



**SWENSON
& ASSOCIATES, P.A.**
CPAs Advisors Consultants

Mrs. Lori Horton
Shannon Forest Christian School
829 Garlington Road
Greenville, SC 29615

Dear Mrs. Horton:

We have performed the procedures enumerated below, which were agreed to by *Shannon Forest Christian School* (SFCS) solely to comply with the Eligible School Compliance Audit as required by the Advisory Committee of the Educational Credit for Exceptional Needs Children (ECENC) Program. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. Procedure: We performed the 12 procedures of the Eligible School Compliance Audit and reviewed supporting documentation to demonstrate compliance

Finding: SFCS was in compliance with all 12 procedures. See the attached Compliance Audit for verification sources and comments.

We were not engaged to and did not perform an audit, the objective of which would be the expression of an opinion on the financial statements or internal control system of SFCS. Accordingly, we do not express such an opinion. Also, had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of SFCS and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Swenson & Associates, P.A.

June 4, 2015

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Greenville, SC 29606

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Greenville, SC 29609

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American Institute of
Certified Public Accountants

South Carolina Association of
Certified Public Accountants

STATE OF SOUTH CAROLINA
SECRETARY OF STATE

INDEPENDENT SCHOOL COMPLIANCE AUDIT

TYPE OR PRINT CLEARLY IN BLACK INK.

Pursuant to Part 1B, Section 1.80 of the 2014-2015 Appropriations Act, the undersigned organization hereby submits its compliance audit to the Secretary of State:

1. List the name, address, phone number and web address (if applicable) of the independent school:

Shannon Forest Christian School
Name
829 Garlington Rd.
Street Address
Greenville Greenville SC 29615
City County State Zip Code
864.678.5107 www.shannonforest.com
Phone Number Web Address

2. List the name, address, phone number and web address (if applicable) of the outside auditing firm that conducted the compliance audit:

Swenson + Associates, PA
Name
203 West Stone Avenue
Street Address
Greenville Greenville SC 29609
City County State Zip Code
864-467-0804 swensoncpa.com
Phone Number Web Address

3. The attached compliance audit is for the fiscal year beginning 8/13, 2014,
and ending 5/29 2015.

Date 6.9.15

Shannon Forest Christian School
Name of Organization
Lori M. Horton
Signature of Officer
Lori M. Horton / Provost
Type or Print Name and Title of Officer

FILING INSTRUCTIONS

1. THIS FORM MUST BE ACCOMPANIED BY A COMPLIANCE AUDIT COMPLETED WITHIN THE LAST THIRTY (30) DAYS.
2. If you would like a filed copy for your records, please submit two (2) copies of this form and two (2) copies of the attached compliance audit, along with a self-addressed, stamped envelope.

Return to: Secretary of State
 ATTN: Legal Division
 1205 Pendleton Street, Suite 525
 Columbia, SC 29201

Agreed Upon Procedures for Eligible School Compliance Audit
As Recommended by the Advisory Committee
Created Pursuant to
Proviso 1.80. of Act 288 of 2014
Educational Credit for Exceptional Needs Children (ECENC) Program

School Name: Shannon Forest Christian School

Address: 829 Garlington Road
Greenville, SC 29615

1. The school offers a general education to primary or secondary school students.

Yes No

Verification by review of accreditation letter from Advanced South Carolina

Offering a general education to primary or secondary school students:

South Carolina Code of Regulations, 43-243, Special Education, Education of Students with Disabilities identifies "general education curriculum" as "the same curriculum as for nondisabled children." Documentation for item six may be used to demonstrate compliance.

2. The school does not discriminate on the basis of race, color, or national origin.

Yes No

Verification by review of SCFS nondiscrimination policy; 2014 is initial form 990 and has been extended

Nondiscrimination on the basis of race, color, or national origin:

IRS Form 990 Schedule E, IRS Form 5578 or other similar federal filing demonstrates compliance.

3. The school is located in this State.

Yes No

Verification by inspection of 2014 Greenville City property tax bill

Location within this State: Either a title or deed; or county property tax bill demonstrates compliance.

4. The school has an educational curriculum that includes courses set forth in the state's diploma requirements and where the students attending are administered national achievement or state standardized tests, or both, at progressive grade levels to determine student progress.

Yes No

Verification by review of 2014-2015 Upper School course curriculum and TerraNova assessment summary for 3/20/15 test date administered to K-11 Students

Educational curriculum that includes courses set forth in the state's diploma requirements and where the students attending are administered national achievement or state standardized tests, or both, at progressive grade levels to determine student progress:

Diploma Requirements (SC Code of Regulations 43-234) I. Requirements for Earning a South Carolina High School Diploma, include courses in English language arts; mathematics; science; U.S. History and Constitution; economics; U.S. Government; other social studies; physical education or Junior ROTC; computer science, foreign language or career and; technology education; electives. A school course offering, course directory or blank report cards listing the inclusion of courses demonstrates compliance.

Assessment tools include the PSAT, SAT, ACT, Stanford Achievement Test, TerraNova, Iowa Test of Basic Skills, and other similar test. Copies of test scores or confirmation of test grading from contractors or associations demonstrate compliance.

5. The school has facilities that are subject to applicable federal, state, and local laws.

Yes No

Verification by Lori Horton, Provost / Executive Director

Facilities that are subject to applicable federal, state, and local laws: Please note if school is NOT subject to such laws.

6. The school is a member in good standing of the Southern Association of Colleges and Schools, the South Carolina Association of Christian Schools or the South Carolina Independent Schools Association.

Yes No

Verification by review of accreditation letter from AdvancED South Carolina

Good standing membership within Southern Association of Colleges and Schools (SACS / AdvancED), the South Carolina Association of Christian Schools (SCACS) or the South Carolina Independent Schools (SCISA) A letter or certificate or other document issued by the association or accreditation entity communicating current membership status demonstrates compliance.

7. The school documents all individual grants received from each nonprofit scholarship funding organization on behalf of qualifying students with exceptional needs.

Yes No

Verification by inspection of recipient list maintained by SFCS

8. The school has no knowledge or information suggesting that the grants awarded by each scholarship funding organization were contingent upon any prescribed conditions imposed by the scholarship funding organization upon the school.

Yes No

Verification by Lori Horton, Provost / Executive Director

9. The school documents that each individual grant received was in the form of a check in the name of the qualifying student.

Yes No

Verification by SFCS receives funds by electronic transfer, reviewed bank statement and corresponding email from Palmetto Kids First identifying recipient and amount

10. The school documents that each individual grant received per qualifying child did not exceed \$10,000 per school year.

Yes No

Verification by review of Palmetto Kids First email and recipient list maintained by SFCS

For issues 7, through 10, Grants received School should be able to provide copies of checks received from scholarship funding organizations for qualifying students with exceptional needs to document total revenues; to document that checks were properly prepared; and to document that no child received a grant in excess of \$10,000.

11. The school documents the enrollment dates for all qualifying children with exceptional needs who received a grant from a scholarship funding organization.

Yes No

Verification by inspection of enrollment forms.

Enrollment data For all students receiving grants, a school should be able to document enrollment dates with copies of attendance records, letters of registration or withdrawal, etc.

12. Did any qualifying student who received a grant leave or withdraw from the school for any reason prior to the end of the semester or school year and did not re-enroll within thirty days?

Yes No

Verification by review of student withdrawal list

If Yes is checked, the school documents that it returned a prorated amount of the grant to the scholarship funding organization based on the number of days the qualifying student was enrolled in the school during the semester or school year and within sixty days of the student's departure.

Yes No

Verification of _____

Student withdrawals For students who received grants and left before the end of the semester or year, the school must document through checks issued that the scholarship funding organization was reimbursed a prorated amount.

Acceptance Statement

The following outside entity or auditing firm confirms that the above school has provided documentation and verification of its compliance with the Educational Credit for Exceptional Needs Children (ECENC) program as outlined above.

<u>Paul Swenson</u>	<u>Owner</u>
Name	Title
<u>Swenson + Associates</u>	<u>203 West Stone Ave, Greenville 29609</u>
Name Of Outside Entity Or Auditing Firm	Address
	<u>6/4/15</u>
Signature	Date

By law, the compliance audit must be conducted by "an outside entity or auditing firm." The term "outside" implies a neutral or independent evaluation that is conducted by an individual or contractor who has no personal or professional conflict of interest and/or relationship with a scholarship organization or grant recipient. The school may contact the South Carolina Association of Christian Schools or the South Carolina Independent Schools for questions or assistance.

This compliance audit must be furnished with thirty days of its completion and acceptance to the Secretary of State and Department of Revenue which must be made available by them on their website for public review (H.2.). The compliance audit must

Secretary of State, ATTN: Legal Division, 1205 Pendleton Street, Suite 625 Columbia, SC 29201
and

Department of Revenue, ATTN: Ricky Taylor, Audit Services, 301 Gervais Street, Post Office Box 125,
SC 29214