



Where to Start When You Want to Join the WI PSCCP

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Learning Objectives

- Identify what questions you should be asking yourself before entering the program.
- Understand what audits are required as a participant in the program.
- Determining what your next steps are and what resources you need.

Terminology and Abbreviations

- Private School Choice Program = Choice or PSCP
- Special Needs Scholarship Program = SNSP
- Department of Public Instruction = DPI
- Skills, Knowledge, and Experience = SKE

Questions to Ask

- Do you have sufficient staffing?
- Do you have proper policies and procedures in place over your significant transaction classes?
- Do you have a person with appropriate SKE performing the accounting?
- Is Choice the right program for you?
- Is there a need for specific technology?

Questions to Ask - Sufficient Staffing?

- Applications take a lot of time and involve:
 - Answering questions from parents.
 - Compiling all of the required elements.
 - Reviewing the applications for accuracy and completeness.
- It takes a lot of preparation.
- There are a four different audits with strict deadlines.

Audits – What are they?

1. September Enrollment Audit

- Audit will occur in November.
- Auditor will be onsite for two to three days.
- Report is due to DPI on December 15th
- Primary Purpose:
 - Test the student enrollment count on the third Friday in September.
 - Includes Choice and non-choice students.
 - Review all Choice student applications and supporting documentation.

Audits – What are they?

2. Fiscal & Internal Control Practices Audit

- Audit will occur in November, concurrently with the September Enrollment Audit.
- Auditor will be onsite for two to three days.
- Report is due to DPI on December 15th
- Primary Purpose:
 - Test policies and procedures of up to 13 different areas.

Audits – What are they?

3. January Enrollment Audit

- Audit will occur in January.
- Auditor will perform this remotely.
 - Preliminary work can be performed in late-January and February.
 - Remaining work or entire audit is performed in March and April.
- Report is due to DPI on April 30th.
- This requires the least amount of work on you and the auditor.
- Primary Purpose:
 - Test the student enrollment count on the second Friday in January.
 - Includes Choice and non-choice students.

Audits – What are they?

4. Financial Audit

- Audit will occur in August or September.
- Auditor will be onsite for:
 - Up to a week for the first financial audit.
 - Three days is the average for subsequent years.
- Report is due to DPI on October 15th.
- Primary Purpose:
 - To test the financial balances as of June 30th (year-end).
 - Includes all subsets of the organization.
 - Preparation of the reserve schedule.
 - Review of internal controls.

Questions to Ask – Proper Policies and Procedures?

- Supporting documentation is required to be maintained for all transactions.
- System in place for organizing the support documentation.
- Proper segregation of duties to ensure there is proper prevention or detection of fraud AND errors.
- Reconciliations are being performed.
- Proper insurance coverages.

Questions to Ask – Proper Policies and Procedures?

- Attendance policy and procedures for the count date including:
 - Determination of a student being present.
 - Determination of a student being absent.
- Process for accepting and reviewing applications.
- Process for following up on inadequate documentation.

Questions to Ask – Proper Policies and Procedures?

- DPI has required policies specific to the Fiscal & Internal Control Practices audit:
 - Employee expense reimbursement
 - Electronic fund transfer
 - Eligible education expense
 - Immoral conduct
- Capitalization policy for property and equipment.
- For all school related employees:
 - Background checks
 - Education credentials
 - Employee compensation agreements

Questions to Ask – Appropriate SKE?

- Don't need to be an expert or have a formal accounting background.
- Need a basic understanding of:
 - Proper entering of transactions into the accounting software.
 - When journal entries are needed and how to make them.
 - Accruals (receivables and payables).
 - Restricted contributions and how to track them.

Questions to Ask – What if No Appropriate SKE?

- Having the current individual attend some accounting related trainings.
- Obtaining an outsourced accountant.
- Hiring someone with more SKE.

Questions to Ask – What is the right program?

- There are two programs:
 - PSCP
 - SNSP
- You can participate in one or both.
- Major differences with the SNSP program are:
 - No Fiscal & Internal Control Practices Audit
 - Applications require more work and there are additional items needed.

Questions to Ask – Is there a need for specific technology?

- Accounting software
- Student information software (SIS)
- Donor database

What's Next?

- Implement any changes or improvements based on the previous slides.
- Designate someone to be the Choice Administrator and Designee(s).
- Complete the
 - “Interested Schools Form” on DPI’s website.
 - Required Trainings and Quizzes on DPI’s website.
- Obtain an auditor and schedule audit fieldwork.

Questions?



Resources

- Trainings like this!
- We also offer consulting services to help you get started.
- DPI's website.

Contact Us



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THANK YOU



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