



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

MEMORANDUM

TO: All Public School Business Officers, Treasurers and Business Managers

FROM: Joseph Engelstad, Fiscal Analyst
Office of School Finance

DATE: May 13, 2022

SUBJECT: Annual Financial Report

I.C. 5-3-1-3 requires the secretary of each public school corporation to publish an Annual Financial Report (AFR). The AFR must be published annually during the publishing **window which will open Monday, August 1, and close Monday, August 15**. The statute also requires the Indiana Department of Education (IDOE) to develop guidelines for the preparation of and format of the AFR.

Annual Financial Report Options

School officials have the option to publish either a detailed AFR or an AFR summary that includes a description of how to find and view the full report on the school corporation's internet website. School corporations may find updated AFR templates in each format, a summary or a detailed format, with the preferred school corporation format used for the local publication in Moodle Finance under the "Annual Financial Report" section. Publishing of either the summary or full report must be completed by **Monday, August 15**. Schools should review IC 5-3-1-2 for publication requirements.

IDOE is required to make the financial report available on its public website. Please provide a legible copy of the completed AFR and proof of publication as a scanned document in a single PDF file on or before Wednesday, August 31, via email to AFR@doe.in.gov. Hard copies will not be accepted.

GAAP Annual Financial Reports Required for Issuance of Bonds

Certain school corporations, outlined in IC 5-1-11.5, must file an AFR in accordance with generally accepted accounting principles (GAAP) in order to issue bonds. This language applies to school corporations with a recent fall average daily membership count of more than fifteen thousand students. The State Board of Accounts (SBOA) issued guidance regarding this provision. This information will be filed directly with SBOA.

Please note that the AFR required to be submitted through the State Gateway per IC 5-11-1-4 is a separate requirement and falls under the authority of SBOA. Submit questions related to this requirement to annualreports@sboa.in.gov.

If you have questions concerning the Annual Financial Report, please contact us at AFR@doe.in.gov.

Attachment

Summary of the Annual Financial Report for Calendar Year 2021

Corp #: 9120

Corp Name: Insight School of Indiana

The Annual Financial Report in its entirety can be viewed on the school corporation website at:
hcca.k12.com

Receipts and Expenditure Comparisons
Calendar Year 2021

Fund Name	Budget Receipts	Actual Receipts	Budget Expenditures	Actual Expenditures
Education Fund	\$ 1,778,333	\$ 4,189,243	\$ 1,346,547	\$ 3,759,107
Referendum Fund	\$ -	\$ -	\$ -	\$ -
Debt Service Fund	\$ -	\$ -	\$ -	\$ -
Retirement/Severance				
Bond Fund Debt				
Service Fund	\$ -	\$ -	\$ -	\$ -
Operations Fund	\$ -	\$ -	\$ 431,786	\$ 430,136
Exempt Debt Service Fd	\$ -	\$ -	\$ -	\$ -
Repair and				
Replacement Fund	\$ -	\$ -	\$ -	\$ -
Self-Insurance Fund	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 1,778,333	\$ 4,189,243	\$ 1,778,333	\$ 4,189,243

Minimum Teacher Salary Range: \$ 43,500

Maximum Teacher Salary Range: \$ 58,696

High School Extracurricular Salaries:

Position	Amount
Athletic Director	\$ -
Head Baseball	\$ -
Head Basketball - boy	\$ -
Head Basketball - girl	\$ -
Head Football	\$ -
Head Gymnastics	\$ -
Cross Country	\$ -
Golf - boy	\$ -
Golf - girl	\$ -
Head Softball	\$ -
Tennis - boy	\$ -
Tennis - girl	\$ -
Head Swim - boy	\$ -
Head Swim - girl	\$ -
Head Track	\$ -
Head Volleyball	\$ -
Head Wrestling	\$ -
Head Orchestra	\$ -
Vocal Music	\$ -
Head Band	\$ -
	\$ -
	\$ -
	\$ -

**Non-certified Employee Classifications
and Range of Pay Rates 2021-2022**

Classifications	Range of Pay Rates
I. Instructional and Supplementary Pupil Services	
A. Library Aides	0
B. Kindergarten Aides	0
C. Special Education Aides	0
D. Prime Time Aides	0
E. Pre-kindergarten/Head Start Aides	0
F. Educational Enterprises	0
G. Other	44,974-49,925
II. Cafeteria and Food Services	
A. Managers/Head Cooks	0
B. School Food Service Director	0
C. All Other Food Service Employees	0
III. Health Services	
A. Nurses	0
B. Other	0
IV. Office/Clerical/Secretarial	
V. Executive/Administrative/Accounting	
A. Business Manager	0
B. Buildings and Grounds Director	0
C. Community Relations/Publicity Director	0
D. Other	0
VI. Maintenance/Custodial/Warehouse/ Security/Transportation	
A. Building Custodians	0
B. Bus Drivers	0
C. Other	0
VII. Computer Services	0
VIII. Other	0

**Certified Administrative Staff
in effect June 30, 2022**

	Lowest Salary	Highest Salary	Average Salary
Administrative Staff	\$ 49,980.00	\$ 74,090.00	\$ 61,578.00

**Student Enrollment
October 1, 2021**

Grade Level	Enrollment
Pre-School Ages 0 -2 (PW)	
Pre-Kindergarten Ages 3 - 5 (PK)	
Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	24
Grade 8	45
Grade 9	70
Grade 10	78
Grade 11	120
Grade 12	201
Grade 12+/Adult (13)	
TOTAL	538

Assessed Valuation and Tax Rates
Calendar Years 2021 and 2022

					2021	2022
Assessed Valuation						
Tax Rate - Education Fund					N/A*	N/A*
Tax Rate - Referendum Fund				\$	-	\$ -
Tax Rate - Debt Service Fund				\$	-	\$ -
Tax Rate - Retirement/Severance Bond Debt Service Fund				\$	-	\$ -
Tax Rate - Operations Fund				\$	-	\$ -
Tax Rate - Exempt Debt Service Fund				\$	-	\$ -

Statement of Indebtedness
Calendar Year 2021

Indebtedness	Principal Outstanding
Temporary Loans	0
School Bonds	0
Emergency Loans	0
School Bus Loans	0
Holding Company - Public and Private	0
Veterans' Memorial Loans	0
Common School Loans	0
Indiana Bond Bank/Anticipated Notes	0
Retirement/Severance Bond Debt	0
Bank Loans or DLGF Approved Debt	0
Qualified School Construction Bonds (ARRA)	0
Qualified Zone Academy Bonds (ARRA)	0
	\$
	\$
	\$
TOTAL	0

**INSTRUCTIONS, HELPFUL HINTS, AND FORMS FOR COMPLETION OF
THE ANNUAL FINANCIAL REPORT**

CORPORATION WIDE DATA

SAMPLE A

A comparison of your approved budgeted receipt and expenditures and your actual receipts and expenditures by major accounts for the prior calendar year (2021). You may wish to use the format described in Sample A. HINT: In the expenditure comparison, be sure to include your 2020 encumbrances, your 2021 approved budget, your 2021 additional appropriations, and any appropriation transfers to determine the approved budget for expenditures. Also, include 2021 encumbrances in the amount determined as actual expenditures.

If a fund is displayed on the sample that is not a part of your budget advertisement, do not include it in your publication. If you have a fund that is not displayed on the sample but was a part of your budget advertisement it must be included in your publication.

SAMPLE B(1)*

The certified salary schedule in effect June 30, 2022, including the number of employees at each salary increment and the number of full-time and the number of part-time employees. A listing of individual teachers is not required. Sample B(1) is a suggested format.

SAMPLE B(2)*

The certified salary schedule in effect June 30, 2022, including the number of employees at each salary increment and the number of full-time and the number of part-time employees. A listing of individual teachers is not required. Sample B(2) is an **alternate** suggested format.

SAMPLE C

The extracurricular salary schedule in effect June 30, 2022. Our sample is by no means all inclusive. Be sure to modify the names of the positions to fit your salary schedule.

SAMPLE D

The range of pay rates for all non-certified employees by specific classification, with the number of full-time and the number of part-time employees. It is suggested that you use your DOE-NE Report (Non-certified Personnel Data) for 2021-2022 to determine specific employee classifications.

SAMPLE E

The lowest, highest, and average salary for administrative staff, and the number of administrators in effect June 30, 2022. A list of individual administrators is not required.

SAMPLE F

The number of students enrolled at each grade level and the total enrollment as of October 1, 2021. Your best source of information for this item is your DOE-PE Report (Pupil Enrollment Information) for 2021. A paper copy of the Pupil Enrollment Report (DOE-PE) is available through the reports link on the message center of the STN application center.

SAMPLE G

The assessed valuation of the school corporation for the prior year (2021) and the current calendar year (2022). This information should be in the business office of each school corporation. If you do not know your assessed valuation it may be obtained from the Department of Local Government Finance.
The tax rate for each fund for the prior year (2021) and current calendar year (2022). If you do not know your tax rates, they may be obtained from the Department of Local Government Finance. If a fund/tax rate is displayed on the sample that is not a part of your budget advertisement, do not include it in your publication. If a fund/tax rate is not displayed on the sample but was a part of your budget advertisement, it must be included in your publication.

SAMPLE H

A listing of vendors in descending order from the highest total payment in the Education and the Operations Funds to the vendor with the lowest total payments in these funds. Do not include any vendor whose total was less than \$2,500 and do not list more than the top 200 vendors.

For the purpose of the Annual Financial Report, a vendor is defined as anyone receiving a payment for providing goods and services to your school corporation; except parties receiving payment for the employees' withholding portions of payroll, and financial institutions receiving payment for purchases of securities and investments.

SAMPLE I

The total indebtedness as of the end of the prior calendar year. Most of the information for this item is identical to the data reported on the Statement of Obligations of the Biannual Financial Report for the period July 1 through December 31, 2021.

CERTIFICATION

The statute requires that each publication contain a statement providing that the contracts, vouchers, and bills for all payments made by the school corporation are in its possession, and open to public inspection. We have prepared a statement that you may wish to use for the certification. It appears on the final page of the Report.

*NOTE: Only one worksheet for Sample B should be completed.

Annual Financial Report

County Number _____

School Corporation Number _____

School Corporation Name _____

Any questions regarding this report should be directed to:

Contact Person's Name _____

Title _____

Telephone Number _____

When emailing the Annual Financial Report to the Department of Education, attach this cover sheet.

Receipts Comparisons
Calendar Year 2021

Receipt Accounts	2021 Approved Budget Receipts	2021 Actual Receipts
<u>EDUCATION FUND</u>		
1000 Local Sources	-	\$
2000 Intermediate Sources	-	
3000 State Sources	1,938,333	4,220,750
4000 Federal Sources	515,736	786,239
5000 Other Financing Sources		
6000 Other Items		
TOTAL	2,454,069	5,006,989
<u>REFERENDUM FUND</u>		
1000 Local Sources	-	-
TOTAL	-	-
<u>DEBT SERVICE FUND</u>		
1000 Local Sources	\$	\$
2000 Intermediate Sources		
3000 State Sources		
4000 Federal Sources		
5000 Other Financing Sources		
6000 Other Items		
TOTAL	-	-
<u>RETIREMENT/SEVERANCE BOND</u>		
<u>FUND DEBT SERVICE FUND</u>		
1000 Local Sources	\$	\$
TOTAL	\$	\$
<u>OPERATIONS FUND</u>		
1000 Local Sources	\$	\$
2000 Intermediate Sources		
3000 State Sources		
4000 Federal Sources		
5000 Other Financing Sources		
6000 Other Items		
TOTAL	-	-

Receipt Accounts	2021 Approved Budget Receipts	2021 Actual Receipts
<u>EXEMPT DEBT SERVICE FUND</u>		
1000 Local Sources		\$
2000 Intermediate Sources		
3000 State Sources		
4000 Federal Sources		
5000 Other Financing Sources		
6000 Other Items		
TOTAL	\$	\$
<u>REPAIR AND REPLACEMENT FUND</u>		
1000 Local Sources	\$	\$
3000 State Sources		
4000 Federal Sources		
5000 Other Financing Sources		
6000 Other Items		
TOTAL	\$	\$
<u>SELF-INSURANCE FUND</u>		
1000 Local Sources	\$	\$
3000 State Sources		
4000 Federal Sources		
5000 Other Financing Sources		
6000 Other Items		
TOTAL	\$	\$
GRAND TOTAL	\$	\$

Expenditures Comparisons
Calendar Year 2021

Expenditure Accounts	2021 Approved Budget Expenditures	2021 Actual Expenditures
<u>EDUCATION FUND</u>		
11000 Instruction/Regular Programs (12, +benefits, 25,	1694172	2871870
12000 Instruction/Special Programs (13, + benefits)	242554	301374
13000 Instruction/Adult/Continuing Education		
14000 Instruction/Summer School		
15000 Enrichment Programs		
16000 Remediation		
17000 Payments to Governmental Units in State		
21000 Support Services/Pupils (14+benefits)	159625	338302
22000 Support Services/Instruction (27, 37)	409799	935972
23000 Support Services/General Administration		
24000 Support Services/School Administration (29,30,5	141160	94466
25000 Central Services		
26000 Operation & Maintenance of Plant Srvcs.		
27000 Student Transportation		
30000 Operation of Non-instructional Srvcs.		
40000 Facility Acquisition and Construction		
50000 Debt Services		
60000 Non-programmed Charges		
TOTAL	2647310	4541984
<u>REFERENDUM FUND</u>		
11000 Instruction/Regular Programs	\$	\$
12000 Instruction/Special Programs		
13000 Instruction/Adult/Continuing Education		
14000 Instruction/Summer School		
15000 Enrichment Programs		
16000 Remediation Programs		
17000 Payments to Governmental Units in State		
21000 Support Services/Pupils		
22000 Support Services/Instruction		
23000 Support Services/General Administration		
24000 Support Services/School Administration		
25000 Central Services		
26000 Operation & Maintenance of Plant Srvcs.		
27000 Student Transportation		
30000 Operation of Non-instructional Srvcs.		
40000 Facility Acquisition and Construction		
50000 Debt Services		
60000 Non-programmed Charges		
TOTAL	\$	\$

Expenditure Accounts	2021 Approved Budget Expenditures	2021 Actual Expenditures
<u>DEBT SERVICE FUND</u>		
25000 Central Services	\$	\$
50000 Debt Services		
60000 Non-programmed Charges		
TOTAL	\$	\$
<u>RETIREMENT/SEVERANCE BOND</u>		
<u>FUND DEBT SERVICE FUND</u>		
25000 Central Services	\$	\$
50000 Debt Services		
60000 Non-programmed Charges		
TOTAL	\$	\$
<u>OPERATIONS FUND</u>		
17300 Area Vocational School (Participating Share)	\$	\$
17800 Payments to Charter Schools		
23000 Support Services/General Administration (49&5)	439110	857515
25000 Central Services (50,52,53,78)	190883	200633
26000 Operation and Maintenance of Plant Srvcs (41, 6)	146397	99747
27000 Student Transportation		
40000 Facility Acquisition and Construction (79)		
50000 Debt Services		
60000 Non-programmed Charges		
TOTAL	776390	1157895
<u>EXEMPT DEBT SERVICE FUND</u>		
25000 Central Services		
50000 Debt Services		
60000 Non-programmed Charges		
TOTAL	\$	\$

Sample A

Expenditure Accounts	2021 Approved Budget Expenditures	2021 Actual Expenditures
<u>REPAIR AND REPLACEMENT FUND</u>		
25000 Central Services	\$	\$
26000 Operation & Maintenance of Plant Services		
40000 Facility Acquisition and Construction		
60000 Non-programmed Charges		
TOTAL	\$	\$
<u>SELF-INSURANCE FUND</u>		
11000 Instruction/Regular Programs	\$	\$
12000 Instruction/Special Programs		
13000 Instruction/Adult/Continuing Education		
14000 Instruction/Summer School		
15000 Enrichment Programs		
16000 Remediation		
17000 Payments to Governmental Units in State		
21000 Support Services/Pupils		
22000 Support Services/Instruction		
23000 Support Services/General Administration		
24000 Support Services/School Administration		
25000 Central Services		
26000 Operation & Maintenance of Plant Svcs.		
27000 Student Transportation		
30000 Operation of Non-instructional Svcs.		
40000 Facility Acquisition and Construction		
60000 Non-programmed Charges		
TOTAL	\$	\$
GRAND TOTAL	\$	\$



**Certified Salary Schedule
 in effect June 30, 2022**

Years of Service	Bachelors	# of Persons	Bachelors + 15 hrs	# of Persons	Masters	# of Persons	Masters + 15 hrs	# of Persons	Masters + 30 hrs	# of Persons	Masters + 45 hrs	# of Persons	Doctorate	# of Persons
01		4				1								
02		2				4								
03		3				1								
04						1								
05		1				1								
06														
07														
08		1				2								
09														
10		2												
11		1												
12														
13														
14						1								
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														

Total number of certified part-time employees 0

Total number of certified full-time employees 25

Certified Salary Schedule
in effect June 30, 2022

Salary Range	Bachelors # of Persons	Bachelors + 15 hrs # of Persons	Masters # of Persons	Masters + 15 hrs # of Persons	Masters + 30 hrs # of Persons	Masters + 45 hrs # of Persons	Doctorate # of Persons
\$20,000 - 25,000							
\$25,000 - 30,000							
\$30,000 - 35,000							
\$35,000 - 40,000							
\$40,000 - 45,000	2						
\$45,000 - 50,000	4		4				
\$50,000 - 55,000	4		3				
\$55,000 - 60,000	4		4				
\$60,000 - 65,000							
\$65,000 - 70,000							
\$70,000 - 75,000							
\$75,000 - 80,000							
\$80,000 - 85,000							
\$85,000 - 90,000							
\$90,000 - 95,000							

Total number of certified part-time employees 0

Total number of certified full-time employees 25

Extracurricular Salary Schedule
in effect June 30, 2022

Position	Amount	Position	Amount
Elementary Schools Cheerleading Sponsor Basketball - boy Basketball - girl Cross Country/Track Middle Schools Head Basketball - boy Asst Basketball - boy Head Basketball - girl Asst Basketball - girl Cross Country Swimming Head Track Asst Track Volleyball Wrestling High School Athletic Director Head Baseball Asst Baseball Head Basketball - boy Asst Basketball - boy Head Basketball - girl Asst Basketball - girl Head Football Asst Football Head Gymnastics Asst Gymnastics Cross Country Golf - boy Golf - girl Head Softball Asst Softball Tennis - boy Tennis - girl		High School (cont'd) Trainer Head Swim - boy Asst Swim - boy Head Swim - girl Asst Swim - girl Head Track Asst Track Head Volleyball Asst Volleyball Head Wrestling Asst Wrestling Dean of Students National Honor Society Head Orchestra Asst Orchestra Vocal Music Sponsor - 9th Grade Sponsor - 10th Grade Sponsor - 11th Grade Sponsor - 12th Grade Team Sponsor Academic Coaches Student Council Head Band Asst Band Drill Team Sponsor Cheerleading Sponsor Newspaper FHA Sponsor FFA Sponsor BPA Sponsor DECA Sponsor HOSA Sponsor VICA Sponsor FBLA Sponsor Drama/Acting Coach	

If an index is used, calculate a dollar amount for publication.

Non-certified Employee Classifications
and Range of Pay Rates 2021-2022

Classifications	Range of Pay Rates
I. Instructional and Supplementary Pupil Services A. Library Aides B. Kindergarten Aides C. Special Education Aides D. Prime Time Aides E. Pre-kindergarten/Head Start Aides F. Educational Enterprises G. Other	44,974-49,924
II. Cafeteria and Food Services A. Managers/Head Cooks B. School Food Service Director C. All Other Food Service Employees	
III. Health Services A. Nurses B. Other	
IV. Office/Clerical/Secretarial	
V. Executive/Administrative/Accounting A. Business Manager B. Buildings and Grounds Director C. Community Relations/Publicity Director D. Other	
VI. Maintenance/Custodial/Warehouse/Security/Transportation A. Building Custodians B. Bus Drivers C. Other	
VII. Computer Services	
VIII. Other	

Total Number of non-certified part-time employees	0
Total Number of non-certified full-time employees	5

Certified Administrative Staff
in effect June 30, 2022

	Lowest Salary	Highest Salary	Average Salary	Number of Personnel
Administrative Staff	49980	74090	61578	7

Student Enrollment
October 1, 2021

Grade Level	Enrollment
Pre-School Ages 0 -2 (PW)	
Pre-Kindergarten Ages 3 - 5 (PK)	
Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	24
Grade 8	45
Grade 9	70
Grade 10	78
Grade 11	120
Grade 12	201
Grade 12+/Adult (13)	
TOTAL	538

Assessed Valuation and Tax Rates
Calendar Years 2021 and 2022

	2021	2022
Assessed Valuation	N/A*	N/A*
Tax Rate - Education Fund	N/A*	N/A*
Tax Rate - Referendum Fund	N/A*	N/A*
Tax Rate - Debt Service Fund	N/A*	N/A*
Tax Rate - Retirement/Severance Bond Debt Service Fund	N/A*	N/A*
Tax Rate - Operations Fund	N/A*	N/A*
Tax Rate - Exempt Debt Service Fund	N/A*	N/A*
Tax Rate-	N/A*	N/A*
Tax Rate-	N/A*	N/A*

Payments in Excess of \$2,500 Made to Vendors
Calendar Year 2021

Vendor Name	Education Fund Amount	Operations Fund Amount	Total Amount
K12 MANAGEMENT INC	1,585,705.26	\$	\$
Mass Mutual	52,693.89		
Indiana Public Retirement System	37,521.12		
Comm-Core LLC	30,488.53		
CENTRAL INDIANA EDUCATIONAL SERVICE	17,355.00		
PNC BANK, N.A.	11,789.94		
Pitney Bowes Purchase Power	10,801.62		
PRESENCE LEARNING, INC.	8,990.84		
PUBLIC CONSULTING GROUP, INC	8,483.14		
POWERSCHOOL GROUP LLC(Indiana)	6,427.00		
Ivy Tech Community College	6,275.14		
HERFF JONES LLC	4,904.80		
AMAZON CAPITAL SERVICES, INC	4,297.04		
Indiana Wesleyan University	2,650.00		
CLARK, QUINN, MOSES, SCOTT & GRAHN LLP		114,135.80	
BALL STATE UNIVERSITY		108,961.17	
Liberty Mutual Insurance		39,116.80	
ADT LLC		6,414.67	
DOUGLAS REALTY GROUP NOBLESVILLE I LLC		6,000.00	
ARTHUR J GALLAGHER RISK MGMT SERVICES, INC		4,448.52	
CLIFTONLARSONALLEN LLP(Indiana)		4,000.00	

Statement of Indebtedness
Calendar Year 2021

Indebtedness	Principal Outstanding
Temporary Loans	0
School Bonds	0
Emergency Loans	0
School Bus Loans	0
Holding Company - Public and Private	0
Veterans' Memorial Loans	0
Common School Loans	0
Indiana Bond Bank/Anticipated Notes	0
Retirement/Severance Bond Debt	0
Bank Loans or DLGF Approved Debt	0
Qualified School Construction Bonds (ARRA)	0
Qualified Zone Academy Bonds (ARRA)	0
Other:	
Other:	
TOTAL	0
Outstanding Encumbrances - All Funds (Include purchase orders, vendor contracts, letters of commitment, leases)	0

Annual Financial Report
Certification

I hereby certify that the annual financial report is true and accurate in every respect to the best of my knowledge and belief. I further certify that all contracts, vouchers, and bills for all payments made by the school corporation are in its possession and open to public inspection.

Date_____ Signature_____

Secretary, Board of School Trustees
School Corporation Name
Street Address
City, State, and Zip Code