



STATE OF INDIANA
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May 3, 2013

Charter School Board
Andrew Academy
4050 East 38th Street
Indianapolis, IN 46218

We have reviewed the Supplemental Audit Report prepared by Sikich, LLP, Independent Public Accountants, for the period July 1, 2010 to June 30, 2012. 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. Pages 5 and 6 contain three audit results and comments.

In addition to the report presented herein, a Financial Statements and Independent Auditors' Report for Andrew Academy was prepared in accordance with the guidelines established by the State Board of Accounts.

The Supplemental Audit Report and the Financial Statements and Independent Auditors' Report are filed in our office as a matter of public record.

State Board of Accounts



SUPPLEMENTAL AUDIT REPORT
OF
ANDREW ACADEMY
MARION COUNTY, INDIANA
JULY 1, 2010 TO JUNE 30, 2012

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Business Manager	Cathy Siler Chris Brunson	7-1-10 to 5-31-12 6-1-12 to 6-30-12
Head of School	Steven Glenn	7-1-10 to 6-30-12
President of the School Board	Holly McKiernan	7-1-10 to 6-30-12
Treasurer of the School Board	Jeff Stumpf	7-1-10 to 6-30-12



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Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

TO: THE OFFICIALS OF ANDREW ACADEMY

We have audited the records of the Andrew Academy for the period from July 1, 2010 to June 30, 2012, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Audit Results and Comments. The financial transactions of this office are reflected in the Annual Report of Andrew Academy for the years 2012 and 2011.

Sikich, LLP

Sikich LLP

March 8, 2013

ANDREW ACADEMY AUDIT RESULTS AND COMMENTS

DEPOSITS

The internal controls established by the School Corporation required that receipts be deposited weekly or daily, if a large amount of money was on hand. For the receipts and deposits tested, we noted that some receipts were not deposited daily.

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, Chapter 8)

SALES TAX

On the June 2012 AT&T statement sales tax of \$15.20 was paid.

Charter schools are eligible for an exemption from the state sales tax on purchases. Governmental funds generally are exempt from the payment of sales tax on qualifying purchases. Respective tax agencies should always be contacted concerning tax exemptions and payments.

(Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Chapter 10)

NON-COMPLIANCE OF PUBLIC WORKS LAWS

During the 2011 and 2012 school years the Charter School used public funds for the renovation and construction of their educational facility. The Charter School did not maintain or make present for the audit records to substantiate that bids were sought through the proper advertisement. The Charter School did not also use the proper bid Form 96.

Upon filing of the plans and specifications, the board shall publish a notice two times, at least one week apart, with the second publication made at least seven days before the date the bids will be received, calling for sealed proposals for the public work. [IC 36-1-12-4(b)(3)]

The notice must specify the place where the plans and specifications are on file, the date fixed for receiving bids, and the amount of the bond or certified check to be filed with each bid. [IC 36-1-12-4(b)(4); IC 36-1-12-4.5]

The period of time between the date of the first publication and the date of receiving bids may not be more than six weeks. [IC 36-1-12-4(b)(5)]

Bids shall be submitted on prescribed General Form 96 (Bid for Construction). [IC 36-1-12-4(b)(7)]

(Accounting and Uniform Compliance Guidelines Manual for Indiana Charter Schools, Chapter 16)

**ANDREW ACADEMY
MARION COUNTY
EXIT CONFERENCE**

The contents of this report were discussed on March 25, 2013, with Connie Zittnan, Executive Director of Mother Theodore Catholic Academies and Chris Brunson, Business Manager of Andrew Academy. The officials concurred with our audit findings.