



Office of the Washington State Auditor
Pat McCarthy

Accountability Audit Report

Excel Public Charter School

For the period September 1, 2016 through August 31, 2017

Published October 15, 2018

Report No. 1022381





**Office of the Washington State Auditor
Pat McCarthy**

October 15, 2018

Board of Directors
Excel Public Charter School
Kent, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Public Charter School operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our independent audit report on the Public Charter School's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

A handwritten signature in cursive script that reads "Pat McCarthy".

Pat McCarthy
State Auditor
Olympia, WA

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AUDIT RESULTS

This report describes the overall results and conclusions for the areas we examined. In most of the areas we examined, except as described below, Public Charter School operations complied with applicable state laws, regulations, and its own policies, and provided adequate controls over safeguarding of public resources.

As referenced above, we noted certain matters that we communicated to Public Charter School management and Board of Directors in a letter dated September 14, 2018, related to Open Public Meetings Act addressed in the management letter. We appreciate the Public Charter School's commitment to resolving those matters.

About the audit

This report contains the results of our independent accountability audit of the Excel Public Charter School from September 1, 2016 through August 31, 2017.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved performing procedures to obtain evidence about the Public Charter School's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, based on our risk assessment for the year ended August 31, 2017, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Basic enrollment reporting – tested compliance with State requirements.
- Special education enrollment reporting – tested compliance with State and Federal requirements
- Transportation ridership counts – reviewed student ridership counts to ensure compliance with state requirements.
- Staff mix reporting – reviewed credits and certificated years of experience

- Vendor payments – performed testing to ensure payments made were in accordance within the terms of their contract.
- General revenues – review of public and private bank accounts to ensure funds were kept separate.
- Board minutes – review of monthly board meeting minutes for compliance with OPMA .
- IT user access – performed review of the Charter Schools policies and procedure.

RELATED REPORTS

Other reports

A financial statement audit was performed by a firm of certified public accountants. That firm's report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

INFORMATION ABOUT THE PUBLIC CHARTER SCHOOL

Excel Public Charter School, located in King County, provided educational services to approximately 169 students in grades six-eight during the 2016-2017 school year.

The Public Charter School is a 501c3 nonprofit corporation established under RCW 28A.710.020 and governed by a four member appointed Board of Directors, that establishes policies for the Public Charter School according to the terms of a renewable, five-year charter contract executed under RCW 28A.710.160.

Excel Public Charter is authorized by the Washington State Charter School Commission established by a five-year contract effective August 20, 2016 and terminating August 20, 2021.

The Public Charter School received approximately \$1.5 million in direct state and federal funding for fiscal year 2017. The Public Charter School operates in one building and employs approximately 22 employees

Contact information related to this report	
Address:	Excel Public Charter School 1149 S. Hill Street Suite 600 Los Angeles, WA 90015
Contact:	Elaine Lee
Telephone:	(323) 565-3217

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Excel Public Charter School at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov