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December 19, 2018

Charter School Board
Purdue Polytechnic High School
525 S Meridian St.
Indianapolis, IN 46225

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, 2017 to June 30, 2018. 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. Page 3 contains three audit results and comments. Management's response is on page 5.

The Supplemental Audit Report and associated audited Financial Statements are filed in our office as a matter of public record.

Paul D. Joyce
Paul D. Joyce, CPA
State Examiner

SUPPLEMENTAL AUDIT REPORT OF
PURDUE POLYTECHNIC HIGH SCHOOL
MARION COUNTY, INDIANA
JULY 1, 2017 TO JUNE 30, 2018

GREENWALT^{CPAs}

We Deliver Peace of Mind

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SCHOOL OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Head of School	Scott Bess	N/A
Director of High School Initiatives	Susie Howard	N/A
Board Treasurer	Jamal Smith	7/1/16 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, 2018 and have issued our report thereon dated December 4, 2018.

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, 2018.

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.

December 4, 2018

PURDUE POLYTECHNIC HIGH SCHOOL

MARION COUNTY

SCHEDULE OF AUDIT RESULTS AND COMMENTS

Credit card transactions included late penalties

PPHS paid a late fee of \$38 on one of the five transaction selected for testing. Any interest or penalty incurred due to late filing of furnishing of documentation by an officer or employees shall be the responsibility of that officer or employee. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10.)

Ticket Sales for events had incomplete or missing SA-4 Form

Of five ticket sales deposits tested, one deposit was missing the SA-4 Form and one deposit was missing preparer and reviewer signatures on the SA-4 Form.

Tickets, goods for sale, billings and other collections, are considered accountable items for which a corresponding deposit must be made in the bank accounts of the charter school (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 10). 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).

Missing applications for reduced meal determination

Of six students tested, PPHS was unable to provide two applications to confirm eligibility. Charter schools must use Forms 521 and 522 for proper eligibility determination. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 17).

PURDUE POLYTECHNIC HIGH SCHOOL.

MARION COUNTY, INDIANA

EXIT CONFERENCE

The contents of this report were discussed on December 4, 2018 with school officials – Scott Bess, Head of School, Susie Howard, Director of High School Initiatives, and Jamal Smith, Board Treasurer. The officials concurred with our findings.

December 4, 2018

Greenwalt CPAs, Inc.
5342 West Vermont Street
Indianapolis IN 46224

Dear Ms. Meko:

Thank you for preparing Purdue Polytechnic High School's (PPHS) annual audit for fiscal year ending June 30, 2018. Enclosed is the PPHS management's response to Greenwalt's supplemental audit findings.

- Credit card transaction incurred a late penalty:
 - PPHS addressed by scheduling automatic payments and receiving electronic statements.
- Ticket sales for event had incomplete or missing SA-4 form:
 - PPHS will train staff moving forward to complete SA-4 forms for all ticket sales.
- Missing applications for reduced meal determination:
 - PPHS will review Forms 521 and 522 and data collection standards with front office staff to ensure compliance.

PPHS has amended its trainings and procedures to ensure compliance.

Respectfully,



Scott Bess
Head of School