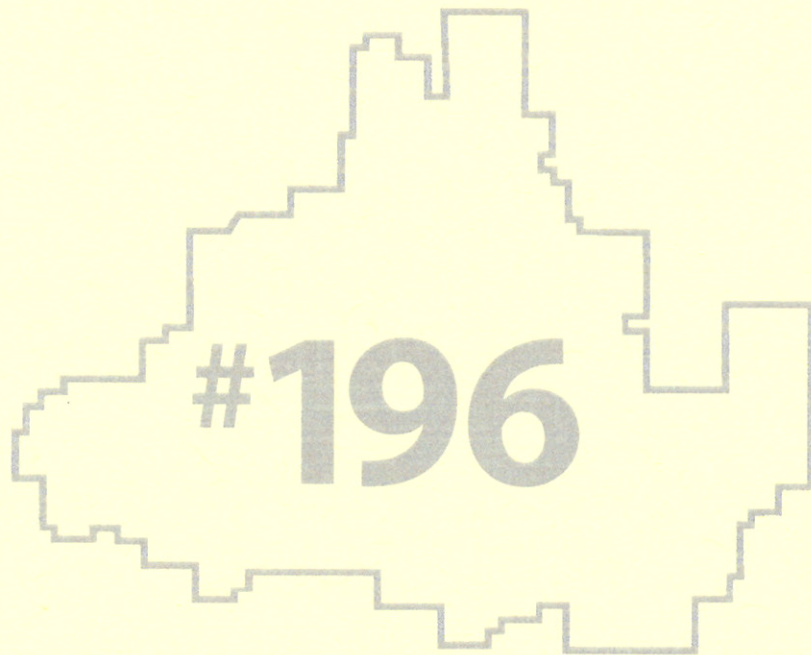


EXTRACURRICULAR STUDENT ACTIVITY ACCOUNTS

Financial Statements

Year Ended June 30, 2016



INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Rosemount, Minnesota

Educating our students to reach their full potential

INDEPENDENT SCHOOL DISTRICT NO. 196
ROSEMOUNT, MINNESOTA

Extracurricular Student Activity Accounts
Financial Statements

Year Ended
June 30, 2016

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PRINCIPALS

Thomas M. Montague, CPA
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA

INDEPENDENT AUDITOR'S REPORT

To the School Board and Management of
Independent School District No. 196
Rosemount, Minnesota

REPORT ON THE FINANCIAL STATEMENT

We have audited the accompanying statement of cash receipts and disbursements of the extracurricular student activity accounts of Independent School District No. 196 (the District) as of and for the year ended June 30, 2016, and the related notes to the extracurricular student activity accounts financial statement.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENT

The District's extracurricular student activities management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1 of notes to extracurricular student activity accounts financial statement; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to error or fraud.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of 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 District'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 District's internal control. Accordingly, we express no such opinion. An audit also 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 opinion.

(continued)

BASIS FOR QUALIFIED OPINION

The District has not established procedures to provide assurance that all cash collections are recorded in the accounting records. Accordingly, it was not practicable for us to extend our audit of such cash collections beyond the amounts recorded.

QUALIFIED OPINION

In our opinion, except for the possible effects of the matter discussed in the “Basis for Qualified Opinion” paragraph, the financial statement referred to on the previous page presents fairly, in all material respects, the cash balances of the District’s extracurricular student activity accounts as of June 30, 2016, and the cash receipts and disbursements for the year then ended, on the cash basis of accounting described in Note 1 of the notes to extracurricular student activity accounts financial statement.

BASIS OF ACCOUNTING

We draw attention to Note 1 of the notes to extracurricular student activity accounts financial statement, which describes the basis of accounting. The financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
October 28, 2016

INDEPENDENT SCHOOL DISTRICT NO. 196

Extracurricular Student Activity Accounts
Statement of Cash Receipts and Disbursements
For the Year Ended June 30, 2016

Account	Cash Balance – 06/30/2015	Receipts	Disbursements	Cash Balance – 06/30/2016
Alternative Learning Center	\$ 1,553	\$ 2,060	\$ 1,982	\$ 1,631
Apple Valley High School	36,122	254,404	211,000	79,526
Eagan High School	92,845	255,755	233,697	114,903
Eastview High School	40,527	288,077	273,355	55,249
Rosemount High School	171,940	530,999	478,228	224,711
School of Environmental Studies	6,712	6,491	10,706	2,497
Black Hawk Middle School	3,745	1,069	442	4,372
Dakota Hills Middle School	30,613	30,692	29,318	31,987
Falcon Ridge Middle School	8,033	16,427	17,418	7,042
Rosemount Middle School	11,488	19,708	21,502	9,694
Scott Highlands Middle School	4,755	10,542	9,664	5,633
Valley Middle School	42,079	60,591	56,132	46,538
Cedar Park Elementary School	1,074	3,303	2,107	2,270
Diamond Path Elementary School	34,737	54,694	66,207	23,224
Deerwood Elementary School	660	483	929	214
Echo Park Elementary School	1,872	3,852	4,253	1,471
Greenleaf Elementary School	575	2,941	2,976	540
Parkview Elementary School	5,236	2,318	1,762	5,792
Pinewood Elementary School	4,042	7,543	6,903	4,682
Red Pine Elementary School	2,882	6,834	6,528	3,188
Southview Elementary School	1,612	3,970	3,844	1,738
Thomas Lake Elementary School	2,161	–	1,232	929
Westview Elementary School	19	100	105	14
Woodland Elementary School	880	234	589	525
	<u>\$ 506,162</u>	<u>\$ 1,563,087</u>	<u>\$ 1,440,879</u>	<u>\$ 628,370</u>

See notes to extracurricular student activity accounts financial statement

INDEPENDENT SCHOOL DISTRICT NO. 196

Notes to Extracurricular Student Activity Accounts Financial Statement
June 30, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Extracurricular student activity fund transactions are defined as extracurricular programs conducted for the motivation and enjoyment of students. These programs and activities are not offered for school credits nor required for graduation. Activities are generally conducted outside of school hours. The content of the activities is determined primarily by the students, under the guidance of a staff member or other adult.

Extracurricular student activities are to be self-sustaining with all expenses paid by dues, admissions, or other student fundraising events.

The accounts of Independent School District No. 196's (the District) extracurricular student activity accounts are maintained, and the accompanying financial statement has been prepared, on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Consequently, receipts are recorded when received rather than when earned, and disbursements are recognized when paid rather than when the obligations are incurred.

NOTE 2 – CASH AND INVESTMENTS

In accordance with applicable Minnesota Statutes, the District maintains deposits at depository banks authorized by the School Board for extracurricular student activity accounts.

The following is considered the most significant risk associated with deposits:

Custodial Credit Risk – In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may be lost.

Minnesota Statutes require that all deposits be protected by federal deposit insurance, corporate surety bond, or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by federal deposit insurance or corporate surety bonds. Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. government agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank; and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral.

The District's deposit policies do not further limit depository choices.

At year-end, extracurricular student activity account deposits were fully covered by federal depository insurance, surety bonds, or by collateral held by the District's agent in the District's name.

OTHER REQUIRED REPORTS

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INDEPENDENT AUDITOR'S REPORT ON
INTERNAL CONTROL OVER FINANCIAL REPORTING

To the School Board and Management of
Independent School District No. 196
Rosemount, Minnesota

In planning and performing our audit of the statement of cash receipts and disbursements of the extracurricular student activity accounts of Independent School District No. 196 (the District) as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our audit procedures for the purpose of expressing our opinions on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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. However, as described below, we identified one deficiency in internal control that we consider to be a material weakness.

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 District's financial statement will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Corrective Action as item 2016-001 to be a material weakness.

The District's response to the finding identified in our audit has been included in the Schedule of Findings and Corrective Action. The District's response was not subject to the auditing procedures applied in our audit of the financial statement and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of those charged with governance, management of the District, and the state of Minnesota and is not intended to be, and should not be, used by anyone other than these specified parties.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
October 28, 2016

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE

To the School Board and Management of
Independent School District No. 196
Rosemount, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the statement of cash receipts and disbursements of the extracurricular student activity accounts of Independent School District No. 196 (the District), as of and for the year ended June 30, 2016, and the related notes to the extracurricular student activity accounts financial statement, and have issued our report thereon dated October 28, 2016. Our report was qualified for a restriction on the scope of our audit resulting from the accounting system relating to cash receipts, which allows us only to audit cash collections that are recorded. Further, the financial statement is prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

The provisions of the *Manual for Activity Fund Accounting*, issued by the Minnesota Department of Education, provide uniform financial accounting and reporting standards for student activities. Compliance with student activity laws and regulations is the responsibility of the District's extracurricular student activity accounts management. We have performed auditing procedures to test compliance with the provisions of this manual. However, our objective was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of the *Manual for Activity Fund Accounting*, except as described in the Schedule of Findings and Corrective Action as items 2016-002, 2016-003, 2016-004, 2016-005, and 2016-006. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above referenced provisions.

The District's responses to the findings identified in our audit have been included in the Schedule of Findings and Corrective Action. The District's responses were not subject to the auditing procedures applied in our audit of the financial statement and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of those charged with governance, management of the District, and the state of Minnesota and is not intended to be, and should not be, used by anyone other than these specified parties.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Minneapolis, Minnesota
October 28, 2016

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INDEPENDENT SCHOOL DISTRICT NO. 196

Extracurricular Student Activity Accounts
Schedule of Findings and Corrective Action
June 30, 2016

FINDINGS AND CORRECTIVE ACTION

2016-001 MATERIAL WEAKNESS IN INTERNAL CONTROLS – CASH RECEIPTS

Condition – Independent School District No. 196 (the District) reports the cash receipts and disbursements of its extracurricular student activity accounts on the cash basis. The internal controls at the various district school sites are not sufficient to assure that all cash receipts have been recorded.

Type of Finding – Current year and prior year finding.

Criteria – Management is responsible for establishing and maintaining a system of internal controls sufficient to reduce to an acceptable level, the possibility that a material misstatement of the District’s financial statements will not be prevented, or detected and corrected, on a timely basis.

Recommendation – We recommend that the District continue to review the internal controls over extracurricular student activity accounts at its various school sites, and consider adding procedures to strengthen the controls over the recording of cash receipts, such as the use and reconciliation of pre-numbered receipts, the use and reconciliation of pre-numbered admission tickets for events, and inventory controls over items sold for fundraisers. As is the case with all internal controls, the potential benefit of any contemplated procedural modifications in this area should be weighed against the cost.

Corrective Action Plan

Actions Planned – The District’s Finance Department personnel regularly reviews internal controls over extracurricular student activity account transactions along with the personnel at the various district school sites that maintain such accounts. The District will continue this process, and will evaluate whether implementing additional control procedures over the recording of cash receipts is cost beneficial and practical within the limitations of the staffing available at the school sites.

Official Responsible – The Coordinator of Finance.

Planned Completion Date – June 30, 2017.

Disagreement With or Explanation of Finding – The District agrees with this finding.

Plan to Monitor – The Coordinator of Finance will oversee the continued review and evaluation of internal controls over the recording of extracurricular student activity account receipts at the District’s various school sites, and the implementation of any control procedure modifications.

INDEPENDENT SCHOOL DISTRICT NO. 196

Extracurricular Student Activity Accounts
Schedule of Findings and Corrective Action (continued)
June 30, 2016

FINDINGS AND CORRECTIVE ACTION (CONTINUED)

2016-002 DOCUMENTATION AND APPROVAL OF DISBURSEMENT TRANSACTIONS

Condition – The *Manual for Activity Fund Accounting* requires all student activity account disbursements to be properly documented, supported by check requests signed by the activity advisor and a student representing the activity. We noted that 4 of 37 disbursements tested lacked supporting documentation or did not have proper authorizing signatures on supporting documentation.

Type of Finding – Current year and prior year finding.

Criteria – *Manual for Activity Fund Accounting*.

Recommendation – The disbursements in question were at two elementary school sites tested that were not utilizing check request forms and consequently had not obtained the signatures of the activity advisor and a student representing the activity prior to disbursement. We recommend that the District obtain complete documentation for all student activity disbursements and obtain the required approvals for all student activity disbursement.

Corrective Action Plan

Actions Planned – The District’s Finance Department personnel will review the requirements for proper approval and documentation of student activity disbursements per the *Manual for Activity Fund Accounting* with individuals responsible for overseeing student activity accounts, and will continue to monitor these transactions to assure all student activity disbursements have appropriate documentation with appropriate authorizing signatures.

Official Responsible – The Coordinator of Finance.

Planned Completion Date – June 30, 2017.

Disagreement With or Explanation of Finding – The District agrees with this finding.

Plan to Monitor – The Coordinator of Finance will assure that the responsible individuals are aware of the requirements for student activity disbursements per the *Manual for Activity Fund Accounting*, and will direct the District’s business office staff to monitor student activity disbursements to assure they have appropriate documentation with appropriate authorizing signatures.

INDEPENDENT SCHOOL DISTRICT NO. 196

Extracurricular Student Activity Accounts
Schedule of Findings and Corrective Action (continued)
June 30, 2016

FINDINGS AND CORRECTIVE ACTION (CONTINUED)

2016-003 DOCUMENTATION AND TIMELY DEPOSIT OF RECEIPT TRANSACTIONS

Condition – We noted 1 of 36 receipts tested was not deposited timely into the bank by the individuals responsible for the extracurricular student activity accounts. We also noted that 2 of 39 receipts tested lacked supporting documentation or we were unable to determine whether they had been deposited in a timely manner.

Type of Finding – Current year and prior year finding.

Criteria – *Manual for Activity Fund Accounting*.

Recommendation – It is our recommendation that the individuals responsible for overseeing these accounts review the guidelines for what are considered to be timely deposits and proper supporting documentation for receipts per the *Manual for Activity Fund Accounting*.

Corrective Action Plan

Actions Planned – The District’s Finance Department will review the requirements for the processing of student activity receipts per the *Manual for Activity Fund Accounting* with individuals responsible for overseeing student activity accounts and will continue to monitor these transactions to assure all student activity receipts are appropriately documented and deposited in a timely manner.

Official Responsible – The Coordinator of Finance.

Planned Completion Date – June 30, 2017.

Disagreement With or Explanation of Finding – The District agrees with this finding.

Plan to Monitor – The Coordinator of Finance will assure that the responsible individuals are aware of the requirements for student activity receipts per the *Manual for Activity Fund Accounting*, and will direct the District’s business office staff to monitor student activity disbursements to assure they are appropriately documented and deposited in a timely manner.

INDEPENDENT SCHOOL DISTRICT NO. 196

Extracurricular Student Activity Accounts
Schedule of Findings and Corrective Action (continued)
June 30, 2016

FINDINGS AND CORRECTIVE ACTION (CONTINUED)

2016-004 NEGATIVE FUND BALANCES IN STUDENT ACTIVITY ACCOUNTS

Condition – We noted that 5 of 129 student activity accounts (Apple Valley High School – AVID, Iron Maidens, Regal Kiwis; Egan High School – High Schools Against Cancer; Falcon Ridge Middle School – Choir) had deficit balances at year-end. Accounts are not allowed to have deficit balances, and the activity advisor may be held personally responsible if the account does go negative.

Type of Finding – Current year and prior year finding.

Criteria – *Manual for Activity Fund Accounting*.

Recommendation – It is our recommendation that the individuals responsible for overseeing these accounts review the requirements per the *Manual for Activity Fund Accounting* prohibiting student activity accounts from accumulating deficit balances.

Corrective Action Plan

Actions Planned – The District’s Finance Department will review the requirements for proper student activity receipts per the *Manual for Activity Fund Accounting* with individuals responsible for overseeing student activity accounts and will continue to monitor these transactions to assure all student activity accounts maintain positive balances.

Official Responsible – The Coordinator of Finance.

Planned Completion Date – June 30, 2017.

Disagreement With or Explanation of Finding – The District agrees with this finding.

Plan to Monitor – The Coordinator of Finance will assure that the responsible individuals are aware of the requirements for student activity accounts per the *Manual for Activity Fund Accounting*, and will direct the District’s business office staff to monitor student activity balances to assure they do not go into deficit.

INDEPENDENT SCHOOL DISTRICT NO. 196

Extracurricular Student Activity Accounts
Schedule of Findings and Corrective Action (continued)
June 30, 2016

FINDINGS AND CORRECTIVE ACTION (CONTINUED)

2016-005 ACTIVITY PURPOSE FORMS

Condition – We noted 2 of 129 activity accounts lacked student activity Purpose Forms for the year ended June 30, 2016. In addition, 7 of 129 Student Activity purpose forms lacked proper authorizing signatures. Per the *Manual for Activity Fund Accounting*, these forms are necessary for all student activity accounts and should be signed by both the activity advisor and principal of the respective school.

Type of Finding – Current year finding.

Criteria – *Manual for Activity Fund Accounting*.

Recommendation – It is our recommendation that the District maintains signed activity purpose forms on file for each student activity account within the District.

Corrective Action Plan

Actions Planned – The District’s Finance Department will review the requirements for proper student activity purpose forms per the *Manual for Activity Fund Accounting* with individuals responsible for overseeing student activity accounts and will continue to monitor the activities to assure all student activity accounts possess proper purpose forms.

Official Responsible – The Coordinator of Finance.

Planned Completion Date – June 30, 2017.

Disagreement With or Explanation of Finding – The District agrees with this finding.

Plan to Monitor – The Coordinator of Finance will assure that the responsible individuals are aware of the requirements for student activity accounts per *the Manual for Activity Fund Accounting*, and will direct the District’s business office staff to monitor student activities.

INDEPENDENT SCHOOL DISTRICT NO. 196

Extracurricular Student Activity Accounts
Schedule of Findings and Corrective Action (continued)
June 30, 2016

FINDINGS AND CORRECTIVE ACTION (CONTINUED)

2016-006 INACTIVE ACCOUNTS

Condition – We noted 2 of 129 student activity accounts were inactive during the year ended June 30, 2016 and should be closed.

Type of Finding – Current year finding.

Criteria – *Manual for Activity Fund Accounting*.

Recommendation – It is our recommendation that the District close all inactive accounts and transfer any residual balances to other active student activity accounts.

Corrective Action Plan

Actions Planned – The District’s Finance Department will review the requirements for proper student activity accounts per the *Manual for Activity Fund Accounting* with individuals responsible for overseeing student activity accounts and will continue to monitor the activities to assure all student activity accounts remain active.

Official Responsible – The Coordinator of Finance.

Planned Completion Date – June 30, 2017.

Disagreement With or Explanation of Finding – The District agrees with this finding.

Plan to Monitor – The Coordinator of Finance will assure that the responsible individuals are aware of the requirements for student activity accounts per the *Manual for Activity Fund Accounting*, and will direct the District’s business office staff to monitor student activities.