



**STATE OF INDIANA**  
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March 4, 2015

Charter School Board  
Monument Lighthouse Charter School  
4002 N. Franklin Road  
Indianapolis, IN 46226

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 through 4 contain two audit results and comments. Management's response is on pages 5.

In addition to the report presented herein, a Financial Statements and Independent Auditors' Report for Monument 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.

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

SUPPLEMENTAL AUDIT REPORT  
OF  
**MONUMENT LIGHTHOUSE CHARTER SCHOOL**  
MARION COUNTY, INDIANA  
July 1, 2013 to June 30, 2014

MONUMENT LIGHTHOUSE CHARTER SCHOOL

MARION COUNTY, INDIANA

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MONUMENT LIGHTHOUSE CHARTER SCHOOL

MARION COUNTY, INDIANA

School Officials

July 1, 2013 to June 30, 2014

| <u>Office</u>                      | <u>Official</u> | <u>Term</u>         |
|------------------------------------|-----------------|---------------------|
| President of Board<br>of Directors | Samuel Snideman | 07/01/13 – 06/30/14 |
| Superintendent                     | Ryan Gall       | 07/01/13 – 06/30/14 |
| Treasurer                          | Howard Hammond  | 07/01/13 – 06/30/14 |

The Board of Directors  
Lighthouse Academies of Indiana, Inc.

We have audited the financial statements of **Monument Lighthouse Charter School** (the "School") as of and for the year ended June 30, 2014 and have issued our report thereon dated January 27, 2015. 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  
January 27, 2015

MONUMENT LIGHTHOUSE CHARTER SCHOOL

MARION COUNTY, INDIANA

Audit Results and Comments

July 1, 2013 to June 30, 2014

CASH RECEIPTS AND DEPOSITS

The School receives cash for various purposes, including uniform purchases, field trips, and fundraising. Procedures were in place to process cash collections; however, we noted that in 11 instances out of a sample of 25 transactions, the bank deposit was not made in a timely manner. The delay ranged from 5 to 23 days between the date of collection and the date of deposit.

All charter school money must be deposited in the designated depository not later than the business day following the receipt of funds on business days of the depository in the same form in which the funds were received. Timely receipts and deposits are required to provide the organizer and charter school administration with current information necessary for all financial decisions. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8)

VENDOR DISBURSEMENTS

In our sample of 33 vendor disbursements, we noted 10 instances where the signature lines were not being properly completed. In some cases, either the first or second line was not signed, and in other cases neither line was signed.

Charter schools may not draw a warrant or check for payment of a claim unless: (1) there is a fully itemized invoice or bill for the claim; (2) the invoice or bill is approved by the officer or person receiving the goods and services; (3) the invoice or bill is filed with the fiscal officer; (4) the fiscal officer audits and certifies before payment that the invoice or bill is true and correct; and (5) payment of the claim is allowed by the board having jurisdiction over the allowance of the payment of the claim. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 2)

MONUMENT LIGHTHOUSE CHARTER SCHOOL

MARION COUNTY, INDIANA

Exit Conference

July 1, 2013 to June 30, 2014

The contents of this report were discussed on January 27, 2015 with Khori Whittaker (CEO, Lighthouse Academies, Inc.), Michael Driscoll (CFO, Lighthouse Academies, Inc.), and Howard Hammond (Controller, Lighthouse Academies, Inc.). The Official Response has been made a part of this report and may be found on page 5.

# Lighthouse Academies of Indiana, Inc.

January 27, 2015

Fitzgerald/Isaac LLC  
9245 N. Meridian St., Suite 302  
Indianapolis, IN 46260  
Attn: Eugene P. Fitzgerald

Re: SBOA Findings for Monument Lighthouse Charter School

Dear Sir:

## Finding on CASH RECEIPTS AND DEPOSITS

Audit Comment: In our sample of 25 cash receipt transactions from throughout the year, we noted eleven where the payment received was not deposited timely. The length of time between the receipt of payment and deposit ranged from 5 to 23 days.

School Response: It is the School's policy that no more than \$50 in total receipts can be kept overnight at the school. All receipts must be deposited on the same day as received. The Regional Operations Manager will reinforce this with the School Operations Managers in her regular training so that they understand the policy. Bank runs will be a normal part of the School Operations Manager daily schedule, and she/he will be expected to make them everyday. The Regional Operations Manager will periodically check throughout the year that the cash receipt's date is the same as the bank receipt's date. If it is not, she will inform both the Principal and the Controller.

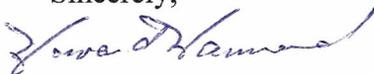
## Finding on VENDOR DISBURSEMENTS

Audit Comment: In our sample of 33 vendor disbursements, there were 10 where the signatures were not properly completed and dated.

School Response: The Regional Operations Manager approves the invoice to be paid by signing and dating the Accounts Payable Voucher, often electronically. Only the ROM has access to her electronic signature, which is password-protected. The Controller in Framingham will not pay invoices without the ROM's approval.

Thank you.

Sincerely,



Howard Hammond  
Controller  
Lighthouse Academies of Indiana, Inc.

We prepare our students for college through a rigorous arts-infused program.

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