



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

B43248

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February 19, 2014

Charter School Board  
Montessori Academy at Geist, Inc.  
13942 E. 96<sup>th</sup> Street, Suite 120  
McCordsville, IN 46055

We have reviewed the Supplemental Audit Report prepared by Fitzgerald/Isaac, LLC, Independent Public Accountants, for the period July 1, 2012 to June 30, 2013. 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. Page 3 contains three audit results and comments. Management's response is on page 5.

In addition to the report presented herein, a Financial Statements and Independent Auditors' Report for Montessori Academy at Geist, Inc. 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  
**MONTESSORI ACADEMY AT GEIST, INC.**  
HANCOCK COUNTY, INDIANA  
July 1, 2012 to June 30, 2013

MONTESSORI ACADEMY AT GEIST, INC.

HANCOCK COUNTY, INDIANA

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MONTESSORI ACADEMY AT GEIST, INC.

HANCOCK COUNTY, INDIANA

School Officials

Year Ended June 30, 2013

<u>Office</u>	<u>Official</u>	<u>Term</u>
President of Board of Directors	Carla Howie	07/01/12 – 06/30/13
Executive Director	Susan Fries	07/01/12 – 06/30/13
Treasurer	Jennifer Thompson	07/01/12 – 06/18/13
Treasurer	Sam Patterson	06/18/13 – 06/30/13

The Board of Directors  
Montessori Academy at Geist, Inc.

We have audited the financial statements of **Montessori Academy at Geist, Inc.** (the "School") as of and for the year ended June 30, 2013 and have issued our report thereon dated December 3, 2013. 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  
December 3, 2013

MONTESSORI ACADEMY AT GEIST, INC.

HANCOCK COUNTY, INDIANA

Audit Results and Comments

Year Ended June 30, 2013

CAPITAL ASSET INVENTORY

The School maintains a record of capital assets; however, it has not performed an inventory of such assets as verification of the accounting records.

Every charter school shall have a complete inventory of all capital assets owned which reflect their acquisition value. Such inventory must be recorded on the applicable Capital Assets Ledger. A complete inventory must 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 10)

TRAVEL CLAIMS

The School utilizes a standard form for reimbursement of travel expense; however, it has not adopted a formal written travel policy.

Each charter school shall adopt a written travel policy in conformity with applicable statutes. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

PAYROLL POLICIES AND COMPLIANCE

We selected fifteen employees with which to test the process for calculating, accumulating and recording payroll expense. From our examination, the School could not produce an employee contract or other documentation to support the pay rates for three individuals.

The charter school must establish a payroll schedule that details amounts paid annually, biweekly, hourly, etc. for all employees that are not included on a labor contract. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8)

All compensation and benefits paid to employees must be included in the labor contract or salary schedule unless authorized by statute. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

MONTESSORI ACADEMY AT GEIST, INC.

HANCOCK COUNTY, INDIANA

Exit Conference

Year Ended June 30, 2013

The contents of this report were discussed on December 19, 2013, with Susan Fries (Executive Director) and Nick Giant (Assistant to the Executive Director). The Official Response has been made a part of this report and may be found on page 5.



# Geist Montessori Academy

## *Public Charter School*

Geist Montessori Academy will perform the following duties to make sure we are in compliance with the Audit performed by Fitzgerald/ Isaac LLC.

1. Geist Montessori will provide an inventory of assets for our accounting records on or before March 31, 2014.
2. Geist Montessori Academy will devise and implement a Travel Claims Policy on or before March 31, 2014.
3. Geist Montessori Academy will examine all employee records to make sure necessary documents are in the place (particularly employee contracts) on or before April 1, 2014.
4. Geist Montessori Academy will implement a payroll schedule that details amounts paid annually, biweekly, hourly, etc. for all employees that are not included on a labor contract (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8) on or before April 1, 2014.
5. Geist Montessori Academy will include in the labor contract or salary schedule all compensation and benefits paid to employees (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10) on or before April 1, 2014.

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