



STATE OF INDIANA
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STATE BOARD OF ACCOUNTS
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April 24, 2024

Charter School Board
Lawrence County Independent Schools, Ltd.
Lawrence County, Indiana

We have reviewed the Supplemental Audit Report for Lawrence County Independent Schools, Ltd. 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 Indiana State Board of Accounts.

We call your attention to the findings in the report on pages 3 through 4. Management's response is on page 6.

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

A handwritten signature in cursive script that reads "Tammy R. White".

Tammy R. White, CPA
Deputy State Examiner

**SUPPLEMENTAL AUDIT REPORT
OF
LAWRENCE COUNTY INDEPENDENT SCHOOLS, LTD.**

LAWRENCE COUNTY, INDIANA

July 1, 2022 to June 30, 2023



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LAWRENCE COUNTY INDEPENDENT SCHOOLS, LTD.
LAWRENCE COUNTY, INDIANA
School Officials
July 1, 2022 to June 30, 2023

<u>Office</u>	<u>Official</u>	<u>Term</u>
Director of Finance and Operations	Trish Turner	07/01/22 – 03/31/23
Director of Finance and Operations	Position duties carried out by Joanne Symcox	04/01/23 – 06/30/23
Principal	Joanne Symcox	07/01/22 – 06/30/23
Board Treasurer	Brian Grissom	07/01/22 – 06/30/23



Donovan CPAs

The Board of Directors
Lawrence County Independent Schools, Ltd.

We audited the financial statements of Lawrence County Independent Schools, Ltd. (the “School”) as of and for the year ended June 30, 2023 and issued our report thereon dated April 15, 2024. 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
April 15, 2024

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LAWRENCE COUNTY INDEPENDENT SCHOOLS, LTD.

LAWRENCE COUNTY, INDIANA

Audit Results and Comments

July 1, 2022 to June 30, 2023

RECEIPTS AND DEPOSITS

The School did not use a receipt book and issue receipts. We were unable to complete this testing.

Receipts shall be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8)

The deposit ticket or attached documentation must provide a detailed listing of the deposit, which includes at a minimum, check numbers and corresponding names of payors. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

REQUIRED REPORTS – FORM 9

We reviewed both biannual Form 9 reports filed by the School to the Indiana Department of Education during the fiscal year. Individual fund balances on the June 30, 2023 Form 9 did not reflect actual balances in line with the School's accounting records. The overall cash balance agreed within an immaterial amount, however, the individual fund balances did not reflect negative amounts for reimbursable grants awaiting reimbursement.

A fund, as used in the manual, represents money set aside for specific activities of a school corporation. A fund constitutes a complete accounting entity and all financial transactions, both receipts and disbursements, are to be recorded in the fund to which they pertain. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 3)

Charter schools are required to comply with all grant agreements, rules, regulations, bulletins, directives, letters, letter rulings and filing requirements concerning reports and other procedural matters of federal and state agencies, including opinions of the Attorney General of the State of Indiana, and court decisions. Charter schools shall file accurate reports required by federal and state agencies. Noncompliance may require corrective action. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10)

LAWRENCE COUNTY INDEPENDENT SCHOOLS, LTD.

LAWRENCE COUNTY, INDIANA

Audit Results and Comments

July 1, 2022 to June 30, 2023

REQUIRED REPORTS – CERTIFIED FINANCIAL REPORT

During our testing, we noted the Certified Report (100R) was filed on October 31, 2023. The 100R is due 30 days after the calendar year end, giving a deadline of January 30, 2023.

Every state, county, city, town, township, or school official...shall during the month of January of each year prepare, make, and sign a certified report, correctly and completely showing the names and business addresses of each and all officers, employees, and agents...and the respective duties and compensation of each, and shall forthwith file said report in the office of the state examiner of the state board of accounts... The certification must be filed electronically in the manner prescribed under IC 5-14-3.8-7. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 9)

TICKET SALES

The School did not use ticket forms. We were unable to complete this testing.

The designated charter school employee shall be responsible for the proper accounting for all tickets and must keep a record of the number purchased, the number issued for sale, and the number returned. The designee must see that proper accounting is made for the cash received from those sold. All tickets shall be pre-numbered, with a different ticket color and numerical series for each price group. When cash for ticket sales is deposited with the charter school, the charter school's receipt issued therefore must show the number of tickets issued to the seller, the number returned unsold and the balance remitted in cash. All tickets (including free or reduced) must be listed and accounted for on the SA-4 Ticket Sales Form. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 8)

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)

LAWRENCE COUNTY INDEPENDENT SCHOOLS, LTD.
LAWRENCE COUNTY, INDIANA
Exit Conference
July 1, 2022 to June 30, 2023

The contents of this report were discussed on March 6, 2024 with Joanne Symcox (Director of Schools), Danny Marsh (Outsourced CPA), and Kevin Davis (Outsourced Consultant). The Official Response has been made a part of this report and may be found on page 6.



Lawrence County Independent Schools

-  223 Old Farm Road, Bedford, IN, 47421
-  lcis.education
-  (812) 807-6001
-  (812) 277-9803

April 15, 2024

Dear Sirs;

Lawrence County Independent Schools has implemented the following Corrective Action Plan in response to the finding of the State Board of Account Audit for the fiscal year July until June 2022-2023.

Corrective Action Plan

1. Use of receipt books
 - a. Once the findings were reported on January 9, 2024, LCIS ordered receipt books and made part of the standard operational procedure that a receipt will be issued and recorded at the time of the transaction when cash or check is received and the receipt will be given to the person making the payment and a Ticket Sales Form SA-4 will be completed.
 - i. The Office Manager is responsible for compliance with the policy.
 - ii. This SOP went into effect immediately.
 - b. The deposit ticket will have a detailed listing of the deposit, including check numbers and corresponding names of payers. This standard practice went into effect on March 21, 2024
2. Ticket Sales
 - a. Once the findings were reported, LCIS implemented a two-ticket system in which the school keeps half of the numbered ticket and the payee receives the other half.
3. Form 9
 - a. The reimbursement schedule for grants and the timing of expenditures of a new school make it difficult to spend efficiently and reconcile expenditures within the 30-day window for Form 9 filing. We should be able to close spending requests prior to each Form 9 cycle to reduce or eliminate the need for this adjustment.
4. Certified Report 100R
 - a. This was a one-time error. Reports were completed in a timely manner, but the website requires a "submit" followed by a second "submit" confirmation. Our preparer left the screen and reports were left in queue until discovered in October. We have implemented a two-person confirmation for the 100R in the future.
5. The corrective action plan was implemented beginning March 5, 2024.
6. The Director of Schools, Joanne Symcox is responsible for plan implementation and adherence.

Sincerely,

Joanne Symcox



Lawrence County Independent Schools

223 Old Farm Road, Bedford, IN 47421

lcis.education

