

PROVIDENCE CREEK ACADEMY CHARTER School, INC.
Schedule OF FINDINGS AND RECOMMENDATIONS
STATUS OF PRIOR YEAR FINDINGS

None.

CURRENT YEAR FINDINGS AND RECOMMENDATIONS

2015-001

EXPENDITURE CONTROLS

Condition

During our current year audit, we selected a sample of 40 cash disbursements and tested controls over cash disbursements. Our test yielded six instances where controls were not operating effectively. The errors included five instances where the invoice or other supporting documentation for the expenditure did not exist and one instance where the only approval was by the Business Manager.

Criteria

The School has established policies and procedures for the purchase of goods and services and for the payment of such. In order to process payment, the approved purchase order or purchase memo is to be accompanied by the invoice and Smart Voucher and approved for payment by the Head of School and Board President.

Effect

The School's internal controls over expenditures were not operating effectively. As a result, the School had a misappropriation of funds.

Cause

Management override of controls.

Recommendation

All invoices received should be viewed by an appointed member of management to ensure that the invoice is properly coded to a reasonable account, the invoice was properly calculated, the good or service being paid was actually received, and the School has adhered to its purchase policy by having an approved purchase order and SMART Voucher. Management should consistently document this review of all invoices to limit the possibility that an unapproved invoice will be paid by the School and to also ensure that invoices are being recorded to the correct accounts.

Managements Response

As of November 1, 2014 Board Approved Policies were reinstated and followed. The Board of Directors has established a Board Oversight Committee the meets on a quarterly basis to review Board Policies and compliance to Board Policies. The Smart Vouchers must have 3 signatures, Principal, Head of School and the Board President and or authorized Board Member. In addition each Purchase Order or Voucher must have an invoice and a Principal's Request Form attached with signatures from the Principal and Head of School. The Board of Directors attended Board Training as required by Law in its entirety. The Board Treasurer has a new Job Description in alignment with Committee of Sponsoring Organizations (COSO) and is to provide oversight of the Finance Department and is not authorized to sign any Purchase Order or Voucher.

PROVIDENCE CREEK ACADEMY CHARTER SCHOOL, INC.
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (cont'd)
CURRENT YEAR FINDINGS AND RECOMMENDATIONS

2015-002

MANAGEMENT OVERRIDE OF CONTROLS

Condition

During our current year audit, we noted the School had detected a defalcation of assets by the previous Business Manager. Expenditures made via the States Procurement Card (PCard) were for personal items and other items not allowed under State guidelines.

Criteria

The School has established policies and procedures for the purchase of goods and services and for the payment of such. In order to process payment, the approved purchase order or purchase memo is to be accompanied by the invoice and Smart Voucher and approved for payment by the Head of School and Board President.

Effect

The School had a misappropriation of funds.

Cause

Management override of controls.

Recommendation

In general terms, the School should utilize the Committee of Sponsoring Organizations ("COSO") internal control framework as a guide to developing strong internal controls that support good fiscal operations and that aid in the prevention and detection of fraud, waste, and abuse. We recommend that the Board of Directors revisit their policies and procedures and take steps to ensure that the proper controls are in place, followed, and well documented.

Management Response

Providence Creek Academy no longer has a PCard. The PCard was terminated due to misuse. If PCA request a PCard in the future a policy will be developed using guidelines recommended by Committee of Sponsoring Organizations ("COSO")

PROVIDENCE CREEK ACADEMY CHARTER SCHOOL, INC.
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (cont'd)
CURRENT YEAR FINDINGS AND RECOMMENDATIONS

2015-003

CAPITAL ASSET LISTING

Condition

During our current year audit, we noted that the School does not maintain a detailed capital asset listing.

Criteria

The School follows the State's capitalization policy. The School defines capital assets as assets with an initial, individual cost of more than \$25,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated cost if purchased or constructed. These assets should be maintained in a detailed schedule which includes depreciation calculations.

Cause

Management's reliance on the outside auditor to maintain the detailed capital asset listing.

Effect

The School did not have the appropriate backup to support the capital asset balances in the financial statements. This resulted in additional procedures to determine the capital assets of the school and the correction of errors in recording the asset balances contained in the financial statements.

Recommendation

We recommend that the School maintain a detailed capital asset listing with depreciation calculations that provides support to the amounts recorded in the School's financial statements.

Management's Response

Providence Creek Academy will follow the Board Approved Fixed Asset Capitalization Policy dated and approved by the Board of Directors on August 14, 2004. Per Policy, an inventory will be conducted and maintained. In addition a Capital Asset Detail Listing will be established after detailed information is received from Barbacane and Thornton to reflect the status as of June 30, 2015 and will be added to the Fixed Asset Capitalization Policy. Each year this Capital Asset Listing will be reviewed prior to each annual audit.

PROVIDENCE CREEK ACADEMY CHARTER SCHOOL, INC.
SCHEDULE OF FINDINGS AND RECOMMENDATIONS (cont'd)
CURRENT YEAR FINDINGS AND RECOMMENDATIONS

2015-004

MATERIAL PRIOR PERIOD ADJUSTMENTS

Condition

During our current year audit, we noted that the School recorded prior period adjustments that were material to the financial statements dated as of June 30, 2014.

Criteria

Based on errors detected in recording the cash balances, receivables, accrued salaries and benefits, cost basis and calculation of depreciation on capital assets, compensated absences, and accrued interest, the School restated its beginning net position in the governmental activities. The net result of these changes was an increase to net position of \$273,376.

Based on errors detected in recording the cash balances, receivables, accrued salaries and benefits, and compensated absences, the School restated its beginning fund balance of the general fund. The net result of these changes was an increase to fund balance of \$311, 624.

Effect

The School recognized a material increase in the beginning balances of net position and fund balance for the general fund for the year ended June 30, 2015.

Cause

Lack of experience in governmental reporting at the management level.

Recommendation

The School should be responsible for timely review and reconciliation of the annual financial statements in order to determine that the amounts reported in the statements are accurate and correct.

Management's Response

We agree with the recommendation. Each year when the Annual Audit is presented, the Citizen Budget Oversight Committee will review and accept the Audit prior to Board Approval and submission to the Department of Education and the Auditor of Accounts. This will assure those accurate totals are provided. Management has taken an active role in terminating our contract with the previous Auditors due to concerns in this area. A Board Policy will be implemented during the October 27, 2015 Board Meeting.

Purchase Order Authorization

The following are authorized to sign all purchase orders:

Amy Santos, Board Member
Christian Craig, Board Member
Charles E. Taylor, Head of School
Audrey M. Erschen, Principal

All purchase orders, payment vouchers, encumbrances adjustments must be signed by an authorized Board Member and the Head of School and the Principal.

The Board may designate a signer for purchase orders in the extended absence of one of the authorized signers listed above.

APPROVED BY THE BOARD OF DIRECTORS MAY 16, 2006

Revised by the Board of Directors February 17, 2009
Revised by the Board of Directors August 17, 2010
Revised by the Board of Directors November 24, 2014

ARTICLE I Name and Incorporation

Section 1. Name. The name of the corporation is The Providence Creek Academy Charter School, Inc. (PCA) It is hereinafter referred to as "PCA".

Section 2. Location. The principal location of PCA school facility currently located at 355 West Duck Creek Road, P.O. Box 265, Clayton, Delaware, 19938.

Section 3. Purposes. The Corporation is a non-profit corporation organized under the Laws of the State of Delaware and its purposes are exclusively educational and any and all lawful purposes as set forth in its Certificate of Incorporation.

Section 4. Statute and Code. The Providence Creek Academy Charter School, Inc. shall operate in accordance with the Laws of the State of Delaware as a non-profit, non-stock corporation.

Section 5. Non-discrimination. The Corporation shall not discriminate on the basis of race, religion, national origin, gender or age in either the hiring and other employment practices of the school or in its admission policies for students. Further, the Corporation shall be open to all students in the state of Delaware on a space available basis and shall not discriminate in its admission policies or practices. The Corporation shall conduct all of its activities in accordance with all applicable local, state, and federal anti-discrimination laws, as well as in accordance with all other laws and regulations applicable to the operation of charter public schools in the State of Delaware.

Section 6. Providence Creek Academy Charter School, Inc. business is restricted to the opening and operation of a Charter School, before school programs, and after school programs and educational related programs offered outside the traditional school year.

ARTICLE II Members.

Section 1. Non-membership Corporation. The Corporation shall have no members. The Board of Directors shall have all powers and duties for the conduct of the activities of the Corporation.

ARTICLE III Board of Directors

Section 1. Number. The Board of Directors shall consist of not less than five and not more than seven persons. There must be Parent of a student presently attending PCA and a presently employed Teacher at the school.

Section 2. Qualifications. Each member must be at least 21 years of age. One member shall be a teacher who is presently employed by PCA and one member must be a Parent of a student attending PCA.

Section 3. Term. Directors shall be appointed for five year terms. Terms shall be staggered so that no more than 1/3 of the Board shall be up for appointment in any year, unless a vacancy (ies) needs to be filled.

Section 4. Powers. The Board of Directors shall have all powers and authority, as

designated in the Charter, for the management of the business, property, and affairs of the Corporation, to do such lawful acts as it deems proper and appropriate to promote the objectives and purposes of the Corporation. The Board of Directors may, by general resolution, delegate to committees of its own number or to officers of the Corporations such powers as it may see fit for specified periods of time.

Section 5. Election. The names of the initial Directors are set forth in the Certificate of Incorporation. All successor Directors shall be selected by Board of Directors held each year at its annual meeting. The positions of those Directors whose terms have expired shall be open to be filled by those Directors eligible to vote. Newly selected Directors shall assume office at the first Board of Directors meeting following their selection.

Section 6. Term Limits. The Board of Directors shall be limited to 3 consecutive five year terms. Previous Directors shall be re-eligible for membership after a lapse of 1 year.

Section 7. Resignation and Removal. A Director may resign by submitting his or her resignation in writing to the President of the Board of Directors. The resignation is then brought to the board. A Director may be removed for cause by a Super Majority of existing Board Members at a meeting of Directors by an affirmative vote of two-thirds of the remaining Board of Directors. Directors being considered for removal shall receive at least two weeks' notice of such proposed action and shall have the opportunity to address the Board regarding such action prior to any vote on such removal.

Section 8. Annual Meeting. An annual meeting of the Board of Directors for the selection of Directors and Officers and such other business as may come before the Board and shall be held in July of each year. Written notice shall be given not less than seven days and not more than ten days of the time, place, and purposes of the meeting. The meeting shall be held at the principal location of PCA or such other place as shall be specified in the meeting notice. The notice shall comply with the Freedom of Information Act

Section 9. Regular Meetings. In addition to the Annual Meeting, regular meetings of the Board of Directors shall be held at least once a month from July through June, and at such other times as the Board may, from time to time, determine.

Section 10. Special Meetings. Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the President or by a petition signed by a majority of the full Board of Directors.

Section 11. Freedom of Information Act. All meetings of the Board of Directors shall be held in accordance with the State of Delaware Freedom of Information Act. Adequate notice of all meetings subject to the Act shall be visibly posted and provided to newspapers of local circulation not less than seven days before any such meeting.

Section 12. Quorum. A majority of the full number of Directors shall constitute a quorum of the Board for the transaction of business. When a quorum is present, a majority of the Directors present may take any action on behalf of the Board, except to the extent that a larger number is required by law, by the Charter, or by these By-laws. Every act of a majority of the Directors present at a meeting duly held at

which a quorum is present shall be regarded as the act of the Board of Directors. The Teacher Member may not vote on matters that are student, personnel, or other items which may be deemed a conflict by the majority of the regular members of the Board of Directors. All meetings will be conducted by the "Rules of Roberts" guidelines.

Section 13. Vacancies. A vacancy on the Board of Directors, including a vacancy caused by an increase in the number of Directors, may temporarily be filled by a majority vote of the remaining Directors to elect a person(s) to fill the vacancy (ies) until the next annual meeting of Directors, at which time Directors so selected must be appointed as specified in the Bylaws from the Board as soon as his or her successor is duly selected and qualified

Section 14. Compensation. Directors receive no payment for their services. With board approval, Directors may be reimbursed for out-of-pocket expenses incurred on approved Board business. Directors must present receipts for all such expenses, which shall be for the Directors only, and shall be itemized and documented. Such expenses must be approved by a motion of the board within 30 days or the next scheduled board meeting.

Section 15. Meeting Attendance. Directors are expected to attend all Board meetings. It shall be the duty of the Secretary of the Board to communicate with any trustee after such trustee's three unexcused, consecutive absences to ascertain the trustee's interest in retaining Board membership. Failure to provide an adequate response may qualify as sufficient cause for removal from the Board of Directors.

ARTICLE IV Committees

Section 1. Establishment. The Board of Directors may appoint such standing committees and/or ad hoc committees as it thinks necessary for the effective governing of the school.

Section 2. Standing Committees. Each Standing Committee shall have a charge specific to its permitted activities and such charge shall be incorporated into the charter school policy manual. The function of any committee so established shall be fact-finding, deliberative, and advisory to the Board of Directors. Committees shall not have authority to take legislative or administrative actions, nor to adopt policies for the school. Standing committees shall be made up of no more than two less than a quorum of the Board of Directors. The president shall be an ex officio member of each committee. The Head of School shall be a member of each committee, except where his/her evaluation, tenure, or salary is to be deliberated.

ARTICLE V Officers

Section 1. Titles. The Officers of the Corporation are a President, a Vice President, a

Secretary, and a Treasurer. The Board of Directors may create such other officer positions as it thinks necessary. Each officer position shall have its duties and responsibilities specified and included in these By-laws. No Officer may hold more than one position at the same time.

Section 2. Selection. The Officers shall be selected from among the Board of Directors at each annual meeting of the Directors and shall serve for one year and until their successors are selected and qualified.

Section 3. Terms. The president may serve no more than five consecutive one-year terms. Directors selected to the other officer positions may serve no more than five consecutive one-year terms. Former officers, after a break in service of one year, may be selected to another term as an officer. The Parent and Teacher Member term is for one year and may be reappointed by majority vote of the Board of Directors.

Section 4. Duties. Officers shall have the duties and responsibilities belonging to their office, including those that follow:

(a) The President shall be the chief executive officer of the Corporation, responsible, along with his/her fellow Directors, for the oversight of its business and affairs. He/she shall preside at all meetings of the Board. The President shall have full and equal vote as accorded to all Directors. The President may enter into and execute in the name of the Corporation contracts or other instruments that are authorized by the Board of Directors. The President may delegate, as needed, to any other officer any or all of the duties of the office of President. He/she shall have such other powers and duties as may be prescribed by the Board of Directors or by these By-laws.

(b) The Vice President shall have such duties and responsibilities as may be delegated to him/her by the President. The Vice President shall have full and equal vote as accorded to all Directors. In the absence of the President, the Vice President shall perform all the duties of the President and, when so acting, shall have all the responsibilities of and be subject to all the restrictions as fall upon the President, including presiding at meetings of the Board of Directors. He/she shall have such other powers and duties as may be prescribed by the Board of Directors or by these By-laws.

(c) The Secretary keep or cause to be kept the minutes of all meetings of the Board, including the time and place, the names of those present, the actions taken, and the votes on such actions. The Secretary shall present the minutes of the previous meeting at the subsequent meeting to be voted on by the Board and duly noted in the minutes of the instant meeting. The Secretary shall keep the Seal of the Corporation. He/she shall have such other powers and duties as may be prescribed by the Board or by these By-laws.

(d) The Treasurer shall ensure prudent asset management in accordance with financial objectives and Board approved policy. The Treasurer shall ensure that staff implement strong internal controls, oversee development of and monitoring compliance with Board approved financials policies, chairs the Citizens Financial Oversight Committee and ensure that it achieves annuals goals and objectives. The Treasurer

facilitates strategic thinking within the Board about short and long term financial vitality, develop financial literacy among all Board Members. Report monthly the financial health, expenditures, income and Federal Grant income and expenditures. The Treasurer shall work with the Head of School to achieve the above outcomes. The Treasurer shall not sign financial documents.

Section 5. Removal. Any officer may be removed from office, with cause, by the affirmative vote of a Super Majority of the full membership of the Board of Directors at any regular meeting or special meeting called for that purpose. Any officer proposed to be removed for cause shall be entitled to at least seven business days' notice in writing by mail of the meeting of the Board of Directors at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board of Directors at such meeting.

ARTICLE VI Fiscal Year and Check Signing

Section 1. Fiscal Year. The fiscal year of the Corporation shall be July 1st to June 30th.

Section 2. Check Signing. The Board of Directors shall establish a policy regarding check signing.

ARTICLE VII Amendments to By-laws

Section 1. Amendments. The Board of Directors shall have the power to make, amend, or repeal the By-laws of the charter school, either in whole or in part. The By-laws may be amended at any regular meeting of the Board of Directors or any special meeting called for that purpose. Written notice stating the time and location of the regular meeting or special meeting must be given to all Directors and posted in all places and in newspapers as required by the Freedom of Information Act not less than ten (10) days prior to the meeting at which such change(s) shall be proposed and voted upon. Any change shall require the approval by a two-thirds (2/3rds) vote of the full membership of the board.

ARTICLE VIII Dissolution

In the event of the dissolution of Providence Creek Academy Charter School, Inc., the Board of Directors shall distribute the assets of the corporation in accordance with Article 11 of the Certificate of Incorporation.

ARTICLE IX Additional Provisions

Section 1. Indemnification of Officers and Directors. The Corporation shall indemnify every corporate agent as defined in, and to the full extent permitted by, the State of Delaware Laws. A trustee or officer shall not be personally liable to the Corporation for damages for breach of any duty owed to the Corporation, its beneficiaries, or its Board of Directors, except that nothing contained herein shall relieve a trustee or officer from liability for breach of a duty based on an act of omission:

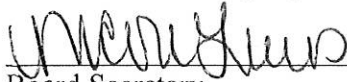
(a) in breach of such person's duty of loyalty to the Corporation; (b) not in good faith or involving a knowing violation of law; or (c) resulting in receipt of an improper personal benefit.

Section 2. Insurance. The Board of Directors shall provide for the liability and other forms of insurance considered to be necessary and prudent as protection against possible claims.

Section 3. Audit. At the close of each fiscal year, the accounts of the Corporation shall be audited by an independent auditor, who is either a Certified Public Accountant or a State of Delaware Auditor.

These By-laws were adopted by the Board of Directors at its meeting held on September 19, 2006 by a unanimous vote

These By-laws were amended by the Board of Directors on December 21, 2010 by unanimous vote adding: Article 1 Section 6. Providence Creek Academy Charter School, Inc. business is restricted to the opening and operation of a Charter School, before school programs, and after school programs and educational related programs offered outside the traditional school year.


Board Secretary

ARTICLE IX Additional Provisions

Section 1. Indemnification of Officers and Directors. PCA shall indemnify every corporate agent as defined in, and to the full extent permitted by, the State of Delaware Laws. A Director or officer shall not be personally liable to PCA for damages for breach of any duty owed to PCA, its beneficiaries, or its Board of Directors, except that nothing contained herein shall relieve a trustee or officer from liability for breach of a duty based on an act of omission:

(a) in breach of such person's duty of loyalty to PCA; (b) not in good faith or involving a knowing violation of law; or (c) resulting in receipt of an improper personal benefit.

Section 2. Insurance. The Board of Directors shall provide for the liability and other forms of insurance considered to be necessary and prudent as protection against possible claims.

Section 3. Audit. At the close of each fiscal year, the accounts of PCA shall be Audited by an independent auditor, who is either a Certified Public Accountant or a State of Delaware Auditor.

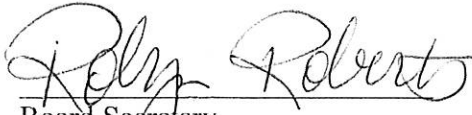
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These By-laws were amended by the Board of Directors on September 22, 2014 by unanimous vote, with the following modifications:

- modifying the school address in Article I Section 2
- adding to Article III Section 2, "and successfully pass a criminal background check"
- adding to Article III Section 15, "If necessary, a member may participate in the meeting remotely, subject to FOIA and AG restrictions."
- replacing the terms or phrases:
 - o teacher with educator in Article III Section 1
 - o "in newspapers of local circulation" with "electronically and on-site" in Article III Section 11
 - o Managing Director with Head of School in Article IV Section 2 of trustees with Directors, as found throughout the document
 - o Managing Director with Director of Finance and Personnel in Article V Section 4
 - o Financial Committee with Citizens Budget Oversight Committee (CBOC) in Article V Section 4


Board Secretary

These By-laws were amended by the Board of Directors on July 21, 2015 by unanimous vote, with the following modifications:

The Treasurer shall be the chief financial officer of the Corporation and shall have oversight of the Director of Finance and Personnel as that employee takes responsibility of the financial records, investments, and other evidences of school properties and assets. The

Treasurer shall ensure that the Director of Finance and Personnel keeps regular books of account for the Corporation that set out business transactions of the Corporation, such books to be at all times open to inspection at their place of keeping to any Board of Directors

member. The Treasurer shall be the chair of the Financial Committee.

The replacement by-laws.

(d) The Treasurer shall ensure prudent asset management in accordance with financial objectives and Board approved policy. The Treasurer shall ensure that staff implement strong internal controls, oversee development of and monitoring compliance with Board approved financials policies, chairs the Citizens Financial Oversight Committee and ensure that it achieves annuals goals and objectives. The Treasurer facilitates strategic thinking within the Board about short and long term financial vitality, develop financial literacy among all Board Members. Report monthly the financial health, expenditures, income and Federal Grant income and expenditures. The Treasurer shall work with the Head of School to achieve the above outcomes. The Treasurer shall not sign financial documents.

The current by-laws.

ARTICLE III Board of Directors

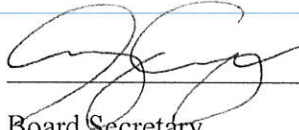
Section 1. Number. The Board of Directors shall consist of not less than five and not more than seven persons. At least one Director shall be a parent of a student currently enrolled at PCA. At least one Director shall be an educator currently employed by PCA.

The current law and recommended change.

As per Title 14, Chapter 512

- (1) At the time at which the school commences its instructional program and at all times thereafter, the board of directors must include a teacher from at least 1 of the charter schools operated by the board and at least 1 parent of a student enrolled in a charter school operated by the board:

Article 3 section 3 The parent and educator Directors are to be excluded from voting on their reappointment. Change educator to teacher.



Board Secretary

Fixed Asset Capitalization Policy

The Providence Creek Academy Charter School, Inc. Board of Directors establishes the following Fixed Asset Capitalization Policy:

DEFINITIONS AND PROVISIONS

For the purpose of this policy, the following definitions shall apply:

"Tangible Assets" - Assets that can be observed by one (1) or more of the physical senses. They may be seen or touched, in some environments heard or smelled.

"Fixed Assets" - Tangible assets of a durable nature, generally with a useful life in excess of one (1) year, which are employed in the operating activities of the School and that, are relatively permanent in nature. They may be termed property, plant, equipment, furniture, or fixed assets. They are usually separated into classes according to the physical characteristics of the items (Example: land, buildings, improvements other than buildings, machinery and equipment, furniture and fixtures).

Some items may be identified as "Controlled Assets" that, although they do not meet all of the fixed asset criteria, are recorded within the fixed asset system to maintain a control of value, number, or location.

"Capital Outlays" - Expenditure which benefit both the current and future fiscal period. This includes the costs of acquiring land and structures; construction or improvements of buildings, structures, or other fixed assets; and equipment purchases having an appreciable and calculable period of usefulness. These are expenditures resulting in the acquisition of or an addition to the School's general fixed assets.

MACHINERY, FURNITURE, AND EQUIPMENT

For the purposes of this policy, machinery and/or equipment is an apparatus, tool, or conglomeration of pieces, to form a tool. Machinery, furniture and equipment are not expendable in nature so as to be consumed. They do not lose their identity through fabrication or incorporation into a different or more complex unit. Machinery, furniture, or equipment will stand alone and will not become a part of a basic building structure and may be moved between or among buildings or rooms to best meet the needs of the School.

Providence Creek Academy Charter School, Inc. will tag items with an individual value equal to or greater than \$200.00. Shipping charges, consultant fees, and any other costs directly related to the acquisition or purchase such as delivery, set-up charges, software operation systems which make the equipment operable as intended may be included and capitalized as a part of the cost. A physical inventory will be accomplished at least once a

year prior to June 30th of each year, all donated item are included in such inventory procedures. All teaching staff will accomplish their own room inventory prior to leaving for the summer break.

Improvements or renovations to existing machinery and new equipment will be capitalized only if the result of the change meets all of the following conditions:

- A. total costs exceed \$25,000.00
- B. the useful life is extended two (2) or more years

RECORDING AND ACCOUNTING

Providence Creek Academy Charter School, Inc. shall classify capital expenditures as capital outlays within the fund from which the expenditure was made. For the purposes of recording fixed assets of the School, the valuation of assets shall be based on historical costs, when available or when it can be determined. When the historical cost cannot be determined, the value shall be fixed by estimation based on those assets which are currently in existence. In the event expenditure was made from more than one account, the expenditure shall be classified in the fund from which a majority of the expenditure was made. If the expenditures were equal, the account which would most likely replace the item will be selected.

The School shall record acquisitions of Fixed Assets in accordance with generally accepted accounting principals. An asset register shall be maintained either in hard copy or in a computer format to record the capital assets of the School. This record is to be maintained by the Human Resource/Finance Manager and attached to this policy each year and updated as required each year.

APPROVED BY THE BOARD OF DIRECTORS JULY 21, 2004

REVISED AUGUST 19, 2004

REVISED BY THE BOARD OF DIRECTORS September 22, 2015

Providence Creek Academy Charter School
Capital Asset Detail Listing
June 30, 2015
Attachment to Fixed Asset Capitalization Policy

Asset	Date Acquired or Placed in Service	Life in Years
Land		
273 West Duck Creek Road, Clayton, DE	Pre 07/01/08	N/A
Land Improvements		
Land Improvements - Athletic Fields	10/01/10	15
Buildings		
School Buildings	08/01/09	40
Vehicles		
2007 International Bus (4DRBUAAP16A285501)	08/01/09	5
Ford F350/4WD/Plow (1FTRF3B68BEB76387)	02/01/10	5
2005 IC RE Bus (4DRBUAFN77B269399)	10/31/11	5
2015 International Blue Bird Vision (1BAKGCPH6FF305620)	12/02/13	5
2015 International Blue Bird Vision (1BAKGCPHXFF305619)	12/02/13	5
2015 International Blue Bird Vision (1BAKGCPH8FF305618)	12/02/13	5
2015 International Blue Bird Vision (1BAKGCPH6FF305617)	12/02/13	5
2015 International Blue Bird Vision (1BAKGCPH0FF308352) - Bus #13	07/01/14	5
2015 International Blue Bird Vision (1BAKGCPH9FF308351) - Bus #11	07/01/14	5
2015 International Blue Bird Vision (1BAKGCPH7FF308350) - Bus #10	07/01/14	5
2015 International Blue Bird Vision (1BAKGCPH0FF308349) - Bus #4	07/01/14	5
Furniture & Equipment		
Furniture & Equipment	Pre 07/01/08	

Yearly Totals

APPROVED BY THE BOARD OF DIRECTORS SEPTEMBER 22, 2015

Cost Basis	A/D @ 06/30/09	Depreication FY 2010	A/D @ 06/30/10	Depreication FY 2011	A/D @ 06/30/11	Depreication FY 2012
1,585,906.00	-	-	-	-	-	-
49,500.00	-	-	-	2,475.00	2,475.00	3,300.00
10,617,734.00	-	243,323.07	243,323.07	265,443.35	508,766.42	265,443.35
59,500.00	-	10,908.33	10,908.33	11,900.00	22,808.33	11,900.00
31,871.00	-	-	-	2,655.92	2,655.92	6,374.20
37,000.00	-	-	-	-	-	4,933.33
73,787.00	-	-	-	-	-	-
73,787.00	-	-	-	-	-	-
70,787.00	-	-	-	-	-	-
71,287.00	-	-	-	-	-	-
73,777.00	-	-	-	-	-	-
70,787.00	-	-	-	-	-	-
70,787.00	-	-	-	-	-	-
69,887.00	-	-	-	-	-	-
703,257.00	-	10,908.33	10,908.33	14,555.92	25,464.25	23,207.53
568,120.00	491,805.00	76,315.00	568,120.00	-	568,120.00	-
	491,805.00	330,546.40	822,351.40	282,474.27	1,104,825.67	291,950.88

A/D @ 06/30/12	Depreication FY 2013	A/D @ 06/30/13	Depreication FY 2014	A/D @ 06/30/14	Depreication FY 2015
-	-	-	-	-	-
5,775.00	3,300.00	9,075.00	3,300.00	12,375.00	3,300.00
774,209.77	265,443.35	1,039,653.12	265,443.35	1,305,096.47	265,443.35
34,708.33	11,900.00	46,608.33	11,900.00	58,508.33	991.67
9,030.12	6,374.20	15,404.32	6,374.20	21,778.52	6,374.20
4,933.33	7,400.00	12,333.33	7,400.00	19,733.33	7,400.00
-	-	-	8,608.48	8,608.48	14,757.40
-	-	-	8,608.48	8,608.48	14,757.40
-	-	-	8,258.48	8,258.48	14,157.40
-	-	-	8,316.82	8,316.82	14,257.40
-	-	-	-	-	14,755.40
-	-	-	-	-	14,157.40
-	-	-	-	-	14,157.40
-	-	-	-	-	13,977.40
48,671.78	25,674.20	74,345.98	59,466.47	133,812.45	129,743.07
568,120.00	-	568,120.00	-	568,120.00	-
1,396,776.55	294,417.55	1,691,194.10	328,209.82	2,019,403.92	398,486.42

A/D @
06/30/15

-

15,675.00

1,570,539.82

59,500.00

28,152.72

27,133.33

23,365.88

23,365.88

22,415.88

22,574.22

14,755.40

14,157.40

14,157.40

13,977.40

263,555.52

568,120.00

2,417,890.34

ANNUAL AUDIT REVIEW

Each year the Annual Audit will be reviewed prior to submission to the Board of Directors. The Citizens Budget Oversight Committee (CBOC) will review the Audit with the Audit Firm on an annual basis. The CBOC will review and reconcile the Annual Financial Statements in order to determine that the amounts reported in the statements are accurate and correct. The CBOC will report it's finding to the Board of Directors when the review is completed in a timely manner.

PENDING BOARD APPROVAL: October 27, 2015