



SOPHIE B. WRIGHT CHARTER SCHOOL

February 14, 2014

Ms. Joy Irwin, CPA, MBA
Assistant Legislative Auditor and
Director of Local Government Services
Office of the Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70804-9397

Dear Ms. Irwin:

In response to the requests to the Institute for Academic Excellence (d/b/a Sophie B. Wright Charter School) (the School) per your inquiry on February 20, 2014, please see below:

The School's plan to correct the condition or conditions that led to the material weakness on internal controls over expenditures and other finding.

Since the 2013 audit report issuance in December 2013, the School has hired a former member of management of the Orleans Parish School Board and Controller of another charter school to assist in the remediation. The consultant will analyze our current internal controls and make recommendations for improvements. She will assist our Finance Department employees in designing and implementing appropriate policies and procedures (specifically over expenditures). The consultant will also assist us in ensuring all accounting records are updated through the current date and that we have obtained and organized appropriate support for these records.

Once the records are updated and appropriate policies and procedures have been implemented, the consultant will review all records and related support on a monthly basis to ensure compliance with implementation and adherence to the new policies and procedures.

The name of the person or persons' within the School who are responsible for administering the corrective action plan.



Ms. Joy Irwin, CPA, MBA
Office of the Legislative Auditor
February 14, 2014
Page 2

The persons within the School that are currently responsible for implementing the corrective action plan are Ms. Sharon Clark, Charter School Director, and Mr. Ernest Lumpkins, Finance Director, with the oversight of Mr. James Watson, Board President.

The name of a board member, if applicable, who will take responsibility for monitoring the progress of the corrective action plan.

Mr. James Watson, Board President, will take responsibility for monitoring the progress of the corrective action plan.

The name of the person/entity the School has hired to monitor their progress with the corrective action plan.

The School has engaged Ms. Cynthia Grace of Cynthia Grace Consulting. Ms. Grace is a CPA with over 21 years of experience. She also served as Treasurer of the Orleans Parish School Board, including review of various charter school financial statements and related internal controls as necessary.

On behalf of the Institute for Academic Excellence (d/b/a Sophie B. Wright Charter School), I want to personally assure you that the School is committed to remediating the material weakness on internal controls over expenditures and other finding in the 2013 audit report as well as the conditions that led to material weakness and other finding.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sharon Clark', is written over a horizontal line. The signature is fluid and cursive.

Ms. Sharon Clark
Charter School Director