



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

B44981

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

April 8, 2015

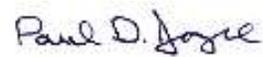
Charter School Board
Hoosier Academy Muncie, Inc.
5640 Caito Drive
Indianapolis, IN 46226

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. Pages 3 through 5 contain four audit results and comments. Management's response is on page 7.

In addition to the report presented herein, a Financial Statements and Independent Auditors' Report for Hoosier Academy Muncie, 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, CPA
State Examiner

SUPPLEMENTAL AUDIT REPORT

OF

HOOSIER ACADEMY MUNCIE, INC.

DELAWARE COUNTY, INDIANA

July 1, 2012 to June 30, 2013

Fitzgerald | **Isaac** LLC
Certified | Public Accountants

HOOSIER ACADEMY MUNCIE, INC.

DELAWARE COUNTY, INDIANA

Table of Contents

	<u>Page</u>
School Officials.....	1
Transmittal Letter	2
Audit Results and Comments:	
Employee Bond.....	3
Capital Assets	3
Credit Card Policy Compliance.....	4
Payroll Compliance	5
Exit Conference.....	6
Official Response	7

HOOSIER ACADEMY MUNCIE, INC.

DELAWARE COUNTY, INDIANA

School Officials

July 1, 2012 to June 30, 2013

<u>Office</u>	<u>Official</u>	<u>Term</u>
Board President	Stacie Porter Bilger	07/01/12 – 06/30/13
Superintendent	Lynn Black	07/01/12 – 07/09/12
	Teran Armstrong	08/27/12 – 06/30/13
Treasurer	Andrea Goldwater	07/01/12 – 09/05/12
	William Pate	09/26/12 – 12/21/12
	Brandon Wells	03/13/13 – 06/30/13

The Board of Directors
Hoosier Academy Muncie, Inc.

We have audited the financial statements of **Hoosier Academy Muncie, Inc.** (the "School") as of and for the year ended June 30, 2013 and have issued our report thereon dated December 16, 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 16, 2014

HOOSIER ACADEMY MUNCIE, INC.

DELAWARE COUNTY, INDIANA

Audit Results and Comments

July 1, 2012 to June 30, 2013

EMPLOYEE BOND

The School did not maintain a cash bond or insurance policy covering any employees handling cash receipts and disbursements during the 2013 fiscal year.

The organizer shall designate employees who are responsible for handling a majority of the cash, receipts, and disbursements. The designated employees must have either a cash bond or an insurance policy on their behalf that protects the charter school from employee theft, fraud, errors, and omissions. The cash bond or insurance policy should represent an average amount of cash or receipts on hand during the school year. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8)

CAPITAL ASSETS

The School maintains a property record for accounting purposes; however, the School did not conduct a physical inventory to verify that the assets are still in use.

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)

HOOSIER ACADEMY MUNCIE, INC.

DELAWARE COUNTY, INDIANA

Audit Results and Comments, Continued

CREDIT CARD POLICY AND COMPLIANCE

The School utilized two business credit cards for various purchases. No transactions were made using the credit cards in the fiscal year under audit, so no examination was required. However, it was noted that the School does not have a written policy outlining the guidelines for use of the cards.

The State Board of Accounts will not take exception to the use of credit cards by a charter school provided the following criteria are observed:

1. The charter school must authorize credit card use through an appropriate policy.
2. Issuance and use shall be handled by an employee designated by the charter school.
3. The purposes for which the credit card may be used must be specifically stated in the policy.
4. When the purpose for which the credit card has been issued has been accomplished, the card must be returned to the custody of the designated employee.
5. The designated employee must maintain an accounting system or log which would include the names of individuals requesting the usage of the cards, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
6. Credit cards should not be used to bypass the accounting system. One reason that purchase orders are issued is to provide the fiscal officer with the means to encumber and track expenses to provide the charter school and other administration with timely and accurate accounting information and monitoring of the accounting system.
7. 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 employee shall be the responsibility of that officer or employee.
8. If properly authorized, an annual fee may be paid. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

HOOSIER ACADEMY MUNCIE, INC.

DELAWARE COUNTY, INDIANA

Audit Results and Comments, Continued

PAYROLL COMPLIANCE

The School was unable to provide employment contracts or other records to support employee pay rates. In addition, the School did not maintain attendance records for its employees.

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

The charter school shall maintain adequate supporting documentation for payroll to ensure that payments are made only for services rendered. Supporting documentation, such as time cards, must show signs of supervisory approval. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8)

HOOSIER ACADEMY MUNCIE, INC.

DELAWARE COUNTY, INDIANA

Exit Conference

July 1, 2012 to June 30, 2013

The contents of this report were discussed on February 27, 2015 with John Marske (Board President & Finance Committee Member), John Luta (Finance Committee Member), Bryon Ernest (Head of Schools), Cindy Wright (Deputy Regional Vice-President, K12, Inc.), and Russell Roselle (Vice-President of Finance, K12, Inc.). The Official Response has been made a part of this report and may be found on page 7.

Russell Roselle
VP, Finance

K12 Inc
2300 Corporate Park Drive
Suite 200
Herndon, Virginia 20171

Phone: 703-483-7280
Fax: 703-483-7496
E-mail: rroselle@k12.com



To: Eugene P. Fitzgerald, Fitzgerald Isaac LLC

From: Russell Roselle, VP Finance, K12 Inc.

Date: 2/27/2015

Re: Management responses to findings reported in the Hoosier Academy Schools SBOA FY13

EMPLOYEE BOND

The current Head of School, Dr. Byron L. Ernest, is bonded (please see attachment). Management will also work to bond the Operations Manager as well. After the Operations Manager becomes bonded management believes the requirement will be satisfied.

CAPITAL ASSETS

All of Hoosier's Capital Assets are assigned an asset tag and recorded by serial number in an excel document. Assets are checked and updated on the 20th of each month. There is also a user agreement document provided when anyone requests to take equipment home. (Laptops, Printers, Monitors)

Credit Cards

School credit cards have been destroyed and no school employee is authorized to obtain a new credit card on behalf of the school. Management plans to pay-off the credit card balance and close the account during the 2015 fiscal year.

PAYROLL COMPLIANCE

The Head of School, Dr. Byron L Ernest, maintains all supporting documentation for payroll to ensure payments are made only for services rendered.