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December 30, 2014

Charter School Board  
Andrew J. Brown Academy  
3600 N. German Church Road  
Indianapolis, IN 46235

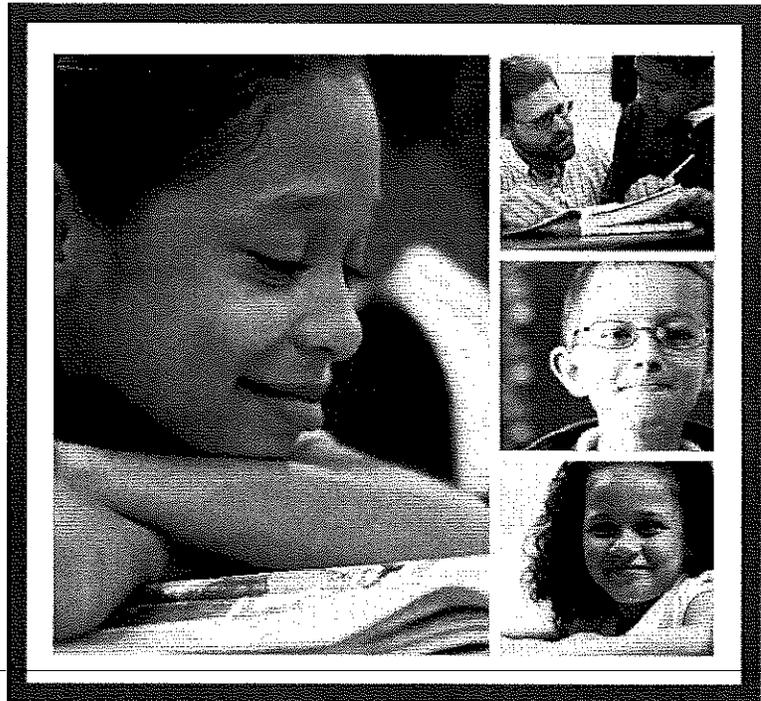
We have reviewed the Financial Statements and Independent Auditors' Report prepared by Plante & Moran, PLLC, Independent Public Accountants, for the period July 1, 2013 to June 30, 2014. In our opinion, the audit report was prepared in accordance with the guidelines established by the State Board of Accounts. Per the Independent Public Accountants' opinion, the financial statements included in the report present fairly the financial condition of the Andrew J. Brown Academy, as of June 30, 2014, and the results of its operations for the period then ended, on the basis of accounting described in the report.

We call your attention to the findings in the report. Page 32 contains the status of one prior audit finding. Page 33 contains one current audit finding. Page 35 contains management's response to the current audit finding.

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

*Paul D. Joyce*  
Paul D. Joyce, CPA  
State Examiner

# ANDREW J. BROWN ACADEMY



Financial Statements as of and for the Year  
Ended June 30, 2014, Required  
Supplemental Information and Additional  
Information for the Year Ended  
June 30, 2014, Federal Awards  
Supplemental Information for the Year  
Ended June 30, 2014, and Independent  
Auditors' Reports

# ANDREW J. BROWN ACADEMY

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## Independent Auditor's Report

To the Board of Directors  
Andrew J. Brown Academy

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining funds of Andrew J. Brown Academy (the "Academy"), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise Andrew J. Brown Academy's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

To the Board of Directors  
Andrew J. Brown Academy

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining funds of Andrew J. Brown Academy as of June 30, 2014, and the respective changes in its financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

### ***Required Supplemental Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the budgetary comparison schedule, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Andrew J. Brown Academy's basic financial statements. The schedule of expenditures of federal awards, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the combining statement of revenues, expenditures, and changes in fund balances - nonmajor governmental funds are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of expenditure of federal awards 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. Such information has been subjected to the auditing procedures applied in the audit of the basic 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.

The combining statement of revenues, expenditures, and changes in fund balances - nonmajor governmental funds has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

To the Board of Directors  
Andrew J. Brown Academy

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2014 on our consideration of Andrew J. Brown Academy's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Andrew J. Brown Academy's internal control over financial reporting and compliance.

*Plante & Moran, PLLC*

October 28, 2014

# ANDREW J. BROWN ACADEMY

## MANAGEMENT'S DISCUSSION AND ANALYSIS AS OF AND FOR THE YEAR ENDED JUNE 30, 2014

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The discussion and analysis of Andrew J. Brown Academy's (the "Academy") financial performance provides an overall review of the Academy's financial activities as of and for the year ended June 30, 2014. The intent of this discussion and analysis is to look at the Academy's financial performance as a whole. It should be read in conjunction with the financial statements and notes to the financial statements, which immediately follow this section.

### Using this Annual Report

This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand the Academy financially as a whole. The Academy-wide financial statements provide information about the activities of the whole Academy, presenting both an aggregate view of the Academy's finances and a longer-term view of those finances. The fund financial statements provide the next level of detail. For governmental activities, these statements tell how services were financed in the short term as well as what remains for future spending. The fund financial statements look at the Academy's operations in more detail than the Academy-wide financial statements by providing information about the Academy's most significant fund—the General Fund — with the other funds presented in one column as the nonmajor funds.

Management's Discussion and Analysis  
(Required Supplemental Information)

### Basic Financial Statements

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Academy-wide Financial Statements      Fund Financial Statements

Notes to Basic Financial Statements

(Required Supplemental Information)  
Budgetary Information for the Governmental Funds

(Additional Information)

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor  
Governmental Funds

### Reporting the Academy as a whole - Academy-wide Financial Statements

One of the most important questions asked about the Academy is, "As a whole, what is the Academy's financial condition as a result of the year's activities?" The Statement of Net Position and the Statement of Activities, which appear first in the Academy's financial statements, report information on the Academy as a whole and its activities in a way that helps you answer this question. We prepare these statements to include all assets and liabilities, using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

The Academy's Statement of Net Position — the difference between assets and liabilities, as reported in the Statement of Net Position — is one way to measure the Academy's financial position. The relationship between revenues and expenses is the Academy's operating results. The Academy's goal is to provide services to our students, not to generate profits as private sector companies do. One must consider nonfinancial factors, such as the quality of the education provided and the safety of the Academy, to assess the overall health of the Academy.

The Statement of Net Position and the Statement of Activities report the activities of the Academy, all of which are classified as governmental. These activities encompass all the Academy's services, including instruction, support services and food services. State aid (based on student count) and state and federal grants finance most of these activities. The Academy has entered into a services agreement (the "agreement") with National Heritage Academies, Inc. (NHA) which requires NHA to provide administration, strategic planning and all labor, materials, equipment, and supervision necessary for the provision of educational services to students. As part of the consideration received under the agreement, NHA also provides the facility in which the Academy operates. Under the terms of the agreement, NHA receives as remuneration for its services an amount equal to the total revenue received by the Academy from all revenue sources.

### **Reporting the Academy's Fund Financial Statements**

The Academy's fund financial statements provide detailed information about the most significant funds — not the Academy as a whole. Some funds are required to be established by state law. However, the Academy establishes other funds to help it control and manage money for particular purposes or as required by state law (the School Lunch Fund is an example). The governmental funds of the Academy use the following accounting approach:

*Governmental Funds* — All of the Academy's services are reported in governmental funds. Governmental fund reporting focuses on showing how money flows into and out of funds and the balances left at year-end that are available for spending. They are reported using an accounting method called modified accrual accounting. Only those revenues that are "measurable" and "currently available" are reported. Liabilities are recognized when incurred. The governmental fund statements provide a short-term view of the operations of the Academy and the services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Academy's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in reconciliations presented as part of the statements.

## The Academy as a Whole

Recall that the Statement of Net Position provides the perspective of the Academy as a whole. The table below provides a summary of the Academy's net position as of June 30:

	2014	2013
Assets:		
Current assets	\$ 2,585,331	\$ 2,564,216
Capital assets, net of accumulated depreciation	<u>283,941</u>	<u>3,689</u>
Total assets	2,869,272	2,567,905
Liabilities - current	<u>2,442,350</u>	<u>2,436,198</u>
Net position:		
Net investment in capital assets	283,941	3,689
Unrestricted	<u>142,981</u>	<u>128,018</u>
Total net position	<u>\$ 426,922</u>	<u>\$ 131,707</u>

The unrestricted net position of governmental activities represent the accumulated results of life to date operations. These assets can be used to finance day-to-day operations without constraints, such as legislative or legal requirements. The results of the current-year operations for the Academy as a whole are reported in the statement of activities, which shows the change in net position.

The results of operations for the Academy as a whole are reported in the summarized Statements of Activities (below) which show the changes in net position for the fiscal years ended June 30:

	2014	2013
Revenues:		
State aid	\$ 4,447,196	\$ 4,341,588
Operating grants	1,614,512	1,387,572
Charges for meals	7,050	6,015
Private sources - NHA	<u>-</u>	<u>57,967</u>
Total revenues	6,068,758	5,793,142
Expenses—		
Contracted service fee:		
Instruction	2,543,253	5,379,731
Support services	2,866,624	26,615
Food services	358,016	378,411
Depreciation (unallocated)	<u>5,650</u>	<u>527</u>
Total expenses	<u>5,773,543</u>	<u>5,785,284</u>
Change in net position	<u>\$ 295,215</u>	<u>\$ 7,858</u>

As reported in the statement of activities, the cost of governmental activities was \$5,773,543 for 2014. These activities were primarily funded by the Academy's state and local aid (based on student count) and governments that subsidized certain programs with grants. *Revenues – Private sources – NHA* represent a contribution granted by NHA for excess of Academy expenditures over public revenues available.

The Academy experienced an increase in net position of \$295,215. Under the terms of the agreement with NHA, NHA provides a spending account to the board of directors for discretionary expenditures on an annual basis. The primary reason for the change in net assets is the timing of these discretionary expenditures.

A reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities appears on page 12.

### **Fund Financial Statements**

As we noted earlier, the Academy uses funds to help it control and manage money for particular purposes or as required by state law. Looking at funds helps the reader to consider whether the Academy is being accountable for the resources that the State and others provide to it and may provide more insight into the Academy's overall financial health.

The Academy's instruction and support services activities are reported in the General Fund. The School Lunch Fund represents food service activities, the Textbook Rental Fund represents activities related to textbook rentals, and the federal grant funds represent the activities for the federal grants other than child nutrition. The Academy's combined fund balance was \$142,981 at June 30, 2014.

A reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position appears on page 11.

### **Budgetary Highlights**

Over the course of the year, the Academy revises its budget to reflect changes in revenues and expenditures. State law requires that the budget be amended to ensure that expenditures do not exceed appropriations. A schedule showing the Academy's original and final budget amounts compared with amounts actually paid and received is provided in the required supplemental information of these financial statements.

Budgeted revenues were increased by \$912,416 from the original budget. Revenues were changed to reflect an increase in other state sources, federal sources, private sources, and private sources - NHA, and a decrease in state aid. Budgeted expenditures were increased by \$1,040,434. This change was to reflect the change in anticipated funding. The Academy did not have any significant budget variances.

### **Capital Assets**

At June 30, 2014, the Academy had \$283,941 invested in capital assets, primarily leasehold improvements. Capital assets are substantially provided as part of the agreement with NHA.

**General Economic Factors**

The Academy depends on legislative and governmental support to fund its operations. Based on information currently available, no significant changes are expected to occur in the nature of the funding or operations of the Academy in 2015.

**Contacting the Academy's Financial Management**

The financial report is designed to provide users of the report with a general overview of the Academy's finances and to demonstrate the Academy's accountability for the money it receives. If you have questions about this report, contact the Chief Financial Officer of National Heritage Academies, Inc., 3850 Broadmoor SE, Ste. 201, Grand Rapids, MI 49512.

# ANDREW J. BROWN ACADEMY

## STATEMENT OF NET POSITION JUNE 30, 2014

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	Governmental Activities
<b>ASSETS</b>	
CURRENT ASSETS:	
Cash	\$ 143,064
Due from governmental revenue sources	<u>2,442,267</u>
Total current assets	<u>2,585,331</u>
NON-CURRENT ASSETS:	
Capital assets	308,172
Less accumulated depreciation	<u>(24,231)</u>
Total capital assets, net of accumulated depreciation	<u>283,941</u>
TOTAL	<u>\$ 2,869,272</u>
<b>LIABILITIES AND NET POSITION</b>	
LIABILITIES:	
Unearned revenue	\$ 79,424
Contracted service fee payable	<u>2,362,926</u>
Total liabilities	<u>2,442,350</u>
NET POSITION:	
Net investment in capital assets	283,941
Unrestricted	<u>142,981</u>
Total net position	<u>426,922</u>
TOTAL	<u>\$ 2,869,272</u>

See notes to financial statements.

# ANDREW J. BROWN ACADEMY

## STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2014

	Expenses	Program Revenues		Governmental Activities Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants	
FUNCTIONS/PROGRAMS				
Governmental activities:				
Contracted service fee:				
Instruction	\$ 2,543,253	\$ -	\$ 1,016,743	\$ (1,526,510)
Support services	2,866,624	-	259,367	(2,607,257)
Food services	358,016	7,050	338,402	(12,564)
Depreciation (unallocated)	5,650	-	-	(5,650)
	<u>\$ 5,773,543</u>	<u>\$ 7,050</u>	<u>\$ 1,614,512</u>	
Total governmental activities				
				(4,151,981)
GENERAL PURPOSE REVENUES:				
State aid unrestricted				<u>4,447,196</u>
				4,447,196
Total general purpose revenue				
				<u>4,447,196</u>
CHANGE IN NET POSITION				
				295,215
NET POSITION:				
Beginning of year				<u>131,707</u>
End of year				<u>\$ 426,922</u>

See notes to financial statements.

# ANDREW J. BROWN ACADEMY

## BALANCE SHEET — GOVERNMENTAL FUNDS

JUNE 30, 2014

	General Fund	Nonmajor Funds	Total Governmental Funds
<b>ASSETS</b>			
Cash	\$ 143,064	\$ -	\$ 143,064
Prepaid expenses	189,556	-	189,556
Due from governmental revenue sources	<u>2,263,753</u>	<u>178,514</u>	<u>2,442,267</u>
<b>TOTAL</b>	<b><u>\$2,596,373</u></b>	<b><u>\$ 178,514</u></b>	<b><u>\$2,774,887</u></b>
<b>LIABILITIES AND FUND BALANCE</b>			
<b>LIABILITIES:</b>			
Unearned revenue	\$ 78,674	\$ 750	\$ 79,424
Contracted service fee payable	<u>134,810</u>	<u>37,744</u>	<u>172,554</u>
<b>Total liabilities</b>	<b><u>213,484</u></b>	<b><u>38,494</u></b>	<b><u>251,978</u></b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Unavailable revenue	<u>2,239,908</u>	<u>140,020</u>	<u>2,379,928</u>
<b>Total liabilities and deferred inflows of resources</b>	<b><u>2,453,392</u></b>	<b><u>178,514</u></b>	<b><u>2,631,906</u></b>
<b>FUND BALANCE:</b>			
Committed	66,841	-	66,841
Unassigned	<u>76,140</u>	<u>-</u>	<u>76,140</u>
<b>Total fund balance</b>	<b><u>142,981</u></b>	<b><u>-</u></b>	<b><u>142,981</u></b>
<b>TOTAL</b>	<b><u>\$2,596,373</u></b>	<b><u>\$ 178,514</u></b>	<b><u>\$2,774,887</u></b>

### RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION

Total governmental fund balance	\$ 142,981
Capital assets used in governmental activities are not financial resources and are not reported in the funds:	
Capital assets cost	\$ 308,172
Accumulated depreciation	<u>(24,231)</u>
Due from governmental revenue sources not available to pay current period expenditures therefore deferred in the funds	2,379,928
Contracted service fee payable not due and payable in the current period and not reported in the funds	<u>(2,379,928)</u>
<b>Net position of governmental activities</b>	<b><u>\$ 426,922</u></b>

See notes to financial statements.

## ANDREW J. BROWN ACADEMY

### STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES — GOVERNMENTAL FUNDS YEAR ENDED JUNE 30, 2014

	General Fund	Nonmajor Funds	Total Governmental Funds
<b>REVENUES:</b>			
State aid	\$ 4,447,196	\$ -	\$ 4,447,196
Other state sources	497,280	45,609	542,889
Federal sources	-	934,801	934,801
Private sources	14,597	7,050	21,647
Total revenues	<u>4,959,073</u>	<u>987,460</u>	<u>5,946,533</u>
<b>EXPENDITURES — Contracted service fee:</b>			
Instruction	2,186,924	642,231	2,829,155
Food services	-	358,016	358,016
Support services	2,744,399	-	2,744,399
Total expenditures	<u>4,931,323</u>	<u>1,000,247</u>	<u>5,931,570</u>
REVENUES OVER (UNDER) EXPENDITURES	27,750	(12,787)	14,963
OTHER FINANCING (USES) SOURCES — Operating transfers (out) in	<u>(12,787)</u>	<u>12,787</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	14,963	-	14,963
FUND BALANCE — Beginning of year	128,018	-	128,018
FUND BALANCE — End of year	<u>\$ 142,981</u>	<u>\$ -</u>	<u>\$ 142,981</u>
<b>RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES</b>			
Net change in fund balance — total governmental funds			\$ 14,963
Governmental funds report capital outlays as expenditures, in the statement of activities these costs are allocated over their useful lives as depreciation			280,252
Revenue reported in the statement of activities that does not provide current financial resources and are not reported as revenue in the governmental funds			2,379,928
Revenue reported in the governmental funds as available and measurable — reported in the statement of activities in prior years			(2,257,703)
Contracted service fee recognized consistent with the revenue policy			<u>(122,225)</u>
Change in net position of governmental activities			<u>\$ 295,215</u>

See notes to financial statements.

# ANDREW J. BROWN ACADEMY

## NOTES TO THE FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2014

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### 1. NATURE OF OPERATIONS

Andrew J. Brown Academy (the "Academy") is a public benefit not-for-profit organization established under the laws of the State of Indiana that provides education based on rigorous teaching methods, parental involvement, student responsibility, and basic moral values. The Academy provides education, at no cost to the parent, to students in kindergarten through the eighth grade. Enrollment is open to all appropriately aged children without regard to gender, ethnic background, disability, and/or religious affiliation.

The Academy operates a public charter school established under Indiana Code 20-24-3-1 and is sponsored by the Mayor of the Consolidated City of Indianapolis, which is responsible for oversight of the Academy's operations. The charter expires on June 30, 2017, and is subject to renewal. Management believes the charter will continue to be renewed in the ordinary course of business. The Academy is exempt from taxation as a governmental entity pursuant to Internal Revenue Code Section 115. The Academy qualifies for public charity status by meeting the requirements of Internal Revenue Code Sections 509(1) and 170(b)(1)(A)(ii).

The board of directors of the Academy (the "Board of Directors") entered into a management agreement (the "agreement") with National Heritage Academies, Inc. (NHA) which requires NHA to provide administration, strategic planning and all labor, materials, equipment, and supervision necessary for the provision of educational services to students. As part of the consideration received under the agreement, NHA also provides the facility in which the Academy operates. The agreement will continue until the termination or expiration of the charter contract, unless at least 90 days written notice of intent to terminate or renegotiate is given by either the Academy or NHA.

Under the terms of the agreement, NHA receives all Academy revenue from all sources as their contracted service fee. NHA is entitled to any difference between the gross management fee and the operating costs of the school as compensation for management services rendered.

The financial reporting entity consists of the Academy and organizations for which the Academy is financially accountable. All funds, organizations, institutions, agencies, departments, and offices that are not legally separate are part of the Academy. In addition, any legally separate organizations for which the Academy is financially accountable are considered part of the reporting entity. Financial accountability exists if the Academy appoints a voting majority of the organization's governing body and is able to impose its will on the organization, or if the organization provided benefits to, or imposes financial burdens on the Academy. The Academy's financial reporting entity is composed of the following:

Primary Government:            Andrew J. Brown Academy

In determining the financial reporting entity, the Academy complies with the provisions of Government Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Academy-wide and Fund Financial Statements** — The Academy-wide financial statements (Statement of Net Position and Statement of Activities) report information on all of the nonfiduciary activities of the primary government. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Academy's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenue includes (a) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Revenues not classified as program revenues are reported instead as general revenue.

### **Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

*Academy-wide Statements* — The Academy-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The effect of interfund activity has been eliminated from the Academy-wide financial statements.

When an expense is incurred for purposes for which both restricted and unrestricted net position, or fund balance are available, the Academy's policy is to first apply restricted resources. When an expense is incurred for purposes which amounts in any of the unrestricted fund balance classifications could be used, it is the Academy's policy to spend funds in this order: committed, assigned and unassigned.

*Fund Based Statements* — Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Academy considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Revenue not meeting this definition is classified as a deferred inflow of resources. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. The contracted service fee to NHA is recorded consistent with the recognition of revenue. Interfund transfers are used to subsidize operations of the School Lunch Fund.

*Fund Classification* — The financial activities of the Academy are organized on the basis of funds. The operation of each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the

purposes for which they are to be spent and the means by which spending activities are controlled.

The Academy reports the following major governmental funds:

*The General Fund* — The general fund is the primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Additionally, the Academy reports the following fund types:

*Special Revenue Funds* — Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted to expenditure for specified purposes. The School District's Special Revenue Funds include the School Lunch Fund, Textbook Rental Fund, and federal grant funds. Any operating deficit generated by these activities is the responsibility of the General Fund.

*Estimates* — The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America ("generally accepted accounting principles") requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and expenditures during the reporting period. Actual results could differ from those estimates.

*Cash* — Cash as of June 30, 2014 represents bank deposits, which are covered by federal depository insurance. Accordingly, there are no investments which are required to be categorized according to risk.

*Unavailable and Unearned Revenue* — Unavailable revenue is reported in connection with receivables for revenue that is not considered available and measurable to liquidate liabilities of the current period. Unearned revenue is reported in connection with funds that have been received for services which have not been performed and is therefore not yet earned. As of June 30, 2014, a deferred inflow for unavailable revenue was recognized for \$2,379,928 and a liability for unearned revenue was recognized for \$79,424.

*Contracted Service Fee Payable* — Contracted service fee payable as of June 30, 2014, represents a timing difference between funds received from governmental sources and amounts payable to NHA in accordance with the services agreement.

*Capital Assets* — Capital assets, which include other equipment, are reported in the applicable governmental column in the government-wide financial statements at historical cost. Capital assets are defined by the Academy as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year.

Other equipment is depreciated using the straight-line method over useful lives of 3–10 years, and leasehold improvements of 30 years.

*Fund Balance* — Fund balances may be classified as nonspendable, restricted, committed, assigned, or unassigned. The terms nonspendable and restricted are used either to indicate that certain assets do not represent spendable resources available for general educational programs or to earmark a portion of fund balance as legally segregated for a specific future

use. The term committed represents amounts that can only be used for the specific purpose determined by a formal resolution of the board. The term assigned is used to classify the fund balance intended to be used by the board, but does not meet the criteria to be restricted or committed. The term unassigned is used for amounts that have not been restricted, committed, or otherwise assigned for future uses. At June 30, 2014, the Academy had \$66,841 in committed fund balance and \$76,140 in unassigned fund balance. The committed fund balance has been committed by resolutions of the board for student, parent and staff appreciation, staff retreat, athletics, and board training and development.

### **3. BUDGETARY INFORMATION**

Annual budgets are adopted on a basis utilizing accounting principles generally accepted in the United States of America and consistent with state law for the general and special revenue funds. The budget document presents information by fund and function. State law requires the Academy to have its budget in place by July 1. The budgets can be amended by the Board of Directors as considered necessary. The budgets were amended to increase budgeted revenues and expenditures by \$912,416 and \$1,040,434, respectively. The Academy did not have any significant budget variances.

### **4. DEPOSITS**

Deposits, made in accordance with Indiana Code 5-13 with financial institutions in the State of Indiana at June 30, 2014, were entirely insured by the Federal Depository Insurance Corporation or by the Indiana Public Deposit Insurance Fund. This includes any deposit accounts issued or offered by a qualifying financial institution. At June 30, 2014, the Academy had a deposit balance in the amount of \$150,536.

### **5. ACCOUNTS RECEIVABLE**

The Academy's accounts receivable balance consists of amounts due from the State of Indiana for tuition support relating to a) the first six months of the Academy's initial school year and b) enrollment growth occurring in subsequent school years.

Pursuant to IC § 20-49-7, the State Board of Education was authorized to advance funds to charter schools via the State's Common School Fund thereby allowing charter schools to finance operations for periods when adequate tuition support was not received. These cash advances were made to charter schools through executed loan agreements with repayment terms that are defined in the statute.

In April 2013, the Indiana General Assembly repealed IC § 20-49-7 with the passing of House Bill 1001 and established an appropriation to forgive charter schools for cash advances previously made through the Common School Fund. The amounts forgiven under House Bill 1001 were to be applied against the related accounts receivable balance previously recorded by the School. The Academy did not receive funds from the Common School Fund and as such, no amount was forgiven by the State.

Members of the Indiana General Assembly have been informed that a number of charter schools remain with an accounts receivable balance and those charter schools believe that the State remains obligated for amounts not reimbursed through the provisions of House Bill 1001. Legislative efforts are being made to resolve any outstanding obligations of the State with final resolution anticipated to occur during the next twenty-four months. As a result, the Academy

continues to carry a receivable balance of \$2,170,794 that was not reimbursed through the provisions of House Bill 1001. The remaining balance of \$271,473 in account receivable relates to routine amounts due from other state programs and federal programs.

**6. RISK MANAGEMENT**

The Academy is exposed to various risks of loss related to general liability. Commercial insurance policies to cover certain risks of loss have been obtained. There have been no significant reductions in insurance coverage during fiscal year 2014, and claims did not exceed coverage less retained risk deductible amounts in the past three fiscal years.

**7. CAPITAL ASSETS**

Capital asset activity of the Academy's governmental activities for the year ended June 30, 2014, was as follows:

	Beginning Balance	Additions	Disposals	Ending Balance
Governmental activities —				
Other equipment	\$ 22,270	\$ 21,404	\$ -	\$ 43,674
Leasehold improvements	-	264,498	-	264,498
Total capital assets at historical cost	<u>22,270</u>	<u>285,902</u>	<u>-</u>	<u>308,172</u>
Less accumulated depreciation —				
Other equipment	(18,581)	(1,242)	-	(19,823)
Leasehold improvements	-	(4,408)	-	(4,408)
Total accumulated depreciation	<u>(18,581)</u>	<u>(5,650)</u>	<u>-</u>	<u>(24,231)</u>
Total governmental activities capital assets, net	<u>\$ 3,689</u>	<u>\$ 280,252</u>	<u>\$ -</u>	<u>\$ 283,941</u>

**8. CONTINGENCIES**

The Academy has received proceeds from several federal and state grants. Periodic audits of these grants are required and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant monies to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant monies.

**9. OPERATING LEASE**

The Academy has entered into a sublease agreement with NHA for a facility to house the Academy. The lease term is from July 1, 2010 through June 30, 2017. Annual rental payments required by the lease are \$760,476 payable in twelve monthly payments of \$63,373.

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**REQUIRED SUPPLEMENTAL INFORMATION**

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**ANDREW J. BROWN ACADEMY**

**REQUIRED SUPPLEMENTAL INFORMATION  
BUDGETARY COMPARISON SCHEDULE  
YEAR ENDED JUNE 30, 2014**

	Original Budget	Final Amended Budget	Actual	(Under) Over Final Budget
<b>REVENUES:</b>				
State Aid	\$ 4,472,352	\$ 4,447,200	\$ 4,447,196	\$ (4)
Other State Sources	297,844	633,700	542,889	(90,811)
Federal Sources	982,381	1,411,000	934,801	(476,199)
Private Sources	9,763	13,600	21,647	8,047
Private Sources - NHA	225,836	395,092	-	(395,092)
	<u>5,988,176</u>	<u>6,900,592</u>	<u>5,946,533</u>	<u>(954,059)</u>
<b>Total Revenues</b>				
<b>EXPENDITURES - Contracted Service Fee:</b>	<u>5,988,176</u>	<u>7,028,610</u>	<u>5,931,570</u>	<u>(1,097,040)</u>
<b>NET CHANGE IN FUND BALANCE</b>	-	(128,018)	14,963	142,981
<b>FUND BALANCE - Beginning of year</b>	<u>-</u>	<u>128,018</u>	<u>128,018</u>	<u>-</u>
<b>FUND BALANCE - End of year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 142,981</u>	<u>\$ 142,981</u>

**ADDITIONAL INFORMATION**

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**ANDREW J. BROWN ACADEMY**

**COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
NONMAJOR GOVERNMENTAL FUNDS  
YEAR ENDED JUNE 30, 2014**

	School Lunch	Textbook Rental	Title I	Title II A	Title III	Special Education	Charter School	Totals
Revenue:								
Private sources	\$ 7,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,050
State sources	-	45,609	-	-	-	-	-	45,609
Federal sources	338,179	-	449,700	34,385	5,881	13,109	93,547	934,801
<b>Total Revenue</b>	<b>345,229</b>	<b>45,609</b>	<b>449,700</b>	<b>34,385</b>	<b>5,881</b>	<b>13,109</b>	<b>93,547</b>	<b>987,460</b>
Expenditures:								
Current:								
Contract service fee	358,016	45,609	449,700	34,385	5,881	13,109	93,547	1,000,247
<b>Total expenditures</b>	<b>358,016</b>	<b>45,609</b>	<b>449,700</b>	<b>34,385</b>	<b>5,881</b>	<b>13,109</b>	<b>93,547</b>	<b>1,000,247</b>
<b>REVENUES UNDER EXPENDITURES</b>	<b>(12,787)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(12,787)</b>
Other financing sources - Transfers in	12,787	-	-	-	-	-	-	12,787
<b>NET CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance - beginning	-	-	-	-	-	-	-	-
Fund Balance - ending	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



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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*

Independent Auditor's Report

To Management and the Board of Directors  
Andrew J. Brown Academy

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, the major fund, and the aggregate remaining fund information of Andrew J. Brown Academy as of and for the year ended June 30, 2014, and related notes to the financial statements, which collectively comprise the Academy's basic financial statements, and have issued our report thereon dated October 28, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Andrew J. Brown Academy's internal control over financial reporting (internal control) to determine the 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 the Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

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 Academy's financial statements will not be prevented, or detected and corrected, on a timely basis. 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.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To Management and the Board of Directors  
Andrew J. Brown Academy

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Andrew J. Brown Academy'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*.

### **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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Plante & Moran, PLLC*

Grand Rapids, Michigan  
October 28, 2014

**SUPPLEMENTAL INFORMATION**

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Report on Compliance for The Major Federal Program;  
Report on Internal Control Over Compliance

Independent Auditor's Report

To the Board of Directors  
Andrew J. Brown Academy

**Report on Compliance for Each Major Federal Program**

We have audited Andrew J. Brown Academy's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that could have a direct and material effect on its major federal program for the year ended June 30, 2014. Andrew J. Brown Academy's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal program.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of Andrew J. Brown Academy'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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 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 Andrew J. Brown Academy'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 Andrew J. Brown Academy's compliance.

To the Board of Directors  
Andrew J. Brown Academy

***Opinion on the Major Federal Program***

In our opinion, Andrew J. Brown Academy complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2014.

**Report on Internal Control Over Compliance**

Management of Andrew J. Brown Academy 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 Andrew J. Brown Academy's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance of its major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, 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 the Academy'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 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. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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 OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

*Plante & Moran, PLLC*

October 28, 2014

**ANDREW J. BROWN ACADEMY**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEARS ENDED JUNE 30, 2014**

Federal Grantor/Pass-Through Grantor/Program Title Grant Number	Federal CFDA Number	Total Federal Awards Expended June 30, 2014
U.S. Department of Agriculture—		
Passed through the Indiana Department of Education:		
Child Nutrition Cluster:		
Cash Assistance:		
National School Breakfast Program	10.553	\$ 56,186
National School Lunch Program	10.555	<u>281,993</u>
Total U.S. Department of Agriculture		338,179
U.S. Department of Education—		
Passed through the Indiana Department of Education:		
Title I Grants to Local Educational Agencies	84.010	
Project# 13-9615		23,287
Project# 14-9615		<u>557,988</u>
Total Title I Grants to Local Educational Agencies		581,275
Title II Improving Teacher Quality	84.367	
Project# 11-9615		6,476
Project# 12-9615		23,289
Project# 13-9615		<u>4,620</u>
Total Title II Improving Teacher Quality		34,385
Title III English Language Acquisition	84.365	
Project# 01113-094-PN01		12
Project# 01114-002-PN01		<u>7,686</u>
Total Title III English Language Acquisition		7,698
Special Education Cluster:		
IDEA Part B Project# 7000H027A110084	84.027	9,950
IDEA Part B Project# 14209-214-PN01		<u>4,709</u>
Total Special Education Cluster		14,659
Charter Schools - Per Pupil Facilities Grant:		
Facilities Grant Project # SY2012-13-026	84.282	<u>93,547</u>
Total U.S. Department of Education		<u>731,564</u>
Total		<u>\$ 1,069,743</u>

See notes to schedule of expenditures of federal awards.

**ANDREW J. BROWN ACADEMY**

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**RECONCILIATION OF BASIC FINANCIAL STATEMENTS FEDERAL REVENUE  
WITH SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2014**

Revenue from federal sources - As reported on financial statements (includes all funds)	\$ 934,801
Revenue reported in the statement of activities that does not provide current financial resources and are not reported as revenue in the governmental funds	140,020
Revenue reported in the governmental funds as available and measurable - Reported in the statement of activities in prior years	<u>(5,078)</u>
Federal expenditures per the schedule of expenditures of federal awards	<u>\$ 1,069,743</u>

**ANDREW J. BROWN ACADEMY**

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**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2014**

**Note 1 - Basis of Presentation and Significant Accounting Policies**

The accompanying schedule of expenditures of federal awards is presented in accordance with the Office of Management and Budget Circular A-133 and is prepared using the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**ANDREW J BROWN ACADEMY**

**FEDERAL SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2014**

**Section I - Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?                   Yes   X   No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? reported                   Yes   X   None

Noncompliance material to financial statements noted?                   Yes   X   No

**Federal Awards**

Internal control over major programs:

- Material weakness(es) identified?                   Yes   X   No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? reported                   Yes   X   None

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?                   Yes   X   No

Identification of major programs:

CFDA Numbers	Name of Federal Program or Cluster
84.010	Title I, Part A

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee?              X   Yes        No

**Section II - Financial Statement Audit Findings**

None

**Section III - Federal Program Audit Findings**

None

ANDREW J. BROWN ACADEMY

**SUMMARY SCHEDULE OF PRIOR FEDERAL AUDIT FINDINGS  
YEAR ENDED JUNE 30, 2014**

<u>Prior year Finding Number</u>	<u>Federal Program</u>	<u>Original Finding Description</u>	<u>Status</u>	<u>Planned Corrective Action</u>
2013-001	Title 1, Part A Cluster	The Academy did not appropriately reconcile the amounts used in the Form 9 submission to the books and records from which the audited financial statements were prepared. Therefore, the Form 9 submissions used by the State of Indiana for the Maintenance of Effort (MOE) calculation for 2013 were not reliable.	Corrected	N/A

# ANDREW J. BROWN ACADEMY

## STATE SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2014

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### IV. STATE FINDINGS AND QUESTIONED COSTS SECTION

#### FINDING 2014-001

#### STATE FINDINGS

##### Prescribed Forms (2014-001)

The Academy does not use certain state prescribed manual forms. The Academy uses electronic forms (created by the Academy's accounting system) in place of the state prescribed manual forms. This is a repeat finding from the prior year.

The Academy does not use the following state prescribed manual forms:

- Accounts Payable Voucher – Form 523
- Check in Duplicate – Form 509
- Receipt in Duplicate – Form 517

The State Board of Accounts is charged by law with the responsibility of prescribing and installing a system of accounting and reporting, which shall be uniform for every public office and every public account the same class, IC 20-239. [IC5-11-1-2]

A prescribed form is one which is put into general use for all offices of the same class, whereas an approved form is a computerized form for special use in a particular office.

All Charter schools are required by law to use the forms prescribed by the State Board of Accounts; however, if desirable to have a prescribed form modified to conform for computer applications, a letter and copies of the proposed form may be submitted to the State Board of Accounts for approval. No form should be printed and placed into use, other than a prescribed form, without prior approval.

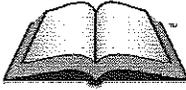
(Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Chapter 10)

## **ANDREW J BROWN ACADEMY**

### **EXIT CONFERENCE FOR STATE COMPLIANCE FOR THE YEAR ENDED JUNE 30, 2014**

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The content of the state compliance report on page 33 was discussed October 28, 2014, with Steve Conly, Chief Financial Officer, and Ann Strahota, Audit Manager. The Official Response has been made a part of the state compliance report and may be found on page 35.



## RESPONSE TO STATE FINDINGS

### Prescribed Forms 2014-001

**Issue:** The State Board of Accounts is charged by law with the responsibility of prescribing and installing a system of accounting and reporting which shall be uniform for every public office and every public account the same class, IC 20-239. [IC5-11-1-2]

A prescribed form is one which is put into general use for all offices of the same class, whereas an approved form is a computerized form for special use in a particular office.

All Charter schools are required by law to use the forms prescribed by the State Board of Accounts; however, if desirable to have a prescribed form modified to conform for computer applications, a letter and copies of the proposed form may be submitted to the State Board of Accounts for approval. No form should be printed and placed into use, other than a prescribed form, without prior approval.

*(Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Chapter 10)*

**Response:** The Academy does not utilize the following state prescribed manual forms:

- Accounts Payable Voucher - Form 523
- Check in Duplicate - Form 509
- Receipt in Duplicate - Form 517

The Academy uses electronic forms (created by the Academy's accounting system) in place of the above listed prescribed manual forms. The Academy is in the process of providing the electronic forms currently used to the State for approval of use in place of the state prescribed manual forms.

*Stan H. Strakota*

NHA Audit Manager

October 28, 2014

Date