

2015-2016  
Spencer-Owen Community Schools - Patricksburg 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 47460

Date school officially closed: 06/30/2016

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, Angela Amador, Treasurer, Brittany Greene, Principal, of the Patrickburg 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.

Angela Amador  
Treasurer

Brittany Greene  
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

Main Menu » Select Report » Schedule of Balances Receipts and Expenditures of School Extra-Curricular Account Report

1 of 1 Find | Next

Form Prescribed by State Board of Accounts

Form SA5-1

2015-2016 Financial Report  
 School Extra-Curricular Account  
**Spencer-Owen Community Schools - Patricksburg 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
Arts & Entertainment	\$131.27	\$679.00	\$655.07	\$155.20
Fifth Grade Classroom	\$51.33	\$614.00	\$600.33	\$65.00
First Grade Classroom	\$68.31	\$43.00	\$109.32	\$1.99
Fourth Grade Classroom	\$95.00	\$457.55	\$440.99	\$111.56
Kindergarten Classroom	\$14.91	\$130.00	\$105.00	\$39.91
Library - Lost Books	\$210.36	\$35.95	\$33.95	\$212.36
Library Field Trip	\$29.00	\$0.00	\$29.00	\$0.00
Little Kindness	\$906.72	\$0.00	\$100.00	\$806.72
Now Account	\$1.02	\$0.63	\$0.05	\$1.60
Patrickburg Elementary Travel Club	\$170.60	\$7,333.21	\$7,473.19	\$30.62
PE	\$0.29	\$0.00	\$0.00	\$0.29
PES Color Guard	\$112.05	\$0.00	\$0.00	\$112.05
Second Grade Classroom	\$36.01	\$176.00	\$180.00	\$32.01
Sixth Grade	\$45.85	\$420.50	\$433.38	\$32.97
Special Projects	\$55.26	\$1,861.41	\$1,607.49	\$309.18
Student Activities	\$1,353.27	\$2,266.73	\$2,782.98	\$837.02
Student Council	\$374.62	\$1,887.39	\$1,918.44	\$343.57
Third Grade Classroom	\$0.00	\$240.00	\$240.00	\$0.00
<b>TOTAL ALL FUNDS</b>	<b>\$3,655.87</b>	<b>\$16,145.37</b>	<b>\$16,709.19</b>	<b>\$3,092.05</b>

## Main Menu » Select Report » Detail of Receipts and Expenditures by Fund Report

1 of 1 Find | Next

Form Prescribed by State Board of Accounts

SA5-3

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

FUND NAME ↓	RECEIPTS		
	SOURCE OF RECEIPTS ↓	NATURE OF RECEIPTS ↓	AMOUNT ↓
Arts & Entertainment	Naim	6th Grade field trip	\$24.00
	Naim	PES Travel Club Chicago	\$48.00
	Naim	Arts & entertainment	\$50.00
	Naim	Beef & Boards	\$159.00
	naim	Beef & Boards snow white	\$398.00
	<b>Total - Arts &amp; Entertainment</b>		
Fifth Grade Classroom	Young	Field Trip	\$73.00
	Young	Tivoli Trip	\$120.00
	Young & Kelley	5th Grade Field Trip- Martinsville	\$160.00
	young	5th grade imax field trip	\$117.00
	Young	Clay city field trip	\$77.00
	Young	5th grade field trip	\$49.00
	young	5th grade imax trip	\$18.00
<b>Total - Fifth Grade Classroom</b>			<b>\$614.00</b>
First Grade Classroom	Musselman	First Grade Field Trip	\$43.00
	<b>Total - First Grade Classroom</b>		
Fourth Grade Classroom	Indiana State Museum	Refund from Imax field trip	\$5.50
	Cazzell	4th Grade Imax field trip	\$189.00
	Cazzell	4th Grade Field Trip- Vincennes	\$110.00
	Vincennes Historical NPF Grant Fund	Trip reimbursement from VTB	\$135.05
	Cazzell	4th Grade field trip imax	\$9.00
	Young	Tivoli Trip	\$9.00
<b>Total - Fourth Grade Classroom</b>			<b>\$457.55</b>
Kindergarten Classroom	Taylor	K- Tivoli Field trip	\$130.00
	<b>Total - Kindergarten Classroom</b>		
Library - Lost Books	Books are Fun	Books for Library	\$13.00
	Rachel White	Lost Books	\$3.00
	Rachel White	Lost book	\$19.95

		<b>Total - Library - Lost Books</b>	<b>\$35.95</b>
Now Account	OCSB	interest	\$0.63
		<b>Total - Now Account</b>	<b>\$0.63</b>
Patrickburg Elementary Travel Club	Naim	Arts & entertainment	\$40.00
	naim	change from wal-mart check 3561	\$0.21
	Naim	6th grade field trip	\$198.00
	Naim	PES Bulldog Explorer-Chicago	\$80.00
	Naim	PES Travel Club	\$568.00
	Naim	Travel Club Chicago Trip	\$65.00
	Naim	PES Travel Club Chicago	\$1,689.00
	Naim	PES Travel Club- Chicago	\$3,140.00
	Naim	PES travel Club-Chicago	\$217.00
	Naim	PES Travel Club Chicago Trip	\$619.00
	Naim	PES Travel Club- Chicago trip	\$361.00
	Naim	PES Travel Club- Chicago	\$53.00
	Naim	PES Travel Club trip Chicago	\$65.00
	Naim	PES Travel Club trip- Chicago	\$128.00
	Naim	Bulldog Explorers Chicago Trip	\$110.00
		<b>Total - Patrickburg Elementary Travel Club</b>	<b>\$7,333.21</b>
Second Grade Classroom	Gee	2nd Grade Field Trip-FRC	\$176.00
		<b>Total - Second Grade Classroom</b>	<b>\$176.00</b>
Sixth Grade	Naim	6th grade classroom	\$6.00
	naim	PES Travel Club- Chicago	\$7.50
	Naim	6th grade	\$9.00
	Naim	6th Grade field trip	\$224.00
	Naim	Field Trip	\$11.00
	Naim	Field trip/ alex sheen + lmax	\$46.00
	Naim	Arts & entertainment	\$9.00
	Naim	6th- lmax field Trip	\$27.00
	Naim	DVD Sales	\$26.00
	Naim	lmax Field trip	\$55.00
		<b>Total - Sixth Grade</b>	<b>\$420.50</b>
Special Projects	PTO	PTO donation for special projects	\$500.00
	Hartman	Spell Bowl Shirts	\$16.00
	RLHEC at Marion University	Outreach program for 5th&6th grade	\$249.41
	Hinshaw	Spell Bowl Shirts	\$16.00
	PTO	Donation	\$1,000.00
	Malia	Spell Bowl Shirts	\$80.00
		<b>Total - Special Projects</b>	<b>\$1,861.41</b>
Student Activities	Donation Jefferson Baptisit church	Student Activities	\$250.00

	IU	Donations	\$212.50
	misc.	yearbook sales	\$42.99
	Pettit Photo	Commission from Pictures	\$556.38
	miller	yearbook sales	\$12.50
	JPBL	Donation JPBL	\$250.00
	Spirit & pride	Spirit & Pride shirt sale profit	\$66.00
	Albright	Student Council Candy Bars	\$639.36
	office	yearbook sales	\$37.50
	Randy Ollis	All School Convocation	\$100.00
	musselman	yearbook sales	\$25.00
	white	Year book sale	\$74.50
		<b>Total - Student Activities</b>	<b>\$2,266.73</b>
Student Council	Student Council	Candy Bar Sales	\$246.10
	Albright	Student Council Candy Bars	\$743.36
	Albright	PES Student Council Candy Bar sales	\$453.10
	Albright	Student Council candy bar sales	\$444.83
		<b>Total - Student Council</b>	<b>\$1,887.39</b>
Third Grade Classroom	Malia	3rd Grade Tivoli Field Trip	\$160.00
	malia	1st & 3rd grade field trip	\$30.00
	Malia	Meter contest winners for 3rd grade	\$50.00
		<b>Total - Third Grade Classroom</b>	<b>\$240.00</b>
		<b>TOTAL RECEIPTS - ALL FUNDS</b>	<b>\$16,145.37</b>

EXPENDITURES		
FUND NAME ↕	PURPOSE OF EXPENDITURE ↕	AMOUNT ↕
Arts & Entertainment	Beef & Boards Snow White	\$415.00
	Snow White	\$109.00
	Mcdonalds, lunch after beef & boards	\$50.47
	Refund- overpayment for Snow white	\$2.00
	Fuel for Beef & Boards	\$30.60
	Refund for Snow White	\$48.00
	<b>Total - Arts &amp; Entertainment</b>	<b>\$655.07</b>
Fifth Grade Classroom	Tivoli Play Trip	\$120.00
	Bus for 5th Grade Field Trip (Martinsville)	\$100.00
	Buses to OVHS	\$11.00
	CCHS Field Trip	\$27.00
	Bus for IMAX field trip	\$147.69
	Imax field trip	\$194.64
	<b>Total - Fifth Grade Classroom</b>	<b>\$600.33</b>
First Grade Classroom	Games for 1st Grade Classroom	\$109.32
	<b>Total - First Grade Classroom</b>	<b>\$109.32</b>

Fourth Grade Classroom	Buses to OVHS	\$10.00
	4th Grade Field Trip to Vincennes	\$71.50
	Bus for IMAX field trip	\$90.26
	4th grade supplies	\$65.20
	Imax field trip	\$146.36
	Fuel for 4th grade field trip	\$57.67
	<b>Total - Fourth Grade Classroom</b>	<b>\$440.99</b>
Kindergarten Classroom	Bus for kindergarten field trip	\$30.00
	kindergarten tivoli field trip	\$75.00
	<b>Total - Kindergarten Classroom</b>	<b>\$105.00</b>
Library - Lost Books	Refund for Found library book	\$7.95
	Books for Library	\$26.00
	<b>Total - Library - Lost Books</b>	<b>\$33.95</b>
Library Field Trip	Buses to OVHS	\$29.00
	<b>Total - Library Field Trip</b>	<b>\$29.00</b>
Little Kindness	Groceries for Family in need	\$100.00
	<b>Total - Little Kindness</b>	<b>\$100.00</b>
Now Account	Interest	\$0.05
	<b>Total - Now Account</b>	<b>\$0.05</b>
Patricksburg Elementary Travel Club	Refund- Chicago Trip	\$161.00
	Charter Buses for chicago	\$399.00
	Bulldog Explorers Chicago Trip	\$150.00
	Charter Bus# 54937 for Chicago Travel Club Trip	\$1,500.00
	Cinch sacks for Travel Club	\$105.15
	Snacks for Travel Club Trip	\$130.00
	Bulldog Explorer Shirts- Chicago	\$321.00
	Tall Ship Windy for Chicago Trip	\$315.00
	Charter bu payment for Travel CLub	\$500.00
	Museum of Science+ Industry	\$869.00
	PES Travel Club	\$70.00
	Tall Ship Windy- Travel Club	\$235.00
	Eats and Treats Lunch at skydeck Chicago	\$467.50
	PES Travel Club- Chicago	\$580.00
	PES Travel CLub DVD Supplies	\$47.27
	travel club dvd supplies	\$33.22
	Remaining Refund for Travel Club Chicago Trip	\$39.00
	Travel Club Trip (Funhouse Maze)	\$419.05
	Skydeck Chicago- Travel Club Trip	\$532.00
	Travel Club trip	\$50.00
	Gift cards for lunch for travel club trip	\$550.00

	<b>Total - Patricksburg Elementary Travel Club</b>	<b>\$7,473.19</b>
Second Grade Classroom	Bus for 2nd Grade Field Trip (Feline Rescue Center)	\$80.00
	2nd Grade Field Trip to EFRC	\$100.00
	<b>Total - Second Grade Classroom</b>	<b>\$180.00</b>
Sixth Grade	Buses to High School	\$10.00
	Imax field trip	\$121.00
	CCHS Field Trip	\$18.00
	Lunch for 6th grade field trip	\$202.33
	Bus for Imax field trip	\$82.05
	<b>Total - Sixth Grade</b>	<b>\$433.38</b>
Special Projects	Walmart- Istep incentive prizes	\$33.70
	Pizza for 5th grade penny war party	\$69.95
	Sam's Club Membership	\$45.00
	Donuts for Good Citizen Celebration	\$90.12
	grand finale items / tivoli snacks	\$69.58
	Ribbons for Awards day	\$128.63
	Grand Finale Items	\$58.41
	Bulldog Pup T- Shirts for Kindergarten	\$90.00
	Outreach program for 5th&6th grade	\$498.82
	Buses for Tivoli Trip	\$60.00
	istep incentive snacks	\$39.28
	Spell Bowl Registration	\$130.00
	Bus for YMCA ISTEP incentive trip	\$60.00
	Spellbowl shirts	\$112.00
	Spelling Bee Tophies	\$47.00
	YMCA ISTEP incentive trip	\$75.00
	<b>Total - Special Projects</b>	<b>\$1,607.49</b>
Student Activities	All School Convocation	\$100.00
	Drinks for whole school	\$38.88
	Red Ribbon week Friendship Bracelets	\$45.99
	Satin ribbons for red ribbon week	\$34.35
	Family Literacy night items	\$39.60
	Field Day Shirts	\$1,884.80
	Student Council Candy Bars	\$639.36
	<b>Total - Student Activities</b>	<b>\$2,782.98</b>
Student Council	Student Council Candy Bar Sales	\$249.60
	Student Council Medals	\$32.13
	student council- sponsor a kid for christmas	\$81.41
	Student Council Candy Bars	\$925.60
	student council trip	\$629.70

	<b>Total - Student Council</b>	<b>\$1,918.44</b>
Third Grade Classroom	3rd Grade Tivoli Field Trip	\$130.00
	1st & 3rd grade field trip to park	\$30.00
	Bus for 3rd grade field trip	\$30.00
	Bus for 1st & 3rd Grade Field trip	\$50.00
	<b>Total - Third Grade Classroom</b>	<b>\$240.00</b>
	<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>\$16,709.19</b>

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Page 1



[Main Menu](#) » [Select Report](#) » **Cash Reconciliation Report**

1 of 1 Find | Next

Form Prescribed by State Board of Accounts

Form SA5-2

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

<b>CASH RECONCILEMENT</b>	
Name of Bank: <b>Owen County State Bank</b>	
Location of Bank: <b>Spencer, IN 47460</b>	
Date of Bank Statement: <b>07/01/2015</b>	
Depository Balance	\$3,271.39
Cash On Hand (ADD):	\$0.00
Deposits In Transit (ADD):	\$0.00
Other Reconciling Items (ADD/DEDUCT):	\$0.00
Total of Outstanding Checks (DEDUCT):	\$179.34
Balance:	\$3,092.05

<b>OUTSTANDING CHECKS</b>		
DATE	NUMBER ↕	AMOUNT
12/12/2013	3364	\$5.10
12/12/2013	3373	\$10.20
09/30/2015	3506	\$7.95
06/02/2016	3571	\$57.67
06/30/2016	3574	\$65.20
06/30/2016	3575	\$33.22
<b>Total</b>		<b>\$179.34</b>

Main Menu » Select Report » Risk Assessment Report

1 of 1 Find | Next

Spencer-Owen Community Schools - Patricksburg 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?	
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).	Angela Amador- Book keeper Brittany Greene- 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?	Yes
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?	