



STATE OF INDIANA

COMMISSION ON PROPRIETARY EDUCATION

Claudia Braman, Commissioner

302 West Washington Street
Room E201
Indianapolis, IN 46204-2767
<http://www.in.gov/cope>

TO: All Indiana Proprietary Schools
FROM: Director of Financial Services
RE: Annual Financial Reports
DATE: January 20, 2009

Effective immediately, as part of the Indiana Greening Government initiative, the Commission on Proprietary Education will no longer send monthly notifications to the schools advising of due dates for the submission of their Annual Financial Reports.

The Commission's policy is to require that a complete annual financial report be filed with the agency within three months and fifteen days following the close of the school's fiscal year.

Below is the list of due dates** based on the Accounting Year of operations.

- | | |
|--------------------------------------------|--------------------------------------------|
| ➤ October 1 – September 30
= January 15 | ➤ April 1 – March 31
= July 15 |
| ➤ November 1 – October 31
= February 15 | ➤ May 1 – April 30
= August 15 |
| ➤ December – November 30
= March 15 | ➤ June 1 – May 31
= September 15 |
| ➤ January 1 – December 31
= April 15 | ➤ July 1 – June 30
= October 15 |
| ➤ February 1 – January 31
= May 15 | ➤ August 1 – July 31
= November 15 |
| ➤ March 1 – February 28
= June 15 | ➤ September 1 – August 31
= December 15 |

** *These due dates never change*

It is the school's responsibility to submit their Annual Financial Report to the Indiana Commission on Proprietary Education by their respective due date. A 30 to 90 day extension to file your financial report MAY be granted upon the receipt of a written request if requested prior to the due date.

All annual reports must include an income statement and balance sheet and be accompanied with a Financial Report Submission Sheet (for each school location), which is available [HERE](#).

Please be sure to complete the Financial Report Submission sheet according to the instructions. All our contact information IS on the form.