

RIVERVIEW GARDENS SCHOOL DISTRICT

**INFORMATION REQUIRED FOR FEDERAL
AND STATE PROGRAM REPORTING**

June 30, 2020

RIVERVIEW GARDENS SCHOOL DISTRICT

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**Independent Auditors' Report on Internal Control
Over Financial Reporting and on Compliance and Other
Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

Special Administrative Board
Riverview Gardens School District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Riverview Gardens School District, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Riverview Gardens School District's basic financial statements and have issued our report thereon dated December 15, 2020. Our report on the basic financial statements disclosed that, as described in Note 1 to the financial statements, the District prepares its financial statements on the modified accrual basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Riverview Gardens School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Riverview Gardens School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Riverview Gardens School 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 have not been identified. However, as described in the accompanying schedule of findings and questioned costs, we did identify certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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 a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2020-002 and 2020-004 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as item 2020-001 and 2020-003 to be significant deficiencies.

Compliance and Other Matters

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

Riverview Gardens School District's Response to Findings

Riverview Gardens School District's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Riverview Gardens School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

Keiser, Eck & Braeckel LLP

St. Louis, Missouri
December 15, 2020



Kerber, Eck & Braeckel LLP

CPAs and
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**Independent Auditors' Report on Compliance for Each
Major Program and on Internal Control Over Compliance
Required by the Uniform Guidance and on the
Schedule of Expenditures of Federal Awards**

Special Administrative Board
Riverview Gardens School District

Report on Compliance for Each Major Federal Program

We have audited Riverview Gardens School District's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Riverview Gardens School District's major federal programs for the year ended June 30, 2020. Riverview Gardens School District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

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

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Riverview Gardens School District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Riverview Gardens School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

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

Opinion on Each Major Federal Program

In our opinion, Riverview Gardens School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control over Compliance

Management of Riverview Gardens School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Riverview Gardens School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Riverview Gardens School District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify certain deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as items 2020-005 and 2020-006, that we consider to be significant deficiencies.

Riverview Gardens School District's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Riverview Gardens School District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Riverview Gardens School District, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Riverview Gardens School District's basic financial statements. We issued our report thereon dated December 15, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for the purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Keiser, Eck & Braeckel LLP

St. Louis, Missouri
December 15, 2020

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended June 30, 2020

Federal Grantor / Pass-Through Grantor / Program Cluster or Title	Federal CFDA Number	Pass- Through Identification Number	Expenditures
U.S. Department of Education			
Passed-through Missouri Department of Elementary and Secondary Education:			
Title I Grants to Local Educational Agencies	84.010	096-111	\$ 5,918,220
School Improvement Grants	84.377	096-111	858,807
Supporting Effective Instruction State Grants	84.367	096-111	266,674
Career and Technical Education -- Basic Grants to States	84.048	096-111	165,882
Total U.S. Department of Education			7,209,583
U.S. Department of Agriculture			
Passed-through Missouri Department of Elementary and Secondary Education:			
Child Nutrition Cluster:			
School Breakfast Program	10.553	096-111	929,742
National School Lunch Program	10.555	096-111	
Cash assistance			1,957,675
Non-cash assistance (food distribution)			219,167
Total National School Lunch Program			2,176,842
Total U.S. Department of Agriculture			3,106,584
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 10,316,167

See notes to schedule of expenditures of federal awards.

RIVERVIEW GARDENS SCHOOL DISTRICT

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal award activity of Riverview Gardens School District under programs of the federal government for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of the *OMB Uniform Guidance*. Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position or changes in net position of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Riverview Gardens School District prepares its Schedule of Expenditures of Federal Awards on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenue is recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when related liabilities are incurred.

NOTE 3 – INDIRECT COST RATE

The District has not elected to use the 10 percent *de minimis* indirect cost rate as allowed under the Uniform Guidance

NOTE 4 – SUBRECIPIENTS

There have been no awards passed through to subrecipients.

NOTE 5 – FOOD DISTRIBUTION

Nonmonetary assistance is reported in the schedule at the fair market value of commodities received and disbursed during the fiscal year ended June 30, 2020.

NOTE 6 – TRANSFERABILITY

During the year ended June 30, 2020, the District transferred \$204,632 of Supporting Effective Instruction State Grant funds (Title II.A) and \$286,548 of Student Support and Academic Enrichment Grant funds (Title IV.A) to Title I Grants to Local Educational Agencies in accordance with 20 USC 7305b(a) and 20 USC 7305b(b).

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2020

I. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued on financial statements: Unmodified opinion

Internal control over financial reporting:

- Material weaknesses identified? Yes
- Significant deficiencies identified that are not considered material weaknesses? Yes

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weaknesses identified? No
- Significant deficiencies identified that are not considered to be material weaknesses? Yes

Type of auditors' report issued on compliance for major programs: Unmodified opinion

Any audit findings disclosed that are required to be reported under 2 CFR Section 200.516(a) of the Uniform Guidance? Yes

The programs tested as major programs include:

<u>CFDA Number(s)</u>	<u>Name of Program or Cluster</u>
84.010	Title I Grants to Local Educational Agencies
84.377	School Improvement Grants

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Riverview Gardens School District qualified as low risk auditee? No

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2020

II. FINANCIAL STATEMENT FINDINGS

Finding 2020-001

Condition:

Our testing of payroll expenditures disclosed instances of the following matters:

- Discrepancies identified during the monthly employee health insurance reconciliation process are not being adjusted in the general ledger.
- Certain Business Office employees have access in accounting software to make changes to employee pay rates.
- Time sheets were not always approved by applicable supervisors.
- Approval of the Accounting Manager's review of payroll reports is not formally documented.
- Personnel files are in some instances incomplete.

Criteria: The District should maintain internal controls over the payroll cycle to accurately process employee payroll and ensure personnel files are complete and kept current. In addition, changes and updates to the employee health insurance elections should be adjusted in the general ledger on a monthly basis.

Cause: The District's internal controls related to the payroll cycle are not sufficient to accurately process employee payroll and keep personnel files complete and current. The Human Resource department is responsible for reconciling the employee elected insurance benefits to the invoice, however, adjustments are not being made to the general ledger after the reconciliation process is complete.

Effect: There is a risk that fraud or errors could occur and not be detected.

Recommendation: We recommend that the payroll process and procedures be reviewed and updated to ensure internal controls over the payroll process are sufficient to accurately report employee payroll. In addition, discrepancies identified during the monthly employee health insurance reconciliation process should be reflected in the accounting system. A checklist should be utilized to ensure personnel files are complete and accurate in accordance with the District's policy.

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2020

Management response:

Management concurs with the audit finding.

- *Once human resources has reconciled the health insurance bill each month, the Senior Accountant will ensure that the adjustments are made to the general ledger. As a backup, the finance department has hired a Finance Support Analyst to perform backup payroll and accounting functions. This role too will be trained to post the monthly health insurance reconciliations to the general ledger.*
- *An audit process of changes to employee master files was established to mitigate this risk. The Assistant Superintendent of HR will review the audit of employee master files. As part of the implementation of the MUNIS software, the Finance Support Analyst will perform the payroll audit process. The Chief Financial Officer will review documentation of the audit process and signify such review.*
- *Training will be provided for supervisors who fail to approve timesheets with appropriate disciplinary actions taken for continued failures.*
- *As a remedy to segregation of duties issues (the Payroll Administrator can initiate change to the payroll master file) a process was established for the Accounting Manager to judgmentally trace a sample of changes to the payroll master file from the Payroll Audit Report to original supporting documents for each payroll processed.*
- *The Assistant Superintendent of HR will designate a staff person to audit all personnel files using a standard checklist to ensure files are complete.*

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2020

Finding 2020-002

Condition: We noted that the general ledger accounts for debt service principal and interest were not reconciled to the amortization schedules. In addition, the current year bond issuance and refunding were not recorded and reported accurately.

Criteria: The District should implement procedures to ensure that the debt service principal and interest expenditure general ledger accounts by fund are reconciled to the amortization schedules at least monthly. These reconciliations and journal entries should be reviewed by an employee with suitable skill, knowledge or experience to ensure the reconciliations and journal entries are accurate.

Cause: The reconciliation of the debt service principal and interest expenditure accounts were not a part of the District's routine procedures and the current year bond issuance and refunding journal entries were not reviewed to ensure accuracy.

Effect: By not investigating differences on the debt service principal and interest accounts and reviewing the journal entries for current year bond issuance and refunding, some transactions of the District were not recorded in the general ledger properly and resulted in audit adjustments.

Recommendation: We recommend that the debt service principal and interest expenditure accounts by fund be properly reconciled to the amortization schedules on a routine basis and journal entries to record bond issuances and refunding's be reviewed to ensure accurate reporting.

Management response:

Management concurs with the audit finding.

- *The Senior Accountant will reconcile the general ledger accounts to the debt service documents on a monthly basis in addition to recording and reporting the bond issuances and refunding accurately. The Accounting Manager will review the reconciliation and signify such review on a monthly basis.*

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2020

Finding 2020-003

Condition: Our testing of expenditures disclosed instances of the following matters:

- Purchase orders were prepared and approved after the items were invoiced and received by the personnel who maintained budget authority for that department.

Criteria: All expenditures should be approved by the personnel with budget authority in accordance with established policies and procedures.

Cause: The District has written policies and procedures regarding purchasing and disbursements; however, these policies and procedures are not consistently followed.

Effect: Lack of an effective purchase order system and purchasing card authorization and approval system could lead to unauthorized expenditures. Also, the District loses its ability to control expenditures which could lead to actual expenditures exceeding budget.

Recommendation: We recommend that procedures be established to monitor compliance with the District's purchasing policies and procedures to ensure that purchase orders are prepared and approved prior to purchasing goods.

Management response:

Management concurs with the audit finding.

- *Review of the District's purchasing policy and procedures will be provided to individuals found to be non-compliant. Appropriate disciplinary action will be taken for continuous violations.*

Finding 2020-004

Condition: The Annual Secretary of the Board Report (ASBR), which is the basis for preparing the audited financial statements was not complete until December 2020. As a result, the District could not prepare the financial statements in accordance with the modified accrual basis of accounting.

Criteria: The District should implement procedures to ensure that the financial statements can be prepared in accordance with the modified accrual basis of accounting.

Cause: The District's accounting system was not integrated with the account coding requirements of the Missouri Department of Elementary and Secondary Education and as a result manual adjustments were required to prepare the ASBR.

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2020

Effect: It is the responsibility of District management and those charged with governance to prepare the financial statements in accordance with the modified accrual basis of accounting.

Recommendation: We recommend the District implement procedures to ensure that the financial statements can be prepared in accordance with the modified accrual basis of accounting.

Management response:

Management concurs with the audit finding.

- *The ASBR was submitted timely, however, the reconciliation from the ASBR to the Keystone accounting system was not performed prior to the audit. Going forward, the ASBR reconciliation to the accounting system will be performed prior to the audit.*

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2020

III. MAJOR FEDERAL AWARD PROGRAMS AUDIT

Finding 2020-005

Federal Programs: Title I Grants to Local Educational Agencies and School Improvement Grants

CFDA No.: 84.010 and 84.377

Federal Agency: Department of Education

Pass-Through Entity: Missouri Department of Elementary and Secondary Education

Award No.: As listed on the Schedule of Expenditures of Federal Awards

Award Period: Various

Compliance Requirement: Allowable Costs

Significant Deficiency: As discussed at Finding 2020-003, purchase orders were prepared and approved by management after items were received. Lack of an effective purchase order system could lead to unauthorized purchases and the purchases could be disallowed by the federal awarding agency. Procedures should be established to monitor compliance with the District's purchasing policies to ensure that purchases are properly supported and formal approval of purchase orders is being documented in accordance with District policy. In addition, purchase orders should be prepared and approved by management before items are received or ordered by other means.

Finding 2020-006

Federal Programs: Title I Grants to Local Educational Agencies

CFDA No.: 84.010

Federal Agency: Department of Education

Pass-Through Entity: Missouri Department of Elementary and Secondary Education

Award No.: As listed on the Schedule of Expenditures of Federal Awards

Award Period: Various

Compliance Requirement: Allowable Costs

Significant Deficiency: As discussed at Finding 2020-001, time sheets were not always approved by applicable supervisors. As a result, salary and benefit expenditures may be disallowed by the federal awarding agency. Procedures should be established to monitor compliance with the District's policies and procedures to ensure that salaries and benefits are properly reviewed and approved.

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2020

Finding 2019-001

Condition:

Our testing of payroll expenditures disclosed instances of the following matters:

- The monthly employee health insurance invoice is not being reconciled to documented employee elections.
- Certain Business Office employees have access in accounting software to make changes to employee pay rates.
- Time sheets were not always approved by applicable supervisors.
- Approval of the Accounting Manager's review of payroll reports is not formally documented.

Recommendation: We recommend that the payroll process and procedures be reviewed and updated to ensure internal controls over the payroll process are sufficient to accurately report employee payroll. In addition, the general ledger account and the health insurance invoice should be reconciled to elected deductions on a monthly basis. A checklist should be utilized to ensure personnel files are complete and accurate to reduce the risk that new employees are enrolled for applicable benefits offered by the District.

Current Status: The recommendation to reconcile the health insurance invoice to elected deductions on a monthly basis has been implemented. However, adjustments are not made in the general ledger, as necessary therefore this has been repeated at 2020-001. The finding related to Business Office employees' accessibility to make changes to employee pay rates, time sheet approvals, and approval of payroll reports has been repeated at 2020-001.

Finding 2019-002

Condition: The Annual Secretary of the Board Report (ASBR), which is the basis for preparing the audited financial statements was not complete until December 2019. As a result, the District could not prepare the financial statements in accordance with the modified accrual basis of accounting.

Recommendation: We recommend the District implement procedures to ensure that the financial statements can be prepared in accordance with the modified accrual basis of accounting.

Current Status: The finding has been repeated at 2020-004.

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2020

Finding 2019-003

Condition: Our testing of expenditures disclosed instances of the following matters:

- Purchase orders were prepared and approved after the items were invoiced and received by the personnel who maintained budget authority for that department.
- A Procurement Card Request Form was not completed and approved by the employees' supervisor for items purchased with the District's purchasing card.

Recommendation: We recommend that procedures be established to monitor compliance with the District's purchasing policies and procedures to ensure that purchase orders are prepared and approved prior to purchasing goods and Procurement Card Request Forms are completed and approved prior to making purchases with the District's purchasing card.

Current Status: The recommendation to utilize the Procurement Card Request Forms appears to be adopted in the current year as no similar findings were noted. The finding for purchase orders being prepared and approved by management after the items were received is repeated at 2020-003.

Finding 2019-004: Title I Grants to Local Educational Agencies, CFDA No. 84.010

Condition: Purchase orders were prepared and approved by management after the items were received.

Recommendation: We recommend that procedures be established to monitor compliance with the District's purchasing policies to ensure that purchases are properly supported and formal approval of purchase orders is being documented in accordance with District policy. In addition, we recommend that purchase orders be prepared and approved by management before items are received or ordered by other means.

Current Status: The finding for purchase orders being prepared and approved by management after the items were received is repeated at 2020-005.

Finding 2019-005: Title I Grants to Local Educational Agencies, CFDA No. 84.010

Condition: Time sheets were not always approved by applicable supervisors.

Recommendation: We recommend that procedures be established to monitor compliance with the District's policies and procedures to ensure that salaries and benefits are properly reviewed and approved.

Current Status: The finding has been repeated at 2020-006.



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**Independent Accountants' Report on Compliance
with Specified Requirements of Missouri Laws and Regulations**

Special Administrative Board
Riverview Gardens School District

We have examined Riverview Gardens School District's compliance with the requirements of Missouri laws and regulations regarding budgetary and disbursement procedures, accurate disclosure by Riverview Gardens School District's records of average daily attendance and average daily pupil transportation and other statutory requirements listed in the Schedule of Selected Statistics for the year ended June 30, 2020. Management of Riverview Gardens School District is responsible for Riverview Gardens School District's compliance with the specified requirements. Our responsibility is to express an opinion on Riverview Gardens School District's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether Riverview Gardens School District complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether Riverview Gardens School District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on Riverview Gardens School District's compliance with specified requirements.

In our opinion, Riverview Gardens School District complied, in all material respects, with the aforementioned requirements during the year ended June 30, 2020.

This report is intended for the information and use of the Special Administrative Board, District management, the Missouri Department of Elementary and Secondary Education and other audit agencies and is not intended to be and should not be used by anyone other than these specified parties.

Kerber, Eck & Braeckel LLP

St. Louis, Missouri
December 15, 2020

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF SELECTED STATISTICS - UNAUDITED

Year Ended June 30, 2020

District Number: 096-111

1. Calendar (Sections 160.041, 171.029, 171.031, and 171.033, RSMo)

School Code	Begin Grade	End Grade	Half Day Indicator	Standard Day Length	Days	Hours in Session
	K	5	-	6.4500	129	803.75
	6	8	-	6.4500	126	813.25
	9	12	-	6.4500	129	803.75
	PK	PK	-	7.0000	128	896.00

2. Average Daily Attendance (ADA)

School Code	Grade Level	Full-Time	Part-Time	Remedial Hours	Other	Summer School	Total
1050	9-12	910.2797	28.1639	-	-	3.5077	941.9513
3000	6-8	618.7286	0.0770	-	-	-	618.8056
4020	K-5	266.9088	-	-	-	-	266.9088
4040	6-8	523.7820	-	-	-	-	523.7820
4050	K-5	436.2704	-	-	-	-	436.2704
4060	K-5	275.8553	-	-	-	-	275.8553
4080	K-5	287.6539	-	-	-	-	287.6539
5000	K-5	281.1562	-	-	-	-	281.1562
5020	K-5	123.3616	-	-	-	-	123.3616
5040	K-5	313.6608	-	-	-	4.4896	318.1504
6020	K-5	277.4121	-	-	-	-	277.4121
6040	K-5	318.6731	-	-	-	-	318.6731
7530	PK	0.6614	-	-	-	-	0.6614
	Total	<u>4,634.4039</u>	<u>28.2409</u>	<u>-</u>	<u>-</u>	<u>7.9973</u>	<u>4,670.6421</u>

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF SELECTED STATISTICS - UNAUDITED

Year Ended June 30, 2020

3. September Membership

<u>School Code</u>	<u>Grade Level</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Other</u>	<u>Total</u>
1050	9-12	1,134.00	18.81	-	1,152.81
3000	6-8	768.00	-	-	768.00
4020	K-5	315.00	-	-	315.00
4040	6-8	623.00	-	-	623.00
4050	K-5	499.00	-	-	499.00
4060	K-5	312.00	-	-	312.00
4080	K-5	319.00	-	-	319.00
5000	K-5	312.00	-	-	312.00
5020	K-5	133.00	-	-	133.00
5040	K-5	355.00	-	-	355.00
6020	K-5	291.00	-	-	291.00
6040	K-5	342.00	-	-	342.00
7530	PK	8.00	-	-	8.00
	Total	<u>5,411.00</u>	<u>18.81</u>	<u>-</u>	<u>5,429.81</u>

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF SELECTED STATISTICS - UNAUDITED

Year Ended June 30, 2020

4. Free and Reduced Priced Lunch FTE Count (Sections 163.011(6), RSMo)

<u>School Code</u>	<u>Free Lunch</u>	<u>Reduced Lunch</u>	<u>Deseg In Free</u>	<u>Deseg In Reduced</u>	<u>Total</u>
N/A	10.00	1.00	N/A	N/A	11.00
1050	1,083.39	-	N/A	N/A	1,083.39
3000	759.15	-	N/A	N/A	759.15
4020	299.00	-	N/A	N/A	299.00
4040	604.00	-	N/A	N/A	604.00
4050	497.00	-	N/A	N/A	497.00
4060	311.00	-	N/A	N/A	311.00
4080	325.00	-	N/A	N/A	325.00
5000	301.00	-	N/A	N/A	301.00
5020	143.00	-	N/A	N/A	143.00
5040	351.00	-	N/A	N/A	351.00
6020	313.00	-	N/A	N/A	313.00
6040	354.00	-	N/A	N/A	354.00
Total	<u>5,350.54</u>	<u>1.00</u>	<u>-</u>	<u>-</u>	<u>5,351.54</u>

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF SELECTED STATISTICS - UNAUDITED

Year Ended June 30, 2020

5. Finance

5.1	The District maintained a calendar in accordance with 160.041, 171.029, 171.031, and 171.033, RSMo and all attendance hours were reported.	<u>True</u>
5.2	The District maintained complete and accurate attendance records allowing for the accurate calculation of Average Daily Attendance for all students in accordance with all applicable state rules and regulations. Sampling of records included those students receiving instruction in the following categories:	
	Academic Programs Off-Campus	<u>N/A</u>
	Career Exploration Program – Off Campus	<u>N/A</u>
	Cooperative Occupational Education (COE) or Supervised Occupational Experience Program	<u>True</u>
	Dual enrollment	<u>N/A</u>
	Homebound instruction	<u>True</u>
	Missouri Options	<u>N/A</u>
	Prekindergarten eligible to be claimed for state aid	<u>True</u>
	Remediation	<u>N/A</u>
	Sheltered Workshop participation	<u>N/A</u>
	Students participating in the school flex program	<u>N/A</u>
	Traditional instruction (full and part-time students)	<u>True</u>
	Virtual instruction (MOCAP or other option)	<u>True</u>
	Work Experience for Students with Disabilities	<u>True</u>
5.3	The District maintained complete and accurate attendance records allowing for the accurate calculation of September Membership for all students in accordance with all applicable state rules and regulations.	<u>True</u>
5.4	The District maintained complete and accurate attendance and other applicable records allowing for the accurate reporting of the State FTE count for Free and Reduced Lunch for all students in accordance with all applicable state rules and regulations.	<u>True</u>
5.5	As required by Section 162.401, RSMo, a bond was purchased for the Districts' treasurer in the total amount of:	<u>\$ 50,000</u>
5.6	The District's deposits were secured during the year as required by Sections 110.010 and 110.020, RSMo.	<u>True</u>
5.7	The District maintained a separate bank account for all Debt Service Fund monies in accordance with Section 108.180 and 165.011, RSMo.	<u>True</u>

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF SELECTED STATISTICS - UNAUDITED

Year Ended June 30, 2020

5.8	Salaries reported for educators in the October MOSIS Educator Core and Educator School files are supported by complete and accurate payroll and contract records.	<u>True</u>
5.9	If a \$162,326 or 7% x SAT x WADA transfer was made in excess of adjusted expenditures, the board approve a resolution to make the transfer, which identified the specific projects to be funded by the transfer and an expected date for the projects to be undertaken.	<u>N/A</u>
5.10	The District published a summary of the prior year's audit report within thirty days of the receipt of the audit pursuant to Section 165.121, RSMo.	<u>True</u>
5.11	The District has a professional development committee plan adopted by the Board with the professional development committee plan identifying the expenditure of seventy-five percent (75%) of one percent (1%) of the current year basic formula apportionment. Remaining 25% of 1% if not spent must be restricted and spent on appropriate expenditures in the future. Spending requirement is modified to seventy-five percent (75%) of one half percent (1/2%) of the current year basic formula apportionment if through fiscal year 2024 the amount appropriated and expended to public schools for transportation is less than twenty-five percent (25%) of allowable cost.	<u>True</u>
5.12	The amount spent for approved professional development committee plan activities was:	<u>\$ 217,894</u>
5.13	The District has posted, at least quarterly, a searchable expenditure, and revenue document or database detailing actual income, expenditures, and disbursement for the fiscal year on the district website or other form of social media as required by Section 160.066, RSMo.	<u>True</u>

All above "false answers must be supported by a finding or management letter comment.

Findings #: N/A

Management Letter Comment #: N/A

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF SELECTED STATISTICS - UNAUDITED

Year Ended June 30, 2020

6. Transportation

6.1	The school transportation allowable costs substantially conform to 5 CSR 30-261.040, Allowable Costs for State Transportation Aid.	<u>True</u>
6.2	The District's pupil transportation ridership records are maintained in a manner to accurately disclose in all material respects the average number of regular riders transported.	<u>True</u>
6.3	Based on the ridership records, the average number of students (non-disabled K-12, K-12 students with disabilities and career education) transported on a regular basis (ADT) was:	
	Eligible ADT	<u>2,348.5</u>
	Ineligible ADT	<u>0</u>
6.4	The District's transportation odometer mileage records are maintained in a manner to accurately disclose in all material respects the eligible and ineligible mileage for the year.	<u>True</u>
6.5	Actual odometer records show the total district-operated <u>and</u> contracted mileage for the year was:	<u>158,296</u>
6.6	Of this total, the eligible non-disabled and students with disabilities route miles and the ineligible non-route and disapproved miles (combined) was:	
	Eligible Miles	<u>143,514</u>
	Ineligible Miles (Non-Route/Disapproved)	<u>14,782</u>
6.7	Number of days the District operated the school transportation system during the regular school year:	<u>129</u>

All above "False" answers must be supported by a finding or management letter comment.

Findings #: N/A

Management Letter Comment #: N/A

RIVERVIEW GARDENS SCHOOL DISTRICT

SCHEDULE OF STATE FINDINGS

Year Ended June 30, 2020

Finding 2020-007

Condition: Actual expenditures exceeded budgeted expenditures in the Debt Service Fund and Capital Projects Fund.

Criteria: Chapter 67, RSMo, provides that no disbursement of public monies shall be made unless it is authorized in the budget.

Cause: The District does not have internal controls to ensure that the budget is amended prior to the actual expenditures being made that would exceed the previously approved budget.

Effect: The District is not in compliance with Chapter 67, RSMo.

Recommendation: We recommend the District establish necessary controls to ensure budget amendments are made prior to actual expenditures for a given fund exceeding the officially approved budget for that fund.

Management Response:

Management concurs with the audit finding.

- *Management will ensure that budget transfers and addendums to the budget are done prior to year-end.*