



STATE OF INDIANA
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May 26, 2015

Charter School Board
Irvington Community School, Inc.
5751 E. University Avenue
Indianapolis, IN 46219

We have reviewed the Supplemental Audit Report prepared by Sikich, LLP, 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 finding in the report. Page 3 contains three audit results and comments.

In addition to the report presented herein, a Financial Statements and Independent Auditors' Report for Irvington Community School, 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
IRVINGTON COMMUNITY SCHOOL, INC.
MARION COUNTY, INDIANA
JULY 1, 2013 TO JUNE 30, 2014

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SCHEDULE OF OFFICIALS

| <u>Office</u> | <u>Official</u> | <u>Term</u> |
|------------------------|-----------------|----------------------|
| President of School | David Nidiffer | 10-19-10 to 06-30-14 |
| Treasurer of the Board | John Williams | 07-01-11 to 06-30-14 |
| CEO/CFO | David Nidiffer | 03-01-11 to 06-30-14 |
| Chair of the Board | Jeff Lozer | 07-01-11 to 06-30-14 |



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Members of American Institute of Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To The Board of Directors
Irvington Community School, Inc.

We have audited, in accordance with auditing standards generally accepted in the United States, the financial statements of Irvington Community School, Inc. as of and for the year ended June 30, 2014, and have issued our report thereon dated May 6, 2015.

In connection with our audit, we noted that Irvington Community School, Inc. failed to comply with the Average Daily Membership Certification, Travel Reimbursement, and Penalties and Interest Payments Paid for Late Payments provisions of the *Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools* as outlined in the *Guidelines for the Audits of Charter Schools Performed by Private Examiners*, issued by the Indiana State Board of Accounts.

Our audit was not directed primarily toward obtaining knowledge as to whether Irvington Community School, Inc. failed to comply with the terms of the *Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools*, issued by the Indiana State Board of Accounts, insofar as they relate to accounting matters. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding noncompliance with the above-referenced *Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools*, issued by the Indiana State Board of Accounts, insofar as they relate to accounting matters.

This report is intended solely for the information and use of the Board of Directors and management of Irvington Community School, Inc. and the Indiana State Board of Accounts, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads 'Sikich, LLP' in a cursive, slightly slanted font.

Sikich LLP

May 6, 2015

IRVINGTON COMMUNITY SCHOOL, INC.
AUDIT RESULTS AND COMMENTS

AVERAGE DAILY MEMBERSHIP (ADM) - CERTIFICATION

On the ADM Certification, the school did not provide a written statement detailing the location of the files used for the ADM count.

The building level official (Principal, Assistant Principal, etc.) responsible for reporting ADM to the School Corporation Central Office, should provide a written certification of ADM to properly document responsibility. The certification should at a minimum include a statement detailing the names and location of the records used (these records must be retained for public inspection and audit) to substantiate ADM claimed.

(Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Chapter 9)

TRAVEL CLAIMS

The school did not follow a consistent mileage reimbursement policy. On August 21, 2013 an employee was reimbursed for mileage at a rate of 51 cent per mile. On February 24, 2014 an employee was reimbursed at a rate of 53 cent per mile. The mileage reimbursement policy for the school states the rate to be used is 56 cent.

The charter school must establish a travel policy that details the procedures for an employee to get approval to attend meetings and conferences; must detail when an employee is in travel status; must detail the procedures for employees to get reimbursement for travel expenses; and the policy must establish a reasonable mileage reimbursement rate.

(Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Manual Reference: Part 8)

PENALTIES AND INTEREST PAID FOR LATE PAYMENTS

A fee of \$39 was assessed for a late payment on a June 2014 credit card statement. The school also incurred \$6,876.70 of interest expense related to the financing of a credit card account.

Officials and employees have the duty to pay claims and remit taxes in a timely fashion. Failure to pay claims or remit taxes in a timely manner could be an indicator of serious financial problems which should be investigated by the charter school.

Additionally, employees have a responsibility to perform duties in a manner which would not result in any unreasonable fees being assessed against the charter school.

Any penalties, interest or other charges paid by the charter school may be the personal obligation of the responsible employee.

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

**IRVINGTON COMMUNITY SCHOOL, INC.
MARION COUNTY
EXIT CONFERENCE**

The contents of this report were discussed on January 30, 2015, with David Nidiffer, President of School, and John Allen Williams, Board Treasurer. The officials concurred with our audit findings.