



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B41621

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

January 8, 2013

Charter School Board  
West Gary Lighthouse Charter School  
725 Clark Road  
Gary, IN 46406

We have reviewed the Supplemental Audit Report prepared by Fitzgerald/Isaac LLC, Independent Public Accountants, for the period July 1, 2011 to June 30, 2012. In our opinion, the Supplemental Audit Report was prepared in accordance with the guidelines established by the State Board of Accounts.

We call your attention to the findings in the report. Pages 3 through 4 contain two audit results and comments.

In addition to the report presented herein, a Financial Statements and Independent Auditors' Report for West Gary Lighthouse Charter School was prepared in accordance with the guidelines established by the State Board of Accounts.

The Supplemental Audit Report and the Financial Statements and Independent Auditors' Report are filed in our office as a matter of public record.

*State Board of Accounts*

SUPPLEMENTAL AUDIT REPORT

OF

**WEST GARY LIGHTHOUSE CHARTER SCHOOL**

LAKE COUNTY, INDIANA

July 1, 2011 to June 30, 2012

WEST GARY LIGHTHOUSE CHARTER SCHOOL

LAKE COUNTY, INDIANA

Table of Contents

	<u>Page</u>
School Officials .....	1
Transmittal Letter .....	2
Audit Results and Comments:	
Cash Receipting and Depositing .....	3
Capital Assets .....	4
Exit Conference .....	5
Official Response .....	6-7

WEST GARY LIGHTHOUSE CHARTER SCHOOL

LAKE COUNTY, INDIANA

School Officials

Year Ended June 30, 2012

<u>Office</u>	<u>Official</u>	<u>Term</u>
President of Board of Directors	Thakena Hogue	07/01/11 – 06/30/12
Superintendent	Charles Salter	07/01/11 – 06/30/12
Treasurer	Robert Stearns	07/01/11 – 06/30/12

The Board of Directors  
Lighthouse Academies of Indiana, Inc.

We have audited the financial statements of **West Gary Lighthouse Charter School** (the "School") as of and for the year ended June 30, 2012 and have issued our report thereon dated October 29, 2012. As part of our audit, we tested the School's compliance with provisions of the Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools issued by the Indiana State Board of Accounts and related provisions of laws, regulations, contracts and grant agreements. Reported in the Audit Results and Comments are matters where we believe the School was not in compliance with those provisions.



Indianapolis, IN  
October 29, 2012

WEST GARY LIGHTHOUSE CHARTER SCHOOL

LAKE COUNTY, INDIANA

Audit Results and Comments

Year Ended June 30, 2012

CASH RECEIPTING AND DEPOSITING

In our audit, we examined records relating to cash receipts at the school pertaining to such items as uniform sales, student fees, fundraising, and field trips. From the records maintained at the school, it was not possible to trace transactions from the receipt records to bank deposits because a record of deposits was not maintained at the school. All deposit records were forwarded to the offices of the education management organization. In addition, no cash deposits had been made for the period from July 1, 2011 to October 12, 2011 even though as much as \$9,000 had been collected during this time period.

We also selected a sample of 25 cash receipts transactions, noting the following issues:

- Six instances where the name of the payer was omitted.
- One instance where the nature/purpose of the payment was omitted.
- Five instances where the form of payment (cash, check, etc.) was omitted.

All school corporation money must be deposited in the duly designated depository not later than the business day following the receipt of funds on business days of the depository designated in the same form in which the funds were received in accordance with IC 5-13-6-1. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 4)

The deposit ticket or attached documentation must provide a detailed listing of the deposit, which includes at a minimum, check numbers and corresponding names of payors. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

Receipts shall be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8)

WEST GARY LIGHTHOUSE CHARTER SCHOOL

LAKE COUNTY, INDIANA

Audit Results and Comments, Continued

CAPITAL ASSETS

The School maintains a property record for accounting purposes, but this record does not include all assets in the possession of the School. A large number of assets with an initial cost of less than \$5,000 have been expensed in accordance with the School's accounting policies. A complete record of assets, whether capitalized or expensed, should be produced and maintained for disaster recovery purposes.

Every charter school must have a complete inventory of all capital assets owned which reflects their acquisition value. Such inventory must be recorded on the applicable Capital Assets Ledger. A complete inventory shall be taken for good internal control and for verifying account balances carried in the accounting records. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 15)

WEST GARY LIGHTHOUSE CHARTER SCHOOL

LAKE COUNTY, INDIANA

Exit Conference

Year Ended June 30, 2012

The contents of this report were discussed on November 30, 2012, with Michael Ronan (Lighthouse Academies President and CEO), Charles Salter (Superintendent), and Robert Stearns (Treasurer). The Official Response has been made a part of this report and may be found on pages 6 and 7.

# West Gary Lighthouse Charter School

December 7, 2012

To: State Board of Accounts  
302 West Washington St, Room E 418  
Indianapolis, IN 46204-2765

From: Robert Stearns, Treasurer

## OFFICIAL RESPONSE for West Gary Lighthouse Charter School

### CASH RECEIPTING AND DEPOSITING

Audit comment: The school had instances where deposited items were not supported by individual receipts for sales to students of uniforms and collections from extra-curricular activities. It was noted that there were instances where issued receipts did not indicate the form of payment. It was also noted that deposits were not made daily.

School response: The school implemented change in May 2012 after an examination by the State Board of Accounts (SBOA) that concluded March 2012. The school has implemented the following changes as commented on by the SBOA in relation to the SBOA's Extra-Curricular Accounts Manual:

- The school officer manager will be designated the Deputy Treasurer per the SBOA's Extra-Curricular Accounts manual and IC 20-41-1. The Deputy Treasurer will be bonded.
- The Deputy Treasurer will maintain control over the receipt books for student sales and Extra-Curricular Activities.
- The Deputy Treasurer will prepare and sign the extra-curricular receipts, noting the method of payment and retaining one copy for accounting and depositing and issuing the original receipt to the student. The accounting copy of the extra-curricular receipts will be retained with the deposit slip and the account entry receipt.
- Deputy Treasurers will maintain control over forms SA-8 which will be used by teachers or sponsors for collections in the classroom of extra-curricular activities. The teacher will complete the SA-8 and a listing of the students. The Deputy Treasurer will issue student receipts and retain one copy with the SA-8. The SA-8, listing and extra-curricular receipts will be retained with the deposit slip and the account entry receipt.
- Receipts will be deposited no later than the business day following the date of receipt. The name of the payer, the purpose of the receipt, and the form of payment and check number (if applicable) will be included in the receipt.
- Assistant treasurers will be deputized and bonded to assist in receipting. The treasurer's office will monitor bank transactions for daily deposits. Samples of deposits will be selected and analyzed to ensure compliance with policies and procedures. The results of this internal audit will be reviewed with the school's principals and regional superintendent.

## CAPITAL ASSETS

Audit comment: The school maintains a property record for accounting purposes, but this record does not include all assets in the possession of the school. A large number of assets with an initial cost of less than \$5,000 have been expensed in accordance with the school's accounting policies. A complete record of assets, whether capitalized or expensed, should be produced and maintained for disaster recovery purposes.

School response: The school maintains a schedule for depreciation of capitalized fixed assets as described by the auditor's comment. The school also maintains a listing of all furniture and equipment on a data base using the software Trakker that notes the item, location and tag number. The asset data base is in the process of being updated for technology equipment which will include serial numbers in addition to tag numbers, location and user.