



University Preparatory Academy Palm Beach
W/L# 4080
(A charter school under
University Preparatory Academy Palm Beach, Inc.)

Financial Statements and
Independent Auditors' Report
June 30, 2019

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University Preparatory Academy Palm Beach
(A charter school under University Preparatory Academy Palm Beach, Inc.)
W/L# 4080

2101 N Australian Avenue
West Palm Beach, FL 33407

2018-2019

Board of Directors

Melissa Klafter, Board Chair, Director
Anthony Polazzi, Director
Daryl Cobb, Director
Casey Moye, Director
Dr. Jennifer Porter-Smith, Director

School Administration

Richard M. Ledgister, Principal



INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
University Preparatory Academy Palm Beach
West Palm Beach, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund and the aggregate remaining fund information of University Preparatory Academy Palm Beach (the "School"), a charter school under University Preparatory Academy Palm Beach, Inc., as of, and for the year ended June 30, 2019, and the related notes to the financial statements which collectively comprise the School's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund and the aggregate fund financial information of University Preparatory Academy Palm Beach as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

As described in Note 1, the accompanying financial statements referred to above present only the financial position of University Preparatory Academy Palm Beach as of June 30, 2019, and the respective changes in financial position for the year then ended, and is not intended to be a complete presentation of University Preparatory Academy Palm Beach, Inc. These financial statements do not purport to and do not present fairly the financial position of University Preparatory Academy Palm Beach, Inc. as of June 30, 2019 and its changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and budgetary comparison information on pages 4 through 9 and 28 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 23, 2019 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School’s internal control over financial reporting and compliance.



Coral Gables, Florida
September 23, 2019

CERTIFIED PUBLIC ACCOUNTANTS

Management's Discussion and Analysis
University Preparatory Academy Palm Beach
(A Charter School Under University Preparatory Academy Palm Beach, Inc.)
June 30, 2019

The corporate officers of University Preparatory Academy Palm Beach, Inc. have prepared this narrative overview and analysis of the school's financial activities for the fiscal year ended June 30, 2019.

Financial Highlights

1. The net position of the School at June 30, 2019 was \$120,848.
2. At year-end, the School had current assets on hand of \$224,380.
3. The School had a decrease in its net position of \$101,798 for the year ended June 30, 2019.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the School's basic financial statements. The School's financial statements for the year ended June 30, 2019 are presented in accordance with GASB Codification Section 2200. The financial statements have three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the School's finances, in a manner similar to a private-sector business.

The *Statement of Net Position* presents information on all of the School's assets, deferred outflows of resources, liabilities and deferred inflows of resources. The difference between the four is reported as *net position*. Over time increases or decreases in net position may serve as an indicator of whether the financial position of the School is improving or deteriorating.

The *Statement of Activities* presents information on how the School's net position changed during the fiscal year. All changes in net position are reported when the underlying event occurs without regard to the timing of related cash flows. Accordingly, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements can be found on pages 10-11 of this report.

Fund Financial Statements

A "fund" is a collection of related accounts grouped to maintain control over resources that have been segregated for specific activities, projects, or objectives. The School like other state and local governments uses fund accounting to ensure and report compliance with finance-related legal requirements.

All of the funds of the School are governmental funds. *Governmental Funds* are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Governmental Fund financial statements, however, focus on *near-term* inflows and outflows of spendable resources, as well as on the balances of spendable resources which are available at the end of the fiscal year. Such information may be used to evaluate a government's requirements for near-term financing.

The Board of the School adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with the School's budget.

The basic governmental fund financial statements can be found on pages 12 - 15 of this report.

Notes to Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

The notes to the financial statements can be found on pages 16 – 27 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a charter school's financial position. In the case of the School, the net position was \$120,848 at the close of the fiscal year. A summary of the School's net position as of June 30, 2019 and 2018 is as follows:

	2019	2018
Cash and cash equivalents	\$ 12,947	\$ 59,144
Investments	146,000	100,000
Grants receivable, no allowance necessary	-	75,000
Prepaid expenses and other assets	49,437	5,031
Due from other agencies	15,996	20,182
Deposits receivable	60,000	60,000
Capital assets, net	443,848	477,267
Total Assets	728,228	796,624
Deferred outflows of resources	-	-
Salaries and wages payable	73,557	67,544
Loans payable	315,000	387,050
Accounts payable	218,823	119,384
Total Liabilities	607,380	573,978
Deferred inflows of resources	-	-
Net Position:		
Net investment in capital assets	128,848	162,267
Unrestricted	(8,000)	60,379
Total Net Position	\$ 120,848	\$ 222,646

A summary and analysis of the School's revenues and expenses for the years ended June 30, 2019 and 2018 is as follows:

	<u>2019</u>	<u>2018</u>
REVENUES		
Program Revenues		
Operating Grants and Contributions	\$ 127,851	\$ 202,662
Capital Outlay Funding	188,073	-
Charges for Services	37,448	45,672
General Revenues		
Local Sources (FTE and other non specific)	2,183,024	1,858,497
Other Revenues	119,600	459,402
Total Revenues	<u>\$ 2,655,996</u>	<u>\$ 2,566,233</u>
EXPENSES		
Governmental Activities:		
Instruction	\$ 1,309,713	\$ 1,277,324
Student support services	52,886	-
Instructional staff training	7,838	7,918
Board	15,865	34,108
School administration	503,104	479,921
Pupil personnel services	-	6,125
Fiscal services	42,750	36,900
Food services	104	420
Central services	78,752	75,811
Student transportation services	72,305	59,313
Operation of plant	546,640	479,714
Administrative technology services	9,217	92,239
Maintenance of plant	85,970	4,765
Interest	-	741
Community services	32,650	-
Total Expenses	<u>2,757,794</u>	<u>2,555,299</u>
Increase (decrease) in Net Position	<u>(101,798)</u>	<u>10,934</u>
Net Position at Beginning of Year	<u>222,646</u>	<u>211,712</u>
Net Position at End of Year	<u><u>\$ 120,848</u></u>	<u><u>\$ 222,646</u></u>

The School's revenues and expenses increased by \$89,763 and \$202,495, respectively, as a result of increased enrollment. The School had a decrease in its net position of \$(101,798) for the year.

Capital Improvement Requirements

The School maintains a continuous capital improvements program to enhance facilities and update fixtures and equipment as required.

School Location

For 2018-2019, the school continues to operate from its facility located at 2101 N Australian Avenue West Palm Beach, FL 33407

Accomplishments

In 2019, University Preparatory Academy (UPA) increased enrollment to 286 students. The school received a letter grade of “C” under the State of Florida Accountability Program and continues to improve in learning gains.

The mission of UPA is to provide all students with the academic, leadership and social skills that will enable them to attend and graduate from an institution of higher education.

UPA features:

- Jr. Robotics Program
- Advanced Track
- Foreign Language
- More 1-on-1/ Smaller Classes
- Basketball
- Soccer
- Volleyball
- Renaissance Leagues
- Chess
- Step/Dance
- Cheer Tech
- Lego Jr. League
- Flag Football

University Prep’s program holds students accountable for academic success and structures are built in for assisting those students who may be struggling. The culture at University Prep encourages everyone to be responsible for student achievement...from each of the teachers on staff, to the administration, to the volunteers, and to the students themselves. The school’s goal is to develop students who will possess the character traits and work habits necessary to succeed in college and life beyond.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUND

As noted earlier, the School uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the School's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the School's financing requirements. In particular, the *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

Most of the School's operations are funded in the General Fund. The majority of the General Fund revenues are distributed to the School by the District through the Florida Education Finance Program (FEFP), which uses formulas to distribute state funds and an amount of local property taxes (i.e., required local effort) established each year by the Florida Legislature.

At the end of the fiscal year, the School's governmental general fund reported ending fund balance of \$(68,000).

Capital Assets

The School's investment in capital assets as of June 30, 2019 amounts to \$443,848 (net of accumulated depreciation). This investment in capital assets includes building and improvements and furniture, equipment, and textbooks. The School has outstanding debt associated to capital assets and working capital

Governmental Fund Budget Analysis and Highlights

Prior to the start of the School’s fiscal year, the Board of the Charter School adopted an annual budget. A budgetary comparison statement has been provided for the governmental fund to demonstrate compliance with the School’s budget.

	Governmental Funds		
	Original Budget	Final Budget	Actual
REVENUES			
Program Revenues			
State capital outlay funding	\$ 139,000	\$ 182,500	\$ 188,073
Federal sources	164,365	122,315	127,851
General Revenues			
FTE and other nonspecific revenues	2,067,824	2,182,760	2,183,024
Charges and other revenues	250,000	250,000	157,048
Total Revenues	<u>\$ 2,621,189</u>	<u>\$ 2,737,575</u>	<u>\$ 2,655,996</u>
CURRENT EXPENDITURES			
Governmental Activities			
Instruction	\$ 1,239,545	\$ 1,179,516	\$ 1,184,440
Student support services	7,000	53,754	52,886
Instructional staff training	8,000	8,000	7,838
Board	15,000	16,300	15,865
School administration	413,072	505,522	503,104
Fiscal services	41,700	42,750	42,750
Food services	-	150	104
Central services	83,200	79,750	78,752
Pupil transportation	50,000	76,200	72,305
Operation of plant	515,518	540,789	536,533
Maintenance of plant	78,000	87,000	84,540
Administrative technology services	10,000	10,000	9,217
Community services	23,000	33,000	32,650
Total Current Expenditures	<u>\$ 2,484,035</u>	<u>\$ 2,632,731</u>	<u>\$ 2,620,984</u>

Most variances occurred as a result of the Budget adopted being more conservative than actual results for the year.

Requests for Information

This financial report is intended to provide a general overview of the finances of the Charter School. Requests for additional information may be addressed to Ms. Ana Martinez at Academica Broward, LLC, 6340 Sunset Drive, Miami, Florida 33143.

University Preparatory Academy Palm Beach
(A charter school under University Preparatory Academy Palm Beach, Inc.)

Statement of Net Position
June 30, 2019

	<u>Governmental Activities</u>
<u>Assets</u>	
Current assets:	
Cash and cash equivalents	\$ 12,947
Investments	146,000
Prepaid expenses and other assets	49,437
Due from other agencies	<u>15,996</u>
	224,380
Deposits receivable, long term	60,000
Capital assets, depreciable	839,669
Less: accumulated depreciation	<u>(395,821)</u>
	443,848
Total Assets	<u><u>728,228</u></u>
<u>Deferred Outflows of Resources</u>	
	<u>-</u>
<u>Liabilities</u>	
Current liabilities:	
Salaries and wages payable	73,557
Note payable	315,000
Accounts payable	<u>218,823</u>
Total Liabilities	607,380
<u>Deferred Inflows of Resources</u>	
	<u>-</u>
<u>Net Position</u>	
Net investment in capital assets	128,848
Unrestricted	<u>(8,000)</u>
Total Net Position	<u><u>\$ 120,848</u></u>

The accompanying notes are an integral part of this financial statement.

University Preparatory Academy Palm Beach
(A charter school under University Preparatory Academy Palm Beach, Inc.)

Statement of Activities
For the year ended June 30, 2019

FUNCTIONS	Program Revenues				Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Instruction	\$ 1,309,713	\$ -	\$ 127,851	\$ -	\$ (1,181,862)
Student support services	52,886	-	-	-	(52,886)
Instructional staff training	7,838	-	-	-	(7,838)
Board	15,865	-	-	-	(15,865)
School administration	503,104	-	-	-	(503,104)
Fiscal services	42,750	-	-	-	(42,750)
Food services	104	-	-	-	(104)
Central services	78,752	-	-	-	(78,752)
Student transportation services	72,305	-	-	-	(72,305)
Operation of plant	546,640	30,200	-	188,073	(328,367)
Maintenance of plant	85,970	-	-	-	(85,970)
Administrative technology services	9,217	-	-	-	(9,217)
Community services	32,650	7,248	-	-	(25,402)
Total governmental activities	2,757,794	37,448	127,851	188,073	(2,404,422)
General revenues:					
FTE and other nonspecific revenues					2,183,024
Interest and other revenue					<u>119,600</u>
Change in net position					(101,798)
Net position, beginning					<u>222,646</u>
Net position, ending					<u>\$ 120,848</u>

The accompanying notes are an integral part of this financial statement.

University Preparatory Academy Palm Beach
(A charter school under University Preparatory Academy Palm Beach, Inc.)

Balance Sheet - Governmental Funds
June 30, 2019

	General Fund	Nonmajor governmental funds	Total Governmental Funds
<u>Assets</u>			
Cash and cash equivalents	\$ 12,947	\$ -	\$ 12,947
Investments	146,000	-	146,000
Due from other agencies	-	15,996	15,996
Due from fund	15,996	-	15,996
Prepaid expenses and other assets	49,437	-	49,437
Total Assets	<u>224,380</u>	<u>15,996</u>	<u>240,376</u>
<u>Deferred Outflows of Resources</u>			
	-	-	-
<u>Liabilities</u>			
Salaries and wages payable	73,557	-	73,557
Accounts payable	218,823	-	218,823
Due to fund	-	15,996	15,996
Total Liabilities	<u>292,380</u>	<u>15,996</u>	<u>308,376</u>
<u>Deferred Inflows of Resources</u>			
	-	-	-
<u>Fund balance</u>			
Nonspendable, not in spendable form	49,437	-	49,437
Unassigned	(117,437)	-	(117,437)
	<u>(68,000)</u>	<u>-</u>	<u>(68,000)</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 224,380</u>	<u>\$ 15,996</u>	<u>\$ 240,376</u>

The accompanying notes are an integral part of this financial statement.

University Preparatory Academy Palm Beach
(A charter school under University Preparatory Academy Palm Beach, Inc.)

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position
June 30, 2019

Total Fund Balance - Governmental Funds \$ (68,000)

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets of \$839,669 net of accumulated depreciation of \$395,821 used in governmental activities are not financial resources and therefore are not reported in the fund. 443,848

Long term deposits receivable in governmental activities are not financial resources and therefore are not reported in the governmental funds. 60,000

Long term liabilities are not due and payable in the current period and, therefore, is not reported in the governmental funds. (315,000)

Total Net Position - Governmental Activities \$ 120,848

The accompanying notes are an integral part of this financial statement.

University Preparatory Academy Palm Beach
(A charter school under University Preparatory Academy Palm Beach, Inc.)

Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the year ended June 30, 2019

	General Fund	Nonmajor governmental funds	Total Governmental Funds
Revenues:			
State capital outlay funding	\$ -	\$ 188,073	\$ 188,073
State passed through local	2,183,024	-	2,183,024
Federal sources	-	127,851	127,851
Charges for services and other revenue	157,048	-	157,048
Total Revenues	2,340,072	315,924	2,655,996
Expenditures:			
Current			
Instruction	1,056,589	127,851	1,184,440
Student support services	52,886	-	52,886
Instructional staff training	7,838	-	7,838
Board	15,865	-	15,865
School administration	503,104	-	503,104
Fiscal services	42,750	-	42,750
Food services	104	-	104
Central services	78,752	-	78,752
Pupil transportation	72,305	-	72,305
Operation of plant	348,460	188,073	536,533
Maintenance of plant	84,540	-	84,540
Administrative technology services	9,217	-	9,217
Community Services	32,650	-	32,650
Capital Outlay:			
Other capital outlay	103,391	-	103,391
Debt Service:			
Repayment of principal	-	72,050	72,050
Total Expenditures	2,408,451	387,974	2,796,425
Excess (deficit) of revenues over expenditures	(68,379)	(72,050)	(140,429)
Other financing sources (uses)			
Transfers in (out)	(72,050)	72,050	-
Net change in fund balance	(140,429)	-	(140,429)
Fund Balance at beginning of year	72,429	-	72,429
Fund Balance at end of year	\$ (68,000)	\$ -	\$ (68,000)

The accompanying notes are an integral part of this financial statement.

University Preparatory Academy Palm Beach
(A charter school under University Preparatory Academy Palm Beach, Inc.)

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance
of Governmental Funds to the Statement of Activities
For the year ended June 30, 2019

Net Change in Fund Balance - Governmental Funds \$ (140,429)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays of \$103,391 differed from depreciation expense of \$136,810. (33,419)

The proceeds from debt issuance provide current financial resources to governmental funds, but issuing debt increases long term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the long term funds, but the repayment reduces long term liabilities in the statement of net position. This is the amount by which repayment of \$72,050 exceeded proceeds of \$0. 72,050

Change in Net Position of Governmental Activities \$ (101,798)

The accompanying notes are an integral part of this financial statement.

Note 1 – Summary of Significant Accounting Policies

Reporting Entity

University Preparatory Academy Palm Beach (the "School"), is a charter school sponsored by the School Board of Palm Beach County, Florida (the "District"). The School's charter is held by University Preparatory Academy Palm Beach, Inc., a not-for-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not-For-Profit Corporation Act. The governing body of the School is the board of directors of University Preparatory Academy Palm Beach, Inc., which is composed of five members. The board of directors has determined that no component unit exists that would require inclusion in the School's financial statements.

The general operating authority of the School is contained in Section 1002.33, Florida Statutes. The School operates under a charter granted by the sponsoring district, the School Board of Palm Beach County, Florida. The current charter was renewed and expires on June 30, 2029 and it can be renewed in accordance with the law. A charter can also be terminated before its date of expiration for reasons set forth in the charter and Section 1002.33 of the Florida Statutes.

The School is located in West Palm Beach, Florida for students from kindergarten through fifth grade. These financial statements are for the year ended June 30, 2019, when on average 286 students were enrolled for the school year.

Basis of Presentation

The School's accounting policies conform to accounting principles generally accepted in the United States applicable to state and local governments. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Government-wide and Fund Financial Statements

Government-wide Financial Statements

The government-wide financial statements include the statement of net position and the statement of activities. These statements report information about the School as a whole. Any internal interfund activity has been eliminated from these financial statements. Both statements report only governmental activities as the School does not engage in any business type activities. These statements also do not include fiduciary funds.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services, such as student activity fees; (2) operating grants, Federal grants, and other state allocations; and (3) capital grants specific to capital outlay. Other revenue sources not included with program revenues are reported as general revenues.

Note 1 – Summary of Significant Accounting Policies (continued)

Fund Financial Statements

Fund financial statements are provided for governmental and fiduciary funds. The operations of the funds are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflow of resources, liabilities, deferred inflows of resources, equity, revenues and expenditures. The School reports the following major governmental funds with all other non-major funds aggregated in a single column in the fund financial statements:

General Fund - is the School's primary operating fund. It accounts for all financial resources of the school, except those required to be accounted for in another fund.

Additionally, the School reports separately the following fiduciary fund types:

Agency Fund – accounts for resources of the School's Internal Fund, which is used to administer monies collected at the schools in connection with school, student athletics, class, and club activities. This fund has no balance at year end.

Measurement Focus and Basis of Accounting

The financial statements of the School are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The School's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) *Codification of Accounting and Financial Reporting Guidance*.

The government-wide statements report using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

The School recognizes assets of non-exchange transactions in the period when the underlying transaction occurs, when an enforceable legal claim has arisen, or when all eligibility requirements are met. Revenues are recognized, on the modified accrual basis, when they are measurable and available.

Non-exchange transactions occur when the school provides (or receives) value to (from) another party without receiving (or giving) equal or nearly equal value in return. Most donations are examples of non-exchange transactions. Revenues from grants and donations are recognized on the accrual basis, in the fiscal year in which all eligibility requirements have been satisfied.

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. "Measurable" means the amount of the transaction can be determined. "Available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The School considers revenues to be available if they are collected within 60 days of the end of the fiscal year.

Note 1 – Summary of Significant Accounting Policies (continued)

Florida Education Finance Program (FEFP) revenues are recognized when received. A one-year availability period is used for revenue recognition for all other governmental fund revenues. Charges for services and fees are recognized when cash is collected as amounts are not measurable. When grant terms provide that the expenditure of funds is the prime factor for determining eligibility for federal, state, and other grant funds, revenue is recognized at the time the expenditure is made. Expenditures are recorded when the related fund liability is incurred, except for long-term debt principal and interest which are reported as expenditures in the year due.

Agency fund assets and liabilities are accounted for on the accrual basis of accounting.

Budgets and Budgetary Accounting

In compliance with Florida Statutes, the Board of Directors adopts an annual budget using the modified accrual basis of accounting. During the fiscal year, expenditures were controlled at the object level (e.g. salaries and benefits, purchased services, materials and supplies and capital outlay) within each activity (e.g. instruction, pupil personnel services and school administration). Revisions to the annual budget are approved by the Board.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. The School does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The School does not have any items that qualify for reporting in this category.

Cash, Cash Equivalents and Investments

Cash and cash equivalents are considered to be cash on hand, demand deposits, non-marketable time deposits with maturities of three months or less when purchased, and money market/savings accounts.

The School has not adopted a formal deposit and investment policy that limits the School's allowable deposits or investments and address specific types of risk; however the School invests excess deposit funds in a government money market mutual fund. The School has adopted GASB Codification Section 3100 *Fair Value Measurement and Application* (see Note 2).

Note 1 – Summary of Significant Accounting Policies (continued)

Inter-fund Transfers

Inter-fund receivables/payables (“due from/to”) are short-term balances that represent reimbursements between funds for payments made by one fund on behalf of another fund. In addition, transfers are made from the general fund to the debt service fund (nonmajor) for debt principal and interest payments.

Due from Other Governments or Agencies

Amounts due to the School by other governments or agencies relate to grants or programs for which the services have been provided by the School.

Capital Assets

The School’s property, plant and equipment with useful lives of more than one year are stated at historical cost and comprehensively reported in the statement of net position in the government-wide financial statements. Donated capital assets are recorded at their estimated fair market value on the date donated. The School generally capitalizes assets with a cost of \$500 or more. Building improvements, additions and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations. Estimated useful lives, in years, for depreciable assets are as follows:

Building and improvements	15 Years
Furniture and equipment	5 Years
Textbooks and software	3 Years

Compensated Absences

The School grants a specific number of sick days. Full time instructional employees are eligible to one day per month to up to ten days of active work during the ten-month period (a “benefit year”). In the event that available time is not used by the end of the benefit year, employees may “rollover” all unused days for use in future benefit years. Employees “cash out” unused sick days however, the employees may only cash out if they have used three days or less of their sick leave in that benefit year. Employees may not cash out more than ten days per school year and are required to maintain a minimum of twenty-one unused days in order to cash out. The cash out value is eighty percent of their current daily rate. There is no termination payment for accumulated unused sick days.

GASB Codification Section C60, *Accounting for Compensated Absences*, provides that compensated absences that are contingent on a specific event that is outside the control of the employer and employee should be accounted for in the period those events take place. Accordingly, these financial statements do not include an accrual for compensated absences available to be used in future benefits years.

Note 1 – Summary of Significant Accounting Policies (continued)

Compensated Absences (continued)

The School also provides certain days to be used for specific personal matters such as family death and jury duty. Because the use of such days is contingent upon those events taking place and such events are out of the control of both the employer and the employee, there is no accrual for such days.

Revenue Sources

Revenues for current operations are received primarily from State through the District pursuant to the funding provisions included in the School's charter. In accordance with the funding provisions of the charter and Section 1002.33, Florida Statutes, the School will report the number of full-time equivalent (FTE) students and related data to the District.

Under the provisions of Section 1011.62, Florida Statutes, the District reports the number of the full-time equivalent (FTE) students and related data to the Florida Department of Education (FDOE) for funding through the FEFP.

Funding for the School is adjusted during the year to reflect the revised calculations by the FDOE under the FEFP and the actual weighted full-time equivalent students reported by the School during the designated full-time equivalent student survey periods. After review and verification of FTE reports and supporting documentation, the FDOE may adjust subsequent fiscal period allocations of FEFP funding for prior year errors disclosed by its review as well as to prevent statewide allocations from exceeding the amount authorized by the Legislature. Normally, such adjustments are treated as reductions of revenue in the year the adjustment is made. The School may also receive state funds through the District under charter school capital outlay funding pursuant to Section 1013.62, Florida Statutes. Funds are based on a capital outlay plan submitted to the District and are to be used for lease of school facilities. In addition, the School may also receive a portion of the local capital improvement ad valorem tax revenues levied by the District.

Finally, the School also receives Federal awards for the enhancement of various educational programs. Federal awards are generally received based on applications submitted to and approved by various granting agencies. For Federal awards in which a claim to these grant proceeds is based on incurring eligible expenditures, revenue is recognized to the extent that eligible expenditures have been incurred. Any excess amounts are recorded as deferred revenues until expended. Additionally, other revenues may be derived from various fundraising activities and certain other programs.

Long-Term Debt

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. In the fund financial statements, governmental fund types report the face amount of debt issued as other financing sources.

Note 1 – Summary of Significant Accounting Policies (continued)

Net Position and Fund Balance Classification

Government-wide financial statements

Equity is classified as net position and displayed in three components:

- a) Net investment in capital assets - consists of capital assets net of accumulated depreciation and reduced by the outstanding balances of any borrowings that are attributable to the acquisition or improvement of those assets.
- b) Restricted net position - consists of net position with constraints placed on their use either by external groups such as creditors, grantors, contributors or laws or regulations of other governments.
- c) Unrestricted net position - all other net position that does not meet the definition of "restricted" or "net investment in capital assets."

Fund financial statements

GASB Codification Section 1800.142, *Fund Balance Reporting and Governmental Fund Type Definitions*, defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

- a) Nonspendable – includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Consists of fund balance associated with inventories, prepaid expenses, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed, or assigned).
- b) Restricted – this classification includes fund balance category amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. There are no restricted fund balances at year end.
- c) Committed - fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the School's Board of Directors. There are no committed fund balances at year end.
- d) Assigned - fund balance classification that is intended to be used by the School's management for specific purposes but do not meet the criteria to be classified as restricted or committed. There are no assigned fund balances at year end.
- e) Unassigned – portion of the fund balance that has not been restricted, committed or assigned for a specific purpose. This is the residual classification for the School's general fund.

Note 1 – Summary of Significant Accounting Policies (continued)

Order of Fund Balance Spending Policy

The School's policy is to apply expenditures against non-spendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year by adjusting journal entries. First non-spendable fund balances are determined. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as unassigned fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purposes amounts exceed the positive fund balance for the non-general fund.

Income Taxes

University Preparatory Academy Palm Beach, Inc. qualifies as a tax-exempt organization under Internal Revenue Code Section 501(c)(3), and is, therefore, exempt from income tax. Accordingly, no tax provision has been made in the accompanying financial statements.

Subsequent Events

In accordance with GASB Codification Section 2250.106, the School has evaluated subsequent events and transactions for potential recognition or disclosure through September 23, 2019, which is the date the financial statements were available to be issued.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Note 2 – Cash, Cash Equivalents and Investments

Deposits

The School maintains its cash and cash equivalents in two financial institutions. As of June 30, 2019, the School's deposits consisted of cash balances of \$8,761.

Deposits at FDIC-insured institutions are insured up to \$250,000 per depositor, per financial institution. All bank accounts are opened under the account ownership of University Preparatory Academy Palm Beach, Inc., therefore, bank balances at times may potentially be in excess of FDIC coverage. As of June 30, 2019, bank balances in potential excess of FDIC coverage was \$8,761.

Note 2 – Cash, Cash Equivalents and Investments (continued)

Investments

The School categorizes its fair value measurements within the fair value hierarchy established GASB Codification Section 3100 *Fair Value Measurement and Application*. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in markets for identical assets; Level 2 inputs are significant other observable inputs (including quoted prices for similar investments, interest rates, credit risk, etc.); Level 3 inputs are significant unobservable inputs.

At June 30, 2019, the School has the following recurring fair value measurements:

- Government money market mutual fund of \$210,000 (Level 2 inputs).

The government money market mutual fund values its portfolio securities at amortized cost which approximates fair value. The government money market mutual fund primarily invests in cash, high quality, short-term U.S. government securities and/or repurchase agreements that are collateralized fully by government securities that have been valued by the fund as Level 2. As of July 31, 2019, maturities of the fund's portfolio holdings are approximately 81% within 30 days.

Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of investments in a single issuer. The School manages its exposure to credit risk by limiting investments to highly rated government money market mutual funds. The fund is rated Aaa-mf by Moody's.

Custodial credit risk is the risk that in the event of a failure of a depository financial institution or counterparty that is in possession of investment or collateral securities, the School will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. For an investment, custodial credit risk is the risk that in the event of the failure of the counterparty to a transaction, the School will not be able to recover the value of investments or collateral securities that are in the possession of an outside party. At June 30, 2019, all of the School's investments in government money market mutual funds were held in a separate account and designated as assets of the School.

Interest rate risk is the risk that changes in interest rate will adversely affect the fair value of an investment. The School manages its exposure to declines in fair values by limiting all investments to government money market mutual funds that can be redeemed daily.

University Preparatory Academy Palm Beach
(A Charter School under University Preparatory Academy Palm Beach, Inc.)
Notes to Financial Statements
June 30, 2019

Note 3 – Capital Assets

The following schedule provides a summary of changes in capital assets, acquired substantially with public funds, for the year ended June 30, 2019:

	Balance 07/01/18	Additions	Reclassification	Balance 06/30/19
Capital Assets:				
Buildings and Improvements	\$ 186,663	\$ 5,830	\$ -	\$ 192,493
Computer equipment and software	245,026	33,963	-	278,989
Furniture, equipment and textbooks	304,589	63,598	-	368,187
Total Capital Assets	<u>736,278</u>	<u>103,391</u>	<u>-</u>	<u>839,669</u>
Less Accumulated Depreciation:				
Buildings and Improvements	(37,227)	(11,537)	-	(48,764)
Computer equipment and software	(107,651)	(17,077)	-	(124,728)
Furniture, equipment, and textbooks	(114,133)	(108,196)	-	(222,329)
	<u>(259,011)</u>	<u>(136,810)</u>	<u>-</u>	<u>(395,821)</u>
Capital Assets, net	<u>\$ 477,267</u>	<u>\$ (33,419)</u>	<u>\$ -</u>	<u>\$ 443,848</u>

For the fiscal year ended June 30, 2019, depreciation expense is allocated in the Statement of Activities by function as follows:

Instruction	\$	125,273
Operation of plant		10,107
Maintenance of plant		1,430
Total Depreciation Expense	<u>\$</u>	<u>136,810</u>

Note 4 – Education Service and Support Provider

Academica Broward, LLC, an educational service and support provider, provides administrative services to the School including, but not limited to, facility design, staffing recommendations, human resource coordination, regulatory compliance, legal and corporate upkeep, maintenance of the books and records, bookkeeping, budgeting, financial reporting, and virtual education services. The agreement calls for a fee on a per student basis.

The agreement is through June 30, 2019, and unless terminated by the board shall be renewed along with any renewals to the charter agreement. During the year ended June 30, 2019, the School incurred \$128,250 in fees related to this agreement. The School had a total of approximately \$128,000 due to Academica Broward, LLC as of June 30, 2019.

Academica Broward, LLC is located at 6340 Sunset Drive, Miami, Florida 33143.

Note 5 – Funding and Support From Related Parties

During prior years, the School entered into a note payable with Sun Capital Partners Inc., an entity related to a board member, in the amount of \$315,000. This note bears no interest with all principal due in May 2020. The balance outstanding on the note payable as of June 30, 2019 was \$315,000.

In addition, the School obtained a \$75,000 revolving line of credit from the landlord (See Note 6) which was due on January 2018 and bears interest at 6%. The balance outstanding on the line of credit was paid off during 2019.

The following schedule provides a summary of changes in debt for the year ended June 30, 2019:

	Balance 07/01/18	Advances	Repayments	Balance 06/30/19
Bulding Hope - Facilities Fund	\$ 72,050	\$ -	\$ (72,050)	\$ -
Sun Capital Partners Inc.	315,000	-	-	315,000
	<u>\$ 387,050</u>	<u>\$ -</u>	<u>\$ (72,050)</u>	<u>\$ 315,000</u>

During 2019, the School received funding and support from Sun Capital Partners Inc. in the amount of \$100,000 for the School’s general operations. This funding is recorded as other income in the statement of activities.

Note 6 – Commitments, Contingencies, and Concentrations

The School entered into a lease agreement with Building Hope Australian, LLC for its charter school facilities. The agreement continues through June 30, 2035 with the option to renew for two additional five-year terms.

For 2019, rent expense totaled to \$288,000. Future minimum payments under the agreement are as follows:

<u>Year</u>			
2020	\$	450,000	
2021	\$	459,000	
2022	\$	468,180	
2023	\$	477,544	
2024	\$	487,094	
2025-2029	\$	2,674,606	(total for five-year period)
2030-2034	\$	2,876,924	(total for five-year period)
2035	\$	605,640	

Note 6 – Commitments, Contingencies, and Concentrations (continued)

Usage Fee income

In August 2017 the School entered into a license agreement with Redemptive Life Fellowship, Inc, as licensee. The licensee will occupy portions of the School’s facility during non-school hours. The usage fee received by the School is approximately \$2,500 per month.

Contingencies and Concentrations

The School receives substantially all of its funding from the District under the Florida Education Finance Program (FEFP), which is based in part on a computation of the number of full-time equivalent (FTE) students attending different instructional programs. The accuracy of FTE student data submitted by individual schools and used in the FEFP computations is subject to audit by the state and, if found to be in error, could result in refunds to the state or in decreases to future funding allocations. Additionally, the School receives various forms of federal, state and local funding which are subject to financial and compliance audits. It is the opinion of management that the amount of funding, if any, which may be remitted back to the state due to errors in the FTE student data or the amount of grant expenditures which may be disallowed by grantor agencies would not be material to the financial position of the School.

Pursuant to the Charter School contract with the School District, the District withholds an administrative fee of 5% of the qualifying revenues of the School. For the year ended June 30, 2019, administrative fees withheld by the School District totaled \$94,276.

The School entered into a food services agreement with the School District of Palm Beach County (“Sponsor”) to provide a lunch program for its students. Revenues and expenses related to this program are recorded in the Sponsor’s books and not reflected in the School’s financial statements. The agreement continues through June 1, 2020 unless otherwise terminated earlier.

Note 7 – Risk Management

The School is exposed to various risks of loss related to torts; thefts of, damage to and destruction of assets; administrative errors and omissions; personal injury; workers compensation and natural disasters for which the School carries commercial insurance. Settlement amounts have not exceeded insurance coverage for the past years. In addition, there were no reductions in insurance coverage from those in the prior year.

The School has entered into a strategic relationship with ADP TotalSource, Inc., a human resource management firm, typically known as “Professional Employer Organization” (PEO). Under a co-employment agreements, the PEO is the employer of record and is responsible for administering payroll, payroll taxes, provide employee benefits and assist with human resources and risk management. Accordingly, certain human resource related risks are transferred to the PEO. Nevertheless, the School may be subject to risks, including loss, penalties and fines related to employment practices, administrative error and omissions.

Note 8 – Defined Contribution Retirement Plan

The School’s personnel, which are leased through ADP TotalSource Group, Inc., are eligible to participate in a defined contribution 401(k) plan sponsored by the leasing company, covering employees who meet certain age and tenure requirements. Under the ADP TotalSource Retirement Savings Plan (the “Plan”), the School provides a match of 100% of the employee’s contribution up to 3% of the employee’s compensation. The School contributed to the Plan \$10,575 for the year ended June 30, 2019. The School does not exercise any control or fiduciary responsibility over the Plans’ assets, which are administered by Voya Financial.

REQUIRED SUPPLEMENTARY INFORMATION

University Preparatory Academy Palm Beach
(A charter school under University Preparatory Academy Palm Beach, Inc.)

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the year ended June 30, 2019

REVENUES	General Fund		
	Original Budget	Final Budget	Actual
State passed through local	\$ 2,067,824	\$ 2,182,760	\$ 2,183,024
Charges and other revenue	250,000	250,000	157,048
Total Revenues	<u>2,317,824</u>	<u>2,432,760</u>	<u>2,340,072</u>
EXPENDITURES			
Current:			
Instruction	1,075,180	1,057,201	1,056,589
Student support services	7,000	53,754	52,886
Instructional Staff Training	8,000	8,000	7,838
Board	15,000	16,300	15,865
School Administration	413,072	505,522	503,104
Fiscal Services	41,700	42,750	42,750
Food Services	-	150	104
Central Services	83,200	79,750	78,752
Pupil transportation	50,000	76,200	72,305
Operation of Plant	376,518	358,289	348,460
Maintenance of Plant	78,000	87,000	84,540
Administrative technology services	10,000	10,000	9,217
Community Services	23,000	33,000	32,650
Total Current Expenditures	<u>2,180,670</u>	<u>2,327,916</u>	<u>2,305,060</u>
Excess of Revenues Over Current Expenditures	<u>137,154</u>	<u>104,844</u>	<u>35,012</u>
Debt Service	-	-	-
Capital Outlay	80,000	105,000	103,391
Total Capital Outlay and Debt Service Expenditures	<u>80,000</u>	<u>105,000</u>	<u>103,391</u>
Total Expenditures	<u>2,260,670</u>	<u>2,432,916</u>	<u>2,408,451</u>
Excess (deficit) of Revenues Over Expenditures	<u>57,154</u>	<u>(156)</u>	<u>(68,379)</u>
Other financing sources (uses):			
Transfers in (out)	-	(72,050)	(72,050)
Net change in fund balance	57,154	(72,206)	(140,429)
Fund Balance at beginning of year	<u>72,429</u>	<u>72,429</u>	<u>72,429</u>
Fund Balance at end of year	<u>\$ 129,583</u>	<u>\$ 223</u>	<u>\$ (68,000)</u>

Notes to Budgetary Comparison Schedule

An annual budget is adopted on the modified accrual basis of accounting, consistent with generally accepted accounting principles. Amendments to the budget can only be made with the approval of the Board of Directors.



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors of
University Preparatory Academy Palm Beach
West Palm Beach, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States., the financial statements of the governmental activities and each major fund and the aggregate remaining fund information of University Preparatory Academy Palm Beach (the "School"), as of, and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the School's basic financial statements and have issued our report thereon dated September 23, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported in a separate management letter dated September 23, 2019 of pursuant to Chapter 10.850, Rules of the Auditor General.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida
September 23, 2019



MANAGEMENT LETTER

Board of Directors of
University Preparatory Academy Palm Beach
West Palm Beach, Florida

Report on the Financial Statements

We have audited the financial statements of University Preparatory Academy Palm Beach as of and for the fiscal year ended June 30, 2019 and have issued our report thereon dated September 23, 2019.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.850, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in those reports and schedules, which are dated September 23, 2019, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.854(1)(e)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

Refer to Status of Prior Year Findings and Recommendations below.

Official Title

Section 10.854(1)(e)5., Rules of the Auditor General, requires the name or official title of the entity and the school code assigned by the Florida Department of Education be disclosed in this management letter. The official title and the school code assigned by the Florida Department of Education of the entity is: University Preparatory Academy Palm Beach (W/L# 4080)

Financial Condition and Management

Section 10.854(1)(e)2 and 10.855(11), Rules of the Auditor General, require us to apply appropriate procedures and communicate whether or not University Preparatory Academy Palm Beach has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that University Preparatory Academy Palm Beach did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.854(1)(e)6.a and 10.855(12), Rules of the Auditor General, we applied financial condition assessment procedures for University Preparatory Academy Palm Beach. It is management's responsibility to monitor University Preparatory Academy Palm Beach' financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.854(1)(e)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we have the following recommendations:

ML – 19-01 INTERNAL ACCOUNT DEPOSITS

Criteria: The School designed and implemented an internal control system to reduce the risk of misappropriation of assets and/or cash receipts by establishing a general policy regarding the collection of money as detailed in the School's "Internal Accounts – Policies and Procedures" handbook.

Condition: We noted several exceptions during our testing, including: unreconciled differences between the Recap of Collections Forms and bank deposit receipts. Also Recap Forms without the required signature of the school's treasurer.

Cause: The condition results from school personnel not consistently adhering to the policies and procedures regarding the collection of funds as detailed in the handbook.

Effect: Failure to perform the procedures mentioned above could result in misappropriation of cash receipts.

**Recom-
mendation:** We recommend that the School adheres to its internal control policies and procedures relating to the internal account so that all deposits and cash receipts are properly counted, reviewed, and reconciled to the amount deposited in the bank account.

**Views of
Responsible
Officials:** See attached management response.

ML – 19-02 INTERNAL ACCOUNT DISBURSEMENTS

Criteria: The School designed and implemented an internal control system to reduce the risk of misappropriation of funds by establishing a general policy regarding disbursements as detailed in the School’s “Internal Accounts – Policies and Procedures” handbook.

Condition: We noted several exceptions during our testing, including: (1) not using a check requisition form with authorized signatures prior to preparing a check or cash disbursements and (2) checks not having the required dual signatures.

Cause: The condition results from school personnel not consistently adhering to the policies and procedures regarding the collection of funds as detailed in the handbook.

Effect: Failure to perform the procedures mentioned above could result in misappropriation of funds.

Recommendation: We recommend that the School adheres to its internal control policies and procedures relating to the internal account so that all disbursements of funds are properly documented, approved, and authorized prior to checks or other method of payment are issued.

Views of Responsible Officials: See attached management response.

ML – 19-03 CAPITAL ASSETS

Criteria: The School is required to maintain an inventory of capital assets purchased with public funds in accordance with local, state or federal regulations.

Condition: We noted that even though this inventory is maintained, the School does not have a formal process for reconciling the capital assets inventory report to the capital assets of the Schools trial balance.

Cause: The condition results from school personnel not consistently performing an inventory of all fixed assets and reconciling to the Schools trial balance.

Effect: Failure to perform the procedures mentioned above could result in a misstated Annual Property Inventory.

Recom-
mendation: We recommend that the School perform an annual inventory of all capital assets and reconcile to the capital asset ledgers recorded on the School's books.

Transparency

Sections 10.854(1)(e)7 and 10.855(13), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether University Preparatory Academy Palm Beach maintains on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes. In connection with our audit, we determined that University Preparatory Academy Palm Beach maintained on its Web site the information specified in Section 1002.33(9)(p), Florida Statutes.

Additional Matters

Section 10.854(1)(e)4., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Status of Prior Year Findings and Recommendations

ML – 2018-01 AFTER CARE ACCOUNT DISBURSEMENTS

Criteria: The School designed and implemented an internal control system to reduce the risk of misappropriation of assets and/or cash disbursements by establishing a general policy regarding deposits and disbursements as detailed in the School's Policies and Procedures handbook.

Condition: We noted that the School maintains a bank account labeled "after care account," when, in fact, the School's after care program is provided by a third party that pays a usage fee to the School. In addition, the School rents out the space for other uses. This bank account is used to deposit the usage fee collected from these events and for certain expenditures not disbursed from the operating account. We noted several exceptions during our testing, including: (1) missing invoices resulting in no support for some expenditures, (2) differences between invoices provided and check amounts witnessed in bank statement, and (3) voided checks that were not reversed in the accounting system resulting in an inflated expense.

Cause: The condition results from school personnel not consistently adhering to the policies and procedures regarding disbursements.

Effect: Failure to perform the procedures mentioned above could result in potential errors or misappropriation of funds.

Recommendation: We recommend that the School closes this bank account and that the usage fee be deposited in the School's operating account so that all operating disbursements are centralized and adhere to the School's general internal control for disbursements, which includes various levels of approval and dual signatures.

Status: As a result of the audit performed in the current year, we noted that from our sample, expenditures had adequate support, and voided checks were properly reversed in the accounting system, and therefore our recommendation was properly implemented.

ML – 2018-02 BANK RECONCILIATIONS

Criteria: The School designed and implemented an internal control system to reduce the risk of misappropriation of assets and/or cash receipts by establishing a general policy regarding bank reconciliations.

Condition: We noted one bank account with a balance that was not reflected in the School's books and for which a bank reconciliation was not performed.

Cause: The condition results from school personnel not consistently adhering to the policies and procedures regarding bank accounts and reconciliations.

Effect: Failure to perform the procedures mentioned above could result in potential errors or misappropriation of funds.

Recommendation: We recommend that the School adheres to its internal control policies and procedures so that all bank accounts are properly recorded and reconciled and that any discrepancies or unreconciled items are timely identified, reviewed, and corrected.

Status: As a result of the audit performed in the current year, we noted that all bank accounts were properly included in the School's books and reconciled, and therefore our recommendation was properly implemented.

Section 10.854(1)(e)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, School Board of Palm Beach County, Federal and other granting agencies, the Board of Directors, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida
September 23, 2019

UNIVERSITY PREPARATORY ACADEMY

September 11th, 2019

HLB Gravier, LLP
396 Alhambra Circle, 9th Floor
Coral Gables, FL 33134

RE: MANAGEMENT'S RESPONSE TO AUDITOR'S RECOMMENDATION

The following is the response by the School's Administrator to your recommendations:

ML – 19-01 INTERNAL ACCOUNT DEPOSITS

Recommendation

We recommend that the School adheres to its internal control policies and procedures relating to the internal account so that all deposits and cash receipts are properly counted, reviewed and reconciled to the amount deposited in the bank account.

Management Response

Management will adhere to the auditor's recommendation. Continuous oversight of deposits will be performed by the Principal, ensuring that all deposits and cash receipts are properly counted, reviewed and reconciled to the amount deposited in the bank account.

ML – 19-02 INTERNAL ACCOUNT DISBURSEMENTS

Recommendation

We recommend that the School adheres to its internal control policies and procedures relating to the internal account so that all disbursements of funds are properly documented, approved and authorized prior to checks or other method of payment are issued.

Management Response

Management will adhere to the auditor's recommendation. Continuous oversight of disbursements will be performed by the Principal, ensuring that all disbursements of funds are properly documented, approved and authorized prior to checks or other method of payment are issued.

Sincerely,



Richard Ledgister
Principal, University Preparatory Academy