

School District of Palm Beach County  
**CHARTER SCHOOL ANNUAL FINANCIAL REVIEW**

**CHARTER SCHOOL:** Inlet Grove Community High School - 1461

**REVIEWED BY:** William Z. Dufresne

**DATE OF FINAL REVIEW:** 12.4.2020

**Each reviewer will complete a review document by marking as follows:**

**COMPLIANT** - Appropriate information and/or evidence of documentation is in place.

**NON-COMPLIANT** - Necessary information and/or evidence of documentation incomplete or is not in place at any level.

**N/A** - Not Applicable-Explain in comment section.

<b>FINANCE &amp; OPERATIONS</b>				
<b>Indicators</b>	<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>1. BUDGET PREPARATIONS</b>				
<b>a. Evidence</b> of an established budget planning process. Provide a copy of procedures or provide a narrative of the budget process.	<b>X</b>			<b>Financial Policies and Procedure Manual includes budget planning process</b>
<b>b. Evidence</b> that budget has been approved by the Governing Board and is monitored regularly to safeguard finances. (Copy of minutes)	<b>X</b>			<b>Board minutes showing approval of the operating budget provided</b>
<b>c. Evidence</b> that budget amendments are approved by board. (Copy of minutes)	<b>X</b>			<b>Board minutes showing approval of amended budgets provided</b>
<b>d. The Board</b> - approved budget was submitted to the District in a timely manner. (By July 31)	<b>X</b>			<b>Submitted Timely 7.23.2019</b>
<b>2. FINANCIAL ACCOUNTING</b>				
<b>a. Evidence</b> of fiscal accounting system for various funds – General, Special Revenue, Capital Outlay.	<b>X</b>			<b>School maintains accounting system with separate General, Special Revenue, and Capital Outlay Funds</b>
<b>b. Evidence</b> that expenditures did not exceed available resources in each fund.		<b>X</b>		<b>Overall, expenditures exceeded revenues for fiscal year 2020.</b>
<b>c. Evidence</b> the school has financial accounting policies and procedures that meet generally accepted standards of fiscal management and are <b>implemented</b> . (Copy of and access to procedures manual and other requested documents to support that policies have been implemented).	<b>X</b>			<b>Financial Policies and Procedure Manual provided. School appears to have implemented and follow board adopted policies and procedures.</b>
<b>d. Evidence</b> that monthly financial statements are prepared using the FDOE required format.	<b>X</b>			
<b>e. Evidence</b> that monthly financial statements submitted timely and correct.	<b>X</b>			<b>Monthly financial statements were submitted timely and correct.</b>

<b>FINANCE &amp; OPERATIONS</b>				
<b>Indicators</b>	<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>f. Evidence</b> that capital expenditures (if applicable) are reported separately on the monthly and/or annual financial statements and expended in accordance with 1013.62 F.S. Provide a detail of all capital outlay related expenditures.			<b>X</b>	<b>As a conversion charter, the school is not eligible for Capital Outlay funds.</b>
<b>g. Evidence</b> of established system of accounting for fixed assets in accordance with FL Admin Code Ch. 69I-73. (Provide a copy of procedures or provide a narrative of the fixed asset accounting process.)	<b>X</b>			<b>Financial Policies and Procedure Manual provided includes policies and procedures for fixed assets.</b>
<b>h. Evidence</b> property records inventory was performed and submitted timely (Copy of report submitted by September 30). FL Admin. Code Ch. 69I-73	<b>X</b>			<b>Annual Property Inventory was submitted timely and correct.</b>
<b>i.</b> Cost report was prepared correctly and submitted timely. (By July 31)	<b>X</b>			<b>Cost Report was submitted timely and correct.</b>
<b>j. Evidence</b> that school is in compliance with prompt payment and other payment terms. Provide detail of accrued liabilities including AP aging, notes, loans, lines of credit and/or related party transactions.	<b>X</b>			<b>Accounts Payable Aging provided, an insignificant amount were aged over 30 days as of 12.31.2019</b>
<b>3. MONITORING AND AUDITS</b>				
<b>a. Evidence</b> that audited annual financial report is prepared in accordance with GASB 34 requirements and submitted by the required date.	<b>X</b>			<b>Audit prepared in accordance with GASB 34 and submitted timely</b>
<b>b. Evidence</b> that there are no material weaknesses or significant deficiencies in internal controls identified by a qualified independent auditor.	<b>X</b>			<b>Independent External Auditor did not identify any material weaknesses or deficiencies.</b>
<b>c. Evidence</b> that audit management letter response and Corrective Action Plan for current and repeat audit findings was approved by the Board. (Copy of report, Corrective Action Plan, and minutes)	<b>X</b>			<b>No findings or recommendations reported by Independent External Auditor</b>
<b>d. Evidence</b> that school provided access to requested documents and cooperated with District's Inspector General, auditor and/or other school official monitoring the school.	<b>X</b>			<b>School is responsive to District communications via CharterTools and email.</b>
<b>4. GRANT ACCOUNTING (IF APPLICABLE)</b>				
<b>a.</b> Established grant accounting procedures. (Copy of or access to procedures manual.) Uniform Grant Guidance (UGG) (aka Super Circular or Omni Circular)	<b>X</b>			<b>Financial Policies and Procedure Manual provided includes policies and procedures for grants.</b>
<b>b.</b> Grant reimbursements comply with federal grant requirements and were submitted timely.	<b>X</b>			<b>Grant reimbursement requests appear to comply with Federal grant requirements</b>

<b>FINANCE &amp; OPERATIONS</b>				
<b>Indicators</b>	<b>C</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS</b>
c. Grant funds accounted for separately were identified in the monthly, quarterly and annual financial statements.	X			<b>Federal grant funds are separately reported in a special revenue fund.</b>
<b>5. OTHER STATUTORY REQUIREMENTS</b>				
a. <b>Evidence</b> financial corrective action plan has been established (if applicable) and submitted to the PBC School District.			X	
b. <b>Evidence</b> of compliance with class size reduction as applicable to charter schools.	X			<b>School was in compliance with class size reduction per FLDOE</b>
c. <b>Evidence</b> that Florida Teachers Classroom Supply (Lead Teacher) was paid to teachers by September 30 <sup>th</sup> of each year.	X			<b>Teachers were paid the proper amount of Supply funds by September 30<sup>th</sup>, as required by statute.</b>
d. The Charter School's website includes the school's annual budget, the independent fiscal audit, and the minutes of the governing board meetings (at least quarterly).		X		<b>Independent Auditor determined the school maintains the information specified in Section 1002.33(9)(p) on its website.  The District was unable to confirm the auditor's determination.  *Please see notes below*</b>
<b>6. FINANCIAL VIABILITY</b>				
a. Maintains positive financial trends.		X		<b>Overall Financial trends appear to be negative.  *Please see Notes and indicators below*</b>
b. Maintain an adequate fund balance.		X		<b>FY20 Ending General Fund Balance per audit was \$7,630  *Please see Notes and indicators below*</b>
c. Maintained steady FTE counts.	X			<b>FY 2016 FTE – 679.04 FY 2017 FTE – 657.67 FY 2018 FTE – 691.00 FY 2019 FTE – 734.18 FY 2020 FTE – 777.99</b>

Signature \_\_\_\_\_



Date \_\_\_\_\_

**RATING**

\_\_\_\_\_ **Satisfactory:** The processes are generally effective (1) **no more than three** indicators are rated non-complaint, (2) **none** of the indicators are material repeat findings, and (3) the school is not in a deteriorating financial condition or there are no issues of material non-compliance identified by the district.

\_\_\_\_\_ **X** \_\_\_\_\_ **Needs Improvement:** The processes are only partially effective (1) **no more than ten** indicators are rated non-complaint, (2) **no more than three** of the indicators are repeat findings, and (3) the school is not in a deteriorating financial condition or there are no issues of material non-compliance identified by the district.

\_\_\_\_\_ **Unsatisfactory:** Neither of the above (1) more than ten indicators are rated non-compliant, or (2) the school meets criteria for deteriorating financial condition or there are issues of material non-compliance identified by the district.

**\*NOTES:**

**Charter School Website** – The District was able to locate the minutes from meetings of the governing board, other required information such as the school’s board adopted budget or audited financial statements could not be found on the website.

**Maintains positive financial trends** – The financial indicators appear to show the continual negative trends seen over the previous fiscal years. Net Assets continue in a deficit. Unrestricted days of cash is roughly 15, which is below the recommended minimum of 30 days. This may indicate that the school is not retaining enough unrestricted cash to meet cash obligations. Debt to Asset ratio also shows a steady increase over the past fiscal years. General Fund balance has fallen to \$7,630 during FY2020. This appears due to the write off of roughly \$175,686 in accounts receivable that was deemed uncollectable. Other financial indicators provided below show decreases as well. (*Repeat Concern*)

**Maintain adequate fund balance** – As with the note regarding positive financial trends, General Fund balance has fallen to \$7,630 during FY2020. General Fund balance compared to General Fund operating revenues is only .11%, well below the recommended minimum of 3%. This may indicate that the school is not retaining adequate fund balance to withstand financial emergencies. (*Repeat Concern*)

**COVID-19** - In March 2020, the World Health Organization declared the outbreak of a coronavirus (COVID 19) a pandemic. As a result, the local and global financial markets are experiencing significant declines and creating economic uncertainties. At this time, it is unknown precisely how this negative outlook will impact the School’s financial statements in the future.

Financial Indicators for:

Inlet Grove High School 1461						
FY 2019-20						
Indicator	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Comments
FTE	679.04	657.67	691	734.18	777.99	
<b>Government Wide Statements</b>						
Net Asset(Deficit)	\$ (648,217)	\$ (1,233,848)	\$ (1,745,115)	\$ (1,939,122)	\$ (2,380,263)	Declining results. Deficits may indicate financial emergency.
Net Asset(Deficit)/Total Expenditure	-10.18%	-19.59%	-24.03%	-26.43%	-31.34%	Percentages decreasing over time may lead to future budgetary problems.
Unrestricted Days of Cash - Unrestricted Cash/((Total Expenses-Depreciation Expense)/365)	37.14	41.01	21.62	6.42	14.92	Decreased numbers indicates that the school has insufficient cash to meet its cash obligations. Available cash should be a minimum of 30 days.
Debt to Asset Ratio (Total Liabilities/Total Assets)	2.26	1.63	2.14	2.21	2.28	Increasing trends demonstrate the schools reliance on borrowed funds to finance its operations.
<b>Fund Financial Statements (General Fund only)</b>						
**Fund Balance (Deficit)	\$ 569,077	\$ 613,336	\$ 322,872	\$ 52,967	\$ 7,630	Declining results. Deficits may indicate financial emergency.
Fund Balance(Deficit)/ Total Expenditures	9.51%	10.11%	4.72%	0.74%	0.11%	Percentages decreasing over time may indicate unstructured budgets that could lead to future budgetary problems even if the current fund balance is positive.
(Assigned +Unassigned General Fund Balance)/Total General Fund Operating Revenues	5.11%	9.03%	3.42%	0.77%	0.11%	Percentages less than 3% indicate that the school is not retaining adequate fund balance to withstand financial emergencies.
Cash Asset Ratio (Cash & Investments/Current Liability)	2.28	2.26	1.30	0.52	0.93	Ratios decreasing over time indicates difficulty raising the cash needed to meet its current needs.
Excess of Revenues Over (Under) Expenditures/ Total Revenues	2.87%	0.72%	-4.43%	-3.91%	-0.84%	Increasing deficits may indicate that current revenues are not supporting current expenditures.
Current Ratio (Current Assets/Current Liabilities)	3.01	2.96	1.98	1.22	1.02	Decreasing trends indicates a schools ability to no longer meet obligations over the next 12 months.
One Year Cash Flow (CY Total Cash-PY Total Cash)	\$ 186,874	\$ 59,817	\$ (277,554)	\$ (301,098)	\$ 181,375	These two ratios are reviewed together. If there is a negative cash flow over time, this may indicate problems with financial health and sustainability of the school.
Multi Year Cash Flow (Change in cash in CY plus prior two years)	\$73,284	\$189,671	\$ (30,863)	\$ (518,835)	\$ (397,277)	
Change in FTE from PY (Change in prior year FTE/Prior Year FTE)	3.76%	-3.15%	5.07%	6.25%	5.97%	Steady ratios indicate student enrollments from year to year are stable.