



**STATE OF INDIANA**  
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February 3, 2015

Charter School Board  
Rock Creek Community Academy, Inc.  
11525 Highway 31  
Sellersburg, IN 47172

We have reviewed the Supplemental Audit Report prepared by Fitzgerald/Isaac, LLC, Independent Public Accountants, for the period July 1, 2013 to June 30, 2014. 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 and 4 contain three audit results and comments. Management's response is on page 6.

In addition to the report presented herein, a Financial Statements and Independent Auditors' Report for Rock Creek Community Academy, 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.

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

SUPPLEMENTAL AUDIT REPORT  
OF  
**ROCK CREEK COMMUNITY ACADEMY, INC.**  
CLARK COUNTY, INDIANA  
July 1, 2013 to June 30, 2014

ROCK CREEK COMMUNITY ACADEMY, INC.

CLARK COUNTY, INDIANA

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ROCK CREEK COMMUNITY ACADEMY, INC.

CLARK COUNTY, INDIANA

School Officials

July 1, 2013 to June 30, 2014

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chair of Board of Directors	John Secor	07/01/13 – 06/30/14
Principal	Sara Hauselman	07/01/13 – 06/30/14
Treasurer	Susan Miller	07/01/13 – 06/30/14

The Board of Directors  
Rock Creek Community Academy, Inc.

We have audited the financial statements of **Rock Creek Community Academy, Inc.** (the "School") as of and for the year ended June 30, 2014 and have issued our report thereon dated December 11, 2014. 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 11, 2014

ROCK CREEK COMMUNITY ACADEMY, INC.

CLARK COUNTY, INDIANA

Audit Results and Comments

July 1, 2013 to June 30, 2014

CREDIT CARD POLICY AND COMPLIANCE

The School utilizes a credit card with The Bank of Oldham County for various purchases, the use of which is addressed in a formal credit card policy. In our audit of five credit card payments, we noted that interest was paid on two of these statements in the amounts of \$45.47 and \$73.93.

Payment shall not be made on the basis of a statement or a credit card slip only. Procedures for payments shall be no different than for any other claim. Supporting documents such as paid bills and receipts must be available. Additionally, any interest or penalty incurred due to late filing or furnishing of documentation by an officer or an employee shall be the responsibility of that officer or employee. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

TRAVEL CLAIMS

In our sample of five employee reimbursement transactions, we noted that the School did not utilize a standard form for employee reimbursement.

The charter school shall only reimburse employees for travel expenses when appropriate claims are submitted. The claims must be in writing, itemized, and supported with original receipts, and documentation that the trip was for charter school business. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8)

ROCK CREEK COMMUNITY ACADEMY, INC.

CLARK COUNTY, INDIANA

Audit Results and Comments

July 1, 2013 to June 30, 2014

FINANCIAL REPORTING

Our examination of the semi-annual financial reports to the Indiana Department of Education (Form 9) for the period January 1, 2014 to June 30, 2014 revealed that the report did not accurately reflect grant activity. The balance reported on Form 9 excluded expenses relating to the School's IDEA Part B grant, which were included in the general fund.

Charter schools are required to submit a Form 9 Biannual Financial Report two times per year during the months of January and July. The financial information in the Form 9 shall reflect cash basis information. The January report must include previous calendar year financial and other required information for the period July 1 to December 31 financial data. The July report must include current calendar year financial and other required information for the period January 1 to June 30. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 9)

Charter schools are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings and filing requirements concerning reports and other procedural matters of federal and state agencies, including opinions of the Attorney General of the State of Indiana, and court decisions. Charter schools shall file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

ROCK CREEK COMMUNITY ACADEMY, INC.

CLARK COUNTY, INDIANA

Exit Conference

July 1, 2013 to June 30, 2014

The contents of this report were discussed on January 27, 2015 with Karen Rogers (Business Manager) and Susan Miller (Treasurer). The Official Response has been made a part of this report and may be found on page 6.

**ROCK CREEK COMMUNITY ACADEMY, INC.**

11525 Highway 31  
Sellersburg, IN 47172  
Telephone: 812-246-9271

OFFICIAL RESPONSE  
Years Ended June 30, 2014

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TO: Unit Officials  
FROM: Susan J. Miller (Treasurer)  
RE: Corrective Action for Findings for Years Ended June 30, 2014

The following corrective actions for Findings for Years Ended June 30, 2014 are as follows:

CREDIT CARD POLICY & COMPLIANCE

We experience a delay in receiving our credit card statements leaving us inadequate time to turn in the documentation and pay the credit card bill. The credit card company was not cooperative in helping us remedy this situation thus the two charges. Now, we have in place a procedure where we print an online statement and reconcile that statement with the proper documentation prior to receiving the actual statement. Once, we receive the actual statement, the check is sent with it to the credit card statement company immediately. We always require the proper documentation.

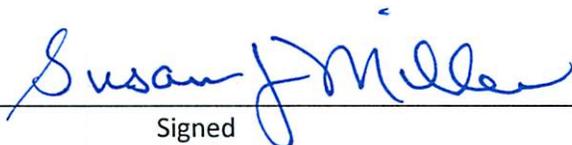
TRAVEL CLAIMS

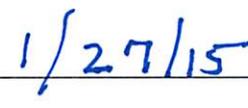
Our school has been in existence for five years and has never been asked to utilize a standard form for employee reimbursement. We have always used the SBOA form for mileage as instructed and required reimbursable items to be properly itemized, documented, and supported by original receipts. We have now implemented an employee form (attached) and will not reimburse an employee who does not submit the form to the Business Office.

FINANCIAL REPORTING

Originally, we submitted The Part B Special Education grants for salaries only so we only asked for reimbursement once a year. The past several years we have submitted grants, we have applied for other reimbursements as well. We now submit our expenses quarterly for reimbursement. We have always submitted our Form 9 Biannual Financial Report twice a year.

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Signed

  
Date