

THE CHARTER SCHOOL ADMINISTRATOR

And Uniform Compliance Guidelines

ISSUED BY STATE BOARD OF ACCOUNTS

Vol. No. 9

December 2014

ITEMS TO REMEMBER

December

- 1 Prove all ledgers for the month of November.
- 20 Last day to report and make payment of state and county income tax withheld during November to the Department of Revenue.
- 25 Legal Holiday – Christmas Day (IC 1-1-9-1)
- 31 Audits performed by private examiners are due to be completed and all required reports issued must be submitted to the State Board of Accounts via charterschools@sboa.in.gov.

January

- 1 Legal Holiday – New Year's Day (IC 1-1-9-1)
- 2 Prove all ledgers for the month of December.
- 2 Open a ledger of Appropriations, Allotments, Encumbrances, Disbursements and Balances by recording the appropriations by programs approved by the board of school trustees in the Resolution of Appropriations for the 2015 calendar year. Record in the expenditure accounts of each program the allotments made by the board of school trustees. Also add to the 2015 year's appropriations by programs and to the expenditure accounts by allotments, any encumbered appropriations and allotments of the 2014 calendar year to be carried forward.
- 19 Legal Holiday – Martin Luther King, Jr's Birthday (observed) (IC 1-1-9-1)
- 20 Last day to report and make payment of state and county income tax withheld during December to the Department of Revenue.
- 31 Last day to file Employer's Quarterly Federal Tax Return, Form 941, with the Internal Revenue Service for payment of federal tax withheld.
- 31 Last day to furnish Form W-2 to each employee.
- 31 Last day to file Annual Personnel Report (100-R), with the State Board of Accounts through Gateway. (IC 5-11-13-1)
- 31 Last day to file Biannual Financial Report (Form 9) with the Department of Education, Office of School Finance, for the period July 1, 2014 to December 31, 2014.

ITEMS TO REMEMBER
(Continued)

February

- 1 Prove all ledgers for the month of January.
- 28 All ADM data will be reported on the DOE-ME (Membership) for the 2014-2015 school year and will be submitted by individual student record via the STN Application Center. The count of students in ADM will occur on Monday, February 2, 2015. The required collection period for the count is February 2, 2015, 8:00 a.m., EDT, through February 13, 2015, 11:59 p.m. EDT, which is the final date for submission. The clean-up and restricted period will begin on February 14, 2015, 8:00 a.m. and end on February 20, 2014, 11:59 p.m. EDT. The signoff only period will begin on February 21, 2015, at 8:00 a.m. EDT and end on February 27, 2015 at 11:59 p.m. EDT. You will not be able to obtain a report for signature until the signoff only period opens.
- 12 Legal Holiday – Lincoln’s Birthday (IC 1-1-9-1)
- 16 Legal Holiday – George Washington’s Birthday (observed) (IC 1-1-9-1)
- 20 Last day to report and make payment of state and county income tax withheld during January to the Department of Revenue.
- 28 If using paper forms, last day to file Form W-2 with W-3 with the Internal Revenue Service.
- 28 Last day to file Form WH-3 and Form W-2 with the Department of Revenue.

CREDIT CARD REFUNDS

It is becoming a common practice for Schools to accept electronic payments, such as debit cards and credit cards, from students and parents for services. We have been asked to develop an audit opinion about when it becomes necessary for the school to issue a refund of an electronic payment. It is our audit position that credit card or other electronic payments received by the governmental unit may be refunded electronically if the governmental unit has adopted a resolution pursuant to IC 36-1-8-11.5. Adequate internal control procedures should be developed so the normal accounting system is not bypassed and the refunds would be subject to IC 5-11-10, the claims process.

PUBLIC ACCESS TO RECORDS

Indiana Code 20-24-4-1 requires a Charter School’s charter to specify that the records of the charter school are subject to the Access to Public Records Law, IC 5-14-3.

The official policy of the State is: "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. Providing persons with the information is an essential function of a representative government and an integral part of the routine duties of public officials and employees, whose duty it is to provide the information."

For more information you should review IC 5-14-3, Chapter 9 of the Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, and the Public Access Counselor’s webpage (www.in.gov/pac).

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PERFORMANCE AWARD GRANTS

On December 19th, the following information below was issued concerning the state grant provided by IC 20-43-10-3. Note: certain aspects will not be applicable to charter schools.

Recently, we have been asked to provide an audit position regarding the distribution and transaction recordings for the Annual Performance Grant provided by IC 20-43-10-3. After discussions with other state agencies and review of the Indiana Code, we will not take exception to school corporations following their current collective bargaining agreement or, if the grant distribution is not included in the collective bargaining agreement, following the suggestions contained in the Indiana Department of Education's December 3, 2014 memo to distribute the grant on a school building basis.

It is our audit position that we will not take exception to school corporations recording the Annual Performance Grant in their records by receipting the grant amount into the "Performance Based Awards" section (3750-3759) of the Chart of Accounts from the Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations. If the school board has not appropriated expenditures from the fund, then they would need to provide that appropriation prior to the disbursements of the grant.

Finally, it is our audit position that we will not take exception to school corporations recording the Annual Performance Grant in their records by following the suggestions contained in the Indiana Department of Education's December 3, 2014 memo. The memo suggests that school corporations receipt the grant into the General fund (100). If there are not sufficient appropriations in that fund to make the disbursements, then the school board would have to request additional General fund appropriations approval from the Indiana Department of Local Government Finance.

STATE BOARD OF ACCOUNTS YEAR END REPORTING

Every charter school shall during the month of January of each year prepare, make, and submit a certified report, correctly and completely showing the names and business addresses of each and all officers, employees, and agents in their respective offices, and the respective duties and compensation of each with the state board of accounts.

The report must indicate whether the charter school offers a health plan, a pension plan, and other benefits to full-time and part-time employees. The report must be filed electronically through the Indiana Gateway system.

This report is a public record which shall be open to public inspection and examination. A charter school official who fails to file this report commits a Class C infraction.

The total compensation paid to all employees of the charter school for the previous calendar year should be reported. This includes part-time, temporary, and seasonal employees. If a W2 was required to be issued, that person should be listed on the report. IRS Publication 15 has guidelines for determining if someone is an employee or an independent contractor.

The charter school official must print and sign an Attestation Statement that certifies that the data entered is accurate to the best of their knowledge and belief. This must be mailed to our office within five days of submitting your report via the Gateway system. If you resubmit your report, you must print, sign, and mail a new attestation form.

Correspondence regarding the report will be sent to the email address on file with the Gateway system. If 2014 was your initial year of operation, or there has been a change in the school official responsible for completing the report, please send an email to annualreports@sboa.in.gov requesting an update to the charter school's contact information.

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