

**BOYS PREPARATORY CHARTER SCHOOL OF NEW  
YORK**

**AGREED UPON PROCEDURES**

**PERIOD FROM  
DECEMBER 14, 2010 (DATE OF INCEPTION)  
TO SEPTEMBER 30, 2014**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

INDEPENDENT ACCOUNTANT’S REPORT ON CSP FUNDING

Board of Trustees  
Boys Preparatory Charter School of New York

We have performed the procedures identified below, which were agreed to by the management of Boys Preparatory Charter School of New York (the “Charter School”) and the New York State Education Department (“NYSED”), solely to assist the specified parties in evaluating the Charter School’s assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this 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 we performed and our results are as follows:

**Procedure No. 1:** We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

**Result**

We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software and reconciled to the grant revenue recorded by the Charter School. We observed the CSP revenue equaled the grant expenditures.

**Procedure No. 2:** We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

**Result**

We observed the Charter School’s approved budget, FS-10, FS-10-A, and final expenditure summary, and it appears that revenue and expenditures in the period are reasonable.

**Procedure No. 3:** We will select a sample of expenditures from the detail obtained in Procedure No. 1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other expense items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
  - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal period.

**Result**

We selected a sample of three payroll expenses and eight other expenses. Based on our testing, we noted expenditures appear to be in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods, that the expenditures fall into an approved budget category, and the expenditures were charged to the appropriate fiscal period.

**Procedure No. 4:** We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following:

- a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within 1 month following the date of the request and were at least the amount shown on Line 4.

**Result**

We obtained the Charter School's FS-25 reports and noted two of the items selected in Procedure No. 3 were appropriately included in the request for reimbursement. The remaining selected items not included in the FS-25 requests for reimbursement were included on the FS-10F. We observed the FS-10F filed, noting all expenses appeared properly included. The requests for reimbursement on selected expenditures appear to be in the appropriate period. The Charter School's selected FS-25 had a balance on Line 4 (Cash Expenditures Anticipated during Next Month). We noted the funds requested were expended within one month following the date of the request.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. 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 Boys Preparatory Charter School of New York and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
September 21, 2015

**BOYS PREPARATORY CHARTER SCHOOL OF NEW  
YORK**

**BRONX, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**SEPTEMBER 30, 2014**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Boys Preparatory Charter School of New York

**Report on the Financial Statements**

We have audited the accompanying financial statements of Boys Preparatory Charter School of New York (the "Charter School"), which comprise the statement of financial position as of September 30, 2014, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the period from December 14, 2010 (date of inception) to September 30, 2014, and the related notes to the financial statements.

**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 an opinion 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. 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 Charter School'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 Charter School'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 opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Boys Preparatory Charter School of New York as of September 30, 2014, and the changes in its net assets and its cash flows for the period from December 14, 2010 (date of inception) to September 30, 2014, in accordance with accounting principles generally accepted in the United States of America.

**Other Report Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2015 on our consideration of Boys Preparatory Charter School of New York's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and 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 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 Boys Preparatory Charter School of New York's internal control over financial reporting and compliance.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 22, 2015



BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

STATEMENT OF FINANCIAL POSITION

SEPTEMBER 30, 2014

ASSETS

CURRENT ASSETS

Cash	\$ 266,840
Grants and other receivables	369,267
Prepaid expenses	55,112
Related party receivables	<u>31,588</u>
TOTAL CURRENT ASSETS	722,807

PROPERTY AND EQUIPMENT, net

292,269
<u>\$ 1,015,076</u>

TOTAL ASSETS

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable and accrued expenses	\$ 189,484
Deferred revenue	<u>228,899</u>
TOTAL CURRENT LIABILITIES	418,383

NET ASSETS, unrestricted

596,693
<u>\$ 1,015,076</u>

TOTAL LIABILITIES AND NET ASSETS

The accompanying notes are an integral part of the financial statements.

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

PERIOD FROM DECEMBER 14, 2010 (DATE OF INCEPTION) TO SEPTEMBER 30, 2014

Operating revenue and support:		
State and local per pupil operating revenue	\$	493,007
Federal grants		584,923
State and local grants		25,023
Contributions		380,995
Interest income		<u>195</u>
TOTAL OPERATING REVENUE AND SUPPORT		1,484,143
Expenses:		
Program:		
Regular education		643,869
Special education		91,642
Management and general		149,763
Fundraising and special events		<u>2,176</u>
TOTAL EXPENSES		<u>887,450</u>
CHANGE IN NET ASSETS		596,693
Unrestricted net assets at beginning of period		<u>-</u>
UNRESTRICTED NET ASSETS AT END OF PERIOD	\$	<u><u>596,693</u></u>

The accompanying notes are an integral part of the financial statements.

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

STATEMENT OF FUNCTIONAL EXPENSES

PERIOD FROM DECEMBER 14, 2010 (DATE OF INCEPTION) TO SEPTEMBER 30, 2014

	Program Services			Supporting Services			Total
	Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events	Sub-total	
Personnel services costs:							
Administrative staff personnel	\$ 23,174	\$ 3,310	\$ 26,484	\$ 35,825	\$ -	\$ 35,825	\$ 62,309
Instructional personnel	120,179	12,579	132,758	-	-	-	132,758
Non-instructional personnel	26,883	4,134	31,017	-	-	-	31,017
Total personnel services costs	170,236	20,023	190,259	35,825	-	35,825	226,084
Fringe benefits and payroll taxes	42,787	5,033	47,820	9,004	-	9,004	56,824
Retirement	567	67	634	120	-	120	754
Management company fees	167,878	25,814	193,692	21,763	2,176	23,939	217,631
Accounting and auditing services	-	-	-	6,868	-	6,868	6,868
Other professional and consulting services	106,951	15,279	122,230	48,333	-	48,333	170,563
Insurance	5,942	699	6,641	4,250	-	4,250	10,891
Classroom supplies and materials	39,814	6,451	46,265	-	-	-	46,265
Equipment and furnishings	5,251	735	5,986	424	-	424	6,410
Staff development	8,672	1,333	10,005	-	-	-	10,005
Marketing and recruiting	75,546	8,886	84,432	15,898	-	15,898	100,330
Telephone and internet	2,111	248	2,359	444	-	444	2,803
Technology	822	126	948	-	-	-	948
Food service	2,207	339	2,546	-	-	-	2,546
Student services	7,732	5,392	13,124	702	-	702	13,826
Office expense	2,343	628	2,971	5,078	-	5,078	8,049
Depreciation and amortization	5,010	589	5,599	1,054	-	1,054	6,653
	<u>\$ 643,869</u>	<u>\$ 91,642</u>	<u>\$ 735,511</u>	<u>\$ 149,763</u>	<u>\$ 2,176</u>	<u>\$ 151,939</u>	<u>\$ 887,450</u>

The accompanying notes are an integral part of the financial statements.

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

STATEMENT OF CASH FLOWS

PERIOD FROM DECEMBER 14, 2010 (DATE OF INCEPTION) TO SEPTEMBER 30, 2014

CASH FLOWS - OPERATING ACTIVITIES

Change in net assets	\$ 596,693
Adjustments to reconcile change in net assets to net cash provided from operating activities:	
Depreciation and amortization	6,653
Changes in certain assets and liabilities affecting operations:	
Grants and other receivables	(369,267)
Prepaid expenses	(55,112)
Related party receivables	(31,588)
Accounts payable and accrued expenses	189,484
Deferred revenue	228,899
	<u>565,762</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	565,762

CASH FLOWS - INVESTING ACTIVITIES

Purchases of property and equipment	<u>(298,922)</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(298,922)</u>

NET INCREASE IN CASH 266,840

Cash at beginning of period	<u>-</u>
CASH AT END OF PERIOD	<u>\$ 266,840</u>

The accompanying notes are an integral part of the financial statements.

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2014

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Boys Preparatory Charter School of New York (the “Charter School”), is an educational corporation operating as a charter school in the borough of Bronx, New York. On December 14, 2010, the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. In connection with the merger of the Charter School as further described in Note H, the charter’s expiration date was extended to July 31, 2019.

The Charter School was established to prepare underserved elementary school students for higher education, civic involvement and lifelong success through a structured, caring environment of high academic expectations.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

These classes of net assets are defined as follows:

*Permanently restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Charter School. The Charter School had no permanently restricted net assets at September 30, 2014.

*Temporarily restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Charter School pursuant to those stipulations. The Charter School had no temporarily restricted net assets at September 30, 2014.

*Unrestricted* – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

Revenue from state and local governments resulting from the Charter School’s charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

NOTES TO FINANCIAL STATEMENTS, Cont'd

SEPTEMBER 30, 2014

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,

Cont'd

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at financial institutions located in New York and are insured by the FDIC up to \$250,000 at each institution. In the normal course of business, the account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to any significant risk in cash.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at September 30, 2014.

Property and equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to ten years.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

NOTES TO FINANCIAL STATEMENTS, Cont'd

SEPTEMBER 30, 2014

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,

Cont'd

Tax exempt status

The Charter School is in the process of applying for tax-exempt status under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, believes it is exempt from federal and state taxes on income.

The Charter School files Form 990 in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2012 through September 30, 2014 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly, it will not recognize any liability for unrecognized tax benefits.

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. In addition the Charter School received transportation services, special education services and speech therapy instruction for the students from the local district. These services are not valued in the financial statements.

Marketing and recruiting costs

The Charter School expenses marketing and recruiting costs as they are incurred. Total marketing and recruiting costs approximated \$100,300 for the period from December 14, 2010 (date of inception) to September 30, 2014.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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 the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

NOTES TO FINANCIAL STATEMENTS, Cont'd

SEPTEMBER 30, 2014

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,

Cont'd

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 22, 2015, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: RELATED PARTY TRANSACTIONS

The Charter School has related party receivables and/or payables to two related organizations: Friends of Girls Preparatory Charter School of New York, Inc., and Public Preparatory Network, Inc. Friends of Girls Preparatory Charter School of New York, Inc. and the Charter School have common Board members on their Boards of Trustees.

Public Preparatory Network, Inc., a not-for-profit organization, provides management and other administrative support services to the Charter School. The Charter School has an informal agreement with Public Preparatory Network, Inc., under which the Charter School pays a service fee of a set percentage of the year end student enrollment full time equivalents at the school multiplied by the approved per pupil operating expenses for the school year. The percentage is 12% for the period from July 1, 2014 to September 30, 2014. Total fees incurred for this period were \$56,443. The agreement is able to be renewed annually. Prior to the signed agreement, PPN employees spent time working with the Charter School on an hourly basis. The fee incurred for the period from December 14, 2014 (date of inception) through June 30, 2014 was \$161,188.

Amounts due (to) from these related parties were as follows:

Due from Public Preparatory Network, Inc.	\$ 32,603
Due to Friends of Girls Preparatory Charter School of New York, Inc.	<u>(1,015)</u>
	<u>\$ 31,588</u>

NOTE C: SCHOOL FACILITY

As part of the New York City Chancellor's Charter School Initiative, the New York City Department of Education has committed space to the Charter School at no charge through a verbal agreement.



BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

NOTES TO FINANCIAL STATEMENTS, Cont'd

SEPTEMBER 30, 2014

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

Furniture and fixtures	\$ 87,281
Equipment	31,887
Computer equipment	46,892
Leasehold improvements	<u>132,862</u>
	298,922
Less accumulated depreciation and amortization	<u>6,653</u>
	<u>\$ 292,269</u>

NOTE E: RETIREMENT PLAN

The Charter School sponsors a defined contribution 403(b) plan covering all regular employees. The Charter School matches employees' contributions up to 5% of base salary. The Charter School's total contribution to the Plan for the period from December 14, 2010 (date of inception) to September 30, 2014 was \$754.

NOTE F: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE G: CONCENTRATIONS

At September 30, 2014, approximately 67% of grants and other receivables are due from New York State and the federal government relating to certain grants. Also at September 30, 2014, approximately 26% of grants and other receivables are due from a private foundation relating to a specific grant.

During the period from December 14, 2010 (date of inception) to September 30, 2014, approximately 33% of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located. Also during the period from December 14, 2010 (date of inception) to September 30, 2014, approximately 39% of total operating revenue and support came from one federal grant.

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

NOTES TO FINANCIAL STATEMENTS, Cont'd

SEPTEMBER 30, 2014

NOTE H: MERGER

On April 28, 2014, the Charter School's Board of Trustees unanimously approved the merger of Boys Preparatory Charter School of New York, Girls Preparatory Charter School of New York and Girls Preparatory Charter School of the Bronx. On June 4, 2014, the SUNY Board of Trustees approved the merger. The Charter School received approval from the New York State Education Department on September 29, 2014. The merger took effect October 1, 2014 and all schools merged to form Public Prep Charter School Academies.

**BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK**

**OTHER FINANCIAL INFORMATION**

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
Boys Preparatory Charter School of New York

We have audited the financial statements of Boys Preparatory Charter School of New York as of September 30, 2014 and for the period from December 14, 2010 (date of inception) to September 30, 2014, and have issued our report thereon dated October 22, 2015, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Mengel, Metzger, Barr & Co. LLP*

Rochester, New York  
October 22, 2015

BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK

SCHEDULE OF ACTIVITIES

PERIOD FROM JULY 1, 2014 TO SEPTEMBER 30, 2014 AND THE PERIOD FROM  
DECEMBER 14, 2010 (DATE OF INCEPTION) TO JUNE 30, 2014

	Period from July 1, 2014 to September 30, 2014	Period from December 14, 2010 (date of inception) to June 30, 2014	Total
Operating revenue and support:			
State and local per pupil operating revenue	\$ 493,007	\$ -	\$ 493,007
Federal grants	207,469	377,454	584,923
State and local grants	25,023	-	25,023
Contributions	132,495	248,500	380,995
Interest income	-	195	195
TOTAL OPERATING REVENUE AND SUPPORT	<u>857,994</u>	<u>626,149</u>	<u>1,484,143</u>
Personnel services costs:			
Administrative staff personnel	62,309	-	62,309
Instructional personnel	132,758	-	132,758
Non-instructional personnel	31,017	-	31,017
	<u>226,084</u>	<u>-</u>	<u>226,084</u>
Fringe benefits and payroll taxes	52,324	4,500	56,824
Retirement	754	-	754
Management company fees	56,443	161,188	217,631
Accounting and auditing services	2,568	4,300	6,868
Other professional and consulting services	5,677	164,886	170,563
Insurance	7,891	3,000	10,891
Classroom supplies and materials	45,162	1,103	46,265
Equipment and furnishings	6,410	-	6,410
Staff development	6,552	3,453	10,005
Marketing and recruiting	30,508	69,822	100,330
Telephone and internet	2,803	-	2,803
Technology	948	-	948
Food service	2,546	-	2,546
Student services	13,521	305	13,826
Office expense	7,087	962	8,049
Depreciation and amortization	6,653	-	6,653
TOTAL EXPENSES	<u>473,931</u>	<u>413,519</u>	<u>887,450</u>
CHANGE IN NET ASSETS	<u>\$ 384,063</u>	<u>\$ 212,630</u>	<u>\$ 596,693</u>

**BOYS PREPARATORY CHARTER SCHOOL OF NEW YORK**  
**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S 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 Trustees  
Boys Preparatory Charter School of New York

We have audited, in accordance with the 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 Boys Preparatory Charter School of New York, which comprise the statement of financial position as of September 30, 2014 and the related statement of activities and changes in net assets, functional expenses, and cash flows for the period from December 14, 2010 (date of inception) through September 30, 2014, and the related notes to the financial statements, and have issued our report thereon dated October 22, 2015.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Boys Preparatory Charter School of New York'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 Boys Preparatory Charter School of New York's internal control. Accordingly, we do not express an opinion on the effectiveness Boys Preparatory Charter School of New York'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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Charter School'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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting 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 Boys Preparatory Charter School of New York'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 have reported to management of Boys Preparatory Charter School of New York in a separate letter dated October 22, 2015.

## **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 Charter School'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 Charter School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 22, 2015



**PUBLIC PREP CHARTER SCHOOL ACADEMIES**

**NEW YORK, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2015**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Public Prep Charter School Academies

**Report on the Financial Statements**

We have audited the accompanying financial statements of Public Prep Charter School Academies (the "Organization"), which comprise the statement of financial position as of June 30, 2015 and the related statements of activities and changes in net assets, functional expenses, and cash flows for the period from October 1, 2014 to June 30, 2015, and the related notes to the financial statements.

**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 an opinion 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. 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 Organization'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 opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Public Prep Charter School Academies as of June 30, 2015, and the changes in its net assets, functional expenses and its cash flows for the period from October 1, 2014 to June 30, 2015 in accordance with accounting principles generally accepted in the United States of America.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 27, 2015 on our consideration of Public Prep Charter School Academies' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and 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 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 Public Prep Charter School Academies' internal control over other financial reporting and compliance.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 27, 2015

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2015

ASSETS

CURRENT ASSETS

Cash	\$ 2,201,322
Grants and other receivables	468,991
Prepaid expenses and other current assets	573,628
Related party receivables	<u>110,882</u>
TOTAL CURRENT ASSETS	3,354,823

PROPERTY AND EQUIPMENT, net 1,827,981

TOTAL ASSETS \$ 5,182,804

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable and accrued expenses	\$ 364,805
Accrued payroll and benefits	1,752,345
Deferred revenue	<u>40,518</u>
TOTAL CURRENT LIABILITIES	2,157,668

NET ASSETS

Unrestricted	2,990,136
Temporarily restricted	<u>35,000</u>
TOTAL NET ASSETS	<u>3,025,136</u>

TOTAL LIABILITIES AND NET ASSETS \$ 5,182,804

The accompanying notes are an integral part of the financial statements.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

PERIOD FROM OCTOBER 1, 2014 TO JUNE 30, 2015

	<u>Year ended June 30,</u>		
	<u>2015</u>		
	<u>Unrestricted</u>	<u>Temporarily restricted</u>	<u>Total</u>
Operating revenue and support:			
State and local per pupil operating revenue	\$ 14,751,377	\$ -	\$ 14,751,377
Federal grants	675,364	-	675,364
State and local grants	469,595	-	469,595
Contributions	728,909	35,000	763,909
Other income	3,010	-	3,010
Interest income	143	-	143
	<u>16,628,398</u>	<u>35,000</u>	<u>16,663,398</u>
TOTAL OPERATING REVENUE AND SUPPORT	16,628,398	35,000	16,663,398
Expenses:			
Program:			
Regular education	12,683,305	-	12,683,305
Special education	4,017,310	-	4,017,310
Management and general	1,471,840	-	1,471,840
Fundraising and special events	15,447	-	15,447
	<u>18,187,902</u>	<u>-</u>	<u>18,187,902</u>
TOTAL EXPENSES	18,187,902	-	18,187,902
CHANGE IN NET ASSETS	(1,559,504)	35,000	(1,524,504)
Net assets at beginning of period	1,763,604	-	1,763,604
Transfer of net assets from merger of:			
Boys Preparatory Charter School of New York	596,693	-	596,693
Girls Preparatory Charter School of the Bronx	2,189,343	-	2,189,343
NET ASSETS AT END OF PERIOD	<u>\$ 2,990,136</u>	<u>\$ 35,000</u>	<u>\$ 3,025,136</u>

The accompanying notes are an integral part of the financial statements.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FUNCTIONAL EXPENSES

PERIOD FROM OCTOBER 1, 2014 TO JUNE 30, 2015

	Program Services			Supporting Services			Total
	Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events	Sub-total	
Personnel services costs:							
Administrative staff personnel	\$ 456,410	\$ 65,202	\$ 521,612	\$ 779,913	\$ -	\$ 779,913	\$ 1,301,525
Instructional personnel	6,229,299	2,427,657	8,656,956	-	-	-	8,656,956
Non-instructional personnel	1,182,123	219,553	1,401,676	(1,611)	-	(1,611)	1,400,065
Total personnel services costs	7,867,832	2,712,412	10,580,244	778,302	-	778,302	11,358,546
Fringe benefits and payroll taxes	1,716,506	590,430	2,306,936	169,868	-	169,868	2,476,804
Retirement	203,168	72,771	275,939	20,030	-	20,030	295,969
Management company fees	1,162,728	212,035	1,374,763	154,468	15,447	169,915	1,544,678
Accounting and auditing services	-	-	-	51,613	-	51,613	51,613
Other professional and consulting services	237,495	39,940	277,435	212,170	-	212,170	489,605
Facility cost	5,256	1,915	7,171	535	-	535	7,706
Insurance	66,190	23,278	89,468	7,929	-	7,929	97,397
Classroom supplies and materials	337,674	76,675	414,349	-	-	-	414,349
Equipment and furnishings	18,232	5,010	23,242	1,174	-	1,174	24,416
Staff development	210,515	38,077	248,592	36	-	36	248,628
Marketing and recruiting	14,002	3,966	17,968	736	-	736	18,704
Technology	20,275	4,435	24,710	423	-	423	25,133
Food service	44,764	8,255	53,019	-	-	-	53,019
Student services	230,546	33,726	264,272	4,363	-	4,363	268,635
Student transportation	1,736	264	2,000	-	-	-	2,000
Office expense	64,579	23,264	87,843	13,659	-	13,659	101,502
Telephone and internet	120,899	41,370	162,269	13,899	-	13,899	176,168
Copier lease	52,499	19,886	72,385	7,159	-	7,159	79,544
Depreciation and amortization	308,409	109,601	418,010	35,476	-	35,476	453,486
	<u>\$ 12,683,305</u>	<u>\$ 4,017,310</u>	<u>\$ 16,700,615</u>	<u>\$ 1,471,840</u>	<u>\$ 15,447</u>	<u>\$ 1,487,287</u>	<u>\$ 18,187,902</u>

The accompanying notes are an integral part of the financial statements.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF CASH FLOWS

PERIOD FROM OCTOBER 1, 2014 TO JUNE 30, 2015

CASH FLOWS - OPERATING ACTIVITIES

Change in net assets	\$ (1,524,504)
Adjustments to reconcile change in net assets to net cash used for operating activities:	
Depreciation and amortization	453,486
Donation of fixed assets	(9,763)
Changes in certain assets and liabilities affecting operations:	
Grants and other receivables	72,533
Prepaid expenses and other current assets	(110,043)
Related party receivables	(80,213)
Accounts payable and accrued expenses	(557,281)
Accrued payroll and benefits	1,509,022
Deferred revenue	<u>(1,790,664)</u>
NET CASH USED FOR OPERATING ACTIVITIES	(2,037,427)

CASH FLOWS - INVESTING ACTIVITIES

Purchases of property and equipment	<u>(319,681)</u>
NET CASH USED FOR INVESTING ACTIVITIES	<u>(319,681)</u>

NET DECREASE IN CASH (2,357,108)

Cash at beginning of period	<u>4,558,430</u>
CASH AT END OF PERIOD	<u>\$ 2,201,322</u>

The accompanying notes are an integral part of the financial statements.



PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The accompanying financial statements include the accounts of Girls Preparatory Charter School of New York (“Girls Prep LES”), Boys Preparatory Charter School of New York (“Boys Prep”) and Girls Preparatory Charter School of the Bronx (“Girls Prep Bronx”), collectively forming Public Prep Charter School Academies (collectively referred to as the “Organization”).

In April 2014, each of the individual Charter School’s Boards of Trustees unanimously approved the merger of Boys Preparatory Charter School of New York, Girls Preparatory Charter School of New York and Girls Preparatory Charter School of the Bronx. On June 4, 2014, the SUNY Board of Trustees approved the merger. The merger was approved by the New York State Education Department on September 29, 2014. Effective October 1, 2014, Boys Prep and Girls Prep Bronx merged into Girls Prep LES. Girls Prep LES then changed its name to Public Prep Charter School Academies. All intercompany balances and transactions have been eliminated in the accompanying financial statements.

The Organization

Public Prep Charter School Academies is an education corporation that has authority to operate the charter schools as described below. Although Public Prep Charter School Academies operates the charter schools subsequent to the merger, each school remains separately chartered.

Girls Prep LES operates in the borough of Manhattan, New York. On March 23, 2004, the Board of Regents of the University of the State of New York granted Girls Prep LES a provisional charter valid for a term of five years and renewable upon expiration. Girls Prep LES obtained a renewal through June 30, 2020.

Boys Prep operates in the borough of Bronx, New York. On December 14, 2010, the Board of Regents of the University of the State of New York granted Boys Prep a provisional charter valid for a term of five years and renewable upon expiration. In connection with the merger as described above, the charter’s expiration date was extended to July 31, 2019.

Girls Prep Bronx operates in the borough of Bronx, New York. On February 23, 2009, the Board of Regents of the University of the State of New York granted Girls Prep Bronx a provisional charter valid for a term of five years and renewable upon expiration. Girls Prep Bronx obtained a renewal through July 31, 2017.

Each of the Charter Schools were established to prepare underserved elementary and middle school students for higher education, civic involvement and lifelong success through a structured, caring environment of high academic expectations.

Financial Statement presentation

The financial statements of the Organization have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

These classes of net assets are defined as follows:

*Permanently restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Organization. The Organization had no permanently restricted net assets at June 30, 2015.

*Temporarily restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations. As of June 30, 2015, the Organization had temporarily restricted net assets of \$35,000 which were restricted to use for field trips and technology items.

*Unrestricted* – The net assets over which the Governing Board has discretionary control to use in carrying on the Organization's operations in accordance with the guidelines established by the Organization. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

Revenue from state and local governments resulting from the Organization's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Organization when qualifying expenditures are incurred and billable.

Contributions are recognized as revenue in the period the pledge is received and documented.

Contributions

Contributions and unconditional promises to give are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at certain financial institutions located in New York and are insured by the FDIC up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Organization has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2015.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to ten years. Leasehold improvements are amortized over the lesser of the lease term or useful life.

Tax exempt status

The Organization is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Organization has filed for and received income tax exemptions in the various jurisdictions where they are required to do so. The Organization files Form 990 tax returns in the U.S. federal jurisdiction. With few exceptions, as of June 30, 2015, the Organization is no longer subject to U.S. federal or state income tax examinations by tax authorities for years ended before June 30, 2012. Years ended June 30, 2012 through June 30, 2015 are still subject to potential audit by the IRS. Management of the Organization believes they have no material uncertain tax positions and, accordingly, will not recognize any liability for unrecognized tax benefits.

Contributed services

The Organization receives contributed services from volunteers to serve on the Board of Trustees. In addition the Organization received transportation services, special education services and speech therapy instruction for the students from the local district. These services are not valued in the financial statements.

Marketing and recruiting costs

The Organization expenses marketing and recruiting costs as they are incurred. Total marketing and recruiting costs approximated \$18,700 for the period from October 1, 2014 to June 30, 2015.

Deferred revenue

The Organization records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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 the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Subsequent events

The Organization has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 27, 2015, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: RELATED PARTY TRANSACTIONS

The Organization has related party receivables from one related organization, Public Preparatory Network, Inc. Public Preparatory Network, Inc., a not-for-profit organization, provides management and other administrative support services to the Organization. The Organization entered into an agreement with Public Preparatory Network, Inc., dated September 30, 2014, under which the Organization pays an annual service fee of 12% of the year end student enrollment full time equivalents multiplied by the approved per pupil operating expenses for the school year. The term of the agreement is concurrent with the initial charter term and can be extended for subsequent three year periods if desired. The fee incurred for the period from October 1, 2014 to June 30, 2015, was \$1,544,678.

Amounts due (to) from these related parties were as follows:

	<u>Girls Preparatory Charter School of New York</u>	<u>Boys Preparatory Charter School of New York</u>	<u>Girls Preparatory Charter School of the Bronx</u>	<u>Eliminations</u>	<u>Total</u>
Due from (to) Public Preparatory Network, Inc.	\$ 36,573	\$ 75,308	\$ (999)	\$ -	\$ 110,882
Due from (to) Girls Preparatory Charter School of New York	-	(33,471)	(125,155)	158,626	-
Due from (to) Boys Preparatory Charter School of New York	33,471	-	-	(33,471)	-
Due from (to) Girls Preparatory Charter School of the Bronx	<u>125,155</u>	<u>-</u>	<u>-</u>	<u>(125,155)</u>	<u>-</u>
	<u>\$ 195,199</u>	<u>\$ 41,837</u>	<u>\$ (126,154)</u>	<u>\$ -</u>	<u>\$ 110,882</u>

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

NOTE C: SCHOOL FACILITY

As part of the New York City Chancellor's Charter School Initiative, the New York City Department of Education has committed space to the Organization at no charge under a verbal agreement.

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

Furniture and fixtures	\$ 818,783
Equipment	562,800
Computer equipment	1,125,823
Office equipment	476,539
Web development	5,250
Leasehold improvements	<u>929,131</u>
	3,918,326
Less accumulated depreciation and amortization	<u>2,090,345</u>
	<u>\$ 1,827,981</u>

NOTE E: OPERATING LEASES

The Organization leases office equipment under non-cancelable lease agreements expiring at various dates through January 2020. The future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2016	\$ 58,220
2017	48,378
2018	40,338
2019	29,373
2020	<u>5,258</u>
	<u>\$ 181,567</u>

NOTE F: RETIREMENT PLAN

The Organization sponsors a defined contribution 403(b) plan covering all regular employees. The Organization matches employees' contributions up to 5% of base salary. The Organization's total contribution to the Plan for the period from October 1, 2014 to June 30, 2015 was \$295,969.

PUBLIC PREP CHARTER SCHOOL ACADEMIES

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

NOTE G: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Organization. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE H: CONCENTRATIONS

At June 30, 2015, approximately 45% of grants and other receivables are due from New York State relating to certain grants. At June 30, 2015, approximately 51% of grants and other receivables are due from New York City relating to certain grants.

During the period from October 1, 2014 to June 30, 2015, 89% of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which each Charter School's students are located.

**PUBLIC PREP CHARTER SCHOOL ACADEMIES**

**OTHER FINANCIAL INFORMATION**

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
Public Prep Charter School Academies

We have audited the financial statements of Public Prep Charter School Academies as of June 30, 2015 and for the period from October 1, 2104 to June 30, 2015, and have issued our report thereon dated October 27, 2015, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Statement of Financial Position by Charter and the Statement of Activities and Changes in Net Assets by Charter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the period from October 1, 2014 to June 30, 2015, as a whole.

*Mengel, Metzger, Barr & Co. LLP*

Rochester, New York  
October 27, 2015



PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF FINANCIAL POSITION BY CHARTER

JUNE 30, 2015

<u>ASSETS</u>	<u>Girls Preparatory Charter School of New York</u>	<u>Boys Preparatory Charter School of New York</u>	<u>Girls Preparatory Charter School of the Bronx</u>	<u>Eliminations</u>	<u>Total</u>
<u>CURRENT ASSETS</u>					
Cash	\$ 747,815	\$ 344,192	\$ 1,109,315	\$ -	\$ 2,201,322
Grants and other receivables	192,583	136,577	139,831	-	468,991
Prepaid expenses and other current assets	95,732	32,836	445,060	-	573,628
Related party receivables (payables)	<u>195,199</u>	<u>41,837</u>	<u>(126,154)</u>	-	<u>110,882</u>
TOTAL CURRENT ASSETS	1,231,329	555,442	1,568,052	-	3,354,823
<u>PROPERTY AND EQUIPMENT, net</u>	<u>549,216</u>	<u>346,452</u>	<u>932,313</u>	-	<u>1,827,981</u>
TOTAL ASSETS	<u>\$ 1,780,545</u>	<u>\$ 901,894</u>	<u>\$ 2,500,365</u>	<u>\$ -</u>	<u>\$ 5,182,804</u>
<u>LIABILITIES AND NET ASSETS</u>					
<u>CURRENT LIABILITIES</u>					
Accounts payable and accrued expenses	\$ 155,515	\$ 63,293	\$ 145,997	\$ -	\$ 364,805
Accrued payroll and benefits	784,837	216,990	750,518	-	1,752,345
Deferred revenue	<u>26,783</u>	<u>12,399</u>	<u>1,336</u>	-	<u>40,518</u>
TOTAL CURRENT LIABILITIES	967,135	292,682	897,851	-	2,157,668
<u>NET ASSETS</u>					
Unrestricted	798,410	609,212	1,582,514	-	2,990,136
Temporarily restricted	<u>15,000</u>	<u>-</u>	<u>20,000</u>	-	<u>35,000</u>
TOTAL NET ASSETS	<u>813,410</u>	<u>609,212</u>	<u>1,602,514</u>	-	<u>3,025,136</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,780,545</u>	<u>\$ 901,894</u>	<u>\$ 2,500,365</u>	<u>\$ -</u>	<u>\$ 5,182,804</u>

PUBLIC PREP CHARTER SCHOOL ACADEMIES

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS BY CHARTER

PERIOD FROM OCTOBER 1, 2014 TO JUNE 30, 2015

	<u>Girls Preparatory Charter School of New York</u>	<u>Boys Preparatory Charter School of New York</u>	<u>Girls Preparatory Charter School of the Bronx</u>	<u>Eliminations</u>	<u>Total</u>
Operating revenue and support:					
State and local per pupil operating revenue	\$ 6,750,915	\$ 1,479,024	\$ 6,521,438	\$ -	\$ 14,751,377
Federal grants	218,659	108,759	347,946	-	675,364
State and local grants	352,995	82,281	34,319	-	469,595
Contributions	75,653	540,582	147,674	-	763,909
Other income	3,010	-	-	-	3,010
Interest income	-	-	143	-	143
	<u>7,401,232</u>	<u>2,210,646</u>	<u>7,051,520</u>	-	<u>16,663,398</u>
TOTAL OPERATING REVENUE AND SUPPORT					
Expenses:					
Program:					
Regular education	5,786,009	1,626,531	5,270,756	-	12,683,296
Special education	1,902,210	356,099	1,759,001	-	4,017,310
Management and general	656,223	213,804	601,822	-	1,471,849
Fundraising and special events	6,984	1,693	6,770	-	15,447
	<u>8,351,426</u>	<u>2,198,127</u>	<u>7,638,349</u>	-	<u>18,187,902</u>
TOTAL EXPENSES					
CHANGE IN NET ASSETS	(950,194)	12,519	(586,829)	-	(1,524,504)
Net assets at beginning of period	<u>1,763,604</u>	<u>596,693</u>	<u>2,189,343</u>	-	<u>4,549,640</u>
NET ASSETS AT END OF PERIOD	<u>\$ 813,410</u>	<u>\$ 609,212</u>	<u>\$ 1,602,514</u>	<u>\$ -</u>	<u>\$ 3,025,136</u>

**PUBLIC PREP CHARTER SCHOOL ACADEMIES**

**ADVISORY COMMENT LETTER**

**JUNE 30, 2015**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 27, 2015

To the Board of Trustees  
Public Prep Charter School Academies

In planning and performing our audit of the financial statements of Public Prep Charter School Academies as of June 30, 2015 and for the period from October 1, 2014 to June 30, 2015, and the separate audits of the financial statements of Girls Preparatory Charter School of New York (Girls Prep LES) as of September 30, 2014 and for the period from July 1, 2014 to September 30, 2014; Girls Preparatory Charter School of the Bronx (Girls Prep Bronx) as of September 30, 2014 and for the period from July 1, 2014 to September 30, 2014; and Boys Preparatory Charter School of New York (Boys Prep) as of September 30, 2014 and for the period from December 14, 2010 (date of inception) to September 30, 2014, collectively, the “Charter Schools”, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter Schools' internal control over financial reporting (internal control) as a basis for designing our auditing procedures 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 Charter Schools' internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter Schools' 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 Charter Schools' financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

During the course of our audit of the financial statements of the Charter Schools as of June 30, 2015 and for the period then ended, we observed the Charter Schools' significant accounting policies and procedures and certain business, financial and administrative practices. As a result of our observations, we suggest you consider the following comments which we do not consider to be significant deficiencies or material weaknesses:

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### **Credit Card Reconciliations**

During our audit, we selected two months of credit card reconciliations to test for each Charter School. As a result of our testing, we noted Girls Prep LES had two credit card purchases, totaling \$652, from the August 2014 statement, which totaled \$19,596, missing supporting receipts included in the reconciliation. We also noted three credit card purchases, totaling \$109, from the February 2015 statement, which totaled \$14,582, missing supporting receipts included in the reconciliation. We noted Girls Prep Bronx had five credit card purchases, totaling \$719, from the August 2014 statement, which totaled \$12,998, missing supporting receipts included in the reconciliation. We also noted nine credit card purchases, totaling \$1,690, from the February 2015 statement, which totaled \$23,486, missing supporting receipts included in the reconciliation. We noted no instances of missing receipts for Boys Prep during our testing.

#### **Recommendation**

We recommend the Charter Schools retain supporting documentation for all credit card purchases.

### **Check Signing**

During our audit, we noted the Charter Schools' Fiscal Policies and Procedures Manual ("FPPM") states that individuals are not allowed to approve payments or execute checks to themselves. Our testing found that in one instance, a reimbursement check written to the Principal of Girls Prep Bronx Middle School was also signed by the same individual.

#### **Recommendation**

We recommend proper check signing procedures are followed as documented in the FPPM.

### **Purchase Order and Packing Slip Approval**

The Charter Schools' Fiscal Policies and Procedures Manual (FPPM) requires purchase orders to be completed and approved in order to make a purchase. Additionally, the CEO or COO is to approve all purchase orders greater than \$5,000. During our audit, we noted all POs tested appeared properly completed and authorized for Girls Prep LES. We noted the Directors of Operations at Girls Prep Bronx Middle School and Boys Prep indicated purchase orders were completed at those schools only when required by the vendor. Additionally, the FPPM requires all shipments be reviewed and the packing slip marked indicating review and receipt and maintained in a file. We noted two instances in our Girls Prep Bronx testing where packing slips were kept but not signed as reviewed (Middle School), and other instances where no packing slips were retained (Elementary School). We noted all packing slips tested were properly signed and maintained by Girls Prep LES and Boys Prep.

#### **Recommendation**

We recommend the Charter Schools follow the procedures as documented in the FPPM as this provides an important control over Charter School funds and determining goods are appropriately received prior to payment.

**Payroll Approval Procedures**

We noted during the audit that the Charter Schools’ FPPM states that each period’s payroll is to be approved by the Principal, school-based Director of Operations (DOO), Director of Human Resources, and Chief Operating Officer (COO). Our testing found that for all the Charter Schools the procedure being followed has positive approval via email from only the DOO and Director of HR or COO, and that Principal approval is assumed if no response to the email.

**Recommendation**

We recommend payroll approval be obtained via email response from all parties as outlined in the FPPM. If approval from all four individuals as described in the FPPM is no longer considered necessary, the language in the FPPM should be updated to reflect the procedure currently utilized.

**Check Log**

We noted during the audit, the Charter Schools’ FPPM states that an ongoing Excel file is to be maintained logging receipt of all checks. Our testing found no check log was used at Boys Prep or Girls Prep Bronx Middle School.

**Recommendation**

We recommend the Charter Schools implement procedures as outlined in the FPPM.

**Bids and quotes**

During our audit, we reviewed the Charter Schools’ Financial Policies and Procedures Manual (“FPPM”) to gain an understanding of the controls in place at the Charter School. The FPPM requires competitive bidding procedures for purchases exceeding \$25,000 in the aggregate. Certain exceptions from these procedures are allowed as documented in the FPPM. Our testing of certain invoices across all of the Charter Schools found that in all cases bids were not obtained as the purchase fell into one of the allowed exceptions. However, we noted no written evidence of the allowable exception is maintained with the purchase.

**Recommendation**

We recommend the Charter Schools retain documentation of the quotes received when competitive bidding is required. In situations where competitive bidding is not required, this fact, along with the appropriate reason for exception should be documented on the purchase order or purchase request form. We recommend Charter School management periodically review preferred vendors to ensure vendors are not used just because they have been used before. Management should be ensuring that the Charter Schools are obtaining the best price for quality goods and services. In addition, the fact that a vendor is a preferred vendor should be documented when bids or quotes are not obtained.

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This letter is solely for the use of Management, Finance Committee Members and the Board of Trustees of Public Prep Charter School Academies and is not intended to be and should not be used by anyone other than those specified parties.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with the Charter Schools' personnel, and will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

We would like to express our appreciation for the courtesies extended to us by management and their staff. The Charter Schools' personnel were cooperative, courteous and forthcoming in answering all of our questions throughout our audit. It is a privilege to serve the Charter Schools. Should you have any questions or comments, please contact Michelle Cain or Jackie Lee.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

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