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January 10, 2024

Charter School Board
The Nature School of Central Indiana, Inc.
Marion County, Indiana

We have reviewed the Supplemental Audit Report for The Nature School of Central Indiana, Inc. prepared by Donovan CPAs, Independent Public Accountants, for the period July 1, 2022 to June 30, 2023. 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 page 3. Management's response is on page 5.

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
THE NATURE SCHOOL OF CENTRAL INDIANA, INC.**

MARION COUNTY, INDIANA

July 1, 2022 to June 30, 2023

TABLE OF CONTENTS

	Page
School Officials	1
Transmittal Letter	2
Audit Results and Comments:	
Form Usage.....	3
Receipts and Deposits.....	3
Payroll Compliance.....	3
Exit Conference.....	4
Official Response	5

THE NATURE SCHOOL OF CENTRAL INDIANA, INC.
MARION COUNTY, INDIANA
School Officials
July 1, 2022 to June 30, 2023

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chair of Board of Directors	Courtney Ke	07/01/22 – 06/30/23
Treasurer	Kelly Van Busum	07/01/22 – 10/31/23
Treasurer	(Vacant)	11/01/22 – 01/30/23
Treasurer	Molly Pearcy	02/01/23 – 06/30/23
Head of School	Dr. Susan Fries	07/01/22 – 08/30/22
Head of School	Meagan Messuri (Interim)	09/01/22 – 03/01/23
Head of School	Kassi Hall	02/01/23 – 06/30/23



Donovan CPAs

The Board of Directors
The Nature School of Central Indiana, Inc.

We audited the financial statements of The Nature School of Central Indiana, Inc. (the “School”) as of and for the year ended June 30, 2023, and issued our report thereon dated December 20, 2023. 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 we believe the School was not in compliance with those provisions.

DONOVAN

Indianapolis, Indiana
December 20, 2023

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THE NATURE SCHOOL OF CENTRAL INDIANA, INC.

MARION COUNTY, INDIANA

Audit Results and Comments

July 1, 2022 to June 30, 2023

FORM USAGE

The School did not use the SBOA prescribed form, nor any other equivalent form, for accounts payable vouchers during the 2022-2023 school year.

Officials and employees are required to use State Board of Accounts prescribed or approved forms in the manner prescribed. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

RECEIPTS AND DEPOSITS

From a sample of eight receipts tested, three were not deposited in a timely manner. The individual receipt amounts in question ranged from \$20 and \$85 and were made between fifty-seven and sixty-nine days after receipt.

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)

PAYROLL COMPLIANCE

Out of a sample of fifteen employees, the School did not have a contract for one employee. Also, the School did not have a timecard for another employee.

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)

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 NATURE SCHOOL OF CENTRAL INDIANA, INC.
MARION COUNTY, INDIANA
Exit Conference
July 1, 2022 to June 30, 2023

The contents of this report were discussed on December 13, 2023 with Kassi Hall (Head of School) and Naheed Tahir (Accountant). The Official Response has been made a part of this report and may be found on page 5.



The Nature School

of Central Indiana

December 20, 2023

Re: The Nature School of Central Indiana Responses to SBOA Audit Results for the 2022-2023 Fiscal Year

1. We have started using the prescribed accounts payable approval vouchers for all invoices for the 2023-2024 fiscal year. We are working with the Center for Innovative Education Solutions, and they will regularly provide the school administration and board members reports detailing monthly expenses. This process establishes a system of checks and balances and ensures that all expenditures are approved.
2. For the 2023-2024 fiscal year, we have approved specific policies & procedures regarding deposits. Deposits are required to be made within 24-hours. We no longer accept cash payments, and that will greatly reduce the number of deposits and trips to the bank.
3. The employee that didn't have a contract worked as a substitute teacher. We are currently creating contracts for substitutes. For the 2023-2024 fiscal year, we require all employees to use the Paychex app to record their hours worked instead of paper time sheets. Hours are approved electronically by admin before payroll is processed.

Thank you,

Kassi Hall
Head of School
The Nature School of Central Indiana, Inc.
6102 Boy Scout Road
Indianapolis, IN 46226