



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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December 22, 2023

Charter School Board
Purdue Polytechnic High School
Marion County, Indiana

We have reviewed the Supplemental Audit Report for Purdue Polytechnic High School prepared by Greenwalt CPAs, Inc., Independent Public Accountants, for the period July 1, 2021 to June 30, 2022. 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 on pages 3 and 4.

The report is filed with this letter in our office as a matter of public record.

A handwritten signature in black ink that reads "Tammy R. White".

Tammy R. White, CPA
Deputy State Examiner

SUPPLEMENTAL AUDIT REPORT OF
PURDUE POLYTECHNIC HIGH SCHOOL

MARION COUNTY, INDIANA
JULY 1, 2021 TO JUNE 30, 2022

PURDUE POLYTECHNIC HIGH SCHOOL
SUPPLEMENTAL AUDIT REPORT
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SCHOOL OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Executive Director	Scott Bess	7/1/16 to 6/30/23
CEO	Dr. Keeanna Warren	7/1/23 to present
Director of Finance	Sharnell Johnson	9/13/21 to 4/28/23
Financial Controller	Todd Burluson	7/31/23 to present
Board Treasurer	Jamal Smith Ken Kobe	7/1/16 to 1/11/23 1/11/23 to present



To the Board of Directors of
Purdue Polytechnic High School:

We have audited the financial statements of Purdue Polytechnic High School (PPHS) as of and for the year ended June 30, 2022 and have issued our report thereon dated November 15, 2023.

In connection with that audit and with our consideration of PPHS' internal controls as required by the *Guidelines for the Audits of Charter Schools Performed by Private Examiners* (Guide), issued by the Indiana State Board of Accounts, we performed procedures prescribed under the Guide for the year ended June 30, 2022.

As required by the Guide, we performed procedures to test compliance with the requirements that are applicable to PPHS. Our procedures were substantially narrower in scope than an audit, the objective of which is the expression of an opinion on the PPHS' compliance with these requirements. Accordingly, we do not express such an opinion.

The results of our tests disclosed instances of noncompliance with those requirements, which are described in the accompanying Schedule of Audit Results and Comments.

The purpose of this report is solely to describe the scope of our testing over compliance with the requirements prescribed under the Guide and the results of that testing, and not to provide a legal determination of compliance with those requirements. Accordingly, this report is not suitable for any other purpose.

Greenwalt CPAs, Inc.

November 15, 2023

PURDUE POLYTECHNIC HIGH SCHOOL

MARION COUNTY

SCHEDULE OF AUDIT RESULTS AND COMMENTS

Form 9 reports did not agree to the financial reports

Of the six (6) Form 9 reports tested, five (5) of them did not agree to the financial reports. The School was unable to provide reconciliations from accrual to cash basis to tie out revenue and expenses. In addition, the cash balances reported didn't agree to the ending reconciled cash balances.

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 and shall be reported utilizing the State Board of Accounts prescribed chart of accounts (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 9). All financial records must be kept up-to-date and reconciled monthly (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8).

Financial records were not timely reconciled

Through testing of various reconciliation records, it was determined that accounts were not being reconciled timely throughout the year. The School hired an outside consultant to assist with reconciling 6/30/22 year-end accounts in spring of 2023.

All financial records must be kept up-to-date and reconciled monthly. End of month record balances must be reconciled to depository balances and a summary of information must be maintained for all investment transactions to ensure that the charter school has the current and correct information to make sound decisions for the school (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 3).

Prescribed form or other alternative was not provided for deposits

The School was unable to provide the prescribed form Receipt in Duplicate (Form 517) or other approved alternative for forty (40) out of forty (40) cash receipts tested. As a result, we were unable to test whether sixteen (16) of the forty (40) deposits were deposited timely.

Receipt in Duplicate (Form 517) - A receipt must be written on the form each time any money is received by the charter school, regardless of whether it is in the form of cash, check, money order, bank card/credit card, EFT (all of which must be indicated as a payment type and amount) or other negotiable instrument (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10).

PURDUE POLYTECHNIC HIGH SCHOOL

MARION COUNTY

SCHEDULE OF AUDIT RESULTS AND COMMENTS, CONTINUED

Expenditure codes were not properly utilized.

Eight (8) out of forty (40) disbursements tested did not use an expense code prescribed by Part 6 of the Indiana Charter School Manual.

Charter schools are required to maintain financial information utilizing prescribed expenditure codes in line with Part 6 of Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools.

Students included in ADM count were not enrolled or attending

A total of sixty (60) students were tested for ADM. One (1) student was present on the fall count day 9/17/21, but then unenrolled on 9/24/21, which was prior to the date that the count was certified on 10/18/21. Three (3) students were absent on the fall count day 9/17/21 and then subsequently unenrolled by the end of September 2021, which was prior to the date that the count was certified on 10/18/21. One (1) student was absent on count day 2/1/22 and the remainder of the days leading up to the date the count was certified on 2/18/22. The School must communicate this error to the Indiana Department of Education for resolution.

A student claimed for ADM must be an "eligible pupil". An eligible pupil is a student that is enrolled and attending. IC 20-43-1-11.5 defines "Enrolled" as registered with a school corporation to attend educational programs offered by or through the school corporation; and attending these educational programs or receiving educational services. IC 20-43-1-7.5 defines "Attending" as physical or virtual presence of a student with the expectation of continued services in the education programs for which the student is registered. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 9).

PURDUE POLYTECHNIC HIGH SCHOOL

MARION COUNTY, INDIANA

EXIT CONFERENCE

The contents of this report were discussed on October 24, 2023 with school officials – Dr. Keeanna Warren, CEO, Todd Burleson, Financial Controller and Shane Hageman, Finance Committee Member. The officials concurred with our findings.