



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

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March 15, 2023

Charter School Board  
Signature School, Inc.  
610 Main Street  
Evansville, IN 47708

We have reviewed the Supplemental Audit Report for Signature School, Inc. prepared by Kemper CPA Group, LLP, 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 on page 4 of the report. Management's response is on page 6.

The Supplemental Audit Report and associated audited Financial Statements are filed 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

**SIGNATURE SCHOOL, INC.**

**Vanderburgh County, Indiana**

**SUPPLEMENTAL COMPLIANCE  
EXAMINATION REPORT**

**Year Ended June 30, 2022**

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**SIGNATURE SCHOOL, INC.**

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**SIGNATURE SCHOOL, INC.**

**SCHOOL OFFICIALS**

<u>Office</u>	<u>Official</u>	<u>Term</u>
President of the Charter School Board	Robert L. Koch, II	7/1/21 to 6/30/22
Executive Director	Jean Hitchcock	7/1/21 to 6/30/22
Treasurer	Susan Parsons	7/1/21 to 6/30/22
Finance Director	John Bertram	7/1/21 to 6/30/22



**TRANSMITTAL LETTER**

The Officials of  
Signature School, Inc.

We have audited the records of Signature School, Inc. (School) for the period from July 1, 2021 to June 30, 2022, and have issued our report thereon dated November 21, 2022. As part of our audit, we tested the School's compliance with provisions of the *Accounting and Uniform Compliance Manual for the audits of Indiana Charter Schools* issued by the Indiana State Board of Accounts and related provisions of laws, regulations, contract, and grant agreements. Reported in the Audit Results and Comments are matters where we believe the School was not in compliance with those provisions.

*Kemper CPA Group, LLP*

Certified Public Accountants and Consultants

Evansville, Indiana  
November 21, 2022



## INDEPENDENT ACCOUNTANT'S REPORT

Board of Directors  
Signature School, Inc.

We have examined Signature School, Inc.'s (School) compliance with the *Accounting and Uniform Compliance Manual for the audits of Indiana Charter Schools* issued by the Indiana State Board of Accounts (Manual) during the year ended June 30, 2022. Management is responsible for the School's compliance with those requirements. Our responsibility to express an opinion on the School's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the requirements prescribed by the Indiana State Board of Accounts in *Guidelines for the Audits of Charter Schools Performed by Private Examiners*, and, accordingly, included examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the School's compliance with specified requirements.

Our examination disclosed certain instances of noncompliance with the Manual, as described in the Audit Results and Comments.

In our opinion, except for the noncompliance described in the third paragraph, the School complied, in all material respects, with the aforementioned requirements for the year ended June 30, 2022.

This report is intended solely for the information and use of management, the Board of Directors, and the Indiana State Board of Accountants, and is not intended to be and should not be used by anyone other than these specified parties.

*Kemper CPA Group, LLP*

Evansville, Indiana  
November 21, 2022

Certified Public Accountants and Consultants

**SIGNATURE SCHOOL, INC.**  
**Vanderburgh County, Indiana**  
**Audit Results and Comments**  
**Year Ended June 30, 2022**

**Textbook Rental Receipts**

Our testing of textbook rental receipts revealed that the School does not use prescribed form TBR-2.

Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools Part 2: Textbook rental receipts should be issued on the Textbook Rental Form TBR-2.

**Overtime Policy**

Our testing of employment policies revealed that Signature School does not have any written policy regarding the accrual and use of leave time and compensatory time and the payment of overtime.

Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools Part 10: Each charter school must adopt a written policy regarding the accrual and use of leave time and compensatory time and the payment of overtime. The policy must conform to the requirements of all state and federal regulatory agencies.

**SIGNATURE SCHOOL, INC.**  
**Vanderburgh County, Indiana**  
**Exit Conference**  
**Year Ended June 30, 2022**

The contents of this report were discussed on October 21, 2022, with the following persons:

Susan Parsons, Treasurer  
John Bertram, Finance Director

The Official Response has been made a part of this report and may be found on page 6.



John Bertram  
Finance Director  
610 Main Street  
Evansville, IN 47708  
Voice: 812-253-4358  
Fax: 812-421-9189  
E-mail: john.bertram@signature.edu

November 16, 2022,

Michelle Smith  
Kemper CPA Group Evansville, IN

Dear Michelle:

Please see our official response below to the Audit Results letter you provided for our June 30, 2022, audit.

**Textbook Rental Receipts**

The school issues receipts to guardians for all payments made to the school but failed to use prescribed form TBR-2 at the time textbooks were issued to students. The school will start issuing a form that fulfills the requirements of the TBR-2 form at the time textbooks are issued to students in the 2023-2024 school year.

**Overtime Policy**

The Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools Part 10 was updated in June 2020 to require a written overtime policy. The school did not finalize an overtime policy in FY22 but will have the school board adopt an overtime policy in FY23.

Sincerely,

A handwritten signature in cursive script that reads "John Bertram".

John Bertram  
Finance Director