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January 19, 2021

Charter School Board  
Otwell Miller Academy, Inc.  
9558 E County Rd 150 N.  
Otwell, IN 47564

We have reviewed the Supplemental Audit Report for Otwell Miller Academy, Inc. prepared by Donovan CPAs, Independent Public Accountants, for the period July 1, 2019 to June 30, 2020. 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 two 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.

A handwritten signature in blue ink that reads "Paul D. Joyce".

Paul D. Joyce, CPA  
State Examiner

SUPPLEMENTAL AUDIT REPORT  
OF  
**OTWELL MILLER ACADEMY, INC.**

PIKE COUNTY, INDIANA

July 1, 2019 to June 30, 2020



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**OTWELL MILLER ACADEMY, INC.**  
**PIKE COUNTY, INDIANA**  
**School Officials**  
**July 1, 2019 to June 30, 2020**

<b><u>Office</u></b>	<b><u>Official</u></b>	<b><u>Term</u></b>
Board President	Jordan Hill	07/01/19 – 06/30/20
School Director	Rich Padgett	07/01/19 – 06/30/20
Board Secretary	Jenny Byrd	07/01/19 – 06/30/20



# Donovan CPAs

The Board of Directors  
Otwell Miller Academy, Inc.

We have audited the financial statements of Otwell Miller Academy, Inc., (the “School”) as of and for the year ended June 30, 2020, and have issued our report thereon dated December 18, 2020. 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 where we believe the School was not in compliance with those provisions.

DONOVAN

Indianapolis, Indiana  
December 18, 2020

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**OTWELL MILLER ACADEMY, INC.**  
**PIKE COUNTY, INDIANA**  
**Audit Results and Comments**  
**July 1, 2019 to June 30, 2020**

**RECEIPTS AND DEPOSITS**

We tested twenty-five receipts from the School's receipt books, noting that three were deposited untimely. These untimely deposits ranged from \$12 to \$97 and were made between six to twelve days from the date of the 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)

**AVERAGE DAILY MEMBERSHIP REPORTING**

We selected a sample of ten students for Average Daily Membership ("ADM") testing. For the sample, we requested attendance forms for the date of the fall and spring counts. The School was unable to provide attendance forms. Alternatively, the School provided lunch receipts as proof of attendance on or around the count dates for all students selected for testing.

The Organizer shall maintain records (enrollment cards, rosters, reporting forms, etc.) which substantiate the number of students claimed for ADM. (Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Part 9)

**OTWELL MILLER ACADEMY, INC.**  
**PIKE COUNTY, INDIANA**  
**Exit Conference**  
**July 1, 2019 to June 30, 2020**

The contents of this report were discussed on December 18, 2020 with Rich Padgett (School Director) and Jordan Hill (Board President). The Official Response has been made a part of this report and may be found on page 5.



Otwell Miller Academy  
9958 East County Road 150 North  
Otwell, Indiana 47564

## Response and Corrective Action

Audit Findings of July 1, 2019 to June 30, 2020 Audit

### 1. RECEIPTS AND DEPOSITS

The school is refining the procedures for handling deposits and receipts in order to follow best practices and adhere to prescribed timelines. Our location being 13 miles from the nearest bank increases the difficulties of arriving at the bank prior to close of business for the bank if we wait until our own closing to drive to the bank. We are restructuring our office personnel times and the times that cash payments can be made to the school to mitigate the chances of not operating within the banking hours.

### 2. AVERAGE DAILY MEMBERSHIP REPORTING

In July of 2020 the school started the process of switching Student Information system vendors. The cross walk was to include historical data, but this did not go as planned causing the reliance on alternate data points to confirm the ADM. Access to the historical data would have involved an additional fee for that service. Our switch to the new system is now in place and should eliminate any issues with data exchange moving forward. At the close of each school year and fiscal year the office staff will print a hard copy of critical information as well as an electronic back up. These redundant systems will protect the needed information for future use if the SIS becomes limited in access.

Submitted By:

Rich Padgett, Director Otwell Miller Academy

December 18, 2020