\$80.00
	Pizza Party	\$90.00
	Tivoli Transp. 03-11-16	\$60.00
	Admission	\$1,425.00
	Field Trip REfund-Joey's	\$7.50
	Tivoli Transp 05-12-16	\$40.00
	Admission 12-17-15	\$617.50
	<b>Total - FIRST GRADE</b>	<b>\$3,893.86</b>
FOURTH GRADE	Symphony Tickets 05-18-16	\$35.00
	Transp. to Tivoli and Flatwoods 10-02-15	\$75.00
	OVHS Transp. 11-12-15	\$33.33
	Symphony Transp. 05-18-16	\$219.93
	Admission-4th Grade	\$195.00
	Barnes and Park Transp. 03-25-16	\$120.00
	Pizza Party-Wheeler	\$35.00

	Children's Museum Transp. 05-05-16	\$275.00
	Admission 05-05-16	\$502.50
	Tickets for May 18th Admission-Orchestra	\$548.00
	Pizza-Henson/Casebeer	\$65.00
	<b>Total - FOURTH GRADE</b>	<b>\$2,103.76</b>
GENERAL KINDNESS	Sympathy Arrangement-Halderman	\$138.00
	Fruit Tray-Halderman Family	\$25.99
	<b>Total - GENERAL KINDNESS</b>	<b>\$163.99</b>
KINDERGARTEN	Admission to Hobson Fun Farm	\$672.00
	Zoo Transp. 05-12-16	\$398.00
	K-2 supplies	\$225.91
	K-2 Project Supplies	\$163.35
	Kind. Celeb. Supplies	\$91.12
	Tivoli Transp. 12-16-15	\$40.00
	Admission	\$954.00
	Admission-Polar Express	\$252.00
	Feast Supplies	\$141.34
	Hobson Farm Transp. 10-29-15	\$403.65
	K-2 Supplies Kind. Celebration	\$18.84
	Milk-Thanksgiving Feast	\$18.48
	Zoo Refund	\$30.00
	Project Supplies	\$33.15
	Tivoli Trip Refund	\$4.00
	Plant Pots for K-2	\$36.41
	Zoo	\$230.00
	Zoo Shirts	\$690.00
	<b>Total - KINDERGARTEN</b>	<b>\$4,402.25</b>
MEGASKILLS	Megaskill Box Supplies	\$98.24
	Poster Award Supplies-Drug Free	\$25.14
	Attendance Trophies	\$223.50
	<b>Total - MEGASKILLS</b>	<b>\$346.88</b>
PEPSI and SNACK MACHINE	Staff Christmas Lunch Supplies	\$110.76
	Staff Lunch	\$225.70
	Staff Lunch Supplies	\$112.23
	Breakfast for Staff	\$83.94
	Staff Pens	\$179.51
	Christmas Lunch Supplies	\$73.24
	Lunch Supplies for Staff	\$17.30
	Ice for Staff Lunch	\$5.68
	<b>Total - PEPSI and SNACK MACHINE</b>	<b>\$808.36</b>
RECORDERS and BOOKS	Recorders	\$266.90
	<b>Total - RECORDERS and BOOKS</b>	<b>\$266.90</b>



SECOND GRADE	OCPL Transp. Feb. and March	\$160.00
	I.U. Art Museum Transp. 10-22-15	\$200.00
	Park Entry	\$136.00
	Supplies	\$39.84
	Pizza Party	\$87.08
	2nd Grade Ice Cream	\$40.00
	Spring Mill Transp. 05-06-16	\$260.00
	<b>Total - SECOND GRADE</b>	<b>\$922.92</b>
SIXTH GRADE	Holiday World Refund	\$46.00
	Holiday World Transp. 05-24-15 Deposit	\$300.00
	Fundraiser-Peelers	\$2,370.50
	Pizza Party	\$130.00
	OVHS Transp. 11-12-15	\$33.34
	CANDLES refund-Fulk	\$8.00
	Charter 5736 Holiday World Transp. 05-24-16	\$3,255.00
	6th Gradeuation Cookies 05-25-16	\$68.75
	Admission Tickets for 05-24-16	\$2,745.66
	Admission	\$445.00
	CANDLES and Park Transp. 04-01-16	\$200.00
	Fundraiser	\$2,674.80
	Holiday World Tickets	\$146.93
	Tivoli Transp. (4th,5th,6th) 12-04-15	\$100.00
	<b>Total - SIXTH GRADE</b>	<b>\$12,523.98</b>
SIXTH PROJECTS	Project Supplies	\$67.78
	Art Bottles	\$55.92
	6th Project Supplies	\$13.28
	<b>Total - SIXTH PROJECTS</b>	<b>\$136.98</b>
STUDENT ACTMTIES	Simon's Hook Convo.	\$600.00
	Sanitary Napkins for Machines	\$41.36
	Valentine Bags for Students	\$69.60
	Candles for Student Christmas Lunch	\$22.41
	Inflatable Rentals for Fun Day	\$1,641.00
	Lost Library Book Returned	\$7.00
	Yearbooks	\$3,568.00
	2014-2015 Yearbooks	\$3,000.00
	Field Day Supplies	\$24.16
	Student Folders-2016/2017	\$1,014.00
	Red Ribbons for Students	\$105.75
	Ready Set Grow and Life Begins Programs	\$325.25
	<b>Total - STUDENT ACTIVITIES</b>	<b>\$10,418.53</b>
STUDENT COUNCIL	Donation-Justice Halderman Funeral Expenses	\$637.57
	Laminating Quilt Squares	\$12.00

	Bench for Playground-Recycle Caps	\$180.00
	Recycle Supplies	\$352.63
	Scrapbook Shipping	\$17.04
	Donation	\$615.00
	Feed the Future-Thanksgiving Donations	\$249.66
	Roses	\$604.80
	Bench-Recycle Grant and Other	\$130.00
	Camera Film	\$31.08
	Duct Tape	\$11.37
	Park Entry	\$40.00
	Pizza for Student Council Year End	\$103.96
	Return of Scrapbook Shipping Charge	\$10.00
	Scrapbook Supplies	\$60.52
	Park Trip Transp. 09-04-15	\$20.00
	Smarties for ISTEP	\$52.58
	Supplies	\$86.31
	Recycle Supplies-Grant	\$50.00
	Hat Day for Justice 08-07-15	\$54.00
	2016-2017 Membership	\$50.00
	Flowers for Schrougham	\$29.00
	Student Council Shirts	\$420.00
	Trash Bags	\$26.74
	Food Donation-Feed the Future	\$250.45
	Student Assistance Donation	\$180.00
	Gobble Cupcake Supplies	\$14.68
	<b>Total - STUDENT COUNCIL</b>	<b>\$4,289.39</b>
THIRD GRADE	State Museum Transp.	\$250.00
	Radio/Canyon Transp.-12-15-15	\$149.00
	Supplies	\$46.88
	3rd Lunch 12-15-15	\$682.64
	Program Fee	\$55.00
	Transp. to McCormick's Park 10-15-15	\$40.00
	Admission	\$680.00
	Refund-Park Trip	\$4.00
	<b>Total - THIRD GRADE</b>	<b>\$1,907.52</b>
THOMAS/SCHROUGHAM	McDonald's Transp. 05-17-16	\$40.00
	McDonald's Transp. 01-07-16	\$40.00
	El Ranchero Transp. 12-16-15	\$40.00
	McDonald's Transp. 03-11-16	\$40.00
	<b>Total - THOMAS/SCHROUGHAM</b>	<b>\$160.00</b>
	<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>\$47,824.35</b>

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Form Prescribed by State Board of Accounts

Form SA5-2

2015-2016 Financial Report  
**Spencer-Owen Community Schools - Spencer Elementary**  
 Owen County, Indiana

<b>CASH RECONCILEMENT</b>	
Name of Bank: <b>Owen County State Bank</b>	
Location of Bank: <b>Spencer, IN</b>	
Date of Bank Statement: 06/30/2016	
Depository Balance	\$12,545.99
Cash On Hand (ADD):	\$0.00
Deposits In Transit (ADD):	\$0.00
Other Reconciling Items (ADD/DEDUCT):	\$0.00
Total of Outstanding Checks (DEDUCT):	\$145.12
Balance:	\$12,400.87

<b>OUTSTANDING CHECKS</b>		
<b>DATE</b>	<b>NUMBER ↕</b>	<b>AMOUNT</b>
11/03/2014	2367	\$10.00
05/19/2015	2448	\$10.00
01/11/2016	2545	\$4.00
05/06/2016	2595	\$10.00
05/17/2016	2612	\$20.00
06/14/2016	2632	\$91.12
<b>Total</b>		<b>\$145.12</b>



Spencer-Owen Community Schools - Spencer Elementary  
Owen County, Indiana

Risk Assessment - 2015-2016

1. How is your ECA's ledger maintained?	Computerized
2. Was a financial report made within two weeks after the close of the school year and after each semester if your school has two (2) or more semesters in a school year, of all fund activity to the school board and superintendent of schools in accordance with IC 20-41-1-3 and IC 20-41-1-8.	Yes
3. Was the ECA bank account balance reconciled to the ledger balances on a monthly basis?	
How frequently are bank account balances reconciled without any difference or variance?	Yes
4. Does anyone review and approve the completed bank reconciliements?	All of the time
List the position and name of the person(s) reviewing completed reconciliation.	Yes
5. Does the ECA have any investments (certificates of deposit, savings accounts, etc.)?	Darla Thomas
If yes, list the name of the bank(s) where the investments are maintained.	No
6. Are any investments accounted for on the ECA ledger?	
7. Is a receipt issued for all monies received and at the time the money is received?	No
8. Please indicate how often deposits are made. Which best fits your situation?	Yes
9. When totaling the receipts issued for the day does the classification of the receipts (i.e. cash, checks, etc.) and the classification as shown on the deposit ticket (i.e. currency, checks, etc.) agree? This would include collections for items like textbook rental, fundraisers, ticket sales, etc.	Weekly
10. Is School Lunch accounted for in the ECA ledgers?	Yes
If yes, is a SF-2 or SF-3 used?	No
11. Is Textbook rental accounted for in the ECA ledgers?	
If yes, are receipts (Form TBR-2, Official Receipt - Individual Textbook Rental List) issued?	No
12. Is a Purchase Order/Accounts Payable Voucher (Form SA-1) and/or Claim for Payment (Form SA-7) used for disbursements?	Yes
13. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) properly itemized?	Yes
14. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) signed by the appropriate officials?	Yes
List the position and name of the person(s) signing Purchase Order/Accounts Payable vouchers (Form SA-1) and/or Claim for Payment (Form SA-7).	Laura Penman-Principal Peggy Foote-Bookkeeper
15. Are prenumbered tickets used for sporting and other events for which an admission price is collected?	Yes
16. Do any school personnel stock vending machines and remove money from the machine?	No
If yes, is Form SA-9 Accountable Items Review completed at least once per school year?	
17. The Summary Collection Form (SA-8) is to be used when a teacher, class sponsor, or other school personnel are in charge of collecting money (for a field trip, fundraiser, etc.) that is later turned over to the ECA treasurer. Was Form SA-8 used to transmit monies collected by teachers, class sponsors, etc. to the ECA treasurer?	Yes
18. Are any outside organizations such as booster clubs, 4-H, Girl Scouts, PTO/PTA, etc. accounted for in the ECA ledgers?	No
If yes, please list those organizations	
19. Are all fundraisers approved by the School Board?	No
If yes, has the School Board established controls and procedures over fundraisers?	No
20. Does the ECA have a credit/debit card or local business charge accounts issued in the name of the school?	No
If yes, has the School Board approved a policy related to the use of the credit/debit card or local business charge account?	
If yes, upload a copy of the credit or debit card policy. (jpg, pdf, gif, tif, png)	
Are credit card statements or debit card transactions reviewed often for irregularities?	

2015-2016  
Spencer-Owen Community Schools - McCormick's Creek Elementary  
Owen County, Indiana

The bank in which all monies of this account are deposited is:

Name of Bank: Owen County State Bank

Location of Bank: Spencer, Indiana

Date school officially closed: 05/25/2016

BOND OF SCHOOL TREASURER

Name of Surety: Western Surety Company

Amount of Bond: \$50,000.00

Date of Expiration: 06/30/2017

CERTIFICATE OF SCHOOL TREASURER/PRINCIPAL

I, Dawn M. Mullins, Treasurer, Linda K. Edwards, Principal, of the McCormick's Creek Elementary School Extra-Curricular Account, hereby certify that the foregoing report of the said account is true and correct to the best of my knowledge and belief. I further certify that copies of this report have been filed with the officers designated by law to receive copies of said report.

Dawn M. Mullins  
Treasurer

Linda K. Edwards  
Principal

COPIES TO BE FILED AS FOLLOWS:

Township School:

- 1 copy to Township Trustee
- 1 copy to County Superintendent

School Corporation:

- 1 copy to Board of School Trustees or Board of School Commissioners
- 1 copy to Superintendent of Schools



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Form Prescribed by State Board of Accounts

Form SA5-1

2015-2016 Financial Report  
 School Extra-Curricular Account  
**Spencer-Owen Community Schools - McCormick's Creek Elementary**  
 Owen County, Indiana  
 Schedule of Balances  
 Receipts and Expenditures of School Extra-Curricular Account

NAME OF FUND ↕	BALANCE BEGINNING OF PERIOD ↕	RECEIPTS DURING PERIOD ↕	EXPENDITURES ↕	BALANCE END OF PERIOD ↕
ACADEMIC TEAM	\$30.44	\$0.00	\$0.00	\$30.44
ACE Room - Autism	\$38.50	\$0.00	\$0.00	\$38.50
BOOKSTORE	\$482.16	\$1,162.10	\$919.66	\$724.60
Butterfly Garden Grant	\$402.92	\$0.00	\$232.00	\$170.92
FACULTY/STAFF FUND	\$2,598.24	\$970.36	\$787.30	\$2,781.30
FIFTH GRADE	\$476.28	\$2,349.75	\$2,556.16	\$269.87
FIRST GRADE	\$355.72	\$1,204.00	\$1,232.65	\$327.07
FOURTH GRADE	\$619.85	\$2,036.75	\$2,349.08	\$307.52
KINDERGARTEN PROJECT FUND	\$767.11	\$1,963.00	\$2,017.40	\$712.71
KINDNESS	\$1,029.01	\$0.00	\$491.07	\$537.94
LIBRARY	\$447.39	\$135.99	\$202.78	\$380.60
NOW ACCOUNT	\$119.50	\$56.53	\$38.14	\$137.89
S/M/P PROJECT FUND	\$5.71	\$1,415.50	\$1,415.50	\$5.71
SECOND GRADE	\$591.81	\$1,232.80	\$1,520.95	\$303.66
SIXTH GRADE	\$373.51	\$1,335.00	\$1,708.51	\$0.00
SPECIAL FIELD TRIPS	\$68.91	\$0.00	\$0.00	\$68.91
SPECIAL PROJECTS	\$2,496.54	\$2,187.55	\$2,343.89	\$2,340.20
STUDENT ACTIVITIES	\$1,937.68	\$2,396.75	\$1,963.45	\$2,370.98
STUDENT COUNCIL	\$440.04	\$242.96	\$452.46	\$230.54
SUN Room - Severe/Mod	\$50.00	\$241.00	\$241.00	\$50.00
THIRD GRADE	\$704.33	\$775.00	\$792.90	\$686.43
<b>TOTAL ALL FUNDS</b>	<b>\$14,035.65</b>	<b>\$19,705.04</b>	<b>\$21,264.90</b>	<b>\$12,475.79</b>

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Form Prescribed by State Board of Accounts

SA5-3

2015-2016 Financial Report  
**DETAIL OF RECEIPTS AND EXPENDITURES BY FUNDS**  
**Spencer-Owen Community Schools - McCormick's Creek Elementary**  
 Owen County, Indiana

FUND NAME ↕	RECEIPTS		
	SOURCE OF RECEIPTS ↕	NATURE OF RECEIPTS ↕	AMOUNT ↕
BOOKSTORE	Students	Book Store Recorder Sales	\$39.00
	Students	Bookstore Revenue	\$152.95
	Students	Book Store Sales	\$723.70
	Students	Book Store - Recorders	\$12.00
	Students	Book Store	\$124.09
	Students	Book Store Revenue	\$110.36
	<b>Total - BOOKSTORE</b>		<b>\$1,162.10</b>
FACULTY/STAFF FUND	Coca Cola	Coca Cola Revenue	\$787.09
	Kasco Marketing	Vending Machine Revenue	\$183.27
	<b>Total - FACULTY/STAFF FUND</b>		<b>\$970.36</b>
FIFTH GRADE	Students	Fifth Grade FT - Christmas Carol	\$73.00
	Students	Fifth Grade FT - Overnight MC State Park	\$140.00
	Students	Fifth Grade FT - Overnight FT	\$160.00
	Students	Fifth Grade FT - Lake Monroe	\$440.00
	Students	Fifth Grade Field Trip - Overnight	\$80.00
	Staff	State Park Trips	\$100.00
	Students	Fifth Grade FT - IRT Christmas Carol	\$89.00
	Students	Fifth Grade FT - Overnight	\$615.75
	Students	Fifth Grade FT - IRT Christmas Carol	\$652.00
	<b>Total - FIFTH GRADE</b>		<b>\$2,349.75</b>
FIRST GRADE	Students	First Grade FT - Buskirk Chumley - Poppins	\$253.00
	Students	Fifth Grade FT - Lake Monroe	\$170.00
	Students	First Grade Field Trip - Wonderlab	\$5.00
	Students	First Grade FT - Wonderlab/Waldron Arts	\$712.00
	Students	First Grade FT - Buskirk Chumley -Poppins	\$64.00
	<b>Total - FIRST GRADE</b>		<b>\$1,204.00</b>

FOURTH GRADE	Students	Fourth Grade FT - Symphony	\$420.25
	Students	Fourth Grade FT - Victory Field	\$698.50
	Students	Fourth Grade Hoosier Hysteria Shirts	\$216.50
	Students	Fourth Grade FT - Crane	\$147.00
	Students	Fourth Grade FT - Crane	\$161.00
	Students	Fourth Grade FT - Crane Naval Base	\$42.00
	Students	Fourth Grade FT - Tivoli	\$200.00
	Students	Fourth Grade Field Trip - Victory Field	\$144.00
	Students	Fourth Grade Hoosier Hysteria - Drinks	\$7.50
	<b>Total - FOURTH GRADE</b>		<b>\$2,036.75</b>
KINDERGARTEN PROJECT FUND	Students	Kindergarten FT - Watermans Park	\$260.00
	Students	Kindergarten Field Trip - Tivoli	\$40.00
	Students	Kindergarten Project Fund	\$125.00
	King	Kindergarten FT - Zoo	\$312.00
	Students	Kindergarten FT - Tivoli	\$65.00
	Students	Kindergarten Project Fee	\$220.00
	James Stewart	Kindergarten Project Fund	\$25.00
	Students	Kindergarten Project Fund FT - Tivoli	\$45.00
	Students	Kindergarten Field Trip - Zoo	\$186.00
	Students	Kindergarten FT - Waterman's Farm	\$270.00
LIBRARY	Students	Kindergarten FT - Zoo	\$415.00
	<b>Total - KINDERGARTEN PROJECT FUND</b>		<b>\$1,963.00</b>
	Students	Library - Lost Books	\$31.00
	Students	Library Lost Books	\$4.00
	Librarian	Lost Library Book Payment	\$6.00
	Librarian	Lost Library Book Receipts	\$32.00
	Students	Lost Library Book Fee	\$7.00
	Students	Lost Library Book Payment	\$31.00
	Students	Lost Library Books	\$24.99
	<b>Total - LIBRARY</b>		<b>\$135.99</b>
NOW ACCOUNT	OCSB	Interest (Adjustment)	\$0.10
	James Stewart	NSF Ck #227,228 Payment	\$55.00
	Owen County State Bank	Interest Income	\$0.11
	OCSB	Interest Income	\$0.36
	OCSB	Interest	\$0.96
S/M/P PROJECT FUND	<b>Total - NOW ACCOUNT</b>		<b>\$56.53</b>
	WINNERS CIRCLE	245 Shirts @ \$5.50, 8 shirts @ \$6.50, 2 shirts @ \$8.00	\$1,415.50
SECOND GRADE	<b>Total - S/M/P PROJECT FUND</b>		<b>\$1,415.50</b>
	Students	Second Grade Field Trip - Blue Springs	\$50.00



	Students	Second Grade FT - Blue Springs Cavern	\$588.00
	Students	Second Grade Field Trip Children's Museum	\$535.30
	Students	Second Grade FT - Children's Museum	\$16.00
	Students	Second Grade FT -Children's Museum	\$43.50
	<b>Total - SECOND GRADE</b>		<b>\$1,232.80</b>
SIXTH GRADE	Students	Sixth Grade FT - Crane	\$115.00
	Students	Sixth Grade FT - Crane Naval Base	\$120.00
	Students	Sixth Grade FT - Rascal's	\$900.00
	Students	Sixth Grade Field Trip - Rascal's	\$180.00
	Students	Sixth Grade Field Trip - Rascal's	\$20.00
	<b>Total - SIXTH GRADE</b>		<b>\$1,335.00</b>
SPECIAL PROJECTS	Staff, Friends, Family	Remembering Bailey T-Shirts	\$18.00
	Staff, Friends, Family	Remembering Bailey T-Shirt	\$24.00
	Student/Staff	Remembering Bailey Memorial Fund	\$288.00
	Students/Staff	Bailey Little Memorial Fund	\$923.55
	Students/Staff	Remembering Bailey T-Shirts	\$151.00
	Students/staff/friends	Remembering Bailey T-shirts	\$353.00
	Students/staff/friends	Remembering Bailey T-shirt	\$54.00
	Students/Staff/Family	Remembering Bailey T-shirts	\$60.00
	Student/Staff	Remembering Bailey Memorial	\$238.00
	Staff, Friend, Family	Remembering Bailey T-shirt	\$12.00
	Student/Staff/Friends	Remembering Bailey T-Shirts	\$66.00
	<b>Total - SPECIAL PROJECTS</b>		<b>\$2,187.55</b>
STUDENT ACTIVITIES	General Mills	Box Tops for Education	\$83.20
	Students	Pettit Photo Yearbook Sales	\$100.00
	Target	Target Take Charge of Education	\$100.00
	Kula Organization	Coke Rewards Donation	\$93.26
	Jr. Patriot Basketball League	Donation to MCES	\$250.00
	Pettit Photo	Photography Revenue	\$1,610.55
	Target	Take Charge of Education	\$159.74
	<b>Total - STUDENT ACTIVITIES</b>		<b>\$2,396.75</b>
STUDENT COUNCIL	Students	Student Council - Tshirts	\$125.95
	Students	Student Council-Valentine Fundraiser	\$117.01
	<b>Total - STUDENT COUNCIL</b>		<b>\$242.96</b>
SUN Room - Severe/Mod	Students	SUN/ACE FT - Zoo	\$150.00
	Students	SUN Room FT - Zoo	\$6.00
	Students	SUN Room FT - Wonderlab	\$70.00
	Student	SUN Room FT - Wonderlab	\$15.00
	<b>Total - SUN Room - Severe/Mod</b>		<b>\$241.00</b>



THIRD GRADE	Students	Third Grade FT - WCBK	\$415.00
	students	Third Grade FT - Tivoli	\$250.00
	Misz	Third Grade FT - WCBK	\$100.00
	Students	Third Grade Field Trip - WCBK	\$10.00
<b>Total - THIRD GRADE</b>			<b>\$775.00</b>
<b>TOTAL RECEIPTS - ALL FUNDS</b>			<b>\$19,705.04</b>

EXPENDITURES		
FUND NAME ↕	PURPOSE OF EXPENDITURE ↕	AMOUNT ↕
BOOKSTORE	72 Pencil Pouches @ \$2.59 and 10 Sets Retractable Sharpie 8 color @ \$13.99	\$326.38
	NSF Check - Jerri Moscrip	\$10.00
	50 Recorders for 5th Grade Students	\$141.20
	144 Animal Zipper Pencil Pouches	\$344.16
	4 boxes of 36 each Rocket Erasers @ \$24.48 ea	\$97.92
	<b>Total - BOOKSTORE</b>	<b>\$919.66</b>
Butterfly Garden Grant	12 yards of mulch @ \$16 each plus \$40 delivery	\$232.00
	<b>Total - Butterfly Garden Grant</b>	<b>\$232.00</b>
FACULTY/STAFF FUND	15 lbs of Pulled Pork @ 4.99	\$74.85
	2 Fresh Flower Arrangements in Vases plus delivery	\$57.00
	40 Staff members at \$12 each	\$480.00
	Snack Items for Staff preparing Enrollment Folders	\$15.98
	Tableware for Staff Christmas Party	\$51.47
	Fresh Cut Arrangement with Cherub \$35.00 and \$10 delivery	\$45.00
	Planter with cut flowers for wife Carolyn	\$31.00
	Fresh Flower arrangement for Lillian Pursell	\$32.00
	<b>Total - FACULTY/STAFF FUND</b>	<b>\$787.30</b>
FIFTH GRADE	1 Park Pass for the Summer Program	\$100.00
	47 Student tickets @ \$12.50, 4 Teacher @ \$12.50, 5 Chaperone @ \$ 20.00	\$737.50
	OVHS Author Visit 11-12-15	\$26.66
	Hayride Services for Students on the Overnight Camping Trip	\$90.00
	Park Entry Fee for Overnight Camping Trip	\$96.00
	IRT 12-1-15 \$198, Exotic Feline Resue 10-16-15 \$50, Lake Monroe 8-28 & 28-15 \$50	\$298.00
	Food for Students on the Overnight Camping Trip	\$800.00
	Pontoon Boat Rental	\$408.00
	<b>Total - FIFTH GRADE</b>	<b>\$2,556.16</b>
FIRST GRADE	55 Admission Tickets @ \$6.50	\$357.50
	Buskirk Chumley 12/18/15 \$47.85	\$47.85
	Fifth Grade FT - Lake Monroe	\$170.00
	4/30/15 Wonderlab	\$62.70
	5-12-16 Waldron Arts/Wonderlab	\$55.10

FOURTH GRADE	52 Student Admission Tickets @ \$5.00	\$260.00
	43 Students @ \$6.50 each	\$279.50
	<b>Total - FIRST GRADE</b>	<b>\$1,232.65</b>
	45 Student tickets @ \$7 and 5 Adult tickets @ \$8 plus \$5 handling	\$360.00
	Snacks for FT to Crane	\$26.67
	5-10-16 Symphony \$204.60 and 5-17-16 Victory Field \$198.00	\$402.60
	Drinks for Hoosier Hysteria 3/9	\$16.00
	33 T-shirts for 4th Grade B-ball game @ \$6.50	\$214.50
	63 Admission Tickets @ \$8.00 plus \$2.50 shipping	\$506.50
	OVHS Author Visit 11-12-15	\$26.66
	5/13/15 Sympony 204.60 and Victory Field 198.00	\$402.60
	50 Student Movie Admissions @ \$5	\$250.00
KINDERGARTEN PROJECT FUND	Crane naval Base 10-6-15 \$143.55	\$143.55
	<b>Total - FOURTH GRADE</b>	<b>\$2,349.08</b>
	44 tickets to Polar Express at \$3.00	\$132.00
	5/15/15 Zoo Trip	\$345.10
	5-6-16 Zoo Trip	\$196.35
	Food & Tableware K-Feast \$106.12, Supplies Fantastic Friday \$8.74	\$114.86
	Tivoli 12/16/15 \$40 and Waterman's 10/23/15 \$ 202.95	\$242.95
	40 milk from cafeteria for feast	\$8.80
	47 admission tickets to Waterman's Farm Park @ \$5.00	\$235.00
	8 Faygo Twists @ \$1.19 and 7 Solo Cups @ \$3.99	\$37.45
	Fantastic Friday Supplies for 1/14 89.97, 2/18 9.12, 4/7 40.60	\$139.69
	NSF Check - James Stewart	\$25.00
KINDNESS	85 Admission Tickets to the Zoo	\$510.00
	Fantastic Friday supplies - Sugar Cookies, Frosting and Deco	\$30.20
	<b>Total - KINDERGARTEN PROJECT FUND</b>	<b>\$2,017.40</b>
	3 pair of shoes for students in need	\$44.61
	Shoes and undergarments for nurses office for children in need	\$27.69
	Shoes for Students 3 pair	\$27.00
	Clothing for children in need	\$45.35
	clothing for the nurses office when students need to change	\$233.76
	Clothing of Student \$14.97, Christmas gifts for Student \$97.69	\$112.66
	<b>Total - KINDNESS</b>	<b>\$491.07</b>
LIBRARY	Replacement Books for Library from Buy 1 get 1 free Book Fair	\$202.78
	<b>Total - LIBRARY</b>	<b>\$202.78</b>
NOW ACCOUNT	NSF Bank Fee	\$6.00
	Bag Rental for # 518 and 667 @ \$10 each	\$20.00
	Interest (Adjustment)	\$0.14
	NSF Check Fee - James Stewart	\$12.00



	<b>Total - NOW ACCOUNT</b>	<b>\$38.14</b>
S/M/P PROJECT FUND	245 T-shirts @ \$5.50 , 8 @ \$6.50 and 2 @ \$8	\$1,415.50
	<b>Total - S/M/P PROJECT FUND</b>	<b>\$1,415.50</b>
SECOND GRADE	Gemstone Bags 60 @ \$2 each	\$120.00
	4-7-16 Children's Museum \$239.25 and 5-13-16 Blue Springs \$143.55	\$382.80
	50 student tickets @ \$5 and 16 Adult tickets @ \$7.50	\$370.00
	60 Admissions \$5.00	\$300.00
	3-19-15 Children's Museum 204.60 and 5-14-15 Blue Springs	\$348.15
	<b>Total - SECOND GRADE</b>	<b>\$1,520.95</b>
SIXTH GRADE	5-25-16 Rascals Fun Zone	\$311.40
	OVHS Author Visit 11-12-15	\$26.68
	5/29/15 Rascals	\$336.40
	Crane Naval Base 12-11-15 \$133.40	\$133.40
	44 Student Admissions and 10 adult admissions @\$13.75	\$742.50
	Pizza for Lunch Delivery at Rascal's End of Year Party	\$158.13
	<b>Total - SIXTH GRADE</b>	<b>\$1,708.51</b>
SPECIAL PROJECTS	Ice Cream and toppings for Student Party	\$22.59
	98 T-shirts	\$544.00
	Rascal's Fun Zone - additional cost for transportation	\$25.00
	245 shirts @ \$5.50, 8 shirts @ \$6.50, 2 shirts @ \$8.00	\$1,415.50
	Chips and Cheese Ball	\$14.44
	150 Mice @ .55 and 30 Rats @ \$2 plus \$38.98 Shipping	\$181.48
	2- HP Ink @ \$31.97 ea and 2 - Ink @ \$15.97 ea	\$95.88
	Annual Membership Fee	\$45.00
	<b>Total - SPECIAL PROJECTS</b>	<b>\$2,343.89</b>
STUDENT ACTIVITIES	2 boxes of snack bags to submit boxtops in	\$4.96
	2 Doz French Vanilla @\$13 and 1 1/2 Doz Death by Chocolate @\$15	\$48.50
	Medium Flat Rate Box to mail Box Tops	\$13.45
	Snacks for Student Reward in Special Area	\$32.09
	Spell Bowl Registration \$85, Membership \$80 and CD \$40	\$205.00
	20 Principal Award, 25 Student Council, 65 A/B honor roll medals, 100 ribbons, 100 A/B certificates	\$221.45
	3 bags of vending toys @ \$32.99, 2 bags @ \$36.99 and 1 @ \$37.99 less discount plus shipping	\$219.97
	5/28/15 Tivoli Theater 3rd - 6th gr.	\$160.00
	8 extra year books ordered 2 \$12.50 each	\$100.00
	4 medium Pizzas and 2 orders of breadsticks	\$44.12
	\$2 per child to be used for Tokens on the Field Trip	\$90.00
	5th Grade Party \$98.67, 3 & 4th Party \$28.12, Ace Rm \$11.98, Sun Rm \$16.56	\$155.33
	Mystic Gemstones, Build a Crayon @ \$32.99 ea, Imagi, Squishland(2) @ \$36.99, Superballs @ \$19.99 plus shipping \$27.37 minus \$13.79 discount	\$210.52
	Sandwiches and sides for Meeting, Sheet cake and acc. for Going Away	\$85.06



STUDENT COUNCIL	Camera for student pictures for yearbook and newsletter	\$229.00
	Pizza for the Students end of year party	\$144.00
	<b>Total - STUDENT ACTIVITIES</b>	<b>\$1,963.45</b>
	Money raised for donation to the animal shelter	\$100.00
	Balance on T-shirt Order for Student Council	\$88.40
STUDENT COUNCIL	Fuel for Tivoli \$6.23, Fuel for Human Society \$7.83	\$14.06
	Student fundraising for Donation to Human Society	\$250.00
	<b>Total - STUDENT COUNCIL</b>	<b>\$452.46</b>
SUN Room - Severe/Mod	\$5.00 for 17 admissions	\$85.00
	16 Students @ \$6.00 and 10 Adults @ \$6.00	\$156.00
	<b>Total - SUN Room - Severe/Mod</b>	<b>\$241.00</b>
THIRD GRADE	5-6-16 Tivoli Theater	\$40.00
	50 Student Movie Admissions @ \$5	\$250.00
	WCBK,Canyon Inn, Residence 12-8-15 \$89.90	\$89.90
	Banquet Lunch for 59	\$413.00
	<b>Total - THIRD GRADE</b>	<b>\$792.90</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>		<b>\$21,264.90</b>

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Form Prescribed by State Board of Accounts

Form SA5-2

2015-2016 Financial Report  
**Spencer-Owen Community Schools - McCormick's Creek Elementary**  
Owen County, Indiana

**CASH RECONCILEMENT**Name of Bank: **Owen County State Bank**Location of Bank: **Spencer, Indiana**

Date of Bank Statement: 06/30/2016

Depository Balance	\$13,485.83
Cash On Hand (ADD):	\$0.00
Deposits In Transit (ADD):	\$0.00
Other Reconciling Items (ADD/DEDUCT):	\$0.00
Total of Outstanding Checks (DEDUCT):	\$1,010.04
Balance:	\$12,475.79

**OUTSTANDING CHECKS**

DATE	NUMBER ↕	AMOUNT
05/24/2016	4100	\$100.00
06/08/2016	4111	\$14.06
06/24/2016	4117	\$181.48
06/24/2016	4118	\$214.50
06/24/2016	4119	\$500.00
Total		\$1,010.04

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**Spencer-Owen Community Schools - McCormick's Creek Elementary**  
Owen County, Indiana

## Risk Assessment - 2015-2016

1. How is your ECA's ledger maintained?	Computerized
2. Was a financial report made within two weeks after the close of the school year and after each semester if your school has two (2) or more semesters in a school year, of all fund activity to the school board and superintendent of schools in accordance with IC 20-41-1-3 and IC 20-41-1-8.	Yes
3. Was the ECA bank account balance reconciled to the ledger balances on a monthly basis?	Yes
How frequently are bank account balances reconciled without any difference or variance?	All of the time
4. Does anyone review and approve the completed bank reconciliements?	Yes
List the position and name of the person(s) reviewing completed reconciliation.	Darla Thomas, Corporation Treasurer
5. Does the ECA have any investments (certificates of deposit, savings accounts, etc.)?	No
If yes, list the name of the bank(s) where the investments are maintained.	
6. Are any investments accounted for on the ECA ledger?	No
7. Is a receipt issued for all monies received and at the time the money is received?	Yes
8. Please indicate how often deposits are made. Which best fits your situation?	Weekly
9. When totaling the receipts issued for the day does the classification of the receipts (i.e. cash, checks, etc.) and the classification as shown on the deposit ticket (i.e. currency, checks, etc.) agree? This would include collections for items like textbook rental, fundraisers, ticket sales, etc.	Yes
10. Is School Lunch accounted for in the ECA ledgers?	No
If yes, is a SF-2 or SF-3 used?	No
11. Is Textbook rental accounted for in the ECA ledgers?	No
If yes, are receipts (Form TBR-2, Official Receipt - Individual Textbook Rental List) issued?	Yes
12. Is a Purchase Order/Accounts Payable Voucher (Form SA-1) and/or Claim for Payment (Form SA-7) used for disbursements?	Yes
13. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) properly itemized?	Yes
14. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) signed by the appropriate officials?	Yes
List the position and name of the person(s) signing Purchase Order/Accounts Payable vouchers (Form SA-1) and/or Claim for Payment (Form SA-7).	Linda Epeards, Principal
15. Are prenumbered tickets used for sporting and other events for which an admission price is collected?	Not Applicable
16. Do any school personnel stock vending machines and remove money from the machine?	No
If yes, is Form SA-9 Accountable Items Review completed at least once per school year?	Yes
17. The Summary Collection Form (SA-8) is to be used when a teacher, class sponsor, or other school personnel are in charge of collecting money (for a field trip, fundraiser, etc.) that is later turned over to the ECA treasurer. Was Form SA-8 used to transmit monies collected by teachers, class sponsors, etc. to the ECA treasurer?	No
18. Are any outside organizations such as booster clubs, 4-H, Girl Scouts, PTO/PTA, etc. accounted for in the ECA ledgers?	No
If yes, please list those organizations	No
19. Are all fundraisers approved by the School Board?	Yes
If yes, has the School Board established controls and procedures over fundraisers?	No
20. Does the ECA have a credit/debit card or local business charge accounts issued in the name of the school?	Yes
If yes, has the School Board approved a policy related to the use of the credit/debit card or local business charge account?	No
If yes, upload a copy of the credit or debit card policy. (jpg, pdf, gif, tif, png)	
Are credit card statements or debit card transactions reviewed often for irregularities?	Yes

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Form Prescribed by State Board of Accounts

Form SA5-4

2015-2016  
Spencer-Owen Community Schools - Owen Valley Middle  
Owen County, Indiana

The bank in which all monies of this account are deposited is:

Name of Bank: Owen County State Bank

Location of Bank: Spencer, IN

Date school officially closed: 06/30/2016

BOND OF SCHOOL TREASURER


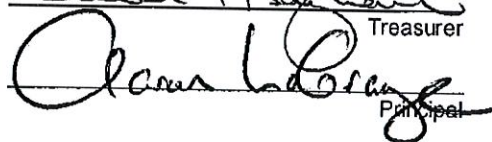
Name of Surety: The Cincinnati Insurance Company

Amount of Bond: \$100,000.00

Date of Expiration: 09/29/2016

CERTIFICATE OF SCHOOL TREASURER/PRINCIPAL

I, Carol F. Gayhart, Treasurer, Aaron LaGrange, Principal, of the Owen Valley Middle School School Extra-Curricular Account, hereby certify that the foregoing report of the said account is true and correct to the best of my knowledge and belief. I further certify that copies of this report have been filed with the officers designated by law to receive copies of said report.

  
Treasurer  
  
Principal

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Form Prescribed by State Board of Accounts

Form SA5-1

2015-2016 Financial Report  
 School Extra-Curricular Account  
**Spencer-Owen Community Schools - Owen Valley Middle**  
 Owen County, Indiana  
 Schedule of Balances  
 Receipts and Expenditures of School Extra-Curricular Account

NAME OF FUND ↕	BALANCE BEGINNING OF PERIOD ↕	RECEIPTS DURING PERIOD ↕	EXPENDITURES ↕	BALANCE END OF PERIOD ↕
Choir	\$38.00	\$1,039.00	\$1,046.00	\$31.00
FFA Discovery Club	\$1,958.12	\$5,698.08	\$5,730.14	\$1,926.06
Fund Raiser Agnes	\$3,140.07	\$4,136.14	\$4,535.89	\$2,740.32
Library	\$340.68	\$50.88	\$0.00	\$391.56
Little Kindness	\$174.33	\$0.00	\$174.33	\$0.00
Little Shoppe of Books	\$4,899.71	\$15,035.94	\$16,668.83	\$3,266.82
Money Management	\$9,813.75	\$9.14	\$47.60	\$9,775.29
P E	\$20.00	\$0.00	\$20.00	\$0.00
School Fund Raiser	\$5,396.06	\$10,277.88	\$9,935.23	\$5,738.71
Science	\$225.95	\$75.00	\$58.00	\$242.95
Student Activities	\$621.90	\$1,292.20	\$1,230.59	\$683.51
Student Council	\$3,027.44	\$1,237.36	\$1,757.28	\$2,507.52
Teacher's Lounge	\$67.99	\$141.62	\$184.00	\$25.61
UNITED WAY	\$79.31	\$8,846.59	\$3,519.02	\$5,406.88
VanLue Class	\$1.12	\$0.00	\$0.00	\$1.12
Yearbook	\$971.34	\$2,145.00	\$1,809.00	\$1,307.34
7TH GRADE	\$11.25	\$3,299.32	\$3,310.57	\$0.00
8TH GRADE	\$174.43	\$2,958.00	\$2,472.36	\$660.07
Athletics	\$14,509.11	\$28,364.66	\$30,576.20	\$12,297.57
Band	\$8.58	\$0.00	\$0.00	\$8.58
Book Rental	\$51,464.73	\$42,720.64	\$69,228.32	\$24,957.05
<b>TOTAL ALL FUNDS</b>	<b>\$96,943.87</b>	<b>\$127,327.45</b>	<b>\$152,303.36</b>	<b>\$71,967.96</b>

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Form Prescribed by State Board of Accounts

SA5-3

2015-2016 Financial Report  
**DETAIL OF RECEIPTS AND EXPENDITURES BY FUNDS**  
**Spencer-Owen Community Schools - Owen Valley Middle**  
 Owen County, Indiana

FUND NAME ↕	RECEIPTS		
	SOURCE OF RECEIPTS ↕	NATURE OF RECEIPTS ↕	AMOUNT ↕
7TH GRADE	GAYHART/RANARD	TAILGATE MONEY	\$2.00
	HECKMAN/RANARD	VICTORY FIELD TRIP	\$682.00
	RANARD, SA8#622871	7TH TAILGATE	\$265.00
	HECKMAN, SA8#622905	VICTORY FIELDTRIP	\$13.00
	RANARD, HECKMAN	7TH TAILGATE	\$496.00
	RANARD, SA8#622903	VICTORY FIELDTRIP	\$594.00
	GAYHART	7TH GRADE TAILGATE	\$60.00
	HECKMAN, SA8#622894	VICTORY FIELD TRIP	\$88.00
	RANARD, SA8#622906	VICTORY FIELD TRIP	\$110.00
	WAL-MART	TAILGATE SUPPLIES	\$84.55
	HECKMAN, SA8#622872	TAILGATE	\$39.00
	FARMER	7TH TAIL GATE SAMS OVERPAYMENT	\$2.77
	HECKMAN, RANARD	VICTORY FIELD TRIP	\$435.00
	RANARD, SA8#622899	VICTORY FIELD TRIP	\$341.00
	STUDENT	VICTORY FIELD TRIP	\$11.00
	RANARD, SA8#622877	7TH TAILGATE	\$43.00
	RANARD, SA8#622907	VICTORY FIELDTRIP	\$33.00
	<b>Total - 7TH GRADE</b>		<b>\$3,299.32</b>
8TH GRADE	WAITE, SA8#622908, 622911	8TH FIELD TRIP	\$643.00
	GAYHART	8TH FIELDTRIP	\$33.00
	VFW POST 1405	DONATION FOR YORK'S CLASS FOR FIELDTRIP EXPENSES FOR YEAR	\$1,000.00
	WAITE, SA8#622915	8TH FIELDTRIP	\$397.00
	WAITE, SA8#622918	8TH FIELDTRIP	\$50.00
	WAITE, SA8#622912, 622913	8TH FIELDTRIP	\$345.00
	WAITE, SA8#622816	8TH FIELDTRIP	\$120.00
	WAITE, SA8#622907	8TH FIELDTRIP	\$30.00
	WAITE, SA8#622910	8TH FIELDTRIP	\$110.00



	WAITE, SA8#622914	8TH FIELDTRIP	\$230.00
		<b>Total - 8TH GRADE</b>	<b>\$2,958.00</b>
Athletics	EXCHANGE CLUB	DONATION FOOTBALL PROGRAM	\$210.00
	HICKAM	FOOTBALL VS BATCHELOR, 9/15/15, GATE/CONCESSION	\$1,237.87
	HICKAM	GIRLS BASKETBALL/BOYS BASKETBALL 1/28/16	\$983.00
	ROBERT VANSICKLE	BOYS BASKETBALL OFFICIAL VS LINTON, 1/11/16	\$65.00
	BRAD CORDER	BOYS BASKETBALL OFFICIAL VS BATCHELOR, 1/19/16	\$65.00
	HICKAM	BOYS BASKETBALL VS CLAY CITY GATE/CONCESSIONS 12/15/15	\$881.80
	HICKAM	BOYS BASKETBALL VS WRV, 12/16/15 GATE/CONCESSIONS	\$744.51
	HICKAM	VOLLEYBALL VS BATCHELOR, GATE/FOOD, 9/29/15	\$553.55
	HICKAM, SA8#622895	TRACK UNIFORM	\$423.50
	HICKAM	VOLLEYBALL VS MARTINSVILLE, GATE/FOOD, 9/10/15	\$529.07
	HICKAM	WIC BOYS BASKETBALL GATE/CONCESSIONS, 1/16/16	\$915.25
	JOHN FUHS	TRACK OFFICIAL VS EDGEWOOD, 5/4/16	\$75.00
	JR DAVIS VENDING/HICKAM	VENDING MACHINE/GIRLS B-BALL GATE/CONCESSION 1/21/16	\$468.77
	ROBERT VANSICKLE	BOYS BASKETBALL OFFICIAL VS BATCHELOR, 1/28/16	\$65.00
	VALERIE AULT	CROSS COUNTRY OFFICIAL VS BATCHELOR, 8/17/15	\$50.00
	HICKAM	GIRLS BASKETBALL VS BATCHELOR GATE/CONCESSION 1/25/16	\$669.25
	HICKAM	GIRLS B-BALL VS WRV GATE/CONCESSION 1/14/16	\$700.50
	LIONS CLUB	FOOTBALL WORKING DONATION	\$100.00
	MAX CASSIDA	BOYS BASKETBALL OFFICIAL VS BATCHELOR, 1/28/16	\$65.00
	HICKAM	BOYS BASKETBALL VS TRI NORTH, 12/8/15	\$551.25
	HICKAM	VOLLEYBALL VS EDGEWOOD, 8/26/15, GATE/CONCESSION	\$725.50
	HICKAM	BOYS BASKETBALL VS SOUTH PUTNAM	\$448.00
	HICKAM	VOLLEYBALL VS TRI NORTH, GATE/CONCESSIONS 9/8/15	\$518.75
	TODD SCHULTHIES	BOYS BASKETBALL OFFICIAL VS CLAY CITY, 12/15/15	\$65.00
	HICKAM	TRACK CONCESSIONS	\$121.50
	OC FOUNDATION	HECKMAN ATHLETIC GRANT	\$281.00
	ROB PHELPS	TRACK OFFICIAL VS SHAKAMAK/LINTON, 4/11/16	\$75.00

CHRIS KAUFMAN	OFFICIAL, FOOTBALL VS SOUTH PUTNAM, 9/24/15	\$65.00
HICKAM	FOOTBALL VS EDGEWOOD, CONCESSION/GATE, 9/10/15	\$1,620.65
HICKAM	FOOTBALL VS TERRE HAUTE, GATE/FOOD, 8/20/15	\$1,132.91
HICKAM	TRACK VS BATCHELOR, GATE/CONCESSION, 4/4/16	\$827.75
HICKAM	VOLLEYBALL VS NORTH CLAY, 9/1/15 GATE/CONCESSION	\$569.25
HICKAM, SA8#622861	ATHLETIC PHYSICAL FORMS	\$930.00
HICKAM	GIRLS BASKETBALL VS EDGEWOOD GATE/CONCESSIONS 2/17/16	\$451.75
HICKAM	VOLLEYBALL VS CLOVERDALE, 9/3/15, GATE/CONCESSIONS	\$480.50
HICKAM	WRESTLING VS JACKSON CREEK, 1/27/16	\$285.50
JR DAVIS VENDING	VENDING MACHINE	\$38.71
TY BRILES	GIRLS BASKETBALL OFFICIAL VS BATCHELOR, 1/25/16	\$65.00
CHRIS KAUFMAN	WRESTLING OFFICIAL VS GREENCASTLE, 2/10/16	\$65.00
CODY DORSETT	BOYS BASKETBALL OFFICIAL VS SOUTH PUTNAM, 12/2/15	\$65.00
HICKAM	VOLLEYBALL VS MONROVIA GATE/CONCESSION 9/17/15	\$409.50
MAX CASSIDA	GIRLS BASKETBALL OFFICIAL VS EASTERN GREENE, 1/20/16	\$65.00
HICKAM/JR DAVIS VENDING	BOYS BASKETBALL VS NORTH CLAY, 11/12/15/VENDING	\$585.06
HICKAM	FOOTBALL VS SOUTH PUTNAM, GATE/CONCESSION, 9/24/15	\$1,071.37
HICKAM	GIRLS B-BALL WIC CONCESSION/GATES/CHANGE, 2/20/17	\$1,302.50
HICKAM	TRACK VS NORTH CLAY, GATE/CONCESSION, 4/13/16	\$879.25
MAX CASSIDA	BOYS BASKETBALL OFFICIAL VS LINTON, 1/11/16	\$65.00
TODD SCHULTHIES	GIRLS BASKETBALL OFFICIAL VS EASTERN GREENE, 1/20/16	\$65.00
TODD SCHULTHIES	GIRLS BASKETBALL OFFICIAL VS ST CHARLES, 3/2/16	\$65.00
GAYHART	ATHLETIC START-UP	\$430.00
HICKAM	FOOTBALL VS MARTINSVILLE, 9/22/15 GATE/CONCESSIONS	\$992.90
HICKAM	GIRLS B-BALL VS MONROVIA GATE/FOOD/SAMS CHANGE	\$555.97
HICKAM	WRESTLING VS SOUTH PUTNAM, 2/17/16	\$221.00
MAX CASSIDA	GIRLS BASKETBALL OFFICIAL VS ST CHARLES, 3/2/16	\$65.00



	HICKAM	GIRLS BASKETBALL VS MONROVIA GATE/FOOD 2/2/16	\$628.25
	HICKAM	WRESTLING VS MART WEST GATE/FOOD, 2/29/16	\$178.75
	HICKAM	WRESTLING VS TRI NORTH, GATE/CONCESSION 2/9/16	\$211.00
	HICKAM, SA8#622896	TRACK UNIFORMS	\$864.50
	HICKAM	BOYS BASKETBALL VS EDGEWOOD, 11/19/15 GATE/FOOD	\$653.25
	HICKAM	SAM'S CHECK OVERAGE, BOYS B-BALL VS J CREEK	\$844.27
	HICKAM	TRACK UNIFORM	\$27.00
	<b>Total - Athletics</b>		<b>\$28,364.66</b>
Book Rental	STUDENTS	BOOK RENTAL/FEES/LOST TEXTBOOKS	\$597.54
	STUDENTS/SOCS	BOOK RENTAL/AGENDA /TEXTBOOK REIMBURSEMENT	\$17,195.60
	STUDENTS	LOST TEXTBOOK/FEES/RENTAL	\$152.94
	STUDENTS/GAYHART	BOOK RENTAL/CHANGE	\$260.00
	STUDENTS	BOOK RENTAL/AGENDA	\$14.00
	STUDENTS	AGENDA	\$12.00
	STUDENT	AGENDA	\$8.00
	STUDENT	LOST LANGUAGE ARTS TEXTBOOK	\$27.00
	STUDENT	BOOK FEES	\$20.00
	STUDENTS	BOOK RENTAL/FEES	\$23,879.35
	STUDENTS	BOOK RENTAL/FEES/LOST TEXT BOOKS	\$361.93
	STUDENT	BOOK RENTAL	\$52.00
	STUDENTS	AGENDA/BOOK RENTAL/BOOK FEES	\$140.28
	<b>Total - Book Rental</b>		<b>\$42,720.64</b>
Choir	PETRY, SA8#622864	CHOIR SHIRTS	\$135.00
	GAYHART	CHOIR SHIRT	\$15.00
	PETRY, SA8#622863	CHOIR SHIRTS	\$240.00
	PETRY, FORM SA8#622870	CHOIR SHIRTS	\$30.00
	PETRY, SA8#622866	CHOIR SHIRTS	\$195.00
	PETRY	CHOIR SHIRT	\$15.00
	PETRY	CHOIR SHIRTS	\$85.00
	PETRY, SA8#622884	ISSMA FEES CHOIR	\$324.00
	<b>Total - Choir</b>		<b>\$1,039.00</b>
FFA Discovery Club	GAYHART	FFA BEEF	\$36.05
	RIPLEY	FFA DISCOVERY BEEF	\$854.25
	SHERFIELD	REFUND FROM LIVESTOCK JUDGING CONTEST	\$22.00
	SHERFIELD, SA8#622874	AG FIELDTRIP	\$72.00



	SHERFIELD, SA8#622880	AG FIELDTRIP	\$44.00
	WALSH	FFA BEEF	\$24.04
	SHERFIELD, SA8#622875	AG FIELDTRIP	\$52.00
	BOLING/LIVINGSTON	BEEF/FFA DISCOVERY	\$1,284.73
	SHERFIELD	FFA DISCOVERY SUB CHECK	\$64.59
	SHERFIELD, SA8#622876	AG FIELDTRIP	\$72.00
	LADONNA FISHER	FFA DISCOVERY BEEF	\$430.48
	SHERRIE FARMER	BEEF/FFA DISCOVERY	\$1,695.10
	SHERFIELD, SA8#622920	FFA DISCOVERY BEEF	\$226.81
	OVHS	FFA DISCOVERY REIMBURSEMENT	\$66.00
	SHERFIELD, SA8#622917	FFA DISCOVERY BEEF	\$580.92
	SHERFIELD, SA8#622919	FFA DISCOVERY BEEF	\$173.11
	<b>Total - FFA Discovery Club</b>		<b>\$5,698.08</b>
Fund Raiser Agnes	HAYES, SA8#622881	AGNES TSHIRT SALES	\$513.00
	VANHOOK, SA8#622869	T-SHIRT FUNDRAISER	\$130.00
	GAYHART	AUTHOR T-SHIRT FUNDRAISER	\$100.00
	GAYHART	AGNES CONCESSIONS	\$283.00
	GAYHART	DANCE CONCESSION/AUTHOR FUNDRAISER	\$260.15
	GAYHART	DANCE GATE/CONCESSIONS /RESTITUTION	\$704.33
	HAYES, SA8#622883	AUTHOR SHIRTS	\$9.00
	STAFF	AGNES DONATION	\$6.00
	GAYHART	AGNES T-SHIRT	\$10.00
	GAYHART	AGNES DANCE CONCESSIONS	\$190.00
	GAYHART	AGNES T-SHIRT FUNDRAISER	\$90.00
	VANHOOK, SA8#622865	T-SHIRT FUNDRAISER	\$900.00
	OC COMMUNITY FOUNDATION	HECKMAN OC GRANT FOR AUTHOR	\$250.00
	VANHOOK, SA8#622862	AGNES T-SHIRT FUNDRAISER	\$290.00
	VANHOOK	AGNES 2ND ORDER T-SHIRT SALES	\$10.00
	GAYHART	DANCE CONCESSIONS	\$166.76
	GAYHART	POP SALES	\$34.25
	GAYHART	DANCE PICTURES	\$147.25
	GAYHART	PAPER AIRPLANE CONTEST	\$42.40
	<b>Total - Fund Raiser Agnes</b>		<b>\$4,136.14</b>
Library	STUDENT	LOST LIBRARY BOOK	\$50.88
	<b>Total - Library</b>		<b>\$50.88</b>
Little Shoppe of Books	FIELDS	LSB DEPOSIT	\$1,208.00
	FIELDS/VANHOOK	LSB DEPOSIT	\$604.93
	FIELDS/TUCKER	LSB DEPOSIT	\$13.10

	SOCS	LSB INV DEPOSIT	\$917.23
	FIELDS	LSB INVOICE/DEPOSIT	\$103.95
	VANHOOK	LSB DEPOSIT/START-UP	\$127.00
	VANHOOK/STALEY	LSB DEPOSIT/DONATION	\$1,104.50
	GAYHART	LSB DEPOSIT	\$69.00
	SOCS/FIELDS	LSB DEPOSIT	\$923.08
	VANHOOK/OVMS AGNES	LSB DEPOSIT/TRANSFER	\$265.67
	TUCKER/FIELDS	LSB DEPOSIT	\$6.04
	VANHOOK	LSB DEPOSIT	\$1,565.34
	BAKER & TAYLOR	BOOKS FOR LSB, LESS 1.5% EARLY PAY DISCOUNT	\$14.92
	OVMS	TRANSFER TO LSB FOR BOOKS	\$743.22
	SOCS	LSB INVOICE	\$1,740.96
	SOCS	LSB INVOICE DEPOSIT	\$5,629.00
	<b>Total - Little Shoppe of Books</b>		<b>\$15,035.94</b>
Money Management	OCSB	INTEREST INCOME	\$9.14
	<b>Total - Money Management</b>		<b>\$9.14</b>
School Fund Raiser	GAYHART	SPRING FUNDRAISER	\$673.00
	STUDENTS	SPRING FUNDRAISER	\$833.00
	GAYHART	ISTEP INCENTIVE OVERPAYMENT, SAMS CLUB	\$1.62
	KENT	FALL FUNDRAISER, NSF CHECKS + FEES	\$146.00
	GAYHART	T-SHIRT SALES	\$32.00
	HAGGETT	3 T-SHIRTS	\$24.00
	SAMS CLUB	7TH COOKOUT	\$113.66
	STUDENTS	FALL FUNDRAISER	\$8,098.00
	HAGGETT	PATRIOT T-SHIRTS	\$10.00
	STUDENTS	HOODIE/SWEATSHIRT/TSHIRT FUNDRAISER	\$179.00
	YANKEE CANDLE	SPRING FUNDRAISER PROFIT	\$33.60
	GAYHART	MATH-A-THON	\$134.00
	<b>Total - School Fund Raiser</b>		<b>\$10,277.88</b>
Science	TUCKER, SA8#622879	IU FIELDTRIP	\$63.00
	TUCKER, SA8#622882	IU FIELD TRIP	\$12.00
	<b>Total - Science</b>		<b>\$75.00</b>
Student Activities	GAYHART	PAPER,PEN,PENCIL MACHINE	\$6.75
	GAYHART	WALMART OVERPAYMENT	\$1.92
	MARCIA TAYLOR	JEANS FOR YEAR, PRIDE CARD	\$20.00
	PETTIT PHOTOS	FALL/SPRING PICTURE PROFIT	\$1,091.66
	TARGET	TARGET TAKE CHARGE	\$11.78
	GAYHART	PAPER/PEN/PENCIL MACHINE	\$24.50



	BERGAN	JEANS FOR YEAR	\$25.00
	JR DAVIS	VENDING MACHINE	\$7.58
	JR DAVIS VENDING	VENDING MACHINE	\$53.01
	TRI KAPPA	DONATION PATRIOT PRIDE CARD	\$50.00
	<b>Total - Student Activities</b>		<b>\$1,292.20</b>
Student Council	MCKEE	STUDENT COUNCIL TEACHER APPRECIATION REFUND	\$2.36
	GAYHART	DANCE GATE	\$804.00
	GAYHART	DANCE GATE/PICTURES	\$431.00
<b>Total - Student Council</b>			<b>\$1,237.36</b>
Teacher's Lounge	JR DAVIS	VENDING MACHINE	\$24.16
	JR DAVIS VENDING	VENDING MACHINE	\$117.46
<b>Total - Teacher's Lounge</b>			<b>\$141.62</b>
UNITED WAY	GAYHART	PENNY WAR	\$329.84
	MCES	MCES UNITED WAY FUNDRAISER	\$110.00
	SHONDA KLINGER	OVHS UNITED WAY FUNDRAISER	\$1,647.00
	SOCS	3RD QUARTER PAYROLL DEDUCTION	\$269.00
	CENTRAL OFFICE	CENTRAL OFFICE UW DONATION	\$50.00
	SES STUDENT COUNCIL	UNITED WAY FUNDRAISER DONATION SES STUDENT COUNCIL	\$180.00
	GAYHART	OVMS PENNY WAR FUNDRAISER	\$1,067.70
	STENFTENAGEL GROUP	STUDENT ASSISTANCE FUND DONATION	\$100.00
	BRUCE YATES	GES UNITED WAY FUNDRAISER	\$185.00
	MANDY BOWMAN	PES UNITED WAY FUNDRIASER	\$624.02
	SOCS	UNITED WAY FUNDRAISER/QUARTERY PAYROLL DEDUCTION	\$738.00
	MANDY BOWMAN	SES UNITED WAY FUNDRAISER	\$221.70
	VALLEY OPTICAL	GLASSES FOR SES STUDENT	\$65.00
	SOCS	UNITED WAY FUNDRAISER PAYBACK	\$3,259.33
	<b>Total - UNITED WAY</b>		<b>\$8,846.59</b>
Yearbook	AULT, SA8#622887	YEARBOOK SALES	\$258.00
	AULT, SA8#622890	YEARBOOK SALES	\$366.00
	GAYHART	YEARBOOK SALES	\$224.00
	AULT, SA8#622888	YEARBOOK SALES	\$342.00
	STUDENTS	YEARBOOK SALES	\$14.00
	AULT, SA8#622886	YEARBOOK SALES	\$184.00
	AULT, SA8#622892	YEARBOOK SALES	\$46.00
	AULT, SA8#622885	YEARBOOK SALES	\$114.00
	AULT, SA8#622889	YEARBOOK SALES	\$421.00



STUDENT	YEARBOOK SALES	\$18.00
AULT, SA8#622891	YEARBOOK SALES	\$158.00
<b>Total - Yearbook</b>		<b>\$2,145.00</b>
<b>TOTAL RECEIPTS - ALL FUNDS</b>		<b>\$127,327.45</b>

EXPENDITURES		
FUND NAME ↕	PURPOSE OF EXPENDITURE ↕	AMOUNT ↕
7TH GRADE	237 TICKETS VICTORY FIELD, 5/19/16	\$1,898.50
	TAILGATE SUPPLIES	\$169.10
	TAILGATE T-SHIRTS	\$646.00
	7TH FIELDTRIP	\$596.97
	<b>Total - 7TH GRADE</b>	<b>\$3,310.57</b>
8TH GRADE	FIELDTRIP TO WAR MEMORIAL, 12/11/15, YORK GRANT	\$125.00
	YORK PILARS CLASS FIELDTRIP SUB PD FROM GRANT, 2 DAYS	\$129.18
	8TH FIELDTRIP	\$240.00
	MILEAGE, YORK COMMUNITY SERVICE TO VA IN INDY, 9/30/15	\$125.00
	8TH FIELDTRIP, 5/20/16	\$1,464.00
	BUS TRIP TICKET TO WAR MEMORIAL MUSEUM, 3/9/16 PILARS	\$125.00
	MICAH YORK SUB, 2 DAYS	\$129.18
	REFUND FOR FIELDTRIP	\$10.00
	PILARS TRIP TO INDY, 4/22/16	\$125.00
	<b>Total - 8TH GRADE</b>	<b>\$2,472.36</b>
Athletics	ACCT 9024, PO SLIP, 0007300021068, ATHLETIC SUPPLIES	\$10.83
	ATHLETIC TRAINER, FOOTBALL VS MARTINSVILLE, 9/22/15	\$75.00
	GIRLS BASKETBALL OFFICIAL VS WRV, 1/14/16	\$130.00
	TRACK OFFICIAL VS BROWN CO/NORTH CLAY, 4/13/16	\$75.00
	WIC WORKER SUSIE HOOD	\$40.00
	WRESTLING OFFICIAL VS SOUTH PUTNAM, 2/17/16	\$65.00
	CONCESSIONS, ACCT 9024, PO SLIP 0007300048927	\$14.96
	CONCESSIONS, ACCT 9024, PO SLIP 0007300075203	\$13.36
	GIRLS BASKETBALL OFFICIAL VS EASTERN GREENE, 1/20/16	\$130.00
	GIRLS BASKETBALL WIC PROFITS, 2015-2016	\$187.00
	PHYSICAL FUNDRAISER	\$300.00
	WRESTLING OFFICIAL VS GREENCASTLE, 2/10/16	\$65.00
	CONCESSION SUPPLIES, ACCT 90204, PO SLIP 0007300024125	\$15.21
	CONCESSION, ACCT 9024, PO SLIP 0007300030215	\$8.34
	GIRLS BASKETBALL OFFICIAL VS BLOOMFIELD, 1/21/16	\$130.00
	MEMBERSHIP RENEWAL, 2015-2016, #3417177840980	\$45.00
	TRACK SEASON DRIVERS	\$260.00
	VOLLEYBALL OFFICIAL VS MARTINSVILLE, 9/10/15	\$180.00
	BOYS BASKETBALL OFFICIAL VS CLAY CITY, 12/15/15	\$195.00

CONCESSION SUPPLIES, ACCT 9024, PO SLIP 0007300048386	\$43.00
ROEING SCHEDULER, 2015-2016 RENEWAL	\$275.00
SYSTEM FOR ATHLETICS	\$500.00
TRACK BUS DRIVERS INVOICE	\$325.00
WRESTLING OFFICIAL VS TRI NORTH, 2/9/16	\$65.00
CONCESSIN SUPPLIES	\$347.20
CROSS COUNTRY TRANSPORTATION	\$390.00
GIRLS WIC WORKER, 2/20/16	\$160.00
VOLLEYBALL SEASON BUS TRIP TICKE, 2015	\$1,015.55
ACCT 9024, PO SLIP 0007300041201, CONCESSIONS	\$6.36
CONCESSION, ACCT 9024, PO SLIP 0007300028865	\$22.14
CONCESSIONS, ACCT 9024, PO 0007300053214	\$11.40
CROSS COUNTRY/VOLLEYBALL TRIP CHARGES	\$88.99
FOOTBALL ATHLETIC TRAINER, 9/9/15, 9/15/15	\$150.00
GIRLS BASKETBALL OFFICIAL VS LINTON, 1/28/16	\$130.00
INVITATIONAL FEE FOR TRACK MEET	\$100.00
VOLLEYBALL OFFICIAL VS NORTH CLAY, 8/26/15	\$90.00
WRESTLING TAPE	\$74.07
FOOTBALL EQUIPMENT	\$405.45
FOOTBALL OFFICIAL VS TERRE HAUTE, 8/20/15	\$260.00
IU BUS TRIP, 2/13/16	\$105.00
NETS FOR BASKETBALL COURT	\$33.99
RIBBONS FOR TRACK	\$350.00
VOLLEYBALL OFFICIAL VS NORTH CLAY, 9/1/15	\$90.00
ATHLETIC EQUIPMENT	\$617.01
ATHLETIC SUPPLIES	\$58.46
CONCESSION, ACCT 9024, PO SLIP 0007300042587	\$27.62
FLOWERS FOR 8TH GIRLS BASKETBALL	\$21.00
FOOTBALL OFFICIAL VS SOUTH PUTNAM, 9/24/15	\$65.00
WRESTLING OFFICIAL VS JACKSON CREEK, 1/27/16	\$65.00
BOYS BASKETBALL OFFICIAL VS BATCHELOR, 1/19/16	\$65.00
BOYS BASKETBALL OFFICIAL VS EDGEWOOD, 11/19/15	\$130.00
CONCESSION SUPPLIES, PO SLIP 0007300030932, ACCT 9024	\$3.09
CONCESSION, ACCT 9024 PO SLIP 0007300013293	\$3.83
CONCESSIONS, PO SLIP 0007300067029, ACCT 9024	\$7.50
FOOTBALL OFFICIAL VS EDGEWOOD, 9/9/15	\$260.00
GIRLS BASKETBALL OFFICIAL VS ST CHARLES, 3/2/16	\$130.00
TRACK OFFICIAL VS SHAKAMAK/LINTON, 4/11/16	\$75.00
UNIFORMS	\$3,060.33
BOYS BASKETBALL OFFICIAL VS NORTH CLAY, 11/12/15	\$195.00



CONCESSIONS, ACCT 9024, PO SLIP 0007300035035	\$27.94
CROSS COUNTRY OFFICIAL VS BATCHELOR, 8/17/15	\$50.00
FOOTBALL OFFICIAL VS BATCHELOR, 9/15/15	\$260.00
FOOTBALL PANTS	\$64.66
GIRLS BASKETBALL OFFICIAL VS MONROVIA, 2/2/16	\$130.00
OFFICIAL, FOOTBALL VS SOUTH PUTNAM, 9/24/15	\$260.00
TRACK OFFICIAL VS CLAY CITY/CLOVERDALE, 5/10/16	\$75.00
TRACK UNIFORMS	\$1,345.00
2ND GATE CHANGE FOR WIC	\$300.00
BOYS BASKETBALL OFFICIAL VS WRV, 12/116/15	\$130.00
CONCESSION SUPPLIES, ACCT, 9024, PO SLIP 0007300046862	\$6.20
CONCESSION, ACCT 9024 PO SLIP 0007300013456	\$10.62
CONCESSION, ACCT 9024 PO SLIP 0007300077700	\$7.08
FLOWERS FOR 8TH VOLLEYBALL	\$16.50
VOLLEYBALL OFFICIAL VS MONROVIA, 9/17/15	\$90.00
WIC WORKER, 1/16/16	\$160.00
ATHLETIC TRAINER FOR FOOTBALL GAME, 8/20/15	\$75.00
ATHLETICS FUEL	\$57.06
CONCESSION SUPPLIES, ACCT 9024, PO SLIP 0007300039986	\$12.40
CONCESSION SUPPLIES, ACCT 9024, PO SLIP 0007300078934	\$17.34
CROSS COUNTRY OFFICIAL VS BROWN COUNTY, 9/14/15	\$50.00
GIRLS BASKETBALL OFFICIAL VS TRI NORTH, 2/1/16	\$130.00
OFFICIAL, FOOTBALL VS MARTINSVILLE, 9/22/15	\$260.00
START-UP CHANGE FOR ATHLETICS	\$430.00
2015-2015 EAGLE CLASSIC FEE	\$65.00
BOYS BASKETBALL OFFICIAL VS LINTON, 1/11/16	\$130.00
CONCESSION SUPPLIES	\$5,084.60
CONCESSION SUPPLIES, ACCT 9024, PO SLIP 0007300058635	\$12.48
CONCESSION, ACCT. 9024	\$7.97
CONCESSIONS, PO SLIP 0007300045958, ACCT 9024	\$16.72
GIRLS OFFICIAL VS EDGEWOOD, 2/16/16	\$130.00
HELMET RECONDITIONING	\$1,780.00
MIC FOR ATHLETICS	\$122.65
VOLLEYBALL OFFICIAL VS CLOVERDALE, 9/3/15	\$90.00
WIC OFFICIAL, 1/16/16	\$220.00
ACCT 9024, PO SLIP 0007300029586, CONCESSION	\$4.76
ATHLETIC TRAINER, FOOTBALL VS SOUTH PUTNAM, 9/24/15	\$75.00
BOYS BASKETBALL OFFICIAL VS BATCHELOR, 1/28/16	\$260.00
BOYS BASKETBALL OFFICIAL VS JACKSON CREEK, 1/6/16	\$130.00
BOYS BASKETBALL OFFICIAL VS SOUTH PUTNAM, 12/2/15	\$195.00



	CONCESSION SUPPLIES, ACCT 9024, PO SLIP 0007300043730	\$3.05
	CONCESSIONS, ACCT 9024, PO 0007300078671	\$9.54
	GIRLS BASKETBALL OFFICIAL VS BATCHELOR, 1/25/16	\$195.00
	INK FOR ATHLETIC PRINTER	\$114.99
	VOLLEYBALL OFFICIAL VS BATCHELOR, 9/29/15	\$90.00
	WRESTLING BUS TRIP TICKET, 2015-2016	\$718.50
	WRESTLING OFFICIAL VS MARTINSVILLE, 2/29/16	\$65.00
	BOYS BASKETBALL OFFICIAL VS TRI NORTH, 12/8/15	\$130.00
	CROSS COUNTRY MILEAGE	\$6.54
	CROSS COUNTRY OFFICIAL VS JACKSON CREEK, 9/17/15	\$50.00
	CROSS COUNTRY OFFICIAL VS WRV, 8/27/15	\$50.00
	EQUIPMENT	\$1,245.35
	GIRLS BASKETBALL BUS TRIP TICKET 2015/2016 SEASON	\$515.00
	GIRLS WIC OFFICIAL, 2/20/16	\$310.00
	MEMBERSHIP RENEWAL, 3417177840980, 2016-2017	\$45.00
	TRACK OFFICIAL VS BATCHELOR, 4/4/16	\$75.00
	TRACK OFFICIAL VS EDGEWOOD, 5/4/16	\$75.00
	VOLLEYBALL TOURNEY FEE	\$40.00
	WIC OFFICIAL, BOYS BASKETBALL, 1/16/16	\$90.00
	BOYS BASKETBALL BUS TRIP TICKET, 2015-2016	\$1,323.90
	BOYS BASKETBALL WIC PROFITS, 2015-2016	\$190.00
	CONCESSIONS, ACCT 9024, PO SLIP 0007300045472	\$11.36
	FOOTBALL SEASON BUS TRIP TICKE, 2015	\$972.30
	WIC MEMBERSHIP DUES, 2015-2016	\$200.00
	<b>Total - Athletics</b>	<b>\$30,576.20</b>
Book Rental	BOOKS FOR TEACHER ED HEALTH	\$197.86
	4 YEAR PAYMENT PLAN, LANGUAGE ARTS	\$13,016.20
	OVERPAYMENT BOOK RENTAL	\$48.89
	START-UP CHANGE FOR BOOKRENTAL	\$250.00
	COURSE FEES, 2015-2016, 100112006116195	\$1,048.00
	GO MATH 1 YEAR AGREEMENT, PO 8848	\$10,658.12
	RENEWAL QUOTE, AUG. 2016-AUG 2017, 375 STUDENTS	\$2,625.00
	2015-2016 AGENDAS	\$1,891.90
	PARTIAL PAYMENT, PO 8831, ACCT 269299, SOCIAL STUDIES	\$13,470.21
	1ST PAYMENT OF 4-YR PAYMENT PLAN	\$10,496.94
	COURSE FEES, 100112006116597	\$1,900.00
	20 ADD ON LICENSES, MATH	\$155.00
	FINAL PAYMENT PO #8831 ACCT 269299	\$13,470.20
	<b>Total - Book Rental</b>	<b>\$69,228.32</b>
Choir	CHOIR SHIRTS	\$722.00

	ISSMA FEES	\$324.00
	<b>Total - Choir</b>	<b>\$1,046.00</b>
FFA Discovery Club	ELNORA TRIP, 9/11/15	\$223.30
	FFA DISCOVERY BEEF PROCESSING	\$229.25
	LIVESTOCK JUDGING CONTEST, 4/2/16 HS WILL REIMBURSE	\$88.00
	SHERFIELD FIELDTRIP SUB, SELF PD	\$64.59
	BEEF FOR FFA DISCOVERY	\$5,125.00
	<b>Total - FFA Discovery Club</b>	<b>\$5,730.14</b>
Fund Raiser Agnes	READ & FEED PRIZES	\$74.52
	TRANSFER FROM AGNES TO LSB FOR BOOKS	\$700.00
	READ & FEED SUPPLIES	\$32.68
	8TH GRADE T-SHIRTS	\$864.00
	AUTHOR SHIRTS	\$537.00
	AUTHOR FEES FOR AUTHOR VISIT	\$1,939.15
	AUTHOR HOTEL PAYMENT	\$80.63
	8TH GRADE AUTHOR FUNDRAISER SHIRTS	\$72.00
	READ AND FEED SUPPLIES	\$235.91
	<b>Total - Fund Raiser Agnes</b>	<b>\$4,535.89</b>
Little Kindness	SUPPLIES FOR CLOTHING FOR KIDS	\$174.33
	<b>Total - Little Kindness</b>	<b>\$174.33</b>
Little Shoppe of Books	MEMBERSHIP RENEWAL, 2015-2016, #3417177840980	\$90.00
	SUPPLIES FOR LSB + EARLY PAY DISCOUNT	\$397.42
	SUPPLIES FOR LSB	\$674.34
	BOOKS FOR LSB	\$1,809.38
	START-UP CHANGE FOR LSB	\$75.00
	BOOKS FOR LSB, LESS 1.5% EARLY PAY DISCOUNT	\$12,659.02
	MEMBERSHIP RENEWAL, 3417177840980, 2016-2017	\$90.00
	LSB SUPPLIES	\$151.79
	SUPPLIES	\$602.17
	SUPPLIES FOR CHRISTMAS FOR LSB WORKERS	\$119.71
	<b>Total - Little Shoppe of Books</b>	<b>\$16,668.83</b>
Money Management	NIGHT DEPOSIT BAGS	\$20.00
	AD FOR SECRETARY	\$27.60
	<b>Total - Money Management</b>	<b>\$47.60</b>
P E	JORDAN WEBB REGISTRATION ARCHERY CERTIFICATION, 9/26/15	\$20.00
	<b>Total - P E</b>	<b>\$20.00</b>
School Fund Raiser	SPRING FUNDRAISER, CUSTOMER #990092006	\$980.80
	7TH COOKOUT	\$226.54
	7TH FIELDTRIP	\$153.03
	ACADEMIC SUPERBOWL SHIRTS	\$270.00



	NSF CHECK + FEE	\$146.00
	FALL FUNDRAISING PRIZES	\$193.80
	HOOSIER HILLS BUS TRIP TICKET, 1/22/16	\$120.00
	ISTEP SNACKS	\$594.02
	FALL FUNDRAISER	\$4,757.20
	ACADEMIC BOWL JUNIOR QUESTIONS AND WORKBOOKS	\$65.00
	2015-2016 IASP REGISTRATION, ACADEMIC SUPERBOWL	\$306.00
	ISTEP INCENTIVE, BOWLING \$4 X 74, 2 GAMES EACH	\$296.00
	PARTIAL PAYMENT HOOSIER HILLS BUS TRIP TICKET, 1/22/16	\$50.00
	REFRESHMENTS FOR VARIOUS EVENTS	\$152.94
	ISTEP INCENTIVE BUS TRIP TICKET, 5 BUSES 5/13/16	\$325.00
	MOVIE INCENTIVE SNACKS	\$112.29
	NJHS SERVICE PROJECT FUEL	\$9.71
	PLANT RENTAL FOR GRADUATION	\$21.00
	REMAINDER DUES, IASP MEMBERSHIP	\$15.00
	ISTEP INCENTIVE BUS TRIP TICKET 5/13/16	\$130.00
	ISTEP INCENTIVE, SKATING, \$5 X 89	\$445.00
	MOVIE INCENTIVE DRINKS	\$208.24
	ISTEP REWARD	\$223.66
	MATHATHON, 2015-2016	\$134.00
	<b>Total - School Fund Raiser</b>	<b>\$9,935.23</b>
Science	FIELDTRIP TO IU	\$58.00
	<b>Total - Science</b>	<b>\$58.00</b>
Student Activities	CERTIFICATES	\$242.03
	PATRIOT PRIDE CARD CANDY, ACCT 9025, PO SLIP 0007300063862	\$28.74
	SUPPLIES TO PAINT BASKETBALL GOALS	\$56.29
	AWARDS	\$281.40
	PATRIOT PRIDE CARDS	\$57.13
	MEMBERSHIP RENEWAL, 2015-2016, #3417177840980	\$90.00
	MEMBERSHIP RENEWAL, 3417177840980, 2016-2017	\$90.00
	NJHS RENEWAL, 2016-2017 SCHOOL YEAR	\$385.00
	<b>Total - Student Activities</b>	<b>\$1,230.59</b>
Student Council	SUPPLIES FOR DANCE	\$278.25
	FILM FOR STUDENT COUNCIL	\$79.76
	CAMERA & FILM FOR DANCE	\$118.82
	DONUTS FOR RED RIBBON WINNER, ACCT 9025, PO SLIP 0007300026247	\$33.72
	ICE CREAM PARTY FOR FOOD DRIVE WINNERS	\$68.97
	PO SLIP 0007300022894, ACCT 9025, TEACHER APPRECIATION	\$32.65
	STUDENT COUNCIL RED RIBBON WEEK	\$346.50
	TEACHER'S APPRECIATION WEEK	\$90.34



	PIZZA FOR PENNY WAR CONTEST	\$97.96
	DANCE DECORATIONS	\$118.62
	DANCE SUPPLIES	\$149.70
	SUPPLIES	\$341.99
	<b>Total - Student Council</b>	<b>\$1,757.28</b>
Teacher's Lounge	LAST TEACHER DAY DINNER	\$134.00
	JORDAN WEBB REGISTRATION ARCHERY CERTIFICATION, 9/26/15	\$50.00
	<b>Total - Teacher's Lounge</b>	<b>\$184.00</b>
UNITED WAY	BACKPACKS FOR ALL SCHOOLS	\$280.61
	MEDS FOR OVMS STUDENT	\$144.99
	HOLIDAY WORLD FIELDTRIP MONEY FOR SES STUDENTS	\$125.00
	TRINITY'S FIELDTRIP	\$129.00
	SHOES FOR GES STUDENTS	\$63.28
	GLASSES FRAMES FOR PES STUDENT	\$40.00
	CLOTHES FOR MIDDLE SCHOOL STUDENTS, KENT KIDS	\$205.07
	GLASSES FOR OVHS STUDENT, AVERY FREEMAN	\$241.00
	UNDERGARMENTS FOR OVMS STUDENT	\$51.35
	FOOD FOR OVMS/OVHS FAMILY	\$20.73
	FRAMES FOR MCES STUDENT	\$40.00
	MONEY COUNTER FOR FUNDRAISER	\$329.99
	GLASSES FOR SES STUDENT	\$65.00
	MCES KINDERGARTEN STUDENT MEDICATION	\$241.33
	SHOES FOR ALL STUDENTS	\$185.94
	SHOES FOR NEEDY STUDENTS IN CORP	\$498.34
	CLOTHES FOR NEEDY STUDENTS IN CORP	\$757.55
	SUPPLIES FOR CLOTHING FOR KIDS	\$75.02
	HYGIENE SUPPLIES FOR MIDDLE SCHOOL STUDENT	\$24.82
	<b>Total - UNITED WAY</b>	<b>\$3,519.02</b>
Yearbook	2015-2016 YEARBOOKS	\$1,809.00
	<b>Total - Yearbook</b>	<b>\$1,809.00</b>
	<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>\$152,303.36</b>

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Form Prescribed by State Board of Accounts

Form SA5-2

2015-2016 Financial Report  
**Spencer-Owen Community Schools - Owen Valley Middle**  
Owen County, Indiana

**CASH RECONCILEMENT**Name of Bank: **Owen County State Bank**Location of Bank: **Spencer, IN**

Date of Bank Statement: 06/30/2016

Depository Balance	\$72,827.84
Cash On Hand (ADD):	\$0.00
Deposits In Transit (ADD):	\$0.00
Other Reconciling Items (ADD/DEDUCT):	\$0.00
Total of Outstanding Checks (DEDUCT):	\$859.88
Balance:	\$71,967.96

**OUTSTANDING CHECKS**

DATE	NUMBER ↕	AMOUNT
06/15/2015	5754	\$39.00
06/15/2015	5755	\$39.00
05/18/2016	6079	\$10.00
05/24/2016	6089	\$420.00
06/07/2016	6095	\$66.77
06/30/2016	6102	\$285.11
Total		\$859.88

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Spencer-Owen Community Schools - Owen Valley Middle  
Owen County, Indiana

## Risk Assessment - 2015-2016

1. How is your ECA's ledger maintained?	Computerized
2. Was a financial report made within two weeks after the close of the school year and after each semester if your school has two (2) or more semesters in a school year, of all fund activity to the school board and superintendent of schools in accordance with IC 20-41-1-3 and IC 20-41-1-8.	Yes
3. Was the ECA bank account balance reconciled to the ledger balances on a monthly basis?	Yes
How frequently are bank account balances reconciled without any difference or variance?	All of the time
4. Does anyone review and approve the completed bank reconciliements?	Yes
List the position and name of the person(s) reviewing completed reconciliation.	Darla Thomas, Corporation Treasurer
5. Does the ECA have any investments (certificates of deposit, savings accounts, etc.)?	No
If yes, list the name of the bank(s) where the investments are maintained.	
6. Are any investments accounted for on the ECA ledger?	No
7. Is a receipt issued for all monies received and at the time the money is received?	Yes
8. Please indicate how often deposits are made. Which best fits your situation?	Weekly
9. When totaling the receipts issued for the day does the classification of the receipts (i.e. cash, checks, etc.) and the classification as shown on the deposit ticket (i.e. currency, checks, etc.) agree? This would include collections for items like textbook rental, fundraisers, ticket sales, etc.	Yes
10. Is School Lunch accounted for in the ECA ledgers?	No
If yes, is a SF-2 or SF-3 used?	
11. Is Textbook rental accounted for in the ECA ledgers?	Yes
If yes, are receipts (Form TBR-2, Official Receipt - Individual Textbook Rental List) issued?	Yes
12. Is a Purchase Order/Accounts Payable Voucher (Form SA-1) and/or Claim for Payment (Form SA-7) used for disbursements?	Yes
13. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) properly itemized?	Yes
14. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) signed by the appropriate officials?	Yes
List the position and name of the person(s) signing Purchase Order/Accounts Payable vouchers (Form SA-1) and/or Claim for Payment (Form SA-7).	Carol Gayhart, School Treasurer, Aaron LaGrange, Principal
15. Are prenumbered tickets used for sporting and other events for which an admission price is collected?	Yes
16. Do any school personnel stock vending machines and remove money from the machine?	No
If yes, is Form SA-9 Accountable Items Review completed at least once per school year?	Yes
17. The Summary Collection Form (SA-8) is to be used when a teacher, class sponsor, or other school personnel are in charge of collecting money (for a field trip, fundraiser, etc.) that is later turned over to the ECA treasurer. Was Form SA-8 used to transmit monies collected by teachers, class sponsors, etc. to the ECA treasurer?	No
18. Are any outside organizations such as booster clubs, 4-H, Girl Scouts, PTO/PTA, etc. accounted for in the ECA ledgers?	No
If yes, please list those organizations	
19. Are all fundraisers approved by the School Board?	No
If yes, has the School Board established controls and procedures over fundraisers?	Yes
20. Does the ECA have a credit/debit card or local business charge accounts issued in the name of the school?	No
If yes, has the School Board approved a policy related to the use of the credit/debit card or local business charge account?	
If yes, upload a copy of the credit or debit card policy. (jpg, pdf, gif, tif, png)	
Are credit card statements or debit card transactions reviewed often for irregularities?	No

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